



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, September 3, 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. PROCLAMATIONS AND PRESENTATIONS

- 1. PROCLAMATION - SEPTEMBER 2024 AS PROSTATE CANCER AWARENESS MONTH**
- 2. PRESENTATION - AWARD PRESENTATION FROM THE CEDAR BRIDGE FOUNDATION**
- 3. PRESENTATION - PALM COAST 25TH ANNIVERSARY CELEBRATION**

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 27, 2024, BUSINESS MEETING**

G. ORDINANCES FIRST READ

5. **ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES,
CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V,
SHORT-TERM VACATION RENTALS**
6. **ORDINANCE 2024-XX APPROVING THE 2050 COMPREHENSIVE PLAN TEXT
AND MAP SERIES FOR THE CITY OF PALM COAST**

H. RESOLUTIONS

7. RESOLUTION 2024-XX CERTIFYING THE 2024 PRIMARY ELECTION RESULTS
8. RESOLUTION 2024-XX APPROVING THE OLD KINGS ROAD SPECIAL ASSESSMENT ROLL TO BE TRANSMITTED TO THE FLAGLER COUNTY TAX COLLECTOR
9. RESOLUTION 2024-XX APPROVING FINAL NUISANCE ABATEMENT ASSESSMENT
10. RESOLUTION 2024-XX APPROVING THE 2024 FIND GRANT FOR THE WATERWAY CLEANUP
11. RESOLUTION 2024-XX APPROVING A CONSTRUCTION CONTRACT, PROJECT CONTINGENCY, AND CONSTRUCTION ENGINEERING INSPECTION SERVICES FOR THE OLD KINGS ROAD FORCE MAIN IMPROVEMENTS PROJECT

I. CONSENT

12. RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PALMETTO ELECTRIC, INC., FOR CITYWIDE ELECTRICAL INSTALLATION AND REPAIR SERVICES
13. RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH TRP CONSTRUCTION GROUP, LLC TO PROVIDE VARIOUS ROADWAY STRIPING MAINTENANCE SERVICES ON AN AS-NEEDED BASIS
14. RESOLUTION 2024-XX APPROVING A CONTRACT WITH BLACKWATER CONSTRUCTION SERVICES AND A PROJECT CONTINGENCY FOR THE CITY HALL DATA CENTER PROJECT
15. RESOLUTION 2024-XX APPROVING PIGGYBACKING THE SEMINOLE COUNTY CONTRACT WITH FERGUSON US HOLDINGS FOR THE PURCHASE OF CONCRETE, CORRUGATED AND DRAINAGE PIPES AS NEEDED

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

N. ADJOURNMENT

16. AGENDA WORKSHEET AND MINUTES

City of Palm Coast, Florida
Agenda Item

Agenda Date: September 3, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 2024 AS PROSTATE CANCER AWARENESS MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim September 2024 as Prostate Cancer Awareness Month.		
Recommended Action: PROCLAIM SEPTEMBER 2024 AS PROSTATE CANCER AWARENESS MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 3, 2024

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION - AWARD PRESENTATION FROM THE CEDAR BRIDGE FOUNDATION	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments:	
Background: The Cedar Bridge Foundation, a 501(c)(3) organization dedicated to supporting individuals with disabilities, is presenting an award to Carrie Todd, Community Center Supervisor at Palm Coast Parks & Recreation. This award honors those who have made meaningful contributions to the disability community, in line with the foundation's mission to Build Resources, foster Inclusion, facilitate Development, encourage Growth, and enhance Education (BRIDGE). Carrie Todd played a key role in establishing the Autism Spectrum Disorder (ASD) social group program within the Parks & Recreation department. Drawing from her experience as a parent of a son on the autism spectrum, she created a safe space for young adults with ASD to connect and socialize. Her efforts have greatly advanced inclusion and community support, positively impacting the lives of many individuals and fostering a more inclusive environment.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 3, 2024

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION - PALM COAST 25TH ANNIVERSARY CELEBRATION	
Presenter: Brittany McDermott, Deputy Director of Parks & Recreation and Geena Catalano, Community Recreation Supervisor	
Attachments: 1. Presentation	
Background: Council Priority: C. Civic Engagement In September 1999, the citizens of Palm Coast took a significant step in shaping the future by voting to incorporate as a Council/Manager form of government. On December 31, 1999, the City of Palm Coast was officially incorporated, marking the beginning of a new chapter in the City's history. As the City approaches its 25 th anniversary this year, a series of events and activities are planned to bring the community together in celebration. Staff has prepared a presentation providing an overview of how the City will mark this milestone, highlighting key moments in Palm Coast's history and offering opportunities for residents to participate in the festivities.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 3, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: AUGUST 27, 2024, BUSINESS MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: AUGUST 27, 2024, BUSINESS MEETING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES, CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V, SHORT-TERM VACATION RENTALS		
Presenter: Jason DeLorenzo, Chief of Staff		
Attachments: 1. Presentation 2. Ordinance 3. Business Impact Estimate		
Background: Council Priority: B. Safe and Reliable Services On June 4, 2024, City Council directed the City Attorney to provide new legislation to all of City Council regulating short-term rentals, aka Airbnbs within the areas of the City's jurisdiction. Section 509.032(7), Florida Statutes in which prevents a local law, ordinance, or regulation prohibiting vacation rentals or regulating the duration or frequency of rental of vacation rentals. Single-family residential neighborhoods and their required infrastructure are generally designed to accommodate typical single-family residential homes with two (2) to three (3) persons per household on average. Local governments apply design standards tailored for residential neighborhoods for their roads, driveways, emergency services planning, public shelters, emergency evacuation plans, solid waste collection, utilities, and buffers, and also tailored in assessing their infrastructure impacts and their corresponding fair and proportionate impact/connection fees. Permanent single-family home residents inherently understand and know their physical surroundings, to include any safety gaps and potential risks to their families, because they have daily familiarity. Short-term vacation rental occupants, due to the transient nature of their occupancy, are unfamiliar with local hurricane evacuation plans, the location of fire extinguishers, and other similar safety measures that would readily be provided to guests in traditional lodging establishments. Short-term vacation rental owners may live elsewhere and not experience the quality-of-life problems and negative impacts associated with larger, unregulated short-term vacation rental units on residential neighborhoods. Short-term vacation rentals with no application of mitigating standards when located in residential neighborhoods can create disproportionate impacts related to excessive occupancy, noise, trash, and parking. Short-term vacation rentals locating within established neighborhoods can disturb the quiet enjoyment of the neighborhood, lower property values,		

and burden the design layout of a typical neighborhood.

Short-term vacation rentals with no application of mitigating standards when located in residential neighborhoods can create disproportionate impacts related to their size, excessive occupancy, and the lack of proper facilities if left unregulated. The City desires to encourage short-term vacation rentals that are safe, fit in with the character of the neighborhood, provide positive impacts for tourism, increase property values, and achieve greater neighborhood compatibility.

The City seeks to balance respect for private property rights and incompatibility concerns between the investors/short-term vacation rentals and families/permanent single-family residences in established residential neighborhoods through the use of reasonable development standards.

These regulations are deemed necessary by the City Council to preserve property values and to protect the health, safety, and general welfare of permanent residents, lot/parcel owners, investors and transient occupants and visitors alike.

These regulations are being proposed to City Council to supplement, but not to replace, any existing federal or state law or regulation, or other controls within established residential neighborhoods served by a homeowner's association.

These regulations do not regulate duration or frequency of rentals but are intended to address the frequent change of many transient occupants housed within a single-family dwelling within an established residential neighborhood. This ordinance additionally establishes an enforcement mechanism for those short-term vacation rentals which do not adhere to the standards on an initial or continuing basis, with the overall goal of the short-term vacation rental program being compliance with the standards and not punitive in its scope.

This Ordinance is in the best interest of the public health, safety, and welfare of the citizens of Palm Coast.

Recommended Action:
APPROVE ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES, CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V, SHORT-TERM VACATION RENTALS

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 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. Ordinance 2. Goals, Objectives, and Policies 3. Map Series		
Background: <u>UPDATE FROM THE AUGUST 27, 2024, BUSINESS MEETING:</u> City Council heard the first reading of this item at the August 27, 2024, Business Meeting. No changes have been made to the item and the final proposed Comprehensive Plan is attached. <u>ORIGINAL BACKGROUND FROM THE AUGUST 27, 2024, BUSINESS MEETING:</u> 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:

ADOPT ORDINANCE 2024-XX APPROVING THE 2050 COMPREHENSIVE PLAN TEXT AND MAP SERIES FOR THE CITY OF PALM COAST, AND FOR CITY COUNCIL TO 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: September 3, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: RESOLUTION 2024-XX CERTIFYING THE 2024 PRIMARY ELECTION RESULTS	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Resolution 2. 2024 Primary Election Official Results	
Background: On August 20, 2024, District 1 and 3 seats, and the office of Mayor, were on the primary election ballot. In accordance with the City's Charter Article VII, the City Clerk shall immediately report the results back to the City Council to certify and file the results. The Official Primary Election results received from the Supervisor of Elections is attached to this agenda item. No candidate for the District 1 seat received the required number of votes to take the seat during the primary election. Therefore, the top two candidates with the highest votes will move on to the General Election in November. The candidates for the November General Election District 1 seat will be Ty Miller and Jeffery Cortland Seib. No candidate for the District 3 seat received the required number of votes to take the seat during the primary election. Therefore, the top two candidates with the highest votes will move on to the General Election in November. The candidates for the November General Election District 3 seat will be Ray Stevens and Andrew Werner. No candidate for Mayor received the required number of votes to take the seat during the primary election. Therefore, the top two candidates with the highest votes will move on to the General Election in November. The candidates for the November General Election for Mayor will be Cornelia Downing Manfre and Mike Norris.	
Recommended Action: ADOPT RESOLUTION 2024-XX CERTIFYING THE 2024 PRIMARY ELECTION RESULTS	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 3, 2024

Department FINANCIAL SERVICES Division	Amount Account #
Subject: RESOLUTION 2024-XX APPROVING THE OLD KINGS ROAD SPECIAL ASSESSMENT ROLL TO BE TRANSMITTED TO THE FLAGLER COUNTY TAX COLLECTOR	
Presenter: Helena Alves, Director of Financial Services	
Attachments: 1. Resolution	
Background: The Old Kings Road Special Assessment District was established by Ordinance 2005-10 to provide a funding mechanism, through special assessments, to fund four-laning improvements to Old Kings Road, based on the request and consent of affected property owners, from Palm Coast Parkway to State Road 100. This Resolution provides for the annual assessment roll to be certified to the County Tax Collector so that the annual installments of the assessment can be included on the 2024 Property Tax Bills to be issued in October/November 2024. The assessment was first added to the tax roll in 2013 and will remain for a period of 30 years. It is expected to be repaid by 2043. The balance as of September 30, 2023, was \$4,012,224. The assessments roll is substantially similar to the roll approved in the prior fiscal year.	
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING THE OLD KINGS ROAD SPECIAL ASSESSMENT ROLL TO BE TRANSMITTED TO THE FLAGLER COUNTY TAX COLLECTOR	

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: RESOLUTION 2024-XX APPROVING FINAL NUISANCE ABATEMENT ASSESSMENT		
Presenter: Barbara Grossman, Code Enforcement Manager		
Attachments: 1. Resolution		
Background: On March 2, 2010, the City adopted Ordinance 2010-03 to provide for the creation of an Assessment Area and authorize the imposition of Nuisance Abatement Assessments to be attached to the annual ad valorem tax bill sent by the County Tax Collector. On December 21, 2010, the City adopted Resolution 2010-168 signifying its intent to use the uniform collection method to collect non-ad valorem assessments pursuant to Ordinance 2010-03. On July 16, 2024, City Council adopted the Initial Assessment Resolution 2024-101 relating to the Nuisance Abatement Special Assessment. Staff has prepared the Final Assessment Roll and Final Assessment Resolution for Council consideration. Pursuant to State Statutes, the notice of the public hearing was published in the newspaper of general circulation for Flagler County with the list of the affected property owners at least 20 days prior to the September 3, 2024, meeting.		
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING FINAL NUISANCE ABATEMENT ASSESSMENT		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	PUBLIC WORKS	Public works
Division		Account #
Subject: RESOLUTION 2024-XX APPROVING THE 2024 FIND GRANT FOR THE WATERWAY CLEANUP		
Presenter: Alyssa Roscoe, Residential Solid Waste Collections Supervisor		
Attachments: 1. Presentation 2. Resolution 3. Agreement		
Background: Council Priority: B. Civic Engagement The City of Palm Coast has conducted successful Waterway Cleanup events annually since September 13, 2008, due to the generous contributions of the Florida Inland Navigation District (FIND) In order to receive the funding, an agreement must be approved between the City and FIND. The agreement provides provisions that the City is the "Project Sponsor" and will coordinate all associated work for the event. Terms are also provided to satisfy the requirements of the grant funding including payment of funds, records retention, incurred expense reporting, and associated liability.		
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING THE 2024 FIND GRANT FOR THE WATERWAY CLEANUP		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$5,689,032.66
Division	ENGINEERING	Account #	54029082-063000-85018
Subject: RESOLUTION 2024-XX APPROVING A CONTRACT WITH S.E. CLINE CONSTRUCTION, INC., FOR THE CONSTRUCTION OF THE OLD KINGS ROAD FORCE MAIN IMPROVEMENTS 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 A trunkline force main has been designed for a corridor of approximately 1.7 miles along Old Kings Road to Wastewater Treatment Facility No.1 located at the east end of Utility Drive. This proposed 24-inch force main will manifold wastewater flows from three (3) existing master pump stations and will improve the pumping transmission of those stations to better accommodate current and future wastewater demands to the stations. The project will complete a gap section along Old King Road which currently has undersized force main capacity. The location of the new force main was coordinated with future Old Kings Road widening plans and is primarily located within existing City utility easements which will not need to be relocated with future road widening. Minimal traffic impact is expected from construction activities to install the proposed force main. The project, ITB-SWE-24-33, was advertised on June 12, 2024, for bidding of construction services. Four (4) bids were received on July 25, 2024. Bids ranged from \$4,716,286.10 to \$6,956,395.30. City staff recommends awarding the contract to the low bidder S.E. Cline Construction, Inc., of Palm Coast, Florida, for \$4,717,302.42, with a 10% project contingency of \$471,730.24. Staff is also requesting approval of funds in the amount of \$500,000 to negotiate and execute a work order for construction engineering for a total project approval of \$5,689,032.66. The Notice of Intent to Award and Project Overview are attached. Funds for this project have been budgeted out of the FY 24 Utility Capital Improvement Fund and are included in the 5-year Capital Improvement Plan. Approximately \$2.5M of City ARPA funding designated wastewater utility improvements will be applied to this project. This project included funding in the FY24 budget, however, project construction is anticipated to start in FY25. As part of the proposed FY25 budget 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 24

OKR FM to WWTF1 -54029082-063000-99530	\$1,300,000.00
ARPA	\$2,501,880.00
Total Expended/Encumbered to Date	\$1,456,678.24
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$2,345,201.76

Proposed Source of Funds Worksheet FY 25 & FY26

OKR FM to WWTF1 54029082-063000-85018	\$5,701,880.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$5,689,032.66
Balance	\$12,847.34

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH S.E. CLINE CONSTRUCTION, INC., FOR THE CONSTRUCTION OF THE OLD KINGS ROAD FORCE MAIN IMPROVEMENTS PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	PUBLIC WORKS	Amount	OVER \$50K
Division		Account #	MULTIPLE
Subject: RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PALMETTO ELECTRIC, INC., FOR CITYWIDE ELECTRICAL INSTALLATION AND REPAIR SERVICES			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Draft Agreement 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services The City of Palm Coast's Public Works department is seeking approval for RFP-PW-24-72 Master Services Agreement with Palmetto Electric, Inc., for Citywide electrical installations and repair services completed on an as-needed basis. The Public Works department requires electrical services for a range of critical functions, including facility maintenance, traffic signal repairs, equipment connections, and retention pond fountain operations. Reliable electrical systems are essential for powering equipment, ensuring proper lighting, maintaining instrument connectivity, and upholding safety and regulatory standards. These services are vital for preventing disruptions, avoiding productivity losses, and mitigating safety hazards for citizens, employees, and other stakeholders. In compliance with the City's Purchasing Policy, bid #RFP-PW-24-72 was publicly advertised and solicited. Palmetto Electric, Inc., was the sole bidder and was evaluated as both responsive and responsible. Therefore, staff recommends that the City Council approve the Master Services Agreement with Palmetto Electric, Inc. Funding: The Fiscal Year 2024 budget includes available funding in the City's Public Works Facilities Maintenance, Facilities Fire, Streets, and Sign & Signal budgets to cover the costs of electrical services. Please see the Source of Funds Worksheet below to see the monetary breakdown.			

Source of Funds Worksheet FY 2024:**Facilities Maintenance - Other Contractual Services**

Fund 65035012-034000	\$902,531.00
Total Expended/Encumbered to Date	\$867,649.85
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$20,262.47</u>
Balance	\$14,618.68

Facilities Fire - Other Contractual Services

Fund 65035012-034000-99042	\$47,000.00
Total Expended/Encumbered to Date	\$41,678.88
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$634.80</u>
Balance	\$4,686.32

Streets - Other Contractual Services

Fund 10015011-034000	\$48,500.00
Total Expended/Encumbered to Date	\$42,222.30
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$3,242.05</u>
Balance	\$3,035.65

Sign & Signal - Repair and Maintenance Services

Fund 10015011-046000-50001	\$3,000.00
Total Expended/Encumbered to Date	\$2,538.62
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$84.00</u>
Balance	\$377.38

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PALMETTO ELECTRIC, INC., FOR CITYWIDE ELECTRICAL INSTALLATION AND REPAIR SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	AS NEEDED
Division	ENGINEERING	Account #	21055011
Subject:	RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH TRP CONSTRUCTION GROUP, LLC TO PROVIDE VARIOUS ROADWAY STRIPING MAINTENANCE SERVICES ON AN AS-NEEDED BASIS		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	1. Resolution 2. Draft Agreement 3. Notice of Intent to Award 4. Project Overview		
Background: Council Priority: B. Safe and Reliable Services	The City of Palm Coast utilizes professional services for various roadway striping maintenance projects and repairs on an as-needed basis. Staff advertised (ITB-SWE-24-61) and solicited bids for roadway striping maintenance services on an as-needed basis. The City received two (2) bids which were deemed responsive and responsible. Staff recommends awarding the agreement to the lowest bidder, TRP Construction Group, LLC. The Notice of Intent to Award and Project Overview are attached. There is no expenditure associated with the current requested action. City staff will be using budgeted funds appropriated by City Council on an as-needed basis.		
Recommended Action:	ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH TRP CONSTRUCTION GROUP, LLC TO PROVIDE VARIOUS ROADWAY STRIPING MAINTENANCE SERVICES ON AN AS-NEEDED BASIS		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$521,763.00
Division	ENGINEERING	Account #	43000099-063000- 99055
Subject:	RESOLUTION 2024-XX APPROVING A CONTRACT WITH BLACKWATER CONSTRUCTION SERVICES AND A PROJECT CONTINGENCY FOR THE CITY HALL DATA CENTER PROJECT		
Presenter:	Eric Gebo, Architect III		
Attachments:	1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Project Overview		
Background: Council Priority: D. Sustainable Environment and Infrastructure:	When the City vacated the old City Hall at Commerce Boulevard in 2008, a Data Center was quickly constructed at one of the Water Plants and was not intended to be permanent. The current City Hall was constructed with space to host a new Data Center when it opened in 2015, but the Data Center portion was continually delayed to fund other projects. This Data Center hosts the main technology infrastructure that supports the entire City. This project is important as it brings our connections on this side of the city into a more secure environment. Those connections include not only City connections, but also ones that are used by Flagler Schools and support our contractual agreement with them for service and uptime. On May 22, 2024, staff advertised bid (ITB-SWE-24-58) for the City Hall Data Center Project. Staff received two (2) responsive bids. The intent was to award the Contract to MIE, Inc. in the amount of \$352,019.41. Prior to the Contract execution, it was discovered that specific electrical components that were to be in the scope of work, were not included in their submitted Bid resulting in a quote shortfall of \$116,581.19. MIE, Inc. has subsequently withdrawn their Bid. Staff recommends awarding the contract to next lowest Bidder, Blackwater Construction Services in the amount of \$471,763.00. It has been confirmed that the scope of work lacking from MIE's Bid is included in the Blackwater Construction Bid.		

Staff is also requesting a project contingency in the amount of \$50,000 for a total approval amount of \$521,763.00.

This project included funding in the FY24 budget, however, the anticipated project start date is October of FY25. Funds were added to the proposed FY25 budget. The contract to be executed upon approval of the FY25 budget.

Source of Funds Worksheet FY 2024

CAP Server Room City Hall - 43000099-063000-99055	\$130,000.00
Total Expenses/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current Contract	<u>\$0.00</u>
Balance	<u>\$130,000.00</u>

Source of Funds Worksheet FY 2025

CAP Server Room City Hall 43000099-063000-99055	\$550,000.00
Total Expenses/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current Contract	<u>\$521,763.00</u>
Balance	<u>\$28,237.00</u>

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A CONTRACT WITH BLACKWATER CONSTRUCTION SERVICES AND A PROJECT CONTINGENCY FOR THE CITY HALL DATA CENTER PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	AS NEEDED
Division	ENGINEERING	Account #	MULTIPLE USE CITYWIDE
Subject:	RESOLUTION 2024-XX APPROVING PIGGYBACKING THE SEMINOLE COUNTY CONTRACT WITH FERGUSON US HOLDINGS FOR THE PURCHASE OF CONCRETE, CORRUGATED AND DRAINAGE PIPES AS NEEDED		
Presenter:	Lynn Stevens, Deputy Director of Stormwater & Engineering		
Attachments:	1. Resolution 2. Piggyback Contract		
Background: Council Priority: D. Sustainable Environment and Infrastructure	Staff is recommending piggybacking the Seminole County Contract (IFB-604820-24/LNF) with Ferguson US Holdings through August 12, 2027, for the purchase of concrete, corrugated and drainage pipes 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 SEMINOLE COUNTY CONTRACT WITH FERGUSON US HOLDINGS FOR THE PURCHASE OF CONCRETE, CORRUGATED AND DRAINAGE PIPES AS NEEDED		