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, December 5, 2023 | **6:00 PM** | **COMMUNITY WING**

City Staff
Denise Bevan, City Manager
Neysa Borkert, City Attorney
Kaley Cook, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- City Council Meetings are streamed live on YouTube at https://www.youtube.com/user/PalmCoastGovTV/live.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE

C. ROLL CALL

D. PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

(1) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
(2) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public,

there may be discussion by the City Council.
(3) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
(a) direct all comments to the Mayor;
(b) make their comments concise and to the point;
(c) not speak more than once on the same subject;
(d) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
(e) obey the orders of the Mayor or the City Council; and
(f) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
(4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

E. MINUTES

1. **MINUTES OF THE CITY COUNCIL:**
   NOVEMBER 7, 2023, BUSINESS MEETING
   NOVEMBER 14, 2023, WORKSHOP MEETING
   NOVEMBER 14, 2023, SPECIAL BUSINESS MEETING
   NOVEMBER 28, 2023, SPECIAL WORKSHOP MEETING

F. PROCLAMATIONS

2. **PROCLAMATION - DECEMBER 9, 2023, AS PALM COAST HOLIDAY BOAT PARADE DAY**

G. ORDINANCES SECOND READ

3. **ORDINANCE 2023-XX A COMPREHENSIVE PLAN AMENDMENT FROM COUNTY DESIGNATION OF RESIDENTIAL LOW DENSITY AND COMMERCIAL-LOW INTENSITY TO CITY DESIGNATION OF RESIDENTIAL AND MIXED-USE WITH SITE SPECIFIC POLICY TO LIMIT DEVELOPMENT ON 62.3+/- ACRES**

4. **ORDINANCE 2023-XX OLD KINGS VILLAGE REZONING - APPLICATION NO. 5506**

5. **ORDINANCE 2023-XX AMENDING CHAPTER 35, NUISANCES, OFFENSES, AND**

MISCELLANEOUS PROVISIONS, ARTICLE III OF THE CODE OF ORDINANCES, DIVISION 2, CONCERNING DOOR-TO-DOOR SOLICITATION LICENSES

H. ORDINANCES FIRST READ

6. **ORDINANCE 2023-XX AMEND THE BOUNDARIES OF THE LANDINGS COMMUNITY DEVELOPMENT DISTRICT (CDD) - APPLICATION NO. 5560**

7. **ORDINANCE 2023-XX AN AMENDMENT TO THE TOWN CENTER AT PALM COAST PLANNED UNIT DEVELOPMENT (PUD) DEVELOPMENT AGREEMENT (DA)**

I. RESOLUTIONS

8. **RESOLUTION 2023-XX AN AMENDMENT TO THE TOWN CENTER AT PALM COAST DEVELOPMENT OF REGIONAL IMPACT (DRI) DEVELOPMENT ORDER (DO)**

9. **RESOLUTION 2023-XX APPROVING THE PARKS & RECREATION MASTER PLAN**

J. CONSENT

10. **RESOLUTION 2023-XX APPROVING PIGGYBACKING FSA23-VEH21 WITH NEXTRAN TO PURCHASE A MACK DUMP TRUCK**

11. **RESOLUTION 2023-XX APPROVING PIGGYBACKING TIPS CONTRACT 210304 WITH CINTAS COPORATION NO. 2 FOR FIRE SUPPRESSION SYSTEMS MAINTENANCE & REPAIRS**

12. **RESOLUTION 2023-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE EVALUATION, REHABILITATION, AND REPAIR OF WELLS SW-6R-SW-34-SW-115**

13. **RESOLUTION 2023-XX APPROVING PIGGYBACKING THE CITY OF MARCO ISLAND, FL CONTRACT WITH AMERICAN WATER CHEMICALS FOR AWC A-102 PLUS ANTISCALANT**

14. **RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ORLANDO UTILITIES COMMISSION CONTRACT WITH STEWART'S ELECTRIC MOTOR WORKS, INC., FOR MOTOR REPAIR/REPLACE SERVICES**

15. **RESOLUTION 2023-XX APPROVING PIGGYBACKING THE TAMPA BAY WATER CONTRACT WITH TAMPA ARMATURE WORKS, INC., FOR MOTOR REPAIR/REPLACE SERVICES**

16. **RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SCHOOL BOARD OF VOLUSIA**

COUNTY CONTRACT WITH CITY ELECTRIC SUPPLY FOR THE PURCHASE OF MISCELLANEOUS ELECTRICAL SUPPLIES AS NEEDED

17. **RESOLUTION 2023-XX APPROVING PIGGYBACKING SOURCEWELL #091422 CONTRACT WITH MOTION INDUSTRIES, INC., FOR INDUSTRIAL AND BUILDING RELATED SUPPLIES AND EQUIPMENT**

18. **RESOLUTION 2023-XX APPROVING MASTER SERVICE AGREEMENTS WITH G.E.M. STONE CONTRACTORS INC., AND SWC CONSTRUCTION INC., FOR THE INSTALLATION OF NEW AND REPLACEMENT PEP TANKS**

K. PUBLIC PARTICIPATION

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

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

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

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

19. **REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR OCTOBER 2023**

O. ADJOURNMENT

20. **AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department CITY ADMINISTRATION **Division**	**Amount** **Account #**
Subject: MINUTES OF THE CITY COUNCIL: NOVEMBER 7, 2023, BUSINESS MEETING NOVEMBER 14, 2023, WORKSHOP MEETING NOVEMBER 14, 2023, SPECIAL BUSINESS MEETING NOVEMBER 28, 2023, SPECIAL WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (4)	
Background:	
Recommended Action: **APPROVE MINUTES OF THE CITY COUNCIL:** **NOVEMBER 7, 2023, BUSINESS MEETING** **NOVEMBER 14, 2023, WORKSHOP MEETING** **NOVEMBER 14, 2023, SPECIAL BUSINESS MEETING** **NOVEMBER 28, 2023, SPECIAL WORKSHOP MEETING**	

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department CITY ADMINISTRATION **Division**	**Amount** **Account #**
Subject: PROCLAMATION - DECEMBER 9, 2023, AS PALM COAST HOLIDAY BOAT PARADE DAY	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coat would like to proclaim December 9, 2023, as Palm Coast Holiday Boat Parade Day.	
Recommended Action: **PROCLAIM DECEMBER 9, 2023, AS PALM COAST HOLIDAY BOAT PARADE DAY**	

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: ORDINANCE 2023-XX A COMPREHENSIVE PLAN AMENDMENT FROM COUNTY DESIGNATION OF RESIDENTIAL LOW DENSITY AND COMMERCIAL-LOW INTENSITY TO CITY DESIGNATION OF RESIDENTIAL AND MIXED USE WITH SITE SPECIFIC POLICY TO LIMIT DEVELOPMENT ON 62.3+/- ACRES

Presenter: Jose Papa, AICP, Senior Planner

Attachments:
1. Ordinance
2. Staff Report
3. Location Map
4. Business Impact Estimate

Background:
This is a legislative item.

UPDATED BACKGROUND FROM THE OCTOBER 17, 2023, BUSINESS MEETING:
This item was heard by City Council at the October 17, 2023, Business Meeting. Pursuant to Section 166.041(4), Florida Statutes, a business impact estimate regarding this proposed Ordinance has been prepared, was attached to this agenda item, and has been posted to the City's website. All supporting documentation is available for review within the Community Development Department.

The proposed amendment was transmitted to various State Agencies for review. There were no comments or objections from the various state agencies.

ORIGINAL BACKGROUND FROM THE OCTOBER 17, 2023, BUSINESS MEETING:
The subject area of this amendment is a total 62.3+/- acre site located 2.5 miles south of State Road 100 on the eastside of Old Kings Rd. This application is for a Future Land Use Map (FLUM) amendment from its current Flagler County designations of Residential Low Density and Commercial Low Intensity to City of Palm Coast designations of Residential and Mixed Use.

The property is currently subject to a site-specific Comprehensive Plan Policy to limit development to 36,000 sq.ft. of commercial with use limitations to prohibit convenience store, filling stations, and fast-food restaurants. The proposed amendment will include site specific policy to limit development to 210 dwelling units and 30,000 sq. ft. of non-residential use.
In addition to the Comprehensive Plan Amendment, there is a companion zoning map amendment for the subject property to amend the current Flagler County designations of Planned Unit Development to City of Palm Coast designation of Single Family Residential-1, and General Commercial (COM-2).

City Council approved the annexation at 2nd reading on September 19, 2023.

The proposed amendment was reviewed for the following:

- **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-232 dwelling units and 36,000 sq. ft. of commercial area) against the proposed potential development (210 dwelling units and 30,000 sq. ft. of non-residential) to determine impacts on public facilities and infrastructure. The proposed amendment will have a decrease 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. There are no wetlands or Special Flood Hazard Area within the subject property.

  The amendment will not cause more impact on the property than what is allowed by the existing FLUM designations.

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

- **Consistency with Comprehensive Plan Policies.** Finally the proposed amendment is consistent with comprehensive plan policies regarding:

  - Coordinating development with public infrastructure.

PLDRB MEETING: The Planning and Land Development Regulation Board (PLDRB) held a public hearing on September 19, 2023 for the proposed amendment. The PLDRB voted unanimously (5-0) to approve the proposed FLUM amendment. Public comment was heard from adjacent property owners regarding the impact of the proposed project. These concerns included potential height of new homes, amount of clearing to occur for buffers and other compatibility considerations.

Recommended Action:
THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS APPLICATION NO. 5505 CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE FLUM AMENDMENT FROM FLAGLER COUNTY RESIDENTIAL LOW DENSITY AND COMMERCIAL-LOW INTENSITY TO CITY OF PALM COAST DESIGNATION OF RESIDENTIAL AND MIXED-USE WITH A SITE-SPECIFIC POLICY TO LIMIT DEVELOPMENT ON THE SUBJECT PROPERTY TO 210 DWELLING UNITS AND 30,000 SQ. FT. OF NON-RESIDENTIAL

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: ORDINANCE 2023-XX OLD KINGS VILLAGE REZONING - APPLICATION NO. 5506

Presenter: Bill Hoover, AICP, Senior Planner

Attachments:

1. Ordinance
2. Location Map
3. Staff Report
4. Site Plan
5. Landscape Plan
6. Traffic Impact Study Methodology Report
7. Environmental Report
8. Application Packet
9. Citizen Email
10. Business Impact Estimate

Background:

This is a quasi-judicial item, please disclose any ex parte communication.

UPDATED BACKGROUND FROM THE OCTOBER 17, 2023, BUSINESS MEETING:
This item was heard by City Council at the October 17, 2023, Business Meeting. Pursuant to Section 166.041(4), Florida Statutes, a business impact estimate regarding this proposed Ordinance has been prepared, was attached to this agenda item, and has been posted to the City's website. All supporting documentation is available for review within the Community Development Department

ORIGINAL BACKGROUND FROM THE OCTOBER 17, 2023, BUSINESS MEETING:
The applicant is proposing to rezone 62.31 +/- acres from Planned Unit Development (PUD) with 60.12 +/- acres going to Single-Family Residential-1 (SFR-1) and 2.19 +/- acres to General Commercial (COM-2).

The subject property was part of the 84 +/- acre Old Kings Village PUD that was rezoned by the Flagler County Commissioners in June 2007 from the Agricultural (AC) Zoning District. The Old Kings Village PUD was approved for up to 232 residential units and about 4 acres of Commercial Low Intensity uses located at the intersection of Old Kings Road and Steeplechase Trail. The 84 +/- acre PUD also included a 21 +/- acre preserve parcel that was located about ¼ mile east of the subject site.

In January 2008, the Flagler County Commissioners approved a Preliminary Plat for the project for 159 patio homes (located on individual lots with minimum dimensions of 50' wide x 125' deep), 72 townhome units (located on lots with minimum dimensions of 22' wide x 87' deep) and an approximate 4-acre commercial tract. In October 2009, the 21 +/- acre preserve parcel was deeded to Flagler County and is not part of this rezoning application.

In November 2020, Geosam Capital US (Florida), LLC purchased the subject 62.31 +/- acres with the desire to develop it by annexing the site into the City, modifying the FLUM designation for the site and rezoning most of the site to SFR-1 so it can be developed for up to 210 single-family homes on 50' wide lots having a minimum area of 6,000 s.f. The remainder of the site about 2.19 +/- acres is being rezoned to General Commercial (COM-2) with this portion of the project located at the SW corner of the site along Old Kings Road and south of Steeplechase Trail.

Staff has determined that the proposed SFR-1 and COM-2 uses will be compatible with neighboring properties along Old Kings Road. The proposed COM-2 zoning would provide the opportunity for residents along Old Kings Road to have some commercial services and should provide a few job opportunities in reasonable proximity to their residences.

Public Participation: The applicant's team held a neighborhood meeting at 6:00 PM at the Hilton Garden Inn on September 11, 2023. All neighboring residents within 300 feet of the project's boundaries were invited by US Mail to this meeting. Ten neighbors attended (apparently all from the Polo Club), the applicant's team and one City Planner. Two signs along Old Kings Road will be erected and a news ads 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 September 19, 2023, and by a 5 – 0 vote found it in compliance with the Comprehensive Plan and recommended approval to City Council. Two neighboring residents spoke against the overall project citing concerns with having SFR-1 zoning abutting their 5-acre homesites in the Polo Club.

Recommended Action:
THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD DETERMINED THE PROPOSED REZONING (APPLICATION NO. 5506) TO BE CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDED APPROVAL TO CITY COUNCIL TO REZONE 62.31 +/- ACRES FROM PLANNED UNIT DEVELOPMENT (PUD) TO SINGLE-FAMILY RESIDENTIAL-1 (SFR-1) AND GENERAL COMMERCIAL (COM-2)

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	CODE ENFORCEMENT	**Account #**	

Subject: ORDINANCE 2023-XX AMENDING CHAPTER 35, NUISANCES, OFFENSES, AND MISCELLANEOUS PROVISIONS, ARTICLE III OF THE CODE OF ORDINANCES, DIVISION 2, CONCERNING DOOR-TO-DOOR SOLICITATION LICENSES

Presenter: Michael Giuliano, Local Business Tax Inspector and Barbara Grossman, Code Enforcement Manager

Attachments:
1. Ordinance
2. License Application
3. Business Impact Estimate

Background:

UPDATED BACKGROUND FROM THE NOVEMBER 7, 2023, BUSINESS MEETING:
City Council heard the first reading of this item at the November 7, 2023, Business Meeting. Pursuant to Section 166.041(4), F.S., a business impact estimate regarding this proposed Ordinance has been prepared, has been attached to this agenda item, and has been posted to the City's website.

UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP:
This item was heard by City Council at their October 10, 2023, City Council Workshop. The attached Ordinance has been updated to reflect the changes requested by City Council.

ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP:
The City of Palm Coast is granted the authority, under § 2(b)m Article VIII, of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law.

The City Council desires to amend City of Palm Coast Ordinance No. 03-31, as amended by Ordinance No. 2004-14 codified as Chapter 35, *Nuisances, Offenses, and Miscellaneous Provisions*, Article III, *Solicitation*, Division 2, *Peddlers and Hawkers*, Section 35-163, *License Required; Application; Issuance; Term*, of the Code of Ordinances, City of Palm Coast, Florida ("Code") in order to update the application process, requirements and criteria for obtaining a solicitor's license necessary to conduct door-to-door solicitation within the City's jurisdictional limits.

Section 501.022, Florida Statues outlines the permitting process counties must follow when issuing door-to-door solicitation permits, indicates what information must be included in an application, and provides a nondiscretionary licensure process.

Section 501.022, Florida Statutes, grants county clerks the authority to issue solicitation

permits within counties but does not preempt a municipality from establishing its own permitting or licensure requirements for solicitors. *See* Op. Att'y Gen. Fla. 86-86 (1986).

The City Council finds that updating the City's licensing process for door-to-door solicitation to make it consistent with the county permitting requirements as outlined in Section 501.022, Florida Statutes, will aid in establishing an efficient and uniform process of issuing solicitation licenses within the City.

There has been a recent increase in unlicensed solicitors in the City, so amending the Ordinance at this time will provide additional safety measures to our residents.

The City Council of the City of Palm Coast, Florida, hereby finds this Ordinance to be in the best interest of the public health, safety, and welfare of the citizens of Palm Coast.

Recommended Action:
ADOPT ORDINANCE 2023-XX AMENDING CHAPTER 35, NUISANCES, OFFENSES, AND MISCELLANEOUS PROVISIONS, ARTICLE III OF THE CODE OF ORDINANCES, DIVISION 2, CONCERNING DOOR-TO-DOOR SOLICITATION LICENSES

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: ORDINANCE 2023-XX AMEND THE BOUNDARIES OF THE LANDINGS COMMUNITY DEVELOPMENT DISTRICT (CDD) - APPLICATION NO. 5560

Presenter: Phong Nguyen, Senior Planner

Attachments:

1. Presentation
2. Ordinance
3. Petition
4. Business Impact Estimate

Background:

This is a legislative item.

The City of Palm Coast received a Petition to amend the Landings Community Development District (CDD) in October 2023. The applicant is the Landings Community Development District (Petitioner). The current District covers approximately 204.68 acres of land, and the expansion area covers approximately 356.18 acres of land for which are located entirely within the City of Palm Coast, Florida, and comprises approximately 560.86 acres of land in total. The site is generally located south of Seminole Woods Blvd, east of US-1 and south of Citation Blvd. At the time of this application, the current CDD plus the expansion area is planned to develop approximately a combined 801 residential units. The CDD is primarily a mechanism for funding the significant costs of providing infrastructure for a large residential community. The proposed CDD is designed to provide community infrastructure, stormwater, services, and facilities along with public facility operation and maintenance to the proposed CDD.

The intent to establish a CDD is to encourage a strong commitment to capital facilities planning, management and financing to ensure the provision of adequate capital infrastructure to serve projected growth without overburdening the general taxpayer. The establishment of the CDD or its expansion boundaries do not obligate the City of Palm Coast to ownership, operation, or maintenance of any infrastructure. Nothing in the Petition shall be construed as an affirmative acceptance by the City Council of the City of Palm Coast of improvements or acceptance of operation and maintenance obligations.

According to Chapter 190, Florida Statutes, the establishment of a CDD, less than 2,500 acres, may be approved by the City Council and more specifically Section 190.005 provides standards for a local government to adopt an ordinance establishing a CDD. In addition, pursuant to Section 190.046, Florida Statutes, a landowner or the district board may petition to expand the boundaries of a CDD by filing a petition with the local government that initially

established the district; and Section 190.046, Florida Statutes, requires that petitions for expansion of CDDs must be reviewed pursuant to the requirements set forth in Section 190.005(2)(e), Florida Statutes. The petitioner has filed a petition with the City containing all information required by Section 190.046, Florida Statutes and the City has received and reviewed those items.

The following six factors are to be used by the City of Palm Coast in determining if the City Council will grant or deny the CDD petition.

1. Whether all the statements within the petition have been found to be true and correct.

2. Whether the establishment of the district is inconsistent with any applicable element or portion of the State's comprehensive plan or of the City's comprehensive plan.

3. Whether the land area within the proposed district is of sufficient size, is sufficiently compact and is sufficiently contiguous to be developable as one functional interrelated community.

4. Whether the district is the best alternative available for delivering community development services and facilities to the area that will be served by the district.

5. Whether the community development services, and facilities of the district will be incompatible with the capacity and uses of existing local and regional community development services and facilities.

6. Whether the area that will be served by the district is amenable to separate special district government.

A CDD is a special purpose unit of government that is utilized to acquire, finance, operate and maintain the infrastructure within a large, planned development. A key advantage for the developer is that low-cost financing can be obtained by issuing tax-exempt bonds to finance the infrastructure improvements. The City or County approving such ordinance establishing the CDD is not a party to the financing and does not incur any obligation for this infrastructure debt.

Since this is a petition to amend the current boundaries of a district, the CDD is currently managed by a 5-member Board of Supervisors. Florida law requires the Board of Supervisors to operate under public record laws and provide annual audits. Additionally, Florida laws require that potential property owners within the CDD be notified upfront in writing of the infrastructure costs and annual payments associated with the applicable property. These payments would be made to the Flagler County Tax Collector's office as an assessment.

A CDD is a special purpose unit of government that is utilized to acquire, finance, operate and maintain the infrastructure within a large, planned development. A key advantage for the developer is that low-cost financing can be obtained by issuing tax-exempt bonds to finance the infrastructure improvements. The City or County approving such ordinance establishing the CDD is not a party to the financing and does not incur any obligation for this infrastructure debt.

Since this is a petition to amend the current boundaries of a district, the CDD is currently managed by a 5-member Board of Supervisors. Florida law requires the Board of Supervisors to operate under public record laws and provide annual audits. Additionally,

Florida laws require that potential property owners within the CDD be notified upfront in writing of the infrastructure costs and annual payments associated with the applicable property. These payments would be made to the Flagler County Tax Collector's office as an assessment.

Pursuant to Section 166.041(4), Florida Statutes, a business impact estimate regarding this proposed Ordinance has been prepared, has been attached to this agenda item, and has been posted to the City's website.

Public Participation: Newspaper ads will be run approximately two weeks prior to each of the two City Council public hearings. The applicant is also required to run four consecutive weekly newspaper ads advising the public of the second City Council public hearing.

Recommended Action:
ADOPT ORDINANCE 2023-XX AMEND THE BOUNDARIES OF THE LANDINGS COMMUNITY DEVELOPMENT DISTRICT (CDD) - APPLICATION NO. 5560

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department COMMUNITY DEVELOPMENT **Division**	**Amount** **Account #**

Subject: ORDINANCE 2023-XX AN AMENDMENT TO THE TOWN CENTER AT PALM COAST PLANNED UNIT DEVELOPMENT (PUD) DEVELOPMENT AGREEMENT (DA)

Presenter: Jose Papa, AICP, Senior Planner

Attachments:
1. Applicant Correspondence

Background:
This is a quasi-judicial item, please disclose any ex parte communication.

UPDATE FROM THE DECEMBER 5, 2023, BUSINESS MEETING:
On November 30, 2023, City staff received a request from the applicant to reschedule the item to the January 2, 2024, Business Meeting. The letter from the applicant's representative is attached.

Planning and Land Development Regulation Board (PLDRB) Public Hearing
The PLDRB held a public hearing on the proposed amendments on October 18, 2023. After discussion, the PLDRB voted to unanimously approve the item. There were no public comments.

Town Center Palm Coast Master Planned Development is a 1,601+/- acre Planned Unit Development. This amendment to the Town Center at Palm Coast Park Planned Unit Development-Development Agreement (Town Center PUD) proposes to accomplish the following:

- Bring consistency to the types of residential uses permitted in the Town Center PUD by eliminating distinction between fee-simple and common ownership multi-family residential units,
- Allow Data Centers as a permitted use in Town Service and Town Business areas of the Town Center PUD,
- Provide additional guidelines and criteria for developing mixed-use buildings within the "Urban Core" areas of the PUD, along with an incentive to permit conversion of non-residential sq. ft. to residential units when project is a mixed-use building within the Urban Core area,
- Create rules for fences or walls needed for security or safety, and
- Housekeeping/Clean-up Items.

The proposed amendment is consistent with criteria established in the Land Development Code (LDC) based on the following:

- Consistency with the following Comprehensive Plan policies – the amendments will not hinder the policy to promote opportunities to provide housing opportunities near services; direct development in areas served by infrastructure (no expansion of development area); provide variety of housing types and opportunities.
- Amendment is not in conflict to public interest or creates a hazard or nuisance – the amendment does not permit a new use that creates a hazard or nuisance. Data Centers are typically permitted in light industrial and business parks. Additionally, clarification of rules for development of Mixed-Use buildings will assist in ensuring and promoting mixed use buildings in the Town Center.
- No significant financial liability or hardship – amendment is in area served by infrastructure.
- The amendment furthers the vision within the PUD to create a Mixed-Use community with a variety of housing types along with a mix of non-residential uses, and
- The amendment will not result in additional impacts to environmental or natural resources since the amendment does not propose to increase the developable area of Town Center.
- Consistency with surrounding land uses – Town Center is a compact planning area bordered by arterial roadways. The standards established for Town Center are based on the vision of Town Center as a Mixed Use “urban center” for Palm Coast. The proposed amendment does not stray from this vision but rather enhances the potential to complete the vision of Town Center as an area to live, work, and play within an “urban center” in Palm Coast.

Pursuant to Section 166.041(4), Florida Statutes, a business impact estimate regarding this proposed Ordinance has been prepared, has been attached to this agenda item, and has been posted to the City’s website.

Recommended Action:
THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS THE PROPOSED AMENDMENT TO THE TOWN CENTER PUD-DA (APPLICATION NO. 5523) CONSISTENT WITH THE COMPREHENSIVE PLAN AND THE CRITERIA IN THE LAND DEVELOPMENT CODE AND RECOMMENDS THAT CITY COUNCIL APPROVE THE PROPOSED AMENDMENTS TO THE TOWN CENTER PUD-DA

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department COMMUNITY DEVELOPMENT **Division**	**Amount** **Account #**

Subject: RESOLUTION 2023-XX AN AMENDMENT TO THE TOWN CENTER AT PALM COAST DEVELOPMENT OF REGIONAL IMPACT (DRI) DEVELOPMENT ORDER (DO)

Presenter: Jose Papa, AICP, Senior Planner

Attachments:
1. Applicant Correspondence

Background:
This is a quasi-judicial item, please disclose any ex parte communication.

UPDATE FROM THE DECEMBER 5, 2023, BUSINESS MEETING:
On November 30, 2023, City staff received a request from the applicant to reschedule the item to the January 2, 2024, Business Meeting. The letter from the applicant's representative is attached.

Planning and Land Development Regulation Board Public Hearing (PLDRB)
The PLDRB held a public hearing on October 18, 2023, to discuss and hear public comments on the proposed amendments. After discussion, the PLDRB voted unanimously to approve the amendment.

Town Center at Palm Coast Development of Regional Impact (DRI) is a 1,601+/- acre Development of Regional Impact originally approved in 2003. Since 2003, the following development projects have been completed:

- 857,000 sq. ft. of commercial/office/institutional (Target, Publix, Palm Coast Medical Office, City Hall, etc.),
- 2,400 seat movie theater,
- 125-room hotel,
- 202 bed nursing home, and
- 541 dwelling units.

In addition to the completed development (as enumerated above), another 650,000 sq. ft. of non-residential entitlements and 2,310 residential unit entitlements have been sold by the Declarant to private developers.

The proposed amendment to the Town Center DRI-DO is a request to convert 114,583 sq. ft. of Office land use to 275 residential dwelling units. Approval of the conversion will result in updating Tables 3(b) and 3(c) of the DRI-DO. This request is being processed consistent with the steps outlined in the Town Center DRI-DO as explained in the next section.

The Town Center DRI-DO permitted conversions of the "Present Entitlements" subject to the following: 1) Declarant may convert up to 20% of Present Entitlements subject to notifying the City Manager's designee so that the conversions do not exceed the 20% threshold, and 2) conversions exceeding 20% but cumulatively not to exceed 30% must be approved by City Council. City Council review is to ensure that substantial and material adverse impacts on public facilities and the community do not occur.

In October 2022, the Declarant exercised their right to convert 90,760 sq. ft. of retail/commercial to 550 dwelling units. This conversion is based on the Trip Generation Equivalency Matrix as attached in the DRI-DO. This conversion accounted for 20% of the potential 30% of land use conversions permitted by the Town Center DRI-DO. This application proposes to convert 114,583 sq. ft. of Office land use to 275 Residential units to reach the cap of 30% conversion.

If the conversion request is approved, the development entitlements for Town Center DRI will be as follows:

Land Use	**Approved**	**Sold**	**Remaining**
Residential	3,575 Units	2,851 Units	724 Units
Office	1,285,417 Sq. Ft.	494,295 Sq. Ft.	791,122 Sq. Ft.
Retail/Commercial	1,909,240 Sq. Ft.	649,695 Sq. Ft.	1,259,545 Sq. Ft.
Non-Retail/ Commercial	1,195,000 Sq. Ft.	177,789 Sq. Ft.	1,017,211 Sq. Ft.
Institutional	625,000 Sq. Ft.	317,000 Sq. Ft.	308,000 Sq. Ft.
Movie Theater	2,400 Seats	2,400 Seats	0 Seats
Lodging	480 rooms	125 rooms	355 rooms
Assisted Living	485 rooms	202 rooms	283 rooms

Analysis:

The proposed amendment is consistent with the Comprehensive Plan based on the following policies:

-Policy 1.1.4.1 – Mixed Use land use designation is intended to provide opportunities for residents to work, shop, engage in recreational activities, and attend school and religious services in reasonably close proximity to residential dwellings.

The proposed amendment is consistent with the above policy. Town Center DRI has a comprehensive plan designation of DRI-Mixed Use. The purpose and land uses permitted in the DRI remain unchanged and remain consistent with the vision of a development that creates opportunities for residents to work, shop, engage in recreational activities, and attend school and religious services in reasonably close proximity to residential dwellings consistent with the purpose of the DRI-Mixed Use comprehensive plan designation.

-Policy 1.1.4.5 – Land use patterns will be required to be efficient and not disproportionately increase the cost of providing and maintaining public facilities, as well as providing housing and transportation strategies that will foster energy conservation.

The proposed amendment is consistent with the above policy. The amendments will not hinder the ability to provide for more efficient use of land by allowing residential and service uses within proximity of each other. The opportunity remains to locate varying uses within proximity of each other and continue to provide the potential for alternative modes of transportation that foster energy conservation (walking/bicycling).

-Policy 1.3.1.3 – The City shall encourage development to locate in the areas where public facilities, infrastructure, and services are available. Where there are deficiencies and where appropriate, the City shall require the developer to provide or extend the facilities as necessary to accommodate development. Applicable impact fees shall be used by the City consistent with State law to offset the costs of the City providing facilities.

The proposed amendment does not expand into areas which are currently not served by infrastructure. Consistent with this Policy, the adopted Development Order requires analysis to ensure that the facilities to serve any proposed development is adequate.

Additionally, the proposed amendment is consistent with criteria established in the Land Development Code (LDC) based on the following:

- As previously provided, the proposed amendment is consistent with the Comprehensive Plan, and
- No impact on health, safety, and welfare of surrounding residents (no change in permitted uses).

The Planning and Land Development Regulation Board (PLDRB) held a public hearing on October 18, 2023. After discussion, the PLDRB voted 6-0 to recommend that City Council approve the proposed PUD amendments.

Recommended Action:
THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS THE PROPOSED AMENDMENT TO THE TOWN CENTER AT PALM COAST DRI-DO (APPLICATION NO. 5522) CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE PROPOSED AMENDMENT TO THE TOWN CENTER DRI-DO

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department PARKS & RECREATION **Division**	**Amount** **Account #**

Subject: RESOLUTION 2023-XX APPROVING THE PARKS & RECREATION MASTER PLAN

Presenter: Brittany McDermott, Deputy Director of Parks & Recreation and James Hirst, Director of Parks & Recreation

Attachments:
1. Presentation
2. Resolution
3. Exhibit A - Parks & Recreation Master Plan

Background:
Council Priority:
B. Safe and Reliable Services
2. Identify local recreation demands (i.e., aquatics, fields, senior services, etc.) to balance the need of regional activity centers

UPDATED BACKGROUND FROM OCTOBER 17, 2023, WORKSHOP:
The development of the comprehensive Parks & Recreation Master Plan by the consultant, BerryDunn, has been completed. City Staff will be presenting the final report to City Council for review and approval. This presentation will include a summary of the entire developmental process including timeline, summary of reports provided, and next steps after the plan is approved.

UPDATED BACKGROUND FROM AUGUST 8, 2023, WORKSHOP:
Pursuant to Council Priority B2, aimed at identifying local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have prepared a draft presentation for City Council to review. This presentation serves as the comprehensive summary of the entire development process of the Parks & Recreation Master Plan. It will specifically highlight the action plan that identifies short-term, mid-term, and long-term priorities.

UPDATED BACKGROUND FROM JUNE 20, 2023, WORKSHOP:
In line with Council Priority B2, which focuses on identifying local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have created a 'Goals & Objectives' presentation for review by City Council. This presentation will encompass the essential aspects of the Master Plan to include identifying key themes and priorities as well as a level of service analysis.

UPDATED BACKGROUND FROM DECEMBER 13, 2022, WORKSHOP:
As part of the ongoing Council Priority B2 to identify local recreation demands through a

comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have prepared a 'Findings Summary' presentation for City Council to review. The Findings Summary will include an overview of the data collected so far through surveys, a social pinpoint website, demographics analysis, and parks & trails assessments

ORIGINAL BACKGROUND FROM THE DECEMBER 13, 2022, WORKSHOP:

As adopted by City Council, the 2023 Strategic Action Plan, B2 priority, staff began to prioritize recreation projects as part of the Parks & Recreation Capital Improvement Plan.

The Comprehensive Parks & Recreation Master Plan will make project recommendations and develop a financially feasible 5-year Capital Improvements Schedule to meet the defined needs of the community. This will be accomplished over several phases including an inventory of all recreation facilities, a needs assessment, and a visioning workshop. The City of Palm Coast is working closely with Flagler County on this initiative and has established an Interlocal Agreement approved by City Council, which identified a cost share for City and County.

In accordance with the City's Purchasing Policy, City staff advertised a Request for Statement of Qualifications: RFSQ-PR-22-87 - Parks and Rec Master Plan for COPC & Flagler County. The City received two (2) responses. The evaluation team ranked the qualifications and selected BerryDunn to conduct the study. The cost share of the study is $100,000 for the City of Palm Coast and $100,000 for Flagler County.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING THE PARKS & RECREATION MASTER PLAN

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	PUBLIC WORKS	**Amount**	OVER $50K
Division		**Account #**	65019090-064000

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING FSA23-VEH21 WITH NEXTRAN TO PURCHASE A MACK DUMP TRUCK

Presenter: Matthew Mancill, Director of Public Works

Attachments:
1. Resolution
2. Contract
3. Quote
4. Copy of check from Ford Motor Company

Background:

Council Priority:
A. Strong Resilient Economy

The City of Palm Coast's Fleet department is seeking approval for the purchase of a 10-yard dump truck from Nextran, for the replacement of Asset #2042. Asset #2042 was purchased back from the City by Ford due to recurring malfunction that substantially impaired the use, value, and safety of the truck. There will be no additional funds needed for the purchase as Ford agreed to buy the truck back for $91,770.46 and there is $82,000.00 allocated from the Fleet replacement savings plan.

The City of Palm Coast Public Works Fleet Division is recommending piggybacking the FSA23-VEH21.0 with Nextran Truck to utilize the terms, conditions, scope, and pricing of the FSA agreement for heavy trucks.

Source of Funds Worksheet FY 2024	
FLWATERDIS MACHINERY & EQUIPMENT OVER $5K 65019090-064000	$351,835.00
Total Expended/Encumbered to Date	$332,715.43
Pending Work Order/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$19,119.57**

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING FSA23-VEH21 WITH NEXTRAN TO PURCHASE A MACK DUMP TRUCK

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	PUBLIC WORKS	**Amount**	Over $50K
Division		**Account #s**	65035012-034000 & 65035012-034000-99042

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING TIPS CONTRACT 210304 WITH CINTAS CORPORATION NO. 2 FOR FIRE SUPPRESSION SYSTEMS MAINTENANCE AND REPAIRS

Presenter: Matthew Mancill, Director of Public Works

Attachments:
1. Resolution
2. Contract

Background:

Council Priority:
B. Safe & Reliable Services

We are asking City Council to approve the piggyback of TIPS Contract 210304 for the maintenance, repair, and operations of Facilities and grounds as it relates to fire protection maintenance and repair services with CINTAS Corporation No. 2.

This agreement will encompass the services for fire suppression systems maintenance and repairs throughout Citywide Facilities for the safety of the personnel within each, as well as the building. This is a critical life safety topic that is extremely important and valued.

Benefits of Piggybacking:
Piggybacking the contract will allow the City of Palm Coast to have the fire suppression systems maintenance and repair services with CINTAS Corporation No. 2, which has been providing satisfactory services for the City's uniform sales, rentals, and services contract # R-BB-19002. The vendor has proven to be reliable and provides great services for the uniform services mentioned. Piggybacking also offers the advantage of obtaining better pricing compared to independently soliciting bids. By piggybacking, the City of Palm Coast can continue to receive essential fire suppression systems maintenance and repair services while benefiting from competitive pricing and streamlined procurement processes. Not only this, but the relationship between the City of Palm Coast and CINTAS Corporation No. 2 will be stronger as we will be using them for another agreed-upon service – allowing each party to foster trust and rapport. As a stakeholder and buyer within this agreement, this will be beneficial for the continuous relationship as well as the streamlined services to fall under one vendor – in this case uniform services as well as fire suppression maintenance and repairs.

Contract Details:
The piggybacked contract will be effective from the awarded date to July 21st, 2024, with a renewal option good until July 21st, 2026. The piggyback contract with CINTAS Corporation No. 2. is based on a per-unit price basis. Purchases will be made on an as-needed basis for repair services as well as scheduled maintenance services using budgeted funds appropriated by the City Council.

Funding:
The Fiscal Year 2024 budget includes available funding in the City's Facilities Maintenance and Facilities Fire budgets to cover the costs of scheduled fire suppression systems maintenance and as-needed repair services. City staff estimates that the City will spend over $50,000.00 annually under this piggyback contract.

SOURCE OF FUNDS WORKSHEET FY 2024	
Facilities Maintenance - Other Contractual SVCS Fund 65035012-034000	$877,031.00
Total Expended/Encumbered to Date	$693,665.37
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$50,000.00
Balance	**$133,365.63**
Facilities Fire - Other Contractual SVCS Fund 65035012-034000-99042	$32,000.00
Total Expended/Encumbered to Date	$5,069.99
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$5,000.00
Balance	**$21,930.01**

Recommended Action:
RESOLUTION 2023-XX APPROVING PIGGYBACKING TIPS CONTRACT 210304 WITH CINTAS CORPORATION NO. 2 FOR FIRE SUPPRESSION SYSTEMS MAINTENANCE AND REPAIRS

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	$267,750.00
Division	WASTEWATER	**Account #**	54029088 063000 81019

Subject: RESOLUTION 2023-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE EVALUATION, REHABILITATION, AND REPAIR OF WELLS SW-6R-SW-34-SW-115

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Proposals (3)

Background:

Council Priority:
D. Sustainable Environment & Infrastructure

SW-6R, SW-34 and SW-115 are Public Water Supply Wells that supply raw water to Water Treatment Plant 1. Each one of these wells have been identified to be in need of rehabilitation as a result of a decrease in specific capacity. These wells were originally constructed as screen filter packed into the confined surficial aquifer. Connect Consulting will provide hydrogeological services and engage a well driller to rehabilitate each well separately using hydrochloric acid and high-pressure jetting in combination with air lift inductor to redevelop the well and clean the accumulated calcium off of the well screen.

Under the existing contract RFSQ-CD-20-31, staff negotiated a scope and fee not-to-exceed $267,750.00 with Connect Consulting, Inc. Proposal 101.24 in the amount of $80,500.00 for SW-6R, proposal 101.25 in the amount of $92,250.00 for SW-34 and proposal 101.23 in the amount of $95,000.00 for SW-115. City staff has determined that the cost for the services are reasonable and fair and are 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 Utility Capital Projects-Improvements-Wellfield and Wells account.

SOURCE OF FUNDS WORKSHEET FY 2024

Improvements – Wellfield and Wells 54029088 063000 81019	$3,550,000.00
Total Expended/Encumbered to Date	$12,840.54
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$267,750.00
Balance	**$3,269,409.46**

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC. FOR THE EVALUATION, REHABILITATION, AND REPAIR OF WELLS SW-6R-SW-34-SW-115

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division	WASTEWATER	**Account #**	54019087 052030

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING THE CITY OF MARCO ISLAND, FL CONTRACT WITH AMERICAN WATER CHEMICALS FOR AWC A-102 PLUS ANTISCALANT

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Piggyback Contract

Background:

Council Priority:
D. Sustainable Environment & Infrastructure

The City's Utility Department/Water Treatment Plant 2 utilizes AWC A-102 Plus Antiscalant to prevent scaling of our nanofiltration membranes and the concentrate pipe feeding the lime softening basin.

City staff is recommending piggybacking the City of Marco Island, FL contract (#ITB 2022-031) with American Water Chemicals for the purchase of AWC A-102 Plus Antiscalant. 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

City staff will purchase this chemical using budgeted funds appropriated by City Council. The Fiscal Year 2024 Budget includes available funding within the Utility Fund-Chemicals to purchase this chemical. This chemical will be purchased on an as needed basis.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE CITY OF MARCO ISLAND, FL CONTRACT WITH AMERICAN WATER CHEMICALS FOR AWC A-102 PLUS ANTISCALANT

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division	WASTEWATER	**Account #**	54029088 063000 84004

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ORLANDO UTILITIES COMMISSION CONTRACT WITH STEWART'S ELECTRIC MOTOR WORKS, INC., FOR MOTOR REPAIR/REPLACE SERVICES

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Piggyback Contract

Background:

Council Priority:
D. Sustainable Environment & Infrastructure

Replacement of electric motors including maintenance is paramount to maintaining the equipment in operational status and to maintain reliability. The water facilities utilize a wide variety of electrical motors and pumps throughout the process of pumping, treating, and distributing potable water for the residents of the City of Palm Coast.

City staff is recommending piggybacking the Orlando Utilities Commission (#RFP22 5157-3 OQ) with Stewart's Electric Motor Works, Inc., for Motor Repair/Replace 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

City staff will purchase these services using budgeted funds appropriated by City Council. The Fiscal Year 2024 Budget includes available funding within the Utility Fund-Improvements General Plant R&R. These services will be purchased on an as needed basis.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ORLANDO UTILITIES COMMISSION CONTRACT WITH STEWART'S ELECTRIC MOTOR WORKS, INC., FOR MOTOR REPAIR/REPLACE SERVICES

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division	WASTEWATER	**Account #**	54029088 063000 84004

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING THE TAMPA BAY WATER CONTRACT WITH TAMPA ARMATURE WORKS, INC., FOR MOTOR REPAIR/REPLACE SERVICES

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Piggyback Contract

Background:

Council Priority:
D. Sustainable Environment & Infrastructure

Replacement of electric motors including maintenance is paramount to maintaining the equipment in operational status and to maintain reliability. The water facilities utilize a wide variety of electrical motors and pumps throughout the process of pumping, treating, and distributing potable water for the residents of the City of Palm Coast.

City staff is recommending piggybacking the Tampa Bay Water contract (2023-031) with Tampa Armature Works, Inc., for Motor Repair/Replace 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.

City staff will purchase these services using budgeted funds appropriated by City Council. The Fiscal Year 2024 Budget includes available funding within the Utility Fund-Improvements General Plant R&R. These services will be purchased on an as needed basis.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE TAMPA BAY WATER CONTRACT WITH TAMPA ARMATURE WORKS, INC., FOR MOTOR REPAIR/REPLACE SERVICES

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division	WASTEWATER	**Account #**	MULTIPLE

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SCHOOL BOARD OF VOLUSIA COUNTY CONTRACT WITH CITY ELECTRIC SUPPLY FOR THE PURCHASE OF MISCELLANEOUS ELECTRICAL SUPPLIES AS NEEDED

Presenter: James Melley, Utility Systems Manager

Attachments:
1. Resolution
2. Piggyback Contract

Background:

Council Priority:
D. Sustainable Environment and Infrastructure

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.

City staff is recommending piggybacking the School Board of Volusia County (ITB-MTS-22-002LS) with City Electric Supply 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.

City staff will purchase items on an as-needed basis upon City Council approved budgeted funds.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SCHOOL BOARD OF VOLUSIA COUNTY CONTRACT WITH CITY ELECTRIC SUPPLY FOR THE PURCHASE OF MISCELLANEOUS ELECTRICAL SUPPLIES AS NEEDED

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division	WASTEWATER	**Account #**	MULTIPLE-CITY WIDE USE

Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING SOURCEWELL #091422 CONTRACT WITH MOTION INDUSTRIES, INC., FOR INDUSTRIAL AND BUILDING RELATED SUPPLIES AND EQUIPMENT

Presenter: Danny Ashburn, Utility Systems Manager

Attachments:
1. Resolution
2. Piggyback Contract

Background:

Council Priority:
D. Sustainable Environment & Infrastructure

Wastewater Treatment Operations will utilize this contract to purchase mechanical and electrical parts including motors, gear drives, and various parts such as bearings, seals, and belts needed for the repair and maintenance of process equipment used in the treatment process. City staff is recommending piggybacking Sourcewell Contract # 091422 for Facility MRO, Industrial and Building-Related Supplies, and Equipment Services.

City staff is recommending piggybacking Sourcewell (#091422) with Motion Industries, Inc., for industrial and building related supplies and equipment. 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.

City staff will purchase these services using budgeted funds appropriated by City Council. These services will be purchased on an as needed basis.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING SOURCEWELL #091422 CONTRACT WITH MOTION INDUSTRIES, INC., FOR INDUSTRIAL AND BUILDING RELATED SUPPLIES AND EQUIPMENT

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division	WASTEWATER	**Account #**	54029082 063000 82001

Subject: RESOLUTION 2023-XX APPROVING MASTER SERVICE AGREEMENTS WITH G.E.M. STONE CONTRACTORS INC., AND SWC CONSTRUCTION INC., FOR THE INSTALLATION OF NEW AND REPLACEMENT PEP TANKS

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Project Overview
3. Notice of Intent to Award
4. Draft Contracts (2)

Background:

Council Priority:
D. Sustainable Environment and Infrastructure

The Utility department is responsible for all utility infrastructure throughout the City of Palm Coast. Utility's is responsible to install new single family homesite PEP tanks within ten (10) working days of a builder being site ready for the tank. There has been an increase in new construction in recent years and staff is not able to install all tanks with in-house staffing. In Fiscal Year 2024 it is anticipated new construction activity will continue at current rate. Staff recommends seeking outside contractors to assist in maintaining the City's level of service. The contractor(s) (2) will assist with new installations as well as replacing failed pep tanks on an as needed basis.

City staff advertised ITB-UT-24-07 Installation of New and Replacement PEP Tanks in accordance with the City's Purchasing Policy. The City received two (2) bids with two (2) bidders, G.E.M. Stone Contractors Inc., and SWC Construction Inc., deemed to be responsible and responsive. The Notice of Intent to Award and project bid overview are attached.

Staff recommends City Council approve Master Service Agreements with G.E.M. Stone Contractors Inc. and SWC Construction Inc., to install new and replacement pep tanks and appurtenances. Each Agreement will be a one (1) year initial term with two (2) one (1) year renewal options. The services will be provided on an as needed basis based on demand for new and replacement tanks that exceed available City Utility resources.

The Fiscal Year 2024 Budget includes available funding in the Utility Department budget to purchase these services. In addition, expenditures will be within appropriated budgeted

Utility Department funds for each renewal year. Actual expenditures under these contracts will depend on the demand for PEP tank installations and replacements.

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING MASTER SERVICE AGREEMENTS WITH G.E.M. STONE CONTRACTORS INC., AND SWC CONSTRUCTION INC., FOR THE INSTALLATION OF NEW AND REPLACEMENT PEP TANKS

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 5, 2023

Department FINANCIAL SERVICES **Division**	**Amount** **Account #**

Subject: REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR OCTOBER 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 October 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