



# City of Palm Coast

## Agenda

### City Council Business

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoast.gov](http://www.palmcoast.gov)

**Mayor Michael Norris**  
**Vice Mayor Theresa Pontieri**  
**Council Member Charles Gambaro**  
**Council Member Ty Miller**  
**Council Member David Sullivan**

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**Tuesday, October 7, 2025**

**6:00 PM**

**City Hall - Jon Netts Community Wing**

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#### 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/@PalmCoastFL>.
- 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

#### **A. PROCLAMATIONS - 5:30 P.M.**

- 1. PROCLAMATION - OCTOBER 5-11, 2025, AS FIRE PREVENTION WEEK**
- 2. PROCLAMATION - OCTOBER 6-10, 2025, AS CUSTOMER SERVICE WEEK**
- 3. PROCLAMATION - OCTOBER 11, 2025, AS NAACP "THE FIERCE URGENCY OF NOW" DAY**

#### **B. CALL TO ORDER THE BUSINESS MEETING - 6:00 P.M.**

#### **C. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE**

**D. ROLL CALL**

**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) This agenda item has a thirty (30) minute limit.
- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) 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.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
  - (a) make their comments concise and to the point;
  - (b) not speak more than once on the same subject;
  - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
  - (d) obey the orders of the Mayor or the City Council; and
  - (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) 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:**  
**SEPTEMBER 16, 2025, BUSINESS MEETING**  
**SEPTEMBER 23, 2025, WORKSHOP MEETING**  
**SEPTEMBER 24, 2025, BUDGET MEETING**

**G. ORDINANCES SECOND READ**

5. **ORDINANCE 2025-XX AMENDING CHAPTER 42, CREATING SECTION 42-7 OF**

**THE CODE OF ORDINANCES PROVIDING FOR THE USE AND OPERATION OF  
BICYCLES AND ELECTRIC POWERED CYCLES**

- 6. ORDINANCE 2025-XX AMENDMENT TO THE 2050 COMPREHENSIVE PLAN TO  
INCORPORATE THE WATER SUPPLY FACILITIES WORK PLAN**

**H. RESOLUTIONS**

- 7. RESOLUTION 2025-XX APPROVING RESIDENTIAL SITE DEVELOPMENT  
RESIDENTIAL STORMWATER REVIEW AND INSPECTION FEES**
- 8. RESOLUTION 2025-XX APPROVING AN AGREEMENT WITH FLAGLER HUMANE  
SOCIETY FOR ANIMAL SHELTER SERVICES**

**I. CONSENT**

- 9. RESOLUTION 2025-XX APPROVING A CONTRACT WITH 15 LIGHTYEARS AND A  
PROJECT CONTINGENCY FOR THE COMMUNITY CENTER SOLAR  
INSTALLATION PROJECT**
- 10. RESOLUTION 2025-XX APPROVING A WORK ORDER WITH RAFTELIS FOR  
PROFESSIONAL SERVICES FOR A FINANCIAL FEASIBILITY STUDY FOR THE  
WATER AND WASTEWATER UTILITY SYSTEM**
- 11. RESOLUTION 2025-XX AN AMENDMENT TO THE INTERLOCAL AGREEMENT  
(ILA) FOR PUBLIC SCHOOL FACILITY PLANNING**
- 12. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH  
VIRGINIA SHERIFF'S ASSOCIATION AND FIRESTATIONFURNITURE.COM FOR  
FIRST RESPONDER SUPPLIES & EQUIPMENT AS NEEDED**
- 13. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH  
SOURCEWELL STATE OF MINNESOTA #040924 AND RING POWER**
- 14. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE  
CITY OF MESA AND CDW GOVERNMENT LLC FOR THE PURCHASE OF  
INFORMATION TECHNOLOGY EQUIPMENT**
- 15. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE  
CITY OF MESA AND SHI INTERNATIONAL FOR THE PURCHASE OF  
INFORMATION TECHNOLOGY EQUIPMENT**
- 16. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH JEA  
AND ENGINEERED SPRAY SOLUTIONS, LLC FOR SEWER MANHOLE  
REHABILITATION**
- 17. RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT  
CONSULTING, INC., FOR THE EVALUATION AND REHABILITATION OF WELL**

**SW-141**

- 18. RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH POLYDYNE, INC., FOR LIQUID POLYMER USED FOR WASTEWATER BIOSOLIDS DEWATERING**
- 19. RESOLUTION 2025-XX APPROVING A SOLE SOURCE AGREEMENT ENVIRONMENTAL EQUIPMENT SERVICES (EES) FOR THE PURCHASE OF SMITH AND LOVELESS VORTEX GRIT BASIN EQUIPMENT**
- 20. RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF POMPANO BEACH CONTRACT #RFP E-03-22 WITH PORT CONSOLIDATED**

**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**

**21. AGENDA WORKSHEET AND CALENDAR**

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject:</b> PROCLAMATION - OCTOBER 5-11, 2025, AS FIRE PREVENTION WEEK		
<b>Presenter:</b> Mayor and City Council		
<b>Attachments:</b> 1. Proclamation		
<b>Background:</b>  The City of Palm Coast would like to proclaim October 5-11, 2025, as Fire Prevention Week.		
<b>Recommended Action:</b> <b>PROCLAIM OCTOBER 5-11, 2025, AS FIRE PREVENTION WEEK</b>		

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> PROCLAMATION - OCTOBER 6-10, 2025, AS CUSTOMER SERVICE WEEK	
<b>Presenter:</b> Mayor and City Council	
<b>Attachments:</b> 1. Proclamation	
<b>Background:</b>  The City of Palm Coast would like to proclaim October 6-10, 2025, as Customer Service Week.	
<b>Recommended Action:</b> <b>PROCLAIM OCTOBER 6-10, 2025, AS CUSTOMER SERVICE WEEK</b>	

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject:</b>	PROCLAMATION - OCTOBER 11, 2025, AS NAACP "THE FIERCE URGENCY OF NOW" DAY	
<b>Presenter:</b>	Mayor and City Council	
<b>Attachments:</b>	1. Proclamation	
<b>Background:</b>	The City of Palm Coast would like to proclaim October 11. 2025, as NAACP "The Fierce Urgency of Now" Day.	
<b>Recommended Action:</b>	PROCLAIM OCTOBER 11, 2025, AS NAACP "THE FIERCE URGENCY OF NOW" DAY	

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> MINUTES OF THE CITY COUNCIL: SEPTEMBER 16, 2025, BUSINESS MEETING SEPTEMBER 23, 2025, WORKSHOP MEETING SEPTEMBER 24, 2025, BUDGET HEARING	
<b>Presenter:</b> Kaley Cook, City Clerk	
<b>Attachments:</b> 1. Minutes (3)	
<b>Background:</b>	
<b>Recommended Action:</b> <b>APPROVE MINUTES OF THE CITY COUNCIL:</b> <b>SEPTEMBER 16, 2025, BUSINESS MEETING</b> <b>SEPTEMBER 23, 2025, WORKSHOP MEETING</b> <b>SEPTEMBER 24, 2025, BUDGET HEARING</b>	



# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b> CITY ATTORNEY <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> ORDINANCE 2025-XX AMENDING CHAPTER 42, CREATING SECTION 42-7 OF THE CODE OF ORDINANCES PROVIDING FOR THE USE AND OPERATION OF BICYCLES AND ELECTRIC POWERED CYCLES	
<b>Presenter:</b> Marcus Duffy, City Attorney	
<b>Attachments:</b> 1. Ordinance (Redline and Clean Copy)	
<b>Background:</b>  <b><u>UPDATED BACKGROUND FROM THE SEPTEMBER 16, 2025, BUSINESS MEETING:</u></b> City Council reviewed the item at their September 16, 2025, Business Meeting. The Ordinance has been updated, per Council direction, and is attached to the item.  <b><u>UPDATED BACKGROUND FROM THE SEPTEMBER 9, 2025, WORKSHOP MEETING:</u></b> City Council received a presentation on the item at their September 9, 2025, Workshop Meeting. The Ordinance has been updated, per Council direction, and is attached to the item.  <b><u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 9, 2025, WORKSHOP MEETING:</u></b> The City Council has expressed a desire to adopt an Ordinance regulating the operation of bicycles and electric bicycles. Attached to this item is a presentation and Ordinance for Council consideration.	
<b>Recommended Action:</b> <b>ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 42, CREATING SECTION 42-7 OF THE CODE OF ORDINANCES PROVIDING FOR THE USE AND OPERATION OF BICYCLES AND ELECTRIC POWERED CYCLES</b>	

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject:</b> ORDINANCE 2025-XX AMENDMENT TO THE 2050 COMPREHENSIVE PLAN TO INCORPORATE THE WATER SUPPLY FACILITIES WORK PLAN		
<b>Presenter:</b> Peter Rousell, Deputy Director of Utility, and Jose Papa, AICP, Senior Planner		
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Ordinance with Exhibits</li><li>2. Water Supply Facilities Work Plan</li><li>3. State Correspondence</li></ol>		
<b>Background:</b> <p><b>This is a legislative item.</b></p> <p><b><u>UPDATED BACKGROUND FROM THE AUGUST 19, 2025, BUSINESS MEETING:</u></b> City Council reviewed this item at the August 19, 2025, Business Meeting. Staff has submitted the document to the various state agencies and has not received any comments back.</p> <p><b><u>UPDATED BACKGROUND FROM THE AUGUST 12, 2025, WORKSHOP MEETING:</u></b> City Council received a presentation on this item at the August 12, 2025, Workshop Meeting. No changes have been made to the item.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE AUGUST 12, 2025, WORKSHOP MEETING:</u></b> Florida Statutes mandate a coordinated planning process between regional water supply plans prepared by the water management districts pursuant to Chapter 373, Florida Statutes (F.S.), and comprehensive plans prepared by local governments pursuant to Chapter 163. Specifically, local governments must address in their comprehensive plan the water supply sources necessary to meet and achieve existing and projected water use demand for the established planning period, considering the applicable regional water supply plan prepared pursuant Section 373.709, F.S.</p> <p>The St. Johns River Water Management District (SJRWMD) approved the Northeast Florida Regional Water Supply Plan (NEFRWSP), as required by state statutes in Dec. 2023. Since that time, the City has coordinated with the SJRWMD to update the City's Water Supply Facilities Work Plan (WSFWP).</p> <p>As required by state statutes, the WSFWP includes recognizing the current and future water demand from both within the City as well as entities with an agreement with the City for water supply. The projected water demand to 2050 is shown in the table below. These population projections and the projected demand are consistent with the assumptions used in the 2050 Comprehensive Plan.</p>		

		Population	Water Demand (MGD)		Water Supply (MGD)	
			Finished	Raw	Traditional <sup>2</sup>	Alternative <sup>3</sup>
2025	Within City	107,402	10.20	10.82	<b>11.5</b>	<b>0.0</b>
	Outside <sup>1</sup>	7,211	0.69	0.73		
	<b>Total</b>	<b>114,613</b>	<b>10.89</b>	<b>11.54</b>		
2030	Within City	120,609	11.46	12.15	<b>10.7</b>	<b>2.2</b>
	Outside <sup>1</sup>	7,624	0.72	0.77		
	<b>Total</b>	<b>128,233</b>	<b>12.18</b>	<b>12.91</b>		
2035	Within City	132,387	12.58	13.33	<b>9.6</b>	<b>4.5</b>
	Outside <sup>1</sup>	8,061	0.77	0.81		
	<b>Total</b>	<b>140,448</b>	<b>13.34</b>	<b>14.14</b>		
2040	Within City	142,108	13.50	14.31	<b>10.7</b>	<b>4.5</b>
	Outside <sup>1</sup>	8,522	0.81	0.86		
	<b>Total</b>	<b>150,630</b>	<b>14.31</b>	<b>15.17</b>		
2045	Within City	150,464	14.29	15.15	<b>11.6</b>	<b>4.5</b>
	Outside <sup>1</sup>	9,010	0.86	0.91		
	<b>Total</b>	<b>159,474</b>	<b>15.15</b>	<b>16.06</b>		
2050	Within City	157,883	15.00	15.90	<b>12.4</b>	<b>4.5</b>
	Outside <sup>1</sup>	9,526	0.90	0.96		
	<b>Total</b>	<b>167,409</b>	<b>15.90</b>	<b>16.86</b>		

<sup>1</sup>The projected population and water demand figures reflect both retail customers and bulk w agreements outside city limits.

<sup>2</sup>Traditional water supply includes groundwater from the Confined Surficial Aquifer and Upper Flori Aquifer and the amounts reflect the allocation requested in the CUP. ~~modification application existing CUP allocation for District continues to authorize the allocation use of 2,509.39 million gal per year (mgy) 6.875 million gallons per day (MGD) annual average of groundwater from the confi surficial aquifer, 1,512.9 MGY (4.15 MGD, annual average) of groundwater from the upper Flori aquifer and 1,642.5 MGY (4.5 MGD, annual average) as an alternative water source from the brac upper Floridan aquifer for public supply use (household, commercial/industrial, irrigation, water uti bulk exports, membrane treatment, unaccounted for) through 204150.~~

<sup>3</sup>Alternative water supply includes brackish groundwater from the Upper Floridan Aquifer and Lo Floridan Aquifer, surface water, treated concentrate and reclaimed wastewater.

<sup>a</sup>~~The City received a CUP permit with a 2015 allocation of 11.02 MGD.~~

The future year population projections represent a decrease from the projections provided in the last update of the WSWFP in 2018 (approximately 12.5% less persons in 2035). This decrease in population projection in turn reflects the decrease in the water demand and need for alternative water supply in the updated WSWFP.

The City currently has a Consumptive Use Permit (CUP) for 15.525 Million Gallons/Day (MGD). The City is in the process of modifying the current Consumptive Use Permit (CUP) to add an allocation of alternative supply to meet the projected demands through 2035. The plan for additional water supply includes a request for additional fresh water as safely allowed by modeling and the resulting impact analysis as well as alternative sources as described below.

As provided in the water demand table above, the City will seek to draw 2.2 MGD from alternative supply source by 2030 and an additional 2.3 MGD by 2035. This alternative water supply source is expected to potentially include brackish groundwater from the Upper Floridan Aquifer and Lower Floridan Aquifer, surface water, treated concentrate, and reclaimed wastewater.

The City of Palm Coast staff continues to work very closely with SJRWMD to identify potential alternative water sources. The following actions are on-going and are the result of continued coordination between the SJRWMD and the City.

The City has implemented projects to recover the drinking water byproduct (DWB) or concentrate generated from the WTP No. 2 and WTP No. 3 membrane softening process to be utilized as an additional alternative water source. The DWB is being treated to be utilized as finished drinking water. The City is diverting the DWB from WTP No. 3 and blending it with WTP No. 1 raw water prior to treatment at WTP No. 1. At WTP No. 2, the City is treating the DWB produced from the membrane softening process with lime softening followed by microfiltration to recover the DWB as drinking water. Both projects have eliminated the wasteful discharge of DWB to surface waters and could ultimately recover up to about 1.95 MGD of water as drinking water or as raw water.

The City has installed a reuse irrigation system along both sides of U.S. Highway 1 in order to provide up to 1 MGD of reuse for aquifer recharge. The reuse water for this system can be sourced from either WWTP No. 1 or WWTP No. 2.

The City plans to investigate additional means of aquifer recharge utilizing advanced treated wastewater from WWTP No. 2. This method of indirect potable reuse has the potential of providing up to 2 MGD of additional fresh allocation in advance of utilizing the more costly brackish water in the upper Floridan aquifer.

The City has completed an aquifer performance test of the brackish Upper Floridan Aquifer system in the northern wellfield. The data acquired from these tests have shown through modeling the feasible use of brackish water allocation in the CUP.

The SJRWMD staff has been very supportive of these short and long range plans and have included them in the NEFRWSP. City staff's strategy to have multiple avenues for additional water supply provides for a reasonable and sustainable strategy to allow Palm Coast to accommodate the anticipated demand into the future.

This update of the WSFWP accomplishes the following requirements consistent with Florida Statutes:

1. Coordinate all aspects of its comprehensive plan with the appropriate water management district's regional water supply plan. [s. 163.3177(4)(a), F.S.]
2. Ensure that its future land use plan is based upon the availability of adequate water supplies and public facilities and services. [s. 163.3177(6)(a), F.S.]
3. Ensure that adequate water supplies and facilities are available to serve new development no later than the date on which the local government anticipates issuing a certificate of occupancy and consult with the applicable water supplier prior to approving a building permit, to determine whether adequate water supplies will be available to serve the development by the anticipated issuance date of the certificate of occupancy. [s. 163.3180(2), F.S.]
4. Revises the Infrastructure Element to:
  - a. Identify and incorporate alternative water supply projects identified in the updated regional water supply plan, or the alternative project proposed by the local government under s. 373.0361(7), F.S. [s.163.3177(6)(c), F.S.]
  - b. Identify the traditional and alternative water supply projects and the conservation and reuse programs necessary to meet current and future water use demands within the local government's jurisdiction. [s. 163.3177(6)(c), F.S.]
  - c. Update the water supply facilities work plan for at least a 10-year planning period for construction of public, private, and regional water supply facilities, which are identified in the element as necessary to serve existing and new development. [s. 163.3177(6)(c), F.S.]
5. Revises the Five-Year Schedule of Capital Improvements to include water supply, reuse, and conservation projects and programs to be implemented during the five-year period [s. 163.3177(3)(a)4, F.S.].

**Recommended Action:**

**ADOPT ORDINANCE 2025-XX AMENDMENT TO THE 2050 COMPREHENSIVE PLAN TO INCORPORATE THE WATER SUPPLY FACILITIES WORK PLAN**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b> COMMUNITY DEVELOPMENT <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING RESIDENTIAL SITE DEVELOPMENT RESIDENTIAL STORMWATER REVIEW AND INSPECTION FEES	
<b>Presenter:</b> Patrick Buckley, Chief Building Official	
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li></ol>	
<b>Background:</b> <p>As part of the FY26 budget process and transfer of residential stormwater plan review and inspections to the Community Development Department, the Department was tasked with ensuring stormwater permit fees are sufficient to cover budgeted expenditures.</p> <p>The Residential Site Development (RSD) Division is a new Division within Community Development and includes six FTE's – four Residential Site Inspectors, an Engineering Technician and Supervisor. The proposed budget for FY26 is \$804,882. The RSD Division is assigned two primary work processes. The first is plan review and inspections for compliance with the City's stormwater management criteria for new residential construction and various permits associated with existing residential construction (e.g. pools, building additions, driveways and expansions to impervious surfaces). Second is permitting, plan review and inspections associated with Right-of-Way (ROW) permits. ROW permitting was formally assigned to the RSD Division upon its transfer from Stormwater &amp; Engineering.</p> <p>The RSD Division has divided its annual FTE's between these two work processes with 4.5 FTE's (75%) assigned to residential construction and 1.5 FTE's (25%) assigned to ROW permitting. This assignment of FTE's is the basis for determining appropriate fees separately for each work process.</p> <p>To ensure residential stormwater permit fees are adequate to equal proposed expenditures for 4.5 FTE's, the following actions were taken:</p> <ul style="list-style-type: none"><li>• FY24 and FY25 (to date) revenue and expenditures were analyzed. Permit statistics and trends, frequency and time of plan reviews and inspections and projected revenue through the end of FY25 were also analyzed.</li><li>• Each of the permit fee categories assigned to the RSD Division were analyzed along with the 2021 Rate Study and analysis of current plan review and inspection activities associated with various permit types requiring stormwater reviews and / or inspections.</li></ul> <p>Analysis revealed the following:</p>	

- Increases are necessary to each of the permit fee categories established in Resolution 2021-99 (the last Fee Resolution) that make up the various permit charges assigned to the RSD Division. The increases are necessary due to increases in fully encumbered budgeted expenditures over the last four years since completion of the last Rate Study (2021) and the time to complete various reviews and inspections.
- 73% of the RSD Division's revenue is generated from permit fees associated with new residential construction. The remaining 27% of revenue is generated from all other permit types. Adjusting the fees for new construction is critical to ensure cost recovery but fees associated with other permit types is also necessary.
- Time spent completing plan reviews for new residential construction has increased because of added design criteria and focused attention on strict adherence to the City's stormwater design criteria in order to ensure new construction is not adversely affecting or otherwise contributing stormwater run-off to adjacent properties. This has resulted in a significant increase in review times and the number of plan corrections which in turn has led to an increase in the number of second and third reviews. Initial plan review time is .75 hrs. for Lot Grading & Drainage Plans (formerly Site Plans), .25 hrs. for Formboard Survey (formerly Foundation Surveys), and .75 hrs. for Final Lot Grading Drainage Certification (formerly Final Surveys) for a total of 1.75 hours.
- Time spent on the number and duration of site inspections for new residential construction has increased as inspectors spend longer times on job sites performing inspections and re-inspections to ensure "as-built" conditions are consistent with Final Lot Grading & Drainage Certifications. Surveyor errors and unauthorized changes made to lot grading conditions on previously approved plans by home builders is a contributing factor and has resulted in an increase to the number of failed inspections which in turn results in re-inspections. Pre-apron inspection is .50 hrs., Final-apron inspection is .50 hrs., Field Survey inspection is .75 hrs. and Stormwater Final Inspection is .50 hrs. for a total of 2.25 hours.
- Between plan review and inspections, the Division spends 4 hours of time to complete their work not accounting for second and third reviews and re-inspections. The stormwater fees in place at current encumbered rates cover only 2.3 hours of work.
- The RSD Division has not consistently charged for the second and third reviews for plan resubmittals as a result of required plan corrections and plan revisions as well as re- inspections because of failed inspections. The authorization to charge hourly plan review and re-inspection fees has been implemented to address this issue.
- The RSD Division has not consistently recovered its costs for compliance inspections resulting from illicit stormwater discharges. Additionally, illicit discharges must be deterred, and removal of illicit discharges must occur on City established timelines to ensure the City's compliance with DEP regulations and its MS4 permit. The City's current fee structure does not provide for escalating reinspection fees. The proposed Fee Resolution includes escalating reinspection fees to ensure home builder responsiveness to eliminate illicit discharges.

To ensure ROW permitting fees are adequate to equal proposed expenditures for 1.5 FTE's, the following actions were taken:

- The number and type of ROW permits along with RSD plan review and inspection activities associated with ROW permits were analyzed.
- ROW permit fee revenue for FY24 and FY25 to date were analyzed.
- The ROW regulatory structure outlined in the Palm Coast Code of Ordinances, Chapter 42 – Streets, Roads, Bridges and Other Public Places was analyzed.
- Analysis revealed the following:
  - The assignment of 1.5 FTE's to the ROW permit process is only a base line starting point. Further analysis is needed to determine whether additional FTE's must be allocated to ensure the appropriate level of regulatory oversight is provided.
  - Damage reports of City utilities, roadways and sidewalks as well as citizen complaints regarding damage to private property suggests the need for increased oversight.
  - Additionally, research of the current regulatory structure revealed the need for a complete analysis and modernization of the ordinance processes and fee structure the determination to assign FTE hours to the ROW permitting process revealed the need for a complete analysis of both processes and fees to ensure adequate controls and funding is provided for this aspect of the RSD team's work.

**Summary:**

The immediate need is to ensure residential stormwater permit fees are adjusted and cover expenditures for the work the RSD Division provides for new residential construction and related permits for existing residential construction. The proposed Fee Resolution provides for a 75% increase to each of the fee categories which will raise revenue for accordingly for the RSD Division's work for residential permits. This adjustment is based upon 4.5 of 6 FTE's or 75% of the RSD Division's budget assigned to the residential stormwater plan review and inspection processes and assuming steady permit revenue.

The longer-term need is to solve the remaining 25% revenue source for the RSD Division to cover the entire budget. 25% is based on the assignment of 1.5 of 6 FTE's to the ROW permitting process. To complete this task, requires analysis of the City's ROW permit fee structure and different revenue sources including revenue the City receives from the State in the form of Communication Taxes. This analysis will occur in conjunction with modernization of the City's entire ROW regulations. This work is intended for completion by the end of January at which time the revenue sources and necessary rates can be determined and captured – completing Council's policy direction.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING RESIDENTIAL SITE DEVELOPMENT  
RESIDENTIAL STORMWATER REVIEW AND INSPECTION FEES**



# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>	AS NEEDED
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>	10013508 – 034000
<b>Subject:</b> RESOLUTION 2025-XX APPROVING AN AGREEMENT WITH FLAGLER HUMANE SOCIETY FOR ANIMAL SHELTER SERVICES			
<b>Presenter:</b> Barbara Grossman, Code Enforcement Manager			
<b>Attachments:</b> <div><div>1. Resolution</div><div>2. Agreement</div></div>			
<b>Background:</b> <p>The Flagler Humane Society, Inc., has been providing animal shelter, board and care services to the City of Palm Coast since July 2008. The last Agreement with the Flagler Humane Society, Inc., (FHS) expired on September 30, 2025. The new one-year Agreement continues these same services with a few price increase adjustments that reflect current costs, and City oversight and regular meeting provisions.</p> <p>Specifically, the City shall designate one Council Member and a City staff liaison to meet quarterly with two designated Flagler Humane Society Board Members to review contract performance including monthly financial reports, animal intake reports and any other animal shelter or control issues needing discussion.</p> <p>The Agreement was also amended to require FHS to increase any future termination notice to the city from 30 to 180 days. Lastly, the new Agreement requires FHS Animal Control Officers to pass a Level 2 background check and all other employees and volunteers be subject to background check by the Humane Society. Proof of such check shall be made available to the City for any such employee or volunteer upon request.</p> <p>The City's Animal Control Division has requested \$125,000 per year for the services provided by the Flagler Humane Society, Inc. for the FY 25-26 on an as needed basis.</p> <div><div><div>Source of Funds Worksheet FY 2024/25</div><div>Code of Enforcement-Other Contractual Services</div><div>10013508-034000</div><div>Total Expended/Encumbered to Date</div><div>Pending Work Orders/Contracts</div><div>Balance</div></div><div><div>\$597,450.00</div><div>\$533,083.23</div><div>\$0.00</div><div>\$64,366.77</div></div></div>			
<b>Recommended Action:</b> ADOPT RESOLUTION 2025-XX APPROVING AN AGREEMENT WITH FLAGLER HUMANE SOCIETY FOR ANIMAL SHELTER SERVICES			

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$154,000
<b>Division</b>	ENGINEERING	<b>Account #</b>	43000099-063000-52005
<b>Subject:</b> RESOLUTION 2025-XX APPROVING A CONTRACT WITH 15 LIGHTYEARS AND A PROJECT CONTINGENCY FOR THE COMMUNITY CENTER SOLAR INSTALLATION PROJECT			
<b>Presenter:</b> Carl Cote, Director of Stormwater & Engineering			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Draft Contract (available in the Clerk's office for review)</li><li>3. Notice of Intent to Award</li><li>4. Project Overview</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure:</b> <p>In November of 2024, the City of Palm Coast received a Grant award of \$140,000 from the U.S. Department of Energy through the Energy Efficiency and Conservation Block Grant (EECBG) Program. Design documents were completed and project bid in June of 2025 for the community center solar installation project.</p> <p>Staff advertised Bid (ITB-SWE-25-47) for the community center solar installation. Six (6) bids were received and responsive. Staff recommends awarding the contract to lowest Bidder, 15 Lightyears, Inc., in the amount of \$105,587.00. The project bid overview and notice of intent to award are attached.</p> <p>Staff is also requesting a project contingency in the amount of \$48,413 to cover unforeseen conditions and adjustments in the Project scope.</p> <p>Funds for this project budgeted out of the FY 26 Capital Projects Fund, Energy Improvements at City Facilities.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2026</b>			
<b>Cap Imp Energy-43000099-063000-52005</b>			<b>\$1,067,022.00</b>
Total Expenses/Encumbered to date			\$0.00
Pending Work Orders/Contracts			\$0.00
Current Contract			<u>\$154,000.00</u>
<b>Balance</b>			<b>\$913,022.00</b>

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A CONTRACT WITH 15 LIGHTYEARS AND  
A PROJECT CONTINGENCY FOR THE COMMUNITY CENTER SOLAR INSTALLATION  
PROJECT**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$89,200
<b>Division</b>	ENGINEERING	<b>Account #</b>	54019099- 072000/073000
<b>Subject:</b> RESOLUTION 2025-XX APPROVING A WORK ORDER WITH RAFTELIS FOR PROFESSIONAL SERVICES FOR A FINANCIAL FEASIBILITY STUDY FOR THE WATER AND WASTEWATER UTILITY SYSTEM			
<b>Presenter:</b> Carl Cote, Director of Stormwater & Engineering			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Proposal</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>B. Safe and Reliable Services</b> <p>As part of its capital improvement planning process, the City has identified the need to issue utility system revenue bonds to construct certain utility capital improvements. Professional services are necessary to assist with the development of an update to the water and wastewater financial forecast and a financial feasibility report in support of the issuance of the proposed Series 2026 Bonds.</p> <p>Under the existing contract RFSQ-SWE-24-12, staff negotiated a scope and fee not-to-exceed \$89,200 with Raftelis for professional services for the above-mentioned financial feasibility study for the water and wastewater utility system. 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.</p> <p>This item is to approve a work order in the amount of \$89,200 with Raftelis to provide a financial feasibility study to issue the water &amp; wastewater utility system revenue bonds, series 2026.</p> <p>Funds for this project are budgeted for out of the FY 2026 Utility Fund.</p>			

**Source of Funds Worksheet FY 2026**

<b>Utility Debt Service 54019099-072000/073000</b>	<b>\$11,671,345.00</b>
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$89,200.00</u>
<b>Balance</b>	<b>\$11,582,145.00</b>

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH RAFTELIS FOR PROFESSIONAL SERVICES FOR A FINANCIAL FEASIBILITY STUDY FOR THE WATER AND WASTEWATER UTILITY SYSTEM**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX AMENDMENT TO THE INTERLOCAL AGREEMENT (ILA) FOR PUBLIC SCHOOL FACILITY PLANNING		
<b>Presenter:</b> Jose Papa, AICP, Senior Planner		
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Amendment to Interlocal Agreement</li></ol>		
<b>Background:</b> <p>This item is an amendment to the ILA for Public School Facility Planning that will change the schedule for revising the student generation rate to occur biennially rather than annually. This proposal stems from the relative stability of the Student Generation Rate and cost-efficiency.</p> <p>The ILA for School Planning was approved by the City Council on October 4, 2022. Other signatories to the agreement (the School District, Flagler County, and the Cities of Bunnell and Flagler Beach) approved the agreement at various dates in 2022.</p> <p>As outlined in the ILA, the Working Group (composed of staff from the signatories of the ILA) recommended the amendment to the Oversight Committee, which is composed of elected officials from the signatories of the ILA. The Oversight Committee voted in support of the subject amendment at their June 12, 2025, meeting.</p> <p>The agreement was approved by the City of Bunnell on September 8, by Flagler County on September 15, and by the City of Flagler Beach on September 25. The item is scheduled with the Flagler County School Board on October 14 and 21.</p>		
<b>Recommended Action:</b> <b>THE WORKING GROUP AND OVERSIGHT COMMITTEE FOR THE ILA PUBLIC SCHOOL FACILITY PLANNING RECOMMEND THE APPROVAL OF THE PROPOSED AMENDMENT</b>		

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	AS NEEDED
<b>Division</b>	ENGINEERING	<b>Account #</b>	MULTIPLE ACCOUNTS CITYWIDE
<b>Subject:</b> RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH VIRGINIA SHERIFF'S ASSOCIATION AND FIRESTATIONFURNITURE.COM FOR FIRST RESPONDER SUPPLIES & EQUIPMENT AS NEEDED			
<b>Presenter:</b> Eric Gebo, Architect III			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract and Engagement Letter (available in the Clerk's office for review)</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b> <p>The City of Palm Coast would like to utilize Virginia Sheriff's Association contract (25-01-0524R) with FireStationFurniture.com for first responder supplies &amp; equipment on an as-needed basis.</p> <p>This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.</p> <p>Since the underlying contracts are agreements based of fees and services, City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council.</p>			
<b>Recommended Action:</b> <b>RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH VIRGINIA SHERIFF'S ASSOCIATION AND FIRESTATIONFURNITURE.COM FOR FIRST RESPONDER SUPPLIES &amp; EQUIPMENT AS NEEDED</b>			

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	OVER \$50K
<b>Division</b>	FLEET	<b>Account #</b>	65010071-046000
<b>Subject:</b> RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH SOURCEWELL STATE OF MINNESOTA #040924 AND RING POWER			
<b>Presenter:</b> Matt Mancill, Director of Public Works			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>B. Safe and Reliable Services</b> <p>The City of Palm Coast Fleet Division requires parts, equipment services, and rentals to support daily maintenance and operations for Citywide equipment. Ring Power offers an extensive inventory of over 163,000 construction and heavy machinery parts, as well as state-of-the-art diagnostic technology and skilled personnel to perform machine and engine repairs. The contract also includes access to specialty equipment rentals, which are critical to sustaining operations during emergencies.</p> <p>This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.</p> <p>City staff recommends piggybacking the Sourcewell State of Minnesota Contract #040924 with Ring Power, effective through June 11, 2028, to procure equipment rentals, preventative maintenance parts, and equipment services as needed.</p> <p>Expenditures under this contract are estimated to exceed \$50,000 over its term.</p>			
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH SOURCEWELL STATE OF MINNESOTA #040924 AND RING POWER</b>			



# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	INFORMATION TECHNOLOGY	<b>Amount</b>	OVER \$50,000.00
<b>Division</b>		<b>Account #</b>	65052525-052000
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE CITY OF MESA AND CDW GOVERNMENT LLC FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT		
<b>Presenter:</b>	Doug Akins, Director of Information Technology		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li></ol>		
<b>Background:</b>	<p>The City of Palm Coast Department of Information Technology is seeking approval to piggyback the City of Mesa's competitively awarded contract with CDW Government LLC (CDW-G) for the purchase of technology equipment, software, licensing, maintenance, and supplies.</p> <p>Throughout the year, the City requires various technology solutions to support operations across all departments. Leveraging this contract with CDW-G allows the City to continue a proven partnership that provides competitive pricing, reliable service, and access to a wide range of modern technology resources. By using this contract, the City can ensure fiscal responsibility while maintaining the flexibility to purchase equipment and software as needed to support efficient and effective government operations.</p> <p>Piggybacking the City of Mesa (OMNIA Partners) Contract #2024056-01 with CDW-G, through July 1, 2028, with three one-year renewal options, enables the City to take advantage of competitively bid pricing without conducting a time-consuming formal procurement process. This approach saves staff time, reduces costs, and ensures that the City continues to receive best-value pricing while modernizing technology infrastructure to meet Council priorities.</p> <p>In addition, the City maintains multiple contracts with vendors offering similar services. This approach provides flexibility to evaluate options and select the contract that delivers the best value and pricing for each purchase.</p> <p>Purchases under this contract will be made annually using funds already approved in the City Council-adopted budget.</p>		

**Fiscal Impact**

There is no additional fiscal impact associated with this item. Purchases made under this contract will be funded through existing, Council-approved budget appropriations. No new funding is required.

This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE CITY OF MESA AND CDW GOVERNMENT LLC FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	INFORMATION TECHNOLOGY	<b>Amount</b>	Over \$50,000.00
<b>Division</b>		<b>Account #</b>	65052525-051020
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE CITY OF MESA AND SHI INTERNATIONAL FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT		
<b>Presenter:</b>	Doug Akins, Director of Information Technology		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li></ol>		
<b>Background:</b>	<p>The City of Palm Coast Department of Information Technology is seeking approval to piggyback the City of Mesa's competitively awarded contract with SHI International for the purchase of technology equipment, software, licensing, maintenance, and supplies.</p> <p>Throughout the year, the City requires various technology solutions to support operations across all departments. Leveraging this contract with SHI International allows the City to continue a proven partnership that provides competitive pricing, reliable service, and access to a wide range of modern technology resources. By using this contract, the City can ensure fiscal responsibility while maintaining the flexibility to purchase equipment and software as needed to support efficient and effective government operations.</p> <p>Piggybacking the City of Mesa (OMNIA Partners) Contract #2024056-02 with SHI International, through July 1, 2028, with three one-year renewal options, enables the City to take advantage of competitively bid pricing without conducting a time-consuming formal procurement process. This approach saves staff time, reduces costs, and ensures that the City continues to receive best-value pricing while modernizing technology infrastructure to meet Council priorities.</p> <p>In addition, the City maintains multiple contracts with vendors offering similar services. This approach provides flexibility to evaluate options and select the contract that delivers the best value and pricing for each purchase.</p> <p>Purchases under this contract will be made annually using funds already approved in the City Council-adopted budget.</p> <p><b>Fiscal Impact</b></p> <p>There is no additional fiscal impact associated with this item. Purchases made under this contract will be funded through existing, Council-approved budget appropriations. No new funding is required.</p>		

This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE CITY OF MESA AND SHI INTERNATIONAL FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	AS NEEDED
<b>Division</b>		<b>Account #</b>	54029083 063000 85010
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH JEA AND ENGINEERED SPRAY SOLUTIONS, LLC FOR SEWER MANHOLE REHABILITATION		
<b>Presenter:</b>	Christopher Crawford, Utility System Supervisor		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract and Engagement Letter (available in the Clerk's office for review)</li></ol>		
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>	<p>The City of Palm Coast Utility Department has identified the need for sewer manhole rehabilitation, based on the City's standards. Sewer manholes throughout the city need rehabilitation due to our aging infrastructure. The primary purpose of this piggyback is to provide services to actively repair and seal areas of high-water intrusion (infiltration). This contract replaces the previous piggyback for Engineered Spray Solutions, LLC formerly held by The City of St Augustine which has expired. The new piggyback contract allows for additional line items to be used for large scale repairs not found in the previous contract. These repairs are crucial in our ability to solve capacity problems and maintain D.E.P. compliance with spills and overflows.</p> <p>City staff is recommending piggybacking the JEA contract (#JEA11199) with Engineered Spray Solutions, LLC, for the use of services beyond our capabilities in house to repair places of failure or damage in our city's wastewater collections system. We are estimated to spend \$2,500,000.00 for fiscal year 2026. This contract is comparable to the previous piggyback contract pricing with no extraordinary increases and is good through September 30, 2026.</p> <p>This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.</p>		

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH JEA  
AND ENGINEERED SPRAY SOLUTIONS, LLC FOR SEWER MANHOLE  
REHABILITATION**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	\$116,500.00
<b>Division</b>		<b>Account #</b>	54029088 063000 81019
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE EVALUATION AND REHABILITATION OF WELL SW-141		
<b>Presenter:</b>	Brian Roche, Utility Director and Peter Roussell, Utility Deputy Director		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li><li>3. Proposal</li></ol>		
<b>Background:</b>			
<b>Council Priority:</b>			
<b>D. Sustainable Environment and Infrastructure</b>			
<p>SW-141 is a public water supply well that supplies raw water to Water Treatment Plant #3. This well has been identified to need rehabilitation because of a decrease in specific capacity and pumping of sediment which clogs filters. This well was originally constructed as screen filter packed into the confined surficial aquifer. Connect Consulting will provide hydrogeological services and engage a well driller to rehabilitate the well using hydrochloric acid and high-pressure jetting in combination with air lift inductor to redevelop the well and clean the accumulated calcium off the well screen.</p> <p>Under the existing contract RFSQ-SWE-25-15, staff negotiated a scope and fee not-to-exceed \$116,500.00 with Connect Consulting, Inc., for proposal project 101.56. Funds for this project have been budgeted for out of FY 2026 Utility Capital Projects-Improvements-Wellfield and Wells account.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2026</b>			
<b>Improvements – Wellfield and Wells 54029088 063000 81019</b>			<b>\$582,000.00</b>
Total Expended/Encumbered to Date			\$0.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$116,500.00
<b>Balance</b>			<b>\$465,500.00</b>

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT  
CONSULTING, INC., FOR THE EVALUATION AND REHABILITATION OF WELL SW-141**



# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	AS NEEDED
<b>Division</b>		<b>Account #</b>	54019083 052030 54019084 052030
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH POLYDYNE, INC., FOR LIQUID POLYMER USED FOR WASTEWATER BIOSOLIDS DEWATERING		
<b>Presenter:</b>	Danny Ashburn, Wastewater Utility Systems Manager		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. MPA</li><li>3. Notice of Intent to Award</li><li>4. Project Overview</li></ol>		
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>	<p>The City's Utility Department, Wastewater Treatment, requests approval of contract #ITB-UT-25-71 with Polydyne, Inc., for the purchase of liquid polymer at \$1.41/Lb. for dewatering of biosolids. This Agreement may be renewed for two (2) successive periods not to exceed one (1) year each. Wastewater Treatment Plant 1 has an estimated spend of \$280,000.00 and Wastewater Treatment Plant 2 has \$60,000.00 per fiscal year 2026.</p> <p>Staff recommends that the city approve a master price agreement with Polydyne, Inc., for liquid polymer based on the City of Palm Coast bid ITB-UT-25-71. The notice of intent to award, project bid overview and contracts are attached to this agenda item.</p> <p>City staff will purchase using budgeted funds appropriated by City Council. The Fiscal Year 2025/2026 Budget includes available funding within the Utility Operations chemical fund to purchase liquid polymer. This product will be purchased on an as needed basis.</p>		

**SOURCE OF FUNDS WORKSHEET FY 2026****CHEMICALS 54019083 052030****\$665,000.00**

Total Expended/ Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$280,000.00

**Balance****\$385,000.00****CHEMICALS 54019084 052030****\$742,729.00**

Total Expended/ Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$60,000.00

**Balance****\$682,729.00****Recommended Action:****ADOPT RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH  
POLYDYNE, INC., FOR LIQUID POLYMER USED FOR WASTEWATER BIOSOLIDS  
DEWATERING**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 7, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	\$187,626.00
<b>Division</b>		<b>Account #</b>	54029082 063000 82030
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING A SOLE SOURCE AGREEMENT ENVIRONMENTAL EQUIPMENT SERVICES (EES) FOR THE PURCHASE OF SMITH AND LOVELESS VORTEX GRIT BASIN EQUIPMENT		
<b>Presenter:</b>	Peter Roussell, Utility Deputy Director		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. Notice of Intent to Award Sole Source</li></ol>		
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>	<p>Environmental Equipment Services is the sole and exclusive Municipal representative for Smith and Loveless Vortex Grit basin equipment within the state of Florida.</p> <p>In keeping with council's priority for improving infrastructure, staff have determined the need to replace the existing grit removal equipment that is no longer operational. The existing equipment was installed in 2006 and due to current flow is unable to function as designed. This equipment is essential in keeping undesired material from entering the main biological process. Allowing this material to enter the process will affect plant capacity and cause operational problems. The City Council is encouraged to consider the strategic importance of purchasing the new grit removal system as part of our commitment to providing high-quality wastewater treatment to residents as well as protecting the environment. This investment not only addresses current operational challenges but also positions the city for future sustainability and growth in its wastewater treatment capacity. City staff advertised SS-UT-25-58 for the purchase of DeZurik-style eccentric plug valves with Rotork Actuators in accordance with the City's Purchasing Policy. The Notice of Intent to Sole Source is attached.</p> <p>City staff recommends that the City Council approve a Sole Source Agreement with Environmental Equipment Services for the purchase of Smith and Loveless Vortex Grit Basin equipment.</p> <p>City staff will purchase using budgeted funds appropriated by the City Council. For Fiscal Year 2026, the budget includes available funding in the Utility Capital Projects budget for the rehabilitation of the Master Pump Station at Wastewater Treatment Plant #1.</p>		

**SOURCE OF FUND WORKSHEET FY 2026****WWTP#1 HEADWORKS & AERATION****\$1,350,000.00**

Total Expended/Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$0.00

Current (WO/Contracts)

\$187,626.00

**Balance****\$1,162,374.00****Recommended Action:****ADOPT RESOLUTION 2025-XX APPROVING A SOLE SOURCE AGREEMENT  
ENVIRONMENTAL EQUIPMENT SERVICES (EES) FOR THE PURCHASE OF SMITH AND  
LOVELESS VORTEX GRIT BASIN EQUIPMENT**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** October 21, 2025

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	OVER \$50K
<b>Division</b>	FLEET	<b>Account #</b>	65010071-052002

**Subject:** RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF POMPANO BEACH CONTRACT #RFP E-03-22 WITH PORT CONSOLIDATED

**Presenter:** Matt Mancill, Director of Public Works

**Attachments:**

1. Resolution
2. Contract (available in the Clerk's office for review)

**Background:**

**Council Priority:**

**B. Safe and Reliable Services**

The City of Palm Coast Public Works requires a reliable and cost-effective source of fuel to operate its fleet and equipment. To meet this need, staff recommends piggybacking the competitively solicited City of Pompano Beach Contract #RFP E-03-22 with Port Consolidated.

This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.

Expenditures under this contract are estimated to exceed \$50,000 over its term.

**Source of Funds Worksheet FY 2026**

<b>Fleet Fund - FUEL FOR RESALE</b>	<b>\$1,130,655.00</b>
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
<b>Balance</b>	<b>\$1,130,655.00</b>

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF POMPANO BEACH CONTRACT #RFP E-03-22 WITH PORT CONSOLIDATED**