



City of Palm Coast Agenda City Council Business Meeting

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 Raymond Stevens

Tuesday, December 17, 2024

9:00 AM

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. CALL TO ORDER

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

C. ROLL CALL

D. PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (2) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public,

there may be discussion by the City Council.

(3) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member

(4) 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.

(5) 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.

E. MINUTES

- 1. MINUTES OF THE CITY COUNCIL:
DECEMBER 3, 2024, BUSINESS MEETING
DECEMBER 10, 2024, WORKSHOP MEETING**

F. ORDINANCES FIRST READ

- 2. ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES,
CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V,
SHORT-TERM VACATION RENTALS**

G. RESOLUTIONS

- 3. RESOLUTION 2024-XX APPROVING THE CDBG CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF
OCTOBER 1, 2023, TO SEPTEMBER 30, 2024**

H. CONSENT

- 4. RESOLUTION 2024-XX APPROVING A WORK ORDER WITH FREESE & NICHOLS,
INC., FOR THE DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR
THE WTP #1 WELLFIELD EXPANSION, EQUIP WELLS SW-24 & SW-25 AND RAW**

WATERMAIN EXTENSION PROJECT

- 5. RESOLUTION 2024-XX APPROVING THE SELECTION OF BROWN & BROWN INSURANCE SERVICES, INC., AS THE AGENT OF RECORD FOR EMPLOYEE BENEFIT SERVICES**
- 6. RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH P&S PAVING, INC., TO RESURFACE A SECTION OF FLORIDA PARK DRIVE AFTER SEWER FORCE MAIN INSTALLATION**
- 7. RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PROLIME CORPORATION FOR WATER TREATMENT PLANT 1 DRYING BED CLEANING**
- 8. RESOLUTION 2024-XX APPROVING RFP-PW-25-17 MASTER SERVICES AGREEMENT WITH TETRA TECH, INC., FOR DISASTER MONITORING SERVICES**
- 9. RESOLUTION 2024-XX APPROVING ACCELERATED REPLACEMENT OF FLEET ASSET #1799**

I. PUBLIC PARTICIPATION

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

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

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

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

- 10. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR NOVEMBER 2024**

M. ADJOURNMENT

- 11. AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida
Agenda Item

Agenda Date: December 17, 2024

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: DECEMBER 3, 2024, BUSINESS MEETING DECEMBER 10, 2024, WORKSHOP MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes (2)		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: DECEMBER 3, 2024, BUSINESS MEETING DECEMBER 10, 2024, WORKSHOP MEETING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES, CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V, SHORT-TERM VACATION RENTALS		
Presenter: Jason DeLorenzo, Chief of Staff		
Attachments: <ol style="list-style-type: none"> 1. Ordinance 2. Business Impact Estimate 		
Background: Council Priority: B. Safe and Reliable Services		
<p><u>UPDATED BACKGROUND FROM THE DECEMBER 10, 2024, WORKSHOP MEETING:</u></p> <p>The following changes were made to the Ordinance, per Council direction at the December 10, 2024, Workshop Meeting:</p> <ul style="list-style-type: none"> • Sec 17-68 (8) (C) Added - "The background check can be done through a vacation rental platform such as Airbnb, Vrbo, etc;" • Sec 17-71 (B) Deleted - "twelve" and added "ten" • Sec 17-72 (G) added - "...to comply with the provisions of Section 35-53, Sound Level Limits, of the Code of Ordinances for the City of Palm Coast and..." • Sect 17-73 added - "The background check can be done through a vacation rental platform such as Airbnb, Vrbo, etc." 		
<p><u>UPDATED BACKGROUND FROM THE SEPTEMBER 24, 2024, BUSINESS MEETING:</u></p> <p>Council requested the following changes to the Ordinance:</p> <ul style="list-style-type: none"> • Deleted language that the STR does not apply to Single family dwellings occupied on a full-time basis by the owner as an on-premises, permanent resident and that has been declared and continues to be declared as homestead by the Property Appraiser. • Sec. 17-71 – Subsection 5. <ul style="list-style-type: none"> ◦ Deleted "of primary exit." from "Battery powered emergency lighting of primary exit. Battery powered emergency lighting which provides illumination automatically in the event of loss of power shall be provided for a period of not less than 90 minutes to illuminate the primary exit." - At the last meeting the Council wanted the STR owner to be required to have some sort of emergency lighting. I believe the language now meets their intent. • Sect 17-71(B) <ul style="list-style-type: none"> ◦ Updated the language to Maximum occupancy so it does not apply to <ul style="list-style-type: none"> ▪ Transient occupants that are one-year of age or younger; 		

- In Sec. 17-72 –Required Postings - added
 - All animals must be on a leash when not on owner’s property in accordance with Sec 8-31(f) City of Palm Coast Code of Ordinances.

UPDATED BACKGROUND FROM THE SEPTEMBER 3, 2024, BUSINESS MEETING:

Council requested the following changes to the Ordinance:

- Section 17-67 - Definitions
 - Added
 - Short term rentals do not apply to Single Family Dwelling occupied on a full-time basis by the owner as an on-premises, permanent resident and that has been declared and continues to be declared as homestead by the Property Appraiser.
- Section 17-68 -
 - (A)
 - Effective Date March 3rd, 2025
 - (A)(2)(E)
 - Added
 - A statement that recreational vehicles, boats and trailers may not be parked in the front of the house, except for temporary loading, unloading and cleaning.
 - (A)(3)(E)
 - Changed one (1) responsible party's to (3) three.
 - (A)(8)(C)
 - Added
 - Has completed a background check on the occupant who is renting the unit and said occupant certifies that all guests in the rented unit shall not be registered as a sex offender.
- Section 17-71
 - (B)
 - Changed to maximum limit of ten (10) transient occupants
 - (C)
 - Added
 - Recreational vehicles, boats and trailers may not be parked in the front of the house, except for temporary loading, unloading and cleaning.
- Section 17-72
 - (D)
 - Added
 - The parking prohibition of RV's, boats, and recreational trailers except for temporary loading, unloading and cleaning;
- Section 17-73
 - Changed language to state
 - The Responsible Party shall be required to obtain confirmation of a nationwide background search that the prospective renter is not a registered sexual offender and also the prospective renter certifies that all guests in the rented unit are not registered sex offenders.

ORIGINAL BACKGROUND FROM THE SEPTEMBER 3, 2024, BUSINESS MEETING:

On June 4, 2024, City Council directed the City Attorney to provide new legislation to all of

City Council regulating short-term rentals, aka Airbnbs within the areas of the City's jurisdiction. Section 509.032(7), Florida Statutes in which prevents a local law, ordinance, or regulation prohibiting vacation rentals or regulating the duration or frequency of rental of vacation rentals.

Single-family residential neighborhoods and their required infrastructure are generally designed to accommodate typical single-family residential homes with two (2) to three (3) persons per household on average. Local governments apply design standards tailored for residential neighborhoods for their roads, driveways, emergency services planning, public shelters, emergency evacuation plans, solid waste collection, utilities, and buffers, and also tailored in assessing their infrastructure impacts and their corresponding fair and proportionate impact/connection fees. Permanent single-family home residents inherently understand and know their physical surroundings, to include any safety gaps and potential risks to their families, because they have daily familiarity.

Short-term vacation rental occupants, due to the transient nature of their occupancy, are unfamiliar with local hurricane evacuation plans, the location of fire extinguishers, and other similar safety measures that would readily be provided to guests in traditional lodging establishments. Short-term vacation rental owners may live elsewhere and not experience the quality-of-life problems and negative impacts associated with larger, unregulated short-term vacation rental units on residential neighborhoods.

Short-term vacation rentals with no application of mitigating standards when located in residential neighborhoods can create disproportionate impacts related to excessive occupancy, noise, trash, and parking. Short-term vacation rentals locating within established neighborhoods can disturb the quiet enjoyment of the neighborhood, lower property values, and burden the design layout of a typical neighborhood.

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

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

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

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

These regulations do not regulate duration or frequency of rentals but are intended to address the frequent change of many transient occupants housed within a single-family dwelling within an established residential neighborhood. This ordinance additionally

establishes an enforcement mechanism for those short-term vacation rentals which do not adhere to the standards on an initial or continuing basis, with the overall goal of the short-term vacation rental program being compliance with the standards and not punitive in its scope.

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

Recommended Action:

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

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX APPROVING THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2023, TO SEPTEMBER 30, 2024		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none">1. Presentation2. Resolution3. Consolidated Annual Performance and Evaluation Report (Fiscal Year 23/24)		
Background: <p>This is a legislative item.</p> <p>The Community Development Block Grant (CDBG) program is a federally funded program for community development activities. The City receives between \$450,000 and \$500,000 per year in funding. Activities funded by CDBG must meet one of the following national objectives:</p> <ol style="list-style-type: none">1) Benefit low- and moderate-income person(s) or area, or2) Prevent or eliminate slum or blight, or3) Address urgent community development needs (Emergency). <p>CDBG funding has historically been used for the following activities:</p> <ul style="list-style-type: none">• Housing Related Activities (Homeownership and Rehabilitation)• Public Services (Limited to 15% of Grant allocation)• Infrastructure Improvement (In qualified area or LMI census tracts)• General Planning/Administration/Monitoring for Program (limited to 20% of allocation) <p>In accordance with the regulations for the Community Development Block Grant (CDBG) program, participants are required to complete an annual performance report called the Consolidated Annual Performance and Evaluation Report (CAPER).</p> <p>The CAPER describes the activities and accomplishments during the recently completed program year (October 1, 2023, to September 30, 2024), using CDBG funds. This document provides information on expenditures of the CDBG funds received by the City through HUD.</p> <p>Additionally, this report provides an update on the City's progress in implementing the CDBG programs and activities identified in the Consolidated and Annual Action Plan. The projects/activities and the accomplishments described in the CAPER, consistent with the national objectives of the CDBG program benefit low- and moderate-income persons or</p>		

neighborhoods where there is a high percentage (51%) of low- and moderate-income residents.

During the reporting period, the City used \$603,406.05 from the regular CDBG allocation as well as the CDBG-CV (CARES) allocation to accomplish the following:

- Rehabilitation of 10 single-family homes (next round of 4 is currently under review), \$271,739.63
- Assisted three households with down-payment assistance \$75,000.00
- Provided recreational activities scholarships to (73 students in 2024, 85 in 2023) \$85,300.24
- Assisted 53 persons/households through subrecipient (Entitlement) \$40,179.45
- Assisted 26 persons/households through subrecipient (CDBG-CV) \$73,565.49
- All Program Administration (including Housing Activity Admin) \$57,621.24

On November 14, 2024, the CATF held a public hearing on the annual report. The report was made available on the City website for 15-days between November 15 and November 29, 2024. The CATF recommended that City Council approve the annual report.

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2023, TO SEPTEMBER 30, 2024

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$829,720.00
Division	ENGINEERING	Account #	54029088-063000- 81036
Subject:	RESOLUTION 2024-XX APPROVING A WORK ORDER WITH FREESE & NICHOLS, INC., FOR THE DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE WTP #1 WELLFIELD EXPANSION, EQUIP WELLS SW-24 & SW-25 AND RAW WATERMAIN EXTENSION PROJECT		
Presenter:	Alex Blake, PE, Engineer III (Utility)		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Work Order Proposal		
Background: Council Priority: D. Sustainable Environment and Infrastructure	<p>The City has identified two (2) existing raw water well site locations, SW-24 and SW-25, where these sites were drilled prior to the formation of the City of Palm Coast and were not equipped or connected to the wellfield system for Water Treatment Plant (WTP) #1. SW-24 is located off Ryan Drive near Ryapple Lane. SW-25 is located off Rymfire Drive west of Rae Drive. Both existing wells were recently reevaluated and determined to be in decent condition with high yield capacity, thus recommended for equipping and connection to the existing wellfield for use by WTF-1. The additional wells will provide needed increase of raw water supply and ability to increase wellfield well rotation for increased longevity. A raw watermain extension, of approximately 11,000 ft, will be needed to connect the wells to the existing raw watermain system.</p> <p>Under the existing contract RFSQ-SWE-24-12, staff negotiated a scope and fee for \$829,720.00 with Freese & Nichols, Inc. for the design of the: site plans, mechanical and electrical equipping, raw watermain extension, permitting and construction administrative service. 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 have been budgeted for FY 2025 Utility Capital Projects-Improvements Wellfield expansion for a total of \$829,720.00.</p>		

Source of Funds Worksheet FY 2025

Utility Cap 54029088-063000-81036	\$	975,000.00
Total Expended/Encumbered to Date	\$	-
Pending Work Orders/Contracts	\$	-
Current (WO/contract)	\$	<u>829,720.00</u>
Balance	\$	145,280.00

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A WORK ORDER WITH FREESE & NICHOLS, INC., FOR THE DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE WTP #1 WELLFIELD EXPANSION, EQUIP WELLS SW-24 & SW-25 AND RAW WATERMAIN EXTENSION PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	HUMAN RESOURCES	Amount	\$71,249.94
Division		Account #	65002124-034000
Subject: RESOLUTION 2024-XX APPROVING THE SELECTION OF BROWN & BROWN INSURANCE SERVICES, INC., AS THE AGENT OF RECORD FOR EMPLOYEE BENEFIT SERVICES			
Presenter: Danielle Boyle, Senior Vice President of Brown & Brown Insurance Services, Inc.			
Attachments: <ol style="list-style-type: none">1. Resolution2. Master Services Agreement3. Notice of Intent to Award4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services <p>State of Florida insurance regulations require that Group Health Insurance be negotiated and bound by a duly licensed agent. In order to locate an appropriate provider for this service, a Request for Statement of Qualifications (RFSQ) for Agent of Record, Employee Benefit Broker Services was prepared, with responses due November 15, 2024.</p> <p>As with the current arrangement, the City's proposal requested a fee for service proposal. The selected respondent is expected to perform services to include reviewing and evaluating the City 's ongoing employee benefit programs to assure compliance with all federal, state, and local rules. The respondent will also be expected to assess cost effectiveness of such programs, offer alternatives for evaluation, and recommend changes that are in the best interest of the City of Palm Coast. Employee benefit programs include Health, Dental, Vision, Disability, Life, and Voluntary Benefit Services. The City is currently self -funded, but the Agent of Record would be expected to advise the City on other potential funding arrangements and provide information and advice on alternate funding options or benefit carve -out programs, as applicable. The Agent of Record for Employee Benefit Broker Services will advise on current trends, market changes, and innovative programs that may be of interest to or benefit the City 's employee benefit programs, as well as educate and assist the City with compliance with the Affordable Care Act.</p> <p>Two firms responded to the RFSQ within the required time frames. The two respondents were ranked by a committee of qualified staff.</p> Alternatives and Analysis <p>The committee unanimously recommended that our current broker, Brown & Brown remain</p>			

the Agent of Record for Benefit Broker Services. The City has a unique benefit offering consisting of a self-insured benefit plan including a comprehensive offering of ancillary products. Brown & Brown have been instrumental in the development of our program and is to be credited for much of the program's success. The committee strongly believes that switching to an alternate provider for this service would not be advantageous at this time. Brown & Brown played a pinnacle role in ensuring no service interruptions for our members occurred with the potential of Baptist Health dropping Florida Blue as an insurance provider. Brown & Brown would have had millions of covered lives effected under this change. City employees and their families benefited from the strong influence of Brown & Brown against the decision to stop accepting Florida Blue. Brown & Brown unofficially lobbied for their members with a successful outcome.

Additionally, Brown & Brown have indicated their on-going commitment to the success of the City's health insurance program. They have provided a price quote of \$95,000 (ninety-five thousand dollars) per year flat-fee. This reflects an increase of \$25,000 (twenty-five thousand dollars) over their current flat-fee arrangement of \$70,000. This would be the first increase from Brown & Brown in our 14-year history. (Pricing history - The flat rate was set in 2010 at \$75,000, reduced in 2015 to \$70,000). The new fee equates to roughly 1% of annual medical spend, well below the industry standard of 3-4%.

Health Insurance FY 25 - 65002124-034000	\$1,377,000.00
Total Expenses/Encumbered To Date	\$1,290,443.66
Pending Work Orders/Contracts	\$0.00
Current Contract	<u>\$71,249.94</u>
Balance	\$15,306.40

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING THE SELECTION OF BROWN & BROWN INSURANCE SERVICES, INC., AS THE AGENT OF RECORD FOR EMPLOYEE BENEFIT SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	WATER AND WASTEWATER UTILITY	Amount	\$67,236.00
Division		Account #	54099083 063000 85005
Subject: RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH P&S PAVING, INC., TO RESURFACE A SECTION OF FLORIDA PARK DRIVE AFTER SEWER FORCE MAIN INSTALLATION			
Presenter: Christopher Crawford, Utility Supervisor			
Attachments: 1. Resolution 2. Master Services Agreement 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure The City of Palm Coast Utility Department recently installed a new force main on Florida Park Dr. to relieve gravity areas such as Flagler Pl. from backing up and resulting in spills during heavy rain events. This project prevents compliance issues with the FLDEP and improves the quality of life for residents. Additional work as contracted in ITB-UT-25-19 will fund resurfacing the construction area. This is critical in providing a safe and acceptable travel lane in said area. Currently, the roadway is a nuisance because of the patchwork of the trench area where the pipe was laid. In accordance with the City’s Purchasing Policy, City staff advertised and solicited bids for a Master Services Agreement ITB-UT-25-19 for resurfacing of Florida Park Dr. section from Palm Harbor Dr. to Forest Hill Dr. Southbound Lane. The Notice of Intent to Award and Project Overview are attached. City staff will obtain this one-time service using budgeted funds appropriated by the City Council. The Fiscal Year 2025 Budget includes funds within Utilities Operations to purchase these services.			
Source of Funds Worksheet FY 2025			
GENERAL PLANT R&R 54029083 063000 85005			\$1,300,000.00
Total Expended/Encumbered to Date			\$505,870.55
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			67,236.00
Balance			\$726,893.45

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH P&S PAVING, INC., TO RESURFACE A SECTION OF FLORIDA PARK DRIVE AFTER SEWER FORCE MAIN INSTALLATION

City of Palm Coast, Florida Agenda Item

Agenda Date: December 17, 2024

Department	WATER AND WASTEWATER UTILITY	Amount	\$173,550.00
Division		Account #	54019086 034000
Subject:	RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PROLIME CORPORATION FOR WATER TREATMENT PLANT 1 DRYING BED CLEANING		
Presenter:	Peter Roussell, Utility Deputy Director		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Master Services Agreement3. Notice of Intent to Award4. Project Overview		
Background: Council Priority: D. Sustainable Environment and Infrastructure	<p>The City of Palm Coast Utility Department operates a 6.83 million gallon per day water treatment facility (Water Treatment Plant 1) located at 4 Corporate Drive North in Palm Coast. Water Treatment Plant 1 has approximately 4,450 cubic yards of lime sludge that needs to be removed, hauled, and disposed of from the sludge drying bed.</p> <p>City staff advertised ITB-UT-25-11 for Drying Bed Cleaning in accordance with the City's Purchasing Policy. The project bid overview and notice of intent to award are attached.</p> <p>Staff recommends City Council approve a Master Services Agreement with Prolime Corporation for Drying Bed Cleaning. This Agreement shall take effect on the Effective Date and shall terminate at the end of one year. Following the initial term and at the sole option of City, this Agreement may be renewed for two (2) successive periods not to exceed one (1) year each.</p> <p>City staff will obtain these services on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2025 Budget includes funds within Utilities budget to purchase these services.</p>		

SOURCE OF FUNDS WORKSHEET FY 2025

UTILITYFND OTHER CONTRACTUAL SVCS 54019086 034000	\$1,129,880.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$877,450.00
Current (WO/Contract)	\$173,550.00
Balance	\$78,880.00

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PROLINE CORPORATION FOR WATER TREATMENT PLANT 1 DRYING BED CLEANING

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	PUBLIC WORKS	Amount	OVER \$50K
Division		Account #	DISASTER RESERVE
Subject: RESOLUTION 2024-XX APPROVING RFP-PW-25-17 MASTER SERVICES AGREEMENT WITH TETRA TECH, INC., FOR DISASTER MONITORING SERVICES			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: <ol style="list-style-type: none">1. Resolution2. Master Services Agreement3. Notice of Intent to Award4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services <p>The City of Palm Coast's Public Works department is seeking approval for RFP-PW-25-17 Master Services Agreement Contract with Tetra Tech, Inc., for disaster monitoring services. In compliance with the City's Purchasing Policy, Bid RFP-PW-25-17 was publicly advertised and solicited. Responses were received by a total of four companies. Tetra Tech, Inc., was one of the four, and in turn was the highest-ranking responder, deemed as both responsive, adequate, and responsible. Therefore, staff recommends that the City Council approve the Master Services Agreement with said company.</p> <p>During times of hurricanes and other extreme weather events/natural disasters for which we will seek FEMA reimbursement for costs associated with cleanup activities, FEMA requires that there be monitoring of the debris hauling and removal service simultaneously.</p> <p>The Master Services Agreement will be in place to be used only if needed for an emergency; therefore, there are no funds to be encumbered at this time. In the event of services being utilized, funds are supplied from the Disaster Reserve account.</p>			
Recommended Action: ADOPT RESOLUTION 2024-XX APPROVING RFP-PW-25-17 MASTER SERVICES AGREEMENT WITH TETRA TECH, INC., FOR DISASTER MONITORING SERVICES			

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 17, 2024

Department	PUBLIC WORKS	Amount	OVER \$50k
Division	FLEET	Account #	65010071-064000
Subject: RESOLUTION 2024-XX APPROVING ACCELERATED REPLACEMENT OF FLEET ASSET #1799			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: <ol style="list-style-type: none"> 1. Resolution 2. Quote 3. Piggyback Contract 			
Background: Council Priority: B. Safe and Reliable Services			
<p>Fleet Asset #1799, a Mack truck, is currently scheduled for replacement in Fiscal Year 2026. However, we propose accelerating its replacement to Fiscal Year 2025 to address a critical operational need in the Utility Department.</p> <p>The Utility Department relies on an older Mack truck, purchased used several years ago, to haul sludge at the wastewater treatment plants. This truck is well beyond its useful life and requires frequent costly repairs, making continued investment impractical.</p> <p>By accelerating the replacement of Asset #1799, the newer truck can be transferred to the Utility Department, allowing them to retire their current vehicle. This solution ensures uninterrupted sludge hauling operations and provides Utilities with a reliable vehicle for the next 3-5 years, given their usage requirements. The Fleet Division, which uses Asset #1799 for long-haul towing, would benefit from a new vehicle better suited for their demanding operations.</p> <p>This proposal addresses an immediate operational challenge for the Utility Department while enabling future planning for a replacement vehicle for Asset #1799 that will correlate with the completed upgrades to the wastewater treatment plants.</p>			
SOURCE OF FUNDS WORKSHEET FY 2025 Fleet Fund - MACHINERY & EQUIPMENT OVER \$5K			
Total Expended/Encumbered to Date			\$0.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$159,975.00
Use Fleet Asset Allocation/ Adjust in Projections			(\$159,975.00)

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING ACCELERATED REPLACEMENT OF
FLEET ASSET #1799**

City of Palm Coast, Florida Agenda Item

Agenda Date: December 17, 2024

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject:	REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR November 2024	
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 November 2024, 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	