



City of Palm Coast Agenda City Council Business

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor Michael Norris
Vice Mayor Theresa Pontieri
Council Member Charles Gambaro
Council Member Ty Miller
Council Member Ray Stevens

Tuesday, March 4, 2025

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/@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.

A. PROCLAMATIONS - 5:30 P.M.

- 1. PROCLAMATION - MARCH 3 - 9, 2025, AS FLOOD AWARENESS WEEK**
- 2. PROCLAMATION - FEBRUARY 16, 2025, AS A1A ALL AMERICAN ROAD DAY**
- 3. PROCLAMATION - MARCH 2025 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH**

B. CALL TO ORDER CITY COUNCIL BUSINESS MEETING - 6 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:**
FEBRUARY 18, 2025, BUSINESS MEETING
FEBRUARY 25, 2025, WORKSHOP MEETING

G. DISCUSSION

5. **DISCUSSION - CITY COUNCIL SEAT 3 VACANCY**

H. ORDINANCES FIRST READ

6. ORDINANCE 2025-XX UTILITY RATE AMENDMENT

I. RESOLUTIONS

- 7. RESOLUTION 2025-XX APPROVING A FEDERALLY FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO HURRICANE MILTON EXPENSES**

J. CONSENT

- 8. RESOLUTION 2025-XX APPROVING THE AUDITOR SELECTION PROCEDURE FOR SELECTION OF AN EXTERNAL AUDITING FIRM**
- 9. RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF PENSACOLA, FLORIDA CONTRACT #25-002 WITH INFOSEND, INC., FOR UTILITY BILL PRINTING AND POSTAGE SERVICES**
- 10. RESOLUTION 2025-XX APPROVING PIGGYBACKING OMNIA PARTNERS CONTRACT #R240806 WITH KIMBALL MIDWEST TO UTILIZE THE TERMS, CONDITIONS, SCOPE, AND PRICING OF THE OMNIA PARTNERS AGREEMENT MRO SUPPLIES AND EQUIPMENT AS NEEDED**
- 11. RESOLUTION 2025-XX APPROVING PIGGYBACKING THE STATE TERM CONTRACT NO. 92121500-24-STC WITH GIDDENS SECURITY COPORATION FOR SECURITY SERVICES**
- 12. RESOLUTION 2025-XX APPROVING PIGGYBACKING CITY OF TUCSON (OMNIA PARTNERS) CONTRACT WITH W.W. GRAINGER, INC., TO PURCHASE MAINTENANCE, REPAIR, AND OPERATIONAL SUPPLIES**

K. PUBLIC PARTICIPATION

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

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

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

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

O. ADJOURNMENT

- 13. AGENDA WORKSHEET AND CALENDAR**

P. DISCUSSION

City of Palm Coast, Florida Agenda Item

Agenda Date: March 4, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - MARCH 3 - 9, 2025, AS FLOOD AWARENESS WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Presentation	
Background: The City of Palm Coast would like to proclaim March 3 - 9, 2025, as Flood Awareness Week.	
Recommended Action: PROCLAIM MARCH 3 - 9, 2025, AS FLOOD AWARENESS WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 4, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION – FEBRUARY 16, 2025, AS A1A ALL AMERICAN ROAD DAY		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim February 16, 2025, as A1A All American Road Day.		
Recommended Action: PROCLAIM FEBRUARY 16, 2025, AS A1A ALL AMERICAN ROAD DAY		

City of Palm Coast, Florida Agenda Item

Agenda Date: March 4, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION – MARCH 2025 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim March 2025 as Developmental Disabilities Awareness Month.	
Recommended Action: PROCLAIM MARCH 2025 AS DEVELOPMENTAL DISABILTIES AWARENESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 4, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: FEBRUARY 18, 2025, BUSINESS MEETING FEBRUARY 25, 2025, WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action:	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 4, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: DISCUSSION - CITY COUNCIL SEAT 3 VACANCY	
Presenter: Mayor and City Council	
Attachments: 1. None	
Background: With the resignation of Council Member Stevens, the City Council will need to discuss next steps.	
Recommended Action: FOR DISCUSSION	

City of Palm Coast, Florida

Agenda Item

Agenda Date: March 4, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	ENGINEERING	Account #
Subject: ORDINANCE 2025-XX UTILITY RATE AMENDMENT		
Presenter: Carl Cote, Director of Stormwater & Engineering		
Attachments: 1. Presentation (2) 2. Ordinance 3. Business Impact		
Background: Council Priority: D. Sustainable Environment and Infrastructure To ensure revenues are sufficient to support the operation, maintenance and expansion of the water and sewer utility the City periodically conducts a review of the established rates and fees. The city enlisted the services of Stantec Consulting Services Inc., in Florida to conduct a <i>Water and Wastewater Revenue Sufficiency and Capital Facilities Fees Study</i>. Calculations are needed to assess the rates necessary to maintain the infrastructure of the water and sewer system. The consultant will recommend adjustments to various rates including monthly base charges and per gallon charges as well as adjustments to water and sewer capacity fees that are assessed for new construction. Rate studies are performed to assure that the studied entity will be sustainable over time to cover operating costs, capital improvements costs, stay within financial policies and cover debt payments with a reserve for emergencies. Much information must go into this evaluation and ultimately the result that is derived from all the information that goes into the study. These studies are usually performed every 3 to 5 years to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, equipment costs as well as maintenance and other factors. Based on the current economic factors changing much of how our economy functions, such as covid impact, supply chain issues, inflation, labor shortages and the fact that our past few studies have not been of the most comprehensive nature, this study is a more thorough dive into our system needs. During the regularly scheduled City Council meeting of November 14, 2023, utility staff and the utility rate consultant presented its initial findings, options for consideration, and recommendations for cost adjustments. This was a presentation only for information and to request council direction with a future rate consideration to come back to council for adoption. City staff and the Consultant have taken the guidance provided by council at the November meeting and included a new water tier, holding the base rates flat for the initial rate adjustment, and moving up the capacity fees adjustment from October to May to coincide with the first monthly rate adjustment.		

City Council heard the first reading of this item at the February 20, 2024, Business Meeting. Per City Council direction an Ordinance was revised to reflect City Council's motion to adjust only the Capital Facility Fee and approval of 2nd reading on March 5, 2024.

On October 15, 2024, City Council approved proceeding with a utility gap analysis to be performed by Raftelis, a rate consultant, to determine the current rate revenue shortfall. This is important because it helps identify and address deficiencies in a utility system's capacity, financial performance, and infrastructure. It provides a clear understanding of current capabilities versus future needs, enabling informed decision-making and strategic planning. Key reasons for conducting a utility gap analysis include; Identifying Capital Needs, Ensure Service Reliability, Support economic development, Update fees for services, and Budgeting and Resource Allocations.

This item is to review the findings of the GAP analysis and proposed recommendations for utility rate increases and adjustments to utility charges.

Recommended Action:

ADOPT ORDINANCE 2025-XX UTILITY RATE AMENDMENT

City of Palm Coast, Florida

Agenda Item

Agenda Date: March 4, 2025

Department FINANCIAL SERVICES Division	Amount Account #
Subject: RESOLUTION 2025-XX APPROVING A FEDERALLY FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO HURRICANE MILTON EXPENSES	
Presenter: Helena Alves, Director of Financial Services	
Attachments: 1. Resolution 2. Federal Subaward and Grant Agreement	
Background: The Department of Homeland Security Federal Emergency Management Agency has made available to the City, through the Florida Division of Emergency Management (FDEM), a grant for debris removal, emergency protective measures and repair or replacement of damaged facilities related to the effects of Hurricane Milton in October 2024. The current estimated expenditures for Hurricane Milton are \$2.2 million. The City Council of the City of Palm Coast is being requested to approve the terms and conditions of the federally funded subgrant agreement with the FDEM and authorize the Mayor to execute the agreement and any subsequent amendments relating to Hurricane Milton.	
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING A FEDERALLY FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO HURRICANE MILTON EXPENSES	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 4, 2025

Department FINANCIAL SERVICES Division	Amount Account #
Subject: RESOLUTION 2025-XX APPROVING THE AUDITOR SELECTION PROCEDURE FOR SELECTION OF AN EXTERNAL AUDITING FIRM	
Presenter: Helena Alves, Director of Financial Services	
Attachments: 1. Resolution 2. Procedure Document	
Background: Council Priority: B. Safe and Reliable Services In accordance with Florida Statute 218.391, the City is required to adopt and follow approved auditor selection procedures when selecting an external auditing firm to perform annual financial audits. The attached Auditor Selection Procedure has been prepared to meet statutory requirements. In summary, the procedure outline City Council, serving as the auditor selection committee, to select the best qualified certified public accounting firm to perform annual audits. The process requires all candidates to submit to the City Council, through a publicly announced request for proposals, its qualifications to conduct such audit. City Council will evaluate the candidates' responses and make their selection based upon criteria outlined in the approved procedure at a public meeting. Upon completion of the selection process, the auditor selection committee will direct the City Manager or designee to prepare and negotiate a contract with the highest-ranked firm. The negotiated contract will be presented to the City Council for approval at a scheduled public meeting. If the City is unable to negotiate a satisfactory contract with the recommended firm, the City shall negotiate with the second-ranked firm and so on until an agreement is reached. The negotiated contract will be presented to the City Council for approval at a scheduled public meeting. If the committee fails to select the auditor in accordance with the requirements of the approved procedure or if no agreement is reached with one of the selected firms, the auditor selection committee must again perform the auditor selection process to select an auditor to conduct audits.	
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING THE AUDITOR SELECTION PROCEDURE FOR SELECTION OF AN EXTERNAL AUDITING FIRM	

City of Palm Coast, Florida

Agenda Item

Agenda Date: March 4, 2025

Department	FINANCIAL SERVICES	Amount	
Division		Account #	VARIOUS
Subject: RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF PENSACOLA, FLORIDA CONTRACT #25-002 WITH INFOSEND, INC., FOR UTILITY BILL PRINTING SERVICES			
Presenter: Helena Alves, Director of Financial Services			
Attachments: 1. Resolution 2. Contract			
Background: Council Priority: B. Safe and Reliable Services When Paymentus was awarded the RFP for merchant services and bill printing back in 2015, they handled the merchant services portion but did not have a means for bill printing. The Paymentus contract was for Paymentus to provide the customer portal on the City's website and provide merchant services for online and phone payments. Paymentus added in the contract that they would use a third party (Infosend) to provide the bill printing services that Paymentus did not provide. In working on the new RFP for merchant services it was determined that the best option would be to have separate contracts for merchant services and bill printing going forward. This would allow us to have the best options for each of these services. Infosend has provided us with an option to piggyback the City of Pensacola contract for the bill printing. Infosend Invoice Breakdown: We are charged for four components for each bill file. Printing and mailing of the paper bills, postage, address updates, and archiving bills for 12 months. The largest cost is the postage accounting for approximately 80%, followed by printing and mailing of the paper bills at 15%. Paper vs. E-bill statistics: E-Bill statistics for the past three fiscal years of e-bills per month/year are as follows: 43.7% in 2022, 45.2% in 2023, and 45.5% in 2024. E-bill promotions: In the past the City ran campaigns promoting electronic billing to new customers. The City's Communications & Marketing team has created an updated campaign that includes a social media campaign encouraging residents to "go paperless," a video tutorial on how to sign up for paperless billing, and a rack card available at City Facilities outlining the simple steps to sign up for paperless utility billing.			

The funding for the services is included in the Fiscal Year 2025 budget as follows:

SOURCE OF FUNDS Fiscal Year 2025

Collection & Sanitation Fund: 54105010-034000

Budgeted	\$56,750.00
Paid to date	\$19,772.43
Current contract	<u>\$36,977.57</u>
Balance	\$0.00

Water Wastewater Utility Fund:54012422-034000

Budgeted	\$102,150.00
Paid to date	\$35,590.36
Current contract	<u>\$66,559.64</u>
Balance	\$0.00

Stormwater Fund: 54209099-034000

Budgeted	\$68,100.00
Paid to date	\$23,726.91
Current contract	<u>\$44,373.09</u>
Balance	\$0.00

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF PENSACOLA, FLORIDA CONTRACT #25-002 WITH INFOSEND, INC., FOR UTILITY BILL PRINTING SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: March 4, 2025

Department	PUBLIC WORKS	Amount	OVER \$50K												
Division	FLEET	Account #	65010071-052000												
Subject: RESOLUTION 2025-XX APPROVING PIGGYBACKING OMNIA PARTNERS CONTRACT #R240806 WITH KIMBALL MIDWEST TO UTILIZE THE TERMS, CONDITIONS, SCOPE, AND PRICING OF THE OMNIA PARTNERS AGREEMENT MRO SUPPLIES AND EQUIPMENT AS NEEDED															
Presenter: Matthew Mancill, Director of Public Works															
Attachments: 1. Resolution 2. Contract															
Background: Council Priority: B. Safe and Reliable Services Kimball Midwest stocks in excess of 55,000 superior-quality MRO parts, hardware and shop supply items. The Fleet department utilizes Kimball Midwest products due to their wide range of parts and supplies specifically designed for the needs of the fleet shop to minimize downtime and ensure operational efficiency. City Staff is recommending piggybacking the OMNIA Partners Contract #R240806 with Kimball Midwest for the procurement of Maintenance, Repair, and Operations (MRO) supplies and equipment. This will allow the City to utilize the terms, conditions, scope, and pricing outlined in the OMNIA Partners agreement as needed for City operations. <table><tr><td colspan="2">Source of Funds Worksheet FY 2025</td></tr><tr><td>Fleet Fund - OPERATING SUPP & EQUIP UNDER \$5K</td><td>\$722,200.00</td></tr><tr><td>Total Expended/Encumbered to Date</td><td>\$665,628.21</td></tr><tr><td>Pending Work Orders/Contracts</td><td>\$0.00</td></tr><tr><td>Current (WO/Contract)</td><td>\$0.00</td></tr><tr><td>Balance</td><td>\$56,571.79</td></tr></table>				Source of Funds Worksheet FY 2025		Fleet Fund - OPERATING SUPP & EQUIP UNDER \$5K	\$722,200.00	Total Expended/Encumbered to Date	\$665,628.21	Pending Work Orders/Contracts	\$0.00	Current (WO/Contract)	\$0.00	Balance	\$56,571.79
Source of Funds Worksheet FY 2025															
Fleet Fund - OPERATING SUPP & EQUIP UNDER \$5K	\$722,200.00														
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Current (WO/Contract)	\$0.00														
Balance	\$56,571.79														
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING OMNIA PARTNERS CONTRACT #R240806 WITH KIMBALL MIDWEST TO UTILIZE THE TERMS, CONDITIONS, SCOPE, AND PRICING OF THE OMNIA PARTNERS AGREEMENT MRO SUPPLIES AND EQUIPMENT AS NEEDED															

City of Palm Coast, Florida

Agenda Item

Agenda Date: March 4, 2025

Department	PUBLIC WORKS	Amount	OVER \$50K														
Division	FACILITIES MAINTENANCE	Account #	65035012-034000														
Subject: RESOLUTION 2025-XX APPROVING PIGGYBACKING THE STATE TERM CONTRACT NO. 92121500-24-STC WITH GIDDENS SECURITY COPORATION FOR SECURITY SERVICES																	
Presenter: Matthew Mancill, Director of Public Works																	
Attachments: 1. Resolution 2. Contract																	
Background: Council Priority: B. Safe and Reliable Services The City of Palm Coast’s Public Works department is seeking approval to piggyback the State Term Contract No. 92121500-24-STC with Giddens Security Corporation for security services as needed. Doing so ensures the safety and protection for residents, visitors, employees, and more. The piggyback contract will be effective from the approved date through September 30, 2027, with a total of one, three-year renewals. Giddens Security is the current vendor for security guard services at our City Hall during business hours and council meetings. For over a few years, we have established customer-vendor rapport, and they have proven to be reliable and provide great service. The Fiscal Year 2025 budget includes available funding in the City's Public Works Facilities Maintenance budget to cover the costs of these security services. <table><tr><td colspan="2">Source of Funds Worksheet FY 2025</td></tr><tr><td>Facilities Maintenance - Other Contractual Services</td><td></td></tr><tr><td>Fund 65035012-034000</td><td>\$868,200.00</td></tr><tr><td>Total Expended/Encumbered to Date</td><td>\$859,929.72</td></tr><tr><td>Pending Work Orders/Contracts</td><td>\$0.00</td></tr><tr><td>Current (WO/Contract)</td><td>\$0.00</td></tr><tr><td>Balance</td><td>\$8,270.28</td></tr></table>				Source of Funds Worksheet FY 2025		Facilities Maintenance - Other Contractual Services		Fund 65035012-034000	\$868,200.00	Total Expended/Encumbered to Date	\$859,929.72	Pending Work Orders/Contracts	\$0.00	Current (WO/Contract)	\$0.00	Balance	\$8,270.28
Source of Funds Worksheet FY 2025																	
Facilities Maintenance - Other Contractual Services																	
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Balance	\$8,270.28																
Recommended Action: RESOLUTION 2025-XX APPROVING PIGGYBACKING THE STATE TERM CONTRACT NO. 92121500-24-STC WITH GIDDENS SECURITY COPORATION FOR SECURITY SERVICES																	

City of Palm Coast, Florida

Agenda Item

Agenda Date: March 4, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	MULTIPLE
Subject:	RESOLUTION 2025-XX APPROVING PIGGYBACKING CITY OF TUCSON (OMNIA PARTNERS) CONTRACT WITH W.W. GRAINGER, INC., TO PURCHASE MAINTENANCE, REPAIR, AND OPERATIONAL SUPPLIES		
Presenter:	Peter Roussell, Utility Deputy Director		
Attachments:	1. Resolution 2. Contract		
Background:			
Council Priority:			
D. Sustainable Environment and Infrastructure			
	To accomplish normal duties and functions, multiple City Departments need to purchase maintenance, repair and operational supplies. City staff is recommending that City Council approve piggybacking the contract of the City of Tucson, (Omnia Partners) with W.W. Grainger, Inc., for the purchase of maintenance, repair and operational (MRO) supplies, RFP # 240078-01, which expires 12/31/2027 with two (2) - one (1) year renewals. Since the underlying contract is a price agreement, City staff will purchase items on an as needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2025 Budget includes available funding in multiple Departments/Divisions to purchase maintenance, repair and operational supplies.		
Recommended Action:			
	ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING CITY OF TUCSON (OMNIA PARTNERS) CONTRACT WITH W.W. GRAINGER, INC., TO PURCHASE MAINTENANCE, REPAIR, AND OPERATIONAL SUPPLIES		