



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 Nick Klufas
Council Member Theresa Pontieri

Tuesday, August 27, 2024

9:00 AM

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 PROCLAMATIONS AND PRESENTATIONS

- 1 DISCUSSION - CITY COUNCIL DISTRICT SEAT 4 VACANCY**
- 2 PROCLAMATION - SEPTEMBER 2024 AS WATER QUALITY MONTH**
- 3 PRESENTATION - FINAL PROPOSED BUDGET FOR ALL APPROPRIATED FUNDS**

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:
AUGUST 6, 2024, BUSINESS MEETING
AUGUST 13, 2024, WORKSHOP MEETING**

G ORDINANCES FIRST READ

- 5 ORDINANCE 2024-XX APPROVING THE 2050 COMPREHENSIVE PLAN TEXT
AND MAP SERIES FOR THE CITY OF PALM COAST**

H RESOLUTIONS

- 6 RESOLUTION 2024-XX APPROVING THE ACCEPTANCE OF THE U.S.
DEPARTMENT OF HOMELAND SECURITY ASSISTANCE TO FIREFIGHTERS**

GRANT

- 7 RESOLUTION 2024-XX APPROVING FREEDOM AT SAWMILL PHASE 7A FINAL PLAT, APPLICATION NO. 5710**
- 8 RESOLUTION 2024-XX APPROVING PONCE PRESERVE FINAL PLAT, APPLICATION NO. 5685**

I CONSENT

- 9 RESOLUTION 2024-XX APPROVING PIGGYBACKING THE MANATEE COUNTY CONTRACT WITH GML COATINGS, LLC FOR INFRASTRUCTURE MAINTENANCE AND REPAIR WORK**
- 10 RESOLUTION 2024-XX APPROVING AN INCREASE OF THE SRF LOAN AMOUNT, A CHANGE ORDER FOR MEMBRANE REMOVAL AND REPLACEMENT, AND A WORK ORDER WITH CPH, INC., FOR CONSTRUCTION ENGINEERING, AND INSPECTION SERVICES FOR THE WWTF NO. 2 EXPANSION PROJECT**
- 11 RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY TO PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 24-2 WHITEVIEW**
- 12 RESOLUTION 2024-XX APPROVING A CONTRACT WITH R.J. SULLIVAN CORPORATION FOR THE CONSTRUCTION OF THE WATER TREATMENT PLANT NO. 3 LIQUID OXYGEN (LOX) SYSTEM PROJECT**
- 13 RESOLUTION 2024-XX APPROVING A CONTRACT WITH SAWCROSS, INC., FOR THE CONSTRUCTION OF THE NEW SLUDGE THICKENER AND GROUND STORAGE TANK PROJECT AT WATER TREATMENT FACILITY NO. 2**

J PUBLIC PARTICIPATION

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

K DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

L DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

M DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

- 14 REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR JULY 2024**

N ADJOURNMENT

- 15 AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: DISCUSSION - CITY COUNCIL DISTRICT SEAT 4 VACANCY	
Presenter: Kaley Cook, City Clerk	
Attachments:	
Background: On August 19, 2024, Palm Coast City Council Member Cathy Heigher announced her resignation effective August 23, 2024. The City will begin the process of filling the District 4 seat, which Council Member Heigher was originally slated to hold until November 2026. The City Council will need to discuss the process and timeline for appointing a new District 4 representative per the City Charter: <i>“If, for any reason other than recall or assuming the office of Mayor, a vacancy occurs in the office of any Council seat within the first two years of a term, the office shall be filled by appointment within 90 days following the occurrence of such vacancy by majority vote of the remaining Council members. If said vacancy occurs within six (6) months of the next regularly scheduled election, the remaining Council members may delay the appointment. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the remaining two years of the original term, thus continuing the original staggering of district seats.”</i> The proposed procedure and timeline for appointing a member to fill the remainder of the term: ➤ Application due date, to be determined by City Council. ➤ Interview and appointment date, to be determined by City Council. ➤ The City Clerk will advertise the vacant seat in media outlets, through emails to previous Citizen’s Academy graduates in the district, as well as posted on the City website, consistent with previous Council vacancies.	
Recommended Action: FOR DISCUSSION AND DIRECTION	

**City of Palm Coast, Florida
Agenda Item**

Agenda Date: August 27, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 2024 AS WATER QUALITY MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim September 2024 as Water Quality Month.		
Recommended Action: PROCLAIM SEPTEMBER 2024 AS WATER QUALITY MONTH		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department FINANCIAL SERVICES Division	Amount Account #
Subject: PRESENTATION - FINAL PROPOSED BUDGET FOR ALL APPROPRIATED FUNDS	
Presenter: Helena Alves, Director of Financial Services	
Attachments: 1. Presentation	
Background: City Council adopted the Fiscal Year 2024 Budget on the 20th day of September 2023, in the amount of \$357,748,234 per Resolution 2023-110. At the April 23, 2024, Special Budget Workshop, City Council was presented with the Year-to-Date Budget results for operating department budgets, for Fiscal Year 2024 October through March. On June 25, 2024, City Council was presented with an overview of the revenue restrictions and of the process for adopting the Property Tax (TRIM) rate to prepare the Fiscal Year 2025 TRIM rate in September. On July 9, 2024, City Council was presented the Fiscal Year 2025 General Fund, IT Operations, and Facilities Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.2570 mills, which is an 8.29% increase from the rolled-back rate of 3.9457 mills, and the first budget hearing to be held at 5:15 p.m. on Thursday, September 5, 2024, at the Palm Coast City Hall Community Wing, located at 160 Lake Ave, Palm Coast. Local governments must conform to the maximum millage limitation requirements as outlined in Section 200.065(5), F.S. within 35 days of the certification of value, the City of Palm Coast must inform the property appraiser of the current year's proposed millage rate and the first budget hearing date and location which will be advertised on the Notice of Proposed Property Taxes (TRIM notice) that the property appraiser mails. On July 16, 2024, Council adopted Resolution 2024-107 setting the Proposed Maximum Millage Rate for Fiscal Year 2025 at 4.2154 and setting the date, time, and location for the Tentative Budget Hearing for September 5, 2023, at 5:15 PM at the Palm Coast City Hall Community Wing, 160 Lake Ave, Palm Coast, Florida. On July 23, 2024, City Council was presented the Proprietary Funds Budget for Fiscal Year 2025. On August 13, 2024, staff presented to City Council the Capital, Fleet Internal Service Fund, Special Revenue Funds, & Proposed Budget for All Remaining Funds for Fiscal Year 2025.	

Director of Financial Services, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will be presenting to City Council the Final Proposed Fiscal Year 2025 Budget for all appropriated funds.

Recommended Action:
FOR PRESENTATION ONLY

City of Palm Coast, Florida
Agenda Item

Agenda Date: August 27, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: AUGUST 6, 2024, BUSINESS MEETING AUGUST 13, 2024, WORKSHOP MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes (2)		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: AUGUST 6, 2024, BUSINESS MEETING AUGUST 13, 2024, WORKSHOP MEETING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2024-XX APPROVING THE 2050 COMPREHENSIVE PLAN TEXT AND MAP SERIES FOR THE CITY OF PALM COAST		
Presenter: Ray Tyner, Deputy Chief Development Officer, Jose Papa, Sr. Planner and JB Pro Consultants		
Attachments: 1. Presentation 2. Ordinance 3. Additional Compilation of Comments Post August 13, 2024, Workshop 4. Goals, Objectives, and Policies – Clean and Redline versions 5. Map Series (with minor changes)		
Background: Starting with the September 23, 2023, Imagine 2050 Community Wide Kick-off meeting, the City of Palm Coast has been actively involving the community in the development of its Imagine 2050 Comprehensive Plan update through various public engagement activities. These activities, with an estimated reach of over 87,000 residents, included: Community Wide Engagements Pop-Up Events Special Events Media Outreach Radio Broadcasting Events Civic Organization Meetings Homeowner Association Forums PLDRB and City Council Public Hearings Additionally, an interactive website (palmcoast.mysocialpinpoint.com) was created to allow residents to review draft policies and provide feedback on different aspects of the plan. Key themes from this feedback included support for sustainable development, improved transportation options, and the need for diverse housing choices. The City of Palm Coast's Imagine 2050 Comprehensive Plan update reflects significant positive changes across various chapters, aligning with the community's input and the 12 guiding principles. This plan serves as a guideline and roadmap for city growth and development over the next 20 years, from which policies and regulations will be derived. This agenda item includes: • A spreadsheet, post August 13, 2024, City Council Workshop, compiling comments		

from City Council, the Planning and Land Development Regulation Board (PLDRB), and public input.

- Goals, Objectives, and Policies (GOPs) addressing the comments presented. A clean and redline version are attached for review.
- A comprehensive Glossary defining key terms used in the plan.
- A series of maps visually illustrating and supporting the GOPs for several Elements, including:
 - Future Land Use
 - Transportation
 - Public Recreation and Open Space
 - Infrastructure

The Imagine 2050 Comprehensive Plan is designed with a long-term perspective but remains a living document that can be updated as community needs and trends evolve. It assesses recent changes in community conditions and addresses emerging trends and new issues facing Palm Coast. Following the comprehensive plan's completion, city staff will update the Land Development Code to align with the new plan's goals and objectives.

If approved for transmittal, the next steps for the completion of the 2050 Comprehensive Plan include:

- August 30, 2024 - Comprehensive Plan sent to Department of Commerce and other State agencies for review and comment.
- October 15, 2024 - City Council Comprehensive Plan Adoption Public Hearing

It's important to note that the final adoption in October may be subject to any recommended changes resulting from the state review process. This collaborative approach ensures that the Imagine 2050 Comprehensive Plan will effectively guide Palm Coast's growth and development for years to come, while remaining responsive to the community's evolving needs and aspirations.

Recommendation of the Beautification and Environmental Advisory Committee (BEAC): The BEAC recommends that the City Council “transmit” the updated 2050 Comprehensive Plan to the Department of Commerce for their review and comment.

Planning and Land Development Regulations Board (PLDRB): The PLDRB recommends that the City Council “transmit” the updated 2050 Comprehensive Plan to the Department of Commerce for their review and comment subject to the following minor revisions:

Policy 2.4.3.10 – Add “charter schools” as an agency for coordination.

“The City shall work with the Flagler County School District (including Charter Schools) to investigate and pursue grant funding from regional, state, and federal agencies for pedestrian and bicycle improvements between schools and residential areas. These improvements may include new bus stop facilities, multi-use pathways, shade trees, and various other enhancement projects”.

Policy 11.1.7.8 - Use the term “global” rather than “foreign”.

“The City shall foster a welcoming environment for ~~foreign~~ global direct investment by providing affordable entry opportunities for ~~foreign~~ global companies that align with the city's targeted industries “.

Policy 11.1.7.12 – Use the term “multi-cultural” rather than “ethnic”.

The City shall seek to recruit, maintain, and support Palm Coast's growing ~~ethnic~~ multi-cultural business community.

A table of comments received after the City Council's workshop on August 13, 2024 has been attached. This table also includes staff's response to the comments received.

Recommended Action:

STAFF RECOMMENDS APPROVING ORDINANCE 2024-XX THE 2050 COMPREHENSIVE PLAN TEXT AND MAP SERIES FOR THE CITY OF PALM COAST AND FOR CITY COUNCIL TRANSMIT TO THE DEPARTMENT OF COMMERCE, THE UPDATED 2050 COMPREHENSIVE PLAN FOR THEIR REVIEW AND COMMENTS

City of Palm Coast, Florida Agenda Item

Agenda Date: August 27, 2024

Department	PUBLIC SAFETY	Amount	\$5,208.55 MATCHING DOLLARS
Division	FIRE	Account #	
Subject:	RESOLUTION 2024-XX APPROVING THE ACCEPTANCE OF THE U.S. DEPARTMENT OF HOMELAND SECURITY ASSISTANCE TO FIREFIGHTERS GRANT		
Presenter:	Kyle Berryhill, Fire Chief		
Attachments:	1. Presentation 2. Resolution 3. Award Letter		
Background: Council Priority: B. Safe and Reliable Services	The U.S. Fire Administration offers various grant funding opportunities for local fire departments. The Palm Coast Fire Department regularly applies for grants under three grant opportunities: Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), and Fire Prevention and Safety Grant programs. The Fire Department submitted an application for the Fiscal Year (FY) 2023 Assistance to Firefighters Grant on March 3, 2024. The application was for \$57,294 for Paramedic training. On August 2, 2024, the Department of Homeland Security/FEMA notified the Fire department of their grant award. This is a 90/10 matching grant, requiring the City to match \$5,208.55 to the Federal grant amount of \$52,085.45. If approved by Council, the grant money will be used to send nine (9) Firefighter-EMT's for additional training to obtain Paramedic Certification The City has thirty (30) days from the date of the award notification, August 2, 2024, to accept or decline the award. The City of Palm Coast needs to respond before September 2, 2024.		
Recommended Action:	ADOPT RESOLUTION 2024-XX APPROVING THE ACCEPTANCE OF THE U.S. DEPARTMENT OF HOMELAND SECURITY ASSISTANCE TO FIREFIGHTERS GRANT		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX APPROVING FREEDOM AT SAWMILL PHASE 7A FINAL PLAT, APPLICATION NO. 5710		
Presenter: Estelle Lens, AICP, Planner and Dennis 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, D R Horton Inc., proposes to plat and subdivide approximately 71.40 acres of land into 203 single family residential lots and 12 tracts. Freedom at Sawmill Phase 7A is located on the west side of the US 1 at the intersection of Old Kings Road and US 1. The Future Land Use Map is DRI Mixed-Use; and the Official Zoning is Palm Coast Park Master Planned Development (MPD). The Subdivision Master Plan was approved by the PLDRB on September 15, 2021; and the Preliminary Plat was approved on February 14, 2022. The Applicant was issued a Site Development Permit in May 2022 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 \$252,591.79. 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. 5710.		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX APPROVING PONCE PRESERVE FINAL PLAT, APPLICATION NO. 5685		
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 Richmond American Homes of Florida, L.P., proposes to plat and subdivide approximately 34.85 acres of land into 74 single family residential lots and 8 tracts. Ponce Preserve is located at the northwest corner of the intersection of Ponce DeLeon Drive and Point Pleasant Drive. The Future Land Use Map designation is Residential; and the property is zoned Single Family Residential - 4 (SFR-4). The SFR-4 zoning District requires larger lot sizes, 12,000 SF minimum, than typical single-family lots in Palm Coast, which are 7,500 SF - 10,000 SF minimum. The Subdivision Master Plan was approved administratively on February 7, 2022; and the Preliminary Plat was approved on August 1, 2023. The Applicant was issued a Site Development Permit in January 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 \$634,487.29. 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. 5685		

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department	WATER AND WASTEWATER	Amount	AS NEEDED PER APPROVED BUDGET
Division	UTILITY	Account #	MULTIPLE
Subject:	RESOLUTION 2024-XX APPROVING PIGGYBACKING THE MANATEE COUNTY CONTRACT WITH GML COATINGS, LLC FOR INFRASTRUCTURE MAINTENANCE AND REPAIR WORK		
Presenter:	James Melley, Wastewater Utility Systems Manager		
Attachments:	1. Resolution 2. Contract and Engagement Letter (available in Clerk's office for review)		
Background: Council Priority: D. Sustainable Environment and Infrastructure	City Staff is recommending piggybacking the Manatee County #21-R075323Jh Independent Contractor's Agreement with GML Coatings, 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. 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 MANATEE COUNTY CONTRACT WITH GML COATINGS, LLC FOR INFRASTRUCTURE MAINTENANCE AND REPAIR WORK			

City of Palm Coast, Florida Agenda Item

Agenda Date: August 27, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$3,000.000.00
Division	ENGINEERING	Account #	54029082-063000-88020
Subject: RESOLUTION 2024-XX APPROVING AN INCREASE OF THE SRF LOAN AMOUNT, A CHANGE ORDER FOR MEMBRANE REMOVAL AND REPLACEMENT, AND A WORK ORDER WITH CPH, INC., FOR CONSTRUCTION ENGINEERING, AND INSPECTION SERVICES FOR THE WWTF NO. 2 EXPANSION PROJECT			
Presenter: Alexander Blake, P.E. Utility Engineer III			
Attachments: 1. Resolution 2. Change Order 3. WO Proposal 4. FDEP Approval Letter			
Background: Council Priority: D. Sustainable Environment and Infrastructure Wastewater Treatment Facility (WWTF) No. 2 is an advanced wastewater treatment (AWT) plant with a treatment capacity of two million gallons per day (MGD). Placed in service in 2018, WWTF No. 2 is undergoing a two MGD expansion. The expansion is funded by a Florida Department of Environmental Protection (FDEP) low-interest Clean Water State Revolving Fund (SRF) loan, # WW180431. WWTF No. 2 uses Ovivo membranes as part of the treatment process. These membranes, with a typical 10-year lifespan under normal conditions, are nearing the end of their useful life and need replacement. The Ovivo membranes require frequent cleaning and maintenance during high flow events, negatively affecting their performance. In addition, the expansion’s treatment train uses Kubota membranes, which are more reliable and require less maintenance. Replacing the Ovivo membranes with Kubota shall streamline the treatment and maintenance processes. The replacement and associated equipment cost approximately three million dollars. One of the City’s consulting engineers, CPH, Inc., submitted a request for inclusion in the Priority List for an additional three million dollars, (\$3,000,000), from the FDEP to cover the cost of the additional construction and CEI services, and received approval on August 14, 2024. FDEP requires approval from City Council to proceed with the addition of funds to the SRF loan.			

This item is to approve an increase of additional SRF loan funds in the amount of \$3,000,000, a change order with R.J. Sullivan, and a work order with CPH for additional construction engineering services.

This project is in the utility 5-Year Capital Improvement Plan and is also funded through the FDEP SRF loan program. The additional revenue and expenses are included in the FY25 proposed budget.

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING AN INCREASE OF THE SRF LOAN AMOUNT, A CHANGE ORDER FOR MEMBRANE REMOVAL AND REPLACEMENT, AND A WORK ORDER WITH CPH, INC. FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE WWTF NO. 2 EXPANSION PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department	WASTEWATER	Amount	\$155,650.00
Division	UTILITY	Account #	54029082 063000 85003
Subject: RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY TO PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 24-2 WHITEVIEW			
Presenter: James Melley, Utility Systems Manager			
Attachments: 1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: D. Sustainable Environment & Infrastructure The City of Palm Coast Wastewater Pumping Department operates a master wastewater pump station (24-2) located at 215 Pritchard Drive in Palm Coast. The pump station needs to have a new odor control unit installed to be able to keep up with the increasing levels of odor being produced from the incoming wastewater flows. City staff advertised ITB-UT-24-65 to provide and install a new odor control unit for the 24-2 pump station in accordance with the City's Purchasing Policy. The Notice of Intent to Award and Project Overview are attached. Staff recommends City Council approve a Master Services Agreement with Odyssey Manufacturing Company to provide and install new odor control unit for 24-2 pump station. The contract shall terminate at the end of one (1) year. City staff will obtain these services using budgeted funds appropriated by City Council. The Fiscal Year 2024 Budget includes funds within the Utilities budget to purchase these services.			
SOURCE OF FUNDS WORKSHEET FY 2024			
IMPR-LIFT STATION REPLACEMENT 54029082 063000 85003			\$1,335,000.00
Total Expended/Encumbered to Date			\$946,951.84
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$155,650.00
Balance			\$232,398.16

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY TO PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 24-2 WHITEVIEW

City of Palm Coast, Florida Agenda Item

Agenda Date: August 27, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,593.900.00
Division	ENGINEERING	Account #	54029088-063000- 81010
Subject:	RESOLUTION 2024-XX APPROVING A CONTRACT WITH R.J. SULLIVAN CORPORATION FOR THE CONSTRUCTION OF THE WATER TREATMENT FACILITY NO. 3 LIQUID OXYGEN (LOX) SYSTEM PROJECT		
Presenter:	Alexander Blake, P.E., Utility Engineer III		
Attachments:	1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Project Overview		
Background:	Council Priority: D. Sustainable Environment and Infrastructure Water Treatment Facility (WTF) No. 3 utilizes low pressure reverse osmosis for treatment of raw water. WTF No. 3 treats concentrate, a byproduct of the filtration process, with ozone using a Vacuum Swing Adsorption (VSA) Oxygen Generator to supply oxygen to an ozone generation unit. The Liquid Oxygen (LOX) system will replace the existing VSA Oxygen generator, which is nearing the end of its useful life. The LOX system reduces maintenance and electrical power cost. This project consists of the procurement and installation of the new LOX system, associated piping, and electrical equipment at WTF No. 3. The project, ITB-SWE-24-04, was advertised on May 29, 2024, and received one (1) bid on July 18, 2024. City staff recommends awarding the contract to the low bidder R.J. Sullivan Corporation of Pompano Beach, Florida for \$1,449,000.00 with a 10% contingency of \$144,900.00, for a total of \$1,593,900.00. The Notice of Intent to Award and a Project Bid Overview are attached. This project is in the Utility 5-Year Capital Improvement Plan, and the construction is budgeted for Fiscal Year 2024-2025.		

Source of Funds Worksheet FY 24**Water Treatment Plant 3 - 54029088-063000-81010****\$1,698,000.00**

Total Expended/Encumbered to Date

\$9,092.25

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$1,593,900.00

Balance**\$95,007.75****Recommended Action:****ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH R.J. SULLIVAN CORPORATION FOR THE CONSTRUCTION OF THE WATER TREATMENT FACILITY NO. 3 LIQUID OXYGEN (LOX) SYSTEM PROJECT**

City of Palm Coast, Florida

Agenda Item

Agenda Date: August 27, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$8,534,637.50
Division	ENGINEERING	Account #	54029087-063000-84007
Subject: RESOLUTION 2024-XX APPROVING A CONTRACT WITH SAWCROSS, INC., FOR THE CONSTRUCTION OF THE NEW SLUDGE THICKENER AND GROUND STORAGE TANK PROJECT AT WATER TREATMENT FACILITY NO. 2			
Presenter: Alexander Blake, P.E., Utility Engineer III			
Attachments: 1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure Water Treatment Facility No. 2 uses a zero-liquid discharge process with a mechanized lime sludge thickening basin. The sludge thickening basin is critical to the proper operation of the plant. A second sludge thickening basin is needed to handle additional flows and to allow the flexibility to perform maintenance on each basin without disrupting the plant. City staff tasked McKim & Creed to design an additional sludge thickener with an upgrade of the mechanical equipment in the existing sludge thickener basin. The new mechanical equipment for the existing basin will be installed after the new basin is placed into service. Additional potable water storage is also needed, and a 2 MG (million gallon) ground storage tank will be included with the lime sludge thickener as a proposed project improvement for Water Treatment Facility No. 2. This is a critical project for the utility water treatment system. The project, ITB-SWE-24-42, was advertised on June 12, 2024, for construction services. Three (3) Bids were received on July 18, 2024, ranging from \$7,758,795.00 to \$7,935,215.00. City staff recommends awarding the contract to the low bidder Sawcross, Inc., of Jacksonville, Florida for \$7,758,795.00, with a 10% project contingency of \$775,879.50 for a total of \$8,534,674.50. The Notice of Intent to Award and Project Overview are attached. This project included funding in the FY24 budget including future years however additional funding is needed in order to proceed. As part of the proposed FY25 budget additional funding was added in the Utility 5-Year Capital Improvement Plan, and the construction is budgeted for Fiscal Year 2025. The contract to be executed upon approval of the FY25 budget.			

Source of Funds Worksheet FY 25

WTF 2 Sludge Thickener - 54029087-063000-84007	\$8,550,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$8,534,674.50</u>
Balance	\$15,325.50

Recommended Action:

**ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH SAWCROSS, INC.,
FOR THE CONSTRUCTION OF THE NEW SLUDGE THICKENER AND GROUND
STORAGE TANK PROJECT AT WATER TREATMENT FACILITY NO. 2**

City of Palm Coast, Florida Agenda Item

Agenda Date: August 27, 2024

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