



**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**

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**Tuesday, March 18, 2025**

**9:00 AM**

**City Hall - 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.

**A. CALL TO ORDER**

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

**C. ROLL CALL**

**D. PROCLAMATIONS**

**1. PROCLAMATION - MARCH 21, 2025, AS WORLD DOWN SYNDROME AWARENESS DAY**

**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**

- 2. MINUTES OF THE CITY COUNCIL:  
MARCH 4, 2025, BUSINESS MEETING  
MARCH 7, 2025, SPECIAL WORKSHOP MEETING  
MARCH 11, 2025, WORKSHOP MEETING**

**G. ORDINANCES SECOND READ**

- 3. ORDINANCE 2025-XX UTILITY RATE AMENDMENT**

**H. RESOLUTIONS**

- 4. RESOLUTION 2025-XX ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**
- 5. RESOLUTION 2025-XX APPROVING THE CULTURAL ART GRANTS FOR THE FISCAL YEAR 2024-2025**

6. RESOLUTION 2025-XX APPROVING RENAMING THE SHOW TENNIS COURT AT THE SOUTHERN RECREATION CENTER TO THE FRIENDS OF TENNIS COURT
7. RESOLUTION 2025-XX APPROVING RENAMING THE COMMUNITY WING LOCATED IN CITY HALL TO THE JON NETTS COMMUNITY WING

**I. CONSENT**

8. RESOLUTION 2025-XX APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OR MAP BOOK 37 PAGE 32
9. RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH MULTIPLE VENDORS FOR CITYWIDE DEBRIS DISPOSAL
10. RESOLUTION 2025-XX APPROVING A WORK ORDER AND EXPENSES RELATED TO THE INDIAN TRAILS SPORTS COMPLEX BASEBALL FIELD LIGHTING
11. RESOLUTION 2025-XX APPROVING A WORK ORDER WITH LTG, INC., FOR DESIGN SERVICES FOR THE PALM COAST PARKWAY STREETLIGHT PROJECT
12. RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENTS WITH ARDAMAN & ASSOCIATES, INC., AND CONNECT CONSULTING, INC., FOR PROFESSIONAL HYDROGEOLOGICAL SERVICES
13. RESOLUTION 2025-XX APPROVING A PIGGYBACK CONTRACT WITH OMNIA PARTNERS AND LOWES HOME CENTERS LLC FOR MAINTENANCE, REPAIR, AND OPERATION SUPPLIES, EQUIPMENT, AND SERVICES
14. RESOLUTION 2025-XX APPROVING THE UPDATED WIRELESS MASTER PLAN

**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**

15. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR FEBRUARY 2025

**N. ADJOURNMENT**

**16. AGENDA WORKSHEET AND CALENDAR**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> PROCLAMATION - MARCH 21, 2025, AS WORLD DOWN SYNDROME AWARENESS 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 March 21, 2025, as World Down Syndrome Awareness Day.	
<b>Recommended Action:</b> <b>PROCLAIM MARCH 21, 2025, AS WORLD DOWN SYNDROME AWARENESS DAY</b>	

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> MINUTES OF THE CITY COUNCIL: MARCH 4, 2025, BUSINESS MEETING MARCH 7, 2025, SPECIAL WORKSHOP MEETING MARCH 11, 2025, WORKSHOP MEETING	
<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>MARCH 4, 2025, BUSINESS MEETING</b> <b>MARCH 7, 2025, SPECIAL WORKSHOP MEETING</b> <b>MARCH 11, 2025, WORKSHOP MEETING</b>	

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>
<b>Division</b>	ENGINEERING	<b>Account #</b>
<b>Subject:</b> ORDINANCE 2025-XX UTILITY RATE AMENDMENT		
<b>Presenter:</b> Carl Cote, Director of Stormwater & Engineering		
<b>Attachments:</b>		
<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Updated Ordinance</li> <li>3. Business Impact</li> </ol>		
<b>Background:</b>		
<b>Council Priority:</b>		
<b>D. Sustainable Environment and Infrastructure</b>		
<b><u>UPDATED BACKGROUND FROM THE MARCH 4, 2025, BUSINESS MEETING:</u></b>		
<p>The first reading of this item was heard at the March 4, 2025, Business Meeting. After the first reading of the Ordinance, the City Council provided direction to modify the 5-Year CIP based on the removal of the revenue from the 2nd Bond. The revised plan shall include all projects required as part of the Consent Decree and projects necessary in order to obtain an engineering certification/declaration that the utility system capital plan is properly funded to maintain and keep the utility system in a decent operational condition, comply with regulatory requirements, as well as meeting the capacity and demands on the utility system.</p>		
<p>A review of the rates to be revisited when the impact fees are able to be re-evaluation in FY27/FY28 for implementation 5/1/2028. An additional bond and/or rate increase may be necessary at this time to address the deferred and reduced funding of projects, additional projects, any construction costs increases, regulatory requirements or other needs.</p>		
<b><u>ORIGINAL BACKGROUND FROM THE MARCH 4, 2025, BUSINESS MEETING:</u></b>		
<p>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</p>		

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 2<sup>nd</sup> 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 18, 2025

<b>Department</b> FINANCIAL SERVICES <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024	
<b>Presenter:</b> Helena Alves, Director of Financial Services	
<b>Attachments:</b> <ul style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li><li>3. Annual Comprehensive Financial Report</li></ul>	
<b>Background:</b> <p>The annual audit has been completed by James Moore &amp; Co., P.L., for the fiscal year ending September 30, 2024, and the Annual Comprehensive Financial Report has been prepared.</p> <p>Webb Sheppard, CPA from James Moore &amp; Co., P.L., will present the audit report for review and acceptance by City Council. A copy of the report is attached as Exhibit A.</p>	
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024</b>	

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b> PARKS & RECREATION	<b>Amount</b>
<b>Division</b>	<b>Account #</b> 10016016-082003

**Subject:** RESOLUTION 2025-XX APPROVING THE CULTURAL ART GRANTS FOR THE FISCAL YEAR 2024-2025

**Presenter:** James Hirst, Director of Parks & Recreation & Nancy Crouch, Chair of the Flagler County Cultural Council

**Attachments:**

1. Presentation
2. Resolution

**Background:**

**Council Priority:**

**11. Identify a dedicated funding source for arts/cultural/historical activities and facilities**

**11.1. Continue partnerships with local organizations to identify and assist in programs and activities implementation**

Since 2002, the City of Palm Coast has hosted the Cultural Art Financial Assistance Matching Grant to support Flagler County's history, arts, and culture organizations that hold events and programs within city limits. This initiative enhances the quality of life for residents and visitors and bolsters the City's reputation as an innovative cultural center.

In 2022, the Flagler County Board of County Commissioners designated the Flagler County Cultural Council (FC3) as the countywide Arts Council, also known as a Local Arts Agency. FC3 serves as an umbrella organization fostering arts, history, and culture throughout Flagler County.

In 2024, The City of Palm Coast partnered with FC3 to administer the Cultural Art Grant program

For Fiscal Year 2024-2025, 13 applications were submitted for review. An FC3 committee evaluated each application to ensure it met the grant's eligibility criteria. The 11 organizations listed in the attached PowerPoint have requested and have been recommended for funding to support history, arts, and cultural programs and/or events in Palm Coast.

The grant funding recommendation is attached for City Council's review.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING THE CULTURAL ART GRANTS FOR THE FISCAL YEAR 2024-2025**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b> PARKS & RECREATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING RENAMING THE SHOW TENNIS COURT AT THE SOUTHERN RECREATION CENTER TO THE FRIENDS OF TENNIS COURT	
<b>Presenter:</b> James Hirst, Director of Parks & Recreation	
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li><li>3. Naming of Public Facilities Nomination Form</li></ol>	
<b>Background:</b> <b>Council Priority:</b> <b>C. Civic Engagement</b>  <p>On September 21, 2021, City Council adopted Resolution 2021-130, establishing guidelines and procedures for the official naming of public facilities. In accordance with these guidelines, the City has received a request to name a City-owned public facility.</p> <p><b>The Friends of Tennis Court:</b> The Parks &amp; Recreation department has received an application requesting the renaming of the show tennis court at the Southern Recreation Center to "Friends of Tennis Court" in recognition of the Friends of Tennis. For the past 18 years, Friends of Tennis has been an integral part of our community, playing a key role in the development and ongoing success of what is now the Southern Recreation Center, formerly known as the Palm Coast Tennis Center. Their contributions have enhanced recreational opportunities and helped establish Palm Coast as a premier destination for tennis at the local, state, and international levels.</p> <p>Upon review and approval by staff, the application was forwarded to the Beautification and Environmental Advisory Committee (BEAC) for review. The BEAC met on January 23, 2025, and unanimously approved the nomination, and the recommended the request be presented at City Council.</p>	
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING RENAMING THE SHOW TENNIS COURT AT THE SOUTHERN RECREATION CENTER TO THE FRIENDS OF TENNIS COURT</b>	

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b> PARKS & RECREATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING RENAMING THE COMMUNITY WING LOCATED IN CITY HALL TO THE JON NETTS COMMUNITY WING	
<b>Presenter:</b> James Hirst, Director of Parks & Recreation	
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li><li>3. Naming of Public Facilities Nomination Form</li></ol>	
<b>Background:</b> <b>Council Priority:</b> <b>C. Civic Engagement</b>  On September 21, 2021, City Council adopted Resolution 2021-130, establishing guidelines and procedures for the official naming of public facilities. In accordance with these guidelines, the City has received a request to name a City-owned public facility.  <b>The Jon Netts Community Wing:</b> The Parks & Recreation department has received an application requesting the renaming of the Community Wing located within City Hall to the “Jon Netts Community Wing” in honor of Mr. Jon Netts. Mr. Netts, the second Mayor of Palm Coast and esteemed Council Member, served on the City Council for over 15 years and was instrumental in the City’s early development. He is remembered as a highly respected member of the community.  Upon review and approval by staff, the application was forwarded to the Beautification and Environmental Advisory Committee (BEAC) for review. The BEAC met on January 23, 2025, and unanimously approved the nomination, and the recommended the request be presented at City Council.	
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING RENAMING THE COMMUNITY WING LOCATED IN CITY HALL TO THE JON NETTS COMMUNITY WING</b>	

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	N/A
<b>Division</b>	ENGINEERING	<b>Account #</b>	N/A
<b>Subject:</b> RESOLUTION 2025-XX APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OR MAP BOOK 37 PAGE 32			
<b>Presenter:</b> Eric Gebo, Architect III			
<b>Attachments:</b> 1. Resolution			
<p><b>Background:</b>  <b>Council Priority:</b>  <b>D. Service Delivery and Efficiency</b>  <b>1.) Ensure that the Public Works Facility is top priority facility project and commence with initial improvements based on Capital Improvement Plan timeline</b></p> <p>On October 15, 2024, City Council approved the Guaranteed Maximum Price Contract Amendment with Gilbane Building Company in the amount of \$11,994,644.00 for the Phase 1 Sitework and Infrastructure Construction and Construction Contingency of \$640,191.00. The Project is currently under construction.</p> <p>The Maintenance Operations Center Master Plan extends from Peavy Grade at the South, Matanzas Wood Parkway to the North, the rail line to the West and adjacent parcels and US 1 on the East. The Plan was developed taking into account all of these constraints along with the existing conditions of the site such as wetlands and conservation easements. With these factors in play and the scale of the Project, avoidance of the platted streets that bisect the property was not possible. The approval of the vacation of the streets associated with this request will ensure that the MOC maintains the integrity of its design and will stay on schedule for future development.</p> <p>This item is to approve the vacation of the platted streets, Parkgate Boulevard, Siding Court, and Park Square to continue with the development of the site.</p>			
<p><b>Recommended Action:</b>  <b>ADOPT RESOLUTION 2025-XX APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OR MAP BOOK 37 PAGE 32</b></p>			

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b>	STORMWATER & ENGINEERING	<b>Amount</b>	AS NEEDED
<b>Division</b>	STORMWATER MAINTENANCE	<b>Account #</b>	MULTIPLE CITYWIDE USE

**Subject:** RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH MULTIPLE VENDORS FOR CITYWIDE DEBRIS DISPOSAL

**Presenter:** Lynn Stevens, Deputy Director of Stormwater & Engineering

**Attachments:**

1. Resolution
2. Draft Contracts
3. Notice of Intent to Award
4. Project Overview

**Background:**

**Council Priority:**

**D. Sustainable Environment and Infrastructure**

Staff has determined the need for debris disposal agreement. This agreement is for disposal of debris generated on public property and public rights-of-way to local landfills/disposal sites. Debris includes concrete, asphalt, rock, vegetative debris, etc. removed during routine maintenance activities. Debris will be transferred by City staff to the disposal sites within Flagler County. These services are necessary for day-to-day operations city-wide on an as-needed basis. This is not part of the emergency debris management contract.

Staff advertised and solicited bids (ITB-SWE-25-27) debris disposal services in accordance with the City's Purchasing Policy. City Staff received two (2) bids that were deemed responsive and responsible and recommends council approval of a master price agreement with Waste Management Inc. of Florida and LCD of Flagler, Inc.

Since this is a price agreement, City staff from all departments will be able to utilize this agreement to purchase items on an as-needed basis using budgeted funds appropriated by City Council.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH MULTIPLE VENDORS FOR CITYWIDE DEBRIS DISPOSAL**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$589,822 Capital Projects Fund																		
<b>Division</b>	ENGINEERING	<b>Account #</b>	43000099-063000-66008																		
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING A WORK ORDER AND EXPENSES RELATED TO THE INDIAN TRAILS SPORTS COMPLEX BASEBALL FIELD LIGHTING																				
<b>Presenter:</b>	Eric Gebo, Architect III																				
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Proposals (2)</li> </ol>																				
<b>Background:</b>	<p><b>Council Priority:</b> <b>B. Safe and Reliable Services</b></p> <p>City staff is requesting approval of expenses related to the Indian Trails Sports Complex baseball field lighting rehab and renewal. These expenses will include installation and materials for lighting four (4) 200' radius ballfields numbers 5-8.</p> <p>Staff received pricing for sports lighting solutions, materials and services under approved piggyback Sourcewell contract (041123-MSL) with Musco Sports Lighting in the amount of \$545,000.</p> <p>Staff negotiated a scope and fee with Palmetto, a continuing services provider for the city, in the amount of \$44,822.00 for the installation of the new baseball field wiring.</p> <p>This item is to approve funding in the amount of \$589,822 for the Indian Trails Sports Complex baseball field lighting #5-8.</p> <p>Funding for this project is included in the FY2025 Capital Parks Rehab &amp; Renewal Fund.</p>																				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Source of Funds Worksheet FY 25</b></td> <td></td> </tr> <tr> <td><b>Capital Parks R&amp;R 4300099-06000-66008</b></td> <td></td> <td style="text-align: right;">\$1,020,000.00</td> </tr> <tr> <td>Total Expended/Encumbered to Date</td> <td></td> <td style="text-align: right;">\$147,566.48</td> </tr> <tr> <td>Pending Work Orders/Contracts</td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Current (WO/Contract)</td> <td></td> <td style="text-align: right;">\$589,822.00</td> </tr> <tr> <td><b>Balance</b></td> <td></td> <td style="text-align: right;"><b>\$282,611.52</b></td> </tr> </table>			<b>Source of Funds Worksheet FY 25</b>			<b>Capital Parks R&amp;R 4300099-06000-66008</b>		\$1,020,000.00	Total Expended/Encumbered to Date		\$147,566.48	Pending Work Orders/Contracts		\$0.00	Current (WO/Contract)		\$589,822.00	<b>Balance</b>		<b>\$282,611.52</b>
<b>Source of Funds Worksheet FY 25</b>																					
<b>Capital Parks R&amp;R 4300099-06000-66008</b>		\$1,020,000.00																			
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Pending Work Orders/Contracts		\$0.00																			
Current (WO/Contract)		\$589,822.00																			
<b>Balance</b>		<b>\$282,611.52</b>																			

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER AND EXPENSES RELATED TO THE INDIAN TRAILS SPORTS COMPLEX BASEBALL FIELD LIGHTING**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$90,000.00 – Streets Improvement Fund
<b>Division</b>	ENGINEERING	<b>Account #</b>	21055011-063000-51014
<b>Subject:</b> RESOLUTION 2025-XX APPROVING A WORK ORDER WITH LTG, INC., FOR DESIGN SERVICES FOR THE PALM COAST PARKWAY STREETLIGHT 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. Proposal</li> </ol>			
<b>Background:</b>			
<b>Council Priority:</b>			
<b>B. Safe and Reliable Services</b>			
<p>This project is part of the City’s Continuous Streetlight Master Plan. The design includes the streetlights along the NE and SE directions of Palm Coast Parkway, from Florida Park Drive to Palm Harbor Parkway. The NE segment is a 1.3-mile, one-way flush shoulder roadway, with a pedestrian sidewalk on the right side and tree lines on both sides. The SE segment is a 1.5-mile, one-way curbed roadway, with tree lines on both sides. Both segments have existing HPS and LED luminaires, which will be replaced as necessary.</p> <p>New streetlight poles will be installed on both segments of Palm Coast Parkway to satisfy the required roadway illumination levels. The existing pedestrian sidewalks and crosswalks will not be analyzed; however, the streetlight design shall attempt to provide the existing pathway with a secondary illumination at 33% (or greater) of the illumination level of the roadway. The luminaires will be spaced to provide lighting and meet the urban arterial requirements on the roadway pavement as established in the City of Palm Coast Lighting Master Plan. The purpose of the plans is for quantity take-off and engineering evaluation by FPL. FPL will install and maintain the luminaires and proposed poles. The light poles are to be positioned within the right-of-way with luminaires spaced to provide the required lighting on the roadway pavement and partial illumination to the sidewalks. Design intentions are to provide access points to power sources and install new complete streetlight poles and luminaires.</p> <p>Under the existing contract RFSQ-SWE-24-12, staff negotiated a scope and fee not-to-exceed \$90,000 with LTG, Inc. 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>Funds for this project are budgeted for out of the FY 2025 Street Improvement Fund.</p>			

**Source of Funds Worksheet FY 2025**

**Street Improv 21055011-063000-51014**

**\$150,000.00**

Total Expended/Encumbered to Date

\$46,580.42

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$90,000.00

**Balance**

**\$13,419.58**

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH LTG, INC., FOR DESIGN SERVICES FOR THE PALM COAST PARKWAY STREETLIGHT PROJECT**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	AS NEEDED
<b>Division</b>	ENGINEERING	<b>Account #</b>	MULTIPLE CITYWIDE
<b>Subject:</b> RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENTS WITH ARDAMAN & ASSOCIATES, INC., AND CONNECT CONSULTING, INC., FOR PROFESSIONAL HYDROGEOLOGICAL SERVICES			
<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 Contracts</li> <li>3. Notice of Intent to Award</li> <li>4. Project Overview</li> </ol>			
<b>Background:</b>			
<b>Council Priority:</b>			
<b>B. Safe and Reliable Services</b>			
<p>The Utility Department utilizes hydrogeologists to complete studies, permitting and other related functions. City staff advertised a request for statement of qualifications (RFSQ-SWE-25-15) for Professional Hydrogeological Services. These services will be used on an as-needed-basis to expand our infrastructure for sustainable growth. These services include water source development, water supply and monitoring, well design and construction, aquifer performance tests, raw water quality analysis and evaluation, emergency well field power.</p> <p>In accordance with the City's Purchasing Policy and Florida Statutes, specifically the Consultants' Competitive Negotiation Act, City staff received qualification packages from two (2) firms; Ardaman &amp; Associates, Inc. and Connect Consulting, Inc. Their qualifications were reviewed by a committee consisting of three City staff. The proposals were evaluated based on their project understanding, experience with utility projects, technical capability, and the project team. After reviewing the qualifications, staff recommended awarding the contract to both firms due to the number of projects in the Capital Improvement Plan.</p> <p>City staff will present City Council with work orders for consideration as services are needed and in accordance with the City's Purchasing Policy.</p>			
<b>Recommended Action:</b>			
<b>ADOPT RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENTS WITH ARDAMAN &amp; ASSOCIATES, INC., AND CONNECT CONSULTING, INC., FOR PROFESSIONAL HYDROGEOLOGICAL SERVICES</b>			

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 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 A PIGGYBACK CONTRACT WITH OMNIA PARTNERS AND LOWES HOME CENTERS LLC FOR MAINTENANCE, REPAIR, AND OPERATION SUPPLIES, EQUIPMENT, AND SERVICES			
<b>Presenter:</b> Lynn Stevens, Deputy Director of Stormwater & Engineering			
<b>Attachments:</b>			
<ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Engagement Letter</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 Ominia Partners contracted pricing with Lowes Home Centers LLC for maintenance, repair and operation supplies, equipment and services on an as-needed basis.</p> <p>City staff is recommending piggybacking the Ominia Partners Contract #R240805 with Lowes Home Centers, LLC through 10/31/2027. 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.</p> <p>Since the underlying contract is an agreement on a per unit price basis, City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council.</p>			
<b>Recommended Action:</b>			
<b>ADOPT RESOLUTION 2025-XX APPROVING A PIGGYBACK CONTRACT WITH OMNIA PARTNERS AND LOWES HOME CENTERS LLC FOR MAINTENANCE, REPAIR, AND OPERATION SUPPLIES, EQUIPMENT, AND SERVICES</b>			



In this second revision of the Wireless Master Plan, the City took a different approach to property selection. First, only city-owned properties are in the Master Plan, there are no School Board or other properties included. Second, instead of going based off areas of need, we chose to add any city property that we thought would be able to accommodate a tower. Staff were directed to do an analysis of all City property in 2023, and as part of that analysis each property was also considered for the ability to accommodate a tower. Each property, including properties in the previous master plan, were evaluated anew.

17 properties are being included in the Wireless Master Plan for Council's consideration. Staff are also requesting Council consider granting the City Manager, or designee, the right to remove, but not add, properties to the Wireless Master Plan. With the original Master Plan, there were times when a location was requested and upon further analysis, or because of changes that had taken place since the Master Plan was adopted, the location was no longer suitable. We believe it would be administratively more efficient for the City Manager to be able to remove properties that are no longer suitable, than to get Council approval for each one. Adding locations to the Wireless Master Plan would always be a right reserved for the Council.

Along with the updated properties that are included, this second revision updates the background information provided and removes references to Diamond Towers that are no longer applicable.

**Recommended Action:**  
**ADOPT RESOLUTION 2025-XX APPROVING THE UPDATED WIRELESS MASTER PLAN**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** March 18, 2025

<b>Department</b> FINANCIAL SERVICES <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR FEBRUARY 2025	
<b>Presenter:</b> Lauren Johnston, Acting City Manager	
<b>Attachments:</b> 1. Emergency and Sole Source Purchase Report	
<b>Background:</b> Attached is a list of all emergency and sole source purchases for the month of January 2025, in accordance with Sec. 2.25 of Chapter 2, Article 1 Division 3 of the Code of Ordinances of the City of Palm Coast (Procurement Policy).	
<b>Recommended Action:</b> <b>FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS</b>	