



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, June 4, 2024

6:00 PM

City Hall - Community Wing

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, 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. PRESENTATIONS

1. PRESENTATION - RALPH CARTER PARK 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

- 2. MINUTES OF THE CITY COUNCIL:
MAY 21, 2024, BUSINESS MEETING
MAY 28, 2024 SPECIAL WORKSHOP MEETING**

G. RESOLUTIONS

- 3. RESOLUTION 2024-XX APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALM COAST AND THE FLAGLER COUNTY SCHOOL DISTRICT**
- 4. RESOLUTION 2024-XX APPROVING A CONTRACT WITH MASCI CONSTRUCTION, INC., A WORK ORDER FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES, AND A PROJECT CONTINGENCY FOR THE ARTERIAL RESURFACING PROJECT**

H. CONSENT

5. RESOLUTION 2024-XX APPROVING A CONTRACT WITH GENTRY SOD FARMS FOR SOD REPLACEMENT FOR THE RALPH CARTER PARK REHAB AND RENEWAL PROJECT
6. RESOLUTION 2024-XX APPROVING PIGGYBACKING THE LANCASTER COUNTY, NEBRASKA CONTRACT WITH URETEK USA, INC., FOR SOIL STABILIZATION SERVICES AS NEEDED
7. RESOLUTION 2024-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR CONSTRUCTION AND TESTING OF WELL SW-147 AND CONSTRUCTION AND TESTING OF TWO (2) BRACKISH MONITORING WELLS
8. RESOLUTION 2024-XX APPROVING PIGGYBACKING THE NASPO MASTER AGREEMENT 43210000-23-NASPO-ACS CONTRACT WITH DELL MARKETING L.P., FOR COMPUTER EQUIPMENT PURCHASES

I. PUBLIC PARTICIPATION

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

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

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

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

M. ADJOURNMENT

9. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: June 4, 2024

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION - RALPH CARTER PARK UPDATE	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: <ol style="list-style-type: none">1. Presentation2. Five Year Musco Light Schedule	
Background: Council Priority: B. Safe and Reliable Services At the request of City Council, the Parks & Recreation Department has prepared a presentation on Ralph Carter Park. This presentation includes information on the importance of youth sports, an update on operations and maintenance, and data on sport participation and field and park usage.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: June 4, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: MAY 21, 2024, BUSINESS MEETING MAY 28, 2024, SPECIAL WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: MAY 21, 2024, BUSINESS MEETING MAY 28, 2024, SPECIAL WORKSHOP MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: June 4, 2024

Department PARKS & RECREATION Division	Amount Account #
Subject: RESOLUTION 2024-XX APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALM COAST AND THE FLAGLER COUNTY SCHOOL DISTRICT	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. Memorandum of Understanding	
Background: Council Priority: B. Safe and Reliable Services The City of Palm Coast and the Flagler County School District entered into an agreement titled "Master Agreement between Flagler County School District and the City of Palm Coast, Florida for Joint Use of Real Property and Facilities and Coordination of Programs and Services" officially approved and signed on July 27, 2023. This agreement aims to provide the community with greater access to certain sites and facilities for both recreational and educational purposes while ensuring efficient allocation of public resources. This Memorandum of Understanding serves as an adjunct to the Master Agreement, focusing specifically on outlining the terms and conditions for City maintenance operations of six school owned athletic fields located at Indian Trails Middle School and Indian Trails Sports Complex.	
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALM COAST AND THE FLAGLER COUNTY SCHOOL DISTRICT	

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 4, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$3,882,624.42
Division	ENGINEERING	Account #	21055011-063000- 54104
Subject:	RESOLUTION 2024-XX APPROVING A CONTRACT WITH MASCI CONSTRUCTION, INC., A WORK ORDER FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES, AND A PROJECT CONTINGENCY FOR THE ARTERIAL RESURFACING PROJECT		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Draft Contract3. Notice of Intent to Award4. Project Overview5. Proposal		
Background: Council Priority: D. Sustainable Environment and Infrastructure	<p>The milling and resurfacing of the Arterial Roadways Project will consist of the following roadways: Royal Palms Pkwy., Rymfire Dr., and Pine Lakes Pkwy. This will include milling 1.5 inches of asphalt and replacing it with 1.5 inches of asphalt to include striping and utility valve/manhole adjustments. Arterial roadway work will include areas of base repair, utilizing deep milling up to 8 inches, and replacement of base material with asphalt.</p> <p>On April 10, 2024, City staff advertised this project (ITB-SWE-24-44) and received two (2) bids. City staff recommends awarding the contract to Masci Construction, Inc., for \$3,285,158.57 with a project contingency of \$328,515.85, for a total of \$3,613,674.42.</p> <p>Under the existing contract (ITB-SWE-24-24), staff negotiated a scope and fee in a not-to-exceed amount of \$268,950.00, with GAI Consultants, Inc., for construction engineering and inspection services for the Arterial Resurfacing Project. City staff has determined that the cost for the engineering services is reasonable and fair and consistent with these types of services for a project of this size and scope.</p> <p>This project is budgeted for in the FY24 Street Improvement fund.</p>		

Source of Funds Worksheet FY 2024

Street R&R 21055011-034000-54104	\$6,580,000.00
Total Expended/Encumbered to Date	\$1,779,675.38
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$3,882,624.42</u>
Balance	\$917,700.20

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH MASCI CONSTRUCTION, INC., A WORK ORDER FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES, AND A PROJECT CONTINGENCY FOR THE ARTERIAL RESURFACING PROJECT

City of Palm Coast, Florida Agenda Item

Agenda Date: June 4, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$105,000.00
Division	ENGINEERING	Account #	43000099-063000- 66032
Subject: RESOLUTION 2024-XX APPROVING A CONTRACT WITH GENTRY SOD FARMS FOR SOD REPLACEMENT FOR THE RALPH CARTER PARK REHAB AND RENEWAL PROJECT			
Presenter: Eric Gebo, Architect III			
Attachments: <ol style="list-style-type: none">1. Resolution2. Draft Contract3. Notice of Intent to Award4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services <p>Ralph Carter Park was completed in 2009 as a neighborhood park. In the current budget, funding was included to address the multi-purpose field conditions. Efforts to proceed with these field improvements will be performed with in-house staff. The scope of work will include correcting any grading and drainage issues and to replace the sod. In addition, we have explored options with the field lighting manufacturer to address stray lighting concerns that the city has received.</p> <p>On December 19, 2023, Council approved expenses in the amount of \$450,000 to complete the above-mentioned project scope.</p> <p>On April 10, 2024, City staff advertised a bid for sod replacement for the Ralph Carter Rehab and Renewal Project (ITB-SWE-24-49) and received two (2) bids. Staff recommends awarding the contract to the low bidder, Gentry Sod Farms, in the amount of \$105,260. The Notice Intent to Award and Project Overview are attached.</p> <p>This item is to approve a contract with Gentry Sod Farms in the amount of \$105,260 for Ralph Carter Park Sod Replacement. This project is budgeted for in the FY24 Capital Improvement Fund.</p>			

Source of Funds Worksheet FY 24

Cap-Ralph Carter Park 43000099-063000-66032	\$450,000.00
Total Expended/Encumbered to Date	\$22,650.72
Pending Work Order/Contracts	\$0.00
Current (W/O/Contract)	<u>\$105,260.00</u>
Balance	\$322,089.28

Recommended Action:

**ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH GENTRY SOD FARMS
FOR SOD REPLACEMENT FOR THE RALPH CARTER PARK REHAB AND RENEWAL
PROJECT**

City of Palm Coast, Florida Agenda Item

Agenda Date: June 4, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	AS NEEDED PER APPROVED BUDGET
Division	ENGINEERING	Account #	MULTIPLE USE CITYWIDE
Subject: RESOLUTION 2024-XX APPROVING PIGGYBACKING THE LANCASTER COUNTY, NEBRASKA CONTRACT WITH URETEK USA, INC., FOR SOIL STABILIZATION SERVICES AS NEEDED			
Presenter: Carmelo Morales, Stormwater Engineer III			
Attachments: <ul style="list-style-type: none">1. Resolution2. Piggyback Contract			
Background: Council Priority: D. Sustainable Environment and Infrastructure Staff is recommending piggybacking the Lancaster County, Nebraska Contract (Bid No. 20-087) with Uretek USA, Inc., through May 13, 2026, for soil stabilization services on an as-needed basis. 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. Since the underlying contract is an agreement of fees and services, City staff will purchase on an as-needed basis using budgeted funds appropriated by City Council.			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING PIGGYBACKING THE LANCASTER COUNTY, NEBRASKA CONTRACT WITH URETEK USA, INC., FOR SOIL STABILIZATION SERVICES AS NEEDED			

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 4, 2024

Department	WATER AND WASTEWATER UTILITY	Amount	\$731,755.50
Division	WATER	Account	54029088 063000 99520
Subject: RESOLUTION 2024-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR CONSTRUCTION AND TESTING OF WELL SW-147 AND CONSTRUCTION AND TESTING OF TWO (2) BRACKISH MONITORING WELLS			
Presenter: Peter Roussell, Utility Deputy Director			
Attachments: 1. Resolution 2. Proposals			
Background: Council Priority: D. Sustainable Environment and Infrastructure SW-147 is proposed to be a newly developed and constructed production raw water well that will supply water for treatment into the potable water system to Water Treatment Plant #1. The well location was identified and plotted in a previous work order. A test well was constructed, and it was determined that this site, 13 Commerce BLVD. is a viable site location for the construction of a new Confined Surficial Aquifer (CSA) Public Water Supply (PWS) well to supply water to Water Treatment Plant #1 and meet future potable water demands projected. The future brackish Upper Floridan Aquifer (UFA) well field will consist of approximately 15 production wells as determined by 5 compass points using monitoring wells to establish water quality data to determine the lateral migration within the north, south, east, and west. Also, the monitoring wells will establish data related to upconing from below. The (5) monitoring wells have been approved by the St. Johns River Water Management District for implementation. Under the existing contract RFSQ-CD-20-31, staff negotiated a scope and fee for \$696,910.00 with Connect Consulting, Inc. Proposal 101.35 in the amount of \$226,950.00 for the construction and testing of well SW-147 and Proposal 101.36 in the amount of \$469,960.00 for the construction and testing of 2 brackish monitoring wells. City staff has determined that the cost for the services is 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 expansion, including a 5% contingency of \$34,845.50 for a total of \$731,755.50.			

SOURCE OF FUNDS WORKSHEET FY 2024**Improvements – Wellfield Expansion****54029088 063000 99520****\$1,000,000.00**

Total Expended/Encumbered to Date

\$14,850.00

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$731,755.50**Balance****\$253,394.50****Recommended Action:****ADOPT RESOLUTION 2024-XX APPROVING A WORKORDER WITH CONNECT
CONSULTING, INC., FOR CONSTRUCTION AND TESTING OF WELL SW-147 AND
CONSTRUCTION AND TESTING OF TWO (2) BRACKISH MONITORING WELLS**

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 4, 2024

Department	INFORMATION TECHNOLOGY	Amount	Over \$50,000
Division		Account #	Various funds including the IT Internal Services budget (65052525), the Capital Projects Budget (43000099), and the Utility Capital Projects Budget (54029000)
Subject	RESOLUTION 2024-XX APPROVING PIGGYBACKING THE NASPO MASTER AGREEMENT 43210000-23-NASPO-ACS CONTRACT WITH DELL MARKETING L.P., FOR COMPUTER EQUIPMENT PURCHASES		
Presenter: Doug Akins, Director of IT			
Attachments: 1. Resolution 2. NASPO Contract			
Background: Council Priority: B. Safe and Reliable Services The Information Technology Department (IT) is responsible for supplying and maintaining all technology and maintenance service purchases relating to desktop computers, laptops, monitors, and other computer related equipment for all City Departments and staff. To provide these services, it is necessary to purchase new equipment and have equipment replacements on hand as well as have maintenance service plans in place. City staff is recommending that City Council approve piggybacking of the NASPO Master Agreement 43210000-23-NASPO-ACS with Dell Marketing L.P., which initially expires June 30, 2025, but may renew for up to 36 additional months. Dell Computer Corporation is the current vendor the City uses for purchasing of computer desktops, laptops, monitors, servers and most computer related equipment. This contract was negotiated by the Florida Department of Management Services. Since the underlying contract is a price agreement, City staff will purchase items on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2024 budget includes \$290,483.00 within the IT budget for new and replacement computer related purchases.			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING PIGGYBACKING THE NASPO MASTER AGREEMENT 43210000-23-NASPO-ACS CONTRACT WITH DELL MARKETING L.P., FOR COMPUTER EQUIPMENT PURCHASES			