



City of Palm Coast Agenda COUNCIL BUSINESS MEETING

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

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

Tuesday, October 3, 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:

SEPTEMBER 19, 2023, BUSINESS MEETING

SEPTEMBER 20, 2023, FINAL BUDGET HEARING

F. PROCLAMATIONS AND PRESENTATIONS

2. PROCLAMATION - THE WEEK OF OCTOBER 2, 2023, AS CUSTOMER SERVICE WEEK

3. PROCLAMATION - OCTOBER 3, 2023, AS FIRE POLICE RECOGNITION DAY

4. PROCLAMATION - THE WEEK OF OCTOBER 8, 2023, AS FIRE PREVENTION WEEK

5. PROCLAMATION - OCTOBER 2023 AS WHITE CANE AWARENESS MONTH

6. PRESENTATION - PHOTO CONTEST WINNERS & AWARDS

G. ORDINANCES SECOND READ

7. ORDINANCE 2023-XX AMENDMENTS TO THE SPECIAL EVENT ORDINANCE

H. RESOLUTIONS

- 8. RESOLUTION 2023-XX APPROVING A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., APPROVAL OF CONSTRUCTION ENGINEERING INSPECTIONS SERVICES, AND A PROJECT CONTINGENCY FOR JAMES F. HOLLAND PARK SPLASH PAD REPAIRS**
- 9. RESOLUTION 2023-XX APPROVING A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., A WORK ORDER WITH PEGASUS ENGINEERING, LLC, FOR GRANT COMPLIANCE, AND A PROJECT CONTINGENCY FOR LONG CREEK NATURE PRESERVE**
- 10. RESOLUTION 2023-XX APPROVING A WORK ORDER WITH DRMP, INC., FOR ENGINEERING SERVICES FOR REAL TIME FLOOD FORECASTING**
- 11. RESOLUTION 2023-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., TO PROVIDE ENGINEERING SERVICES FOR WATER QUALITY MONITORING PROGRAM IMPLEMENTATION**
- 12. RESOLUTION 2023-XX AUTHORIZING THE CITY MANAGER TO SIGN HAZARD MITIGATION GRANT PROGRAM ASSISTANCE APPLICATIONS, AS REQUESTED BY THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT**
- 13. RESOLUTION 2023-XX AMENDING THE SPECIAL EVENT FEE SCHEDULE**

I. CONSENT

- 14. RESOLUTION 2023-XX ESTABLISHING THE FEE STRUCTURE FOR CHARGEPOINT ELECTRIC VEHICLE CHARGER AND PROVIDING THE CITY MANAGER WITH AUTHORITY TO MAKE ADJUSTMENTS AS NECESSARY**
- 15. RESOLUTION 2023-XX APPROVING MASTER SERVICE AGREEMENT WITH MULTIPLE FIRMS FOR LANDSCAPE MAINTENANCE SERVICES**
- 16. RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT, INC., FOR DRYING BED CLEANING**
- 17. RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT, INC., FOR LIQUID LIME SLUDGE REMOVAL, HAULING, AND DISPOSAL**
- 18. RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT INC., FOR LIQUID LIME SLUDGE REMOVAL, HAULING, AND DISPOSAL**
- 19. RESOLUTION 2023-XX APPROVING PIGGYBACKING MOMAR, INC., WITH JEA (JACKSONVILLE ELECTRIC AUTHORITY) CONTRACT FOR THE PURCHASE OF BULK GLYCERIN**

J. PUBLIC PARTICIPATION

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

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

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

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

N. ADJOURNMENT

20. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: SEPTEMBER 19, 2023, BUSINESS MEETING SEPTEMBER 20, 2023, FINAL BUDGET HEARING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: SEPTEMBER 19, 2023, BUSINESS MEETING SEPTEMBER 20, 2023, FINAL BUDGET HEARING	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - THE WEEK OF OCTOBER 2, 2023, AS CUSTOMER SERVICE WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim the week of October 2, 2023, as Customer Service Week.	
Recommended Action: PROCLAIM THE WEEK OF OCTOBER 2, 2023, AS CUSTOMER SERVICE WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 3, 2023, AS FIRE POLICE RECOGNITION DAY		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim October 3, 2023, as Fire Police Recognition Day.		
Recommended Action: PROCLAIM OCTOBER 3, 2023, AS FIRE POLICE RECOGNITION DAY		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department PUBLIC SAFETY Division	Amount Account #
Subject: PROCLAMATION - THE WEEK OF OCTOBER 8, 2023, AS FIRE PREVENTION WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim the week of October 8, 2023, as Fire Prevention Week.	
Recommended Action: PROCLAIM THE WEEK OF OCTOBER 8, 2023 AS FIRE PREVENTION WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

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

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department	COMMUNICATIONS AND MARKETING	Amount
Division		Account #
Subject: PRESENTATION - PHOTO CONTEST WINNERS & AWARDS		
Presenter: Brittany Kershaw, Director of Communications		
Attachments:		
<p>Background: The Communications & Marketing Department hosts an annual photo contest where residents can enter to win prizes. This year's categories were Pets, Recreation, Nature, Events, and Residents.</p> <p>All photos must be taken inside the city limits of Palm Coast. Residents may submit up to 20 entries.</p> <p>One winner per category is selected and honored at a City Council business meeting. The photographs submitted for the contest are then used by the city for marketing, promotional, and public relations purposes.</p>		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 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		
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 19, 2023, BUSINESS MEETING:</u> City Council heard the first reading of this item at their September 19, 2023, Business Meeting. There have been no changes to the item since the first reading.</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: October 3, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$3,000,000.00
Division	ENGINEERING	Account #	43000099-063000-66010
Subject:	RESOLUTION 2023-XX APPROVING A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., APPROVAL OF CONSTRUCTION ENGINEERING INSPECTIONS SERVICES AND A PROJECT CONTINGENCY FOR JAMES F. HOLLAND PARK SPLASH PAD REPAIRS		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	<ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Draft Contract 4. Notice of Intent to Award 5. Executive Summary 6. Proposal 		
Background:	<p>Council Priority: B. Safe and Reliable Services.</p> <p>The scope associated with this project includes all work required to bring the splash pad back into a functional, code compliant, safe, and enjoyable amenity to once again serve the Citizens of Palm Coast. The existing concrete deck will be removed, and all underground piping and pump room equipment issues will be corrected. Water feature locations will be revised to function more efficiently and provide for a more enjoyable experience. The new concrete deck will address all code related slope issues and finally an appropriate surfacing material will be installed that is designed specifically for this type of facility.</p> <p>Through a piggyback contract with Collier County, Council approved a contract with Martin Aquatic Design & Engineering to provide design and construction documents for the project in September of 2022. Documents were completed in March of 2023. The project was bid in April of 2023 with Saboungi Construction, Inc., being the responsive Bidder.</p> <p>On March 29, 2023, staff advertised Bid ITB-SWE-23-11 for the James F. Holland Park Splash Pad repair. This Scope of Work will address the deficiencies and return the splash pad to an operatable state. Staff received one (1) bid deemed reasonable and responsible. Staff recommends awarding the contract to Saboungi Construction, Inc., for \$2,594,800.00. The Notice of Intent to Award and Project Bid Overview are attached.</p> <p>Under the existing piggyback contract with Collier County staff is requesting approval of</p>		

expenses in the amount of \$99,780.00 for construction engineering inspection services with Martin Aquatic Design & Engineering.

This item is to approve a contract with Saboungi Construction, Inc., in the amount of \$2,594,800.00, construction engineering services with Martin Aquatic Design & Engineering in the amount of \$99,780.00 and a project contingency in the amount of \$305,420.00 for a total of amount of \$3,000,000.

Funds for this project are budgeted in the Fiscal Year 2024 Capital Improvement Budget.

SOURCE OF FUNDS WORKSHEET FY24

Capital Improvement 43000099-063000-66010	\$3,000,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$3,000,000.00</u>
Balance	\$0.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., APPROVAL OF CONSTRUCTION ENGINEERING INSPECTIONS SERVICES AND A PROJECT CONTINGENCY FOR JAMES F. HOLLAND PARK SPLASH PAD REPAIRS

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,213,590.00
Division	ENGINEERING	Account #	21066015-063000-61015
Subject: RESOLUTION 2023-XX APPROVING A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., A WORK ORDER WITH PEGASUS ENGINEERING, LLC., FOR GRANT COMPLIANCE AND A PROJECT CONTINGENCY FOR THE LONG CREEK NATURE PRESERVE			
Presenter: Eric Gebo, Architect III			
Attachments: <ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Draft Contract 4. Notice of Intent to Award 5. Executive Summary 6. Work Order Proposals (Grant Compliance) 			
<p><u>Background:</u></p> <p>Council Priority: D. Sustainable Environment & Infrastructure</p> <p>In 2008 the City acquired 9+ acres in the amount of \$4,510,145.00 with Flagler County Environmentally Sensitive Lands Program (ESL) providing funding in the amount of \$2,255,072.50 and the State of Florida Community Trust (FCT) providing the funding in the amount of \$2,255,072.50. FCT Grant required a Management Plan that contains 19 specific Special Management Conditions from commitments made in the grant application that received scoring points; failure to complete these conditions is considered a default of the grant contract. Below is a listing of the plan objectives:</p> <ul style="list-style-type: none"> • Protect natural resources • Stabilization of shoreline along the College Waterway • Provide recreational opportunities and urban open space • Provide water access to College Waterway and Long Creek • Provide environmental and historic educational programs (minimum of 12 annually) • A staffed Nature Center to provide year-round education programming on the natural environment and history of the area with education programs and on-going exhibits. <p>The park is located between College Waterway and Long Creek in the City of Palm Coast. Long Creek Nature Preserve fills a gap in the greenway between neighborhoods that border Long Creek and Big Mulberry Branch Creek natural corridors. Currently Phase 1 improvements included the construction of a path & boardwalk to a new canoe/kayak launch</p>			

into Long Creek, a non-motorized boat launch into College Waterway, installation of shoreline stabilization along College Water, construction of a fishing pier along College Waterway, and an entrance from Palm Harbor Parkway onto the site with an area for parking and a pedestrian/bicycle access by means of a multi-purpose trail on Palm Harbor Parkway and a path connection to Colchester Land. Its natural beauty provides a backdrop for the planned Environmental Education Center (Future Phase) to serve as a living laboratory for environmental education programs. A major archeological resource, the "Hernandez Landing Site," relates to the early 1800's Plantation Period in Florida and is located just east of the project site on City-owned property. This resource is slated for reconstruction and its interpretation will convey the history of this landing site and its importance in regional and statewide history. This project is part of Council's goal to provide affordable, and enjoyable options for cultural, educational, recreational and leisure-time events.

On March 31, 2009, City Council gave approval to submit a grant application to Florida Inland Navigation District (FIND) for Design and Permitting of Long Creek Nature Preserve. The City of Palm Coast was awarded the grant. On January 5, 2010, City Council gave approval to execute the grant agreement in the amount of \$75,000.00. On August 16, 2011, City Council gave approval for the professional services contract to design, permit, provide bidding assistance and construction administration for the development of Long Creek Nature Preserve as a City Park.

On March 19, 2013, City Council gave approval to submit a grant application to FIND for Construction of Phase I of Long Creek Nature Preserve. The City of Palm Coast was awarded the grant in the amount of \$167,843.00. On October 1, 2013, City Council gave approval to commence with construction of Phase I Improvements with Saboungi Construction Inc.

To further enhance the recreational and educational uses within the park and contiguous waterways, a navigation enhancement project is proposed for the installation of approximately 27 markers within Long Creek (starting at Long Creek Nature Preserve and terminating at the Intracoastal Waterway) and an interpretative kiosk installed at each of the park's canoe/kayak launches (College Waterway and Long Creek). The project will enhance park users' experiences by highlighting connections to other regional attractions; provide navigation aids for novices, incorporation of tidal and weather data web links for safety purposes. On March 14, 2014, City Council gave approval to submit a grant application to FIND. On November 4, 2014, FIND awarded the grant in a not-to-exceed amount of \$10,000 as part of a required 50/50% match of the project cost.

In 2019 as part of city staff continuing efforts to seek and identify grants an opportunity to apply for a grant to construct the remaining boardwalk and overlooks was identified and a grant application was submitted. On September 27, 2019, the City received notification that the Recreational Trails Program application has been awarded funding and on November 20, 2020 the City received Draft Agreement for legal review processing.

On April 6, 2021, Council approved a Work Order with CPH Engineers to provide environmental and engineering services associated with obtaining SJRWMD & USACE permits and to prepare bid documents and construction drawings in the amount of \$53,435.00.

On August 16, 2023, staff advertised this project (ITB-SWE-23-57) and received two (2) bids, one (1) deemed non-responsive. City staff recommends awarding the contract to Saboungi

Construction, Inc. in the amount of \$1,031,100 for Phase II construction of the Long Creek Nature Preserve.

Under the existing contract (RFSQ-SWE-22-88), staff negotiated a scope and fee not-to-exceed \$32,490 with Pegasus Engineering, LLC., for construction engineering services (CEI). City staff has determined that the cost for engineering services are reasonable and fair and are consistent with these types of services for a project of this size and scope.

This item is to approve a Contract with Saboungi Construction, Inc., in the amount of \$1,031,100, a work order with Pegasus Engineering in the amount of \$32,490 and a Project contingency in the amount of \$150,000. For a total amount of \$1,213,590. Funds for this project are budgeted in the Recreation Impact Fund for FY 24.

SOURCE OF FUNDS WORKSHEET FY 24

Rec/Impact/Long Creek 21066015-063000-61015	\$1,330,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Order Contracts	\$0.00
Current (WO/Contract)	<u>\$1,213,590.00</u>
Balance	\$116,410.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., INC, A WORK ORDER WITH PEGASUS ENGINEERING, LLC, FOR GRANT COMPLIANCE AND A PROJECT CONTINGENCY FOR THE LONG CREEK NATURE PRESERVE

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$322,099.00
Division	ENGINEERING	Account #	54205509- 031000/65052525- 051020
Subject: RESOLUTION 2023-XX APPROVING A WORK ORDER WITH DRMP, INC., FOR ENGINEERING SERVICES FOR REAL-TIME FLOOD FORECASTING AND A THREE-YEAR TERM MAINTENANCE AND DEPLOYMENT AGREEMENT			
Presenter: Carmelo Morales, Stormwater Engineer III			
Attachments: <ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Proposal 			
Background: Council Priority: B. Safe and Reliable Services <p>DRMP, Inc., in collaboration with Streamline Technologies, Inc., LT has been asked to provide stormwater engineering services to improve the City of Palm Coast's stormwater model. The services will be comprised of upgrading our current model/system with a real-time flood forecasting system (RTFF) that automatically retrieves near real-time and forecasted rainfall and evapotranspiration data produced by the National Water Model (NWM). Additionally, the system shall provide flood predictions 4 to 5 days into the future with 1-hour increment updates. Results will be uploaded to a dashboard that can be accessed through a web browser from any device that has internet access (e.g., smartphone, tablet, laptop, desktop).</p> <p>In summary, the proposed work shall integrate the city's existing ICPR model with data from the National Oceanic and Atmospheric Administration (NOAA) and the city's operable structures so as to produce the flood forecasting system. The improved model/system can be used by all of the City's departments for data-driven emergency preparedness such as earlier evacuation warnings and staging of resources.</p> <p>Under the existing contract (RFSQ-SW-18-10), staff negotiated a scope and fee not-to-exceed \$247,099 with DRMP, Inc., City staff has determined that the cost of services are reasonable and fair and are consistent with these types of services for a project of this size and scope.</p> <p>Staff is also requesting the approval of a three-year term in the amount of \$75,000 for deployment and maintenance of the RTFF System. This fee includes all license fees associated with the RTFF system, computational cost, and normal operating and</p>			

maintenance associated with the operating system and hardware updates. This term will be billed in three (3) separate increments of \$25,000 per fiscal year, beginning with the FY 2024 budget and ending with FY 2026 budget..

Funds for these services are budgeted out of the FY 2024 Stormwater and Engineering account.

SOURCE OF FUNDS WORKSHEET FY 24

Stormwater Engineering 54205509-031000

\$450,000.00

Total Expended/Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$128,613.00

Current (WO/Contract)

\$272,099.00

Balance

\$49,288.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A WORK ORDER WITH DRMP, INC., FOR ENGINEERING SERVICES FOR REAL-TIME FLOOD FORECASTING AND A THREE-YEAR TERM MAINTENANCE AND DEPLOYMENT AGREEMENT

City of Palm Coast, Florida Agenda Item

Agenda Date: October 3, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$128,613.00
Division	ENGINEERING	Account #	54205509-03100
Subject: RESOLUTION 2023-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., TO PROVIDE ENGINEERING SERVICES FOR WATER QUALITY MONITORING PROGRAM IMPLEMENTATION			
Presenter: Carmelo Morales, Stormwater Engineer III			
Attachments: <ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Work Order/Proposal 			
Background: Council Priority: B. Safe and Reliable Services <p>On August 18, 2020, Council approved a work order with England-Thims & Miller to develop a Citywide water quality monitoring strategy that would direct a long-term vision for a future monitoring program and be a prioritization tool for identification of watersheds of the highest priority. The development of a monitoring plan was intended to be an extension of the water quality monitoring strategy and provide specific guidance for the City regarding monitoring locations and approaches. The development of the Plan included a desktop survey to select potential monitoring locations within the four highest priority watersheds and a field investigation of those locations to finalize the site selection and appropriate data collection approaches for the four sites.</p> <p>On April 19, 2022, Council approved a work order with England-Thims & Miller to monitor a pilot water quality monitoring station that was installed in the Lehigh Canal watershed, which was one of the four priority watersheds identified in the water quality monitoring strategy. The project included a retrofit of the City's R-1 station to a new Campbell Scientific data collection platform, the installation of real-time water quality sensors, a secondary stage measurement sensor and rainfall gage, and the development of dashboards to visualize data and control the R-1 actuator.</p> <p>Based on the results of this initial pilot project, City staff installed a new water quality station in the Matanzas River watershed (also a priority watershed identified in the Strategy) and chose the location where Big Mulberry Branch (BMB) flows into Long Creek (LC). Staff also relocated the R-1 water quality sensors elsewhere in the Lehigh Canal watershed, to the L-4 location. City staff request approval of a work order for the continuation of the water monitoring implementation network.</p>			

Under the existing contract (RFSQ-CD-19-70), staff is in the process of negotiating a scope and fee England-Thims & Miller. As of the date of this agenda item the cost sits at \$128,613; the total fee is expected to be lower but shall not exceed this amount. City staff has determined that the cost of services is reasonable and fair and consistent with these types of services for a project of this size and scope.

Funds for this project have been budgeted for out of FY 2024 Stormwater Engineering account.

SOURCE OF FUNDS WORKSHEET FY 2024

Stormwater Engineer 54205509-03100	\$450,000.00
Total Expended /Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$128,613.00</u>
Balance	<u>\$321,387.00</u>

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., TO PROVIDE ENGINEERING SERVICES FOR WATER QUALITY MONITORING PROGRAM IMPLEMENTATION

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	ENGINEERING	Account #
Subject:	RESOLUTION 2023-XX AUTHORIZING THE CITY MANAGER TO SIGN HAZARD MITIGATION GRANT PROGRAM ASSISTANCE APPLICATIONS, AS REQUESTED BY THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT	
Presenter:	Maeven Rogers, Chief Sustainability & Resiliency Officer	
Attachments:	<ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Draft Application 	
Background:	<p>Council Priority: B. Safe and Reliable Services</p> <p>The Florida Division of Emergency Management announced the availability of resiliency funding under FEMA's Hazard Mitigation Grant Program (HMGP) as a direct result of the Presidential Disaster Declaration for Hurricane Nicole.</p> <p>This funding helps communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects.</p> <p>For Hurricane Nicole, Flagler County will receive an estimated \$2,411,145.67. The Local Mitigation Strategy (LMS) Working Group, a stakeholder group comprised of various regional officials, chooses multi-jurisdictional projects that promote resiliency and reduce hazards for designated HMGP funding. Three projects were scored as a part of the City of Palm Coast's capital projects.</p> <p>The City of Palm Coast will pursue HMGP funding, a competitive grant process for all three projects. HMGP funds up to 75% of costs and requires a cost share of 25% from the City of Palm Coast.</p> <p>The following projects will be pursued for funding –</p> <ul style="list-style-type: none"> • Stormwater Conveyance Improvements • PEP Panel Replacements Project #2 • Palm Coast Wellfield Generators Project #2 <p>This item is to seek Council approval to allow the City Manager authorization to sign Hazard Mitigation Grant Program Assistance Applications, as requested by the State of Florida</p>	

Division of Emergency Management.

Recommended Action:

ADOPT RESOLUTION 2023-XX AUTHORIZING THE CITY MANAGER TO SIGN HAZARD MITIGATION GRANT PROGRAM ASSISTANCE APPLICATIONS, AS REQUESTED BY THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department PARKS & RECREATION Division	Amount Account #
Subject: RESOLUTION 2023-XX - AMENDING THE SPECIAL EVENT FEE SCHEDULE	
Presenter: Brittany McDermott, Deputy Director of Parks & Recreation and Jared Dawson, Recreation Coordinator	
Attachments: <ul style="list-style-type: none">1. Presentation2. Resolution3. Exhibit A - Special Event Fee Schedule	
Background: <p>Strategic Action Plan Pillars of Priorities: Strong Resilient Economy: Maintaining financial strengths within the City and promote fiscal responsibility to ensure future stability.</p> <p><u>UPDATED BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their September 12, 2023, Workshop Meeting. No changes have been made to the item.</p> <p><u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP MEETING:</u> On February 2, 2010, City Council adopted the Special Event Fee Structure through Resolution 2010-12. The primary objective of this structure was to authorize the imposition of fees that would cover various expenses, including permit fees facility usage, and the provision of equipment and services by the City.</p> <p>Currently, City Staff has recognized the need to assess the current fee schedule in order to maintain a sustainable level of cost recovery. This resolution aligns with City Council's principal priority of fostering a "Strong Resilient Economy." By conscientiously upholding fiscal responsibility, the City ensures enduring stability for all its residents.</p>	
Recommended Action: ADOPT RESOLUTION 2023-XX AMENDING THE SPECIAL EVENT FEE SCHEDULE	

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	ENGINEERING	Account #
Subject:	RESOLUTION 2023 – XX ESTABLISHING THE FEE STRUCTURE FOR CHARGEPOINT ELECTRIC VEHICLE CHARGER AND PROVIDING THE CITY MANAGER WITH THE AUTHORITY TO MAKE ADJUSTMENTS AS NECESSARY	
Presenter:	Maeven Rogers, Chief Sustainability & Resiliency Officer	
Attachments:	1. Resolution	
<u>UPDATED BACKGROUND FROM SEPTEMBER 12, 2023, WORKSHOP:</u> This item is to establish the fee structure for ChargePoint electric vehicle (EV) chargers and to provide the City manager with the authority to make adjustments as necessary.		
ChargePoint Charger Fee Structure The following fee structure is hereby established for the operation of ChargePoint Electric Vehicle (EV) chargers within the City of Palm Coast: <ul style="list-style-type: none">• Usage Fee: \$0.18 per kilowatt-hour (kWh)• Initial Charge: \$0.50 per charging session• Idling Fees: After a full charge users will be given 30 minutes to return to their vehicle. If the vehicle is plugged in after the 30-minute time window a \$5 per hour fee will be instated until vehicle is taken off the charger.		
<u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 12, 2023 WORKSHOP</u> Council Priority: D. Sustainability Environment and Infrastructure <ul style="list-style-type: none">1. Collaborate with FPL and community partners to provide electric vehicles fast charging stations across multiple locations in the City.<ul style="list-style-type: none">a. Explore ways to add revenues for street improvements/enterprise fund through user fees for EV charging stations.		
Presentation on the current EV market and update on various fee structures for our two EV Level II dual chargers, one at City Hall and a future charger at our Southern Recreation Facility.		
Recommended Action: ADOPT RESOLUTION 2023-XX ESTABLISHING THE FEE STRUCTURE FOR CHARGEPOINT ELECTRIC VEHICLE CHARGER AND PROVIDING THE CITY MANAGER WITH AUTHORITY TO MAKE ADJUSTMENTS AS NECESSARY		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$317,295.00 Primary \$53,688.00 Alternate
Division		Account #	Multiple Accounts
Subject: RESOLUTION 2023-XX APPROVING MASTER SERVICE AGREEMENT WITH MULTIPLE FIRMS FOR LANDSCAPE MAINTENANCE SERVICES			
Presenter: Danny Ashburn, Utility Systems Manager			
Attachments: <ul style="list-style-type: none">1. Resolution2. Intent to Award (2)3. Project Bid Overview4. Draft Contracts (2)			
Background: Council Priority: D. Sustainable Environment & Infrastructure The City Utility Department requires landscape maintenance services for all Water and Wastewater Treatment Plants, Effluent Disposal Sites, Wastewater Collection Pumping Stations, Well Sites, Elevated Tanks, and the Utility Main Office. Previously this service was performed by the City Public Works Department. An analysis was performed by Public Works staff, and it was determined that contracting this work out was more cost-efficient. In accordance with the City's Purchasing Policy, City staff advertised and solicited bids for Utility Landscape Maintenance Services. The City received five (5) bids for the primary scope of work and three (3) bids for the alternate scope of work. All the bids received were determined to be responsive and responsible. The project bid overview and notice of intent to award are attached. Staff recommends City Council approving master service agreements with VerdeGo, LLC, for the primary scope of work, and Lawn Enforcement for the alternate scope. The annual contract amount for these services is <u>\$370,983.00</u> . The Fiscal Year 2024 Utility Budget includes \$370,983.00 to purchase these services.			

SOURCE OF FUNDS WORKSHEET FY 2023-24

Utility Admin - Other Contractual Services Fund 54019000-034000	\$38,500.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$19,295.00</u>
Balance	\$19,205.00

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>\$90,000.00</u>
Balance	\$335,000.00

WWTP 1 - Other Contractual Services Fund 54019083-034000	\$605,988.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$103,688.00</u>
Balance	\$502,300.00

WWTP 2 - Other Contractual Services Fund 54019084-034000	\$221,300.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$180,000.00</u>
Balance	\$203,300.00

WTP 3 - Other Contractual Services Fund 54019085-034000	\$176,554.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$50,000.00</u>
Balance	\$126,554.00

WTP 1 - Other Contractual Services Fund 54019086-034000	\$1,067,770.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$45,000.00</u>
Balance	\$1,022,770.00

WTP 2 - Other Contractual Services Fund 54019087-034000	\$413,115.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$45,000.00</u>
Balance	\$368,115.00

Recommended Action:**ADOPT RESOLUTION 2023-XX APPROVING MASTER SERVICE AGREEMENT WITH MULTIPLE FIRMS FOR LANDSCAPE MAINTENANCE SERVICES**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	WATER TREATMENT PLANT 1	Amount	\$ 183,170.00
Division	UTILITY	Account	# 54019086 034000
Subject: RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT, INC., FOR DRYING BED CLEANING			
Presenter: Peter Roussell, Utility Deputy Director			
Attachments: <ol style="list-style-type: none">1. Resolution2. Intent to Award3. Project Overview4. Draft Contract			
Background: Council Priority: D. Sustainable Environment & Infrastructure The City of Palm Coast Utility Department operates a 6.0 million gallon per day water treatment facility (Water Treatment Plant 1) located at 4 Corporate Drive North in Palm Coast. Water Treatment Plant 1 has approximately 6,500 cubic yards of lime sludge that needs to be removed, hauled, and disposed of from the sludge drying bed. The City's Utility Department utilizes lime as a treatment chemical to precipitate carbonate hardness resulting in a non-hazardous by-product (sludge). The sludge is dewatered and stockpiled on City property (Water Treatment Plant #1) and needs to be disposed of. Historically, the sludge was dewatered, dried, and hauled off on an annual basis. Due to the liquid sludge hauling process, we have not had to conduct the dry lime sludge removal in approximately four years. Joe Dirt Inc. was the low bidder for the City of Palm Coast Utility Bid # ITB-UT-23-45. The low bid is \$35.00 per cubic yard. City staff advertised ITB-UT-23-45 for drying bed cleaning in accordance with the City's Purchasing Policy. The Project Bid Overview and Notice of Intent to Award are attached. Staff recommends City Council approve a Master Services Agreement with Joe Dirt, Inc., for drying bed cleaning. The contract shall terminate at the end of one (1) year. City staff will obtain these services 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 services.			

SOURCE OF FUNDS WORKSHEET FY 2024**UTILITYFND OTHER CONTRACTUAL SVCS 54019086 034000****\$1,067,770.00**

Total Expended/Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$466,830.00

Current (WO/Contract)

\$183,170.00**Balance****\$417,770.00****Recommended Action:****ADOPT RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH
JOE DIRT, INC. FOR DRYING BED CLEANING**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	WATER AND WASTEWATER	Amount	\$ 466,830.00
Division	UTILITY	Account	# 54019086 034000
Subject:	RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT, INC., FOR LIQUID LIME SLUDGE REMOVAL, HAULING, AND DISPOSAL		
Presenter:	Peter Roussell, Utility Deputy Director		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Intent to Award3. Project Overview4. Draft Contract		
Background:	<p>Council Priority: D. Sustainable Environment & Infrastructure</p> <p>The City's Utility Department / Water Treatment Plant 1 located at 4 Corporate Drive in Palm Coast generates liquid lime sludge daily that needs to be removed, hauled, and disposed of from the sludge thickener. The process of removing liquid lime sludge directly from the sludge thickener will allow the sludge in the lagoon to dry quicker. The drying time is a critical factor and is often based on climate factors as well as, applying the wet sludge to the lagoon while the sludge is trying to dry.</p> <p>City staff advertised ITB-UT-23-44 removal, hauling and disposal of liquid lime sludge in accordance with the City's purchasing policy. The Project Bid Overview and Notice of Intent to Award are attached.</p> <p>Staff recommends City Council approve a Master Services Agreement with Joe Dirt, Inc., for the removal, hauling, and disposal of liquid lime sludge. The contract will be (1) one year with (2) two one-year renewals.</p> <p>City staff will obtain these services 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 services.</p>		

SOURCE OF FUNDS WORKSHEET FY 2024		
UTILITYFND OTHER CONTRACTUAL SVCS 54019086 034000		\$1,067,770.00
Total Expended/Encumbered to Date		\$0.00
Pending Work Orders/Contracts		\$183,170.00
Current (WO/Contract)		<u>\$466,830.00</u>
Balance		\$417,770.00
Recommended Action:		
ADOPT RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT, INC., FOR LIQUID LIME SLUDGE REMOVAL, HAULING, AND DISPOSAL		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	WATER OPERATIONS UTILITY	Amount	\$ 280,000.00
Division		Account #	# 54019087 034000
Subject:	RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH JOE DIRT INC., FOR LIQUID LIME SLUDGE REMOVAL, HAULING, AND DISPOSAL		
Presenter:	Peter Roussell, Utility Deputy Director		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Intent to Award3. Project Overview4. Draft Master Services Agreement		
Background:	<p>Council Priority: B. Sustainable Environment & Infrastructure</p> <p>Water Treatment Plant 2 is a potable drinking water plant, treating a maximum of 6.1 million of gallons per day with an average flow of 3.9 million of gallons per day. Estimated load amounts are 1 load a day Monday through Saturday. This schedule is subject to change as the needs of the plant may change. Loads per day are not guaranteed and the above-mentioned schedule is to be considered an estimate. Upon execution of an agreement, The City of Palm Coast will establish a routine schedule.</p> <p>City staff advertised ITB-UT-23-62 removal, hauling and disposal of liquid lime sludge in accordance with the City's Purchasing Policy. The Project Bid Overview and Notice of Intent to Award are attached.</p> <p>Staff recommends City Council approve a Master Services Agreement with Joe Dirt, Inc., for the removal, hauling, and disposal of liquid lime sludge. The length of the Master Price Agreement contract term will be three (3) years and allows for two (2) annual renewals.</p> <p>City staff will obtain these services 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 services.</p>		

SOURCE OF FUNDS WORKSHEET FY 2024**UTILITYFND OTHER CONTRACTUAL SVCS 54019087 034000 \$413,115.00**

Total Expended/Encumbered to Date \$0.00

Pending Work Orders/Contracts \$0.00

Current (WO/Contract) \$280,000.00**Balance \$133,115.00****Recommended Action:****ADOPT RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH
JOE DIRT INC., FOR LIQUID LIME SLUDGE REMOVAL, HAULING, AND DISPOSAL**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 3, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$237,000.00
Division		Account #	54019084-052030
Subject:	RESOLUTION 2023-XX APPROVING PIGGYBACKING MOMAR, INC., WITH JEA (JACKSONVILLE ELECTRIC AUTHORITY) CONTRACT FOR THE PURCHASE OF BULK GLYCERIN		
Presenter:	Danny Ashburn, Utility Systems Manager		
Attachments:	1. Resolution 2. Piggyback Contract		
Background:	<p>Council Priority: D. Sustainable Environment and Infrastructure</p> <p>As part of the standard operations at Wastewater Treatment Plants, the city utilizes glycerin for the biological process. Staff desires to purchase bulk glycerin from Momar, Inc., to be used at Wastewater Treatment Plant 2 on an as needed basis. This chemical is used as a supplementary carbon source necessary to regulate the Total Nitrogen in the plant process to meet permit limits and protect the health and safety of the residents. Estimated usage of this chemical for 2023 is 100,000 gallons at \$2.37 per gallon.</p> <p>City staff is recommending piggybacking the Momar, Inc., Contract (RFP #11570) with Jacksonville Electric Authority (JEA), for the purchase of bulk glycerin for use at Wastewater Treatment Plant 2. 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>Since the underlying contract is an agreement on a per unit price basis, City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2024 Budget includes available funding in the City's Wastewater Treatment Plant 2 Operating budget under chemicals. City staff estimate that the City will expend approximately \$237,000.00 annually under this piggyback contract.</p>		
SOURCE OF FUNDS WORKSHEET FY 2024			
Wastewater Treatment Plant 2- Chemicals 54019084-052030			\$675,500.00
Total Expended/Encumbered to Date			\$0.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$237,000.00
Balance			\$438,500.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING MOMAR INC., WITH JEA (JACKSONVILLE ELECTRIC AUTHORITY) CONTRACT FOR THE PURCHASE OF BULK GLYCERIN