



City of Palm Coast

Agenda

City Council Business

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoast.gov

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

Tuesday, April 15, 2025

9:00 AM

City Hall - Jon Netts 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. CALL TO ORDER CITY COUNCIL BUSINESS MEETING

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

C. ROLL CALL

D. PROCLAMATIONS

- 1. PROCLAMATION - PARKINSON'S AWARENESS MONTH**
- 2. PROCLAMATION - COMMUNITY VOLUNTEER MONTH**
- 3. PROCLAMATION - WATER CONSERVATION MONTH**
- 4. PROCLAMATION - APRIL 26, 2025, AS WORLD TAI CHI & QIGONG DAY**

5. PROCLAMATION - APRIL 26, 2025, AS CELEBRATE TRAILS DAY

E. PRESENTATIONS

6. PRESENT CERTIFICATES TO THE LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM

F. 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.

G. MINUTES

**7. MINUTES OF THE CITY COUNCIL:
APRIL 1, 2025, SPECIAL WORKSHOP MEETING
APRIL 1, 2025, BUSINESS MEETING
APRIL 8, 2025, WORKSHOP MEETING**

H. APPOINTMENT

- 8. APPOINTMENT TO THE CITY COUNCIL DISTRICT SEAT 3 VACANCY**

I. OATH OF OFFICE

- 9. OATH OF OFFICE FOR THE NEWLY APPOINTED COUNCIL MEMBER TO THE DISTRICT 3 VACANT SEAT**

J. ORDINANCES FIRST READ

- 10. ORDINANCE 2025-XX AMENDING CHAPTER 42, ARTICLE I, CREATING SECTION 42-6, PROHIBITING PUBLIC CAMPING OR SLEEPING ON PUBLIC PROPERTY**

K. RESOLUTIONS

- 11. RESOLUTION 2025-XX APPROVING SABAL PRESERVE AT TOWN CENTER PHASES 1 AND 2 FINAL PLAT - APPLICATION 6054**
- 12. RESOLUTION 2025-XX APPROVING RESERVE EAST FINAL PLAT - APPLICATION 5764**
- 13. RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT WITH HALIFAX PAVING, INC., A CEI CONTRACT WITH GAI CONSULTANTS, A POST DESIGN SERVICE WORK ORDER WITH ENGLAND-THIMS & MILLER ENGINEERS, AND A 10.00% PROJECT CONTINGENCY FOR THE WHITEVIEW PARKWAY**

L. CONSENT

- 14. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH G.E.M. STONE CONTRACTORS, INC., FOR THE INSTALLATION OF NEW AND REPLACEMENT PEP TANKS**
- 15. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH TRI-COUNTY BOBCAT SERVICES, INC., FOR CITYWIDE TREE SERVICES**
- 16. RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH KOHLER POWER SYSTEMS FOR ELECTRICAL ENERGY POWER GENERATION EQUIPMENT AS NEEDED**
- 17. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH FOREFRONT ARCHITECTURE & ENGINEERING, LLC FOR ARCHITECTURE AND ENGINEERING SERVICES FOR COMMUNITY CENTER PARKING EXPANSION AND ADAPTIVE REUSE OF FIRE STATION #22**

M. PUBLIC PARTICIPATION

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

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

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

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

18. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR MARCH 2025

Q. ADJOURNMENT

19. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - PARKINSON'S AWARENESS MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim April 2025 as Parkinson's Awareness Month.		
Recommended Action: PROCLAIM APRIL 2025 AS PARKINSON'S AWARENESS MONTH.		

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - COMMUNITY VOLUNTEER MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: Flagler Volunteer Services has requested that the City of Palm Coast proclaim April 2025 as Community Volunteer Month.	
Recommended Action: PROCLAIM APRIL 2025 AS COMMUNITY VOLUNTEER MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - WATER CONSERVATION MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The St. Johns River Water Management District and the City of Palm Coast would like to proclaim April 2025 as Water Conservation Month.	
Recommended Action: PROCLAIM APRIL 2025 AS WATER CONSERVATION MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - APRIL 26, 2025, AS WORLD TAI CHI & QIGONG DAY		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: Northeast Florida Tai Chi and Qigong practitioners have requested that the City of Palm Coast proclaim April 26, 2025, as World Tai Chi & Qigong Day in Palm Coast.		
Recommended Action: PROCLAIM APRIL 26, 2025, AS WORLD TAI CHI & QIGONG DAY IN PALM COAST		

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department PARKS & RECREATION Division	Amount Account #
Subject: PROCLAMATION – APRIL 26, 2025, AS CELEBRATE TRAILS DAY	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. Proclamation	
Background: Celebrate Trails Day is an annual event that encourages people to explore and enjoy their local trails. Organized by the Rails-to-Trails Conservancy and recognized by communities across the country, this celebration highlights the many ways trails enhance health, recreation, and connectivity. With more than 130 miles of trails, Palm Coast is proud to offer residents and visitors opportunities to walk, bike, and experience the area's natural beauty. In partnership with the Flagler County Tourism Development Office, the City of Palm Coast is recognizing Celebrate Trails Day to promote outdoor activity, environmental stewardship, and the importance of maintaining our trail system.	
Recommended Action: PROCLAIM APRIL 26, 2025, AS CELEBRATE TRAILS DAY	

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PRESENT CERTIFICATES TO THE LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM		
Presenter: Lauren Johnston, Acting City Manager		
Attachments: 1. None		
Background: The LITE (Leadership Intern Training Experience) Team is a specialized program within the City of Palm Coast, initiated in 2012 under the direction of the City Manager. It was established to address the City's growing need for executive leadership and to cultivate additional talent within the organization. The primary objective of the LITE Team Program is to expose staff members to the unique opportunity to collaborate directly with the City Manager and the Executive Team to foster professional growth and development among employees. The program is designed for team members interested in enhancing their leadership capabilities and embracing new challenges. Team members apply to participate, and the program operates over 12 months. Throughout this period, they engage in a variety of activities aimed at increasing their leadership skills and expanding their knowledge base. Special projects are assigned to the team, which serve as learning opportunities and avenues for the practical application of leadership principles. This year, the focus of the team's project was creating a framework for the City's custom mobile app to enhance how residents connect with local services and access information. Throughout the project, the LITE Team researched & analyzed apps from comparable municipalities, examined the legal implications of AI, and established key performance indicators for success. They also conducted internal and external surveys to hear from City Staff and Residents to identify desired features, develop marketing strategies, and determine and establish alpha and beta testers for the app. The targeted launch date for the mobile app is December 2025. The LITE Team serves as a platform for cultivating leadership talent, fostering collaboration, and addressing critical issues within the City of Palm Coast, contributing to the City's continued growth and development. This year's participants were: • Annie Pereira, Public Works Staff Assistant II, Public Works • Brandon Mahadeo, Wastewater Pumping Supervisor, Utility • Caitlyn Norberg, Code Enforcement Technician II, Community Development • Katelyn Anderson, Staff Assistant III, Parks & Recreation		

- Tom Palmese, Streets Crew Lead, Public Works
- Zachary Cooper, Streets Crew Lead, Public Works

Recommended Action:
PRESENT CERTIFICATES TO THE LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: APRIL 1, 2025, SPECIAL WORKSHOP MEETING APRIL 1, 2025, BUSINESS MEETING APRIL 8, 2025, WORKSHOP MEETING		
Presenter: Alison Palmer, Deputy City Clerk		
Attachments: 1. Minutes (3)		
Background:		
Recommended Action: APRIL 1, 2025, SPECIAL WORKSHOP MEETING APRIL 1, 2025, BUSINESS MEETING APRIL 8, 2025, WORKSHOP MEETING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: APPOINTMENT TO THE CITY COUNCIL DISTRICT SEAT 3 VACANCY	
Presenter: Mayor and City Council	
Attachments: 1. None	
Background: <u>UPDATED BACKGROUND FROM THE APRIL 8, 2025, WORKSHOP MEETING:</u> Council held three rounds of voting, and selected their top three applicants to move forward: 1. Dave Ferguson 2. Candace Stevens 3. David Sullivan The selection to fill the District 3 vacancy will be made at the April 15, 2025, business meeting. <u>UPDATED BACKGROUND FROM THE APRIL 1, 2025, WORKSHOP MEETING:</u> City Council held an interview session with the applicants present during the April 1, 2025, Workshop Meeting. Three applicants had withdrawn their applications prior to the April 1st interviews and were not in attendance: Scott Pillath, Chad Raymond, and Andrew Werner. City Council concurred to select their top 3 candidates during the April 8, 2025, Workshop Meeting and a voting sheet has been attached to this item. <u>ORIGINAL BACKGROUND FROM THE APRIL 1, 2025, WORKSHOP MEETING:</u> At the March 4, 2025, Business Meeting, City Council approved the following process and timeline for filling the District Seat 3 vacancy: • Application Period: Open until March 19, 2025, at 5:00 p.m. • interviews: April 1, 2025, at 3:00 p.m. • Discussion of Applicants: April 8, 2025, at 6:00 p.m. • Appointment Date: April 15, 2025, at 9:00 a.m. City staff received a total of 13 applications within the timeframe: 1. Mark Burton 2. Douglas Courtney 3. Dave Ferguson 4. Michael Flanagan	

5. Cornelia Downing Manfre
6. Joan Paulus
7. Gene Perez
8. Scott Pillath (withdrawn)
9. Chad Raymond (withdrawn)
10. Dana Mark Stancel
11. Candace Stevens
12. David Sullivan
13. Andrew Werner (withdrawn)

The applications within District 3 are attached to this item for Council consideration and interview.

Recommended Action:
APPOINTMENT TO THE CITY COUNCIL DISTRICT SEAT 3 VACANCY

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject:	OATH OF OFFICE FOR THE NEWLY APPOINTED COUNCIL MEMBER TO THE DISTRICT 3 VACANT SEAT	
Presenter:	Irene Schaefer. Administrative Coordinator, Planning	
Attachments:	1. None	
Background:	On February 28, 2025, Palm Coast City Council Member Ray Stevens announced his resignation from the District 3 seat. Per Council direction, the application period was open until March 19, 2025, receiving 13 applications from within the district. City Council held an interview session with the applicants present during the April 1, 2025, Special Workshop Meeting, and discussion during the April 8, 2025, Workshop Meeting. City Council will have discussion and appoint an applicant to the District 3 seat vacancy during the April 15, 2025, Business Meeting. The appointee will be sworn in immediately following the decision of City Council.	
Recommended Action:	OATH OF OFFICE	

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2025-XX AMENDING CHAPTER 42, ARTICLE I, CREATING SECTION 42-6, PROHIBITING PUBLIC CAMPING OR SLEEPING ON PUBLIC PROPERTY		
Presenter: Barbara Grossman, Code Enforcement Manager		
Attachments: 1. Ordinance 2. Business Impact Estimate		
Background: On March 20, 2024, House Bill 1365 was enacted by the Florida legislature and signed into law. Effective October 1, 2024, the City of Palm Coast is required to begin enforcing this legislation under Section 125.0321, Florida Statutes. This law prohibits the City of Palm Coast from authorizing or allowing regular public camping and sleeping on public properties, including, but not limited to, any public building or its grounds and any public right of way under the City's jurisdiction. This Ordinance provides for the prohibition, enforcement and appeal processes for public camping or sleeping on public property. No person may regularly engage in public camping or sleeping on any public property, including, but not limited to, any public building or its grounds or any public right-of-way under the jurisdiction of the City. The City Manager, designee, or a law enforcement officer may issue a trespass warning to any individual violating the terms of this Ordinance. The trespass warning will be valid and enforceable for two years in accordance with Section 9-1 of the <i>Code of Ordinances</i> of Palm Coast. The appeal process is to file an appeal to the City Clerk in writing with ten days of issuance of the warning. The appeal shall be heard by the City's Special Magistrate in accordance with Section 9-1(h) of the <i>Code of Ordinances</i> as well. The decision of the Special Magistrate shall be final.		
Recommended Action: ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 42, ARTICLE I, CREATING SECTION 42-6, PROHIBITING PUBLIC CAMPING OR SLEEPING ON PUBLIC PROPERTY		

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2025-XX APPROVING SABAL PRESERVE AT TOWN CENTER PHASES 1 AND 2 FINAL PLAT – APPLICATION 6054		
Presenter: Estelle Lens, AICP, Planner and Dennis R. Leap, PE, Site Development Manager/Engineer		
Attachments: 1. Presentation 2. Resolution 3. Final Plat		
Background: This is a quasi-judicial item, please disclose any ex parte communications. The application, submitted by RLS (Sabal) LLC proposes to plat and subdivide approximately 84.44 acres of land into 224 single family residential lots. The project is located on the north side of Royal Palms Parkway adjacent to the intersection with Town Center Blvd. The Future Land Use Map designation is DRI-Urban Core. The Official Zoning map designation is Master Planned Development (MPD). The Final Plat is the last step in the process of platting land which establishes legally recognized lots for sale and development. The City of Palm Coast has a three-step process which ensures compliance with zoning regulations and facilitates orderly community growth by defining property boundaries, easements, roads, stormwater facilities, and other essential features. Subject Property History: • The project is located on Tracts 16 and 17 of the Town Center Master Planned Development (MPD) and the Town Center Development of Regional Impact (DRI) • The Town Center DRI was originally approved in July 2003 • The Town Center MPD was originally approved in December 2003 • The 2nd Amendment to the DRI and the 2nd Amendment to the MPD were approved by Council February 2024 • Tracts 16 and 17 are designated as Town Residential in the MPD which allows development of dwelling units. • This Project is subject to a drainage easement which encumbers six of the lots. This easement is being terminated. Subdivision Process in Palm Coast (3 step process) 1. <u>Subdivision Master Plan</u> (Requires Planning and Land Development Board (PLDRB) approval for projects creating 100 or more lots.)		

- Ensures the proposed project will meet the City Land Development Code (LDC) requirements and any applicable development agreement(s).
 - **PLDRB approved the Subdivision Master Plan April 19, 2023**
2. Preliminary Plat (Requires administrative approval)
- Submitted with Construction Plans
 - This approval allows the developer to obtain a site development permit and commence construction of the infrastructure, including roadways, stormwater systems/drainage retention ponds, installation of water and sewer lines, lift station construction, etc.
 - **The Preliminary Plat was approved October 10, 2023**
 - **Site Development Permit was issued February 5, 2024**
3. Final Plat (Requires City Council approval)
- Reviewed by staff, the City Attorney and 2nd Party Surveyor to ensure the Final Plat meets LDC regulations and State Statute requirements for recording.
 - **Current/Final stage for Council consideration**

Subject Property Development/Infrastructure:

- Infrastructure improvements including roadways, stormwater management systems, wastewater and potable water lines, lift station(s), etc. are to be constructed and installed at the sole cost of the developer.
- Approximately 97 percent of the infrastructure for this project has been completed.
- The applicant has provided an estimate to complete the remaining construction which has been found acceptable.
- Prior to plat execution the applicant will provide a bond in the amount of \$209,632.00 which is 120% of the cost to construct the remaining infrastructure.
- The roadways and stormwater management facilities are to remain privately owned and maintained by the Property Owners Association (POA).

Offsite improvements:

- The right turn lanes into this project were already in existence and were provided by the developer of the Town Center DRI with the construction of Royal Palms Parkway. The Developer of this project is required to construct an east bound left turn lane for the western entrance.

The project meets the technical requirements of the City Code and Florida Statutes, Chapter 177 FS.

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE FINAL PLAT AND AUTHORIZING THE MAYOR TO EXECUTE THE PLAT FOR APPLICATION 6054

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2025-XX APPROVING RESERVE EAST FINAL PLAT – APPLICATION 5764		
Presenter: Estelle Lens, AICP, Planner and Dennis R. Leap, PE, Site Development Manager/Engineer		
Attachments: 1. Presentation 2. Resolution 3. Final Plat		
Background: This is a quasi-judicial item, please disclose any ex-parte communications. The application, submitted by Century Communities of Florida, LLC proposes to plat and subdivide approximately 141.47 acres of land into 217 single family residential lots. The project is located on the east side of Roberts Road, approximately 0.5 miles south of Colbert Lane and 0.75 miles north of SR 100. The Future Land Use Map (FLUM) designation is Residential and Conservation. The Official Zoning map designation is Single Family Residential (SFR-1) and Preservation (PRS). The Final Plat is the last step in the process of platting land which establishes legally recognized lots for sale and development. The City of Palm Coast has a three-step process which ensures compliance with zoning regulations and facilitates orderly community growth by defining property boundaries, easements, roads, stormwater facilities, and other essential features. Subject Property History: • The property was annexed into the City August 17, 2021 • FLUM and Zoning adopted January 24, 2022 Subdivision Process in Palm Coast (3 step process) 1. <u>Subdivision Master Plan</u> (Requires Planning and Land Development Board (PLDRB) approval for projects creating 100 or more lots.) - Ensures the proposed project will meet the City Land Development Code (LDC) requirements and any applicable development agreement(s). - PLDRB approved the Subdivision Master Plan June 15, 2022 2. <u>Preliminary Plat</u> (Requires administrative approval) - Submitted with Construction Plans - This approval allows the developer to obtain a site development permit and		

commence construction of the infrastructure, including roadways, stormwater systems/drainage retention ponds, installation of water and sewer lines, lift station construction, etc.

- **The Preliminary Plat was approved December 20, 2022**
- **Site Development Permit was issued October 11, 2023**

3. Final Plat (Requires City Council approval)

- Reviewed by staff, the City Attorney and 2nd Party Surveyor to ensure the Final Plat meets LDC regulations and State Statute requirements for recording.
- **Current/Final stage for Council consideration**

Subject Property Development:

- Property is zoned Single Family Residential (SFR-1) and Preservation.
- SFR-1 zoning entitles the owner to develop 7 units per acre.
- The property is being developed at a density of 1.53 units per acre.
- Project places approximately 45 acres in conservation
 - Infrastructure improvements including roadways, stormwater management systems, wastewater and potable water lines, lift station(s), etc. are to be constructed and installed at the sole cost of the developer.
 - Approximately 99 percent of the infrastructure for this project has been completed.
 - The applicant has provided an estimate to complete the remaining construction which has been found acceptable.
 - Prior to plat execution the applicant will provide a bond in the amount of \$151,952.36 which is 120% of the cost to construct the remaining infrastructure.
 - The roadways and stormwater management facilities are to remain privately owned and maintained by the Property Owner's Association (HOA).

The project meets the technical requirements of the City Code and Florida Statutes, Chapter 177 FS.

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE FINAL PLAT AND AUTHORIZING THE MAYOR TO EXECUTE THE PLAT FOR APPLICATION 5764

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$7,949,268.99
Division	ENGINEERING	Account #	21097011-063000- 54420 and 21055011- 034000-54104
Subject: RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT WITH HALIFAX PAVING, INC., A CEI CONTRACT WITH GAI CONSULTANTS, A POST DESIGN SERVICE WORK ORDER WITH ENGLAND-THIMS & MILLER ENGINEERS, AND A PROJECT CONTINGENCY FOR THE WHITEVIEW PARKWAY IMPROVEMENT PROJECT			
Presenter: Carl Cote, Director of Stormwater & Engineering			
Attachments: 1. Presentation 2. Resolution 3. Draft Contract (Halifax) 4. WO Proposal 5. Notice of Intent to Award (Construction) 6. Project Overview (Construction) 7. Notice of Intent to Award (CEI) 8. Project Overview (CEI)			
Background: Council Priority: D. Sustainable Environment and Infrastructure <u>ORIGINAL BACKGROUND FROM THE MARCH 8, 2022, WORKSHOP:</u> The Whiteview Parkway Corridor Safety Improvement is designed to improve safety for both motorists and non-motorists, as well as improve traffic operations along the entire corridor. Reported in the River to Sea TPO's 2017 Crash Analysis, the segment within the corridor, between Wood Aspen Ln. and Rolling Sands Dr., was ranked in the top 10 for crash severity. The proposed project will improve safety along this segment by addressing the turning movement conflicts created by the proximity of three intersections along the corridor (Rolling Sands Dr., Wood Aspen Dr., and Woodbury Dr.). The proposed design will provide access movement improvements that eliminate turning conflicts by an access management plan to eliminate certain turning movements along this stretch of the White View Pkwy Corridor. In addition to the access management improvements described above, the proposed project will add either right or left turn lanes as recommended by the completed corridor study. These improvements are intended to reduce the number of rear-end collisions as well as improve traffic flow. These improvements are consistent with addressing the findings of the 2012 Florida Strategic Highway Safety Plan, which identifies			

Intersection Crashes as an Emphasis Area. Finally, the project proposes the addition of street lighting along the entire corridor, as well as the extension of the multi-purpose path system that currently ends at White Mill to be extended to the west to provide a connection to Rolling Sands and Wood Ash Lane. The lighting provides an additional safety benefit by improving visibility along the corridor for both motorists and bicyclists, while the multi-purpose path improves safety by creating a dedicated separate facility for bicyclists and pedestrian users of the corridor.

- April 11, 2017, City Staff presented the project to City Council.
- January 31, 2018, a neighborhood meeting was held.
- May 24, 2018, and June 28, 2018, staff presented the project concept and discussed 479 the project with the Beautification and Environmental Advisory Committee.
- August 7, 2018, City Council Approved a Work Order with England-Thims & Miller Inc. (ETM) to complete the design of the project.

The City submitted an application to FDOT/TPO to seek funding for the construction of the improvements. It is currently ranked #4 on the TPO List of Prioritized Traffic Operations, Safety, and Local Initiatives Projects. City staff have had numerous discussions regarding this project for potential upcoming funding opportunities.

The previously completed design plans for Whiteview Parkway included: reducing the existing 4-lane roadway to 2 lanes (road diet), an extension of the multi-use path from Whitemill Drive to US-1, intersection improvements, and drainage improvements associated with the roadway and path construction. Due to feedback received, ongoing development will occur along and adjacent to the corridor, as well as the potential extension of Whiteview Parkway to the west to accommodate future development to the west of the railroad tracks. It has been determined that the design should be updated to seek a modified design not reduce the existing roadway down from 4-lanes to 2-lanes. The City negotiated and obtained a scope and fee proposed with ETM to provide services that consist of a preliminary engineering analysis to determine the feasibility of constructing the multi-use path without reducing the existing roadway down to two lanes. Services will include preliminary roadway and path design, preliminary drainage design, coordination with COPC and St. John's River Water Management District (SJRWMD) staff, and preparation of plans to the 15% design level. Upon completion of the preliminary engineering analysis, a determination will be made as to whether it is feasible to proceed with the final design, permitting, and final plans preparation. If determined to be feasible, then ETM will then proceed with engineering services to provide a final design for construction of the improvements without reducing the existing roadway to two lanes.

On August 7, 2018, the Council approved a work order with England-Thims & Miller for design services for the Whiteview Parkway Improvement Project. The originally completed design plans for Whiteview Parkway included: reducing the existing 4-lane roadway down to 2 lanes (road diet), an extension of the multi-use path from Whitemill Drive to US-1, intersection improvements, and drainage improvements associated with the roadway and path construction.

On September 7, 2021, and follow-up on October 12, 2021, City staff presented an overview of the project and current status as well as a scope of work that consisted of the completion of an engineering analysis to determine the feasibility of constructing the multi-use path without reducing the existing roadway down to two lanes.

On October 12, 2021, the Council approved a work order with England-Thims & Miller for a feasibility study, in the amount of \$130,059. The results of that study indicated that construction of the revised project is feasible.

On February 15, 2022, A public meeting was held to present the feasibility study and to obtain citizen feedback on the proposed changes. The comments regarding the updated design were positive with indication that this option was preferred.

On March 18, 2022, the council approved a work order with England-Thims & Miller for engineering services to provide final design plans, permitting, and FDOT updates and services as required to prepare a set of construction documents for the improvements to Whiteview Parkway.

On April 4, 2023, City Council approved a FDOT LAP Agreement (#449855-1-58-01) for grant funding in the amount of \$1,579,264.00 for the construction phase of this project. This amount is to cover the FDOT eligible items portion of the project.

This item is to approve the reconstruction and resurfacing of Whiteview Parkway; installation of turn lanes; curb and gutter; raised curbed grass medians and 12' wide multiuse path. The project limits are from the western intersection of US 1 to 400 ft West of Belle Terre Parkway: 400 ft East of Belle Terre Parkway to the curve onto Pritchard Drive. The project is approximately 3.4 miles. The project is an off-system project with impact on one on-system road, US 1.

Construction Engineering & Inspection Services (CEI) services are a requirement of the LAP Agreement. The CEI services, RFSQ-SWE-23-33, was advertised on April 12, 2023, and the City received three (3) qualification proposals on June 1, 2023. City staff evaluated the proposals and selected GAI Consultants as the most qualified proposer and negotiated a scope and fee with GAI Consultants to provide CEI services in the amount of \$570,116.20 for this project.

On November 27, 2024, staff advertised Bid (IITB-SWE-23-18) for the Whiteview Parkway Improvement Project. Staff received three (3) bids that was responsive and responsible. The project bid overview and notice of intent to award are attached. Staff recommends awarding the contract to the lowest bidder Halifax Paving, Inc. in the amount of \$6,571,491.97. The Notice of Intent to Award and Project Overview are attached.

Post Design Services will be provided by the design team to provide environmental and other miscellaneous post design services including, but not limited to, design revisions, contractor's revision reviews, review and responses to RFIs, attending construction progress meetings, and other on-call services to assist the City during construction. England-Thims & Miller (ETM) will provide responses to issues related to changes or questions regarding design and will provide revised plans or exhibits to document revisions. Any revision will be provided to the City as an addendum to the conformed plans and specifications. The City negotiated a scope and fee to be billed for actual hours required in the amount of \$85,000.00.

In addition, based on past experience with similar construction projects, staff is requesting a project contingency in the amount of \$722,660.82. to address unforeseen circumstances and/or unknown conditions.

This item is to seek approval of the contracts and expenses for a total project cost of \$7,949,268.99.

Funds for this project are budgeted out of the Transportation Impact Fee Fund and the Street Improvement Fund for FY 2025.

Source of Funds Worksheet FY 2025

Transportation Impact Fee 21097011-063000-54420	\$7,200,000.00
Total Expended/Encumbered to Date	\$3,944.28
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$6,796,773.99</u>
Balance	\$399,281.73

Source of Funds Worksheet FY 2025

Street Improvement Fund 2105011-034000-54104	\$6,293,958.00
Total Expended/Encumbered to Date	\$3,581,018.44
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$1,152,495.00</u>
Balance	\$1,560,444.56

Recommended Action:

RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT WITH HALIFAX PAVING, INC., A CEI CONTRACT WITH GAI CONSULTANTS, A POST DESIGN SERVICE WORK ORDER WITH ENGLAND-THIMS & MILLER ENGINEERS, AND PROJECT CONTINGENCY FOR THE WHITEVIEW PARKWAY IMPROVEMENT PROJECT

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	54029082 063000 82001 54029082 063000 82019 Water/Wastewater Utility Capital Fund
Subject:	RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH G.E.M. STONE CONTRACTORS, INC., FOR THE INSTALLATION OF NEW AND REPLACEMENT PEP TANKS		
Presenter:	James Melley, Utility Systems Manager		
Attachments:	1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Project Overview		
Background: Council Priority: B. Safe and Reliable Services	As part of City Council's goals to ensure that all infrastructure maintenance and performance is a priority, as well as providing wastewater services to new residents, City staff is recommending approving a Master Services Agreement with G.E.M. Stone Contractors, Inc., for the installation and replacement of PEP tanks. New methods of installation will require more work at a single job to expedite the installation of tanks to better serve building timelines and free multiple staff members. This method of installation will require one visit to complete a tank install, previously requiring three visits. One by City staff and two by separate contractors. The process will allow two staff members to no longer focus on one aspect of the installation and focus on maintaining prompt responses to customers and keeping a high level of service. The increased contractor cost is negated by the time saved by staff intervention. In accordance with the City's purchasing policy, City staff advertised and solicited bids for construction services to install and replace PEP tanks. The staff recommends approving a Master Services Agreement with G.E.M. Stone Contractors, Inc., This contract (ITB-UT-25-32) will be an annual service agreement to provide construction services. Actual expenditures under these contracts will depend on the demand for PEP tank installations and replacements.		

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH G.E.M. STONE CONTRACTORS, INC., FOR THE INSTALLATION OF NEW AND REPLACEMENT PEP TANKS

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	COMMUNITY DEVELOPMENT	Amount	AS NEEDED
Division	CODE ENFORCEMENT	Account #	10013508-034000 General Fund
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH TRI- COUNTY BOBCAT SERVICES, INC., FOR CITYWIDE TREE SERVICES			
Presenter: Barbara Grossman, Code Enforcement Manager			
Attachments: 1. Resolution 2. Draft Master Services Agreement 3. Notice Of Intent to Award 4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services The Code Enforcement Division is responsible for making sure all City Codes of Ordinances are followed by all property owners. There is a need for contractors to perform various tree services for the City including services necessary for tree removal on those properties where property owners do not comply with City Code. The Master Services Agreement with our current provider has expired. In accordance with the City's Purchasing Policy, City staff advertised and solicited bids for Citywide tree services on an as-needed basis. The City received two (2) bids which were responsive and responsible. The project bid overview and notice of intent to award are attached. Staff recommends City Council approve a Master Services Agreement with Tri-County Bobcat Services, Inc., for a three (3) year term with two (2) one (1) year renewals for Citywide tree services. City staff will purchase these services on an as-needed basis using budgeted funds as appropriated by City Council. The Fiscal Year 2025 Budget includes funds to purchase these services on an as-needed basis.			
SOURCE OF FUNDS WORKSHEET FY 2025 CODE ENFORCEMENT-CITYWIDE TREE SERVICE 10013508-034000			
Total Expenses/Encumbered to date			\$597,450.00
Pending Work Orders/Contracts			\$390,202.08
Balance			<u>\$0.00</u>
			\$207,247.92

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT
WITH TRI- COUNTY BOBCAT SERVICES, INC., FOR CITYWIDE TREE SERVICES**

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$402,130.82
Division		Account #	54029082 063000 82022 Water/Wastewater Capital Fund
Subject:	RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH KOHLER POWER SYSTEMS FOR ELECTRICAL ENERGY POWER GENERATION EQUIPMENT AS NEEDED		
Presenter:	Danny Ashburn, Wastewater Utility Systems Manager		
Attachments:	1. Resolution 2. Contract 3. Proposal		
Background: Council Priority: D. Sustainable Environment and Infrastructure	Staff is requesting approval to purchase a Kohler Model KD1000 EPA Certified Generator with 1600 amp 100% LSI Breaker. This unit will replace the existing thirty-year-old 500KW CAT generator. During a loss of FPL power, this generator supplies auxiliary power to 40% of the plant's process equipment. The existing generator is a liability due to its age and the fact that there are no available factory parts for this model and year unit. City staff is recommending piggybacking the Sourcewell RFP# 09222-KOH with Kohler Power Systems for the purchase of a Kohler Model KD1000 EPA Certified Diesel Generator with 1600 amp 100% LSI Breaker. 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. City staff will purchase these services using budgeted funds appropriated by the City Council. The Fiscal Year 2025 Budget includes available funding for these services.		

SOURCE OF FUNDS WORKSHEET FY25**WWTP#1 EXPANSION/REHAB_RR 54029082 063000 82022****\$0.00****Budget Transfer From 54029082 063000 82002**

\$425,000.00

Total Expended/Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$0.00

Current (WO/ Contracts)

\$402,130.82**Balance****\$22,869.18****Recommended Action:****ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL
CONTRACT WITH KOHLER POWER SYSTEMS FOR ELECTRICAL ENERGY POWER
GENERATION EQUIPMENT AS NEEDED**

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$ 129,270
Division	ENGINEERING	Account #	21066015-063000-61400
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH FOREFRONT ARCHITECTURE & ENGINEERING, LLC FOR ARCHITECTURE AND ENGINEERING SERVICES FOR COMMUNITY CENTER PARKING EXPANSION AND ADAPTIVE REUSE OF FIRE STATION #22			
Presenter: Eric Gebo, Architect III			
Attachments: 1. Resolution 2. Draft Contract 3. Proposals (2) 4. Notice of Intent to Award 5. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure			
<u>UPDATED BACKGROUND FROM THE APRIL 8, 2025, WORKSHOP:</u> No changes were made to the item.			
<u>ORIGINAL BACKGROUND FROM THE APRIL 8, 2025, WORKSHOP:</u> In October of last year, staff presented two options to Council for the expansion of the community center parking and the future of Fire Station 22. The directive was that the existing building would remain and options for renovating and repurposing the building into alternate uses would be developed and presented back to Council. Programming ideas to be explored included its use as a history museum, an arts venue or various other public events gathering spaces. The building site and adjacent parcel was to be developed allowing for 90 new spaces or 228 total spaces available to serve the Community Center. Staff advertised a request for qualifications (#RFSQ-SWE-25-02) for architecture and engineering services for the Community Center parking expansion and adaptive reuse design of Fire Station #22. Staff received two (2) bids that were responsive and responsible. The project bid overview and notice of intent to award are attached. Staff recommends awarding the contract to Forefront Architecture & Engineering. Staff negotiated a scope and fee for the following tasks - ○ Task 1			

- Design, Engineering and Construction Documents for the Palm Coast Community Center Parking Expansion
- \$104,650.00
- Task 2
 - Programming and Needs Assessment for the existing Fire Station 22
 - \$24,620.00

This item is to request approval of a contract with Forefront Architect & Engineering in a not-to-exceed amount of \$129,270.

Funds for this project are budgeted out of the Recreation Impact Fund for FY 2025.

Source of Funds Worksheet FY 2025

Recreation Impact Fun 21066015-063000-61400	\$150,000.00
Total Expended/Encumbered to Date	\$8,042.77
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$129,270.00</u>
Balance	\$12,687.23

ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH FOREFRONT ARCHITECTURE & ENGINEERING, LLC FOR ARCHITECTURE AND ENGINEERING SERVICES FOR COMMUNITY CENTER PARKING EXPANSION AND ADAPTIVE REUSE OF FIRE STATION #22

City of Palm Coast, Florida Agenda Item

Agenda Date: April 15, 2025

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR MARCH 2025		
Presenter: Lauren Johnston, Acting City Manager		
Attachments: 1. Emergency and Sole Source Purchase Report		
Background: Attached is a list of all emergency and sole source purchases for the month of March 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).		
Recommended Action: FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS		