



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, August 6, 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. 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:
JULY 16, 2024, BUSINESS MEETING
JULY 23, 2024, WORKSHOP MEETING**

F. ORDINANCES SECOND READ

- 2. ORDINANCE 2024-XX VOLUNTARY ANNEXATION OF APPROXIMATELY 31.680 ACRES OF PROPERTY OWNED BY BJ'S WHOLESALE CLUB, INC., AND SEMINOLE WOODS INVESTMENTS, LLC**

G. RESOLUTIONS

- 3. RESOLUTION 2024-XX LIVE LIKE CAMERON ANNUAL PROMOTION OF CHILDHOOD CANCER AWARENESS**
- 4. RESOLUTION 2024-XX APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2024 (FY 2024/25) ANNUAL ACTION PLAN**
- 5. RESOLUTION 2024-XX COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING ASSISTANCE PLAN**

6. RESOLUTION 2024-XX APPROVING THE RETREAT AT TOWN CENTER PHASE TWO FINAL PLAT APPLICATION NO. 5747
7. RESOLUTION 2024-XX APPROVING SEMINOLE PALMS TOWNHOMES FINAL PLAT APPLICATION NO. 5738

H. CONSENT

8. RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL RATE STUDY SERVICES
9. RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL TRAFFIC ENGINEERING SERVICES
10. RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL ARCHITECTURE ENGINEERING SERVICES
11. RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL STORMWATER ENGINEERING SERVICES
12. RESOLUTION 2024-XX APPROVING A WORK ORDER FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR WATER TREATMENT FACILITY 1 WELLFIELD EXPANSION, EQUIP WELLS SW-147 & SW-148 PROJECT
13. RESOLUTION 2024-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE CONSTRUCTION AND TESTING OF THE SW-148 CONFINED SURFICIAL WELL
14. RESOLUTION 2024-XX APPROVING PIGGYBACKING THE CITY OF COCOA, FLORIDA CONTRACT WITH EMPIRE COMPUTING FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND CONSULTING SERVICES
15. RESOLUTION 2024-XX APPROVING A MASTER PRICE AGREEMENT WITH AWC, INC., EXCLUSIVE DISTRIBUTOR FOR THE PURCHASE OF SOLE SOURCE PROCUREMENT OF MISSION COMMUNICATION PRODUCTS AND SERVICES (SCADA)
16. RESOLUTION 2024-XX APPROVING A CONTRACT WITH FLORIDA BLUE FOR HEALTH INSURANCE AND STOP LOSS INSURANCE AND TO INCLUDE LIFE AND DISABILITY INSURANCE THROUGH USABLE LIFE (A FLORIDA BLUE PARTNER) FOR CITY EMPLOYEES
17. RESOLUTION 2024-XX APPROVING PIGGYBACKING SOURCEWELL CONTRACT #020223 WITH BRIGGS EQUIPMENT TO UTILIZE THE TERMS, CONDITIONS, SCOPE, AND PRICING FOR MEDIUM DUTY AND COMPACT EQUIPMENT WITH RELATED ATTACHMENTS AS NEEDED

18. RESOLUTION 2024-XX APPROVING PIGGYBACKING THE SUN 'N' LAKE OF SEBRING IMPROVEMENT DISTRICT CONTRACT WITH MAXX ENVIRONMENTAL, LLC FOR INFRASTRUCTURE MAINTENANCE AND REPAIR WORK

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

19. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: August 6, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: JULY 16, 2024, BUSINESS MEETING JULY 23, 2024, WORKSHOP	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: JULY 16, 2024, BUSINESS MEETING JULY 23, 2024, WORKSHOP	

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2024-XX VOLUNTARY ANNEXATION OF APPROXIMATELY 31.680 ACRES OF PROPERTY OWNED BY BJ'S WHOLESALE CLUB, INC., AND SEMINOLE WOODS INVESTMENTS, LLC		
Presenter: Phong Nguyen, Senior Planner		
Attachments: 1. Ordinance 2. Petition To Annex 3. Site Map 4. Business Impact Estimate		
Background: <u>UPDATED BACKGROUND FROM THE JULY 16, 2024, BUSINESS MEETING:</u> City Council heard the first reading of this item at the July 16, 2024, Business Meeting. No changes have been made to the item. <u>ORIGINAL BACKGROUND FROM THE JULY 16, 2024, BUSINESS MEETING:</u> In February 2024, Property Owners, BJ's Wholesale Club, Inc., and Seminole Woods Investments, LLC filed a petition to voluntarily annex real property into the City of Palm Coast municipal boundaries. The subject parcel is approximately 31.680 acres, and is generally located south of the along SR 100 on the southside and west of Seminole Woods Boulevard. The annexation of the subject property is being accomplished in accordance with Florida Statutes, Chapter 171. The proposed annexation meets the criteria set forth in Subsection 171.043, Florida Statutes regarding the character of the area to be annexed: • The property's boundary is contiguous to the City's existing boundary. • The property is reasonably compact and is not part of another incorporated municipality and will be used for urban purposes. • The proposed annexation will not create an enclave. Additionally, the subject area is within the Palm Coast Service Area for water and sewer services, and per Ordinance 2003-23 and 2007-03, is required to annex in order to receive utility service from the City.		
Recommended Action: ADOPT ORDINANCE 2024-XX VOLUNTARY ANNEXATION OF APPROXIMATELY 31.680 ACRES OF PROPERTY OWNED BY BJ'S WHOLESALE CLUB, INC., AND SEMINOLE WOODS INVESTMENTS, LLC		

City of Palm Coast, Florida Agenda Item

Agenda Date: August 6, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX LIVE LIKE CAMERON ANNUAL PROMOTION OF CHILDHOOD CANCER AWARENESS		
Presenter: Jacqueline Gonzalez, Site Development Coordinator I		
Attachments: 1. Presentation 2. Resolution		
Background: Council Priority: C. Civic Engagement September is Childhood Cancer Awareness Month. Childhood Cancer Awareness Month (CCAM) is recognized every September by childhood cancer organizations around the world. With a goal to increase awareness and raise funds for those affected by childhood cancer, the American Childhood Cancer Organization encourages everyone to Go Gold® during September in honor and in memory of kids with cancer! Live Like Cameron is a local non-profit created in 2017 in memory of Cameron Fulling, who battled brain cancer for seven years. Cameron passed away on April 6, 2017, just 12 days short of his 10th birthday. The mission of Live Like Cameron is to provide financial assistance through gift cards or financial donations to families with children that have been diagnosed with cancer, and to give children comfort during hospitalizations by providing soft bedding and care packages. The last several years the City of Palm Coast by proclamation has recognized the month of September as Childhood Cancer Awareness. The Live Like Cameron organization would like to bring community awareness to issue of childhood cancer and enhance the quality of life of those residence in the community in a similar situation. <u>SUMMARY:</u> The request to use the utility poles on the parkway are consistent other organization currently using the utility poles for banners to bring awareness to a cause like October for Breast Cancer awareness month.		
Recommended Action: ADOPT RESOLUTION 2024-XX ALLOWING THE LIVE LIKE CAMERON ORGANIZATION USE OF THE CITY STREET POLES TO PROMOTE CHILDHOOD CANCER AWARENESS		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2024 (FY 2024/25) ANNUAL ACTION PLAN		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: 1. Presentation 2. Resolution 3. Annual Action Plan 2024 - Draft		
Background: This is a quasi-judicial item, please disclose any ex parte communication The Community Development Block Grant (CDBG) Program started in 1974 in order to provide funding for housing and community development. Activities or Programs funded by CDBG funds must meet one of the following the National Objectives of the Program: 1) Benefit low- and moderate-income persons or area (LMI/LMIA) 2) Prevent or eliminate slum or blight 3) Address urgent community development needs (Emergency) As an entitlement community, the City of Palm Coast will be eligible to receive an annual allocation from the Department of Housing and Urban Development (HUD). Historically, CDBG funds have been used for various community development activities such as: • Housing Programs, • Public Services (limited to 15% of grant), • Public Infrastructure/Facilities (in qualified areas based on census or benefits area 51% or greater LMI area), • Economic Development, and • Planning/Administration/Monitoring of the Program (limited to 20% of allocation). In the City of Palm Coast, CDBG funds have been used to fund the following activities: • Housing rehabilitation of owner-occupied units, • Financial assistance for first-time homebuyers, • Public Services, • Public Infrastructure (Multi-use paths), and • Planning/Administration/Monitoring of the program. In order to receive CDBG funds, an entitlement community is required to complete a Consolidated Plan/Strategic Plan, and Annual Action Plan. The Consolidated Plan is designed to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, & expanded economic opportunities.		

The Strategic Plan is an outlay of expected actions and programs to address City needs as consistent with the national objectives and the Annual Action Plan describes the intended use of CDBG funds over the coming year.

The City is to receive \$480,948 in CDBG funds for FFY 2024 (FY 24/25). Consistent with prior years, the following activities are proposed to be funded in the upcoming fiscal year:

- Financial assistance to homeowners for home repairs,
- Financial assistance for first-time homebuyers,
- Provide grant opportunity for public service providers, and
- Compliance activities for the CDBG program.

In summary, the proposed allocation for FFY 2024 (FY 24/25) is as follows:

ACTIVITY	Allocation
Housing Assistance Activities	
Financial Assistance for Home Repair Owner-Occupied Unit	\$323,806
First-time homebuyers Program	\$50,000
Public Service Activities (Max. 15% of annual allocation) - \$72,142	
Public Service Grant Program	\$57,142
City Summer Camp Program	\$15,000
Planning and Administration	\$35,000
TOTAL ALLOCATION FOR FFY-2024 (FY 2024/25)	\$480,948

Citizens Advisory Task Force (CATF)

The CATF held a public hearing on the proposed Action Plan on June 13, the Board discussed an additional activity which may be funded with CDBG funds such as payment of insurance deductibles during an emergency. Staff will gather more information regarding this activity and will update the advisory board at their next meeting.

The CATF recommended that City Council approve the proposed Action Plan as presented.

Other Comments

The Action Plan was made available for a 30-day public comment period between June 14 and July 13, 2024. No comments were received.

Follow-up Items

At a previous City Council public hearing, City Council asked about the use of CDBG funds for job training purposes. Such activities are considered as public service (would be limited to 15% of allocation) and typically carried out by a Community Based Development Organization (CBDO) to assist residents within an identified geographic area which qualifies under one of the objectives of the CDBG program (i.e., areas of majority Low/Moderate Income with an identified need to address slum/blight conditions).

Recommended Action:

THE CATF RECOMMENDS COUNCIL APPROVE THE CDBG ACTION PLAN

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING ASSISTANCE PLAN		
Presenter: Jacqueline Gonzalez, Site Development Coordinator I		
Attachments: 1. Presentation 2. Resolution 3. Local Housing Assistance Plan (LHAP)		
Background: This is a quasi-judicial item, please disclose any ex parte communication The Community Development Block Grant (CDBG) Program started in 1974 to provide funding for housing and community development. Activities or programs funded by CDBG funds must meet one of the following National Objectives of the Program: 1) Benefit low- and moderate-income persons (LMI) 2) Prevent or eliminate slum or blight 3) Address urgent community development needs (emergency) As an entitlement community, the City of Palm Coast will be eligible to receive an annual allocation from the Department of Housing and Urban Development (HUD). Historically, CDBG funds have been used for various community development activities such as: • Housing Programs • Public Services (limited to 15% of grant) • Public Infrastructure/Facilities (in qualified areas based on census or benefits area 51% or greater LMI area) • Economic Development • Planning/Administration/Monitoring of the Program (limited to 20% of allocation) In the City of Palm Coast, CDBG funds have been used to fund the following activities: • Housing rehabilitation of owner-occupied units • Public Services • Public Infrastructure (trails) • Planning/Administration/Monitoring It was recommended by our CDBG Program Consultant Guardian CRM that the City review and update the required HUD Policy regulations considering recent compliance changes made to some of HUD policies. In order to receive CDBG Funds, an entitlement community is required to adopt and maintain these HUD policies. The CDBG Housing Assistance Plan Resolution 2014-07 was one of those policies. The following updates were made to housing		

assistance:

- Increase in the maximum award amount to participants in the CDBG Housing Rehabilitation program matching Flagler County SHIP Housing Rehabilitation program current award amount.
- Update to Change Order process to remove number allowed, define when and why we will be doing change order, and set penalties for contractor abuse of the process.
- Update to Relocation/Displacement process by creating a timeline and defining responsibilities of participant, contractor, and City.
- Update to Appeals and Complaints succession order processes to provide details order of succession.

Summary:

After the review of these policies, a determination was made to update the Housing Assistance Plan, as it is the operational manual for the CDBG program, prior to the 2024-2025 funding year to reflect the changes mentioned above and to improve customer service and operations.

Recommended Action:

THE CITIZEN ADVISORY TASK FORCE (CATF) RECOMMENDS THAT COUNCIL APPROVE RESOLUTION 2024- XX UPDATES TO THE COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING ASSISTANCE PLAN

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX APPROVING THE RETREAT AT TOWN CENTER PHASE TWO FINAL PLAT APPLICATION NO. 5747		
Presenter: Estelle Lens, AICP, Planner and Dennis R. Leap, P.E., Site Development Manager		
Attachments: 1. Presentation 2. Resolution 3. Plat		
Background: This is a quasi-judicial item, please disclose any ex parte communication The application, submitted by the owner/applicant, Toll Southeast LP Company, Inc., proposes to plat and subdivide approximately 34.23 acres of land into 61 single family residential lots and 6 tracts. Retreat at Town Center Phase Two is located north of the terminus of Market Ave in Town Center. The Future Land Use Map is DRI-Town Residential, and the Official Zoning is Town Center Master Planned Development (MPD). The Town Center MPD was last amended in July 2022 by the Palm Coast City Council. The Applicant was issued a site development permit in December 2021 in accordance with the approved construction plans filed with the approved preliminary plat. Prior to plat execution, the applicant is not required to provide a performance surety bond since all infrastructure has been completed. The project meets the technical requirements of the City Code and Florida Statutes, Chapter 177 FS.		
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING THE FINAL PLAT AND AUTHORIZING THE MAYOR TO EXECUTE THE PLAT AND STAFF TO ISSUE A FINAL PLAT DEVELOPMENT ORDER FOR APPLICATION NO. 5747.		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNER	Account #
Subject: RESOLUTION 2024-XX APPROVING SEMINOLE PALMS TOWNHOMES FINAL PLAT APPLICATION NO. 5738		
Presenter: Estelle Lens, AICP, Planner and Dennis R. Leap, P.E., Site Development Manager		
Attachments: 1. Presentation 2. Resolution 3. Final Plat		
Background: This is a quasi-judicial item, please disclose any ex parte communication The application, submitted by the applicant, CRE-KL Seminole Woods Owner, LLC, proposes to plat and subdivide approximately 19.12 acres of land into 58 townhome residential lots. Seminole Palm Townhomes is located on the west side of Seminole Woods Blvd and approximately 1,650' north of Grand Landings. The Future Land Use Map is Residential; and the Official Zoning is MPD (Seminole Palms MPD). The Subdivision Master Plan was approved by the PLDRB on August 18, 2021; and the Preliminary Plat was approved on March 8, 2024. The Applicant was issued a Site Development Permit in June 2024 in accordance with the approved construction plans filed with the approved preliminary plat. Prior to plat execution, the applicant will be required to provide a performance surety bond of 120% of the infrastructure cost, which has not been completed, in the amount of \$2,830,017.49. The project meets the technical requirements of the City Code and Florida Statutes, Chapter 177 FS.		
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING THE FINAL PLAT AND AUTHORIZING THE MAYOR TO EXECUTE THE PLAT AND STAFF TO ISSUE A FINAL PLAT DEVELOPMENT ORDER FOR APPLICATION NO. 5738		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account #
Subject:	RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL RATE STUDY SERVICES	
Presenter:	Carl Cote, Director of Stormwater & Engineering	
Attachments:	1. Resolution 2. Draft Contracts (available in Clerk's office for review) 3. Notice of Intent to Award 4. Project Overview	
Background: Council Priority: B. Safe and Reliable Services	The City of Palm Coast will perform impact fee and rate studies every three to five years. These studies are essential to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, and equipment costs as well as maintenance and other factors. Rate studies are performed to ensure that the studied entity will be sustainable over time to cover operating costs and capital improvement costs, stay within financial policies, and cover debt payments with reserve for emergencies. Staff advertised a Request for Qualifications RFSQ-SWE-24-12 for professional rate study services. In accordance with the City's Purchasing Policy and Florida Statutes, specifically the Consultants' Competitive Negotiation Act, City staff received qualification packages from three (3) firms, all of which were determined to be responsive and responsible. The qualifications were reviewed, and proposals were evaluated based on their project understanding, experience, project innovation, and project team. After reviewing the qualifications, staff ranked and are recommending contract award to the firms as follows: Firm Name • Raftelis Financial Consultants, Inc. • SCS Engineers • Willdan Financial Services City staff will present City Council with work orders for consideration as services are needed and in accordance with the City's Purchasing Policy.	
Recommended Action:	ADOPT RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL RATE STUDY SERVICES	

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	AS NEEDED
Division	ENGINEERING	Account #	FUND – 2109 & 2105
Subject:	RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL TRAFFIC ENGINEERING SERVICES		
Presenter:	Carl Cote, Director Stormwater & Engineering		
Attachments:	1. Resolution 2. Draft Contracts (available in Clerk's office for review) 3. Notice of Intent to Award 4. Project Overview		
Background: Council Priority: B. Safe and Reliable Services	The City of Palm Coast utilizes engineering firms to complete studies, plans, permitting, and other engineering-related functions on a regular basis. The current continuing engineering services contracts are expiring. Staff advertised a Request for Qualifications RFSQ-SWE-24-12 for professional traffic engineering services to provide expertise and technical skills for various traffic projects throughout the city. In accordance with the City's Purchasing Policy and Florida Statutes, specifically the Consultants' Competitive Negotiation Act, City staff received qualification packages from nine (9) firms, all of which were determined to be responsive and responsible. The qualifications were reviewed, and proposals were evaluated based on their project understanding, experience, project innovation, project team. After reviewing the qualifications, staff ranked and are recommending contract award to the top five (5) firms as follows: Firm Name • Kimley-Horn and Associates, Inc. • England-Thims & Miller, Inc. • Lassiter Transportation Group, Inc. • GAI Consultants • Metric Engineering, Inc. City staff will present City Council with work orders for consideration as services are needed and in accordance with the City's Purchasing Policy.		
Recommended Action:	ADOPT RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL TRAFFIC ENGINEERING SERVICES		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	AS NEEDED
Division	ENGINEERING	Account #	MULTIPLE FUNDS
Subject:	RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL ARCHITECTURE ENGINEERING SERVICES		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	1. Resolution 2. Draft Contracts (available in Clerk's office for review) 3. Notice of Intent to Award 4. Project Overview		
Background: Council Priority: B. Safe and Reliable Services	The City of Palm Coast utilizes architecture engineering services for information gathering, conceptual design, cost estimates, final design, contract document preparation, construction drawings, technical specifications, coordination of special services, bid recommendations, construction inspections, permitting service, and drafting services on a regular basis. Staff advertised a Request for Qualifications RFSQ-SWE-24-12. In accordance with the City's Purchasing Policy and Florida Statutes, specifically the Consultants' Competitive Negotiation Act, City staff received qualification packages from 9 firms, all of which were determined to be responsive and responsible. The qualifications were reviewed, and proposals were evaluated based on their project understanding, experience, project innovation, project team, and location of the firm. After reviewing the qualifications, staff ranked and are recommending contract award to the top five (5) firms as follows: Firm Name • Ohlson Lavoie Co • Bentley Group, Inc. • Bhide & Hall Architects, P.A. • Matthews Design Group • CPH, Inc. City staff will present City Council with work orders for consideration as services are needed and in accordance with the City's Purchasing Policy.		
Recommended Action:	ADOPT RESOLUTION 2024-XX APPROVING MASTER SERVICES AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL ARCHITECTURE ENGINEERING SERVICES		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	As needed
Division	ENGINEERING	Account #	Multiple Funds
Subject: RESOLUTION 2024-XX APPROVING MASTER SERVICE AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL STORMWATER ENGINEERING SERVICES			
Presenter: Carl Cote, Director of Stormwater & Engineering			
Attachments: 1. Resolution 2. Draft Contracts (available in Clerk's office for review) 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services The City of Palm Coast utilizes professional stormwater engineering services for design and consulting needs on a regular basis. Staff advertised a Request for Qualifications RFSQ-SWE-24-12. In accordance with the City's Purchasing Policy and Florida Statutes, specifically the Consultants' Competitive Negotiation Act, City staff received qualification packages from seven firms, all of which were determined to be responsive and responsible. The qualifications were reviewed, and proposals were evaluated based on their project understanding, experience, project innovation, project team. After reviewing the qualifications, staff ranked and are recommending contract award to the top seven (7) firms as follows: Firm Name • Geosyntec Consultants, Inc. • Halff Associates, Inc. • Kimley-Horn and Associates, Inc. • Woolpert, Inc. • Freese & Nichols, Inc • CPH Consulting, LLC • Wright-Pierce City staff will present City Council with work orders for consideration as services are needed and in accordance with the City's Purchasing Policy.			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING MASTER SERVICE AGREEMENTS WITH MULTIPLE FIRMS FOR PROFESSIONAL STORMWATER ENGINEERING SERVICES			

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$235,274.00
Division	ENGINEERING	Account #	54029088-063000- 81039/81037
Subject: RESOLUTION 2024-XX APPROVING A WORK ORDER FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR WATER TREATMENT FACILITY 1 WELLFIELD EXPANSION, EQUIP WELLS SW-147 & SW-148 PROJECT			
Presenter: Alex Blake, P.E., Engineer III (Utility)			
Attachments: 1. Resolution 2. Proposal 3. Project Graphic			
Background: Council Priority: D. Sustainable Environment and Infrastructure Water Treatment Facility (WTF) 1 needs new wells. The additional wells will be added to the current well rotation, increasing production, allowing extra time to rest existing wells, and increasing well recovery. City staff worked with consultants to determine two potential well locations near WTF1, SW-147 & SW-148. Connect Consulting, Inc. (CCI), has constructed and tested well SW-147 at the City staff's direction, and it is a viable production raw water well for WTF1. City staff also tasked CCI, Inc. to provide a proposal to construct and test well SW-148. Under the existing contract RFSQ-SWE-24-12, staff negotiated a scope and fee of \$235,274.00 with McKim & Creed, Inc., to provide design and construction engineering services for SW-147 and SW-148. City staff has determined that the cost for the services is reasonable and fair and is consistent with these types of services for a project of this size and scope. Funds for this project are budgeted for out of the FY 2024/2025 Utility Capital Projects Improvement Fund under Wellfield and Wells which currently has \$2,585,821.48 available. Due to the positive results of the test wells and ability to quickly construct the well and connection to the water main these well projects were prioritized to expeditiously add capacity to the water supply system. Upon approval of this item budget transfers will be completed for these projects.			

Source of Funds Worksheet FY 2024

Wellfield - Commerce SW 147 - 54029088-063000-81039	\$94,109.60
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$94,109.60</u>
Balance	\$0.00

Source of Funds Worksheet FY 2024

Wellfield -Goodwill - SW148-5402988-063000-81037	\$379,461.90
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$238,297.50
Current (WO/Contract)	<u>\$141,164.40</u>
Balance	\$0.00

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A WORK ORDER FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR WATER TREATMENT FACILITY 1 WELLFIELD EXPANSION, EQUIP WELLS SW-147 & SW-148 PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$238,297.50
Division	ENGINEERING	Account #	54029088-063000- 81037
Subject:	RESOLUTION 2024-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE CONSTRUCTION AND TESTING OF THE SW-148 CONFINED SURFICIAL WELL		
Presenter:	Alex Blake, P.E., Engineer III (Utility)		
Attachments:	1. Resolution 2. Proposal 3. Project Graphic		
Background:	Council Priority: D. Sustainable Environment and Infrastructure SW-148 is proposed as 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, 420 Palm Coast Parkway SW. 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. Under the existing contract RFSQ-CD-20-31, staff negotiated a scope and fee with Connect Consulting, Inc., in the amount of \$226,950.00 for the construction and testing of well SW-148. City staff has determined that the cost for the services is reasonable and fair and is consistent with these types of services for a project of this size and scope. Staff is also requesting a 5% contingency of \$11,347.50 for a total approval amount of \$238,297.50. Funds for this project have been budgeted out of the FY 2024 Utility Capital Projects Fund under Wellfield and Wells which currently has \$2,585,821.48 available. Due to the positive results of the test well and ability to quickly construct the well and connection to the water main this project was prioritized to expeditiously add capacity to the water supply system. Upon approval of this item a budget transfer will be completed for this project.		

Source of Funds Worksheet FY 2024	
Wellfield Expansion - Goodwill - SW148	
54029088-063000-81037	\$238,297.50
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contracts)	<u>\$238,297.50</u>
Balance	\$0.00
Recommended Action:	
APPROVE RESOLUTION 2024-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE CONSTRUCTION AND TESTING OF THE SW-148 CONFINED SURFICIAL WELL	

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	INFORMATION TECHNOLOGY	Amount	AS NEEDED PER APPROVED BUDGET
Division		Account #	
Subject:	RESOLUTION 2024-XX APPROVING PIGGYBACKING THE CITY OF COCOA FLORIDA CONTRACT WITH EMPIRE COMPUTING FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND CONSULTING SERVICES		
Presenter:	Doug Akins, Director of IT		
Attachments:	1. Resolution 2. Contract		
Background:			
Council Priority:			
B. Safe and Reliable Services			
The City of Palm Coast Department of Information Technology is seeking approval to piggyback the City of Cocoa contract with Empire Computing & Consulting, for the purchase of various IT equipment and services including hardware, software licensing, consulting, and maintenance and supplies.			
The Department of Information Technology has utilized Empire Computing & Consulting for many years for equipment, licenses, maintenance and consulting for the City’s network and systems. This long-term relationship with Empire means they very familiar with our network and can provide quick and efficient service. Empire often provides services for configuration of new equipment, troubleshooting networking issues, and emergency response to network and internet problems.			
City staff is recommending piggybacking the City of Cocoa Contract #20-20 with Empire Computing & Consulting which initially expires January 29, 2026, but can be renewed for up to two additional years.			
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.			
Recommended Action:			
ADOPT RESOLUTION 2024-XX APPROVING PIGGYBACKING THE CITY OF COCOA, FLORIDA CONTRACT WITH EMPIRE COMPUTING FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND CONSULTING SERVICES			

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division	WASTEWATER	Account #	CITYWIDE
Subject:	RESOLUTION 2024-XX APPROVING A MASTER PRICE AGREEMENT WITH AWC, INC., EXCLUSIVE DISTRIBUTOR FOR THE PURCHASE OF SOLE SOURCE PROCUREMENT OF MISSION COMMUNICATION PRODUCTS AND SERVICES (SCADA)		
Presenter:	James Melley, Wastewater Utility Systems Manager		
Attachments:	1. Resolution 2. Draft Contract (available in Clerk's office for review) 3. Notice of Intent to Sole Source 4. Notice of Intent to Proceed		
Background: Council Priority: D. Sustainable Environment and Infrastructure	The City of Palm Coast Wastewater Pumping Department uses roughly 119 Mission Communications products to monitor pump and lift stations throughout the city. Their product has serviced us well over the past 20-plus years. We monitor all aspects of our pump stations and rely heavily on Mission Communication to keep us well informed on how our pump stations operate accurately. We have had other SCADA systems, but none have worked as flawlessly as Mission. We receive 24-7 tech support, quick turnaround on repairs, and great support from their staff with any issues that arise. Ideally, the City of Palm Coast would like to use this sole source to create a citywide contract available to multiple departments. Water Plants, Stormwater, Wastewater Plant 1, and Wastewater Pumping all use Mission Communications for their SCADA needs. The City of Palm Coast intends to sole source procurement of Mission Communications' products and services through AWC, Inc., an authorized distributor for our region. Staff recommends that the City approve a master price agreement with AWC, Inc., for the purchase of Mission Communication Products and Services based on the City of Palm Coast bid SS-UT-24-54. The Notice of Intent to Sole Source and Notice of Intent to Proceed are attached to this agenda item. City staff will purchase using budgeted funds appropriated by City Council on an as-needed basis.		

Recommended Action:

**ADOPT RESOLUTION 2024-XX APPROVING A MASTER PRICE AGREEMENT WITH
AWC, INC., EXCLUSIVE DISTRIBUTOR FOR THE PURCHASE OF SOLE SOURCE
PROCUREMENT OF MISSION COMMUNICATION PRODUCTS AND SERVICES (SCADA)**

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	HUMAN RESOURCES	Amount	\$8,182,208
Division		Account #	65002124 023003; 65002124 034000; 65002124 052000
Subject: RESOLUTION 2024-XX APPROVING A CONTRACT WITH FLORIDA BLUE FOR HEALTH INSURANCE AND STOP LOSS INSURANCE AND TO INCLUDE LIFE AND DISABILITY INSURANCE THROUGH USABLE LIFE (A FLORIDA BLUE PARTNER) FOR CITY EMPLOYEES			
Presenter: Renina Fuller, Director of Human Resources and Lisa Lynch Senior Human Resources Generalist			
Attachments: 1. Resolution 2. Contract with Blue Cross 3. Contract and Amendment with Brown & Brown 4. Contribution Summary 5. Executive Summary of Self-Funded Coverage			
Background: <u>UPDATED BACKGROUND FROM THE JUNE 25, 2024, WORKSHOP</u> This item was heard by the City Council at their June 25, 2024, Workshop. There were no changes suggested to this item. <u>ORIGINAL BACKGROUND FROM THE JUNE 25, 2024, WORKSHOP</u> The City currently offers a well-rounded, self-insured benefits program to all full-time employees. Under the self-insured programs, the City pays a per employee per month fee for the group health plan administration services and also pays for any health insurance claims incurred. In addition to the fixed fee for the plan administration services, there is a fixed monthly per-employee fee for stop-loss insurance up to \$175,000 per person/per year, as well as aggregate coverage for the group as a whole. The program includes group health insurance, basic life insurance, and long-term disability insurance. The City also offers Dental, Vision, Voluntary Life insurance, Voluntary short-term disability insurance, and supplemental accident and critical illness insurance but the full cost is borne by the employees. The stop loss renewal with Companion Life came in with an increase to the City of \$33,009.60. Supplemental insurance for accident/critical illness will remain with Colonial Life. There is no change in premium for FY2025. Florida Combined Life is dental, The Standard is vision, USABLE Life is the voluntary life, and disability carrier. There is no increase to the city for these premiums in FY2025.			

SOURCE OF FUNDS WORKSHEET FY2025 Budget

65002124 023003	\$7,839,503.00
65002124 034000	\$1,377,000.00
65002124 052000	<u>\$41,000.00</u>
Total Budget for FY 2025	\$9,257,503.00

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH FLORIDA BLUE FOR HEALTH INSURANCE AND STOP LOSS INSURANCE AND TO INCLUDE LIFE AND DISABILITY INSURANCE THROUGH USABLE LIFE (A FLORIDA BLUE PARTNER) FOR CITY EMPLOYEES

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	PUBLIC WORKS	Amount	OVER \$50K														
Division	FLEET	Account #	65010071-052000														
Subject: RESOLUTION 2024-XX APPROVING PIGGYBACKING SOURCEWELL CONTRACT #020223 WITH BRIGGS EQUIPMENT TO UTILIZE THE TERMS, CONDITIONS, SCOPE, AND PRICING OF THE AGREEMENT FOR MEDIUM DUTY AND COMPACT EQUIPMENT WITH RELATED ATTACHMENTS AS NEEDED																	
Presenter: Matthew Mancill, Director of Public Works																	
Attachments: 1. Resolution 2. Contract (available in Clerk's office for review)																	
Background: Council Priority: B. Safe and Reliable Services																	
City Staff is recommending piggybacking the Sourcewell Contract #0202233 with Briggs Equipment for the purchase of various medium duty and compact construction equip with related attachments as needed for City fleet equipment maintenance and repair. 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.																	
<table><tr><td colspan="2">SOURCE OF FUNDS WORKSHEET FY 2024</td></tr><tr><td colspan="2">FLEET FUND OPERATING SUPP & EQUIP</td></tr><tr><td>UNDER \$5K 65010071-052000</td><td>\$735,400.00</td></tr><tr><td>Total Expended/Encumbered to Date</td><td>\$699,372.64</td></tr><tr><td>Pending Work Order/Contracts</td><td>\$0.00</td></tr><tr><td>Current (WO/Contract)</td><td>\$0.00</td></tr><tr><td>Balance</td><td>\$36,027.36</td></tr></table>				SOURCE OF FUNDS WORKSHEET FY 2024		FLEET FUND OPERATING SUPP & EQUIP		UNDER \$5K 65010071-052000	\$735,400.00	Total Expended/Encumbered to Date	\$699,372.64	Pending Work Order/Contracts	\$0.00	Current (WO/Contract)	\$0.00	Balance	\$36,027.36
SOURCE OF FUNDS WORKSHEET FY 2024																	
FLEET FUND OPERATING SUPP & EQUIP																	
UNDER \$5K 65010071-052000	\$735,400.00																
Total Expended/Encumbered to Date	\$699,372.64																
Pending Work Order/Contracts	\$0.00																
Current (WO/Contract)	\$0.00																
Balance	\$36,027.36																
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING PIGGYBACKING SOURCEWELL CONTRACT #020223 WITH BRIGGS EQUIPMENT TO UTILIZE THE TERMS, CONDITIONS, SCOPE, AND PRICING OF THE SOURCEWELL AGREEMENT FOR MEDIUM DUTY AND COMPACT EQUIPMENT WITH RELATED ATTACHMENTS AS NEEDED																	

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 6, 2024

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED PER APPROVED BUDGET
Division	WASTEWATER	Account #	MULTIPLE
Subject: RESOLUTION 2024-XX APPROVING PIGGYBACKING THE SUN 'N' LAKE OF SEBRING IMPROVEMENT DISTRICT CONTRACT WITH MAXX ENVIRONMENTAL, LLC FOR INFRASTRUCTURE MAINTENANCE AND REPAIR WORK			
Presenter: James Melley, Wastewater Utility Systems Manager			
Attachments: 1. Resolution 2. Contract with Sun 'N' Lake of Sebring and Contractor's Agreement (available in Clerk's office for review) 3. Engagement Letter			
Background: Council Priority: D. Sustainable Environment and Infrastructure City Staff is recommending piggybacking the Sun 'N' Lake of Sebring Improvement District RFP #21-04 Independent Contractor's Agreement with Maxx Environmental, LLC to utilize their services in manhole and pump station wet well rehabilitation as needed. They can provide structural coatings as well as manhole and wet well concrete rehabs. MAXX Environmental has completed a pump station wet well rehab for the Wastewater Pumping Department with great success. Their ability to stop water intrusion and apply a concrete structure coating is a great asset to the City of Palm Coast. They can rehabilitate any sewer structure at a fraction of the cost of replacements. Their work has been proven effective and valuable. 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.			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING PIGGYBACKING THE SUN 'N' LAKE OF SEBRING IMPROVEMENT DISTRICT CONTRACT WITH MAXX ENVIRONMENTAL, LLC FOR INFRASTRUCTURE MAINTENANCE AND REPAIR WORK			