



**City of Palm Coast  
Minutes  
City Council Workshop**

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

**Mayor Milissa Holland  
Vice Mayor Robert G. Cuff  
Council Member Steven Nobile  
Council Member Nick Klufas  
Council Member Heidi Shipley**

---

**Tuesday, December 12, 2017**

**9:00 AM**

**Community Wing**

---

**City Staff**

**Jim Landon, City Manager  
William Reischmann, City Attorney  
Virginia A. Smith, 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, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- > City Council Meetings are televised on Charter Spectrum Networks Channel 495 and on AT&T U-verse Channel 99.
- > All pagers and cell phones are to remain OFF while City Council is in session.

**A. CALL TO ORDER**

*Mayor Holland called the meeting to order at 9:00 a.m.*

**B. PLEDGE OF ALLEGIANCE TO THE FLAG**

*Mayor Holland led the pledge to the flag.*

**C. ROLL CALL**

*Ms. Settle called the roll. Council Member Shipley had an excused absence.*

**D. PUBLIC PARTICIPATION**

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. After the Mayor calls for public participation each member of the audience interested in speaking on topics on the workshop agenda or any topic or proposition not on the agenda, shall come to the podium and state their name. Each speaker will have up to three (3) minutes each to speak. The Mayor will advise when the three (3) minutes are up and the speaker will be asked to take a seat and wait until all public comments are finished to hear answers to all questions. Once all members of the audience have spoken, the Mayor will close public participation and no other questions/comments shall be heard. Council and staff will then respond to questions

posed by members of the audience. Should you wish to provide Council with any material, all items shall be given to the City Clerk and made part of the record. If anyone is interested in discussing an issue further or ask additional questions, individual Council Members and staff will be available after the meeting to discuss the matter and answer questions.

*No comments were received.*

## **E. PRESENTATIONS**

### **1. DISCUSSION - EXECUTIVE SEARCH FIRM FOR CITY MANAGER REQUEST FOR PROPOSALS**

*This item was postponed until all the entire Council is present.*

### **2. RESOLUTION 2017-XX APPROVING A LANDSCAPE CONSTRUCTION AND MAINTENANCE MEMORANDUM OF AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

*Mr. Landon gave a brief overview of the item. Mr. Butler provided a presentation regarding the landscape betterment plan at the location of Home Depot and I95 and Palm Coast Parkway.*

*A question and answer period followed:*

*Mayor Holland: So FDOT is contributing and you will partnering with them and decide appropriate landscaping for that area? Ans: Mr. Butler - The plan was approved. We will put this out for bid and will get quotes on it. It will probably be a quote and not a bid. We will hire a contractor. The City has to do the project according to DOT. We will do the contract and I will do the supervision. Once it is all finished out, then they will pay us. They will write the check for the amount of construction and 10% of administrative time.*

*Mayor Holland: When they construct their building it go in simultaneously? Ans: Ray Tyner: I really want to emphasize. We would have enough acres for what they wanted to do there if we did not have the betterment plan. Use the right of way for the additional wow factor.*

*Mayor Holland: I think this is a very creative solution to one of the last site to be developed in that area over there. I applaud the creativity.*

*CM Nobile: Our cost is really nothing accept for maintenance later on? Ans: Mr. Landon - Once again, maintenance will be a little higher with these bids but we are already maintaining the area in general. It is really makes a lot of sense for everyone.*

**3. RESOLUTION 2017-XX APPROVING THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2016 TO SEPTEMBER 30, 2017**

*Mr. Landon gave an overview of the item and reported this is an annual requirement of our federal grants. The Council received a presentation from Mr. Jose Papa for the Fiscal Year 2016-2017. A question and answer period followed.*

*Mayor Holland: Are those contributions for the free clinic and the summer camp used for Palm Coast residents? Ans: Mr. Papa - The free clinic we get clarification from HUD and as long as the majority of who is assisted with these services, it is an eligible activity. The scholarships are dedicated for Palm Coast residents.*

*CM Nobile: When we first put that \$25,000 into the free clinic, we were about 80% usage at that facility.*

*Mayor Holland: How do we get the applications from the children from summer camp that need that support. Ans: Mr. Papa - During the registration process for Summer Camp, Parks and Rec make it know that scholarships are available. they can offer scholarships in one of two ways; through the CDBG funding and through their fundraising. In CDBG's case, it is based on income qualifications.*

*Mayor Holland: I noticed that during winter break, there will be a winter camp. Is that looked at having support that. During the holidays, when families are struggling alot. They are choosing between rent and gifts for their children. If they are not able to do that, is there any mechanism in place that covers that. Ans: Mr. Papa: From a CDBG perspective, the only rules that they qualify by income. Whether we use it for summer or winter, it is ok by CDBG rules. Ans: Mr. Boyer - We actually take scholarships year around. It is not exclusive to summer camp. We use CDBG dollars for specifically for kids that are on the meal plan. For those that are on the low income plan, for students. Every event we have, we have a scholarship fund. I think one of the things we are thinking of doing is offering some of this to low income families for swim lessons.*

*Mayor Holland: That is great. I think the number one cause of death in children is drowning.*

*VM Cuff: One more question on the scholarships. What is the demand vs. available funds? Ans: Mr. Boyer - I would say on average every 10 weeks, I think the most that any one family received this year was three weeks of scholarship. We had so many request for it. We try to make sure that every family gets a week first before add more weeks to a family.*

*Mr. Papa: We allocated more funds this past year for public service.*

*CM Klufas: Are there any impediments for advertising these services. Ans: Mr. Boyer - No.*

*Mayor Holland: What kind of fundraising do you do? Ans: Mr. Landon - Food Truck Tuesday one of the months goes toward this program., as ean example.*

**F. WRITTEN ITEMS**

**4. RESOLUTION 2017-XX APPROVING ANNUAL SERVICES AGREEMENT WITH THE UNIVERSITY OF CENTRAL FLORIDA FOR THE BUSINESS ASSISTANCE CENTER**

*Mr. Landon gave an overview of the item and reported that the proposed resolution is simply a continuation of the current program with the BAC. It is a great partnership. We recommend continuing the program.*

*Mayor Holland: Have we ever thought of hosting a workshop on entrepreneurship? Mr. Falgout: BAC has some marketing dollars and one is entrepreneurship night, which is a networking event. Business owners are not necessarily like training these days. The one on one engagement is the way we which . . . Mr. Landon is correct, the quality of the clients is improving.*

*Mayor Holland: It might be helpful at some point to have presentation from Ray Peters of all the services they provide. I would like to see it when we approve this. It might bring awareness to the program as we are doing it to those in the community that this is available to them and it is free.*

**5. RESOLUTION 2017-XX APPROVING CONTRACTS WITH G.E.M. STONE CONTRACTORS INC. AND S.E. CLINE, INC. FOR PEP TANK INSTALLATION AND REPLACEMENT SERVICES**

*Mr. Landon gave a brief overview of the item and reported the contract has expired and we are renewing the contract.*

*Mayor Holland: Are we still installing pep tank at new home? Ans: Mr. Landon - We have to. The entire system is under pressure and so you have install the pep tank so you can pump it out vs. gravity.*

*Mayor Holland: When we are installing the pep tank, do we provide something to the residents informing them best practices in a storm situation.. Maybe communication on pep tanks. Ans: Mr. Landon - The challenge there is we are dealing with the developer and not with the resident.. If it is a replacement we can do that, I like the idea.*

*Mayor Holland: Maybe your communication team can do a video, PEP 101.*

*VM Cuff: These contractors, the resolution the prices are different? Ans: Mr. Landon - the one that is less expensive will get called first but if they are busy,*

*we will go to the other one. The issue is time and not dollars and our utility staff handles it from that point.*

*How many pep tanks do we have? We are not installing them in the new communities right? Ans. Mr. Landon - No not in the newer communities.*

*Mr. Adams: There are 13,000 pep tanks and probably another 6,000 or 7,000 empty lots in pep areas. We will be putting them in for many, many years.*

*Mayor Holland: I think many of our residents come from different areas of the country and do not know what a pep tank is and what it means when the he alarm goes off.*

*Mr. Adams - New residents when they sign up for services, do get an electronic version of a welcome packet that has pep information on it.*

*CM Nobile When we put the new pep system in, why don't we put a hood around it? Ans: Mr. Adams - The clean outs vary. It depends. We have in some case and raised up the chambers, generally, people like it at ground level.*

**6. RESOLUTION 2017-XX APPROVING PIGGYBACKING THE LAKE COUNTY CONTRACT WITH PORT CONSOLIDATED, INC., TO PURCHASE FUEL PRODUCTS**

*Mr. Landon gave a brief overview of the item. He reported this is an annual contract to buy diesel. The price varies constantly and there is a formula for the price. This week the City is receiving it for \$2.22, less than the market rate.*

**7. RESOLUTION 2017-XX APPROVING PIGGYBACKING CITY OF ORMOND BEACH CONTRACT WITH ENVIRONMENTAL OPERATING SOLUTIONS INC.**

*Mr. Landon gave an overview the item and explained how the chemical used at the Wastewater Plant.*

**8. RESOLUTION 2017-XX APPROVING PIGGYBACKING CITY OF TUCSON, ARIZONA NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE (NIPA) WITH W.W. GRAINGER, INC., TO PURCHASE MAINTENANCE, REPAIR AND OPERATIONAL SUPPLIES**

*Mr. Landon gave an overview of the item and explained it is a renewal of a current contract. The supplies will be used for the crews outdoors.*

**9. RESOLUTION 2017-XX APPROVING PIGGYBACKING THE LEE COUNTY CONTRACT WITH STAPLES CONTRACT AND COMMERCIAL, INC. STAPLES FOR OFFICE SUPPLIES**

**G. PUBLIC PARTICIPATION**

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

*No comments were received.*

**H. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*CM Nobile reported on the last TPO meeting and the smaller cities wer able to beat back the 25% proposed as a match. The itme has been postponed indefinitely. He also reported that the State is looking into eliminating the weighted vote on TPOs.*

**I. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**J. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

*The Northeast Regional Council awarded the City for the Fire Department's Internship Program. The Utility Department was awarded from WaterWorks. He reviewed the holiday schedule with the Council.*

**K. ADJOURNMENT**

*The meeting adjourned at 9:50 a.m.*

**10. City Calendar**