



City of Palm Coast Agenda City 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, February 20, 2024

9:00 AM

City Hall - Community Wing

City Staff

Denise Bevan, City Manager

City Attorney

Kaley Cook, City Clerk

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

A. CALL TO ORDER

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

C. ROLL CALL

D. PROCLAMATIONS AND PRESENTATIONS

- 1. PROCLAMATION - FEBRUARY 2024 AS TEEN DATING VIOLENCE AWARENESS MONTH**
- 2. PROCLAMATION - FEBRUARY 2024 AS AMERICAN HEART MONTH**
- 3. PRESENTATION - 2050 COMPREHENSIVE PLAN AMENDMENT STATUS UPDATE**

E. 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.

F. MINUTES

4. **MINUTES OF THE CITY COUNCIL:**
FEBRUARY 5, 2024, STRATEGIC PLANNING ORIENTATION SESSION
FEBRUARY 6, 2024, BUSINESS MEETING
FEBRUARY 13, 2024, WORKSHOP MEETING

G. ORDINANCES SECOND READ

5. **ORDINANCE 2024-XX AMENDING CHAPTER 4, SECTION 4.01, SUBSECTION 4.01.04, OF THE UNIFIED LAND DEVELOPMENT CODE OF THE CITY OF PALM COAST**

H. ORDINANCES FIRST READ

6. ORDINANCE 2024-XX - REVISING THE RATES OF THE CITY'S UTILITY SYSTEMS

I. RESOLUTIONS

- 7. RESOLUTION 2024-XX APPROVING A RESIDENTIAL DRAINAGE CITIZEN ADVISORY COMMITTEE**
- 8. RESOLUTION 2024-XX HARGROVE LANE INDUSTRIAL TECHNICAL SITE PLAN TIER 3 – APPLICATION NO. 5530**
- 9. RESOLUTION 2024-XX APPROVING THE AMENDED PARKS & RECREATION FEE STRUCTURE**

J. CONSENT

- 10. RESOLUTION 2024-XX APPROVING TRENCHLESS PIPE LINING PROJECT COST FOR FISCAL YEAR 2024**
- 11. RESOLUTION 2024-XX APPROVING PIGGYBACKING FSA23-EQU21.0 WITH BBA PUMPS TO PURCHASE ONE (1) DEWATERING AND SEWAGE PUMP**
- 12. RESOLUTION 2024-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN FISHER SCIENTIFIC AND LAKE COUNTY, FLORIDA**
- 13. RESOLUTION 2024-XX APPROVING A MASTER PRICE AGREEMENT WITH ARGOS USA, LLC FOR CONCRETE 4000 PSI WITH FIBER MESH**
- 14. RESOLUTION 2024-XX APPROVING AN AMENDMENT TO THE GROUND LEASE WITH VERIZON AT BELLE TERRE PARK**
- 15. RESOLUTION 2024-XX APPROVING A MASTER SERVICE AGREEMENT AND CHANGE ORDER WITH 3-GIS FOR FIBER MANAGEMENT**

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

- 16. REPORTING OF EMERGENCY & SOLE SOURCE PURCHASES FOR JANUARY 2024**

O. ADJOURNMENT

17. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION – FEBRUARY 2024 AS TEEN DATING VIOLENCE AWARENESS MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim February 2024 as Teen Dating Violence Awareness Month.	
Recommended Action: PROCLAIM FEBRUARY 2024 AS TEEN DATING VIOLENCE AWARENESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - FEBRUARY 2024 AS AMERICAN HEART MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Plan Coast would like to proclaim February 2024 as American Heart Month.		
Recommended Action: PROCLAIM FEBRUARY 2024 AS AMERICAN HEART MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: PRESENTATION - 2050 COMPREHENSIVE PLAN AMENDMENT STATUS UPDATE		
Presenter: Phong Nguyen, Senior Planner and Ray Tyner, Deputy Chief Development Officer		
Attachments: 1. Presentation		
Background: City Staff will present to City Council an update on the 2050 Comprehensive Plan Amendment. The kickoff and first phase of the 2050 Comprehensive Plan Amendment was quite eventful. The website had 3,195 hits, while social media reached 27,100 people. There were approximately 24 different events held that staff attended reaching as many residents as possible. Staff gathered important data from these events that will assist the team in determining the needs of Palm Coast for the 2050 Comprehensive Plan Amendment. From “What People Love” to “Overarching Aspirations” to “Big Ideas”, the Comprehensive Plan will be full of what our city needs, full of what our residents desire, want, and need for a thriving community in 2050.		
Recommended Action: FOR PRESENTATION ONLY.		

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: FEBRUARY 5, 2024, STRATEGIC PLANNING ORIENTATION SESSION FEBRUARY 6, 2024, BUSINESS MEETING FEBRUARY 13, 2024, WORKSHOP MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes (3)		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: FEBRUARY 5, 2024, STRATEGIC PLANNING ORIENTATION SESSION FEBRUARY 6, 2024, BUSINESS MEETING FEBRUARY 13, 2024, WORKSHOP MEETING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2024-XX AMENDING CHAPTER 4, SECTION 4.01, SUBSECTION 4.01.04, OF THE UNIFIED LAND DEVELOPMENT CODE OF THE CITY OF PALM COAST		
Presenter: Barbara Grossman, Code Enforcement Manager and Tracey Doak, Zoning Supervisor		
Attachments: 1. Ordinance 2. Resolution 3. Registration Form 4. License Agreement 5. Section 403.813(1), Fla. Stat. 6. Business Impact Estimate		
Background: This is a legislative item. <u>UPDATED BACKGROUND FROM THE FEBRUARY 6, 2024, BUSINESS MEETING:</u> City Council heard the first reading of this item at the February 6, 2024, Business Meeting. No changes have been made to the item. <u>ORIGINAL BACKGROUND FROM THE FEBRUARY 6, 2024, BUSINESS MEETING:</u> In 2023, the legislature updated Section 403.813(1), Florida Statutes relating to floating vessel platforms. The City of Palm Coast currently has regulations in the Unified Land Development Code, which will need to be amended to reflect the current change in state law. Section 403.813(1)(s)2, Florida Statutes, provides that where the owner of a floating vessel platform self-certifies compliance with the exemption criteria statutorily enumerated in Section 403.813(1)(s), Florida Statutes, a local government may require a one-time registration for the floating vessel platform to ensure compliance with ordinances, codes, state-delegated or state-mandated plans or programs, or regulations relating to building or zoning. Creating a registration process for floating vessel platforms is necessary to comply with the 2023 amendments to Florida Statutes § 403.813(1)(s)2. and to ensure that floating vessel platforms placed in the City's waterways comply with applicable regulations. These proposed changes to the Unified Land Development code are in the best interest of the public health, safety, and welfare of the citizens of Palm Coast. The Planning and Land Development Board heard this item on January 17, 2024, and voted		

5 to 1 to recommend approval to City Council to adopt Ordinance 2024-XX amending Chapter 4, section 4.01, subsection 4.01.04, of the Unified Land Development Code of the City of Palm Coast.

Pursuant to Section 166.041(4), Florida Statutes, a business impact estimate has been completed and posted to the City's website prior to the statutory advertisements of this proposed Ordinance for City Council's consideration for enactment.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT BOARD RECOMMENDS CITY COUNCIL ADOPT ORDINANCE 2024-XX AMENDING CHAPTER 4, SECTION 4.01, SUBSECTION 4.01.04, OF THE UNIFIED LAND DEVELOPMENT CODE OF THE CITY OF PALM COAST

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	WATER AND WASTEWATER	Amount
Division	UTILITY	Account #
Subject: ORDINANCE 2024-XX - REVISING THE RATES OF THE CITY'S UTILITY SYSTEMS		
Presenter: Stephen Flanagan, Utility Director		
Attachments: 1. Presentation 2. Ordinance		
Background: Council Priority: D. Sustainable Environment & Infrastructure To ensure revenues are sufficient to support the operation, maintenance and expansion of the water and sewer utility the City periodically conducts a review of the established rates and fees. The city enlisted the services of Stantec Consulting Services Inc., in Florida to conduct a <i>Water and Wastewater Revenue Sufficiency and Capital Facilities Fees Study</i> . Calculations are needed to assess the rates necessary to maintain the infrastructure of the water and sewer system. The consultant will recommend adjustments to various rates including monthly base charges and per gallon charges as well as adjustments to water and sewer capacity fees that are assessed for new construction. Rate studies are performed to assure that the studied entity will be sustainable over time to cover operating costs, capital improvements costs, stay within financial policies and cover debt payments with a reserve for emergencies. Much information must go into this evaluation and ultimately the result that is derived from all the information that goes into the study. These studies are usually performed every 3 to 5 years to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, equipment costs as well as maintenance and other factors. Based on the current economic factors changing much of how our economy functions, such as covid impact, supply chain issues, inflation, labor shortages and the fact that our past few studies have not been of the most comprehensive nature, this study is a more thorough dive into our system needs. During the regularly scheduled City Council meeting of November 14, 2023, and February 13, 2024, utility staff and the utility rate consultant presented its initial findings, options for consideration, and recommendations for cost adjustments. This was a presentation only for information and to request council direction with a future rate consideration to come back to council for adoption. City staff and the Consultant have taken the guidance provided by council at the November meeting and included a new water tier, holding the base rates flat		

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

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

Recommended Action:

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

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	ENGINEERING	Account #
Subject:	RESOLUTION 2024-XX APPROVING A RESIDENTIAL DRAINAGE CITIZEN ADVISORY COMMITTEE	
Presenter:	Lynn Stevens, Deputy Director of Stormwater & Engineering and Carl Cote, Director of Stormwater & Engineering	
Attachments:	1. Presentation 2. Resolution	
Background: Council Priority: D. Sustainable Environment and Infrastructure	<u>UPDATED BACKGROUND FROM THE FEBRUARY 13, 2024, WORKSHOP MEETING:</u> City Council received a presentation on this item at the February 13, 2024, Workshop Meeting. The Resolution has been updated per Council direction and is attached to this item. <u>ORIGINAL BACKGROUND FROM THE FEBRUARY 13, 2024, WORKSHOP MEETING:</u> During the December 12, 2023, and January 16, 2024, Council workshop meetings, City Council provided staff direction to provide information on historical, current, and future information on the issues of flooding in Palm Coast. This included a 3-pronged approach: infill lot fact gathering, technical manual modifications, and funding sources. In addition, staff was asked to provide recommendation on creating a Citizens Committee for residential flooding issues. This report provides the information.	
Recommended Action:	ADOPT RESOLUTION 2024-XX APPROVING A RESIDENTIAL DRAINAGE CITIZEN ADVISORY COMMITTEE	

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX HARGROVE LANE INDUSTRIAL TECHNICAL SITE PLAN TIER 3 – APPLICATION NO. 5530		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: 1. Presentation 2. Resolution 3. Development Order 4. Staff Report 5. Distant Aerial 6. Future Land Use Map 7. Zoning Map 8. Overall Site Plan 9. Survey 10. Architectural Drawings 11. Engineering Cover Sheet 12. Environmental Report 13. Landscape Plan Sheet 1		
Background: This is a quasi-judicial item, please disclose any ex parte communication. The applicant has submitted a Technical Site Plan application for a large warehouse facility with 17 buildings having a total of 221,365 s.f. of building area. Since the building area is over 100,000 s.f. it is classified as a Tier 3 Technical Site Plan that requires review and recommendation by the Planning and Land Development Regulation Board (PLDRB) followed by review and determination by the City Council. The warehouse facility is shown to be developed in two phases with 15 buildings and 200,638 s.f. of building area in Phase 1 and 2 buildings and 20,727 s.f. of building area in Phase 2. The first phase of the Palm Coast Industrial Park was platted in December 1981. The properties along Hargrove Lane were platted in a later phase. Top Shelf Storage, Inc. (self-storage facility) at 6 Hargrove Lane (to the NW) was constructed in 2007 and the Palm Coast Commercial and Industrial Center Condos at 15 Hargrove Lane (to the SW) were constructed in 2006. JB Gelman Companies, LLC purchased the subject property on July 23, 2020. The warehouse facility will be primarily comprised of flex-space buildings with large garage doors and loading spaces in the rear that would be accessed by a service road. The front of the buildings would have employee and customer parking areas and have more of the		

appearance of a modestly designed office building. These buildings would typically be occupied by contractors and sub-contractors with an office and possible display area in the front 20% - 40% of the building and room for equipment and materials storage inside the rear 60% - 80% of the building. Service trucks could also park inside the rear of the buildings overnight. These buildings are not permitted to be utilized for primarily retail operations as the IND-1 Zoning District does not permit those.

The warehouse facility also includes a car condominium club where car enthusiasts can purchase a bay to store their prized vehicles and can also utilize a car wash/maintenance building and a clubhouse. Phase 2 is expected to be comprised of an extension of the car condominiums.

Public Participation: This industrial project does not meet the criteria for the applicant having a neighborhood meeting. Additionally, Technical Site Plans, including Tiers 2 and 3, do not require newspaper notification or the posting of the orange signs along the property's frontage roads.

Planning and Land Development Regulation Board (PLDRB): The PLDRB reviewed this application at its regularly scheduled meeting at 5:30 PM on January 17, 2024, and by a 5 - 0 vote found it in compliance with the Comprehensive Plan and Land Development Code and recommended approval to City Council. No one from the public spoke regarding this petition.

Recommended Action:

THE PLDRB FOUND THE PROJECT IN COMPLIANCE WITH THE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE; AND RECOMMENDED APPROVAL TO CITY COUNCIL OF THE TECHNICAL SITE PLAN TIER 3 FOR HARGROVE LANE INDUSTRIAL, APPLICATION NO. 5530, SUBJECT TO THE FOLLOWING TWO CONDITIONS:

- 1. A LOMA (LETTER OF MAP AMENDMENT) WILL BE REQUIRED PRIOR TO RECEIVING ANY CERTIFICATE OF OCCUPANCY.**
- 2. ALL BUILDINGS AND ADJOINING AREAS SHALL ONLY BE UTILIZED FOR IND-1 USES AS OUTLINED IN TABLE 3-4 OF THE LAND DEVELOPMENT CODE.**

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	PARKS & RECREATION	Amount
Division	GOLF COURSE	Account #
Subject: RESOLUTION 2024-XX APPROVING THE AMENDED PARKS & RECREATION FEE STRUCTURE		
Presenter: James Hirst, Director of Parks & Recreation and Brittany McDermott, Deputy Director of Parks & Recreation		
Attachments: 1. Presentation 2. Resolution 3. Exhibit A – Parks & Facilities Fee Schedule		
Background: Pillar of Priority: Strong Resilient Economy: Maintaining financial strengths within the City and promote fiscal responsibility to ensure future stability. <u>UPDATED BACKGROUND FROM THE OCTOBER 17, 2023, WORKSHOP MEETING:</u> With the direction given from the October 10, 2023, Workshop Meeting, Staff reached out to the golf courses within the Palm Coast and Bunnell area. A presentation has been created for City Council to review the comparable rates and the recommended fee adjustment for the Palm Harbor Golf Club's Greens Fees. <u>UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their October 10, 2023, Workshop Meeting. City Council provided staff with further direction for the Palm Harbor Golf Course which will come back to Council at a later date. The Resolution and Fee Structure have been added to the item since the Workshop Meeting. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> The Palm Coast Parks & Recreation Department is presenting the need to evaluate its current fee structure. The fees that need to be evaluated are the Community Garden Plot Fees, Palm Coast Aquatics Center Lane Rentals, Palm Coast Arts Foundation Amphitheater Rental, Palm Coast Community Center Cocktail Table & Tablecloth Rentals, Palm Harbor Golf Course Green Fees, and Waterfront Park Patio Rental. This analysis is in line with City Council's pillar of maintaining financial strengths within the City and promote fiscal responsibility to ensure future stability. Reviewing our fees on a regular basis also allows us to balance cost recovery and maintain the level of quality in our programs and facilities that our residents expect and deserve. Analyzing the Parks & Recreation Fee Structure involves a couple steps: - The first step is to review the current fee structure and determine what changes may need to be made.		

- The second step is finding comparable organizations to check our fees against.

Staff is looking for feedback and direction on the proposed rates for the Parks & Recreation facilities.

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING THE AMENDED PARKS & RECREATION FEE STRUCTURE

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$804,228.00
Division	ENGINEERING	Account #	54205509-063000-55232
Subject: RESOLUTION 2024-XX APPROVING TRENCHLESS PIPE LINING PROJECT COST FOR FISCAL YEAR 2024			
Presenter: Carmelo Morales, Stormwater Engineer III			
Attachments: 1. Resolution			
Background: Council Priority: C. Sustainable Environment and Infrastructure The Stormwater Engineering Division is responsible for maintaining our stormwater infrastructure. Every year Stormwater & Engineering has a budget that is used to rehabilitate aging stormwater culvert pipes using methods known as CIPP, Slip-lining, and spin-cast. Staff would like to utilize our current piggyback contract with Broward College and Shenandoah General Construction, LLC. (RFP-2018-167-EH) through 11/26/2024 to complete multiple trenchless pipe lining projects in a not-to-exceed amount of \$804,228. The benefits of piggybacking our current contract include: • Easier to plan and budget. As part of the Piggyback Contract, pricing was agreed upon so you know what everything will cost. • Easier to schedule jobs with one Contractor and work gets completed quickly and efficiently. • Less money spent per pipe which allows us to maximize the budget. • Contractors push bidding and bonding costs onto us. • Save on procurement costs. • Contract has already gone through a bidding and qualification process with Broward College • Procurement will have less paperwork and Contracts to prepare. Funds for trenchless pipe lining are budgeted out of our FY 24 Stormwater & Engineering Budget.			

Source of Funds Worksheet FY 24**SW Engineering - Major Canal Crossing**

54205509-063000-55232

\$804,228.00

Total Expended/Encumbered to Date

\$0.00

Pending Work Orders Contracts

\$0.00

Current (WO/Contract)

\$804,228.00**Balance****\$0.00****Recommended Action:****ADOPT RESOLUTION 2024-XX APPROVING TRENCHLESS PIPE LINING PROJECT
COST FOR FISCAL YEAR 2024**

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	PUBLIC WORKS	Amount	\$56,649
Division	FLEET	Account #	65019082-064000
Subject: RESOLUTION 2024-XX APPROVING PIGGYBACKING FSA23-EQU21.0 WITH BBA PUMPS TO PURCHASE ONE (1) DEWATERING AND SEWAGE PUMP			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Quote			
The piggyback contract is available in the City Clerk’s Office for review.			
Background: Council Priority: B. Safe and Reliable Services			
The Fleet division of the City of Palm Coast is seeking approval to purchase one (1) Dewatering and Sewage Pump from BBA Pumps, as a replacement for Asset #1912. The purchase of ER23-23 Thompson Pump as a replacement for asset #1912 was previously approved and budgeted for in FY2023. However, due to a delay in the receipt of the purchase order by the vendor, the pump was not ordered. As a result, the cost has now increased, and the lead time is too long to continue with Thompson Pump. In order to save costs and expedite the purchase, staff has identified an alternative option with BBA Pumps. The City of Palm Coast Public Works Fleet Division is recommending piggybacking the FSA23-EQU21.0 with BBA Pumps to utilize the terms, conditions, scope, and pricing of the FSA agreement for Pumps.			
Source of Funds Worksheet FY 2024 FLWWCOLL MACHINERY & EQUIPMENT OVER \$5K 65019082-064000 Total Expended/Encumbered to Date Pending Work Order/Contracts Current (WO/Contract) Balance \$267,702.00 \$261,109.96 \$0.00 \$0.00 \$6,592.04			
Recommended Action: RESOLUTION 2024-XX APPROVING PIGGYBACKING FSA23-EQU21.0 WITH BBA PUMPS TO PURCHASE ONE (1) DEWATERING AND SEWAGE PUMP			

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	PUBLIC SAFETY	Amount	OVER 50K
Division	FIRE	Account #	10014000-052000
Subject	RESOLUTION 2024-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN FISHER SCIENTIFIC COMPANY, LLC AND LAKE COUNTY, FLORIDA		
Presenter: Kyle Berryhill, Fire Chief			
Attachments: 1. Resolution 2. Contract			
Background: Council Priority: B. Safe and Reliable Services Palm Coast Fire Department would like to continue partnering with Fisher Scientific to utilize the terms, conditions, scope, and pricing of the Lake County Agreement for fire equipment, supplies, and services as needed.			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN FISHER SCIENTIFIC COMPANY, LLC AND LAKE COUNTY, FLORIDA			

City of Palm Coast, Florida

Agenda Item

Agenda Date: February 20, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	As Needed
Division	ENGINEERING	Account #	Multiple- City-Wide Use
Subject: RESOLUTION 2024-XX APPROVING A MASTER PRICE AGREEMENT WITH ARGOS USA, LLC FOR CONCRETE 4000 PSI WITH FIBER MESH			
Presenter: Lynn Stevens, Deputy Director of Stormwater & Engineering			
Attachments: 1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure: Staff has determined the need to purchase 4,000 PSI concrete with fiber mesh for the repair of sidewalks, driveways, paths, headways, spillways, and other stormwater structures at various job locations throughout the city. These materials are required for day-to-day operations city-wide. Staff advertised and solicited bids (ITB-SWE-24-23) for concrete 4000 PSI with fiber mesh in accordance with the City's Purchasing Policy. City Staff received one (1) bid that was deemed responsive and responsible and recommends council approval of a master price agreement with Argos USA, LLC. Since this is a price agreement, City staff from all departments will be able to utilize this agreement to purchase items on an as-needed basis using budgeted funds appropriated by City Council.			
Recommended Action: RESOLUTION 2024-XX APPROVING A MASTER PRICE AGREEMENT WITH ARGOS USA, LLC FOR CONCRETE 4000 PSI WITH FIBER MESH			

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	INFORMATION TECHNOLOGY	Amount
Division		Account #
Subject	RESOLUTION 2024-XX APPROVING AN AMENDMENT TO THE GROUND LEASE WITH VERIZON AT BELLE TERRE PARK	
Presenter: Doug Akins, Director of IT		
Attachments: 1. Resolution 2. First Lease Amendment 3. Original Lease		
Background: Council Priority: D. Sustainable Environment and Infrastructure Since 2006, T-Mobile has operated a cell tower at Belle Terre Park (4510 Belle Terre Pkwy). In 2008 Verizon wanted to collocate on T-Mobile’s tower and entered into a ground lease with the City for the placement of its ground equipment at the location. That agreement has remained in effect without change since its execution. Verizon has requested amending the lease to update the rent schedule and add additional extension terms to the lease. The amendment adds six (6) five (5) year extensions to the lease and sets the lease increase to 2% annually. This is a change to the lease only. No equipment at the site is being changed.		
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING AN AMENDMENT TO THE GROUND LEASE WITH VERIZON AT BELLE TERRE PARK		

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	INFORMATION TECHNOLOGY	Amount	\$51,300
Division		Account #	65052525 051020
Subject	RESOLUTION 2024-XX APPROVING A MASTER SERVICE AGREEMENT AND CHANGE ORDER WITH 3-GIS FOR FIBER MANAGEMENT		
Presenter: Doug Akins, Director of IT			
Attachments: 1. Resolution 2. Master Service Agreement 3. Change Request			
Background: Council Priority: D. Sustainable Environment and Infrastructure After evaluating several systems in Fiscal Year 2022, the IT Department selected 3-GIS as its platform for managing its fiber assets. In Fiscal Year 2023 the platform was installed, staff received training on how to use it, and basic data began being entered. We started using 3-GIS based on their annual pricing but are able to get better value by entering into a 3-year price contract with 3-GIS. This will give us access to double the licensing at only \$1,500 more than we’re paying now. The additional licenses are needed since the new staff approved by Council in the current year’s budget will need access to this system. Currently, with the annual pricing we are paying \$23,400 annually for 5 licenses. Under this new agreement we will be paying \$24,900 annually for 10 licenses. The cost for these licenses were included in the current year’s approved budget. The first-year cost will only be \$1,500 as the \$23,400 we paid for licensing this year will be applied to the total. \$51,300 will be the total cost over 3 years. Since the total 3-year value of the contract is over the \$50,000 threshold, we are requesting Council approval. This change order falls under our existing Master Services Agreement with 3-GIS.			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICE AGREEMENT AND CHANGE ORDER WITH 3-GIS FOR FIBER MANAGEMENT			

City of Palm Coast, Florida Agenda Item

Agenda Date: February 20, 2024

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject: REPORTING OF EMERGENCY & SOLE SOURCE PURCHASES FOR JANUARY 2024		
Presenter: Denise Bevan, City Manager		
Attachments: 1. Emergency & Sole Source Purchase Report		
Background: Attached is a list of all emergency and sole source purchases for the month of January 2024, 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		