



**City of Palm Coast**  
**Agenda**  
**CITY COUNCIL BUSINESS**

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

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

---

**Tuesday, June 5, 2018**

**6:00 PM**

**CITY HALL**

---

**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.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL**

**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 any topic or proposition not on the agenda or which was discussed or agendaed at the previous City Council Workshop, 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.

#### **MINUTES**

- 1 APPROVE CITY COUNCIL MINUTES:  
MAY 15, 2018 BUSINESS MEETING  
MAY 29, 2018 WORKSHOP  
MAY 29, 2018 SPECIAL MEETING**

#### **PROCLAMATIONS AND PRESENTATIONS**

- 2 PROCLAMATION CQ FLORIDA AMATEUR RADIO WEEK**
- 3 PROCLAMATION 20TH ANNIVERSARY OF FIRESTORM 1998**
- 4 PRESENTATION BY THE PALM COAST HISTORICAL SOCIETY ON THEIR NEW STRATEGIC PLAN**

#### **OTHER BUSINESS**

- 5 APPOINT MEMBERS TO FILL VACANCIES ON THE LEISURE SERVICES ADVISORY COMMITTEE**
- 6 APPOINT A CITY COUNCIL MEMBER TO THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**
- 7 INTERVIEW APPLICANTS TO FILL CITY COUNCIL DISTRICT FOUR VACANCY CREATED BY CM NOBILE'S RESIGNATION**
- 8 APPEAL OF BID PROTEST FOR ITB-UT-18-30 PEP TANK PANEL ASSEMBLIES BY INTEGRITY SALES & MARKETING, INC.**

#### **RECESS CITY COUNCIL AND OPEN THE SR 100 CORRIDOR CRA MEETING**

- 9 STATE ROAD 100 COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2018-XX INNOVATION DISTRICT AND KICK START PROGRAM**

#### **ADJOURN THE SR 100 CORRIDOR CRA MEETING AND RECONVENE THE CITY COUNCIL MEETING**

#### **RESOLUTIONS**

- 10 RESOLUTION 2018-XX SELECTING AN EXECUTIVE SEARCH FIRM**

**CONSENT**

- 11 RESOLUTION 2018–XX APPROVING INNOVATION DISTRICT AND INNOVATION KICK START PROGRAM**
- 12 RESOLUTION 2018-XX APPROVING THE ALERTFLORIDA COMMUNICATION SYSTEM AGREEMENT WITH THE FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT**
- 13 RESOLUTION 2018-XX APPROVING A CONTRACT WITH P&S PAVING, INC. FOR THE CONSTRUCTION OF LAKEVIEW BOULEVARD MULTI-USE PATH**
- 14 RESOLUTION 2018-XX APPROVING MASTER SERVICES AGREEMENT AND WORK ORDER WITH SAI CONSULTING ENGINEERS INC., FOR CEI SERVICES FOR LAKEVIEW BOULEVARD MULTI USE PATH**
- 15 RESOLUTION 2018-XX APPROVING RIGHTS-OF-WAY ACQUISITIONS FOR THE OLD KINGS ROAD WIDENING PROJECT**
- 16 RESOLUTION 2018-XX APPROVING THE PURCHASE OF A CONCENTRATE DISCHARGE PUMP AND MOTOR FROM TOM EVANS ENVIRONMENTAL INC.**
- 17 RESOLUTION 2018-XX APPROVING MASTER PRICE AGREEMENT WITH SHELLEY'S ENVIRONMENTAL SYSTEMS, INC. FOR WASTEWATER RESIDUALS MANAGEMENT**
- 18 RESOLUTION 2018-XX APPROVING MASTER PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, INC. FOR PEP-TANK PUMP PANEL ASSEMBLY PACKAGES FOR NEW INSTALLATIONS.**

**PRESENTATION OF CERTIFICATES**

- 19 PRESENTATION OF CERTIFICATES TO GRADUATING STUDENTS OF THE CITY OF PALM COAST'S CITIZENS ACADEMY CLASS**

**OATH OF OFFICE**

- 20 OATH OF OFFICE FOR THE APPOINTED REPLACEMENT OF COUNCIL SEAT 4**

**PUBLIC PARTICIPATION**

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

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

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

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

**ADJOURNMENT**

**21 CALENDAR/WORKSHEET**

**ATTACHMENTS TO MINUTES**

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department Item Key</b>	CITY CLERK	<b>Amount Account</b>
<b>Subject</b>	APPROVE CITY COUNCIL MINUTES: MAY 15, 2018 BUSINESS MEETING MAY 29, 2018 WORKSHOP MAY 29, 2018 SPECIAL MEETING	
<b>Background :</b>		
<b>Recommended Action :</b>	Approve City Council Minutes of May 15, 2018 Business Meeting, May 29, 2018 Workshop and May 29, 2018 Special Meeting.	



**City of Palm Coast  
Minutes  
CITY COUNCIL  
BUSINESS MEETING**

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

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

---

**Tuesday, May 15, 2018**

**9:00 AM**

**CITY HALL**

---

**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.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL**

*Virginia Smith called the roll. All members were present.*

**PUBLIC PARTICIPATION**

*Vince Ligouri- He commended Council Members Nobile and Shipley for their service.*

*Steve Carr- Mr. Carr spoke of the recent detours and construction on Florida Park Drive.*

**MINUTES**

- 1 APPROVE CITY COUNCIL MINUTES:  
MAY 1, 2018 BUSINESS MEETING  
MAY 8, 2018 WORKSHOP**

**Pass**

**Motion made to approve made by Council Member Shipley and seconded by Council Member Nobile**

**Approved - 5 - Mayor Milissa Holland, Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

## **PROCLAMATIONS AND PRESENTATIONS**

### **2 PROCLAMATION KIDS RECOGNIZING MAY 19, 2018 AS "KIDS TO PARK DAY"**

*CM Klufas presented this Proclamation to representatives of the Parks and Rec Department.*

### **3 PROCLAMATION RECOGNIZING MAY AS "DRUG COURT MONTH"**

*CM Shipley presented this Proclamation to representatives of Flagler County Drug Court. CM Shipley requested the City assist in funding this program.*

### **4 PRESENTATION OF THE HAMMOCK PICKLEBALL CUP PROCEEDS DONATION TO THE CITY OF PALM COAST**

*Mr. Hooker presented the City's Parks and Rec Department with a check for a \$1,000 and a video of the event.*

## **ORDINANCES SECOND READ**

### **5 ORDINANCE 2018-XX AMENDING SECTION 3.04.05 OF THE CITY'S ULDC TO INCLUDE ADDITIONAL INCENTIVES FOR CERTAIN AREAS IN THE PALM COAST/FLAGLER COUNTY AIRPORT MASTER PLAN.**

**O20180014**

*City Attorney Reischmann read the title into the record.*

*Mr. Landon gave a brief summary of the item.*

*Public Comment:*

*There were no public comments.*

**Pass**

**Motion made to Adopted on second reading made by Vice Mayor Cuff and seconded by Council Member Shipley**

**Approved - 5 - Mayor Milissa Holland, Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

**6 ORDINANCE 2018-XX TO REZONE 40 COLECHESTER LANE FROM MFR-1 TO SFR-1 AS INDICATED BY APPLICATION 3449.**

**O20180015**

*City Attorney Reischmann read the title into the record. Mayor Holland called for any ex-part communications.*

*There were no ex-parte communications, however, VM Cuff declared a conflict of interest in this matter. VM Cuff will complete the appropriate form.*

*Mr. Landon gave a brief summary of the item.*

*There were no public comments.*

**Pass**

**Motion made to Adopt on consent made by Council Member Klufas and seconded by Council Member Nobile**

**Approved - 4 - Mayor Milissa Holland, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

**RESOLUTIONS**

**7 RESOLUTION 2018-XX APPROVING THE FIRST AMENDMENT AND RESTATEMENT OF THE EXISTING EASEMENT AGREEMENT WITH DUNES CDD AND APPROVING THE PURCHASE OF MATERIALS AND RELATED EXPENSES FOR THE PALM HARBOR PARKWAY LANDSCAPE IMPROVEMENTS**

**R20180066**

*Mr. Landon provided a brief overview to this item.*

*Public Comments:*

*Louis McCarthy-Supports delaying the payment of the landscape until we get reimbursed by FEMA.*

*Motion to approve CM Klufas seconded by CM Cuff. Motion passed. Mr. Landon asked for clarification of the motion. CM Klufas amended motion to include the purchase of related expenses. Seconded by VM Cuff for discussion.*

*VM Cuff-I thought the motion was only for the first amendment and restatement of existing easement.*

*CM Shipley: Is there a reason at this point that we are not waiting for the money? Ans: Mr. Landon - From a financial standpoint, we are not waiting for the money for this capital project. The money is in the bank. The money is in the budget. What we talked about last time, if you recall, there are two funds that will be reimbursed once we get the FEMA dollars. One is just adding to our ending fund balance of the general fund and the other one is the Natural*

*Disaster Fund. These dollars are coming out of our Capital Fund. The dollars are there. I think the point was you can always shift those dollars to someplace else if they are needed in the future. To tell you the truth, 50,000 a hurricane is not a major deal. This project has already been delayed. If you want to wait until you get the \$1.3 million. You can make that motion too. As far as cash flow, we do not need the 1.3 million and we are not counting on the 1.3 million to pay for this project.*

*CM Nobile: My point was not, like Mr Cuff said, to pick on this project. It is more a global statement, projects like this. You are right, Supplemental motion-VM Cuff verified that his second stands and urges approval of the expenditure.*

*Motion passed unanimously.*

## **CONSENT**

### **8 RESOLUTION 2018-XX APPROVING THE 2018 FIND GRANT FOR THE WATERWAY CLEANUP**

**R20180067**

*Public Comments:*

*George Mayo-Are we still looking for property for this project? Ans: Mayor Holland this is a separate issue.*

**Pass**

**Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Nobile**

**Approved - 5 - Mayor Milissa Holland, Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

### **9 RESOLUTION 2018-XX APPROVING CONTRACTS WITH DANELLA CONSTRUCTION CORPORATION OF FLORIDA, INC., AND PRECISION CONTRACTING SERVICES, INC., FOR ROUTINE FIBER OPTIC MAINTENANCE AND INSTALLATION SERVICES**

**R20180068**

**Pass**

**Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Nobile**

**Approved - 5 - Mayor Milissa Holland, Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

**10 RESOLUTION 2018-XX APPROVING CONSTRUCTION CONTRACTS FOR STORMWATER PIPE REPLACEMENT AND REHABILITATION PROJECT**

**R20180069**

**Pass**

**Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Nobile**

**Approved - 5 - Mayor Milissa Holland, Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

**11 RESOLUTION 2018-XX APPROVING CONTRACT WITH AMERICAN JANITORIAL INCORPORATED (AJI) FOR ANNUAL CITYWIDE JANITORIAL CLEANING**

**R20180070**

**Pass**

**Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Nobile**

**Approved - 5 - Mayor Milissa Holland, Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Steven Nobile, Council Member Heidi Shipley**

**PUBLIC PARTICIPATION**

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

*Jon Netts-Provided an overview to what is new with FIND.*

*Jack Carall-Consent agenda comments-how can someone make comments on the consent agenda if they do not know what it is about.*

*George Mayo-Consent agenda-wanted a little more explanation of what the clean-up was, etc. Traffic on Palm Coast Parkway backs up into the parkway when traffic turning left onto Cypress Edge at Wal-Mart backs up. SR 100 traffic and Old Kings Road. When parent's pick up their children at end of the school day, it backs up too.*

*Responses to Public Comments:*

*School traffic-Mayory Holland requested Mr. Landon look into the traffic issues with the school and the light at Palm Coast Parkway and Wal-Mart. Mr. Landon-It has been a chronic problem but I thought it was fixed. We will take a look at Old Kings Elementary and see if it was an isolated incident or if it is something we need to get with the school district, the county and state on that signal.*

*Mayor Holland: I would also ask that you would look at that light on Cypress.*

*Ans: Mr. Landon - It is very difficult but we will take a look at it and make sure it*

*wasn't an isolated incident. We have the capability of doing that. We do have those incidents when you have an emergency vehicle that goes through that pre-empt the light and then people will say, this isn't working right. Is it that one time or is it cycling through? That one we constantly look at too because you have so much traffic coming in and out and the signals are so close together.*

## **DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*VM Cuff-I understand the City delegation will be meeting with County delgation. I wish everyone luck. Second, do we have an update on the Florida Park Drive repairs? Finally, to say good-bye to Mr. Nobile and to thank him. I have enjoyed sitting next to him.*

*CM Nobile- This is my last day here. I want to thank this Council. They have done a great job and as I stated in my email to them, they are heroes in my book. I wish them great prosperous moments in the future for Palm Coast. I know you will do good things. You love this place like I do. I have been here 36-37 years. I can't believe I am moving to a bigger place instead. I should be going to the mountains but I am going to a big city. To the Palm Coast staff and Mr. Reischmann and Mr. Landon, you guys are the best. An organization I just have not experienced in many places at this level. You make this job very easy. I all I have to do is show up and do what you tell me. I do question it sometimes, but it is very easy and helpful to know that everyone here, from every level of employment and position . . . they are loyal and love the city and do their job well, they are well organized and well manage and I wish you all a prosperous and happy times in your future. To the residents - I am proud to have been your representative and thank you for the opportunity. I love the fact that I got to live here for 37 years and this is my going away position. This is one of my most cherished positions to serve the people that are close to you in your own town is very important. I wish everyone a long, happy, successful, healthy life.*

*CM Klufas – I as well, wish you good luck in the future. Good Luck. Secondly, on the other side of Florida Park Drive, by Cimarron Drive, I didn't know if we were going to put out a sign that there was going to be an extended blockage in the road.*

*CM Shipley-Goodbye and I am glad I got time to work with you, Mr. Nobile.*

*Mayor Holland- I too share in everyone's remarks. I will say, it is sometime easy when you are sitting in the audience and not realizing that this is not an easy job and a big responsibility. One that not many have stepped up to do. You are amongst the minority in this country by public service and certainly, local government having a very large impact. I thank you for your time in Palm Coast and your departure will leave quite a legacy and you should take pride in that, Thank you for your service and contributions to our Community.*

*When I hear something in the community about our businesses and if we are holding up a permit, I really have taken a stance that we will bring them into City Hall and have a discussion with our administration and our departments that are inclusive in that discussion. It has been very productive but I had a thought and I will use Moonrise Brewery as an example. This is a couple that came into our*

community that put their life savings to open up a micro-brewery but what I quickly realized. For someone that is a true entrepreneur, not like a box store, that has several team members that can navigate their way through our codes and what is required of them. They came in and were grateful for the time we spent and there were other businesses that were similar once they had spent time with us. We wanted to build that relationship. We want our business community to be extremely successful and our part should be one of support through this process. I can tell you hearing the story of the wait for the barrels. I know there are communities that have a person in a role to help entrepreneurs that step into our City Hall and submit plans or submit drawings or whatever they are going to do to open up a business, they have an individual there that is a go between to take them through the process step by step. I thought it might be appropriate when we are talking about entrepreneurship and how we are moving into the next phase of innovation and securing that that we look a role in that regard. I do think there is a gap when they step into our City Hall and we have our Business Assistance Center that we should be handing them all information we have to offer them. I know it is there and we have an office there but it seems like there are some steps that aren't controlled efficiently. I would like to see us change that.

CM Nobile-I think you are absolutely correct.

Mayor Holland: I am hoping if I get support from Council that staff can come back to us with an answer or a position that you would recommend to do that. And this is really about the entrepreneurs because you know, this is our first microbrewery. It is also one that we are hoping to establish entrepreneurial spirit but talking to this young couple, it was very moving for me that they have invested in our community and we should invest in them. I think by doing that, demonstrates that Palm Coast's entrepreneurial spirit is strong and one that we want to cultivate.

Ans: Mr. Landon - And they have moved into European Village, which we have just talked about.

CM Shipley-Is this something that a general contractor would handle? Ans: Mayor Holland - The BAC is a consultant advisor on marketing strategies and financial applications and more understanding a small business role and helping them succeed. This is much more technical in nature, more like a liaison. Ans: Mr. Landon - We will put together a team approach and try to hit the target.

Mayor Holland: We have our meeting today with the County and I am going in very positive. Our discussion and dialogue that we have had thus far and my hope is that we can come to a resolution and move forward collaboratively.

## **DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

Thanked CM Nobile for his service.

## **DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

*Florida Park Drive is closed due to a sewer line that collapsed. The repair has been completed. The crews are ready to move out but with all the rain, you cannot pave on top of saturated soil. We have to let it dry out.*

*Food Truck Tuesday is tonight at Central Park 5:00 pm to 8:00 pm, if the weather holds.*

*Memorial Day weekend-May 28, 2018 at 8:00 a.m. at Heroe's Park for a ceremony.*

*The other thing to keep in mind, and we have not made any decisions of what we are going to do from a staff level but we will bring something back to you with a recommendation . . . Your first meeting in July, Business Meeting, is July 3 is in the evening. It is also our fireworks night.. Having people try to come to the meeting and navigate the fireworks and the Fourth of July Ceremony, we are not recommending. We are trying to figure out if we rescheduel or cancel the meeting.*

*Lastly, the Wastewater Treatment Plant 2 Ceremony is coming up in June.*

#### **ADJOURNMENT**

*The meeting was adjourned at 10:15 a.m.*

*Respectfully submitted by: Virginia A. Smith, MMC  
City Clerk*

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>CUFF ROBERT GORDON</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>CITY COUNCIL, CITY OF PALM COAST</i>
MAILING ADDRESS <i>142 BLEN MAR LANE</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY      COUNTY <i>PALM COAST      FLORIDA</i>	NAME OF POLITICAL SUBDIVISION: <i>CITY OF PALM COAST</i>
DATE ON WHICH VOTE OCCURRED <i>MAY 15, 2018</i>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, ROBERT GORDON COFF, hereby disclose that on MAY 15, 20 18:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of NUVINK IRA, INC FBO DW MORRIS, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I PROVIDED LEGAL DRAFTING ASSISTANCE TO THE COUNCIL OF THE PROPERTY BY PREPARING UTILITY AND ACCESS EASEMENTS FOR THE PROPOSED DEVELOPMENT OF THE PROPERTY THAT WAS THE SUBJECT OF THIS ZONING REQUEST.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

MAY 15 2018  
Date Filed

[Signature]  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**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 Nick Klufas  
Council Member Heidi Shipley**

---

**Tuesday, May 29, 2018**

**9:00 AM**

**CITY HALL**

---

**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.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL**

*Ms. Settle called the roll. All members were present.*

**PUBLIC PARTICIPATION**

*Steve Carr: Florida Park Drive - concerned about pot holes.*

*Mayor Holland: Mr. Landon, can you look into that? I tend to think we have some other infrastructure issues that will be talked about throughout the City with this high rain event. Ans: Mr. Landon - Yes, it does cause issues with the roads, pot holes and a variety of other things.*

## PRESENTATIONS

### 1 PRESENTATION - EXECUTIVE SEARCH FIRM PRESENTATIONS

*Jesse Scott, Purchasing Coordinator, reviewed the process with Council and introduced the applicants.*

**Strategic Government Resources:** *Doug Thomas reviewed his firm qualifications and his background with municipal governments. A question and answer period followed*

*VM Cuff: That is all very impressive. What is your rate of placement for a position for our City Manager from outside of the normal City Manager candidate, other City Managers or Department Heads? Ans: It depends. In some cases, one of the things I will ask you in my profile interviews is your interest in finding non-traditional candidates. Some cities have an appetite for that; some cities have no appetite for that and some cities say, let's see what happens. In some cities, we have placed individuals that have been base commanders in the military. Very similar to being a City Manager but a non-traditional approach. We have found some individuals that have come from the private sector. Normally, what I tell cities when I am looking at those non-traditional candidates, they will shape themselves in or out of the process as you compare to your other candidates.*

*Mayor Holland: We have discussed the non-traditional candidate approach very strongly as a way to hopefully be able to implement the strategies this Council sets forth as far as technology, driven approaches that we know that will allow us set forth, as far as technology driven approaches that will allow us to be more competitive as a community. When you approach this and you are looking for non-traditional candidates, what do you do differently as far as advertising to that sector compared to . . . I have been very vocal that I do not want to see the traditional let's put an ad in the Florida League of Cities, let's put an ad in the Association of Counties. We could do that. We are looking for that value add from a firm that could help us navigate through an employment system for the non-traditional candidates. I interview people for Coastal Cloud all the time. I can tell you they come from different parts of the country. What brings them here is fascinating to me. They can see an ad in Florida Trend because they are looking at relocating to Florida. What would you do differently as the non-traditional as far as the approach to different outlets that you currently don't use in the modeling? Ans: Mr. Thomas - What that means is after I walk through and get an understanding of what the type of background, what type of skill set you are looking for, that will lead us down different paths. In many cases, we have a pretty extensive network in linkedin. You may be looking for someone that has run a Fortune 500 company for example that is looking to do something as another chapter in their career. We would target individuals that fit profiles. We would go with that type of approach. You mentioned advertising in different jurisdictions. Once again, depending on the type of skill set you are looking for we will help you assess here is where we think you might find some of those candidates. We will do that outreach with you. We have to understand what you are looking for first so it is not just throwing money out the door. I really want to stress the point of the social media outreach that we do and target that approach. I mentioned the*

*10/10 newsletters, that goes out to 60,000 people every Tuesday morning. It goes out to ten different links of interest and topics and governments. Beyond that, we identify our upcoming searches that are taking place. It includes more than City Manager type individuals. It includes elected officials, other people that we have met coming in contact with a variety of issues. That gets a broader share that gets forwarded on to other people. I have had former state officials that have been budget directors that have not been looking at local positions that have applied for county positions and have gone very deep into the process. They probably would not have found us through our normal outreach but because of outreaches like that. Once I get a feel for what you are looking for, we will help say here is what I recommend to cover your bases but here are the other areas in addition to social media outreach and targeted outreach like LinkedIn and the other sites that we can find those candidates. We have been pretty successful in that regard.*

*Mayor Holland: You were a City Manager, Lakeland, Florida.*

*CM Klufas: May I ask when you were a City Manager? Ans: Mr. Thomas - I was the City Manager from the end of 2003 through 2015, about twelve years.*

*Mayor Holland: I am curious have you done any rankings on the non-traditional candidates and where do you fall in that? Ans: Mr. Thomas - It wasn't a target of the survey. But I can tell what we have done, what we have done is found candidates based on the desires of our clients to find and to develop non-traditional candidates for their consideration. It all starts with the type of person you are looking for and the type of background you are looking for. We have staff that focuses on social media and market areas. It does not scare us at all that you are asking us to do that type of reach.*

*Mayor Holland: When you are doing the search traditionally, how many candidates does it yield? Ans: Mr. Thomas - Once again, if you are only going to look for non-traditional that will have a little bit of a different pull. Florida is an attractive state to recruit to so we will get people from all over the county that want to come to Florida. You will have anywhere 45 to 60 candidates easily. It will depend on the timing. You have a little bit of an issue because Jim is not retiring until August of 2019. We will need to discuss when you want that process to roll. Some candidates are not necessarily in the market now but they don't know what down the road might be when you want to bring them on might have some bearing in the number of candidates.*

*CM Klufas: What percentage of candidates are personal acquaintances of yours? What percentage have you already worked with before you became a recruiter? Ans: Mr. Thomas - Unlike some search firms, we do not round up the regulars and you get the same five or six you want to look at. I never know exactly until we advertise for the position. This is a fraternity/sorority type of business. In 35 years, I have develop countless colleagues and friends and people I have met with across the country. Normally, I know a number of people in the search. It doesn't guarantee they will be finalists for you or even semi-finalist for you but I will give you some additional insight because of personal knowledge. We also have candidates that have come from parts of the US that I have never touched and we will get to learn and meet them through those processes. As the Mayor has indicated, if you are looking for some non-traditional candidates, I will not know*

them at all probably until this search goes forward. I have been very active, I was the state president of Michigan. I probably know about 2/3 of the managers in Michigan. I have been on the Board of the Florida League of Cities. If they come from Florida, I will probably know them. On average, I will probably know one fourth of the candidates and the other 3/4s I will get to know through this process and I might know them from other searches as well. And that gives me some insights of whether they are applicable and whether their skill sets are good for what you are looking for.

CM Klufas - In Lakeland right now, there is a lot of discussion about broadband initiatives. They are also consulting with Magellan Consultants. What is your position and stake into a community broadband initiative and do you have any opinions in your 15 years of being City Manager would have an impact on the decisions that are being made today. How do you feel about it; thumbs up/thumbs down but also as a next five to ten year initiative and how cities are changing in general Ans: Mr. Thomas - Lakeland is different. We are a little larger than Palm Coast. We are over 100,000. We own several electric generation and utilities so we have about 3,000 employees. We had an extensive fiber network largely because of the electric and that allowed us to do a lot with our water/sewer. We are already starting with 750 miles of fiber as part of that operation. The first Magellan Study was started when I was City Manager so this has been an on-going conversation for well over 2 1/2 years in Lakeland. We were looking at the prospect of could we come yet another utility. I approached it, as a City Manager, let's do a study so we engaged Magellan. What I encouraged the City Commission in Lakeland to do was to approach with a level of caution because you will be competing directly against the private sector which can be much more nimble and more aggressive. It is difficult to change rates and structures as well you know with Water, Sewer, and Electric. They are always pain staking processes. The private sector can change things here and there and they can under cut you. I thought they should approach it to look at the economics; let's look at the upsides and downsides for risks and what the capital costs would be but also if in fact, things went go south on much are we in the hole and can we recover from. Maybe by doing this we could leverage some private sector partners. In the meantime, we took our public sector dark fiber and leased it largely to private sector governmental entities: schools, colleges, hospitals, things like that where we could get additional dollars out of our network.

Mayor Holland: Obviously, not every one can be a City Manager. It is a difficult job. How much do you score or scale that as far as the process it goes though. When we are talking about non-traditional, I really feel very strong in my position that I am looking for somebody that brings about a different thought process on the technology side of things but really has that strong foundation on the understanding of being an executive. And being an executive that can hire talented individuals for departments that could drive these initiatives that we have discussed. To be a manger again, it is not an easy job, I don't think anyone should walk into it thinking it is. I don't think anyone can do it. It requires a special skill set and a talent. I think having that well rounded approach and finding that balance would be important for us so when you go into that and you meet with us as an elected body, have you run into challenges historically with your searches where there might not be a clear indication of what that Council is looking for? Ans: Mr. Thomas - It is the inevitability of working with a body of five, seven, nine. In some

cases, twelve. I did a search in Davenport, Iowa, had 13, a mayor and 12 Council Members. They all come up for election every two years. As we went through that process, there was some dialogue of what they were looking for and that process involved, the mayor had to appoint a search committee which involved some members of the elected body but a body of stakeholders and they had their perspectives as well. As we went through all those profile interviews, I had to come back to the whole group and say, this is what I am hearing. I am going to help you market but I am hearing different things and skill sets that you can help prioritize to me what you think is most important. In many cases, I meet with the board after I do the preposition profile interviews and meet with the stakeholders. I will meet as a group at workshop; here is the powerpoint; here is what I have heard. Are you all on the same page or not? I want to draft a brochure that will reflect this and I am going to draft it one way and you are going come back and say, five of these areas are not important. In many cases, if there is disparity in the governing body members or if there is disparity among the governing body, staff members and community. I will come back to you and say, this is what I have heard. Here are my insights as a city manager saying these are some areas you might want to consider to be important and can we get consensus of where you want us to go.

Mayor Holland: Do you do that through the development of your collateral as well? You have some buy in from us, as a collective body to say, yes, this is a good marketing strategy, something that represents us a community. Ans: Mr. Thomas - Yes, absolutely. Our success rate is very strong. If I am finding someone that you like, that you fell in love with. I am telling you it is ok to proceed down this path. I am also going to point out the strengths and weaknesses of each of your candidates to you so you got the insight and not turn a blind eye on some things that might be important. If I can take a second to address, non-traditional approach and non-traditional candidates. The biggest challenge we see in this business from someone who does not come from local government and especially in Florida because of the Sunshine Act. Anything written on a napkin can be memorialized and be considered a public record. The public nature of conversations with all of you. You can have one on ones but any policy issues are going to be as a body as a whole and your video cameras and everything else. That is a shock to many people in the private sector who have never encountered that and so I spend a lot of time with candidates especially when doing searches in Florida. When you apply, your candidacy may be known at the date of application if the media is asking for that; that scares some candidates right off the bat. They have a job and they don't want to risk losing that. The private sector may take some exception to you looking for another position. And (2) your interviews will be in public and anything you submit will be subject to a public records request. If I am talking to some of those non-traditional candidates and I am getting a lot of red flags; I am not sure if this is for me or what does that look like? I will probe them to make sure they understand the environment. The last thing you want to do is hire a non-traditional candidate and all of a sudden they say, this is not what I thought it was and you have to start the process all over again. With those non traditional candidates, I spend a lot more time making sure they know the operating environment and I can get a sense if they are comfortable. It is ultimately your decision to advance them or not but I will spend a lot of time with those folks just so you don't have a late withdrawal. God forbid you get to your interviews and a candidate says, it's all done.

*Mayor Holland: When you are dealing with many different clients at the same time, how do you differentiate placing that individual? Ans: Mr. Thomas - We sometimes have candidates, we allow candidates to apply for multiple positions with SGR. I have had a couple where people are applying in two different searches that I am doing. I respect their privacy to the extent where I can say it is a closed process, not here in Florida. Just because they have applied to different cities, doesn't mean they are going to the same match for different cities.*

*Mayor Holland: Have you tracked, historically, your placements and how long they been in the position? Ans: Mr. Thomas - I mentioned at the front end a three pronged approach, our goal is that those three points are all on target. We have a guarantee. If you come back, you go through this whole process and someone leaves within 18 months, we come back and do the search without a professional fee associated with that. We rarely do that.*

*Do you recommend when you go through this process a transitional period that there is an overlap there to ensure some stability within the organization. Where it is just taking over where it is brand new and not having that institutional knowledge, that foundation, day to day operation, so we are not having that huge gap. Ans: Mr. Thomas - That varies from city to city as well. Different cities want to do it differently. I am doing a search right now in Green Cove Springs, they want a little bit of an overlap of a month. Other cities recognize that managers by their nature want a more of a traditional manager but most managers . . . the manager leaves through his volition or otherwise, but the car is moving down road at 70 mph; the door opens; one manger gets out, the next manager jumps in. They are going to rely upon their ability. They may or may not know all the rules Florida has but there are ways to get them up to speed on that. They have to rely on their skills and instincts to manage an organization but those first few months regardless if you have a carry over or you don't, they are going to rely on your staff and their expertise so they don't step on land mines and don't blow things up. For the most part, managers are very comfortable stepping in and fairly quickly. Some managers don't want that overlap because it is hard to be the City Manager in waiting because you are there and you want to take the reigns of the horse and go forward but you can't because the other manager is still in place. We will talk to you about that and the desire and expectation would be but I will tell you that the vast majority searches we do rarely have a carry over.*

*Mayor Holland: Are people using pintrest? We use it because it has some level. It is not one of our leading outreach but because people use it and we hear from folks that they are using it, we make sure we include our material on there so we are not missing some bases. It is certainly not as big as Facebook, Twitter or LinkedIn. We use social media sites that have a much more professional outreach. Our approach is to cover as many bases as we can.*

*Mayor Holland: The publications, one last question. You mentioned, you create the collateral and maybe a video. Where have you published some marketing material. Ans: Mr. Thomas - In addition to the tradition, the ICMA. You are going to want to cover the basics. You are going to get quality candidates out of those. You will not get as many and it will be based on what you are looking for. I have done search where Economic Development was the highest priority so rather than*

*just advertising through city management type of publications, we would do outreaches in Economic Development Trade Organizations; Community Redevelopment Authority Florida. We would reach out to group at the state level. If the state has a publication, we would advertise in those. Based on the skill set you are looking for; we would advertise and recommend. We will tell you, here is where we think you ought to be advertising and here is the cost so you know what you are looking at and then you can pick and choose what you want to do. If Economic Development was a primary focus, clearly, you are in a growth mode here. Where you have a lot of areas you are building out. I would expect that is an areas you are building out. I would suspect that we would reach out to and maket. In addition to the LinkedIn outreaches; community development would be another because of your planning efforts.*

*Mayor Holland: You would guide that discussion? If it was the Center of Digital government, which I know deals with a lot with efficiencies driven through technology in state and local govenrment. Ans: Mr. Thomas - we can get a sense of working. If there is something you suggest that we may not be aware of, we just do the homework. Here is what it is. We do the demographics based on what you are looking for or you may spend a lot of money and it won't pan out.*

*Mayor Holland: How much does it cost in your advertising budget do you recommend for this process. Ans: Mr. Thomas - I am giving you the fees. The actual costs for the ads are above and beyond the fees. You dictate where you want to go there. Ads can run . . . some of the more expensive ads can run about \$500.00.*

*CM Cuff: You used an online survey. The Citizens were engaged in the search. Ans. Mr. Thomas - Yes.*

*CM Cuff: My question how often do you encounter that type of requirement? Using stakeholders? Ans: Midland was my first. In many of the communitis, I mentioned first time City Manager, the Council had some idea and I had to work with Citizens Committee. We have done focus groups and meet and greets.*

**Springsted Waters.** *Art Davis and Patty Heminover presented their firm's credentials and services. A question and answer period followed.*

*CM Shipley: If we were to choose your firm, how long of a time is it before you feel it would take to find someone from the position? Ans: Mr. Davis - Typically, on average four months. Depending on what you want done and the level of urgency you have in place, we can condense those timelines. I have find and I have convinced Pinellas County and Grand Rapids, Michigan recently that having an extended period of open advertisement allows for higher quality candidates that aren't necessarily looking for work but gives them an opportunity to speak with their family, get a better comfort level with the community and maybe if they have not moved in a job for ten or fifteen years to redo their resume. We send them through a pretty significant set of actions that require time and thought to put together. It is a pretty significant process to go through. Some cities and communities want to rush through a 30 day advertisement process. I think a minimum of 45 days but even 60 days allows for a much more open process. If you are pressuring high qualified candidates that are content with where they are,*

*they are not going to be pressured by time and they are just going to pass. If you have the luxury of time, it is better to have a longer process. We will make it work whatever you want to do. Ans: Ms. Heminover - We believe in quality and a good high quality search and I think you have heard that we have a lot of steps. It is just not going out and advertising that is why it takes a little bit longer to make sure we have vetted the candidates properly and have gone through all the steps to bring a good quality group of candidates to you. As you heard, we believe in our searches and we don't have many we redo. We believe in the process that we have and that is why it may take a little bit longer.*

*Mayor Holland: You mentioned Florida Association of Counties, traditional methods of advertising. We could do that as a City Council. We could just put that ad out. What do you do differently than the non-traditional candidates that we have discussed as a council of looking towards? Ans: Mr. Davis - We are highly experienced in local government. We understand some of the challenging issues that you face. I personally faced dealing with developers, strategic growth plans, growth strategies, and dealing with economic development. I understand and know those nuances of being able to approach and talk with specific managers. I have the ability to know when I am getting messages or being communicated in a way that doesn't make sense and isn't valid. I will hopefully bring some experience, knowledge and understanding of the business. When you approach someone and you have been a City Manager and/or public sector local government manager and you understand the process, they will referral contact they will talk to you more readily about some of the challenges they are going through or what they are looking at. I will make contact with both the ICMA and the state professional associations. And understand and know some of the approaches that work fast in getting them to open up fast and speak with me.*

*Mayor Holland: So you have only placed traditional candidates in this role? Just City Managers or County Administrators? Ans: Mr. Davis - There is a high demand right now in the industry and limited supply of experienced candidates in some circumstances. We are seeing a lot of non-traditional candidates that are looking at becoming City Managers or Assistants. It depends on what they work in whether it is the Military or maybe Utility. There have been a lot of utility managers. People that have worked for boards understand and have some sensitivity of the nuances of a juggling multiple demands and people that haven't coming from the military, doesn't mean they can't if they are just used to a chain of command or a business or the military sometimes it is difficult to understand how democracy works. We look into how a person can best fit into a position.*

*Mayor Holland: You said, we don't directly solicit. What does that mean? Ans: Ms. Heminover - If we place someone here, we are not going to come back and solicit them to go to another position.*

*CM Klufas: How long were you the City Administrator in Lee Summit? Ans: Mr. Davis - I was in Lee Summit for 6 years.*

*CM Klufas: Timeframe? Ans: Mr. Davis - 1993-1999.*

*CM Klufas: Lee Summitt fiber expanded but that was just recently.*

## 2 RESOLUTION 2018–XX APPROVING INNOVATION DISTRICT AND INNOVATION KICK START PROGRAM

*Mr. Landon gave a brief overview of the item. Wynn Newingham reviewed and updated the Council on recent developments.*

*Mayor Holland: Who is on the Innovation Team? Ans: Ms. Newingham: It is a mixture of an internal team. It is everyone from planning, utilities; it is a little bit of a mix of everyone.*

*CM Klufas: Does it include Bob Cooper? Ans: Ms. Newingham - Bob is a part of it.*

*Mayor Holland: I am curious. Who is part of the process? Ans: Mr. Falgout - We have folks from IT, Marketing and Communications, and some planners, some interns, central services. It is a wide group of people because it covers more than just this project. It is an internal team.*

*Mayor Holland: You included the hospital within that area, correct? Ans: Ms. Newingham - Yes, we are getting to that.*

*Mayor Holland: I have a question about the tennis center because it is within the CRA and I know we are looking at developing strategies somewhere in Town Center for a multi-use facility but perhaps we housed some other component to it. Have we thought about including that as part of the strategy overall? Ans: Mr. Landon - Overall in Town Center, yes. As far as this incentive program, this is for private development purposes, not public. Wynn is really talking about how can we generate more private development in the area and that wouldn't be the Tennis Center. As Beau indicated there are a number of initiatives we are looking at. Ans: Mr. Falgout - Obviously, if the private sector gets kick started in this area that generates more CRA revenues and in turn would empower City Council and the CRA Board to fund additional projects within the CRA. This program is to kick start development in the CRA.*

*Mayor Holland: What did the developer indicate the challenges were to develop in this area? Ans: Ms. Newingham - Not necessarily challenges but more of opportunities. Area 19 came that was a suggested area that we added that was not presented last time. Ans: Mr. Falgout - That area provides, they feel, an opportunity for that some of that diverse, single family housing; that smaller lot, a different diversity of housing that could be offered in Palm Coast and is well suited for downtown. We thought that was a positive development that they have some interest and partners of moving it forward. Some of the challenges with Town Center is that there is a lot of infrastructure here, obviously that is a positive thing but with that comes development costs to the property owner but this program will make a difference in moving those projects forward.*

*Mayor Holland - The CDD costs. One of the impediments of holding that costs is that is pretty expensive, this offsets this costs by incentivizing the development to occur? Ans: Mr. Falgout - The scheduling recognizes that the developer has already made in the infrastructure. It will offset some of those costs but it keeps*

the area whole, that is the nice thing about this project. It recognizes the investment the Master Developer made and that is how they are getting to offset some of these credits.

Mayor Holland: *Transportation Impact Fees is interesting in this area because we have parking, we have capacity, we have roads and I know impact fees have to be spent in certain ways so are we thinking . . . what would they utilize the transportation impact fees for?* Ans: Mr. Landon - *The 240,000 is really a credit the master developer already has because they have put in all that infrastructure above and beyond what the developer would have to put in. Anytme, we have had a new development occur in Town Center, we charge them transportation impact fees but it goes back to the developer. The City has not been collect that; we have been reimbursing the developer for the infrastructure they put in above and beyond what they would typically do. In order to help incentivize development, the Master Developer is saying, he will waive that \$240,000 worth of transportation impact fee for new development coming in. So they are essentially incentivizing another \$240,000. That is why we are proposing to concentrate on the utility impact fees so they will actual get a reduction in transportation impact fees and utility impact fees. Transportation impact fees to be paid by the Master Developer and the Utility Impact Fees being paid by the CRA. I want to stress the utility will still get their impact fees; it is just the CRA, that additional tax dollars that will come from that development will go toward paying those vs. having the developer paying up front.*

Mayor Holland: *I am saying this because I was recently reading an email that comes in to us about this SPARK program as being looked at by different governments. It is almost like an automated Uber Driver that takes you around a highly urbanized area; it is almost like a transportaton system. If you are looking at residential and the hospital in close proximity and then you have some retail components surrounding it, it might be away to apply these dollars to do something unique and enhance the technology discussion.* Ans: Mr. Landon - *that is all part of the innovation district conversation as to how we tie the residential in with the commercial, jobs and the like.*

Mayor Holland: *Is Brookhaven built out to capacity?* Ans: Mr. Falgout - *I think they have an option of another phase.* Ans: Mr. Landon - *Brookhaven is finished but there is additional property around there.*

Mayor Holland: *But people are living back there.* Ans: Mr. Landon - *Yes, it is built out. I don't know if it is 100% occupied but yes it is built out. For the most part, I believe it has been at 100% occupancy since the beginning.* Ans: Mr. Falgout - *Just on this slide. The CRA ends in 2034. We feel this is a great time to start this program. This equation goes away after 2034.*

**3 RESOLUTION 2018-XX APPROVING THE ALERTFLORIDA COMMUNICATION SYSTEM AGREEMENT WITH THE FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT**

Mr. Landon gave a brief overview of the item. Fire Chief Beadle and Jonathan Lord, Emergency Manager for the County made a presentation to Council regarding AlertFlorida and the phase out of Code Red.

Mayor Holland: In the disaster guides you are distributing to our residents, how else are we going to alert our residents to the availability to this? Ans: Chief Beadle - the partnership that we are going to run through is as we transition, you will see Code Red and AlertFlorida and it was one of our concerns we gave out over 9,000 brochures to our residents in town. Any cut off of Code Red will confuse the situation so as our understanding, if you go for one, you will sign up for both as it moves forward.

Mayor Holland: How does the technology work? The County makes a determination if there is an evacuation zone or there are coastal high hazards . . . we need to communicate to our residents that are code red . . . How does that work? Ans: Chief Beadle - We have our own Code Red system and we do whenever we feel appropriate but in that instance, we are in communication with the County.

Mayor Holland: Have we ever determined how many residents in geographical areas in our community are actually signed up for code red? Do we know that? Ans: Chief Beadle - Yes.

Mayor Holland: Is that done on an overlay map, like geopoint? And if there is anyway they have not, that there is a good way to communicate with them? Ans: Mr. Landon - Our main database is our utility billing. We use that as a way of getting people signed up. Ans: Chief Beadle - Once we look at it, we send out the message via media, etc. Then we are out on the streets if we need to go door to door because there are those that don't have that technology so we do old fashion, knock on doors if we need to.

Mayor Holland - What percentage of our residents are signed up for it currently? Ans: Chief Beadle - I don't have that number.

#### **4 PRESENTATION ON FUND ACCOUNTING AND LONG TERM FINANCIAL PLANNING**

Mr. Landon gave a brief overview of the item. Helena Alves and Lina Williams reviewed Fund Account and Long Term Financial Planning.

#### **5 PRESENTATION ON KEEPING PALM COAST CLEAN AND GREEN**

Mr. Landon gave a brief overview of the item. Carol Mini, Nester Abreu reviewed their presentation with Council.

Mayor Holland: Have we ever had a conversation with the Sheriff about picking up the litter with their inmates as an option? Ans: Mr. Landon - We have two inmate crews from the State.

*Mayor Holland: I know Sheriff Staly is looking at providing for more of an opportunity for his inmates to get out as an option, maybe reduce time. Ans: Mr. Landon - We are looking for, those kinds of ideas.*

*Mayor Holland: Are these businesses that adopt or is it residents? Ans: Ms. Mini - It is open to anyone: residents, civic groups, also businesses.*

*Mayor Holland: How do they go through the process? Is there an application?.Ans: Ms. Mini - There are applications. I manage the adopt a median program and I have applications ; they get in touch with me and will mail them and then I sit down with them to make sure it meets the City guidelines and Bill Butler handles adopt a road, shoreline, adopt a park.*

*Mayor Holland: When is the last time we promoted this out in the community? Ans: Ms. Mini - We do it when we go out and do different speaking engagements when we get phone calls and people get asked. I don't know the last time it hit the masses.*

*VM Cuff: Are any of these programs emphasized during the Citizens' Academy presentations? Ans: Ms. Mini - When they come to the Planning and Code Departments. We should provide them a brochure in our packet.*

## **WRITTEN ITEMS**

### **6 RESOLUTION 2018-XX APPROVING THE PURCHASE OF A CONCENTRATE DISCHARGE PUMP AND MOTOR FROM TOM EVANS ENVIRONMENTAL INC.**

*Mr. Landon gave an overview of the item.*

### **7 RESOLUTION 2018-XX APPROVING RIGHTS-OF-WAY ACQUISITIONS FOR THE OLD KINGS ROAD WIDENING PROJECT**

*Mr. Landon gave an overview of the item.*

*Mayor Holland: How many do we have remaining? Ans: Mr. Landon - Between 1/2 dozen to a dozen.*

*CM Shipley: Which location is this one? Ans: Mr. Landon - PC Lanes is the Bowling Alley; Kentucky Fried Chicken; Staples Plaza and the ITT one is Island Walk.*

*CM Shipley: This resolution covers all of those? Ans: Mr. Landon - Yes. Ans: Attorney Reischmann - This covers four parcels and one easement.*

**8 RESOLUTION 2018-XX APPROVING MASTER PRICE AGREEMENT WITH SHELLEY'S ENVIRONMENTAL SYSTEMS, INC. FOR WASTEWATER RESIDUALS MANAGEMENT**

*Mr. Landon gave an overview of the item.*

**9 RESOLUTION 2018-XX APPROVING A CONTRACT WITH P&S PAVING, INC. FOR THE CONSTRUCTION OF LAKEVIEW BOULEVARD MULTI-USE PATH**

*Mr. Landon gave an overview of the item.*

**10 RESOLUTION 2018-XX APPROVING MASTER SERVICES AGREEMENT AND WORK ORDER WITH SAI CONSULTING ENGINEERS INC., FOR CEI SERVICES FOR LAKEVIEW BOULEVARD MULTI USE PATH**

*Mr. Landon gave a brief overview of the item.*

**11 RESOLUTION 2018-XX APPROVING MASTER PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, INC. FOR PEP-TANK PUMP PANEL ASSEMBLY PACKAGES FOR NEW INSTALLATIONS.**

*Mr. Landon gave an overview of the item. He informed the Council that there is a company that will approach the Council for an appeal. You will hear bid protest first.*

*CM Klufas: Was their bid less than \$300,000? Ans: Mr. Landon that gets complicated. We are not going to talk about the details today because you are going hear that side of it. We are proposing the Alpha General Services Group had the most responsive bid for about \$3700 per pep tank package and that includes all electronics. We will asked for that to be approved but you will have to hear the bid protest first. If you agree with the protest, we will start over again. If you don't, then this will be ready to move forward.*

*VM Cuff: What is the timing implication as far as the City abilites to provide utilities? Ans: Mr. Landon - Good question. We currently have a contract with Alpha General Services and they will honor that contract. Bascially, it is on an month to month until we begin using the new one or cancel it with someone new.*

**PUBLIC PARTICIPATION**

*Mr. Needlebock does keep clean charge residents? How did the meeting go on the Airport with the County?*

*Ans: Mr. Landon - We don't charge anyone for adopt a program. Keeping our medians clean and beautiful. There is a cost with the maintenance. Mr. Needlebach - That is not what I mean. Ans: Mr. Landon - I can get with the gentleman after the meeting.*

*Mayor Holland: As far as the airport meeting - I think it was very productive. I think we came together representing two governing bodies with the intent to resolve a land use dispute as far as previous agreements that were in place between the government bodies. We have some action items that our City Manager is following up on to resolve the issue and it is now at the hands of the County Administrator, the City Manager and the Developer to work out the details of the items we discussed. I am hoping it gets resolved quickly and hopefully we will hear an update from Mr. Landon as far as a resolution to this. Right now, it is in between those different entities to work out the details we recommended as a resolution. There were some other items they wanted to discuss that were outside the initial scope of the conversation that we are working through the details of those and I am hoping the City Manager will bring that back to us when he needs to.*

*Attorney Resichman: The meeting we had last week was not with the governing bodies. It was actually just with the representative of each of the governing bodies,. I did not want there to be any confusion as far as the nature of the meeting and the notices and their requirements.*

*Mayor Holland: It was the County Chair, the Mayor, the City Manager, the County Administrator, County and City Attorney. I thought it was a positive discussion and I am looking for positive outcomes.*

#### **DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*CM Klufas: I had one thing and it was somewhat tangential the presentation of the executive search firms. I had been thinking perhaps the people we had here today did not have the technology background that would to me signal their strength in being able to find someone who meets the criteria that I am specifically looking for. I started to run through the different applicants we had for the executive search firms and then looking at the executive search firms with their background, I see a lot of overlap between Magellan Advisors and the Executive Search Firms and obviously, Palm Coast. I wanted to discuss to see if our Council would like to approach Magellan Advisors to see if they are interested in doing a head hunting operation for executive position. They deal with cities that are facing the same problems we are across the country and whether it is a simple yes or no they may have someone who is exactly what we are looking for . . . because of the field of work that they are in, to look for executive search. Since they are in town, this might be an opportunity to snowball an idea between them to see if they have any input on the best path the Council can move forward to. To try to find someone who has been successful in the position of City Manager for the feasibility studies and implementations that they have accomplished across the country. I say that because the initiatives that they are pursuing on cities' behalves are the things that I think our city is moving toward. I was more impressed by one of the search firms than the other but just having variety and not exploiting and opportunity that we may have right in front of us. I was hopeful we might be interested in pursuing that.*

*Mayor Holland: Is there a way we can think about and discuss at a Council Business Meeting?*

*VM Cuff: My concern the process with the search firms and our role and making sure we follow the proper procedures.*

*VM Klufas: I had one other question I wanted to ponder with the Council. I have been trying to google what necessarily happens when a new City Manager comes on board and how that process usually looks with them bringing in some of their own people or how their onboarding process works. I am not too familiar with this area. I was looking for more details. Maybe we can talk about that as well.*

*VM Cuff: I was going to ask about infrastructure with all the rain this weekend, but I think the City Manager may have that in his report to us.*

#### **DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

*No report.*

#### **DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

*We have numerous water issues. The system is saturated. We keep emphasizing getting the water into the canals. We are doing a lot of work out there. It is never fast enough. We are going to have those issues. We are experiences excess depressions on the roadways.*

*The factor we constantly have to watch is the inflow into the sewer system. We have had some pumping to help the sewer system. I don't beleive we have had any overflows. Ans: Mr. Adams - We have not had any damage yet but we did run tank trucks yesterday to make sure we did not have any spills.*

*CM Shipley: There was a pipe on Old Kings Road. I know they covered it. That entire area just fell in again.*

*VM Cuff: There is a situation on Club House Drive and Palm Coast Parkway.*

*Mr. Landon: Next Tuesday from 4-6 p.m. is our grand opening of Waste Water Plant II.*

#### **ADJOURNMENT**

*The meeting adjourned at 12:12 p.m.*

*Respectfully submitted,*

*Kate Settle  
Deputy City Clerk*



**City of Palm Coast  
Minutes  
CITY COUNCIL SPECIAL  
BUSINESS MEETING  
IMMEDIATELY  
FOLLOWING THE  
WORKSHOP**

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

---

**Tuesday, May 29, 2018**

**9:00 AM**

**CITY HALL**

---

**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 12:12 p.m.*

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

**C. ROLL CALL**

*Ms. Settle called the roll. All members were present.*

**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 any topic or proposition not on the agenda or which was discussed or agendaed at the previous City Council Workshop, 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. DISCUSSION**

**1. SHORTLIST APPLICANTS TO INTERVIEW FOR SEAT 4 VACANCY**

*Mr. Landon: We have three applicants.*

*Mayor Holland: I propose we interview all three applicants. We will be interviewing them at the June 5, 2018 Business Meeting.*

**Pass**

**Motion to interview the three applicants for the vacated seat made by Vice Mayor Cuff and seconded by Council Member Klufas**

**Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland**

**F. ADJOURNMENT**

*The meeting adjourned at 12:14 pm.*

*Respectfully submitted,*

*Kate Settle*

*Deputy City Clerk*

## City of Palm Coast, Florida Agenda Item

Agenda Date: 6/5/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>	
<b>Item Key</b>		<b>Account</b>	
<b>Subject</b>	PROCLAMATION CQ FLORIDA AMATEUR RADIO WEEK		
<b>Background :</b>	CQ Florida has requested the City of Palm Coast proclaims the week of June 17 <sup>th</sup> through June 24 <sup>th</sup> as CQ Florida Amateur Radio Week.		
<b>Recommended Action :</b>	Proclaim the week of June 17through June 24 as CQ Florida Amateur Radio Week.		



**Whereas**, Amateur Radio, also called ham radio has historically played a significant role in developing worldwide radio communications, providing a bridge between peoples, societies and countries; and

**Whereas**, Amateur Radio is both a hobby and a service in which participants, called "hams," use various types of radio communications equipment to communicate with other radio amateurs for public services, recreation and self-training; and

**Whereas**, Amateur radio operators can use hundreds of frequencies and can quickly establish networks tying agencies together to support their communities with emergency and disaster communications, if necessary, in times of crisis and natural disaster when conventional means of communication fail; and

**Whereas**, the CQ Florida Amateur Radio Operators is a consortium of ham radio operators along our coast from Daytona Beach to St. Augustine, and they are among the estimated 6 million people throughout the world who are involved with amateur radio; and

**Whereas**, the Amateur Radio operators of CQ Florida will participate in a national test, the 24 hour American Radio Relay League Field Day, on June 23<sup>rd</sup> and 24<sup>th</sup> to practice these emergency and improvisational skills; and

**Whereas**, The City of Palm Coast recognizes and appreciates the training and diligence of these "hams" for their contributions to the well-being of our community.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Palm Coast Mayor and City Council do hereby designate June 17th through June 24th, 2018, as

### **CQ Florida AMATEUR RADIO WEEK**

In recognition of this important emergency preparedness exercise we call upon all citizens to pay tribute to all the Amateur Radio operators of our community.

*Signed* this 5<sup>th</sup> day of June 2018.

WITNESSED BY:

CITY OF PALM COAST, FLORIDA

\_\_\_\_\_  
Virginia A. Smith, City Clerk

\_\_\_\_\_  
Milissa Holland, Mayor

## City of Palm Coast, Florida Agenda Item

Agenda Date: 6/5/2018

<b>Department Item Key</b>	CITY CLERK	<b>Amount Account</b>
<b>Subject</b>	PROCLAMATION 20TH ANNIVERSARY OF FIRESTORM 1998	
<b>Background:</b>	In 1998, extreme drought conditions resulted in Wildfires to Flagler County destroying homes and land. This proclamation gives thanks to all Firefighters, Law Enforcement, Forestry and Emergency Responders.	
<b>Recommended Action :</b>	Proclaiming June 5, 2018 to July 8, 2018 as the 20 <sup>th</sup> Anniversary of Firestorm 1998.	



## PROCLAMATION

**WHEREAS**, the magnificent landscape and warm climate that make Florida so beautiful also make us susceptible to severe wildfires. In the spring and summer of 1998, extreme drought conditions resulted in wildfires racing across the state; and

**WHEREAS**, Flagler County was hit especially hard, starting in Seminole Woods in early June and then in the Pepperdine Drive area, before the Ware fire devastated Matanzas Woods and the F Section. There were hundreds of fires in Palm Coast and the surrounding area – too many to list, with hundreds of homes destroyed; and

**WHEREAS**, in the days before Fourth of July, Governor Lawton Chiles ordered all 45,000 residents of our county evacuated – the first and only time in the history of Florida that a mandatory evacuation for wildfire was enforced for an entire county; and

**WHEREAS**, a State of Emergency was declared as fears increased that the fires would join the Ware fire. Fire Response crews from across Florida and the United States, including wildfire firefighters from California, converged on Palm Coast to assist our local firefighters; and

**WHEREAS**, in early July, the winds finally calmed, giving firefighters a chance to get ahead of the fires. Still, the damage had been done. It was the longest-lasting natural disaster and among the worst to ever affect Flagler County. President Clinton and Vice President Gore visited, along with many other federal officials; and

**WHEREAS**, Palm Coast soon became a City, and the Palm Coast Fire Department was officially transferred as a municipal fire department in April 2000. Today we have 5 fire stations, 57 career firefighters, over 50 volunteer firefighters and fire police, and one of the best ISO ratings in Florida and the nation; and

**WHEREAS**, the Palm Coast Fire Department and the Florida Forestry Service work together to promote wildfire mitigation ordinances, public education and emergency response infrastructure to ensure quick and effective response to wildfires.

**NOW, THEREFORE, BE IT PROCLAIMED**, by the Mayor and the City Council of the City of Palm Coast, Florida, that June 5 to July 8 2018, as

### **“20<sup>TH</sup> ANNIVERSARY OF FIRESTORM 1998”**

And wishes to extend our gratitude to all Firefighters, Law Enforcement, Forestry and Emergency Responders who served during this harrowing time and continue to serve the Citizens of Palm Coast, and urges everyone to educate themselves about wildfire mitigation and threat.

**SIGNED** this 5th day of June 2018.

CITY OF PALM COAST, FLORIDA

Witnessed by:

\_\_\_\_\_  
Milissa Holland, Mayor

\_\_\_\_\_  
Virginia A. Smith, City Clerk

# City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	3618	<b>Account</b>
		<b>#</b>
<b>Subject</b>	PRESENTATION BY THE PALM COAST HISTORICAL SOCIETY ON THEIR NEW STRATEGIC PLAN	
<b>Background :</b>	The Palm Coast Historical Society will be presenting their new strategic plan to City Council.	
<b>Recommended Action :</b>	No action required.	

# City of Palm Coast, Florida Agenda Item

Agenda Date : 6/5/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	3620	<b>Account #</b>

**Subject** APPOINT TWO MEMBERS TO FILL VACANCIES ON THE LEISURE SERVICES ADVISORY COMMITTEE

**Background :**

Two appointments are needed for the Leisure Services Advisory Committee (LSAC) to fill the vacancies of two members who resigned and their terms expire February 1, 2019. Mr. Donald Kolberg and Ms. Mary Giraulo have resigned from the Leisure Services Advisory Committee.

The purpose of the Leisure Services Advisory Committee is to consult with the City Departments of Parks & Recreation, Public Works, Community Development and the municipalities within Flagler County to advise and make recommendations to the City Council, City Manager and the Director of Parks & Recreation on matters relating to the arts, culture, recreation and parks activities, and open space needs.

Section 2-2(a)(5) of the *Code of Ordinances states*: "... City Council shall make every reasonable effort to ensure that City Council Districts are as equally represented as practicable..."

<u>Continuing Members</u>	<u>District</u>	<u>Term Expires</u>	<u>Occupation</u>
Robert Knapp	1	2/1/2021	Retired-Police Lt.
Frank Vignati	2	2/1/2021	Retired-DOD Staff Officer
Allen Campbell	2	2/1/2021	Retired-Market Manager- Banking
Bernard Kershner	2	2/1/2019	Retired-Sales Mgr. Teledyne Oil
Jennifer Wright	3	2/1/2019	Retired-Proposal Consultant Aetna

The following applications were received:

<u>Applicants</u>	<u>District</u>	<u>Occupation</u>
John Brady	1	Retired-Counselor
Gennaro Arcamone	2	Retired-Construction Supervisor
Steven Bitgood	2	Retired-Professor of Psychology
Laura Oliva	4	School Teacher

District information has been verified by the City Clerk's Office. Staff has also performed

the necessary background screening.

Advertisements were published in the Flagler News-Tribune on April 2018 and May 2, 2018 and posted on the City's website.

**Recommended Action :**

Appoint two members to fill vacancies on the Leisure Services Advisory Committee.



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/>	Beautification & Environmental Advisory Committee*	<input type="checkbox"/>	Planning & Land Development Regulation Board* ♣
<input checked="" type="checkbox"/>	Code Enforcement Board*	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board*
<input type="checkbox"/>	Leisure Services Advisory Committee		
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry		
<input type="checkbox"/>	River to Sea Transportation Planning Organization Advisory Committees: <input type="checkbox"/> Citizens Advisory Committee (CAC) <input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)		

\* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♣ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT  Yes  No

### 1. PERSONAL

Name: GENWARE ARCAMONE E-mail address: GARCAPIONE46@GMAIL.COM  
 Residence Address: 9 FRANCIS LN District # 2  
 City: PALM COAST State: FL Zip: 32137  
 Mailing Address (If Different from Residence): \_\_\_\_\_  
 Home Phone: 386 547-5068 Business Phone: \_\_\_\_\_  
 Date of Birth: 10/10/1946 Place of Birth: ISCHIA, ITALY  
 How long have you been a permanent resident of Palm Coast? 11 YEARS  
 What year did you become a continuous resident of the City of Palm Coast? 1-6-2006

Address	City & State	From	To

Are you a registered voter in Flagler County?  Yes  No

Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: CONSTRUCTION SUPERVISOR, RETIRED

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment

**3. EDUCATION**

High School: V. MONTICOLONA, ISCHIA, ITALY Year Graduated: 1963  
Name & Location

List postsecondary educational institutions or programs attended:  
Name & Location \_\_\_\_\_ Dates Attended \_\_\_\_\_ Certificate/Degrees Received \_\_\_\_\_

NAPLES UNIVERSITY, ITALY  
AMERICAN TRAINING SERV. CHERNO HILLS  
NOTARY PUBLIC, N.J.-T.C.  
TRENTON STATE COLLEGE, REAL ESTATE  
COURSE

4 YEARS LAW  
1964-1968  
1972-1973  
SINCE 1976  
1980

N.J. BARRISTER  
DIPLOMA

LANGUAGE SKILLS:

ITALIAN (ADVANCED), GERMAN (NOVICE), FRENCH (NOVICE), SPANISH (INTERMEDIATE)

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces?  Yes  No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No

If yes, which Board  
or Committee?

ARCHITECTURAL REVIEW BOARD, 2007-08

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you  
have been a member during the past five (5) years.

Name of Organization(s)

N.J. CARPENTERS CARPENTERS UNION, USSF NATIONAL ASSESSOR - REF (SPECIAL)

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

A CHALLENGING POSITION TO USE MY SKILLS AND THE EXPERIENCE  
I HAVE GAINED THROUGHOUT MY CAREER IN A PRODUCTIVE MANNER.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this  
appointment? If yes, list below:  Yes  No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list  
below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

Office Title

Date of Election or Appointment

Term of Office

Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I BELIEVE MY CAREER AS A CONSTRUCTION SUPERVISOR, DECISION MAKER,  
AND STUDYING LAW, WILL BENEFIT THE WORK OF THE BOARD.  
I AM WILLING TO ACT AS A DECISION MAKER IF REQUIRED BY THE LAW.

What is your understanding of the relationship of this Board or Committee to the City Council?

THE CODE ENFORCEMENT BOARD OF THE CITY PLAYS A VITAL ROLE IN ENSURING  
THAT THE AUTHORITY OF LOCAL GOVERNMENT TO ENFORCE MINIMUM STANDARDS  
FOR PROPERTY MAINTENANCE AND DEVELOPMENT IS BALANCED WITH THE RIGHTS  
OF PRIVATE PROPERTY OWNERS AND THEIR RIGHT TO DUE PROCESS.

**7. REFERENCES – Please list three references (business and/or personal)**

KAITLYN LEHART, 1769 E MOODY BOULEVARD BLDG 2 SUITE 101, DENVER CO 80218, PH # 313 41412  
Name, Address & Telephone Number

CHRIS NAKABALE, 1769 E MOODY BOULEVARD BLDG 2 SUITE 101, DENVER CO 80218, PH # 313 41417  
Name, Address & Telephone Number

CHERISE ARCHER, 1769 E MOODY BOULEVARD BLDG 2 SUITE 101, DENVER CO 80218, PH # 313 41417  
Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

If required by law, will you file a financial disclosure statement?

Yes

No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
Signature

7-7-2017  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

**RETURN TO:** City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713  
**FAX:** 386-986-3714  
**EMAIL:** [bredline@palmcoastgov.com](mailto:bredline@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact the City Clerk's Office and request reconsideration.*



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/> Beautification & Environmental Advisory Committee*	<input type="checkbox"/> Planning & Land Development Regulation Board* ♣
<input type="checkbox"/> Code Enforcement Board*	<input type="checkbox"/> Volunteer Firefighters' Pension Fund Board*
<input checked="" type="checkbox"/> Leisure Services Advisory Committee	
<input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry	
<input type="checkbox"/> River to Sea Transportation Planning Organization Advisory Committees: <input type="checkbox"/> Citizens Advisory Committee (CAC) <input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)	

\* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♣ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT       Yes     No

### 1. PERSONAL

Name: STEPHEN C. BITGOOD      E-mail address: steveb@jsu.edu

Residence Address: 44 COURTNEY PLACE      District #: 2B

City: PALM COAST      State: FL      Zip: 32137

Mailing Address (If Different from Residence): \_\_\_\_\_

Home Phone: 256-591-1325 (cell)      Business Phone: \_\_\_\_\_

Date of Birth: 7/24/1941      Place of Birth: SPRINGFIELD, MA

How long have you been a permanent resident of Palm Coast? 8 YRS

What year did you become a continuous resident of the City of Palm Coast? 2013

List all places of residence for the last five years.      29 SUNRISE VILLAS LN, PALM COAST

Address	City & State	From	To

Are you a registered voter in Flagler County?  Yes  No

Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: PROFESSOR OF PSYCHOLOGY

Occupation: PROFESSOR Current Employer: RETIRED

Current Business Address: \_\_\_\_\_

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment

**3. EDUCATION**

High School: AGAWAM, AGAWAM MASS. Year Graduated: 1959

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>UNIV. OF MASSACHUSETTS</u>	<u>1959-63 / 66-68</u>	<u>B.S.</u>
<u>UNIV OF IOWA</u>	<u>1968-1972</u>	<u>M.S. AND Ph.D</u>
<u>McMASTER UNIVERSITY</u>	<u>1971-1973</u>	<u>Post-doc, Research Assoc.</u>

4. **MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces?  Yes  No

Date of Service: 1963-1966

Branch or Component: ARMY

Date and Type of Discharge: HONORABLE DISCHARGE, 1966

5. **INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No  
If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

VISITOR STUDIES ASSOCIATION

AMERICAN ALLIANCE OF MUSEUMS

6. **QUALIFICATIONS FOR APPOINTMENT**

State your experiences and interests or elements of your personal history that qualify you for this appointment.

OVER 30 YEARS OF RESEARCH AND CONSULTING WITH INSTITUTIONS  
RELATED TO LEISURE ACTIVITIES

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:  Yes  No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
---------------------	--	-----------------------	----------------------------

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

Name of Business	Relationship to the Business	Business Relationship to Agency

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

YEARS OF WORKING WITH PEOPLE IN LEISURE ORGANIZATIONS (MUSEUMS, ZOOS, PARKS, ETC) PROVIDE A BASIC UNDERSTANDING OF HOW TO ASSESS USER SATISFACTION AND DEVELOP HIGH QUALITY LEISURE EXPERIENCES

What is your understanding of the relationship of this Board or Committee to the City Council?

COMMITTEE ADVISES CITY COUNSEL

**7. REFERENCES – Please list three references (business and/or personal)**

*E-mail: loomis4610@gmail.com*

- ROSS LOOMIS, PROFESSOR EMERITUS OF PSYCHOLOGY, COLORADO STATE UNIV,  
Name, Address & Telephone Number
- DONALD PATTERSON, ~~5028~~ 5028 FOREST DRIVE, PELL CITY, AL 205-602-6576  
Name, Address & Telephone Number
- HANNEKE JEVONS, 3 COURTNEY CT, PALM COAST 386-447-4744  
Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

If required by law, will you file a financial disclosure statement?  Yes  No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

At C Butteford  
Signature

APRIL 27, 2018  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

<b>RETURN TO:</b>	City Clerk's Office City of Palm Coast 160 Lake Avenue Palm Coast, Florida 32164	<b>PHONE:</b>	386-986-3713
		<b>FAX:</b>	386-986-3714
		<b>EMAIL:</b>	CityClerk@palmcoastgov.com
		<b>WEBSITE:</b>	<a href="http://www.palmcoastgov.com">www.palmcoastgov.com</a>

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.  
Should you wish to be considered for another board, committee, or task force during that time,  
you must contact the City Clerk's Office and request reconsideration.*

## BRIEF RESUME

Stephen Bitgood, Ph. D.  
Professor Emeritus of Psychology  
Jacksonville State University  
Jacksonville, AL 36265

Ph. 256-591-1325

E-mail: [steveb@jsu.edu](mailto:steveb@jsu.edu) or [SCBitgood@aol.com](mailto:SCBitgood@aol.com)

---

### EDUCATION

Post-Doctoral Research Associate, McMaster University (1971-73)  
Ph. D. in Psychology, University of Iowa (1972)  
M.A. in Psychology, University of Iowa (1970)  
B. S. in Psychology, University of Massachusetts (1968)

### PROFESSIONAL EXPERIENCE

Consultant to museums, zoos, nature centers, and other exhibition centers and design firms (current)  
Professor Emeritus of Psychology (2007-current)  
Director, Psychology Institute (1983- 2002)  
President, Center for Social Design (1986-2001)  
Professor of Psychology, Jacksonville State University (1983-2007)  
Co-director, Psychology Tutoring Center, Jacksonville State University (1984-1988)  
Associate Professor, Jacksonville State University (1974-1983)  
Assistant Professor, Drake University (1973-1974)  
Instructor & Post Doctoral Research Associate, McMaster University (1971-1973)  
Instructor, University of Iowa (1970-1971)  
National Defense Education Act Fellow, University of Iowa (1968-1971)  
Research and Teaching Assistant, University of Iowa (1968-1971)

### PROFESSIONAL SERVICE

Museum Board Member, Berman Museum, Anniston, AL 1996-1998)  
Editorial Boards of *Environment and Behavior* and *Visitor Studies Today* (current)  
Past Editorial Boards of *InterpEdge*, *Visitor Studies Today*, *ILVS Review*, *Education & Treatment of Children*  
Editor of *Visitor Behavior* (1986-1998)  
Editor of *Visitor Studies Conference Proceedings* for six years  
Founder of the Visitor Studies Association  
Grant Reviewer for NSF Informal Science Education and National Institute of Health.  
Panel for developing evaluation guidelines, National Endowment for the Humanities  
Reviewer for several professional journals including *Journal of Interpretation*  
Reviewer of proposals for AAM's Committee on Audience Research and Evaluation (yearly)  
Reviewer of proposals for annual Visitor Studies Conference  
Review Committee, exhibition award of the National Association of Interpretation (1998)

### CONFERENCE PRESENTATIONS

In the last 40+ years I have presented papers at numerous conferences included the following organizations:  
American Alliance of Museums; American Psychological Association, Visitor Studies Association;  
Environmental Design Research Association; Southeastern Psychological Conference.

### SAMPLE OF CONSULTING CLIENTS

Alabama Space & Rocket Center, Huntsville, AL  
Amaze Design, Boston, MA  
American Association of Museums, Washington, DC  
Anniston Museum of Natural History, Anniston, AL  
Biltmore Estates, Asheville, NC  
Birmingham Museum of Art, Birmingham, AL  
Bishop Museum, Honolulu, HI  
Buhl Science Center, Pittsburgh, PA  
Civil Rights Institute, Birmingham, AL  
Denver Museum of Natural History, Denver, CO

Desert Botanical Garden, Phoenix, AZ  
Franklin Institute of Science, Philadelphia, PA  
High Museum of Art, Atlanta, GA  
Jacksonville Museum of Science & History, Jacksonville, FL  
Los Angeles Museum of Natural History, Los Angeles, CA  
Museum of Nature, Ottawa, Ontario, Canada  
North Carolina Historic Sites, Raleigh, NC  
North Carolina State Museum of Natural Sciences, Raleigh, NC  
North Carolina Zoo, Asheboro, NC  
Orange County History Museum, Orlando, FL  
Poarch Creek Indians, Atmore, AL  
Sloss Furnaces National Historical Site, Birmingham, AL  
St. Louis Science Center, St. Louis, MO  
St. Louis Zoo, St. Louis, MO  
Wetzel & Associates, Boston, MA  
Vulcan Park, Birmingham, AL

### **SAMPLE OF RECENT PUBLICATIONS**

- Bitgood, S. (2016). Intelligent design of interpretive text. *InterpNEWS*, 5(4), 38-44.
- Bitgood, S. (2015). Empowering visitors to maximize the value of their visit. *InterpNEWS*, 4(3), 38-41.
- Bitgood, S. (2014) *Engaging the visitor: Designing exhibits that work*. Edinburg, UK: MuseumsEtc.
- Bitgood, S. (2014). Exhibition design that provides high value and engages visitor attention. *Exhibitionist*, Spring, 2014.
- Bitgood, S. (2013). *Attention and Value: Keys to understanding museum visitors*. Walnut Creek, CA: Left Coast Press.
- Bitgood, S. (2011). *Social design in museums: The psychology of visitor studies*, Volumes 1 & 2. Edinburg, UK. MuseumsEtc.
- Bitgood, S., Dukes, S., & Abby, L. (2007). Interest and effort as predictors of reading: A test of the general value principle. In *Current trends in audience research, vol. 19*. American Association of Museums, Boston, MA
- Bitgood, S. (2006). An analysis of visitor circulation: A review. *Curator*, 39(4), 463-475.
- Bitgood, S. & Dukes, S. (2006). Not another step: Economy of movement and pedestrian choice point behavior in shopping malls. *Environment and Behavior*.
- Bitgood, S., Dukes, S. (2005). Formative evaluation of an exhibit designed to encourage walking rather than driving on campus. *Current trends in audience research*. AAM Committee on Audience Research & Evaluation. Indianapolis, IN
- Bitgood, S. (2002). Environmental psychology in museums, zoos, and science centers. In R. Bechtel & A. Churchman (eds.), *The Environmental Psychology Handbook (2<sup>nd</sup> edition)*. John Wiley & Sons.
- Bitgood, S. (2000). The role of attention in designing effective interpretive labels. *Journal of Interpretation Research*, 5(2), 31-45.
- Bitgood, S., Serrell, B., & Thompson, D. (1994). The impact of informal education on visitors to museums. In V. Crane, H. Nicholson, M. Chen, & S. Bitgood (eds.), *Informal science learning: What the research says about television, science museums, and community-based projects*. Dedham, MA: Research Communications Ltd

### **PROGRAM DEVELOPMENT ACTIVITIES**

- Founder of the Visitor Studies Association, an international association of professionals who work with visitors in exhibition centers (1991)
- Established a nonprofit organization for publishing visitor studies and consulting with exhibition centers, Center for Social Design (1988)
- Developed an after-school and summer tutoring-enrichment program for public school children (1984)
- Developed a child clinic at Jacksonville State University (1974-75)
- Developed a parent cooperative pre-school in Jacksonville, AL (1974)



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/> Beautification & Environmental Advisory Committee *	<input type="checkbox"/> Planning & Land Development Regulation Board * ♣
<input type="checkbox"/> Code Enforcement Board *	<input type="checkbox"/> Volunteer Firefighters' Pension Fund Board *
<input checked="" type="checkbox"/> Leisure Services Advisory Committee	
<input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry	
<input type="checkbox"/> River to Sea Transportation Planning Organization Advisory Committees: <input type="checkbox"/> Citizens Advisory Committee (CAC) <input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)	

\* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♣ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT       Yes     No

### 1. PERSONAL

Name: John BRADY      E-mail address: JBRADY1942@GMAIL.COM

Residence Address: 22 Cedar Point Dr      District # 1

City: Palm Coast      State: FL      Zip: 32164

Mailing Address (If Different from Residence): \_\_\_\_\_

Home Phone: 386-597-2539      Cell Phone: 610-428-3139

Date of Birth: 3/22/42      Place of Birth: Jersey City NJ

How long have you been a permanent resident of Palm Coast? 8 years

What year did you become a continuous resident of the City of Palm Coast? 2010

List all places of residence for the last five years.

Address

City & State

From

To


Are you a registered voter in Flagler County?  Yes  No  
 Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

<u>Employer &amp; Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
 If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

<u>Position</u>	<u>Employee Agency</u>	<u>Period of Employment</u>

**3. EDUCATION**

High School: St. Anthony Jersey City NJ Year Graduated: 1960  
Name & Location

List postsecondary educational institutions or programs attended:  
Name & Location Dates Attended Certificate/Degrees Received

See Attached Resume

**4. MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces?  Yes  No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

**5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No  
If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

*Focus on Flagler Youth Coalition*  
*Flagler CARES Committee*

**6. QUALIFICATIONS FOR APPOINTMENT**

State your experiences and interests or elements of your personal history that qualify you for this appointment.

*Enjoy outdoor activity in Palm Coast*

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:  Yes  No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

Name of Business

Relationship to the Business

Business Relationship to Agency

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I Am very Active and walk St Joe's Parkway  
Almost Daily

What is your understanding of the relationship of this Board or Committee to the City Council?

Board makes recommendation to City Council

**7. REFERENCES – Please list three references (business and/or personal)**

Jimmy Milhollin 1 HARGROVE FIDE R<sup>32167</sup> 386-931-6487

Name, Address & Telephone Number

Ronald Melvin 60 WYNFIELD R<sup>32164</sup> 386-852-8560

Name, Address & Telephone Number

Robert Spozza 69 FERRISDALE R<sup>32164</sup> ~~386~~-305-951-6060

Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

If required by law, will you file a financial disclosure statement?

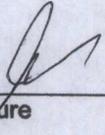
Yes

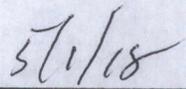
No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
Signature

  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

**RETURN TO:** City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713  
**FAX:** 386-986-3714  
**EMAIL:** [bredline@palmcoastgov.com](mailto:bredline@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decisionmaking processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.  
Should you wish to be considered for another board, committee, or task force during that time,  
you must contact the City Clerk's Office and request reconsideration.*

John Brady

RESUME

PERSONAL

Parent of 8 children. Grandfather to 22 and great grandfather to 4  
20 years of being a foster parent  
10 years of CPS supervisor  
40 years(part-time) Crisis Counselor  
20 years of training for the Commonwealth of Pennsylvania

EDUCATION

BS degree St. Peter's College Jersey City NJ 1966

EMPLOYMENT

1965-1968 Taught school 6<sup>th</sup> grade and American History to Seniors

1968-1969 Welfare Caseworker Bergen County NJ

1969-2003 Commonwealth of Pennsylvania starting as a caseworker in Northampton County, Supervisor in Lehigh County and moving on to various positions in Headquarters(Harrisburg PA) Including Part -time Training in the following:

- Stress Management
- Coping with Difficult Behavior
- Employee Burn Out
- Responding to People in Crisis

Other positions, Welfare Hearing Officer, Day-time Manager of The Pennsylvania Child Abuse Hot Line

2003-2009 County of Northampton CPS supervisor

1970-2009 (part-time) County of Lehigh Crisis Counselor. During this period I was appointed Director of an experimental week-end mobile crisis unit with the mission of keeping people from being hospitalized.

2009-Present Retired but active in Community

OTHER

Current member of Coastmasters of Palm Coast and former two term President of Christmas City Toasters

**Current Board Member FOCUS ON FLAGLER This is a group attempting to bring programs that benefit youth to Flagler County**

**Completed City and County Citizen's Academy  
Completed Sheriff's Citizen's Academy**

**Served on Citizens advisory group to review resumes of 45 candidates for superintendent of Flagler County Schools. Our group was responsible to recommend 4 candidates to be interviewed by the School Board**

**Ran for Mayor of Palm Coast in 2016**

**Inducted into St. Aloysius High School (Jersey City NJ) Hall of Honor**

**Completed the Flagler Volusia Public Leader Institute**



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/>	Beautification & Environmental Advisory Committee *	<input type="checkbox"/>	Planning & Land Development Regulation Board* ♠
<input type="checkbox"/>	Code Enforcement Board *	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board *
<input checked="" type="checkbox"/>	Leisure Services Advisory Committee		
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry		
<input type="checkbox"/>	River to Sea Transportation Planning Organization Advisory Committees: <input type="checkbox"/> Citizens Advisory Committee (CAC) <input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)		

\* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT  Yes  No

### 1. PERSONAL

Name: Laura Oliva E-mail address: jlhvl5@gmail.com  
 Residence Address: 22 Wood Clift Ln District #: 4  
 City: Palm Coast State: FL Zip: 32164  
 Mailing Address (If Different from Residence): \_\_\_\_\_  
 Home Phone: 601-594-4830 Business Phone: \_\_\_\_\_  
 Date of Birth: 8/20/75 Place of Birth: 8/20/75 Virginia  
 How long have you been a permanent resident of Palm Coast? 3 years  
 What year did you become a continuous resident of the City of Palm Coast? 2015

List all places of residence for the last five years.

Address	City & State	From	To
211 Timbermill Dr	Madison MS	2005	2015

Are you a registered voter in Flagler County?  Yes  No

Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: Laura Aquila

Are you a citizen of the United States?  Yes  No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: Teacher Current Employer: Volusia Schools

Current Business Address: \_\_\_\_\_

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
Flagler Schools		Education	2.5
Reunion Golf & Country Club (MS)		Bus. Admin	6

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

**3. EDUCATION**

High School: Westminster Christian (Miami) Year Graduated: 1993

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>Liberty University</u>		<u>BS in Business</u>

4. **MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces?  Yes  No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

5. **INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No  
If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

Community Chorus of Palm Coast

6. **QUALIFICATIONS FOR APPOINTMENT**

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I live in Palm Coast and like to take part in educating the residence in the arts. I also utilize the parks & trails and would like to see them maintained and improved.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:  Yes  No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
---------------------	--	-----------------------	----------------------------

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

Name of Business	Relationship to the Business	Business Relationship to Agency

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I am willing to act as decision maker.  
 As a Palm Coast resident I visit clean parks & sidewalks  
 As a mother & grandmother I visit all areas and want to keep the areas up to date for all to enjoy.

What is your understanding of the relationship of this Board or Committee to the City Council?

We gather information & suggestions and propose to the board council

**7. REFERENCES – Please list three references (business and/or personal)**

Kerri Sands - 386-986-8771  
Name, Address & Telephone Number

Anna Crawford - 386-793-2799  
Name, Address & Telephone Number

Kathy Picano - 386-237-2359  
Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

If required by law, will you file a financial disclosure statement?  Yes  No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
Signature

5/10/18  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

<b>RETURN TO:</b>	City Clerk's Office City of Palm Coast 160 Lake Avenue Palm Coast, Florida 32164	<b>PHONE:</b>	386-986-3713
		<b>FAX:</b>	386-986-3714
		<b>EMAIL:</b>	CityClerk@palmcoastgov.com
		<b>WEBSITE:</b>	<a href="http://www.palmcoastgov.com">www.palmcoastgov.com</a>

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.  
Should you wish to be considered for another board, committee, or task force during that time,  
you must contact the City Clerk's Office and request reconsideration.*

# City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	3619	<b>Account</b>
		<b>#</b>
<b>Subject</b>	APPOINT A CITY COUNCIL MEMBER TO THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION	
<b>Background :</b>	Previously, in November of each year, City Council would appoint a Council Member liaison to various service organizations. With the resignation of Council Member Nobile, Council needs to appoint a Council Member to the River To Sea Transportation Planning Organization. The term of this appointment will go through November 2018.	
<b>Recommended Action :</b>	Appoint a City Council Member to the River to Sea Transportation Planning Organization.	

## City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>	
<b>Item Key</b>	3582	<b>Account</b>	
		<b>#</b>	
<b>Subject</b>	Interview applicants to fill City Council District Four vacancy created by CM Nobile's resignation.		
<b>Background :</b>	<p><b><u>UPDATE TO THE MAY 29, 2018 WORKSHOP</u></b></p> <p>At the May 29, 2018 Workshop, City Council requested to interview all three applicants at their next business meeting to fill the seat vacated by CM Nobile. The appointment will be for the remainder of CM Nobile's term, ending in November 2018.</p> <p>The interviews will be conducted on a one to one basis during the meeting. The applicants are as follows in alphabetical order:</p> <p>Charles Johnson Steve Lyons Robert Thomasey</p> <p>Council may appoint an applicant to complete CM Nobile's term at this business meeting or at a special business meeting held on June 12, 2018.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</u></b></p> <p>At the April 24, 2018 Workshop, Council Member Steven Nobile announced his resignation effective for May 16, 2018. At the May 8, 2018 Workshop, City Council directed staff to advertise and accept applications to fill Seat 4 vacated by CM Nobile.</p> <p>Staff received four applications for Council's review and consideration. Three applicants have been qualified by the City Clerk to fill the vacant seat. One applicant did not qualify as he did not meet the residency requirement of living in District 4.</p> <p>Attached to this item are the applications for Council's review and consideration to short list the applicants for panel interviews to be held at the June 5, 2018 Business Meeting. Council will then make the appointment at their June 12, 2018 Special Meeting. The appointed member will be sworn in at the June 19, 2018 Business Meeting. The term of the new Council Member will end November 2018.</p>		
<b>Recommended Action :</b>	Council action only.		



5/15/2018  
4:02 p.m.

APPLICATION

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of Council Member Steve Nobile's term, which will end November 2018. This is a limited appointment. **Applications are due on May 23, 2018 @ noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment of District 4.

**Please be advised that background screening of all applicants is required.**

PLEASE ATTACHED RÉSUMÉ

- \* Applicants must reside in District 4, maintain residency in District 4 for duration of appointment, and must reside in District 4 for at least 45 weeks in the year.
- \* Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

**CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

1. PERSONAL

Name: Charles Johnson E-mail address LOGER123MARIS@YAHOO.COM

Residence Address: 26 KATHLEEN TRAIL District # 4

City: PAIM COAST State: FL Zip: 32164

Mailing Address (If Different from Residence): SAME

Home Phone 386-437-5660 Business Phone: -

Date of Birth: 10/18/1951 Place of Birth: TRENTON, N.J.

How long have you been a permanent resident of Palm Coast? 20 YRS.

Do you reside in District 4 for at least 45 weeks in the year?  Yes  No

What year did you become a continuous resident of the City of Palm Coast? 1998

List all places of residence for the last five years.

Address	City & State	From	To
<u>26 KATHLEEN TR.</u>	<u>PAIM COAST</u>	<u>1998</u>	<u>PRESENT</u>

Are you a registered voter in Flagler County?  Yes  No

Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: N/A

Are you a citizen of the United States?  Yes  No

If no, explain: N/A

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: E.H.S. COORDINATOR

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

<u>Employer &amp; Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>
<u>SEA RAY BOATS</u>		<u>E.H.S. COORDINATOR</u>	<u>1991-2017</u>

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

<u>Position</u>	<u>Employee Agency</u>	<u>Period of Employment</u>
-----------------	------------------------	-----------------------------

**3. EDUCATION**

High School: HAMILTON HIGH EAST Year Graduated: 1969  
Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
<u>MEZGER COUNTY Coll.</u>	<u>1970-1971</u>	<u>NONE</u>

**4. MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces?  Yes  No

Date of Service: 1971-1976

Branch or Component: ARMY NAT. GUARD

Date and Type of Discharge: JUNE 1976 HONORABLE

**5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No

If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

I DO VOL. WORK AT LOCAL HOMELESS SHELTER AND  
HALIFAX Oncology in ORANGE

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I RAN FOR MAYOR WHEN P.C. BECAME A CITY, AND  
MAY NOT BE LOCAL, BUT I FOLLOW WHAT IS GOING  
ON PRETTY CLOSELY.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:  Yes  No

NO DEGREES, JUST PER INVOLVEMENT.

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida?  Yes  No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

BEEN INVOLVED WITH SEA DAY DISCUSSIONS AS WELL

AS SOME OTHER THINGS WITHIN THE CITY AND COUNTY.  
YES - I WOULD HAVE NO PROBLEM BEING A DECISION MAKER.

**7. REFERENCES – Please list three references (business and/or personal)**

KELLIE HOOD PLANTATION BAY 439-8219  
Name, Address & Telephone Number

GORDON BALDWIN 20 CHIPMUNK CIR FLAGLER 437-7650  
Name, Address & Telephone Number

PASTOR TERRY WINES BUNNELL 437-3258  
Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

If required by law, will you file a financial disclosure statement?  Yes  No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.

Cheryl C Johnson  
Signature

5/14/2018  
Date

**RETURN TO:** City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713  
**FAX:** 386-986-3714  
**EMAIL:** [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**\*SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

To the City of Palm Coast 5/15/2018

My Letter of Interest to fill Temporary Council spot for District 4.

My wife Susan and I had a home built and moved to Palm Coast in 1998. I am recently retired and Susan does work locally, so we do not plan on going anywhere in the near future. When Palm Coast became a city, I was one of the (9) individuals that ran for mayor at that time. I will never forget, my dad who is gone now asked me how I did, I said dad, I came in sixth out of nine, he said no Chuck, you came in sixth out of Thirty Seven Thousand!! Pretty cool don't you think? Anyway, over the years I have tried to stay as informed with the happenings of our city as much as possible. Now that I am retired I feel I have the time to be able to devote myself to this position properly. I know it is only a (5) month position at this time, but I truly feel I can do this fairly and competently for all of the residents of Palm Coast.

Thank you for your consideration.

Charles Johnson

## To the City of Palm Coast

*Hopefully going back the past (28) year will be enough.*

I moved here from New Jersey in 1990, while there I sold Real Estate for Century 21 through most of the 80's until the market fell apart.

When I got here I got a job as a Bartender at The World Famous Iron Horse Saloon in Ormond Beach. I stayed there for (6) plus Yrs.

I later went to work for Sharp's Liquors where I managed stores for Mr. Wayne Sharpe in (3) different locations.

When I left there I went to work for Sea Ray Boats in the Palm Coast Facility. I started as a Fitter/Installer and after only (3) years I was promoted to the E.H.&S. Coordinator. I was in charge of the training and the Safety of 625 Team Members. I held that position until I retired in November of 2017.

Documentation of all of this is available if need be.

Thank you.

Charles Johnson

VINCENT T. LYON

27 Empress Lane  
Palm Coast, FL 32164  
386-864-3578  
[vlyon@law.gwu.edu](mailto:vlyon@law.gwu.edu)

May 21, 2018

City Council  
City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164

Dear Council;

I have been a resident of Palm Coast for five and a half years. In that time I have worked hard to integrate myself into the community here. I have met many of the wonderful and diverse residents and it is certainly a remarkable place. I see now there's a need in the city and filling it will enable me to give something back to this city I call home. I am asking that you appoint me to fill the seat recently vacated by Steven Nobile, until an elected person can assume their term.

I have been elected to various positions in business and trade groups and in charitable organizations. I do know what it means to work within a specific set of authorities and to try and steer a large group for the good of the whole. If I am appointed to fill the empty seat on the council, it will be my first time serving in public office, but I will bring my skills and qualities as a thorough investigator and as a negotiator to assist with any issues that must be dealt with while I am seated. I do not expect to change the world. I will not be running in the election so I know this will be a temporary appointment, but I would still be of whatever help I can be.

Respectfully,



Vincent T. Lyon

Received 5/21/2018 via email at 9:19 a.m.



**APPLICATION**

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of Council Member Steve Nobile's term, which will end November 2018. This is a limited appointment. **Applications are due on May 23, 2018 @ noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment of District 4.

**Please be advised that background screening of all applicants is required.**

**PLEASE ATTACHED RÉSUMÉ**

- \* Applicants must reside in District 4, maintain residency in District 4 for duration of appointment, and must reside in District 4 for at least 45 weeks in the year.
- \* Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

**CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**1. PERSONAL**

Name: Vincent T. Lyon E-mail address: vlyon@legaltcamforlife.com  
 Residence Address: 27 Empress Lane District # 4  
 City: Palm Coast State: FL Zip: 32164  
 Mailing Address (If Different from Residence): \_\_\_\_\_  
 Home Phone: 386-864-3578 Business Phone: 386-445-8900  
 Date of Birth: 6/23/71 Place of Birth: Oklahoma City, OK  
 How long have you been a permanent resident of Palm Coast? 5 1/2 years  
 Do you reside in District 4 for at least 45 weeks in the year?  Yes  No  
 What year did you become a continuous resident of the City of Palm Coast? 2012

List all places of residence for the last five years.

Address	City & State	From	To
<u>27 Empress Ln</u>	<u>Palm Coast, FL</u>	<u>June 2014</u>	<u>present</u>
<u>12 Crossbow Court</u>	<u>Palm Coast, FL</u>	<u>Nov. 2012</u>	<u>June '14</u>

Are you a registered voter in Flagler County?  Yes  No  
 Have you ever used or been known by any other legal name?  Yes  No  
 If yes, explain: my name on my birth certificate and driver license is Joseph Vincent Thomas Lyon  
 Are you a citizen of the United States?  Yes  No  
 If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

*See résumé*

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

<u>Employer &amp; Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

<u>Position</u>	<u>Employee Agency</u>	<u>Period of Employment</u>

**3. EDUCATION**

High School: NW Classen HS, Oklahoma City, OK Year Graduated: 1989

Name & Location

List postsecondary educational institutions or programs attended:

<u>Name &amp; Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>
St. Gregory's College, Shawnee, OK	8/89-6/91	AS
Cornell University, Ithaca, NY	8/91-6/94	BA
U. of Central Oklahoma, Edmond, OK	1/95-12/96	MA
the George Washington U. Law School, Washington, DC	8/01-5/04	JD

**4. MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces?  Yes  No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

**5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No

If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

Rotary Club of Flagler County | Flagler County Bar Association | Flagler County Chamber of Commerce  
Community Cats of Palm Coast | Estate Planning Council of the Fun Coast | Inns of Court

**6. QUALIFICATIONS FOR APPOINTMENT**

State your experiences and interests or elements of your personal history that qualify you for this appointment.

Post President of Flagler County Bar | Post Chair of Chamber Business Connectors | Post Director of  
Discovery Condo Association | Post Director of Brauham Park Condo Assn' | Current Director of  
Rotary Club of Flagler County | Chair of Rotary by-laws committee

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:  Yes  No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
---------------------	--	-----------------------	----------------------------

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>
-------------------------	-------------------------------------	--

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida?  Yes  No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title &amp; No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
<u>Bar # 103554</u>	<u>5/17/2013</u>	<u>Florida Supreme Court</u>	<u>None</u>

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

I am trained to look at an issue from all sides and

to find a workable solution within the framework of statutes.

7. REFERENCES – Please list three references (business and/or personal)

Bob Cuff 33 Old Kings Road North Suite 1 PC 32137 386-445-2677  
Name, Address & Telephone Number

John Subers 11 Creekside Dr. PC 32137 386-864-7177  
Name, Address & Telephone Number

Memory Hopkins 18 Ryecroft Ln. PC 32164 386-931-9464  
Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?  Yes  No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.

  
Signature

5/21/18  
Date

RETURN TO: City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

PHONE: 386-986-3713  
FAX: 386-986-3714  
EMAIL: [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
WEBSITE: [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

\*SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

# VINCENT T. LYON

27 Empress Lane  
Palm Coast, FL 32164  
386-864-3578  
[vlyon@law.gwu.edu](mailto:vlyon@law.gwu.edu)

## **CIVIL TRIAL ATTORNEY**

I have worked in Palm Coast as a general civil attorney since being admitted to the state bar in 2013, most of that in the firm of Chiumento Dwyer Hertel Grant and Kistemaker (formerly Chiumento Selis Dwyer). Before moving to Palm Coast, I practiced law in Maryland and the District of Columbia for seven years. I began as an associate for a very small firm, but for the last few years have been a solo attorney, splitting my work between directly helping clients in a wide variety of cases and doing freelance research and writing work for other attorneys.

## **EXPERIENCE**

### **Researcher**

I am a thorough researcher, looking at every issue and finding the statute or case law that applies. My training as a historian imbued me with thoroughness and creative thinking. Winner of the Muriel H. Wright Award for an outstanding article in the Chronicles of Oklahoma, vol. LXXVI. I have conducted in-person interviews including one of a former governor. I once poured through paper files at the courthouse for a decades old murder trial in order to prove a plaintiff was not non-compos mentis and thus the statute of limitations should apply. I don't leave any avenue unchecked.

### **Motion Writer**

I was lead attorney on a case against Flagler County which garnered some publicity, prevailing at hearing and before two appeals courts.

I persuaded a state court to permit me to serve a defendant by email.

I won a libel case at trial, but only after a hard fought motions battle over the limits of the immunity granted by the Electronic Communications Decency Act.

I obtained a grant of attorney's fees against a defendant in a divorce case because of a discovery dispute even though the plaintiff had a higher income.

I convinced a plaintiff to settle and drop their petition for partition of real property and allowed my client to remain in his home.

### **Appeals Brief Writer**

I won an appeal in a child support case where the income of the father's corporation was counted as his personal income because the trial court failed to understand the difference between an S corporation and a C. corporation.

By arguing that an attorney's verbal promise was not binding and failure to respond to a confirmation letter did not constitute assent to be bound, I persuaded the Maryland Court of Special Appeals to deny an appeal of a decision which had dismissed my client on venue. (I subsequently filed an opposition to a petition for cert in that case which is still outstanding)

I successfully argued against an appeal to a decision that had denied the jurisdiction of the Superior Court of the District of Columbia over a child support claim based on the Uniform Interstate Family Support Act.

### **Trial Advocate**

Took a defamation case all the way to trial against multiple defendants over a slanderous email chain and won a jury verdict for both compensatory and punitive damages. In a case in which we demanded \$125,000 to settle, the defendant refused, and with the help of my direct examination of experts our client received a \$1.04 million verdict.

### **Relevant Non-Legal Experience**

I serve on the Board of Directors for the Rotary Club of Flagler County. I served for six years on the Board of Directors of my condominium association in Maryland, holding various positions on the Board. Prior to law school I also served on the Board of Directors of my condominium association in California. I volunteered in numerous museums in California and worked as a preparator. In Maryland I was an assistant organizer of a social meet-up group and look forward to doing something similar in my new home town.

### **EMPLOYMENT HISTORY**

<b>Attorney: <i>Chiumento Dwyer Grant Hertel &amp; Kistemaker</i></b>	Sep 2013 - Present
<b>Attorney: <i>Lyon Legal, LLC</i></b>	Oct 2007 – Present
<b>Attorney: <i>Maryland Family Law Firm, LLC</i></b>	Feb 2010 – Dec 2010
<b>Associate: <i>Louis Fireison &amp; Associates, P.A.</i></b>	Jan 2005 – Oct 2007
<b>Law Clerk: <i>Maignan &amp; Associates, LLP</i></b>	Sep 2003 - Feb 2004
<b>Paralegal Specialist: <i>National Archives and Records Admin. Robert Crown Law Library, Stanford U.</i></b>	May 2002 - May 2003
July 2001	Feb 2000 -

### **EDUCATION:**

<b><i>The George Washington University Law School</i>, Washington, DC</b>	
oJ.D. May 2004	G.P.A. 3.25
<b><i>University of Central Oklahoma</i>, Edmond, OK</b>	
· M.A. History/Museum Studies December 1996	G.P.A. 3.90
<b><i>Cornell University</i>, Ithaca, NY</b>	
· B.A. History May 1994	G.P.A. 3.10
<b><i>St. Gregory's University</i>, Shawnee, OK</b>	
· A.S. Natural Sciences May 1991	G.P.A. 3.73

### **BAR ADMISSIONS:**

· Florida	5/2013
· Maryland	12/2004
· U. S. District Court for the District of Maryland	3/2005
· U.S. District Court for the District of Columbia	4/2005
· District of Columbia	10/2005

**PUBLICATIONS:** “Repeal of Prohibition” - Chronicles of Oklahoma Dec. 1998



Received 5/17  
11:00a.m.

### APPLICATION

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of Council Member Steve Nobile's term, which will end November 2018. This is a limited appointment. **Applications are due on May 23, 2018 @ noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment of District 4.

**Please be advised that background screening of all applicants is required.**

#### PLEASE ATTACHED RÉSUMÉ

- \* Applicants must reside in District 4, maintain residency in District 4 for duration of appointment, and must reside in District 4 for at least 45 weeks in the year.
- \* Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

**CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

#### 1. PERSONAL

Name: ROBERT THOMASEY E-mail address: HANK 14 HILL@AOL.COM

Residence Address: 69 ROYAL OAK DR District # 4

City: PALM COAST State: FL Zip: 32164

Mailing Address (If Different from Residence): \_\_\_\_\_

Home Phone: (386) 263-2218 Business Phone: \_\_\_\_\_

Date of Birth: 07-12-1949 Place of Birth: QUEENS NY

How long have you been a permanent resident of Palm Coast? 7 YRS 8 MOS.

Do you reside in District 4 for at least 45 weeks in the year?  Yes  No

What year did you become a continuous resident of the City of Palm Coast? 2010

List all places of residence for the last five years.

Address	City & State	From	To
<u>69 ROYAL OAK DR.</u>	<u>PALM COAST FL.</u>	<u>2010</u>	<u>PRESENT</u>

Are you a registered voter in Flagler County?  Yes  No

Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, explain: \_\_\_\_\_



**APPLICATION**

Thank you for your interest in serving the City of Palm Coast. This is for the remainder of Council Member Steve Nobile's term, which will end November 2018. This is a limited appointment. **Applications are due on May 23, 2018 @ noon.**

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration for the appointment of District 4.

**Please be advised that background screening of all applicants is required.**

**PLEASE ATTACHED RÉSUMÉ**

- \* Applicants must reside in District 4, maintain residency in District 4 for duration of appointment, and must reside in District 4 for at least 45 weeks in the year.
- \* Council Members are required to file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

**CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**1. PERSONAL**

Name: ROBERT THOMASEY E-mail address: HANK 14 HILL@AOL.COM

Residence Address: 69 ROYAL OAK DR District # 4

City: PALM COAST State: FL Zip: 32164

Mailing Address (If Different from Residence): \_\_\_\_\_

Home Phone: (386) 263-2218 Business Phone: \_\_\_\_\_

Date of Birth: 07-12-1949 Place of Birth: QUEENS NY

How long have you been a permanent resident of Palm Coast? 7 YRS 8 MOS.

Do you reside in District 4 for at least 45 weeks in the year?  Yes  No

What year did you become a continuous resident of the City of Palm Coast? 2010

List all places of residence for the last five years.

Address	City & State	From	To
<u>69 ROYAL OAK DR.</u>	<u>PALM COAST FL.</u>	<u>2010</u>	<u>PRESENT</u>

Are you a registered voter in Flagler County?  Yes  No

Have you ever used or been known by any other legal name?  Yes  No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: RETIRED  
Occupation: ELECTRICIAN Current Employer: N/A  
Current Business Address: N/A

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
<u>N/A</u>			

Have you ever been employed by any state, district, or local governmental agency in Florida?  Yes  No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

**3. EDUCATION**

High School: BERGEN CNTY VOC-TECH H.S. Year Graduated: 1967  
200 HACKENSACK AV, HACKENSACK, N.J.  
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location	Dates Attended	Certificate/Degrees Received
<u>I.B.E.W. JOINT APPRENTICE TRAINING</u>	<u>1987-1989</u>	<u>JOURNEYMAN</u>

**4. MILITARY SERVICE**

Are you or have you ever been a member of the Armed Forces?  No  
Date of Service: \_\_\_\_\_  
Branch or Component: \_\_\_\_\_  
Date and Type of Discharge: \_\_\_\_\_

**5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?**

Are you currently or have you ever served on any City Volunteer Board or Committee?  Yes  No  
If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

**6. QUALIFICATIONS FOR APPOINTMENT**

State your experiences and interests or elements of your personal history that qualify you for this appointment.

*PRIOR TO RETIREMENT I WAS INVOLVED IN VARIOUS PUBLIC SAFETY ORGANIZATIONS FOR MORE THAN 20 YRS. I WAS A 28 YR MEMBER OF A VOL. FD, SERVING FOR 6 YRS AS A CHIEF. IN THIS POSITION I WAS OFTEN CALLED UPON (OVER)*

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:  Yes  No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:  Yes  No

Have you ever been elected or appointed to any public office? If yes, list below:  Yes  No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
---------------------	--	-----------------------	----------------------------

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the City of Palm Coast to which you have been appointed or are seeking appointment?  Yes  No If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>
-------------------------	-------------------------------------	--

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida?  Yes  No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title &amp; No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
<i>RE. SALES ASSOC. LIC# SL 3275669</i>			<i>NONE</i>
<i>ISSUED BY: STATE OF FLA. DEPT. OF BUSINESS AND PROF. REG</i>			

How do you believe that your education, experience, talents and skills will benefit the work of the City Council and are you willing to act as a decision maker and not as an advocate, as required by law?

*AS PREVIOUSLY STATED, WORKING IN CONSTRUCTION AND*

TO MAKE DECISIONS ASSOCIATED WITH THE SAFETY OF OTHERS SERVING UNDER ME AND ALSO THE PROTECTION OF PROPERTY. AS CHIEF I WAS ALSO RESPONSIBLE FOR THE DAY TO DAY OPERATION OF THE DEPARTMENT AND WAS ALSO RESPONSIBLE TO THE MAYOR & COUNCIL.

AS AN ELECTRICIAN DOING MOSTLY HIGHWAY & ROAD CONSTRUCTION I BELIEVE MY EXPERIENCE & KNOWLEDGE IN THIS FIELD WILL BENEFIT THE CITIZENS OF PALM COAST.

PUBLIC SAFETY, HAS GIVEN ME THE KNOWLEDGE AND  
EXPERIENCE TO WORK TOWARD THE BETTERMENT OF THE  
OPERATION OF GOV. AS FUTURE DECISIONS ARE MADE (OVER)

7. REFERENCES – Please list three references (business and/or personal)

THE REV. JOSEPH PICKARD 91 ANN ROSTIN DR ORMOND BCH, FL. 551-265-1846  
Name, Address & Telephone Number

GEORGE GAN 2 EDGELY LN. PALM COAST FL. (201) 315-8176  
Name, Address & Telephone Number

LOUIS TURRO 591 PALMER AV MAYWOOD NJ (201) 370-1422  
Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

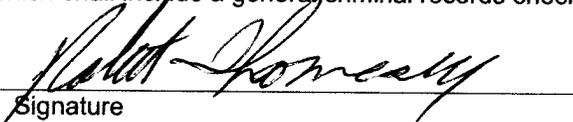
Yes

No

I understand the responsibilities associated with being a member of the City Council and that I am subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the City Council to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to City Council for which I am applying.

  
Signature

05-13-2018  
Date

RETURN TO: City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

PHONE: 386-986-3713  
FAX: 386-986-3714  
EMAIL: [vsmith@palmcoastgov.com](mailto:vsmith@palmcoastgov.com)  
WEBSITE: [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY COUNCIL MEMBERS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

\*SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

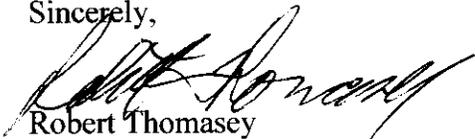
CONCERNING THE GROWTH AND DEVELOPMENT OF  
THE CITY OF PALM COAST  
I WILL ACT IN THE MANNER PROVIDED BY  
LAW.

The Honorable Melissa Holland, Mayor of Palm Coast  
Palm Coast City Council Members:  
May 17, 2018

I believe the effective operation of city government can not be achieved unless all of the people responsible for decision making and oversight are involved. To have a council seat vacant, the effective operation would be impacted in a negative way. All the citizens of Palm Coast should have a representative they can contact if they need to voice their support or concern for any matter in their district or in the city. Also, I have a long history of volunteerism and have been in many positions of supervision and decision making.

It is for these reasons I have applied to be appointed to fill the unexpired term of Councilman Steve Nobile. I believe after you have reviewed my resume and other materials attached hereto, you will find my diverse background, work ethic, and integrity are the qualities you would want in a councilman.

Sincerely,



Robert Thomasey



Office of the  
**District Attorney**  
of Rockland County

KENNETH GRIBETZ  
DISTRICT ATTORNEY

COUNTY OFFICE BUILDING  
NEW CITY, N. Y. 10956  
425-5001

March 5, 1981

Chief of Police  
Maywood Police Department  
Maywood, New Jersey

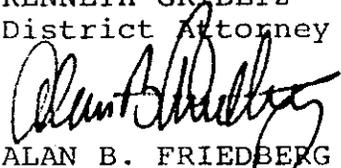
Re: People v. Vincent Carbone  
Ind. No. 80-86

Dear Chief:

I would like to take this opportunity to praise one of your Officers, Ptl. Robert Thomasey for the assistance he provided in the prosecution of the above-entitled matter. As you may be aware of by now, the above-named defendant was convicted after trial of bank robbery involving the Ninth Federal Savings & Loan Association, Nanuet, New York, on October 2, 1979. This Officer provided crucial identification testimony at trial. Additionally, he cooperated fully in our pre-trial investigation, as well as in preparation for trial. His professionalism and dedication as an Officer, as well as his concern as a citizen should be commended.

Sincerely,

KENNETH GRIBETZ  
District Attorney

  
ALAN B. FRIEDBERG  
Senior Assistant  
District Attorney

ABF/bb



**POLICE DEPARTMENT  
MAYWOOD, NEW JERSEY**

TEL. (201) 845-8800

CESARE J. PARODI  
Chief

July 28, 1982

CERTIFICATE OF APPRECIATION

Detective ROBERT THOMASEY is to be commended for his diligence and professionalism in solving, along with Detective Costa and Detective Reynolds, the armed robbery of Angelo's Pizza. This resulted in clearing up unsolved robberies in Hackensack, New Milford and Bloomfield.

As a token of appreciation you will receive 2 days off at a time of your choosing.

Congratulations on this excellant performance.

Chief Cesare J. Parodi



MEMBER  
N.J.A.C.P.  
B.C.P.C.A.  
P.B.A.



## Borough of Hasbrouck Heights

HASBROUCK HEIGHTS, N. J. 07604

HOWARD R. BAKER  
CHIEF OF POLICE  
(201) 288-1000

February 26, 1982

Chief Cesare Parodi  
Maywood Police Department  
15 Park Avenue  
Maywood, New Jersey

Dear Chief Parodi:

I wish to take this opportunity to extend through you my gratitude to Patrolman Robert Thomasey of your Detective Bureau.

On February 18, 1982, this department received a report of an attempted burglary of a private residence in our town in which a resident was home at the time and confronted the intruder inside his residence. As the result of investigation conducted of the report, a composite was made of the subject.

On February 19, 1982, Patrolman Thomasey was at my HQTS, delivering a photo of a suspect in another investigation and, having observed the composite, furnished my detectives with invaluable information regarding a suspect he had arrested as the result of a burglary in Maywood, one Thomas LaForgia, which resulted in a confession by subject LaForgia for our offense.

The spirit of professionalism and cooperation displayed by Ptl. Thomasey is worthy of the highest commendation.

I wish to congratulate you on having men of this caliber assigned to your Detective Bureau and to express my desire to cooperate in this and all matters of mutual interest.

Yours truly,

A handwritten signature in cursive script, appearing to read "Howard R. Baker".

Howard R. Baker  
Chief of Police

HRB/jk

MEMORANDUM  
POLICE DEPARTMENT - MAYWOOD, N.J. 07607

TO: COMMISSIONER T. RICHARDS  
RE: LoCascio Assault & Robbery  
856 Wyoming Ave 1/6/83

CASE \_\_\_\_\_  
DATE Jan. 25, 1984

OFFICERS  
SIGNATURE Harry Kickuth  
Chief Harry Kickuth

MPC-11/88-34

Sir:

As per our conversations over the past few weeks regarding the above captioned case, I am very pleased to advise you that excellent and very hard police work by Det. P. Reynolds and Det. R. Thomasey have resulted in an arrest. By putting together information from various sources and matching fingerprints, they have apprehended the person wanted for this crime.

Since this crime was committed, these two officers have, at every opportunity, worked on the case following up on any information relating to it. Their professional manner in solving this case should be commended and they are to be congratulated for a job well done.

Maywood and this department is very fortunate to have men of this caliber working for the best interest of everyone. At this time I personally, want to thank and congratulate Detective Patrick Reynolds and Detective Robert Thomasey for an excellent job well done.



...the ... of ... on ... the ...



...the ... of ... on ... the ...



...the ... of ... on ... the ...



...the ... of ... on ... the ...

# Detectives Crime Clinic

METROPOLITAN NEW JERSEY, NEW YORK AND CONNECTICUT



## Honorable Mention

STATE OF NEW JERSEY

Awarded to

Robert Thomasey

Detective

OF THE

Maywood

POLICE DEPARTMENT

November, 1982

*For your ability, courage and understanding, which have won the respect, confidence and admiration of your colleagues in the law enforcement profession.*

*John H. ...*  
CHAIRMAN HONOR AWARDS

*...*  
SECRETARY



**POLICE DEPARTMENT  
MAYWOOD, NEW JERSEY**

TEL. (201) 845-8800

**HARRY KICKUTH  
CHIEF**

OCTOBER 15, 1985

**LETTER OF COMMENDATION**

THIS IS TO ACKNOWLEDGE THAT DETECTIVE ROBERT THOMASEY, ALONG WITH DETECTIVE PATRICK REYNOLDS AND DETECTIVE DAVID PEGG, DID DISPLAY OUTSTANDING INVESTIGATIVE EXPERTISE IN THE INVESTIGATION OF THE ARMED ROBBERY OF THE POLIFLY SAVINGS AND LOAN ASSOCIATION. THIS INVESTIGATION HAVING COME TO A SUCCESSFUL CONCLUSION WITH THE ARREST OF WILLIAM MOORE ON OCTOBER 4, 1985.

DETECTIVE THOMASEY IS TO BE COMMENDED FOR HIS CONTRIBUTION TO THE SOLVING OF THIS CRIME.

*Harry Kickuth*  
HARRY KICKUTH  
CHIEF OF POLICE



MEMBER  
N.J.A.C.P.  
B.C.P.C.A.  
P.S.A.

# International Brotherhood of Electrical Workers®



We hereby congratulate

***Robert T. Thomasey***

a loyal and faithful member of our union  
who has earned retirement  
under the provisions set forth  
in Article XI of the IBEW Constitution.

The officers and members  
acknowledge with gratitude your valuable service  
and extend every good wish  
for your health and happiness in the years ahead.

***August 2011***

Date

International President

International Secretary-Treasurer

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	3600	<b>Account</b>
<b>Subject</b>	APPEAL OF BID PROTEST FOR ITB-UT-18-30 PEP TANK PANEL ASSEMBLIES BY INTEGRITY SALES & MARKETING, INC.	
<b>Background:</b>		
<p>City staff advertised and solicited bids for PEP Tank Panel Assemblies in accordance with the City's Purchasing Policy. Integrity Sales &amp; Marketing, Inc. submitted a bid which was deemed by Central Services staff as non-responsive, since the required signed addendum was not included in their submission. Integrity protested the Central Services staff determination that their bid was non-responsive.</p> <p>The City's Purchasing Policy outlines the bid protest and appeal process, which begins with the review and determination by the Administrative Services and Economic Development Director. The Director's decision can be appealed to the City Manager with the payment of a bid protest bond and that decision can be appealed to City Council. Integrity has appealed the City Manager's decision to uphold the initial determination that the bid protest is without merit and the City Clerk has scheduled this agenda item in accordance with the City's Purchasing Policy.</p> <p>The City's Purchasing Policy states that <i>"the bidder or interested bidder must attend the scheduled City Council meeting. City staff and the bidder or interested bidder will be provided an opportunity to present evidence related to the bid protest appeal."</i> The amount of time provided for the bidder and City staff to present is at the discretion of City Council. The City's Purchasing Policy further states <i>"at the scheduled City Council meeting, City Council will determine whether the appeal is with or without merit, and revise the administrative decision or recommendation, if necessary."</i></p> <p>The relevant facts of this matter, including the Integrity submission, written protest, protest response, appeal, and appeal response are attached to the agenda item.</p>		
<b>Recommended Action:</b>		
Find that Integrity Sales & Marketing, Inc. appeal is without merit and uphold City staff's determination and award for ITB-UT-18-30 PEP Tank Panel Assemblies.		

# REFERENCES

## References

Bidder shall provide a minimum of three (3) references for which they are currently providing, or have provided, this type of service/commodity.

REFERENCE 1
Vero Beach, FL
Company Name
Lindsay Tucker - SE Orenco Sales Engineer
Contact Name and Title
Phone Number
ltucker@orenco.com
Email Address
Duration of Contract or Business Relationship:
ongoing

REFERENCE 2
Kensington Woods, NY
Company Name
Lindsay Tucker - SE Orenco Sales Engineer
Contact Name and Title
Phone Number
ltucker@orenco.com
Email Address
Duration of Contract or Business Relationship:
ongoing

# REFERENCES

**REFERENCE 3**

Christiansburg, OH

Company Name

Lindsay Tucker - SE Orenco Sales Engineer

Contact Name and Title

Phone Number

Ltucker@orenco.com

Email Address

Duration of Contract or Business Relationship:

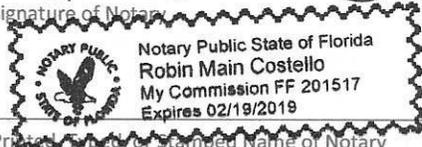
Ongoing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL



# FORM 1 – CONFLICT OF INTEREST STATEMENT

DATED this 19<sup>th</sup> day of April, 2018.

<b>AFFIANT</b>	Sworn to and subscribed before me
<u><i>Stacy L. Davis</i></u> Signature of Affiant	This <u>19<sup>th</sup></u> day of
<u>Stacy L. Davis</u> Typed or Printed Name of Affiant	<u>April</u> 20 <u>18</u> .
<u>SEC TREAS</u> Title	<u><i>Robin Main Costello</i></u> Signature of Notary
	 Printed Name of Notary
	Notary Public, State of <u>Florida</u>
	My commission expires <u>2/19/19</u>
	Personally Known _____
	-OR-
	Produced Identification <input checked="" type="checkbox"/>
	Type: <u>FL drivers license</u>

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

# FORM 2 – DEBARMENT CERTIFICATION

## FORM 2 – Debarment Certification

### Certification Regarding Debarment, Suspension and Voluntary Exclusion-Lower Tier Covered Transactions [For Federal Projects]

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510 Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722 – 4733)

\*\*\*\*\* BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE \*\*\*\*\*

1. The prospective Bidder certifies, by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the Bidder is unable to certify to any of the statements in this certification, such Bidder shall attach an explanation to this bid.

<u>Integrity Sales + Mktg. Inc.</u> Name of Contractor
<u>STACY L. DAVIS Sec TREAS</u> Name and Titles of Authorized Representative(s)
<u>Stacy L. Davis</u> Signature(s)
<u>4-19-18</u> Printed Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

ITB-UT-18-30

# FORM 2- DEBARMENT CERTIFICATION

## INSTRUCTIONS FOR DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The Certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", ineligible, "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", "voluntarily exclude", as used this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining copy of these regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith and certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4., suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.

# FORM 3- CERTIFICATION OF AUTHORIZED SIGNATORY

## FORM 3 – Certification of Authorized Signatory

Integrity Sales+Marketing, Inc.  
Print/Type Legal Business Name (same as name on W-9 form)  
59-3372834  
Print/Type FEIN #

Check the legal entity type that is applicable to the above named business:

- Sole Proprietorship – Complete Section A
- General or Limited Partnership – Complete Section B
- Corporation (Inc. , LLC) Complete Section C

### Section A: Sole Proprietorship

I HEREBY CERTIFY that I am the sole owner of the business identified above and am authorized to sign legal documents on behalf of said business.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

### Section B: Partnership

I HEREBY CERTIFY that I am a General Partner of the business identified above and am authorized to sign legal documents on behalf of said business.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

### Section C – Corporation

I HEREBY CERTIFY that a meeting of the Board of Directors of Integrity Sales+Marketing, Inc.  
Legal business name  
a corporation /LLC under the laws of the State of FL, was held on April 17 2018. The following resolution was duly passed and adopted:

“RESOLVED, that Stacy L Davis is an officer and director of the corporation (or the managing member of the LLC) and is hereby authorized to execute contracts between the City of Palm Coast, a municipal corporation and this corporation/LLC, and that execution thereof by said officer and director, attested by the Secretary of the corporation/LLC, shall be the official act and deed of this corporation/LLC.”

I FURTHER CERTIFY that said resolution is now in full force and effect.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the corporation this 19th day of April, 2018  
Provide copy of Resolution

AFFIX Corporate Seal

Stacy L Davis  
Corporate Secretary/Managing Member

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

# FORM 4 – COMPLIANCE CERTIFICATION FORM

## FORM 4 – Compliance Certification Form

*Please check the appropriate box where indicated and initial where indicated for each of the listed requirements for certification. This Form must also be signed, notarized, and dated by the same signatory.*

1. **Scrutinized Companies** - Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the **Scrutinized Companies** with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. Initials SD
  
2. **Public Entity Crime** - Any person or affiliate who has been placed on the convicted vendor list following a conviction of a **public entity** crime may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor supplier, subcontractor or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below is qualified to submit a bid under Fla. Stat. §287.133(2)(a). Initials SD
  
3. **Americans with Disabilities Act** - The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA. Initials SD
  
4. **Drug-Free Work Place** - As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below in the section entitled "Respondent Vendor's Name" is in compliance with Florida Statue 287.087, providing a Drug-Free Workplace. Initials SD

# FORM 4 – COMPLIANCE CERTIFICATION FORM

5. **Compliance With Public Records** - Upon award, recommendation, or thirty (30) days after receipt, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. The submission of a bid authorizes release of Bidder's credit data to City of Palm Coast. If the Bidder submits information exempt from public disclosure, Bidder must identify with specificity which pages/paragraphs of its bid package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate electronic file marked accordingly. By submitting a response to this solicitation, Bidder agrees to defend the City in the event City is forced to litigate the public records status of Bidder's documents. Initials SD
6. **Litigation: Provide a summary of all litigation, claim(s), or contract dispute(s) filed by or against the Bidder in the past five (5) years that are related to the services the Bidder provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved.**  Applicable  Not Applicable. Initials SD
7. **License Sanctions: Attach a list of any regulatory or licensing agency sanctions within the past five (5) years. Check appropriate box:**  Applicable  Not Applicable Initials SD
8. **Vendor Registration** - All bidders or proposers awarded contracts, purchase orders, or work orders must register as a vendor with the City of Palm Coast. Vendors can register online at: <https://www.palmcoastgov.com/vendor-registration>. Please indicate if your company has registered as a vendor with the City of Palm Coast.  I have already registered as a vendor with the City.  I have not registered as a vendor with the City, but plan to do so if awarded a contract, purchase order, or work order through this solicitation. Initials SD
9. **Bid Submission Acknowledgement** - The Bidder has carefully examined the ITB, including the Instructions to Bidders, Contract Template, addenda, and any other accompanying documents for this project. The Bidder has completely analyzed the information contained in this ITB as guidance for the preparation its submittal. The Bidder's submittal is sufficiently specific, detailed and complete to clearly and fully demonstrate the Bidder's understanding of the proposed work and/or product requirements. The Bidder agrees and understands that, if awarded, all portions of the submitted bid shall become an integral part of the agreement and contract with the City of Palm Coast, Florida. Should there be a conflict between the submitted bid and the ITB, the ITB shall prevail. Initials SD

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the Bidder as its act and deed and that the Bidder is ready, willing and able to perform if awarded the contract. I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Palm Coast or of any other interested bidder; and that the undersigned executes this Certification with full knowledge and understanding of the matters herein contained and is duly authorized to do so. The signatory for the Bidder swears that none of the information supplied was for the purpose of defrauding the City.

# FORM 4 – COMPLIANCE CERTIFICATION FORM

**CONTRACTOR**

Integrity Sales & Mktg Inc.  
 Printed Name of Contractor

Stacy L. Davis  
 Signature

Stacy L. Davis  
 Printed Name

SEC TREAS  
 Printed Title

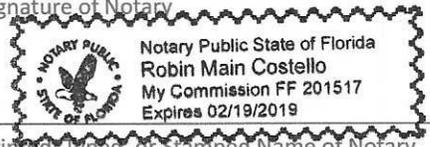
4/19/18  
 Printed Date

stacy@intsales.com  
 Contact Email

STATE OF Florida )  
 ) ss  
 COUNTY OF Polk )

Sworn to and subscribed before me  
 This 19th day of  
April 2018.

Robin Main Costello  
 Signature of Notary



Printed, Typed, or Stamped Name of Notary

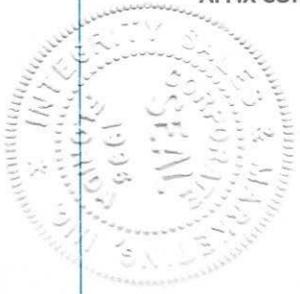
Notary Public, State of Florida

My commission expires 2/19/19

Personally Known \_\_\_\_\_  
 -OR-  
 Produced Identification

Type: Florida drivers license

**AFFIX CORPORATE SEAL BELOW**



**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

# PRICE SCHEDULE

## Price Schedule

**GENERAL BIDDER INFORMATION**

Integrity Sales + Marketing, Inc.  
Company Name of Bidder

3140 Mulford Rd.  
Mailing Address

Mulberry FL 33860  
City, State, ZIP

863-425-3900  
Phone Number

Pursuant to and in compliance with the Invitation To Bid, and the other documents relating thereto, the undersigned Bidder, having familiarized himself/herself with the terms of the Contract Documents, local conditions affecting the performance of the work, and the cost of the work at the places where the work is to be done, hereby proposes and agrees to deliver materials/services in a workmanlike manner and in strict conformity with Invitation to Bid requirements, including any addenda, and Contract Documents, for the amount hereinafter set forth. Prices shall include all applicable taxes.

**SIGNATURE BLOCK**

IN WITNESS WHEREOF, Bidder has hereunto executed this  
form this 19<sup>th</sup> day of  
Integrity Sales + Mktg, Inc. April 2018.  
Company Name

Stacy L. Davis  
Signature

STACY L. DAVIS - SEC ITREAS  
Name & Title, Typed or Printed

**PRICE SCHEDULE**

Price in US Dollars: \$ 3150.00 ea

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

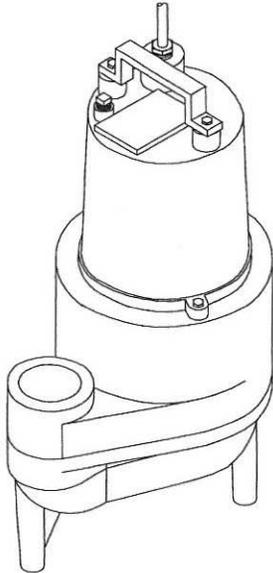
# Series EHV

3/4" Spherical Solids Handling  
Manual & Automatic

# BARNES®

www.cranepumps.com

## Submersible Effluent Pumps



**Series: EHV**  
**.5HP, 3450RPM, 60Hz**



### DESCRIPTION:

PUMP IS DESIGNED FOR HANDLING SEWAGE EFFLUENT IN TYPICAL SEPTIC TANK/EFFLUENT APPLICATIONS.

### Specifications:

DISCHARGE .....	2" NPT, Female, Vertical
LIQUID TEMPERATURE .....	77°F (25°C) Continuous
MOTOR HOUSING .....	Cast Iron
PUMP BODY .....	Cast Iron
IMPELLER: <i>Design</i> .....	Multi-Vane, Vortex
<i>Material</i> .....	Cast Iron
SHAFT .....	420 Stainless Steel
O-RINGS .....	Buna-N
HARDWARE .....	300 Series Stainless Steel
PAINT .....	Air Dry Enamel
SEAL: <i>Design</i> .....	Single Mechanical, Oil Filled Reservoir
<i>Material</i> .....	Carbon/Ceramic/Buna-N
	Hardware -300 Series Stainless
CORD ENTRY .....	20 ft. (6m) Cord with plug and pressure Grommet for sealing and strain relief
UPPER BEARING.....	Single Row, Ball
LOWER BEARING.....	Single Row, Ball
MOTOR: <i>Design</i> .....	Oil Filled
<i>Insulation</i> .....	Class B
SINGLE PHASE.....	Permanent Split Capacitor (PSC) Includes Overload Protection in Motor
LEVEL CONTROL:	
EHV412 .....	None
EHV412A .....	Wide Angle, Mechanical, 20 ft (6m) cord Pipe Mounted
EHV412VF .....	Vertical Float, PVC, Snap Action
EHV412AT .....	Wide Angle, Mechanical, 20 ft (6m) cord Pump Mounted

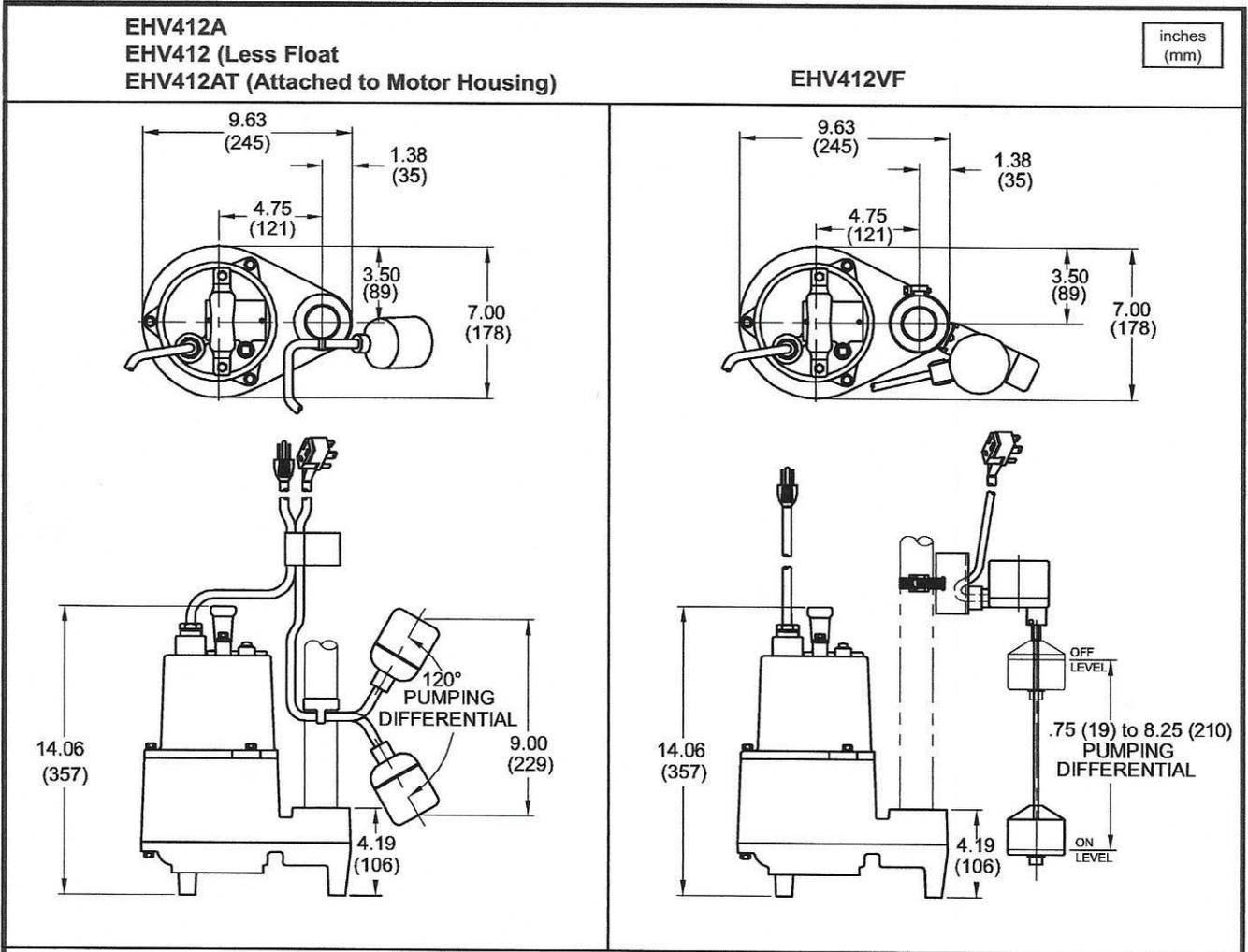
SECTION 3A  
PAGE 22  
DATE 6/04

**CRANE®**

A Crane Co. Company

**PUMPS & SYSTEMS**

USA: (937) 778-8947 • Canada: (905) 457-6223 • International: (937) 615-3598



MODEL NO	PART NO	HP	VOLT/PH	Hz	RPM (Nom)	NEMA START CODE	FULL LOAD AMPS	CORD LENGTH	CORD SIZE	CORD TYPE
EHV412	101298	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412A	103542	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412VF	101300	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412AT	103543	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412	101298G	0.5	115/1	60	3450	H	6.4	30 ft. (9m)	14/3	SJTOW

**IMPORTANT !**

- 1.) PUMP MAY BE OPERATED "DRY" FOR EXTENDED PERIODS WITHOUT DAMAGE TO MOTOR AND/OR SEALS.
- 2.) THIS PUMP IS APPROPRIATE FOR THOSE APPLICATIONS SPECIFIED AS CLASS I DIVISION II HAZARDOUS LOCATIONS.
- 3.) THIS PUMP IS NOT APPROPRIATE FOR THOSE APPLICATIONS SPECIFIED AS CLASS I DIVISION I HAZARDOUS LOCATIONS.
- 4.) INSTALLATIONS SUCH AS DECORATIVE FOUNTAINS OR WATER FEATURES PROVIDED FOR VISUAL ENJOYMENT MUST BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRIC CODE ANSI/NFPA 70 AND/OR THE AUTHORITY HAVING JURISDICTION. THIS PUMP IS NOT INTENDED FOR USE IN SWIMMING POOLS, RECREATIONAL WATER PARKS, OR INSTALLATIONS IN WHICH HUMAN CONTACT WITH PUMPED MEDIA IS A COMMON OCCURRENCE.



A Crane Co. Company

## PUMPS & SYSTEMS

USA: (937) 778-8947 • Canada: (905) 457-6223 • International: (937) 615-3598

SECTION 3A
PAGE 23
DATE 10/05

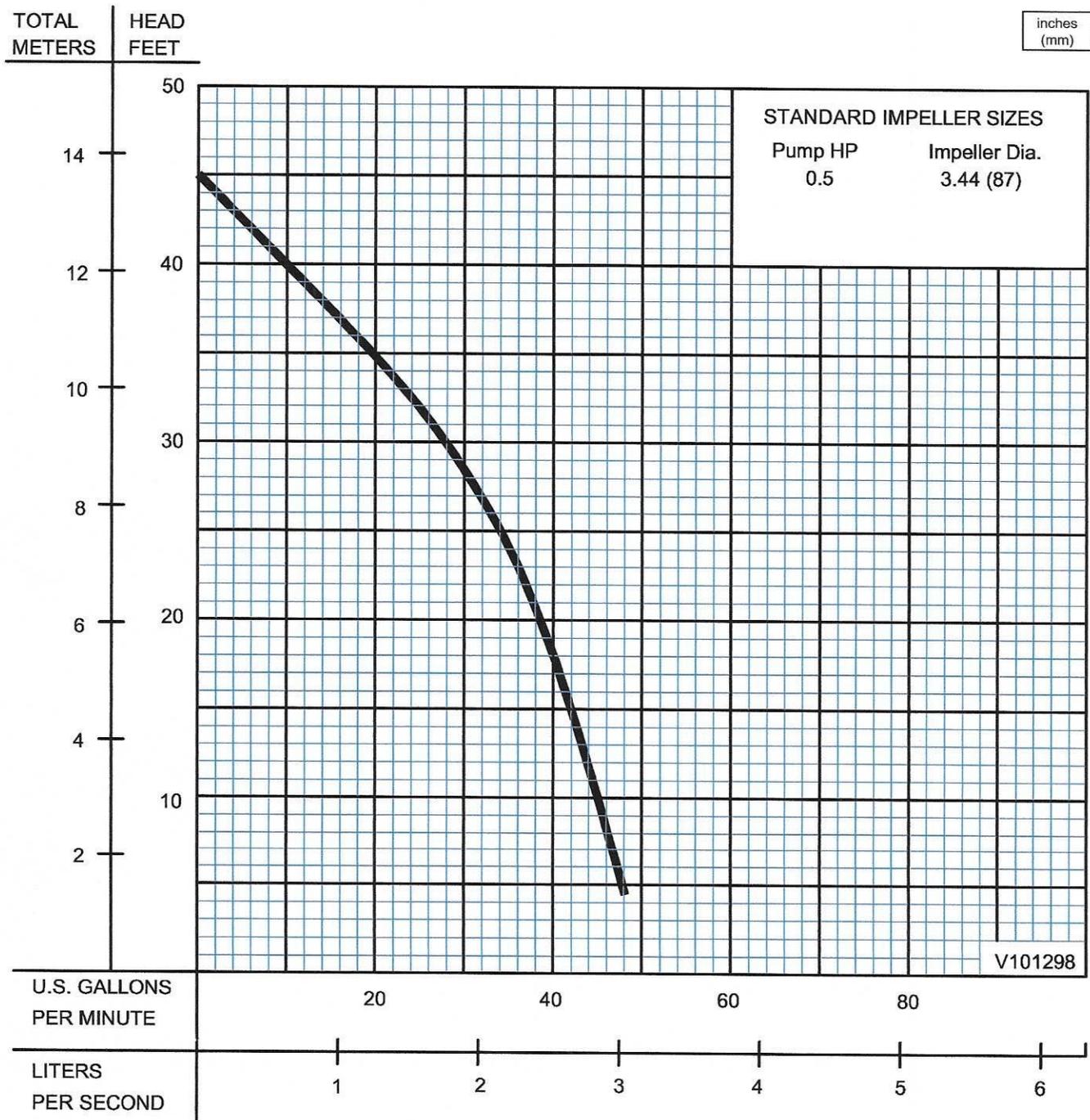
# Series EHV

Performance Curve  
 .5HP, 3450RPM, 60Hz

# BARNES®

www.cranepumps.com

## Submersible Effluent Pumps



Testing is performed with water, specific gravity 1.0 @ 68° F @ (20°C), other fluids may vary performance

SECTION 3A  
 PAGE 24  
 DATE 6/04



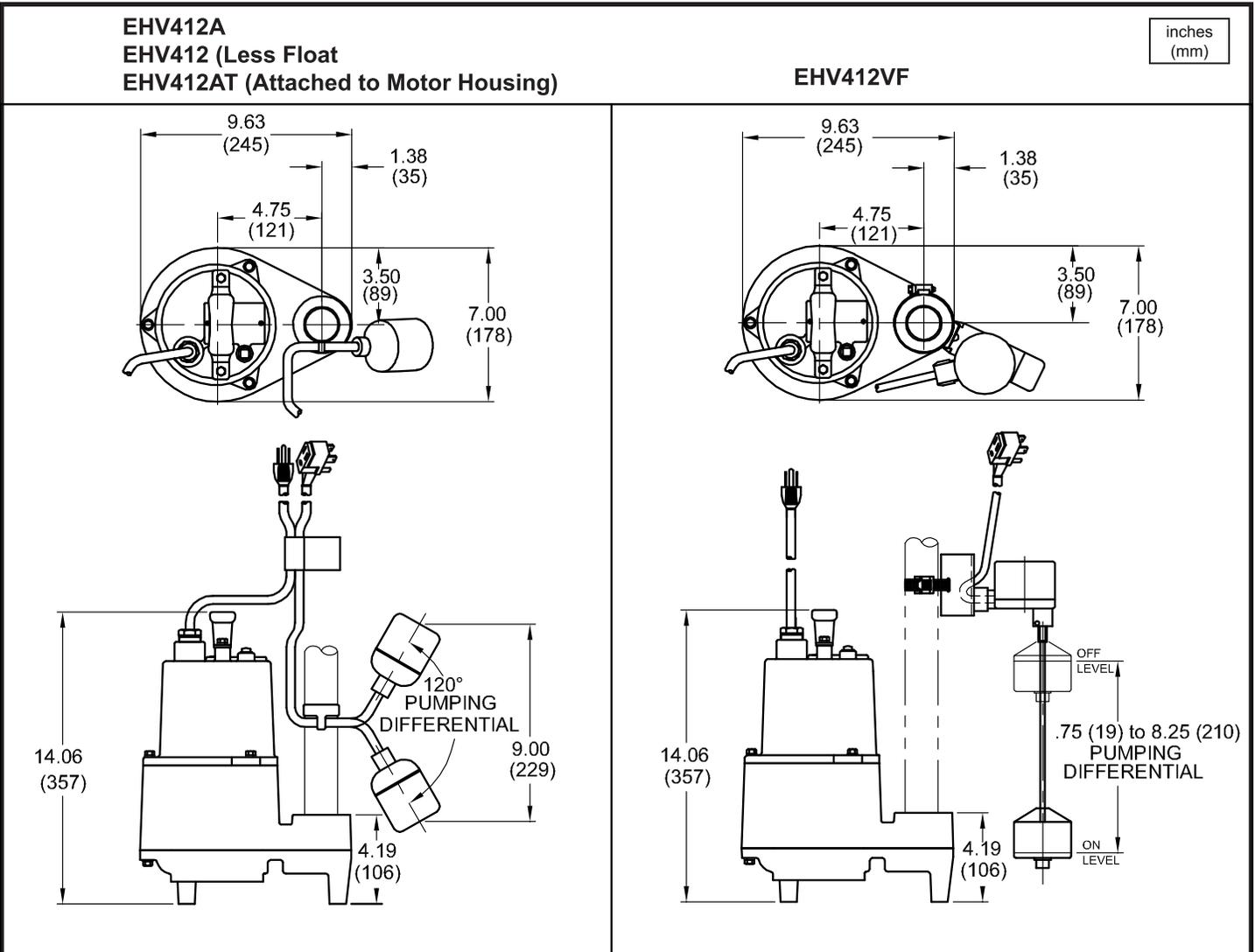
A Crane Co. Company

## PUMPS & SYSTEMS

USA: (937) 778-8947 • Canada: (905) 457-6223 • International: (937) 615-3598



### Submersible Effluent Pumps



MODEL NO	PART NO	HP	VOLT/PH	Hz	RPM (Nom)	NEMA START CODE	FULL LOAD AMPS	CORD LENGTH	CORD SIZE	CORD TYPE
EHV412	101298	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412A	103542	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412VF	101300	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412AT	103543	0.5	115/1	60	3450	H	6.4	20 ft. (6m)	14/3	SJTOW
EHV412	101298G	0.5	115/1	60	3450	H	6.4	30 ft. (9m)	14/3	SJTOW

**IMPORTANT !**

- 1.) PUMP MAY BE OPERATED "DRY" FOR EXTENDED PERIODS WITHOUT DAMAGE TO MOTOR AND/OR SEALS.
- 2.) THIS PUMP IS APPROPRIATE FOR THOSE APPLICATIONS SPECIFIED AS CLASS I DIVISION II HAZARDOUS LOCATIONS.
- 3.) THIS PUMP IS NOT APPROPRIATE FOR THOSE APPLICATIONS SPECIFIED AS CLASS I DIVISION I HAZARDOUS LOCATIONS.
- 4.) INSTALLATIONS SUCH AS DECORATIVE FOUNTAINS OR WATER FEATURES PROVIDED FOR VISUAL ENJOYMENT MUST BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRIC CODE ANSI/NFPA 70 AND/OR THE AUTHORITY HAVING JURISDICTION. THIS PUMP IS NOT INTENDED FOR USE IN SWIMMING POOLS, RECREATIONAL WATER PARKS, OR INSTALLATIONS IN WHICH HUMAN CONTACT WITH PUMPED MEDIA IS A COMMON OCCURRENCE.

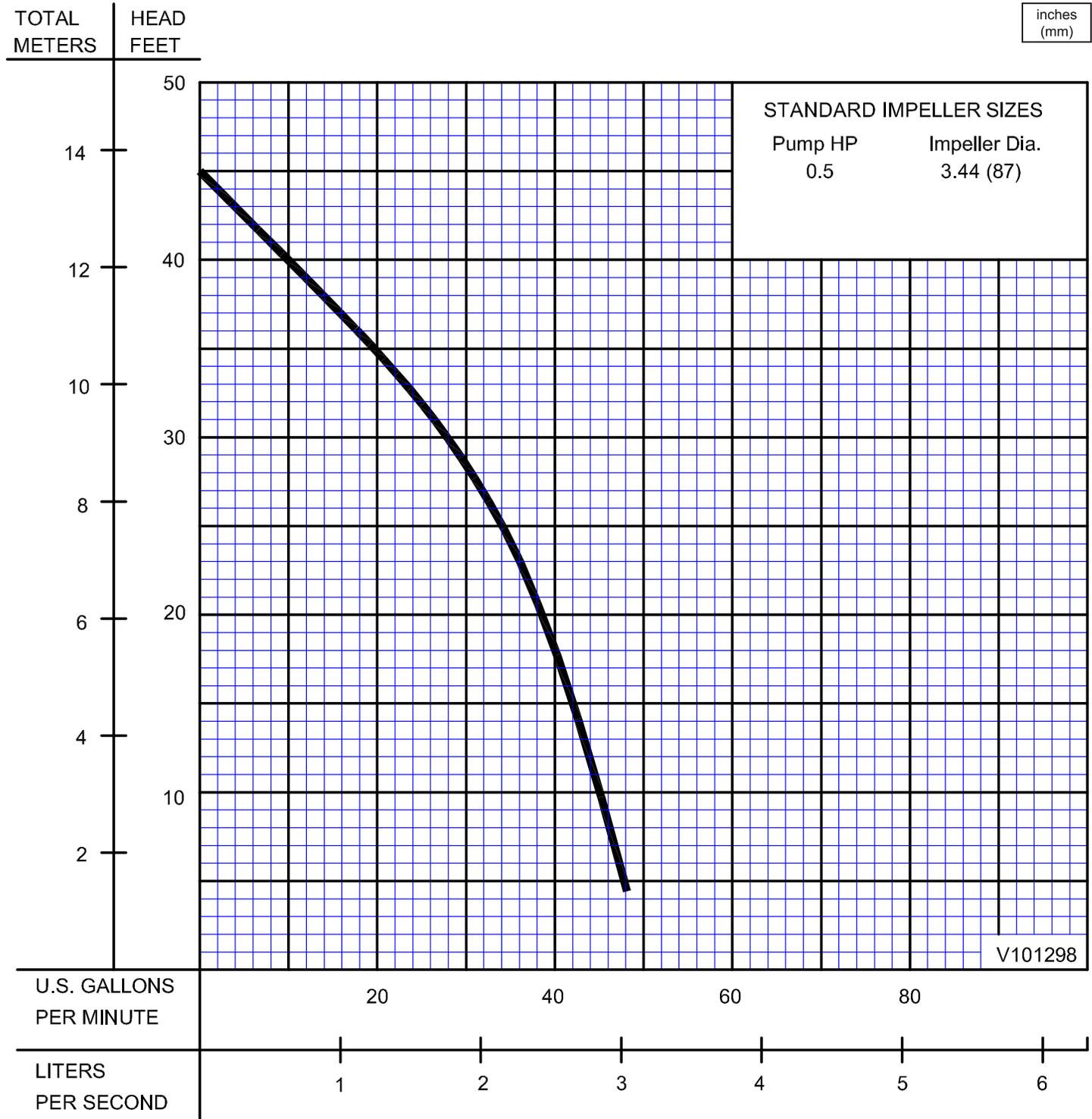
# Series EHV

Performance Curve  
.5HP, 3450RPM, 60Hz

# BARNES®

www.cranepumps.com

## Submersible Effluent Pumps



Testing is performed with water, specific gravity 1.0 @ 68° F @ (20°C), other fluids may vary performance

SECTION 3A  
PAGE 24  
DATE 6/04

# CRANE®

A Crane Co. Company

## PUMPS & SYSTEMS

USA: (937) 778-8947 • Canada: (905) 457-6223 • International: (937) 615-3598

# Submittal Data Sheet



Part #	Description
See below	Roth RMT MultiTank

## Project Information

Job Name: Palm Coast Project

Location: Palm Coast FL

Date Submitted:

Engineer:

Submitted by:

Contractor:

Approved by:

Manufacturer's Representative:

## Application

Wastewater treatment  
 Gravity septic, pump, dose, holding, STEP, grinder systems  
 Fresh water storage  
 Cistern, rainwater harvesting, irrigation, fire protection systems



## Product Information

The Roth RMT is a four layer coextrusion blowmolded tank manufactured with high molecular weight HDPE.

- Capacity 300 gal/1135 liters to 1500 gal/5678 liters
- Buried installation only
- Single and dual compartment configuration (750-1500 G)
- 24 inch manway openings compatible with Roth STAR-24 riser system
- Available with plumbing kit to include inlet and outlet tees
- Flexible watertight pipe seals furnished with tank
- Minimum wall thickness 0.25 in/6.3mm
- Design burial depth 4 ft/1.2 M, 6 ft/1.8 M per deep burial installation instructions
- H2O traffic rated installation when installed per H2O installation instructions supplement
- Suitable for installation in high ground water conditions per installation instructions supplement

## Technical Information

Manufactured and tested according to the following standards:  
**IAPMO Z1000** Prefabricated Septic Tanks  
**IAPMO PS-52** Material and property standard for pump/dose, sumps and sewage ejector tanks with or without a pump  
**CSA B66** Design, material and manufacturing requirements for prefabricated septic tanks and sewage holding tanks  
**NSF Standard 61** Drinking Water System Components  
**ASTM D1248** Standard specification for polyethylene plastics extrusion materials for wire and cable  
**ASTM D1693** Standard test method for environmental stress-cracking of ethylene plastics  
**ASTM D638** Standard test method for tensile properties of plastics  
**ASTM D790** Standard test methods for flexural properties of unreinforced plastics and electrical insulating materials  
**ASTM D 3350** Standard specification for polyethylene plastics pipe and fittings materials

## Models, capacities, dimensions

X	Part No.	Cmp	Design Cap	Total Cap	Length	Weight
			Gal (liters)	Gal (liters)	in (mm)	lbs (kg)
	RMT-300	1	300 (1136)	325 (1230)	50 (1270)	120 (54.43)
	RMT-500	1	500 (1893)	535 (2025)	60 (1524)	225 (102.06)
	RMT-750-1	1	750 (2840)	1000 (3785)	103 (2616)	360 (163.29)
	RMT-750-2	2	750 (2840)	1000 (3785)	103 (2616)	360 (163.29)
	RMT-1000-1	1	1000 (3785)	1147 (4341)	118 (2997)	450 (204.12)
	RMT-1000-2	2	1000 (3785)	1147 (4341)	118 (2997)	450 (204.12)
	RMT-1060-1	1	1060 (4012)	1337 (5061)	133 (3378)	520 (235.87)
X	RMT-1060-2	2	1060 (4012)	1337 (5061)	133 (3378)	520 (235.87)
	RMT-1250-1	1	1250 (4730)	1469 (5560)	148 (3759)	560 (254.01)
	RMT-1250-2	2	1250 (4730)	1469(5560)	148 (3759)	560 (254.01)
	RMT-1500-1	1	1500 (5678)	1771 (6703)	177 (4496)	640 (290.30)
	RMT-1500-2	2	1500 (5678)	1771 (6703)	177 (4496)	640 (290.30)

RMT	Height	Width
	in (mm)	in (mm)
300G	54 (1372)	45 (1143)
500-1500G	51 (1295)	62 (1575)

X	Plumbing Kit included
---	-----------------------

Effective Date: April 2018

## Contact Information

Roth Global Plastics PO Box 45 Syracuse, NY 13211

Telephone: 866-943-7256 Fax: 315-475-0200

www.roth-america.com

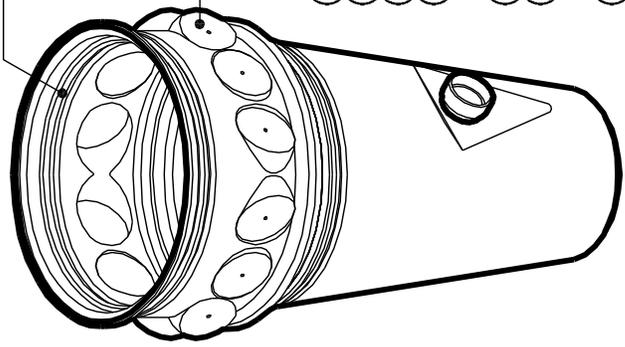
# ISOMETRIC

# ELEVATION

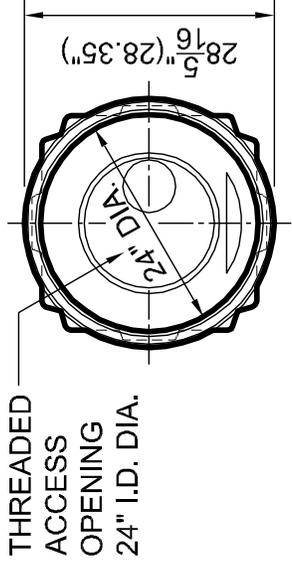
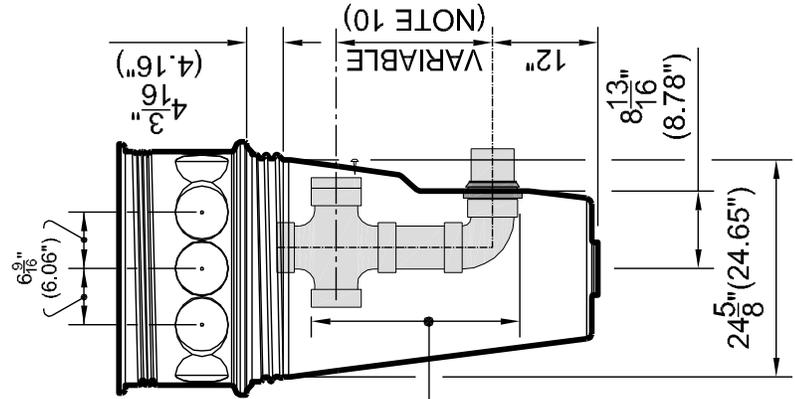
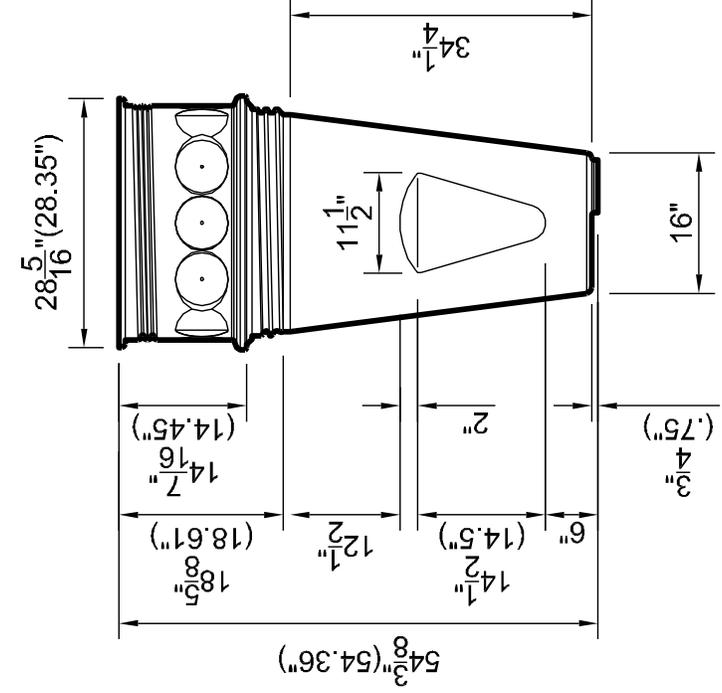
# ELEVATION

THREADED ACCESS OPENING  
24" I.D. DIA.

MULTI PORT  
OUTLETS



- (1) 4" ASTM C923 WATERTIGHT SEAL
- (1) 4" PVC SCH 40 S. RADIUS ELBOW
- (1) 4" PVC SCH 40 CROSS
- (1) 4" PVC SCH 40 PIPE -  
LENGTH = 48.00"
- (1) 4" PVC SCH 40 CAP
- (1) 1.5"-14 ST. STL. SQUARE DRIVE  
SCREWS
- (1) 4" PVC SCH 40 S. RADIUS ELBOW
- (1) 4" PVC SCH 40 PIPE STUB -  
LENGTH = 4.0"



# TOP

THREADED  
ACCESS  
OPENING  
24" I.D. DIA.



## VAULT NOTES

1. Access at or above grade level must be secured against unauthorized access.
2. Pump Vault is not rated for vehicular traffic loading.
3. Primary dimensions are in inches.
4. For use with 750 to 1,500 Gal. Septic tanks.
5. Filtered outlet/inlet elevation determined by system sizing/reserve requirements.

DWG SCALE: 1:1

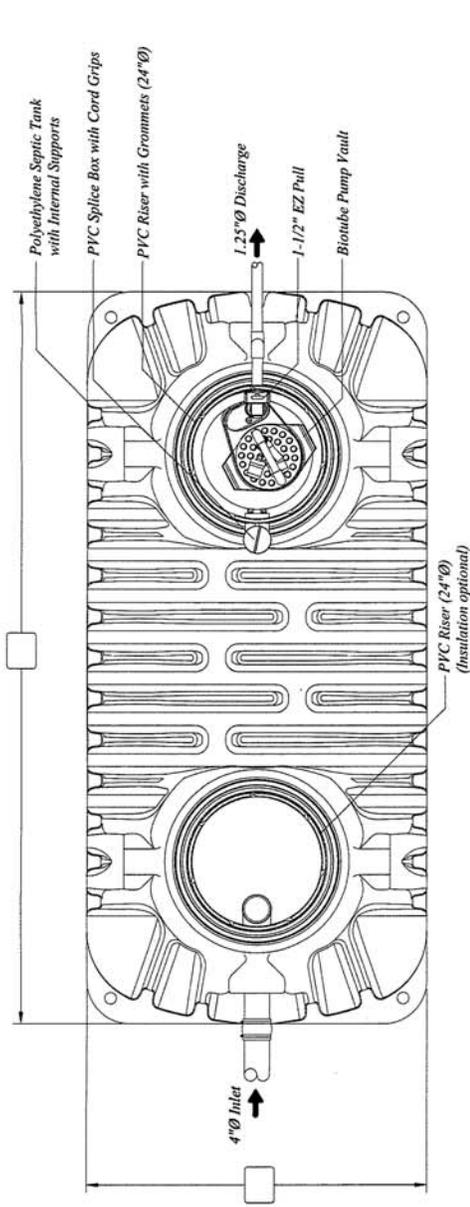
PLOT SCALE: 1:2

SHEET #:  
1 OF 1

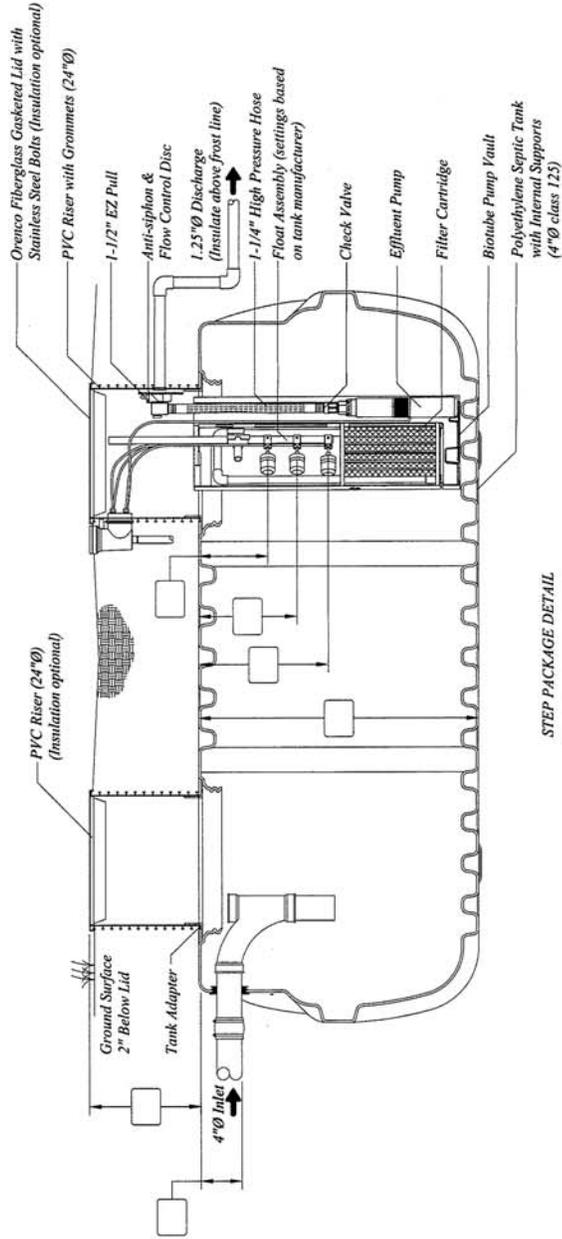
# ROTH HANGING PUMP VAULT® MODEL: STAR 24 HPV



- Note:
1. Fitless adapter style hose and valve shown. Typically used for cold weather or tanks installed deeper than 24".
  2. Refer to tank manufacturer for installation and testing instructions.
  3. All tanks shall be watertight tested per specifications by filling water 2" past riser to tank connection.



STEP PACKAGE DETAIL  
**TOP VIEW**



STEP PACKAGE DETAIL  
**SECTION VIEW**

**ROTH MultiTank®**

**Orenco STEP System Configuration – Tank Insert Detail**

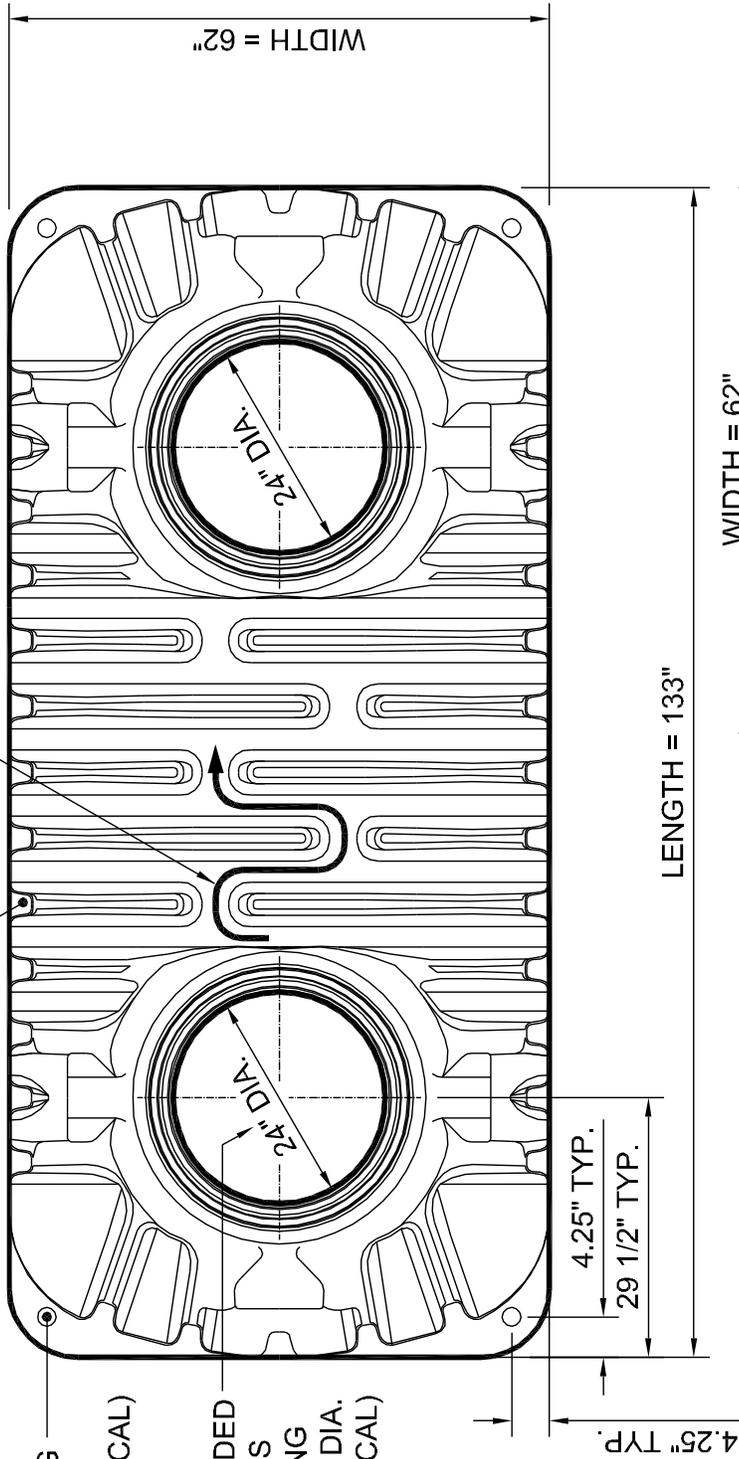
ROTH GLOBAL PLASTICS  
One General Motors Drive  
Syracuse N.Y. 13206  
Call Toll Free 866.943.7256



# TOP

GAS (TOP) / LIQUID (BOTTOM)  
PASS-THRU SLOT INSIDE TANK

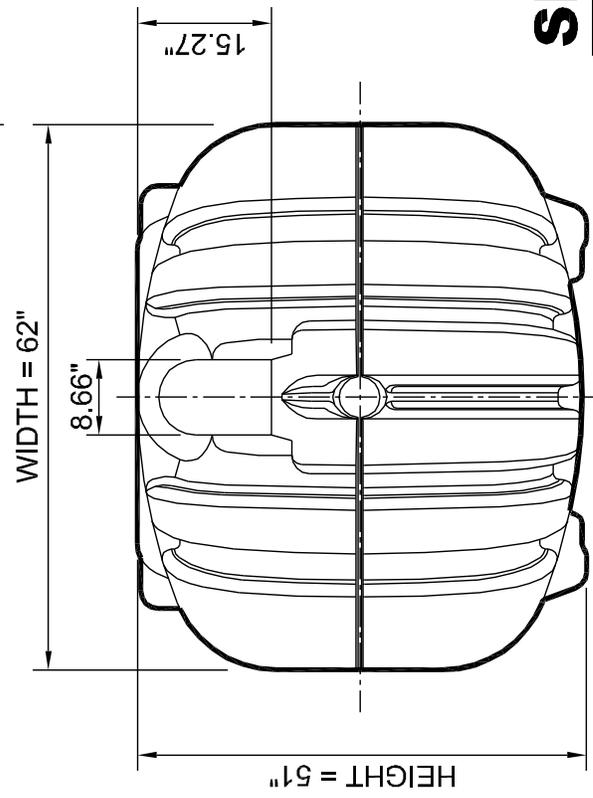
HORIZONTAL STRUCTURAL REINFORCING RIBS  
(FULL CIRCUMFERENCE)



LIFTING HOLES (4 TYPICAL)

THREADED ACCESS OPENING 24" I.D. DIA. (2 TYPICAL)

# SIDE



## TANK SPECIFICATIONS

DESIGN CAPACITY		TOTAL CAPACITY		WEIGHT	
GALLONS	LITERS	GALLONS	LITERS	POUNDS	POUNDS
1060	4012	1337	5060	520	520

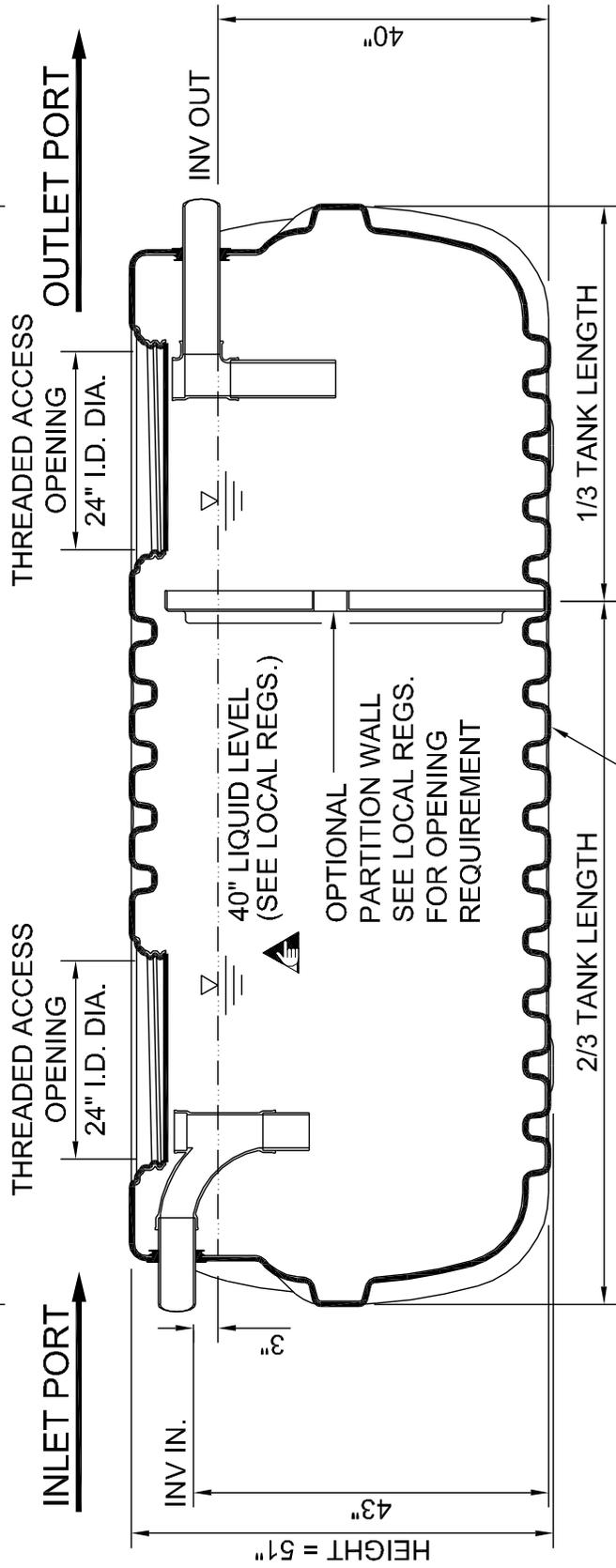
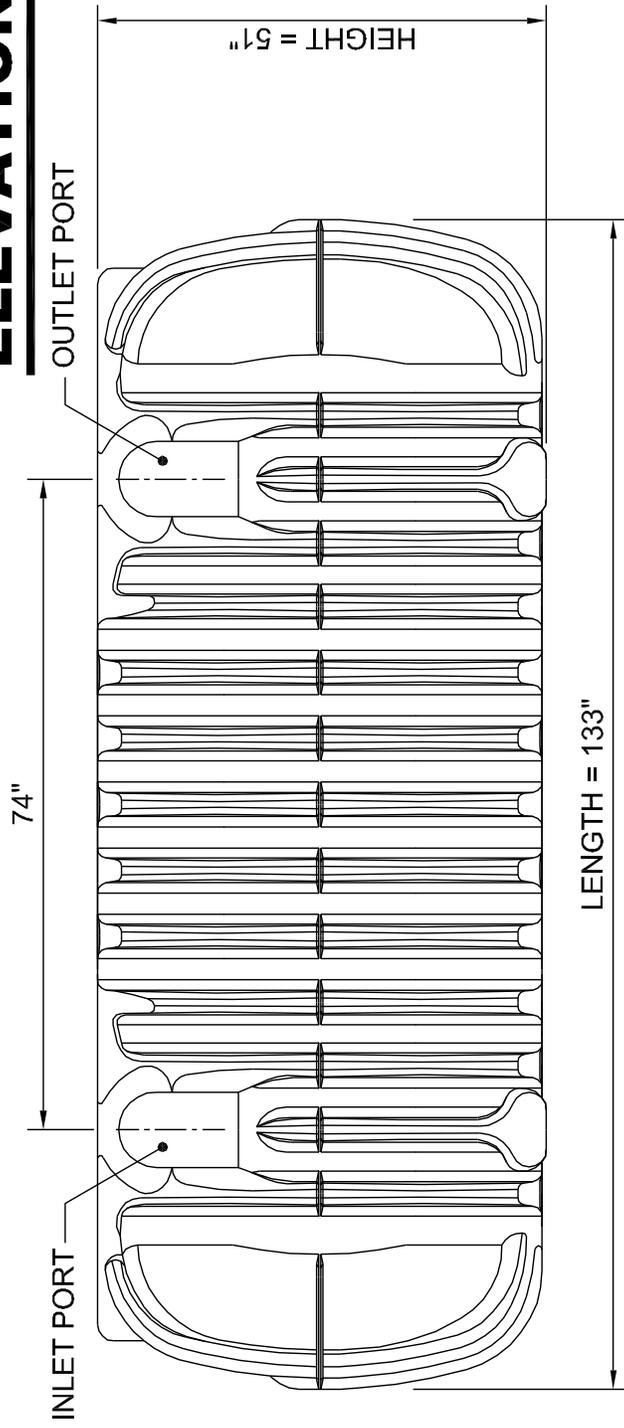
DWG SCALE: 1:1  
 PLOT SCALE: 1:2  
 SHEET #: 1 OF 3



**ROTH Multitank®**  
**1060 GALLON / MODEL RMT-1060**

ROTH GLOBAL PLASTICS  
 One General Motors Drive  
 Syracuse N.Y. 13206  
 Call Toll Free 866.943.7256  
 www.fralo.net

# ELEVATION



# SECTION

**40" LIQUID LEVEL**

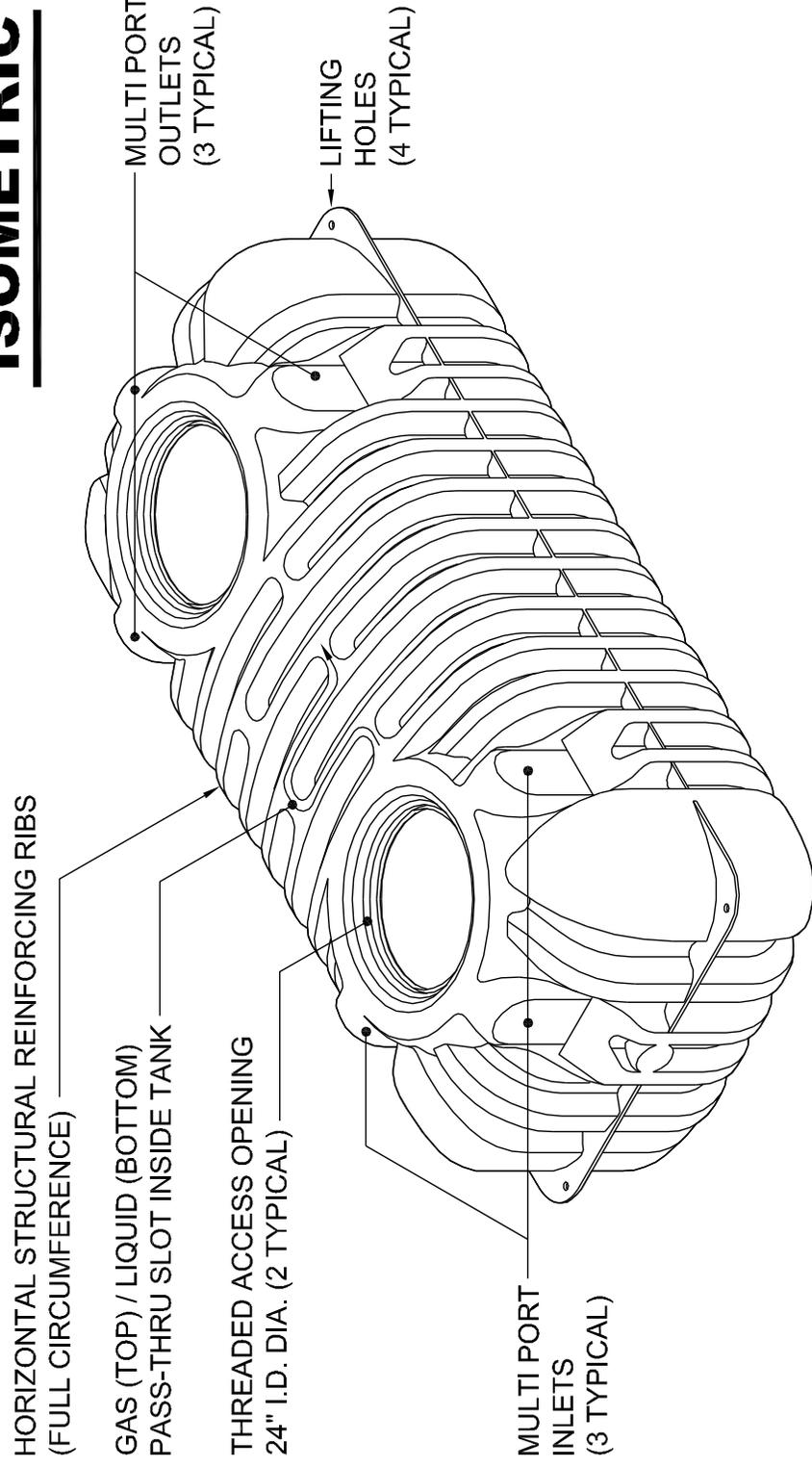
DWG SCALE:	1:1
PLOT SCALE:	1:2
SHEET #:	2 OF 3

**ROTH Multitank®**  
**1060 GALLON / MODEL RMT-1060**



ROTH GLOBAL PLASTICS  
 One General Motors Drive  
 Syracuse N.Y. 13206  
 Call Toll Free 866.943.7256  
 www.fralo.net

# ISOMETRIC



## TANK NOTES

1. Access at or above grade level must be secured against unauthorized access.
2. Tank is not rated for vehicular traffic loading.
3. All resin used is compliant with ASTM D 1248 as required by CSA B66 and IAPMO / ANSI Z1000-2007.
4. Tank material of construction is HMW-HDPE.
5. Primary dimensions are in inches
6. Minimum tank wall thickness is 1/4".
7. Labeling will include: manufacturer name, liquid capacity, date, maximum burial depth, and model number.
8. Riser cover contains the following: 6" x 3" warning:  
 "Danger - Do not enter - Poison Gas" - written in English, French & Spanish.
9. Maximum burial depth from manufacturer is 36" unless specifically instructed otherwise by the factory.
10. Models RMT-750, RMT-1060, RMT-1250 and RMT-1500 are all certified to CSA and IAPMO standards.
11. Models RMT-500, RMT-900 and RMT-1000E are compliant with CSA and IAPMO standards.

## NOTES

DWG SCALE:	1:1
PLOT SCALE:	1:2
SHEET #:	3 OF 3

**ROTH MultiTank®**  
**1 060 GALLON / MODEL RMT-1 060**



ROTH GLOBAL PLASTICS  
 One General Motors Drive  
 Syracuse N.Y. 13206  
 Call Toll Free 866.943.7256  
 www.fralo.net

## Virginia Smith

---

**From:** roger Davis <rogerdavis@icloud.com>  
**Sent:** Friday, April 27, 2018 8:01 PM  
**To:** Beau Falgout  
**Cc:** Jesse K. Scott  
**Subject:** Re: Bid Protest ITB-UT-18-30

Thank you. FYI. As noted I have the addendum document signed and in my folder as mentioned that we uploaded. . It could not have been done after the fact as your web site closes access.

Roger Davis  
Integrity Sales & Marketing, Inc.  
3140 Mulford rd  
Mulberry, fl. 33860  
Cell 863-581-0687

> On Apr 26, 2018, at 3:19 PM, Beau Falgout <bfalgout@palmcoastgov.com> wrote:

>  
> Roger,  
>  
> I will consider your email below as part of your protest and provide a written determination next week.

>  
> Beau  
>  
> Sent from my iPhone. iApologize for any iTypos.

> On Apr 26, 2018, at 2:02 PM, roger Davis  
<rogerdavis@icloud.com<mailto:rogerdavis@icloud.com>> wrote:

>  
> We show reading signing and uploading this document. It had no bearing on our bid at all. It was MY questions that I asked. If this is reason to kick out my bid then I'm still protesting the other two bids as as they failed to meet the pump curve specified ( champion part number does not meet performance spec).

>  
> Sent from my iPad

> On Apr 26, 2018, at 1:28 PM, Jesse K. Scott  
<JKScott@palmcoastgov.com<mailto:JKScott@palmcoastgov.com>> wrote:

>  
> Mr. Davis,  
>  
> The bid submission provided by Integrity Sales and Marketing, Inc., was scored as Non-Responsive as it failed to contain the required signed and dated copy of Addenda #1.

>  
> Our policy is that All copies of Addenda must be returned with the bid submission, signed and dated, for the submission to be responsive.  
>  
> As the submission did not contain signed and dated Addenda #1, it was Non-Responsive.  
>  
> Please see below for examples of this information being communicated throughout the bid process for this project:

>  
>  
>  
> Screen shot from Project Manual which includes requirements for Addenda.

> <image002.jpg>  
>  
> Screen shot of Addendum #1, which also outlines requirements on submitting signed and dated Addenda.  
> [cid:image003.jpg@01D3DD62.75399D80]  
>  
>  
> Screen shot of message dated 4/3/18, sent to all document takers, underscoring the importance of including signed and dated addenda with submission documents.  
> <image004.jpg>  
>  
> If you need additional information or want to discuss, please give me a call.  
>  
> Thank you,  
>  
> Jesse K. Scott  
>  
> Purchasing Coordinator  
>  
> City of Palm Coast  
>  
>  
> Tel: 386-986-2337  
>  
> www.palmcoastgov.com<<http://www.palmcoastgov.com>>  
>  
>  
> [cid:image013.png@01D3DCAD.8D592940]<<http://discoverpalmcoast.com/>>  
> <image014.png><<http://www.facebook.com/DiscoverPalmCoast>>  
> <image015.png><<http://twitter.com/#!/palmcoastnow>>  
> <image016.png><<http://www.pcma-tv199.org/>>  
> [cid:image017.png@01D3DCAD.8D592940]  
> <<http://www.youtube.com/watch?v=pYRP-NNzD3A>>  
>  
> PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City of Palm Coast officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. --  
>  
> PLEASE NOTE: Florida has a very broad public records law.  
> Most written communications to or from City of Palm Coast officials  
> and employees regarding public business are public records available  
> to the public and media upon request.  
> Your e-mail communications may be subject to public disclosure.

## Virginia Smith

---

**From:** roger Davis <rogerdavis@icloud.com>  
**Sent:** Thursday, April 26, 2018 2:03 PM  
**To:** Jesse K. Scott  
**Cc:** Beau Falgout  
**Subject:** Re: Bid Protest ITB-UT-18-30

We show reading signing and uploading this document. It had no bearing on our bid at all. It was MY questions that I asked. If this is reason to kick out my bid then I'm still protesting the other two bids as as they failed to meet the pump curve specified ( champion part number does not meet performance spec).

Sent from my iPad

On Apr 26, 2018, at 1:28 PM, Jesse K. Scott <[JKScott@palmcoastgov.com](mailto:JKScott@palmcoastgov.com)> wrote:

Mr. Davis,

The bid submission provided by Integrity Sales and Marketing, Inc., was scored as Non-Responsive as it **failed to contain the required signed and dated copy of Addenda #1.**

Our policy is that All copies of Addenda must be returned with the bid submission, signed and dated, for the submission to be responsive.

As the submission did not contain signed and dated Addenda #1, it was Non-Responsive.

Please see below for examples of this information being communicated throughout the bid process for this project:

Screen shot from Project Manual which includes requirements for Addenda.

# BID PROCESS

## Bid Process

**PURCHASING PROCEDURES:** The Central Services Division Procedures apply in its entirety with respect to this Invitation to Bid. <http://www.palmcoastgov.com/government/purchasing>

**INQUIRIES/INTERPRETATIONS:** All Bidders shall carefully examine the Invitation to Bid (ITB) documents. Any ambiguities or inconsistencies shall be brought to the attention of the City Central Services Division prior to the due date in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>); failure to do so, will constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the ITB documents, including the attached draft agreement, shall be posed through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date. Bidder should not rely on any oral statement or instructions made by any employee(s) of the City with regard to this ITB. Any oral statements or instructions given before the bid submittal due date will not be binding.

**ADDENDA:** Should revisions to the ITB documents become necessary, the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid submittal as unresponsive. Bidder shall sign, date, and return all addenda with their bid submittal. It is the sole responsibility of the Bidder to obtain information related to Addenda.

Screen shot of Addendum #1, which also outlines requirements on submitting signed and dated Addenda.



City of  
**PALM COAST**

Administrative Services & Economic Development  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

### ADDENDUM NO. 1

**Project:** ITB-UT-18-30 PEP Tank Pump Panel Assemblies

**Issue Date:** April 3, 2018

**Due Date:** April 19, 2018

**Intent:** This addendum is issued in order to incorporate the following clarifications, additions, omissions, deletions, or changes into the Contract Documents prior to the date bids are due. Except as hereinafter specified, the work shall be in accordance with the drawings and specifications.

**A signed copy of the addendum must also be included with the bid submittal.**

Screen shot of message dated 4/3/18, sent to all document takers, underscoring the importance of including signed and dated addenda with submission documents.

If you need additional information or want to discuss, please give me a call.

Thank you,

Jesse K. Scott  
Purchasing Coordinator  
City of Palm Coast  
Tel: 386-986-2337  
[www.palmcoastgov.com](http://www.palmcoastgov.com)



PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City of Palm Coast officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.



> Cell 863-581-0687  
>  
>> On Apr 26, 2018, at 3:19 PM, Beau Falgout <bfalgout@palmcoastgov.com> wrote:  
>>  
>> Roger,  
>>  
>> I will consider your email below as part of your protest and provide a written determination next week.  
>>  
>> Beau  
>>  
>> Sent from my iPhone. iApologize for any iTypos.  
>>  
>> On Apr 26, 2018, at 2:02 PM, roger Davis <rogerdavis@icloud.com<mailto:rogerdavis@icloud.com>> wrote:  
>>  
>> We show reading signing and uploading this document. It had no bearing on our bid at all. It was MY questions that I asked. If this is reason to kick out my bid then I'm still protesting the other two bids as as they failed to meet the pump curve specified ( champion part number does not meet performance spec).  
>>  
>> Sent from my iPad  
>>  
>> On Apr 26, 2018, at 1:28 PM, Jesse K. Scott <JKScott@palmcoastgov.com<mailto:JKScott@palmcoastgov.com>> wrote:  
>>  
>> Mr. Davis,  
>>  
>> The bid submission provided by Integrity Sales and Marketing, Inc., was scored as Non-Responsive as it failed to contain the required signed and dated copy of Addenda #1.  
>>  
>> Our policy is that All copies of Addenda must be returned with the bid submission, signed and dated, for the submission to be responsive.  
>>  
>> As the submission did not contain signed and dated Addenda #1, it was Non-Responsive.  
>>  
>> Please see below for examples of this information being communicated throughout the bid process for this project:  
>>  
>>  
>> Screen shot from Project Manual which includes requirements for Addenda.  
>> <image002.jpg>  
>>  
>> Screen shot of Addendum #1, which also outlines requirements on submitting signed and dated Addenda.  
>> [cid:image003.jpg@01D3DD62.75399D80]  
>>  
>>  
>> Screen shot of message dated 4/3/18, sent to all document takers, underscoring the importance of including signed and dated addenda with submission documents.  
>> <image004.jpg>  
>>  
>> If you need additional information or want to discuss, please give me a call.  
>>  
>> Thank you,  
>>  
>> Jesse K. Scott  
>>  
>> Purchasing Coordinator  
>>  
>> City of Palm Coast

>>  
>>  
>> Tel: 386-986-2337  
>>  
>> www.palmcoastgov.com<http://www.palmcoastgov.com>  
>>  
>>  
>> [cid:image013.png@01D3DCAD.8D592940]<http://discoverpalmcoast.com/>  
>> <image014.png><http://www.facebook.com/DiscoverPalmCoast>  
>> <image015.png><http://twitter.com/#!/palmcoastnow>  
>> <image016.png><http://www.pcma-tv199.org/>  
>> [cid:image017.png@01D3DCAD.8D592940]  
>> <http://www.youtube.com/watch?v=pYRP-NNzD3A>  
>>  
>> PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City of Palm Coast officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. --  
>>  
>> PLEASE NOTE: Florida has a very broad public records law.  
>> Most written communications to or from City of Palm Coast officials  
>> and employees regarding public business are public records available  
>> to the public and media upon request.  
>> Your e-mail communications may be subject to public disclosure.  
>  
> PLEASE NOTE: Florida has a very broad public records law.  
> Most written communications to or from City of Palm Coast officials  
> and employees regarding public business are public records available  
> to the public and media upon request.  
> Your e-mail communications may be subject to public disclosure.

**From:** [Beau Falgout](#)  
**To:** [Jesse K. Scott](#)  
**Subject:** FW: Bid Protest ITB-UT-18-30  
**Date:** Thursday, May 3, 2018 10:40:24 AM  
**Attachments:** [Palm Coast Addendum.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Add to OnBase

Beau Falgout  
Assistant City Manager  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164  
Tel: 386-986-3796  
[www.palmcoastgov.com](http://www.palmcoastgov.com)



---

**From:** Stacy Davis <stacy@intsales.com>  
**Sent:** Wednesday, May 2, 2018 2:18 PM  
**To:** roger Davis <rogerdavis@icloud.com>  
**Cc:** Beau Falgout <bfgout@palmcoastgov.com>  
**Subject:** Re: Bid Protest ITB-UT-18-30

Good afternoon.

I apologize I haven't been following this as closely as I should have - I've been involved in another "project".

Is this the page you said was missing? It was the last page of our uploaded submission.

Thanks,

Stacy Davis  
Integrity Sales & Marketing, Inc.  
3140 Mulford Rd  
Mulberry FL 33860  
863-425-3900 PHONE  
863-425-8030 FAX  
[stacy@intsales.com](mailto:stacy@intsales.com)

"There is no right way to do the wrong thing."

> On May 1, 2018, at 6:27 PM, roger Davis <[rogerdavis@icloud.com](mailto:rogerdavis@icloud.com)> wrote:

>

> Now that I have my folder of stamped and dated uploads that include the addendum that I absolutely could not have done after the bid closed I'm standing on that document as uploaded. If I need to move to the written step I have seven days from your response. Please advise. Thank you in advance for your consideration.

>

> Roger Davis  
> Integrity Sales & Marketing, Inc.  
> 3140 Mulford rd  
> Mulberry, fl. 33860  
> Cell 863-581-0687

>

>> On Apr 30, 2018, at 4:55 PM, Beau Falgout <[bfgout@palmcoastgov.com](mailto:bfgout@palmcoastgov.com)> wrote:

>>

>> Roger,

>>

>> Can you clarify what performance specification does the champion part number not meet?

>>

>> Beau Falgout

>>

>> Assistant City Manager

>>

>> City of Palm Coast

>>

>> 160 Lake Avenue

>> Palm Coast, FL 32164

>>

>> Tel: 386-986-3796

>>

>> [www.palmcoastgov.com](http://www.palmcoastgov.com)

>>

>>

>>

>>

>>

>>

>>

>> -----Original Message-----

>> From: roger Davis <[rogerdavis@icloud.com](mailto:rogerdavis@icloud.com)>

>> Sent: Friday, April 27, 2018 8:01 PM

>> To: Beau Falgout <[bfgout@palmcoastgov.com](mailto:bfgout@palmcoastgov.com)>

>> Cc: Jesse K. Scott <[JKScott@palmcoastgov.com](mailto:JKScott@palmcoastgov.com)>

>> Subject: Re: Bid Protest ITB-UT-18-30

>>

>> Thank you. FYI. As noted I have the addendum document signed and in my folder as mentioned that we uploaded. . It could not have been done after the fact as your web site closes access.

>>

>> Roger Davis  
>> Integrity Sales & Marketing, Inc.  
>> 3140 Mulford rd  
>> Mulberry, fl. 33860

>> Cell 863-581-0687  
>>  
>>> On Apr 26, 2018, at 3:19 PM, Beau Falgout <[bfalgout@palmcoastgov.com](mailto:bfalgout@palmcoastgov.com)> wrote:  
>>>  
>>> Roger,  
>>>  
>>> I will consider your email below as part of your protest and provide a written determination next week.  
>>>  
>>> Beau  
>>>  
>>> Sent from my iPhone. iApologize for any iTypos.  
>>>  
>>> On Apr 26, 2018, at 2:02 PM, roger Davis <[rogerdavis@icloud.com](mailto:rogerdavis@icloud.com)<<mailto:rogerdavis@icloud.com>>> wrote:  
>>>  
>>> We show reading signing and uploading this document. It had no bearing on our bid at all. It was MY questions that I asked. If this is reason to kick out my bid then I'm still protesting the other two bids as as they failed to meet the pump curve specified ( champion part number does not meet performance spec).  
>>>  
>>> Sent from my iPad  
>>>  
>>> On Apr 26, 2018, at 1:28 PM, Jesse K. Scott <[JKScott@palmcoastgov.com](mailto:JKScott@palmcoastgov.com)<<mailto:JKScott@palmcoastgov.com>>> wrote:  
>>>  
>>> Mr. Davis,  
>>>  
>>> The bid submission provided by Integrity Sales and Marketing, Inc., was scored as Non-Responsive as it failed to contain the required signed and dated copy of Addenda #1.  
>>>  
>>> Our policy is that All copies of Addenda must be returned with the bid submission, signed and dated, for the submission to be responsive.  
>>>  
>>> As the submission did not contain signed and dated Addenda #1, it was Non-Responsive.  
>>>  
>>> Please see below for examples of this information being communicated throughout the bid process for this project:  
>>>  
>>>  
>>>  
>>> Screen shot from Project Manual which includes requirements for Addenda.  
>>> <[image002.jpg](#)>  
>>>  
>>> Screen shot of Addendum #1, which also outlines requirements on submitting signed and dated Addenda.  
>>> [[cid:image003.jpg@01D3DD62.75399D80](#)]  
>>>  
>>>  
>>> Screen shot of message dated 4/3/18, sent to all document takers, underscoring the importance of including signed and dated addenda with submission documents.  
>>> <[image004.jpg](#)>  
>>>

>>> If you need additional information or want to discuss, please give me a call.

>>>

>>> Thank you,

>>>

>>> Jesse K. Scott

>>>

>>> Purchasing Coordinator

>>>

>>> City of Palm Coast

>>>

>>>

>>> Tel: 386-986-2337

>>>

>>> [www.palmcoastgov.com](http://www.palmcoastgov.com)<<http://www.palmcoastgov.com>>

>>>

>>>

>>> [cid:image013.png@01D3DCAD.8D592940]<<http://discoverpalmcoast.com/>>

>>> <image014.png><<http://www.facebook.com/DiscoverPalmCoast>>

>>> <image015.png><<http://twitter.com/#!/palmcoastnow>>

>>> <image016.png><<http://www.pcma-tv199.org/>>

>>> [cid:image017.png@01D3DCAD.8D592940]

>>> <<http://www.youtube.com/watch?v=pYRP-NNzD3A>>

>>>

>>> PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City of Palm Coast officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

>>>

>>> PLEASE NOTE: Florida has a very broad public records law.

>>> Most written communications to or from City of Palm Coast officials

>>> and employees regarding public business are public records available

>>> to the public and media upon request.

>>> Your e-mail communications may be subject to public disclosure.

>>

>> PLEASE NOTE: Florida has a very broad public records law.

>> Most written communications to or from City of Palm Coast

>> officials and employees regarding public business are public

>> records available to the public and media upon request.

>> Your e-mail communications may be subject to public disclosure.



# city of PALM COAST

**Administrative Services & Economic Development**  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

Thursday, May 3, 2018

Roger Davis  
Integrity Sales and Marketing, Inc.  
3140 Mulford Road  
Mulberry, FL 33860

Re: Response to Protest of Intended Award  
ITB-UT-18-30 PEP Tank Pump Panel Assemblies

Dear Mr. Davis,

I am writing in response to the above referenced protest of the intended award to Alpha General Services, Inc. The protest email dated April 25, 2018 claims that the Evaluation Committee made errors in designating Integrity Sales and Marketing, Inc.'s submission as "Non-Responsive" and Notice of Intent to Award.

I have reviewed your written bid protest in detail and have also examined the materials available to the Evaluation Committee as of the date of the ranking. As the Administrative Services and Economic Development Director, I find that your protest is without merit. I have included my response to your specific claim below.

### **Claim A: Non-Responsive Designation for Submission**

Your email claims that the City made an error in designating your bid response as "Non-Responsive".

The Bid Process Section of the ITB-UT-18-30 Project Manual, under the Addenda heading on Page 8 clearly defines requirements for submitting signed and dated copies of all Addenda with Bid Submission documents. Our records indicate you downloaded the Project Manual from our Procurement Portal on March 28, 2018 at 4:51 P.M.

Addendum #1 was issued on April 3, 2018, via the Procurement Portal and downloaded by your firm on April 3, 2018 at 7:37 P.M. In the body of the Addenda document, in Bold Red print it states: **A signed copy of the addendum must be included with the bid submittal.**

A Portal Message was also sent via Bonfire email to all document takers on April 3, 2018 at 3:44 P.M. noting Project Files have been updated to include Addendum #1 and that it was available for downloading. In the body of this message it also stated: **Please remember that all Addenda must be signed and dated for submission with all other required project submission documents. Failure to provide the signed and dated Addenda will result in the submission being evaluated as NON-RESPONSIVE.**

In reviewing the decision by the Evaluation Committee and examining all bid documents submitted by Integrity Sales and Marketing, Inc. for Project ITB-UT-18-30, the submission did NOT include the required signed and dated Addenda #1.

We also confirmed this with our Procurement Portal provider, Bonfire. Bonfire confirmed that the submittal from Integrity was exactly what is visible in the system, which does NOT include a signed and dated copy of the Addenda.

**Therefore, there existed a valid basis for the Evaluation Committee's determination and I find no merit to the claim that the City made an error in scoring the bid submission as Non-Responsive for the Integrity Sales and Marketing, Inc.'s bid response.**

If you wish to appeal my decision, you may file a written appeal to the City Manager within three (3) business days, or by 5 P.M. May 8, 2018. The written appeal MUST be accompanied by a bid protest appeal bond in the form of a certified check, cashier's check or money order made payable to the City of Palm Coast, in the amount of \$1,184. Please note that if the bid protest is determined to be without merit, the bid protest appeal bond is forfeited. The complete bid protest procedures can be found in the Article 1, Division 3, Section 2-28 of the City of Palm Coast Code of Ordinances.

I encourage your firm to continue to monitor and respond to bid opportunities in the future.

Sincerely,

A handwritten signature in blue ink that reads "Beau Falgout". The signature is written in a cursive style with a large initial "B" and "F".

Beau Falgout  
Assistant City Manager

cc: All Bidders  
Central Service Staff  
William Reischmann, City Attorney



# city of PALM COAST

Office of the City Manager

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3710

May 18, 2018

Roger Davis  
Integrity Sales and Marketing, Inc.  
3140 Mulford Road  
Mulberry, FL 33860

Sent Via Email

RE: City Manager's Response to Appeal from the determination of the City's Administrative Services and Economic Development Director, pertaining to your bid protest of Intended Award, ITB-UT-18-30 PEP Tank Pump Panel Assemblies

Dear Mr. Davis,

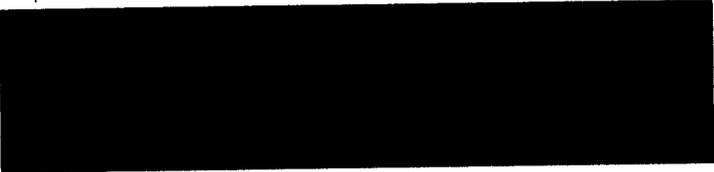
I have reviewed your appeal of the determination of the City's Administrative Services and Economic Development Director pertaining to your bid protest of Intended Award, ITB-UT-18-30 PEP Tank Pump Panel Assemblies and the bid protest documents, timely submitted by Integrity Sales and Marketing, Inc. The record evidence is convincing that the signed addendum was not submitted by Integrity in a timely manner. Accordingly, I am upholding Mr. Falgout's determination that the Integrity bid was non-responsive. Your appeal is respectfully denied.

Should you desire to appeal this determination, that complete process is set forth in City Code Section 2-29(c).

Sincerely,

Jim Landon,  
City Manager

cc: Beau Falgout, Assistant City Manager  
William E. Reischmann, Jr. Esquire



---

## Integrity Sales & Marketing, Inc.

5/21/18

Ms. Virginia Smith  
City Clerk  
City of Palm Coast  
City Hall  
160 Lake Avenue  
Palm Coast, FL 32164

Re: Response to Protest of Intended Award / ITB-UT-18-30 PEP Tank Panel Assemblies / Protest

Dear Ms. Smith:

I appealed the Intent to Award the above bid with Mr. Beau Falgout. I have received his response stating he was denying our appeal. I then appealed his decision with Mr. Jim Landon, City Manager. I have received his response stating he was denying our appeal as well. I am writing today to appeal his decision.

My reasons for appeal are stated in the attached copy of the letter that was sent to Mr. Landon. We also included our Money Order for \$1184.00 to cover the bid protest appeal bond.

We would like to be placed on the City Council agenda to have our appeal heard.

We appreciate you taking this matter under advisement.

Sincerely,



Roger T. Davis  
President



# Integrity Sales & Marketing, Inc.

3140 Mulford Road, Mulberry, Florida 33860

5/3/18

Mr. Jim Landon  
City Manager  
City of Palm Coast  
City Hall  
160 Lake Avenue  
Palm Coast, FL 32164

Re: Response to Protest of Intended Award / ITB-UT-18-30 PEP Tank Pump Panel Assemblies / Protest

Dear Mr. Landon:

I appealed the Intent to Award the above bid with Mr. Beau Falgout. I have received his response stating he was denying our appeal. I am writing today to appeal his decision.

As he stated, we downloaded the Addenda in question on April 3, 2018, 16 days prior to the bid date. It was included as the last page of our bid documents package. However, we have been told that the City didn't receive it and therefore, would not accept our bid.

Prior to that decision, we were told we were low bidder and asked to provide submittals on all the items included in our bid. My wife, Stacy Davis, (and the other owner of our Agency), received an email from Jesse Scott at 10:40 a.m. on April 20, 2018, to call at our earliest convenience. I called and spoke to Mr. Scott. I was told he needed submittals on the components that we had quoted. Those submittals were sent to Mr. Scott at 12:13 p.m. on April 20<sup>th</sup>. We received an email back from Mr. Scott that he needed references of projects where are package was currently being used, and had been for the previous three years. That was at 3:52 p.m. on April 20<sup>th</sup>. I sent Mr. Scott the requested information at 2:23 p.m. on April 23, 2018. The next correspondence we received was on April 25<sup>th</sup> at 4:00 p.m., which was the Intent to Award announcement. At no point during this time had anyone brought up a missing form. It wasn't until I inquired as to why our bid was listed as "non responsive" that this was even mentioned.

I am formally protesting the Intent to Award and Mr. Falgout's decision to deny our appeal. I am including a Money Order in the amount of \$1184.00 for the bid protest appeal bond.



We appreciate you taking this matter under advisement.

Sincerely,

A handwritten signature in cursive script that reads "Roger T. Davis - President".

Roger T. Davis  
President

uploaded  
4/19/18

# REFERENCES

## References

Bidder shall provide a minimum of three (3) references for which they are currently providing, or have provided, this type of service/commodity.

**REFERENCE 1**

Vero Beach, FL  
Company Name

Lindsay Tucker - SE Orenco Sales Engineer  
Contact Name and Title

Phone Number

ltucker@orencocom  
Email Address

Duration of Contract or Business Relationship:

ongoing

**REFERENCE 2**

Kensington Woods, NY  
Company Name

Lindsay Tucker - SE Orenco Sales Engineer  
Contact Name and Title

Phone Number

ltucker@orencocom  
Email Address

Duration of Contract or Business Relationship:

ongoing

# REFERENCES

## REFERENCE 3

Christiansburg, OH

Company Name

Lindsay Tucker - SE Orenco Sales Engineer

Contact Name and Title

Phone Number

tucker@orenco.com

Email Address

Duration of Contract or Business Relationship:

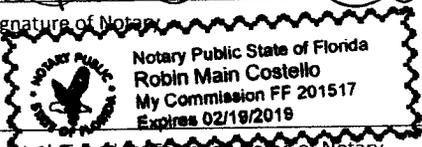
Ongoing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL



# FORM 1 – CONFLICT OF INTEREST STATEMENT

DATED this 19<sup>th</sup> day of April, 2018.

<b>AFFIANT</b>	Sworn to and subscribed before me
<u><i>Stacy L. Davis</i></u> Signature of Affiant	This <u>19<sup>th</sup></u> day of <u>April</u> , 20 <u>18</u> .
<u>Stacy L. Davis</u> Typed or Printed Name of Affiant	<u><i>Robin Main Costello</i></u> Signature of Notary
<u>SECRETREAS</u> Title	 Printed, Typed, or Stamped Name of Notary
	Notary Public, State of <u>Florida</u>
	My commission expires <u>2/19/19</u>
	Personally Known _____
	-OR- Produced Identification <input checked="" type="checkbox"/>
	Type: <u>FL drivers license</u>

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

# FORM 2 – DEBARMENT CERTIFICATION

## FORM 2 – Debarment Certification Certification Regarding Debarment, Suspension and Voluntary Exclusion-Lower Tier Covered Transactions [For Federal Projects]

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510 Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722 – 4733)

\*\*\*\* BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE \*\*\*\*

1. The prospective Bidder certifies, by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the Bidder is unable to certify to any of the statements in this certification, such Bidder shall attach an explanation to this bid.

Integrity Sales + Mktg. Inc.

Name of Contractor

Stacy L. Davis Sec TREAS

Name and Titles of Authorized Representative(s)

Stacy L. Davis

Signature(s)

4-19-18

Printed Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

ITB-UT-18-30

# FORM 2- DEBARMENT CERTIFICATION

## INSTRUCTIONS FOR DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The Certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", ineligible, "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", "voluntarily exclude", as used this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining copy of these regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith and certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4., suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.

# FORM 3- CERTIFICATION OF AUTHORIZED SIGNATORY

## FORM 3 – Certification of Authorized Signatory

Integrity Sales + Marketing, Inc.  
Print/Type Legal Business Name (same as name on W-9 form)

59-3372834  
Print/Type FEIN #

Check the legal entity type that is applicable to the above named business:

- Sole Proprietorship – Complete Section A
  - General or Limited Partnership – Complete Section B
  - Corporation (Inc. , LLC) Complete Section C
- \*\*\*\*\*

**Section A: Sole Proprietorship**

I HEREBY CERTIFY that I am the sole owner of the business identified above and am authorized to sign legal documents on behalf of said business.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

\*\*\*\*\*

**Section B: Partnership**

I HEREBY CERTIFY that I am a General Partner of the business identified above and am authorized to sign legal documents on behalf of said business.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

\*\*\*\*\*

**Section C – Corporation**

I HEREBY CERTIFY that a meeting of the Board of Directors of Integrity Sales + Marketing, Inc.  
Legal Business Name  
 a corporation /LLC under the laws of the State of FL, was held on April 17 2018. The following resolution was duly passed and adopted:

“RESOLVED, that Stacy L Davis is an officer and director of the corporation (or the managing member of the LLC) and is hereby authorized to execute contracts between the City of Palm Coast, a municipal corporation and this corporation/LLC, and that execution thereof by said officer and director, attested by the Secretary of the corporation/LLC, shall be the official act and deed of this corporation/LLC.”

I FURTHER CERTIFY that said resolution is now in full force and effect.

19<sup>th</sup> IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the corporation this April day of 2018  
 Provide copy of Resolution

AFFIX Corporate Seal

Stacy L. Davis  
 Corporate Secretary/Managing Member

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

# FORM 4 – COMPLIANCE CERTIFICATION FORM

## FORM 4 – Compliance Certification Form

*Please check the appropriate box where indicated and initial where indicated for each of the listed requirements for certification. This Form must also be signed, notarized, and dated by the same signatory.*

1. **Scrutinized Companies** - Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the **Scrutinized Companies with Activities in Sudan List** or the **Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List**. Both Lists are created pursuant to section 215.473, Florida Statutes. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below in the section entitled "Respondent Vendor's Name" is not listed on either the **Scrutinized Companies with Activities in Sudan List** or the **Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List**. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. Initials SD
  
2. **Public Entity Crime** - Any person or affiliate who has been placed on the convicted vendor list following a conviction of a **public entity** crime may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor supplier, subcontractor or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below is qualified to submit a bid under Fla. Stat. §287.133(2)(a). Initials SD
  
3. **Americans with Disabilities Act** - The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA. Initials SD
  
4. **Drug-Free Work Place** - As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified below in the section entitled "Respondent Vendor's Name" is in compliance with Florida Statute 287.087, providing a Drug-Free Workplace. Initials SD

# FORM 4 – COMPLIANCE CERTIFICATION FORM

5. **Compliance With Public Records** - Upon award, recommendation, or thirty (30) days after receipt, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. The submission of a bid authorizes release of Bidder's credit data to City of Palm Coast. If the Bidder submits information exempt from public disclosure, Bidder must identify with specificity which pages/paragraphs of its bid package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate electronic file marked accordingly. By submitting a response to this solicitation, Bidder agrees to defend the City in the event City is forced to litigate the public records status of Bidder's documents. Initials SD

6. **Litigation:** Provide a summary of all litigation, claim(s), or contract dispute(s) filed by or against the Bidder in the past five (5) years that are related to the services the Bidder provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved.  Applicable  Not Applicable. Initials SD

7. **License Sanctions:** Attach a list of any regulatory or licensing agency sanctions within the past five (5) years. Check appropriate box:  Applicable  Not Applicable Initials SD

8. **Vendor Registration** - All bidders or proposers awarded contracts, purchase orders, or work orders must register as a vendor with the City of Palm Coast. Vendors can register online at: <https://www.palmcoastgov.com/vendor-registration>. Please indicate if your company has registered as a vendor with the City of Palm Coast.  I have already registered as a vendor with the City.  I have not registered as a vendor with the City, but plan to do so if awarded a contract, purchase order, or work order through this solicitation. Initials SD

9. **Bid Submission Acknowledgement** - The Bidder has carefully examined the ITB, including the Instructions to Bidders, Contract Template, addenda, and any other accompanying documents for this project. The Bidder has completely analyzed the information contained in this ITB as guidance for the preparation its submittal. The Bidder's submittal is sufficiently specific, detailed and complete to clearly and fully demonstrate the Bidder's understanding of the proposed work and/or product requirements. The Bidder agrees and understands that, if awarded, all portions of the submitted bid shall become an integral part of the agreement and contract with the City of Palm Coast, Florida. Should there be a conflict between the submitted bid and the ITB, the ITB shall prevail. Initials SD

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the Bidder as its act and deed and that the Bidder is ready, willing and able to perform if awarded the contract. I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Palm Coast or of any other interested bidder; and that the undersigned executes this Certification with full knowledge and understanding of the matters herein contained and is duly authorized to do so. The signatory for the Bidder swears that none of the information supplied was for the purpose of defrauding the City.





# City of PALM COAST

Administrative Services & Economic Development  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## ADDENDUM NO. 1

**Project:** ITB-UT-18-30 PEP Tank Pump Panel Assemblies

**Issue Date:** April 3, 2018

**Due Date:** April 19, 2018

**Intent:** This addendum is issued in order to incorporate the following clarifications, additions, omissions, deletions, or changes into the Contract Documents prior to the date bids are due. Except as hereinafter specified, the work shall be in accordance with the drawings and specifications.

A signed copy of the addendum must also be included with the bid submittal.

1. **QUESTION:** May a Vendor bid the pumps and controls only or is this a sole source bid? **ANSWER:** This is not a sole source Bid. Any Vendor who can meet the specifications as outlined and offer a complete tank/pump/contols package may bid.
2. **QUESTION:** Is there a separate bid for the PEP tank pumps and controls as replacements? If yes, when will the bid be available? **ANSWER:** We will bid for replacement pumps only (does not include the control panel) at a later date. The current contract for these components expires in 2019 (includng renewals).

**Acknowledgment:**

Stacy L. Davis 4-19-18

Signature and Date

STACY L. DAVIS - SEC. / TREAS.

Printed Name and Title

Integrity Sales & Marketing, Inc.

Company Name

# City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>	
<b>Item Key</b>	3634	<b>Account</b>	
		<b>#</b>	
<b>Subject</b>	STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2018-XX INNOVATION DISTRICT AND KICK START PROGRAM		
<b>Background :</b>	<p><i><b>*This item requires consideration by both City Council and the SR 100 CRA Board.</b></i></p> <p><b>UPDATE FROM THE MAY 29, 2018 WORKSHOP</b>            This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item. City staff made minor grammatical and style changes to the agenda attachments at the direction of the City Attorney, which are shown in strikethrough/underline.</p> <p><b>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</b>            At the April 24<sup>th</sup> City Council Workshop, City staff presented a concept for an Innovation District in Town Center and the Innovation Kick Start Program. City Council provided overall support to move forward in developing the concept and provided valuable feedback.</p> <p>City staff will present the Innovation District and Innovation Kick Start Program for further City Council consideration. Based on City Council goals, City staff are proposing to expand upon the original State Road 100 Corridor Redevelopment Area (CRA) Plan by including an Innovation District within the Plan to foster creative start-ups, sustainable employment and well-designed commercial environments. With a defined Innovation District in the CRA and consistent with City Council goals, City staff also proposes an Innovation Kick Start Program to encourage new development in the area.</p>		
<b>Recommended Action :</b>	Approve State Road 100 Corridor Community Redevelopment Agency Resolution 2018-XX Innovation District and Kick Start Program		

**RESOLUTION 2018 - \_\_\_\_\_**  
**SR 100 CORRIDOR**  
**COMMUNITY REDEVELOPMENT AGENCY**  
**INNOVATION DISTRICT AND**  
**INNOVATION KICK START PROGRAM**

**A RESOLUTION OF THE STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALM COAST, FLORIDA APPROVING AN AMENDMENT TO THE STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY MASTER REDEVELOPMENT PLAN; APPROVING THE INNOVATION KICK START PROGRAM; PROVIDING FOR DEFINITIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Palm Coast has determined that the State 100 Corridor Redevelopment Area (the “Area”) (as created and defined in Resolution No. 2004-22 and *which legal description is ratified, affirmed, and adopted herein*) is a blighted area appropriate for community redevelopment projects pursuant to Chapter 163, Part III, *Florida Statutes* (the “Community Redevelopment Act of 1969”, as amended, or the “Act”); and

**WHEREAS**, the redevelopment of the Area is necessary in the interest of public health, safety, and welfare of the residents of the City of Palm Coast, and furthers and is in the interest of, revitalizing the Area economically and socially, improving the tax base, promoting sound growth, and providing improved conditions in the City of Palm and Flagler County; and

**WHEREAS**, the City Council has authorized, established, and providing for the funding of a “State Road 100 Corridor Redevelopment Trust Fund” to finance a community project or projects within the Area as provided in Section 163.387 Florida Statutes, the act to be funded by tax increment revenues for the purposes of financing the diverse elements of the State Road 100 Corridor Community Redevelopment Plan (the “Plan”); and

**WHEREAS**, the City Council, upon recommendation of the State Road 100 Corridor Community Redevelopment Agency (the “Agency”), of the Area, in accordance with the provisions of Resolution No. 2004-22, approved and adopted the Plan on June 15, 2004 (Resolution No. 2004-31); and

**WHEREAS**, the City Council, upon recommendation of the Agency, of the Area, in accordance with the provisions of Resolution No. 2004-22, approved and amended the Plan on August 5, 2008 (Resolution No. 2008-136) in order to reflect changing economic conditions and redevelopment needs in the Area; and

**WHEREAS**, the Plan encourages economic development and redevelopment to transform the character of the Area, increasing the diversity of residential opportunities and businesses; and

**WHEREAS**, economic development and redevelopment of the Area stagnated during the Great Recession, even though the Area is “infrastructure-ready”; and

**WHEREAS**, the Area is currently only 17% developed; and

**WHEREAS**, the City of Palm Coast desires to grow the Area and create a true downtown; and

**WHEREAS**, the City of Palm Coast and the Agency desire to expand upon the original plan for Area by including an Innovation District within the Plan to foster creative start-ups, sustainable employment and well-designed commercial environments; and

**WHEREAS**, the City of Palm Coast and Agency desire to amend the Plan to include the Innovation District in accordance with the provisions of Resolution No. 2004-22 and the Act; and

**WHEREAS**, the City of Palm Coast and Agency desire to encourage development in the Innovation District through the Innovation Kick Start Program; and

**WHEREAS**, the Innovation Kick Start Program will encourage new development in the Innovation District by reducing development costs in the Area; and

**WHEREAS**, the Innovation Kick Start Program will increase the taxable real estate values in the Area, increase sales tax collections, and improve the conditions of the local economy of the Area and the City; and

**WHEREAS**, the Innovation Kick Start Program will be funded through in increased revenues to the State Road 100 Corridor Redevelopment Trust Fund due to increased taxable real estate values; and

**WHEREAS**, the City of Palm Coast and the Agency approves the Innovation Kick Start Program in furtherance of the municipal purpose of expanding economic activity within its jurisdictional borders under Section 166.021(9), Florida Statutes and in furtherance of revitalizing the Area economically, improving the tax base, promoting sound growth, and providing improved conditions in the Area pursuant to the Act; and

**WHEREAS**, the Innovation Kick Start Program is for the benefit of the public health, safety, welfare, and convenience of the City of Palm Coast, Florida; and

**WHEREAS**, the City Council and Agency find that the Innovation Kick Start Program serve a public purpose, which includes promotion of economic development, job growth, and future expansion of the City’s and Area’s tax base.

**NOW, THEREFORE, BE IT RESOLVED BY THE SR 100 CRA AGENCY CITY OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. RECITALS/ADOPTION AND APPROVAL OF PLAN AMENDMENT/LEGISLATIVE FINDINGS.**

- (a) The above recitals and the recitals set forth in Resolution 2004-22 and 2008-136 represent and are hereby ratified, adopted and incorporated as legislative findings of the Agency relative to the provisions of this Resolution.
- (b) The Agency recommends approval of the amendment to the State Road Corridor Community Redevelopment Plan to incorporate the Innovation District and Innovation Kick Start Program, as dated as of \_\_\_\_\_, 2018, and set forth in Exhibit “A” to this Resolution, said exhibit being adopted and incorporated herein by this reference thereto.
- (c) The Innovation District and Innovation Kick Start Program set forth in the amendment to the Plan are consistent with the requirements of Section 163.360 Florida Statutes, and the Agency further finds that:
  - (1) The amendment to the Plan confirms with the law as necessary in the interest of the public health, safety, and welfare of the residents of the City of Palm Coast, and will effectuate the purposes of the Plan by revitalizing the Area economically and socially, thereby increasing the tax base, promoting sound growth, improving conditions, and eliminating the conditions which the Florida Legislature found constitutes a menace which are injurious to public health, safety and welfare of the residents.
  - (2) The amendment to the Plan confirms to and is consistent with the City of Palm Coast Comprehensive Plan.
  - (3) The amendment to the Plan will afford maximum opportunity, consistent with the sound needs of the City of Palm Coast as a whole, for the redevelopment or rehabilitation by private enterprise and/or joint public/private partnership.
  - (4) Residential and non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City of Palm Coast in accordance with sound planning standards and local community objectives.
  - (5) The amendment to the Plan is necessary and appropriate to facilitate the proper growth and development of the City of Palm Coast in accordance with the Plan.
  - (6) In accordance with Section 163.345, *Florida Statutes*, the Agency have and will consider the encouragement of private enterprise to engage in community redevelopment activities.

**SECTION 2. APPROVAL OF INNOVATION KICK START PROGRAM.** The SR 100 Corridor CRA of the City of Palm Coast hereby approves the Innovation Kick Start Program as attached hereto and incorporated herein by reference as Exhibit “B.”

**SECTION 3. DEFINITIONS.** The terms contained in this Resolution shall have the meaning set forth in the Act.

**SECTION 4. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 5. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 6. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution, including, but not limited to, executing agreements to implement the Innovation Kick Start Program.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the SR 100 Corridor CRA.

**DULY PASSED AND ADOPTED** by the SR 100 Corridor Community Redevelopment Agency of the City of Palm Coast, Florida, on this 5<sup>th</sup> day of June 2018.

**SR 100 CORRIDOR COMMUNITY  
REDEVELOPMENT AGENCY**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, BOARD CHAIR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit A – State Road 100 Corridor Plan Amendment  
Exhibit B – Innovation Kick Start Program

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney

**Exhibit A**  
**State Road 100 Corridor Community Redevelopment Plan, Innovation District &  
Innovation Kick Start Program Update**

**Innovation District information added to section 7.6 and 7.7 under “Plan Update” in State Road 100 Corridor Community Redevelopment Plan**

**7.6 Innovation District**

In 2018, the Community Redevelopment Agency reevaluated Palm Coast’s Town Center, located in the Community Redevelopment Area. The ~~Area area~~ has been largely infrastructure-ready for several years, yet, the vision for Town Center had never fully been realized. In over a ten year period, Town Center had only reached a 17% developed threshold at the beginning of 2018. Yet, with a fresh look at the ~~area-Area~~ and new approach, the Agency made developing Town Center a high priority. Through research and analysis, the Agency found that an Innovation District would not only a great fit for growing Town Center, but also would be economically, socially, and culturally viable for the future for Palm Coast. Outlined in Map 13, the Innovation District is centrally-located in the urban core of Town Center. By specifically mapping out an Innovation District in the CRA, the Agency looks to kick start forward-thinking residential and non-residential developments to stimulate economic growth at a high-rate through specific guidelines, programs and incentives before 2034. One of these programs proposed in Resolution 2018-\_\_\_\_\_ involves an “Innovation Kick Start Program” that ends in December 31, 2020.

**7.7 Innovation Kick Start Program**

The Innovation Kick Start Program was designed to encourage forward-thinking residential and non-residential units that create a “live, work, play” environment to stimulate economic growth. The Program is limited to first 500,000 square feet of non-residential and 1,000 residential units.

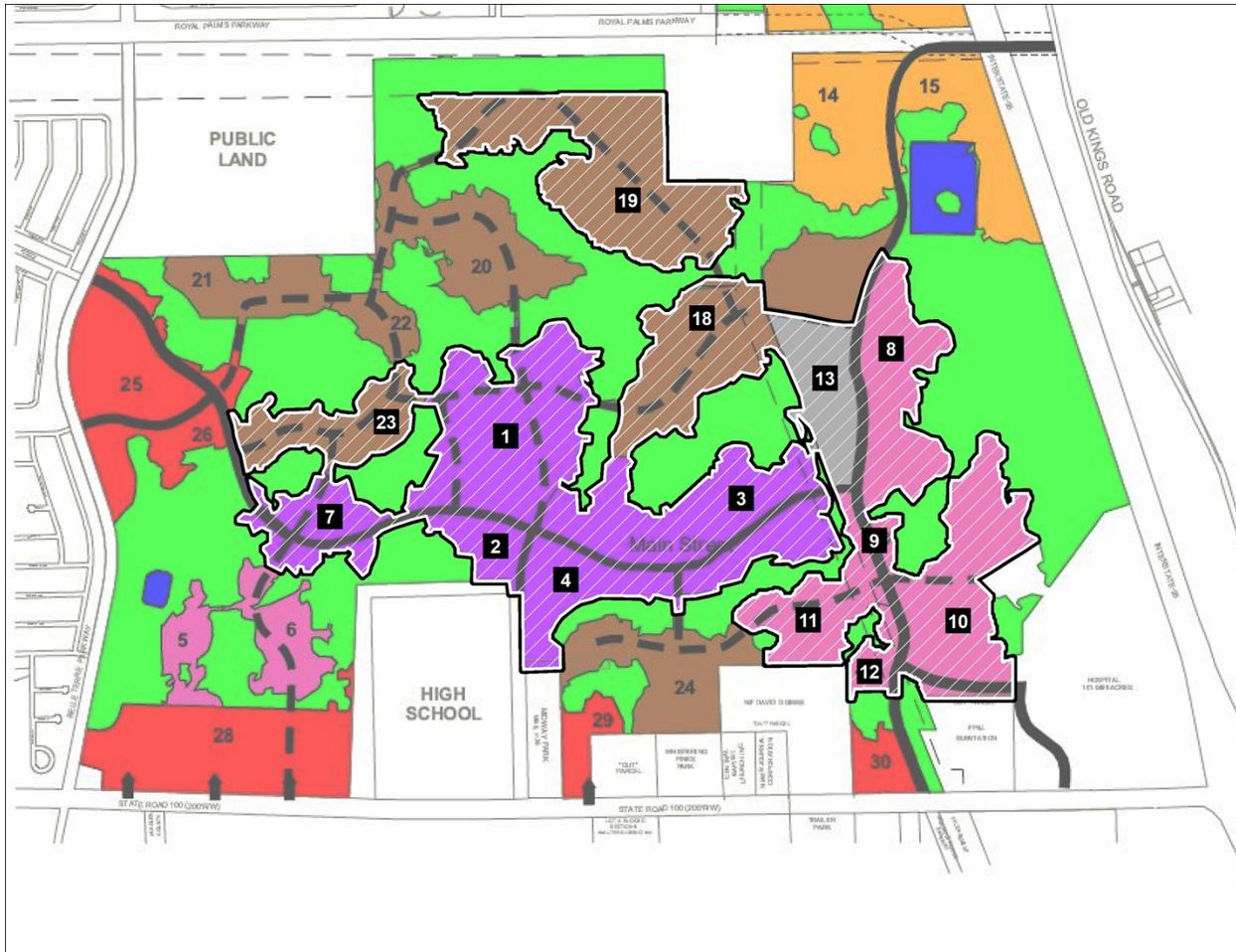
Through the ~~program Program~~, development costs are reduced in the ~~Innovation District core area of the CRA/Town Center~~ for developers (see Map 13). For a developer to be eligible for the Innovation Kick Start Program, the proposed development:

- Must be located in targeted of Innovation District (see Map 13)
- Must be under construction by December 31, 2020
- And if the development is residential, all units must be multi-family, townhome, condo, or single-family with smaller lots (50 feet or less)

Eligible developments will be provided credit of \$5,000 per unit or per 1,000 s.f. per non-residential units. The credit(s) will be used towards payment of City utility impact fees. Per Resolution 2008-\_\_\_\_, credits on behalf of the Agency will be paid through increased CRA revenues. This was approved with in mind that proposed developments will increase CRA revenues, and outweighs the initial assistance of utility impact fees in the beginning.

# Innovation District Map added to “List of Maps” – Map 13 in State Road 100 Corridor Community Redevelopment Plan

## Innovation District in the CRA





## Exhibit B

# Innovation Kick Start Program

### Introduction

This ~~Program program~~ has been created to encourage new development projects and business in the defined Innovation District area located in Palm Coast's Town Center. The ~~Program program~~ is designed to kick start development that will facilitate the creation and commercialization of new ideas and support our economy by growing jobs in ways that leverage proximity, density, authenticity and progress by the end of 2020. Through the Innovation Kick Start Program, the City of Palm Coast will provide assistance towards utility impact fees to property owners, developers and/or business owners.

### Program Objectives

The primary objective of the Innovation Kick Start Program is to encourage forward-thinking residential and non-residential units that create a "live, work, play" environment to stimulate economic growth. Through the ~~Program program~~, development costs are reduced in the ~~Innovation District core area of the CRA/Town Center~~ to help attract new development (see Innovation District Map).

### Program Guidelines

- Developments must be under construction by December 31, 2020 and continue until completion
- Developments must be consistent with CRA Plan, Town Center Plan, City standards, ordinances, and overall vision for Innovation District

### Eligibility Requirements

- Must be located in ~~targeted of~~ Innovation District (see Innovation District Map)
- Limited to first 500,000 square feet of non-residential and 1,000 residential units
- Residential units must be multi-family, townhome, condo, or single-family with smaller lots (50 feet or less)

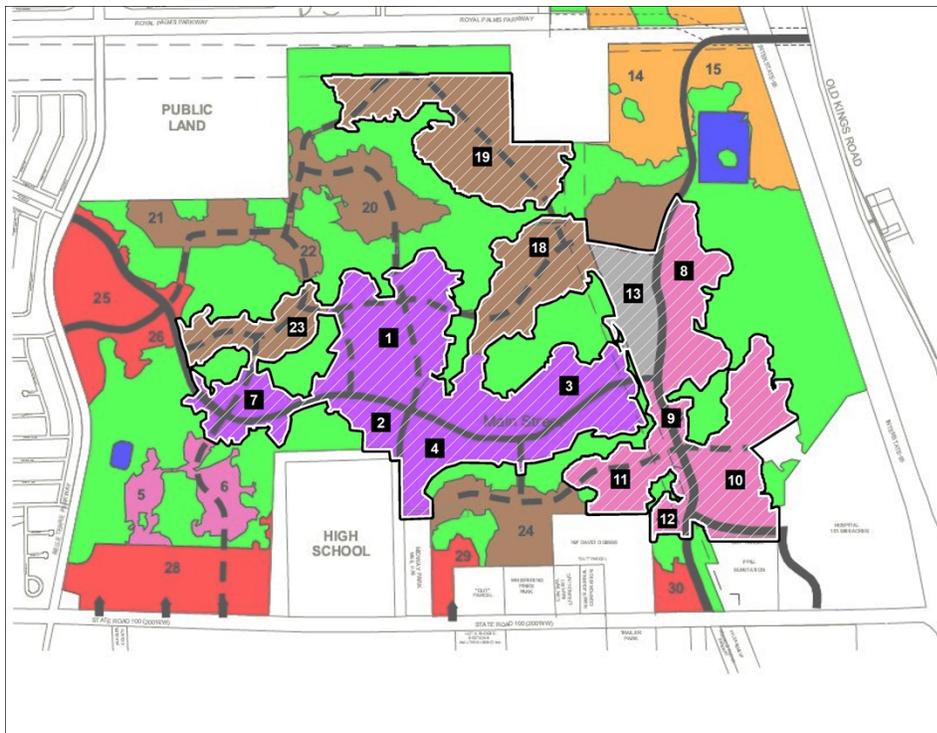
### Funding Guidelines

- Eligible developments will be provided credit of \$5,000 per unit or per 1,000 s.f. (non-residential)
- Credit(s) will be used towards payment of utility impact fees from the City
- If development does not meet certain thresholds by stated deadlines and commitments listed above, then the City may revoke credit(s).

## Program Process

1. The applicant obtains an impact fee estimate in writing based on initial site plan/plat from the City of Palm Coast's Planning Division. The Planning Division is located at City Hall (160 Lake Ave., Palm Coast, FL 32164).
2. Applicant may turn in application with City estimate to the Planning Division in City Hall via mail or in person. Only completed applications, including having all supporting documentation will be accepted.
3. The City Manager and/or City staff designee will review completed applications for compliance with Program program requirements within five business days.
4. Upon approval, a letter of commitment is provided to the applicant to sign.
5. The letter of commitment will need to be signed by the Applicant and City Manager (or City staff designee). The letter of commitment must be signed by all parties before development can begin and impact fee credits are applied.

## Innovation District Map



## Additional Notes

- Grantee of assistance Program program is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part waived fees.
- Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the- Program program.

For questions or concerns, please contact Palm Coast's Planning Division at (386) 986-3736 or [planningdivision@palmcoastgov.com](mailto:planningdivision@palmcoastgov.com)

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b> Administration	<b>Amount</b>
<b>Item Key</b>	<b>Account</b>
<b>Subject</b> RESOLUTION 2018-XX SELECTING AN EXECUTIVE SEARCH FIRM	
<p><b>Background :</b>  <u><b>UPDATE TO THE MAY 29, 2018 WORKSHOP</b></u>            This item was heard by City Council at their May 29, 2018 Workshop. City Council received presentations from the two executive search firms. City Council can determine whether or not to select an executive search firm and award a contract.</p> <p><u><b>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</b></u>            At City Council's direction, City staff advertised and released a Request for Solutions (RFS) for Executive Search Firms to assist City Council in the search, recruitment, and selection of the next City Manager. After receiving and ranking the responses, one firm withdrew their response. City Council shortlisted the top two firms and directed City staff to setup presentations with Strategic Government Resources and Springsted Waters.</p> <p>City staff have informed each firm to be prepared to provide a 15 minute presentation and 15 minutes for questions &amp; answers. At the June 5<sup>th</sup> business meeting, City Council can determine whether to award a contract to either firm.</p>	
<p><b>Recommended Action :</b>            For Council action.</p>	

**RESOLUTION 2018 - \_\_\_\_**  
**EXECUTIVE SEARCH FIRM**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, SELECTING AN EXECUTIVE SEARCH FIRM; AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE SELECTED FIRM; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast desires to have an executive search firm conduct the search for the next City Manager; and

**WHEREAS**, the City Council received presentations from two executive search firms.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:**

**SECTION 1. APPROVAL OF SELECTION.** The City Council of the City of Palm Coast hereby selects \_\_\_\_\_ as the executive search firm for the next City Manager.

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager is hereby authorized to execute a contract with the firm selected by City Council.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED** and approved by the City Council of the City of Palm Coast, Florida, on this 5th day of June 2018.

CITY OF PALM COAST, FLORIDA

ATTEST:

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esquire  
City Attorney

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department Item Key</b>	ADMINISTRATIVE SERVICES 3593	<b>Amount Account</b>	
<b>Subject</b>	RESOLUTION 2018-XX APPROVING INNOVATION DISTRICT AND INNOVATION KICK START PROGRAM		
<b>Background:</b>			
<b><u>UPDATE FROM THE MAY 29, 2018 WORKSHOP</u></b>			
This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item. City staff made minor grammatical and style changes to the agenda attachments at the direction of the City Attorney, which are shown in strikethrough/underline.			
<b><u>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</u></b>			
At the April 24 <sup>th</sup> City Council Workshop, City staff presented a concept for an Innovation District in Town Center and the Innovation Kick Start Program. City Council provided overall support to move forward in developing the concept and provided valuable feedback.			
City staff will present the Innovation District and Innovation Kick Start Program for further City Council consideration. Based on City Council goals, City staff are proposing to expand upon the original State Road 100 Corridor Redevelopment Area (CRA) Plan by including an Innovation District within the Plan to foster creative start-ups, sustainable employment and well-designed commercial environments. With a defined Innovation District in the CRA and consistent with City Council goals, City staff also proposes an Innovation Kick Start Program to encourage new development in the area.			
<b>Recommended Action:</b> Approve Resolution 2018-XX approving Innovation District and Innovation Kick Start Program.			

**RESOLUTION 2018 - \_\_\_\_\_**  
**APPROVING INNOVATION DISTRICT AND**  
**INNOVATION KICK START PROGRAM**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AN AMENDMENT TO THE STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY MASTER REDEVELOPMENT PLAN; APPROVING THE INNOVATION KICK START PROGRAM; PROVIDING FOR DEFINITIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Palm Coast has determined that the State 100 Corridor Redevelopment Area (the “Area”) (as created and defined in Resolution No. 2004-22 and *which legal description is ratified, affirmed, and adopted herein*) is a blighted area appropriate for community redevelopment projects pursuant to Chapter 163, Part III, *Florida Statutes* (the “Community Redevelopment Act of 1969”, as amended, or the “Act”); and

**WHEREAS**, the redevelopment of the Area is necessary in the interest of public health, safety, and welfare of the residents of the City of Palm Coast, and furthers and is in the interest of, revitalizing the Area economically and socially, improving the tax base, promoting sound growth, and providing improved conditions in the City of Palm and Flagler County; and

**WHEREAS**, the City Council has authorized, established, and providing for the funding of a “State Road 100 Corridor Redevelopment Trust Fund” to finance a community project or projects within the Area as provided in Section 163.387 Florida Statutes, the act to be funded by tax increment revenues for the purposes of financing the diverse elements of the State Road 100 Corridor Community Redevelopment Plan (the “Plan”); and

**WHEREAS**, the City Council, upon recommendation of the State Road 100 Corridor Community Redevelopment Agency (the “Agency”), of the Area, in accordance with the provisions of Resolution No. 2004-22, approved and adopted the Plan on June 15, 2004 (Resolution No. 2004-31); and

**WHEREAS**, the City Council, upon recommendation of the Agency, of the Area, in accordance with the provisions of Resolution No. 2004-22, approved and amended the Plan on August 5, 2008 (Resolution No. 2008-136) in order to reflect changing economic conditions and redevelopment needs in the Area; and

**WHEREAS**, the Plan encourages economic development and redevelopment to transform the character of the Area, increasing the diversity of residential opportunities and businesses; and

**WHEREAS**, economic development and redevelopment of the Area stagnated during the Great Recession, even though the Area is “infrastructure-ready”; and

**WHEREAS**, the Area is currently only 17% developed; and

**WHEREAS**, the City of Palm Coast desires to grow ~~the urban core of~~ the Area and create a true downtown; and

**WHEREAS**, the City of Palm Coast and the Agency desire to expand upon the original plan for Area by including an Innovation District within the Plan to foster creative start-ups, sustainable employment and well-designed commercial environments; and

**WHEREAS**, the City of Palm Coast and Agency desire to amend the Plan to include the Innovation District in accordance with the provisions of Resolution No. 2004-22 and the Act; and

**WHEREAS**, the City of Palm Coast and Agency desire to encourage development in the Innovation District through the Innovation Kick Start Program; and

**WHEREAS**, the Innovation Kick Start Program will encourage new development in the Innovation District by reducing development costs in the Area; and

**WHEREAS**, the Innovation Kick Start Program will increase the taxable real estate values in the Area, increase sales tax collections, and improve the conditions of the local economy of the Area and the City; and

**WHEREAS**, the Innovation Kick Start Program will be funded through in increased revenues to the State Road 100 Corridor Redevelopment Trust Fund due to increased taxable real estate values; and

**WHEREAS**, the City of Palm Coast and the Agency approves the Innovation Kick Start Program in furtherance of the municipal purpose of expanding economic activity within its jurisdictional borders under Section 166.021(9), Florida Statutes and in furtherance of revitalizing the Area economically, improving the tax base, promoting sound growth, and providing improved conditions in the Area pursuant to the Act; and

**WHEREAS**, the Innovation Kick Start Program is for the benefit of the public health, safety, welfare, and convenience of the City of Palm Coast, Florida; and

**WHEREAS**, the City Council and Agency find that the Innovation Kick Start Program serve a public purpose, which includes promotion of economic development, job growth, and future expansion of the City’s and Area’s tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:

**SECTION 1. RECITALS/ADOPTION AND APPROVAL OF PLAN AMENDMENT/LEGISLATIVE FINDINGS.**

- (a) The above recitals and the recitals set forth in Resolution 2004-22 and 2008-136 represent and are hereby ratified, adopted and incorporated as legislative findings of the Agency relative to the provisions of this Resolution.
- (b) The Agency recommends approval of the amendment to the State Road Corridor Community Redevelopment Plan to incorporate the Innovation District and Innovation Kick Start Program, as dated as of \_\_\_\_\_, 2018, and set forth in Exhibit “A” to this Resolution, said exhibit being adopted and incorporated herein by this reference thereto.
- (c) The Innovation District and Innovation Kick Start Program set forth in the amendment to the Plan are consistent with the requirements of Section 163.360 Florida Statutes, and the Agency further finds that:
  - (1) The amendment to the Plan confirms with the law as necessary in the interest of the public health, safety, and welfare of the residents of the City of Palm Coast, and will effectuate the purposes of the Plan by revitalizing the Area economically and socially, thereby increasing the tax base, promoting sound growth, improving conditions, and eliminating the conditions which the Florida Legislature found constitutes a menace which are injurious to public health, safety and welfare of the residents.
  - (2) The amendment to the Plan confirms to and is consistent with the City of Palm Coast Comprehensive Plan.
  - (3) The amendment to the Plan will afford maximum opportunity, consistent with the sound needs of the City of Palm Coast as a whole, for the redevelopment or rehabilitation by private enterprise and/or joint public/private partnership.
  - (4) Residential and non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City of Palm Coast in accordance with sound planning standards and local community objectives.
  - (5) The amendment to the Plan is necessary and appropriate to facilitate the proper growth and development of the City of Palm Coast in accordance with the Plan.
  - (6) In accordance with Section 163.345, *Florida Statutes*, the Agency have and will consider the encouragement of private enterprise to engage in community redevelopment activities.

**SECTION 2. APPROVAL OF INNOVATION KICK START PROGRAM.** The City Council of the City of Palm Coast hereby approves the Innovation Kick Start Program as attached hereto and incorporated herein by reference as Exhibit “B.”

**SECTION 3. DEFINITIONS.** The terms contained in this Resolution shall have the meaning set forth in the Act.

**SECTION 4. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 5. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 6. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution, including, but not limited to, executing agreements to implement the Innovation Kick Start Program.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5<sup>th</sup> day of June 2018.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit A – State Road 100 Corridor Plan Amendment  
Exhibit B – Innovation Kick Start Program

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney

**Exhibit A**  
**State Road 100 Corridor Community Redevelopment Plan, Innovation District &  
Innovation Kick Start Program Update**

**Innovation District information added to section 7.6 and 7.7 under “Plan Update” in State Road 100 Corridor Community Redevelopment Plan**

**7.6 Innovation District**

In 2018, the Community Redevelopment Agency reevaluated Palm Coast’s Town Center, located in the Community Redevelopment Area. The ~~Area area~~ has been largely infrastructure-ready for several years, yet, the vision for Town Center had never fully been realized. In over a ten year period, Town Center had only reached a 17% developed threshold at the beginning of 2018. Yet, with a fresh look at the ~~area-Area~~ and new approach, the Agency made developing Town Center a high priority. Through research and analysis, the Agency found that an Innovation District would not only a great fit for growing Town Center, but also would be economically, socially, and culturally viable for the future for Palm Coast. Outlined in Map 13, the Innovation District is centrally-located in the urban core of Town Center. By specifically mapping out an Innovation District in the CRA, the Agency looks to kick start forward-thinking residential and non-residential developments to stimulate economic growth at a high-rate through specific guidelines, programs and incentives before 2034. One of these programs proposed in Resolution 2018-\_\_\_\_\_ involves an “Innovation Kick Start Program” that ends in December 31, 2020.

**7.7 Innovation Kick Start Program**

The Innovation Kick Start Program was designed to encourage forward-thinking residential and non-residential units that create a “live, work, play” environment to stimulate economic growth. The Program is limited to first 500,000 square feet of non-residential and 1,000 residential units.

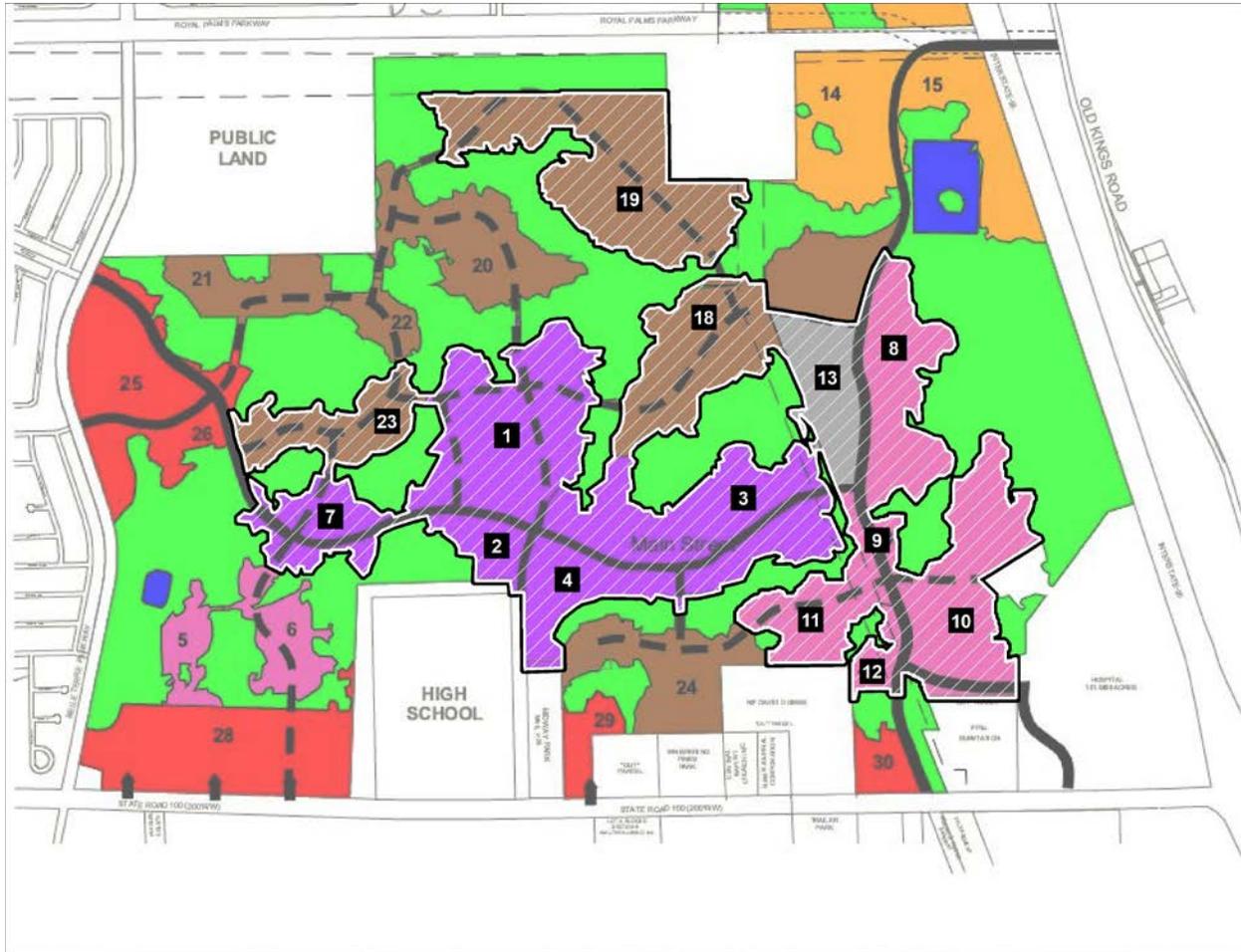
Through the ~~program Program~~, development costs are reduced in the ~~Innovation District core area of the CRA/Town Center~~ for developers (see Map 13). For a developer to be eligible for the Innovation Kick Start Program, the proposed development:

- Must be located in targeted of Innovation District (see Map 13)
- Must be under construction by December 31, 2020
- And if the development is residential, all units must be multi-family, townhome, condo, or single-family with smaller lots (50 feet or less)

Eligible developments will be provided credit of \$5,000 per unit or per 1,000 s.f. per non-residential units. The credit(s) will be used towards payment of City utility impact fees. Per Resolution 2008-\_\_\_\_\_, credits on behalf of the Agency will be paid through increased CRA revenues. This was approved with in mind that proposed developments will increase CRA revenues, and outweighs the initial assistance of utility impact fees in the beginning.

# Innovation District Map added to “List of Maps” – Map 13 in State Road 100 Corridor Community Redevelopment Plan

## Innovation District in the CRA





## Exhibit B

# Innovation Kick Start Program

### Introduction

This ~~Program program~~ has been created to encourage new development projects and business in the defined Innovation District area located in Palm Coast's Town Center. The ~~Program program~~ is designed to kick start development that will facilitate the creation and commercialization of new ideas and support our economy by growing jobs in ways that leverage proximity, density, authenticity and progress by the end of 2020. Through the Innovation Kick Start Program, the City of Palm Coast will provide assistance towards utility impact fees to property owners, developers and/or business owners.

### Program Objectives

The primary objective of the Innovation Kick Start Program is to encourage forward-thinking residential and non-residential units that create a "live, work, play" environment to stimulate economic growth. Through the ~~Program program~~, development costs are reduced in the ~~Innovation District core area of the CRA/Town Center~~ to help attract new development (see Innovation District Map).

### Program Guidelines

- Developments must be under construction by December 31, 2020 and continue until completion
- Developments must be consistent with CRA Plan, Town Center Plan, City standards, ordinances, and overall vision for Innovation District

### Eligibility Requirements

- Must be located in ~~targeted of~~ Innovation District (see Innovation District Map)
- Limited to first 500,000 square feet of non-residential and 1,000 residential units
- Residential units must be multi-family, townhome, condo, or single-family with smaller lots (50 feet or less)

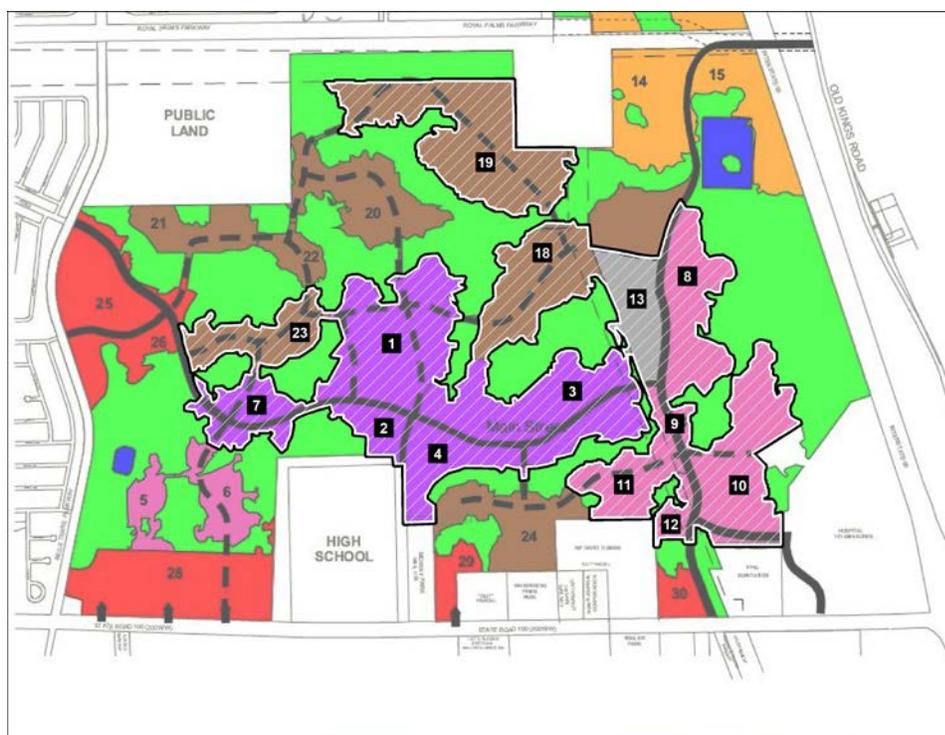
### Funding Guidelines

- Eligible developments will be provided credit of \$5,000 per unit or per 1,000 s.f. (non-residential)
- Credit(s) will be used towards payment of utility impact fees from the City
- If development does not meet certain thresholds by stated deadlines and commitments listed above, then the City may revoke credit(s).

## Program Process

1. The applicant obtains an impact fee estimate in writing based on initial site plan/plat from the City of Palm Coast's Planning Division. The Planning Division is located at City Hall (160 Lake Ave., Palm Coast, FL 32164).
2. Applicant may turn in application with City estimate to the Planning Division in City Hall via mail or in person. Only completed applications, including having all supporting documentation will be accepted.
3. The City Manager and/or City staff designee will review completed applications for compliance with Program program requirements within five business days.
4. Upon approval, a letter of commitment is provided to the applicant to sign.
5. The letter of commitment will need to be signed by the Applicant and City Manager (or City staff designee). The letter of commitment must be signed by all parties before development can begin and impact fee credits are applied.

## Innovation District Map



## Additional Notes

- Grantee of assistance Program program is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part waived fees.
- Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the- Program program.

For questions or concerns, please contact Palm Coast's Planning Division at (386) 986-3736 or [planningdivision@palmcoastgov.com](mailto:planningdivision@palmcoastgov.com)

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department Item Key</b>	CITY CLERK 3594	<b>Amount Account</b>
<b>Subject</b>	RESOLUTION 2018-XX APPROVING THE ALERTFLORIDA COMMUNICATION SYSTEM AGREEMENT WITH THE FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT	
<b>Background :</b>		
<b><u>UPDATE FROM THE MAY 29, 2018 WORKSHOP</u></b>		
This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item.		
<b><u>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</u></b>		
In 2016, the Florida Division of Emergency Management (FDEM), implemented a state-wide emergency notification system called AlertFlorida. The system is designed to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions.		
Recently, FDEM has made the AlertFlorida system available for use by any political subdivision within Florida, including the City of Palm Coast. The City will be allowed to independently utilize the notification system provided by FDEM to transmit alerts, notifications, and other authorized public safety messaging to residents, businesses, and visitors located in or travelling through Palm Coast.		
The system is made available by FDEM at no cost to the City.		
The AlertFlorida system would eventually replace our current emergency notification system, CodeRed. CodeRed would remain in place and active for approximately one year while current users were transitioned to the AlertFlorida system. Many of the same sources of information used to populate the CodeRed system would also be used with the AlertFlorida system.		
Upon acceptance of this agreement and implementation of the City's AlertFlorida system, a public information campaign will be enacted to promote citizen awareness and participation.		
<b>Recommended Action :</b>		
Adopt Resolution 2018-XX approving the AlertFlorida Communication System Agreement with the Florida Department of Emergency Management.		

**RESOLUTION 2018 - \_\_\_\_**  
**FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT**  
**ALERTFLORIDA NOTIFICATION SYSTEM**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AN AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE ALERTFLORIDA SYSTEM; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 252.35(2)(a)6 of the Florida Statutes, requires the Florida Department of Emergency Management, hereinafter FDEM, to establish a system of communications and warning to ensure that the state’s population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions; and

**WHEREAS**, the FDEM has executed contract DEM-16-PG-E4-13-00-22-379 with Everbridge, Inc. (hereinafter referred to as the “Contract”) for the provision of Statewide alert and mass notification services in support of its AlertFlorida Initiative, (hereinafter referred to as the “notification system”); and

**WHEREAS**, the FDEM is funding and providing the notification system at no local cost to eligible subdivisions for the initial contract and all renewal years (ending on June 30, 2019), contingent upon an annual appropriation by the Florida Legislature; and

**WHEREAS**, Section 252.38 of the Florida Statutes establishes Emergency Management powers of political subdivisions and constructs safeguarding the life and property of its citizens as an innate responsibility of the governing political body of each political subdivision of the State; and,

**WHEREAS**, the City of Palm Coast desires to utilize the notification system provided by the FDEM to transmit alerts, notifications, and other authorized public safety messaging to residents, businesses, and visitors located in or transiting through their political subdivision, while performing its powers under Section 252.38, F.S.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:**

**SECTION 1. APPROVAL OF THE AGREEMENT.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the AlertFlorida Communication System Agreement with the Florida Department of Emergency Management, as attached hereto and incorporated herein by reference as Exhibit "A".

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the Agreement as depicted in Exhibit "A".

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED** and approved by the City Council of the City of Palm Coast, Florida,  
on this 5th day of June 2018.

CITY OF PALM COAST, FLORIDA

ATTEST:

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachments: Exhibit A-Florida Department of Emergency Management

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esquire  
City Attorney

**MEMORANDUM OF AGREEMENT**  
**BETWEEN THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT AND**  
**THE CITY OF PALM COAST**

This Memorandum of Agreement (the "Agreement") is made and entered into by the Florida Division of Emergency Management (hereinafter referred to as the "Division") and the City of Palm Coast (hereinafter referred to as the "Subdivision"), (hereinafter collectively referred to as the "Parties").

WHEREAS, Section 252.35(2)(a)6 of the Florida Statutes, requires the Division to establish a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions; and,

WHEREAS, the Division has executed contract DEM-16-PG-E4-13-00-22-379 with Everbridge, Inc. (hereinafter referred to as the "Contract") for the provision of Statewide alert and mass notification services in support of its AlertFlorida Initiative, (hereinafter referred to as the "notification system"); and,

WHEREAS, the Division is funding and providing the notification system at no local cost to eligible subdivisions for the initial contract and all renewal years (ending on June 30, 2019), contingent upon an annual appropriation by the Florida Legislature; and,

WHEREAS, Section 252.38 of the Florida Statutes establishes Emergency Management powers of political subdivisions and constructs safeguarding the life and property of its citizens as an innate responsibility of the governing political body of each political subdivision of the State; and,

WHEREAS, the Subdivision desires to utilize the notification system provided by the Division to transmit alerts, notifications, and other authorized public safety messaging to residents, businesses, and visitors located in or transiting through their political subdivision, while performing its powers under Section 252.38, F.S.

NOW, THEREFORE, in consideration of the cooperative effort between the Parties contained herein, the Parties agree as follows:

**1. TERM OF AGREEMENT**

This Agreement is effective on the date of execution by the last-signing party and shall remain in effect for the duration of services provided under contract DEM-16-PG-E4-13-00-22-379, but no later than June 30, 2019.

**2. DUTIES AND RESPONSIBILITIES**

**A. Division of Emergency Management**

The Division:

- I. Has assigned a contract manager for the notification system pursuant to Section 287.057(14), F.S. who will enforce the performance of the Contract terms and conditions and serve as a liaison with the

Contractor.

- II. Reserves the right to access any political subdivision's account or organization in the system for purposes of contract management, and to monitor system activity and usage.
- III. Will limit the number of personnel with high-level administrative access credentials to the system, and will take reasonable efforts to prevent the unauthorized disclosure of contact information protected under Section 119.071(5)(j), F.S.
- IV. Reserves the right to launch a statewide notification to all available "opt-in" contact data in the system resulting from a catastrophic natural or technological disaster, a widespread public health emergency, an imminent or actual attack of a foreign military power, or a similar emergency where a delay to coordinate locally-initiated notifications would endanger the health and safety of the State's population.
- V. Reserves the right to require certain notification subscription options be set to "mandatory" in a subdivision's public-facing opt-in portal, including:
  - a. Tornado Warnings
  - b. Flash Flood Warnings
  - c. Hurricane Warnings
  - d. Statewide Notifications
  - e. Countywide Notifications
- VI. Will, upon termination of the Contract, distribute the system's recipient contact data to the Subdivision as specified in Minimum Support Requirement number eight of the Contract's Scope of Work.

## **B. City of Palm Coast**

The Subdivision:

- I. Acknowledges the terms and conditions of the Division's Contract, which is attached hereunto, and agrees to abide by the applicable terms thereof, specifically, the Everbridge Core Platform Agreement, incorporated in the Contract as Exhibit "E" and the Everbridge Acceptable Use Policy, available via <http://www.everbridge.com/aup> and incorporated in the contract as Exhibit "F."
- II. Agrees to place a "powered by AlertFlorida" icon that shall encompass no greater or less than 10% of the banner image of the Subdivision's public-facing opt-in portal(s) for continuity with statewide branding.
- III. Acknowledges the following authorized uses of the system and agrees to limit use of the system to those uses, defined by the Division as the following categories of notifications:
  - a. Population protective actions, such as evacuation orders, shelter-in-place warnings, boil water notices, and similar actions;

- b. Emergency preparedness and response information, such as the availability of sand bag stations for flood-fighting efforts, notification of planned or anticipated disruption of municipal services & municipal or commercial utilities, the establishment of emergency shelters, implementation of curfews and other law enforcement security measures, the designation of security zones around specific planned events, the establishment of keywords for event-specific messaging, and other similar messaging that conveys a change in the Subdivision's steady-state operational posture;
  - c. Disaster recovery information, such as the location of disaster recovery centers, availability of voluntary agency or governmental disaster recovery assistance, and updates on debris clearance and the allowance of re-entry into a portion of the Subdivision impacted by a disaster.
  - d. Emergency preparedness exercises, including operational tests of notification capability and public notification of functional or full-scale public safety and emergency management exercises occurring within the jurisdiction.
  - e. Law enforcement searches, for a missing person or a manhunt for escaped convicts or suspects evading arrest.
  - f. Automated weather warnings, provided by the National Weather Service.
  - g. Notification and recall of Subdivision employees, contractors, and other response partners, that support the activation of the Subdivision's Emergency Operations Center or supplement the staffing of existing public safety response and recovery functions, including the staffing of specialty response teams.
- IV. Acknowledges that while the Contract provides access to Integrated Public Alert and Warning System (IPAWS) and Emergency Alert System (EAS) initiation features, the Division will NOT approve requests for Collaborative Operating Group (COG) licenses that originate from political subdivisions below the COUNTY level, as the alerting systems accessible through IPAWS are capable of transmitting alerts across jurisdictional boundaries.
- V. Agrees to make a reasonable effort to supply the Division with requested information about any existing or recent local contracts for mass notification services, for the purpose of developing quantitative cost impact and qualitative notification capability measures in support of legislative budget requests for continued funding of the initiative.
- VI. Agrees to develop a written Standard Operating Procedure (SOP) that governs access to and use of the notification system within the Subdivision, to include, at minimum, the following topics:
- a. Defining the local organization administrator(s);
  - b. Defining procedures for requesting administrative access

within the jurisdiction and the training requirements for granting such access;

- c. Establishing a message drafting and approval process;
- d. Discussing the difference between “opt-in” and “opt-out” contact data, limiting the use of “opt-out” data to imminent or actual life threatening emergencies, and considering the time of day when initiating notifications that use “opt-out” data; and,
- e. Specifying the responsibility and frequency of periodically reviewing all administrative user accounts within the Subdivision’s organization(s) to validate the continued relationship and need for access of each current user.

The SOP must be developed within sixty (60) days of the effective date of this Agreement and is subject to review by the Division at any time during the Agreement.

- VII. Acknowledges that the Contractor provides additional notification system capabilities and services which are not covered under the Division’s Contract for the notification system (hereinafter referred to as “non-covered services”). If the Subdivision desires to enhance their notification capabilities by adding non-covered services to their organization(s), then the Subdivision will be responsible for any additional costs incurred as a result of adding those services, plus any costs arising from technical support of the non-covered services, payable directly to the Contractor. The Subdivision will notify the Division of its intent to add non-covered services prior to deployment, and will provide an additional notification after deployment, with the intent of maintaining visibility on the Contractor’s provision of support and maintenance on covered features.

### 3. POINTS OF CONTACT

The Parties shall direct all matters arising in connection with the performance of this Agreement to the attention of the respective contact person(s) named below for resolution or action:

**For the Division:**

Andrew Sussman, Special Projects  
Coordinator/Hurricane Program Manager  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399  
Telephone: 850-815-4110  
Email: [Andrew.Sussman@em.myflorida.com](mailto:Andrew.Sussman@em.myflorida.com)

**For the Subdivision:**

Steve Viscardi  
Information Technology Director  
160 Lake Avenue  
Palm Coast, FL 32164  
Telephone: 386-986-3735  
Email: [sviscardi@palmcoastgov.com](mailto:sviscardi@palmcoastgov.com)

### 4. TERMINATION OF AGREEMENT

The Parties may terminate this Agreement at any time upon thirty (30) days’ written notice to the contact person(s) specified herein.

### 5. LIABILITY

Each Party hereto agrees that it shall be solely responsible for the negligent or

wrongful acts of its employees and agents. Nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of Section 768.28, F.S. Nothing herein shall be construed as consent by either Party to be sued by third parties.

**6. ATTACHMENTS**

The following attachments are incorporated hereunto by reference:

- A. Attachment 1 – Definitions
- B. Attachment 2 – Contract DEM-16-PG-E4-13-00-22-379 between the Division and Everbridge, Inc.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives on the dates appearing beneath their respective signatures.

**FLORIDA DIVISION OF  
EMERGENCY MANAGEMENT**

**CITY OF PALM COAST**

By: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
**Jim Landon, City Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Attest: \_\_\_\_\_  
Virginia A. Smith, City Clerk

## Attachment 1 – Definitions

**Account** – An account is the access point to the web-based Everbridge Suite platform. Accounts are segmented into Organizations, and are typically segmented further into numerous groups.

**Contact** – Individuals who may receive notifications from or through the notification system, including any individual person who provides their personal contact information through an opt-in portal.

**Contractor** - Everbridge, Inc.

**Opt-In** – The process whereby a contact subscribes to receive notifications through an organization-specific web portal, or by sending the Subdivision’s keyword(s) or zip code(s) to an established SMS short code.

**Opt-Out** – Contact and address point data loaded into the Everbridge Platform by a political subdivision without the intervention of the contact.

**Organization** – In the Everbridge Platform, an organization (“Org”) contains a contact database and the capability to send notifications. Each Org has a mapping feature that allows users to send notifications based on registered locations of contacts. Orgs can be configured with a variety of settings and users can view and create numerous reports.

**User** – Individuals assigned roles and granted permission to manage users, manage contacts and groups, edit settings, and/or send notifications within the Everbridge platform.

## City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b>	Community Development	<b>Amount</b>	\$536,151.63
<b>Item Key</b>	3596	<b>Account</b>	#21055011-063000-54606
<b>Subject</b> RESOLUTION 2018-XX APPROVING A CONTRACT WITH P&S PAVING, INC. FOR THE CONSTRUCTION OF LAKEVIEW BOULEVARD MULTI-USE PATH.			
<b>Background :</b>			
<b>UPDATE FROM THE MAY 29, 2018 WORKSHOP</b>			
This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item.			
<b>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</b>			
This project is a new path along Lakeview Blvd from London Drive (0.28 miles north of Matanzas Blvd) to the London Drive terminus. This project will provide an 8-foot wide path along the Westside of the roadway (approximately 5200 feet). The project will include new crosswalks, benches, trash receptacles and solar pavement markers. The proposed improvements consist of reconstruction and widening of the existing pavement in both directions to accommodate roadway improvements.			
City advertised and solicited bids for the construction of Lakeview Blvd. multi-use path in accordance with City's Purchasing Policy and FDOT requirements. Three (3) bids were received that were deemed pre-qualified, responsive and responsible. The low bidder was P&S Paving Inc. with the bid of \$487,151.63. FDOT will fund \$480,806.34 through a previously approved LAP agreement. The City will fund \$6,345.29 to upgrade concrete strength from 2500 to 4000 psi and secure a maintenance/material and workmanship bond. Both of these items are not eligible for FDOT funding. The notice of intent to award and project bid overview is attached.			
City staff recommend that City Council approve a contract with P&S Paving, Inc. in the amount of \$487,151.63 contingent on FDOT's concurrence to award. City Staff is also requesting 10% contingency of \$49,000.00 to allow for issues with unknown site conditions or unforeseen circumstances.			
<b>SOURCE OF FUNDS WORKSHEET FY 2018</b>			
<b>Lakeview Boulevard Path – 21055011-063000-54606</b>		<b>\$ 650,000.00</b>	
Total Expenses/Encumbered to date		\$ 0.00	
Pending Work Orders/Contracts		\$ 0.00	
Current Work Order		\$ 536,151.63	
<b>Balance</b>		<b>\$ 113,848.37</b>	
<b>Recommended Action :</b>			
Adopt Resolution 2018-XX approving a contract with P&S Paving, Inc. for the construction of Lakeview Boulevard Multi-Use Path.			

**RESOLUTION 2018 - \_\_\_\_\_  
LAKEVIEW BOULEVARD MULTI-USE PATH**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A CONTRACT FOR THE CONSTRUCTION OF LAKEVIEW BOULEVARD MULTI-USE PATH WITH P&S AVING, INC.; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, P&S Paving, Inc., desires to construct a multi-use path along Lakeview Blvd. for the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to contract P&S Paving, Inc., for the above referenced services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF CONTRACT.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the Contract with P&S Paving, Inc., as referenced herein and attached hereto as Exhibit “A.”

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the Contract as depicted in Exhibit “A.”

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5<sup>th</sup> day of June.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – Contract with P&S Paving, Inc.,

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney



# city of PALM COAST

**Administrative Services & Economic Development**  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO AWARD

**Project:** ITB-CD-CME-17-39 Construction of Lakeview Boulevard Multi-Use Path

**Date:** May 22, 2018

**Appeal Deadline:** Appeals must be Filed by 5:00 PM on May 25, 2018

Firm	Bid
P & S Paving Inc.	\$487,151.63
THADCON, LLC	\$656,394.25
Florida Safety Contractors, Inc.	\$668,633.75
Masci Corporation	No Bid
Halifax Paving, Inc.	No Bid

The intent of the City of Palm Coast is to award ITB-CD-CME-17-39 to P & S Paving, Inc. contingent on FDOT's concurrence to award.

**Cc: Contract Coordinator, Project Manager, ASED Director, Department Director**

*Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.*

*A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout (bfaigout@palmcoastgov.com) shall constitute a waiver of the protest proceedings.*



# ITB-CD-CME-17-39 - Construction of Lakeview Boulevard Multi-Use Path

## Project Overview

Project Details	
Reference ID	ITB-CD-CME-17-39
Project Name	Construction of Lakeview Boulevard Multi-Use Path
Project Owner	Kelly Downey
Project Type	ITB
Department	Procurement
Budget	\$0.00 - \$0.00
Project Description	The contractor shall furnish all labor, materials, equipment, tools, supervision, and any other items required for completing an 8' wide concrete multi-use path on the West side of Lake View Blvd. from south of La Mancha Dr. to London Dr. The work consists of NEW Construction including but not limited to site work, filling, grading and construction of concrete path, benches and crosswalks. Only those contractors qualified through the Pre-Qualification process will be allowed to participate in the Invitation to Bid.
Open Date	Mar 07, 2018 8:00 AM EST
Close Date	Apr 05, 2018 2:00 PM EDT



Awarded Suppliers	Reason	Score
P&S Paving Inc.		100 pts

### Seal status

Requested Information	Unsealed on	Unsealed by
Pre-Qualification Forms A - Q	Apr 05, 2018 2:12 PM EDT	Kelly Downey
Bid Forms Section 00200	May 10, 2018 2:08 PM EDT	Kelly Downey
Addenda	May 10, 2018 2:08 PM EDT	Kelly Downey

### Conflict of Interest

# Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: \* has direct or indirect financial interest in the award of the contract to any proponent; \* is currently employed by, or is a consultant to or under contract to a proponent; \* is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, \* has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
------	-------------	-----------------------------



Kelly Downey	Apr 05, 2018 2:36 PM EDT	No
Carl Cote	Apr 09, 2018 9:17 AM EDT	No
Sean Castello	Apr 05, 2018 4:57 PM EDT	No
Donald Schragger	Apr 09, 2018 9:15 AM EDT	No
Alena Dvornikova	Apr 06, 2018 7:59 AM EDT	No



## Project Criteria

Criteria	Points	Description
Pre-Qualification Forms	Pass/Fail	Pre-Qualification Forms A - Q
Pre-Qualification Review	Pass/Fail	Pre-Qualification Review Forms A - Q
Bid Forms 00200	Pass/Fail	Bid Forms 00200
Pricing	100 pts	Pricing
Addenda	Pass/Fail	Addenda
<b>Total</b>	<b>100 pts</b>	



# Scoring Summary

## Active Submissions

	Total	Pre-Qualification Forms	Pre-Qualification Review	Bid Forms 00200	Pricing
Supplier	/ 100 pts	Pass/Fail	Pass/Fail	Pass/Fail	/ 100 pts
P&S Paving Inc.	100 pts	Pass	Pass	Pass	100 pts (\$487,151.63)
THADCON, LLC	74.22 pts	Pass	Pass	Pass	74.22 pts (\$656,394.25)
Florida Safety Contractors, Inc.	72.86 pts	Pass	Pass	Pass	72.86 pts (\$668,633.75)
MASCI	0.48715 pts	Pass	Pass	Mixed	0.48715 pts (\$99,999,999.99)



	<b>Total</b>	<b>Pre-Qualification Forms</b>	<b>Pre-Qualification Review</b>	<b>Bid Forms 00200</b>	<b>Pricing</b>
<b>Supplier</b>	<b>/ 100 pts</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>/ 100 pts</b>
Halifax Paving, Inc.	0.04872 pts	Pass	Pass	Mixed	0.04872 pts (\$999,999,999.00)

	<b>Addenda</b>
<b>Supplier</b>	<b>Pass/Fail</b>
P&S Paving Inc.	Pass
THADCON, LLC	Pass
Florida Safety Contractors, Inc.	Pass
MASCI	Fail



	<b>Addenda</b>
<b>Supplier</b>	<b>Pass/Fail</b>
Halifax Paving, Inc.	Fail

## City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b>	Community Development	<b>Amount</b>	\$74,866.92
<b>Item Key</b>	3597	<b>Account</b>	#21055011-063000-54606
<b>Subject</b> RESOLUTION 2018-XX APPROVING MASTER SERVICES AGREEMENT AND WORK ORDER WITH SAI CONSULTING ENGINEERS INC., FOR CEI SERVICES FOR LAKEVIEW BOULEVARD MULTI USE PATH			
<p><b>Background :</b>  <b>UPDATE FROM THE MAY 29, 2018 WORKSHOP</b>            This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item.</p> <p><b>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</b>            This project is a new path along Lakeview Blvd from London Drive (0.28 miles north of Matanzas Blvd) to the London Drive terminus. This project will provide an 8-foot wide path along the Westside of the roadway (approximately 5200 feet). The project will include new crosswalks, benches, trash receptacles and solar pavement markers. The proposed improvements consist of reconstruction and widening of the existing pavement in both directions to accommodate roadway improvements.</p> <p>City advertised and requested statements of qualifications for the Construction Engineering Inspection services (CEI) for the construction of Lakeview Blvd. multi use path in accordance with City's Purchasing Policy. Four responses were received that were deemed responsive and responsible. City selected SAI Consulting Engineers Inc. as the top qualified firm and negotiated the scope and fee according to FDOT's mandated level of service. City staff recommend that City Council approve a contract with SAI Consulting Engineers Inc. in the amount not to exceed \$74,866.92.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2018</b>			
<b>Lakeview Boulevard Path – 21055011-063000-54606</b>		<b>\$ 650,000.00</b>	
Total Expenses/Encumbered to date		\$ 0.00	
Pending Work Orders/Contracts		\$ 536,151.63	
Current Work Order		\$ <u>74,866.92</u>	
<b>Balance</b>		<b>\$ 38,981.45</b>	
<p><b>Recommended Action :</b>            Adopt Resolution 2018-XX approving a Master Service Agreement and Work Order with SAI Consulting Engineers, Inc., for CEI services for Lakeview Boulevard Multi Use Path.</p>			

**RESOLUTION 2018 - \_\_\_\_\_  
LAKEVIEW BOULEVARD MULTI-USE PATH**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A MASTER SERVICES AGREEMENT AND WORK ORDER WITH SAI CONSULTING ENGINEERS, INC.; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, SAI Consulting Engineers, Inc., desires to provide construction engineering inspection services for the construction of Lakeview Blvd. multi-use path for the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to contract with SAI Consulting Engineers Inc., for the above referenced services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF CONTRACT.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the Contract with SAI Consulting Engineers, Inc., as referenced herein and attached hereto as Exhibit "A."

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the Contract as depicted in Exhibit "A."

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5<sup>th</sup> day of June 2018

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – Contract with SAI Consulting Engineers, Inc.,

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney



# City of PALM COAST

Administrative Services & Economic Development  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO AWARD

**Project:** RFSQ-CD-18-29 Lakeview Boulevard Path & Seminole Woods Intersection Improvements

**Date:** April 4, 2017

**Appeal Deadline:** Appeals must be Filed by 5:00 PM on April 6, 2017

Firm	Ranking Order
<b>SAI Consulting Engineers Inc.</b>	1
<b>Infrastructure Engineers</b>	2
<b>Keville Enterprises Inc.</b>	3
<b>GAI Consultants</b>	4
<b>P &amp; S Paving Inc.</b>	Non Responsive
<b>Service Electric Company</b>	Non Responsive

The intent of the City of Palm Coast is to award RFSQ-CD-18-29 to SAI Consulting Engineers Inc.

*Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.*

*A proposer may protest matters involving the award of this bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout (bfaigout@palmcoastgov.com) shall constitute a waiver of the protest proceedings.*

*Any decision of the Administrative Services and Economic Development Director may be appealed to the City Manager by filing a written appeal to the City Manager within seven (7) days of the Administrative Services and Economic Development Director's decision. Any decision of the City Manager may be appealed to the City Council by filing a written appeal to the City Clerk within seven (7) days of the City Manager's decision. The same procedures as above shall apply to contest the award of the contract.*



1350 Penn Avenue  
Suite 300  
Pittsburgh, PA 15222-4211

Tel 412.392.8750  
Fax 412.392.8785

May 22, 2018

City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164

Attention: Ms. Alena Dvornikova  
Project Coordinator

**SENT VIA EMAIL**

**RE: City of Palm Coast  
Bid # RFSQ-CD-18-29  
Work Order No. 1  
CEI Lakeview Boulevard Multi-use Trail  
Agreement**

Dear Ms. Dvornikova:

In accordance with your email dated May 22, 2018, attached please find the signed agreement for the above-referenced project. Once the agreement has been fully executed, please return one (1) original copy to our Pittsburgh Corporate Office for our records.

If you have any questions or require additional information, please contact me at 412.392.8763 or via email at [jlombardi@saiengr.com](mailto:jlombardi@saiengr.com).

Very truly yours,

A handwritten signature in blue ink that reads "James J. Lombardi".

James J. Lombardi, PE  
Executive Vice President

JJL:lmk

Attachments

cc: A. Wander  
B. Schull  
L. Kolich  
Reading File (3)  
Contract File 18018

WORK ORDER # \_\_\_\_\_  
PO #: \_\_\_\_\_



DATE: 05 / 22 / 2018

Project Manager's Initials \_\_\_\_\_

**SUPPLIER INFORMATION**

**BID DETAILS**

Name	SAI Consulting Engineers	Project Title	Lakeview Boulevard Multi-use Trail
Street	1153 Miranda Lane	Bid #	RFSQ-CD-18-29
City, State, Zip	Kissimmee, FL 34741	City Council Approval date	

**TOTAL COST: \$ 74,866.92**  
*(must equal amount of Purchase Order)*

- INCORPORATION BY REFERENCE** The provisions of the agreement dated \_\_\_\_\_ ("Agreement") are hereby expressly incorporated by reference into and made a part of this Work Order.
- METHOD OF COMPENSATION** (chose one):  FIXED FEE  NOT TO EXCEED\*  
*Fixed - Amount Proposed is set amount for services - will not change regardless of time. Not to exceed - Spend over time shall not exceed Total Cost without approved change order*
- \*If "NOT TO EXCEED", then TOTAL COST is (chose one):  UNIT BASED  PERCENT OF FIXED FEE \_\_\_%
- PRICING** (chose one):  ATTACHED  INCLUDED IN CONTRACT
- SCHEDULE** (chose one):  AS NEEDED BASIS  SHALL BE COMPLETED BY - \_\_\_/\_\_\_/20\_\_\_
- DESCRIPTION OF SERVICES** (chose one):  ATTACHED  INCLUDED IN CONTRACT
- OTHER ATTACHMENTS TO THIS WORK ORDER:**  No  Yes If yes, identify below:  
\_\_\_\_\_  
\_\_\_\_\_
- TIME IS OF THE ESSENCE:** The obligation of Supplier to perform services shall commence upon execution of this Work Order and shall be completed as set forth above. Time is of the essence. Failure to meet the completion date shall be a material default and may be grounds for termination of this Work Order and the Agreement.
- CONFLICT.** In the event of a conflict between the terms and conditions of the Agreement and this Work Order, the terms of the Agreement shall govern unless otherwise agreed to in writing by all parties. In the event of a conflict between the terms and conditions of this Work Order and any attachments, the terms of this Work Order shall govern unless otherwise agreed to in writing by all parties.

**WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the purposes stated herein.**

**SUPPLIER APPROVAL**

By: James J. Lombardi  
Print: James J. Lombardi  
Title: Executive Vice President  
Date: May 22, 2018

**CITY APPROVAL**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: **Assistant City Manager or Designee**  
Date: \_\_\_\_\_



CITY OF PALM COAST SCOPE

LAKEVIEW BOULEVARD MULTI-USE TRAIL

This Exhibit establishes the Scope of Services and Compensation for the specific work to be performed by SAI Consulting Engineers Inc. (SAI) for Construction of the Lakeview Multi-Use Trail. SAI will provide CEI Services for the above referenced project. CEI Services are to be provided to determine construction of these planned improvements is completed in conformance with the contract plans, specifications and related documents. Included herein, is estimated fee for completion of these CEI Services for the total not to exceed fee of \$74,866.92.

SAI's approach to this project is to provide a part-time inspection and part-time administration staff for the construction period. The project site has been visited and SAI is familiar with the project field conditions, contract plans, and the construction operations required for constructing these planned improvements.

Personnel Classification	CEI Startup							CEI Closeout	
	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Man Months	Man Hours
Senior Project Engineer/Project Manager	0.0254	0.025	0.025	0.025	0.025	0.025	0.025	0.1754	28.064
Project Administrator	0.126	0.125	0.125	0.125	0.125	0.125	0.126	0.8765	140.24
Contract Support Specialist	0.05	0.05	0.05	0.05	0.05	0.05	0.050	0.35	56
Senior Inspector	0.5	0.5	0.5	0.5	0.5	0.5	0.400	3.4	544
Asphalt Plant Inspector								0	0
Resident Compliance Specialist	0.025	0.1	0.1	0.1	0.1	0.1	0.100	0.625	100
Totals	0.7264	0.8	0.8	0.8	0.8	0.8	0.701	5.4269	868.304

SAI's staff and subconsultant staff members will serve as an extension of the City of Palm Coast staff and coordinate preconstruction, construction, and project close-out activities

**Scope of Services**

Through the use of SAI staff and subconsultant staff members, SAI will provide part time inspection services commensurate with the staffing plan outlined above.

## ADMINISTRATION, INSPECTION AND TESTING

### Standard Responsibilities of Positions:

**Senior Project Engineer:** Required engineering degree and registered in the State of Florida as a Professional Engineer will be responsible for final acceptance of the project.

**Project Administrator:** Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. The Project Administrator will provide general oversight of the project in accordance with the staffing plan.

**Senior Inspector:** Responsible for performing general oversight of the project on a part time basis. Work is performed under the general supervision of the Project Administrator.

**Contract Support Specialist:** Responsible for assisting the Project Administrator miscellaneous duties and scanning documents into LAPIT.

### Subconsultant Firms:

**Professional Services Industries, Inc. (PSI)** – To perform verification laboratory testing as necessary. Verification testing will only be required to spot check the Contractor's test results as determined by the Project Administrator. Field density testing will be conducted as required by SAI's staff.

**Covalt Group-** To perform Resident Compliance Specialist Services. Resident Compliance Specialist services are based on the FDOT conducting 30% and Final CCCA reviews per the LAP manual. Additional reviews and any request by the FDOT outside the standard RCS's scope (EEO Contract Compliance Manual/FHWA 1273) may result in additional RCS hours.

### Public Information Services:

Public Information Services are not included in the Scope.

**Lakeview Boulevard Multi-Use Path**

Construction Letting Date: May 10, 2018  
 Pre-Construction Conference Date: June 26, 2018  
 Notice to Proceed: July 9, 2018  
 CEI Start Date: June 15, 2018  
 Construction Duration: 110 Days  
 Competition Date: October 27, 2018  
 Final Acceptance: November 26, 2018  
 CEI End Date: 12-15-18

**Lakeview Boulevard Multi-Use Path**

Personnel Classification	CEI Startup							CEI Closeout				Man Hours
	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Man Months	Man Months	Man Hours		
Senior Project Engineer/Project Manager	0.0254	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.1754	0.1754	28.064	
Project Administrator	0.126	0.125	0.125	0.125	0.125	0.125	0.125	0.126	0.8765	0.8765	140.24	
Contract Support Specialist	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.050	0.35	0.35	56	
Senior Inspector	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.400	3.4	3.4	544	
Asphalt Plant Inspector									0	0	0	
Resident Compliance Specialist	0.025	0.1	0.1	0.1	0.1	0.1	0.100	0.100	0.625	0.625	100	
<b>Totals</b>	<b>0.7264</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>0.701</b>	<b>5.4269</b>	<b>5.4269</b>	<b>868.304</b>	

SAI Consulting Engineers Inc.

ESTIMATED COSTSCONSTRUCTION ENGINEERING AND INSPECTION SERVICES

Financial Project I.D.#

Lakeview Boulevard Multi-Use Path

County: City of Palm Coast

<u>Employee Classification</u>	<u>Regular Time Manhours</u>	<u>Average Hourly Rate</u>	<u>Raw Salary Cost</u>
Senior Project Engineer	28.064	\$61.30	\$1,720.32
Project Administrator	140.24	\$54.50	\$7,643.08
Senior Inspector	544	\$29.87	\$16,249.28
Inspector	0	\$0.00	\$0.00
Enviromental Specaillist	0	\$0.00	\$0.00
Contract Support Speialist	56	\$21.50	\$1,204.00
<b>TOTALS</b>	<b>768.304</b>	<b>\$34.90</b>	<b>\$26,816.68</b>
Total Overhead		117.47%	\$31,501.56
Subtotal - Raw Salary plus Overhead			\$58,318.24
Lump Sum Fixed Fee (Operating Margin) Expenses		24.0%	\$6,436.00
Facilities Capital Cost of Money (Lump Sum):		15.56%	\$4,172.68
Overtime Straight Time Salary Related (Prime) (Limiting Amount)		0.000%	\$0.00
Overtime Fixed Fee (Lump Sum)			\$0.00
Overtime FCCM (Prime)			\$0.00
Overtime Expenses			\$0.00
Overtime Premium			\$0.00
Total			<b>\$68,926.92</b>
Sub 1 - PSI			\$0.00
Sub 2 - Covalt Group			\$5,940.00
Sub 3 - NAME of CONSULTANT			\$0.00
Materials Testing			\$2,000.00
<b>TOTAL MAXIMUM LIMITING FEES</b>			<b>\$74,866.92</b>



# Request for Statement of Qualifications RFSQ-CD-18-29 - Lakeview Boulevard Path & Seminole Woods Intersection Improvements

## Project Overview

<b>Project Details</b>	
<b>Reference ID</b>	Request for Statement of Qualifications RFSQ-CD-18-29
<b>Project Name</b>	Lakeview Boulevard Path & Seminole Woods Intersection Improvements
<b>Project Owner</b>	Kelly Downey
<b>Project Type</b>	RFPQ
<b>Department</b>	Procurement
<b>Budget</b>	\$0.00 - \$0.00
<b>Project Description</b>	The purpose of this Request for Statement of Qualifications (RFSQ) is for The City of Palm Coast to receive responses from qualified firms for Construction Engineering & Inspection Services (CEI) for the Lakeview boulevard multi-use path construction project and the SR 100 at Seminole Woods intersection improvements.
<b>Open Date</b>	Feb 21, 2018 8:00 AM EST
<b>Close Date</b>	Mar 22, 2018 2:00 PM EDT

<b>Awarded Suppliers</b>	<b>Reason</b>	<b>Score</b>
--------------------------	---------------	--------------



<b>SAI Consulting Engineers Inc.</b>		<b>86.25 pts</b>
--------------------------------------	--	------------------

## Seal status

Requested Information	Unsealed on	Unsealed by
Required Forms (A, B, 1-10)	Mar 22, 2018 3:00 PM EDT	Kelly Downey
RSQ Response	Mar 22, 2018 3:00 PM EDT	Kelly Downey

## Conflict of Interest

# Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: \* has direct or indirect financial interest in the award of the contract to any proponent; \* is currently employed by, or is a consultant to or under contract to a proponent; \* is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, \* has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
Kelly Downey	Mar 22, 2018 3:01 PM EDT	No
Carl Cote	Mar 28, 2018 3:05 PM EDT	No



Sean Castello	Mar 26, 2018 4:44 PM EDT	No
Donald Schragar	Mar 27, 2018 9:09 AM EDT	No
Rose Conceicao	Mar 29, 2018 4:38 PM EDT	No
Alena Dvornikova	Mar 23, 2018 8:09 AM EDT	No



## Project Criteria

Criteria	Points	Description
Required Forms	Pass/Fail	All required forms have been submitted
Table of Contents	Pass/Fail	Review forms
Project Team	25 pts	Project Team
Experience with Similar Projects	25 pts	Experience with Similar Projects
Project Understanding	30 pts	Understanding of the scope of the project up to 10 points. • Identification of unique project issues up to 10 points. • Management and Quality Assurance up to 10 points.
Schedule & Availability	10 pts	Schedule & Availability
Quality/Completeness & References	10 pts	Quality/Completeness & References
<b>Total</b>	<b>100 pts</b>	



# Scoring Summary

## Active Submissions

	Total	Required Forms	Table of Contents	Project Team	Experience with Similar Projects
Supplier	/ 100 pts	Pass/Fail	Pass/Fail	/ 25 pts	/ 25 pts
SAI Consulting Engineers Inc.	86.25 pts	Pass	Pass	21.75 pts	23.5 pts
Infrastructure Engineers	83.75 pts	Pass	Pass	19.5 pts	21.75 pts
Keville Enterprises Inc	68.75 pts	Pass	Pass	15.5 pts	14.25 pts
GAI Consultants	66.75 pts	Pass	Pass	16.5 pts	15.5 pts
P&S Paving Inc.	0 pts	Pass	Fail	0 pts	0 pts



	<b>Total</b>	<b>Required Forms</b>	<b>Table of Contents</b>	<b>Project Team</b>	<b>Experience with Similar Projects</b>
<b>Supplier</b>	<b>/ 100 pts</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>/ 25 pts</b>	<b>/ 25 pts</b>
SERVICE ELECTRIC COMPANY	0 pts	Fail	Fail	0 pts	0 pts

	<b>Project Understanding</b>	<b>Schedule &amp; Availability</b>	<b>Quality/Completeness &amp; References</b>
<b>Supplier</b>	<b>/ 30 pts</b>	<b>/ 10 pts</b>	<b>/ 10 pts</b>
SAI Consulting Engineers Inc.	27 pts	6.25 pts	7.75 pts
Infrastructure Engineers	27 pts	7.75 pts	7.75 pts
Keville Enterprises Inc	23.25 pts	8.25 pts	7.5 pts
GAI Consultants	18.75 pts	8.5 pts	7.5 pts



	<b>Project Understanding</b>	<b>Schedule &amp; Availability</b>	<b>Quality/Completeness &amp; References</b>
<b>Supplier</b>	<b>/ 30 pts</b>	<b>/ 10 pts</b>	<b>/ 10 pts</b>
P&S Paving Inc.	0 pts	0 pts	0 pts
SERVICE ELECTRIC COMPANY	0 pts	0 pts	0 pts

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>	\$409,233.75														
<b>Item Key</b>	3584	<b>Account</b>	21055011-063000-54510														
<b>Subject</b> RESOLUTION 2018-XX APPROVING RIGHTS-OF-WAY ACQUISITIONS FOR THE OLD KINGS ROAD WIDENING PROJECT																	
<p><b>Background :</b>  <u><b>UPDATE FROM THE MAY 29, 2018 WORKSHOP</b></u>            This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item.</p> <p><u><b>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</b></u>            Previously, City Council approved a Local Agency Program Agreement with the Florida Department of Transportation to fund the right-of-way acquisition phase for the Old Kings Road Widening Project. As right-of-way and easements are negotiated with property owners, City staff will bring those forward for City Council consideration.</p> <p>PC Lane, the owner for the property known as the bowling alley has accepted the City's initial appraised offer of \$25,000 for obtaining a temporary construction easement for approximately 4,690 square feet of property fronting OKR.</p> <p>JRN, Inc., the owner for the property known as Kentucky Fried Chicken has accepted the City's initial appraised offer of \$138,933.75 for obtaining the right-of-way for approximately 5,657 square feet of property fronting OKR.</p> <p>IRT Property Company, the owner for the property known as the Staples Plaza has accepted the City's initial appraised offer of \$204,700 for obtaining an infrastructure easement for approximately 30,710 square feet of property fronting OKR.</p> <p>ITT has assigned their drainage easement to the City of Palm Coast for the property known as Island Walk which property fronts Old Kings Road.</p> <p>Acquisition of these easements is necessary for the planned widening of the existing pavement to accommodate drainage improvements and driveway connections. The cost for these easements is funded by FDOT. City staff recommends approval of these purchases to help facilitate the construction of the proposed improvements.</p>																	
<p><b>SOURCE OF FUNDS WORKSHEET FY 2018</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Street Improvement Fund, Old Kings Road North Widening</b></td> </tr> <tr> <td colspan="2"><b>21055011-063000-54510</b></td> </tr> <tr> <td>Total Expenses/Encumbered to date</td> <td style="text-align: right;"><b>\$1,000,000.00</b></td> </tr> <tr> <td>Pending Work Orders/Contracts</td> <td style="text-align: right;">\$ 47,050.00</td> </tr> <tr> <td>Current purchases</td> <td style="text-align: right;">\$ 203,100.00</td> </tr> <tr> <td><b>Balance</b></td> <td style="text-align: right;"><b>\$ 368,633.75</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>\$ 381,216.25</b></td> </tr> </table>				<b>Street Improvement Fund, Old Kings Road North Widening</b>		<b>21055011-063000-54510</b>		Total Expenses/Encumbered to date	<b>\$1,000,000.00</b>	Pending Work Orders/Contracts	\$ 47,050.00	Current purchases	\$ 203,100.00	<b>Balance</b>	<b>\$ 368,633.75</b>		<b>\$ 381,216.25</b>
<b>Street Improvement Fund, Old Kings Road North Widening</b>																	
<b>21055011-063000-54510</b>																	
Total Expenses/Encumbered to date	<b>\$1,000,000.00</b>																
Pending Work Orders/Contracts	\$ 47,050.00																
Current purchases	\$ 203,100.00																
<b>Balance</b>	<b>\$ 368,633.75</b>																
	<b>\$ 381,216.25</b>																
<p><b>Recommended Action :</b>            Adopt Resolution 2018-XX approving rights-of-way acquisitions for the Old Kings Road North Widening project.</p>																	

**RESOLUTION 2018-\_\_\_\_**  
**OLD KINGS ROAD NORTH**  
**WIDENING PROJECT**  
**RIGHT-OF-WAY ACQUISITIONS**

**A RESOLUTION OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF THE AGREEMENTS WITH P.C. LANE (AKA BOWLING ALLEY), JRN, INC. (AKA KFC), IRT PROPERTY COMPANY (AKA STAPLES), AND ITT, FOR THE OLD KINGS ROAD NORTH WIDENING PROJECT; AUTHORIZING THE CITY MANAGER OR DESIGNEE, TO EXECUTE SAID CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast is in the process of obtaining easements and additional rights-of-way related to the Old Kings Road North Widening Project; and

**WHEREAS**, the City desires to obtain easements from the PC Lane, IRT, and ITT, and purchase the right-of-way from JRN for the Old Kings North Road Widening Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA:**

**SECTION 1. APPROVAL OF THE AGREEMENTS.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the right-of-way acquisition agreements with P.C. Lane, JRN, Inc., IRT Property Company and ITT, as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the agreement as depicted in Exhibit "A."

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5<sup>th</sup> of June 2018.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney

Attachments:  
PC Lane: Temporary Construction Easement  
Staples: Infrastructure Easement  
KFC: Right of Way purchase

# City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b>	UTILITY	<b>Amount</b>	\$119,676.00
<b>Item Key</b>	3480	<b>Account</b>	# 54029088 063000 81010
<b>Subject</b> RESOLUTION 2018-XX APPROVING THE PURCHASE OF A CONCENTRATE DISCHARGE PUMP AND MOTOR FROM TOM EVANS ENVIRONMENTAL INC.			
<b>Background :</b>			
<b><u>UPDATE FROM THE MAY 29, 2018 WORKSHOP</u></b>			
This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item.			
<b><u>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</u></b>			
The City of Palm Coast Utility Department operates a 3.0 million gallon per day water treatment facility (Water Treatment Plant 3) located at 400 Peavy Grade in Palm Coast. Water Treatment Plant 3 has a concentrate discharge pump and motor that are in need of replacement due to their age. The concentrate discharge pump and motor are used in the treatment process to convey concentrate to Water Treatment Plant #1 as additional source water.			
Staff proposes to purchase a replacement concentrate discharge pump and motor to maintain concentrate pumping capability at the facility. In order to ensure consistency in the pumping requirements, meet established written standards, and maintain the original design requirements, a Peerless pump and motor is required.			
In accordance with the City's Purchasing Policy, City staff evaluated this purchase and find that this purchase meets the criteria for sole source purchasing. This purchase is the only pump and motor that meets the specific needs and is only available from one source due to an exclusive sales territory, which is Tom Evans Environmental, Inc. Per the City's Purchasing Policy, City staff posted the intended purchase on the City's website for seven business days requesting that other potential vendors provide information regarding their ability to supply the requested goods. No other potential vendors contacted City staff.			
City staff recommend purchasing the Peerless concentrate discharge pump and motor, in the amount of \$119,676 from Tom Evans Environmental, Inc. The equipment and funds are budgeted under the Utility Capital Improvement Fund.			
<b>SOURCE OF FUNDS WORKSHEET FY 2018</b>			
<b>(CAPITAL CIP-54029088-063000-81010)</b>			
		<b>\$ 120,000.00</b>	
Total Expended/Encumbered to Date		\$ 0.00	
Pending Work Orders/Contracts		\$ 0.00	
Current Work Order		<u>\$ 119,676.00</u>	
<b>Balance</b>		<b>\$ 324.00</b>	
<b>Recommended Action :</b>			
Adopt Resolution 2018-XX approving the purchase of a concentrate discharge pump and motor from Tom Evans Environmental Inc.			

**RESOLUTION 2018-\_\_\_\_**  
**CONCENTRATE DISCHARGE PUMP**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE PURCHASE OF A CONCENTRATE DISCHARGE PUMP FOR WATER PLANT #3 FROM TOM EVANS ENVIRONMENTAL, INC.; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast’s Utility Department needs to purchase a concentrate discharge pump for Water Treatment Plant #3; and

**WHEREAS**, Tom Evans Environmental, Inc. desires to furnish the concentrate discharge pump, as a sole source purchase, for the City of Palm Coast; and

**WHEREAS**, the City of Palm Coast desires to purchase of the concentrate discharge pump from Tom Evans Environmental, Inc., for Water Treatment Plant #3.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF PURCHASE.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the purchase of a concentrate discharge pump from Tom Evans Environmental, Inc., as attached hereto and incorporated herein by reference as Exhibit “A.”

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5<sup>th</sup> day of June 2018.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachment: Concentrate Pump-Motor Quote

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney



# city of PALM COAST

Administrative Services & Economic Development  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO SOLE SOURCE

**Project Number: SS-18-44**

**Project Name: Concentrate Pump and Motor**

**Date:** April 13, 2018

**The City of Palm Coast intends to waive the solicitation process and approve a sole/single to Tom Evans Environmental Inc. for the purchase of Concentrate Pump and Motor.**

Interested vendors (firms or individuals) that can provide the goods/services can respond with an alternate solution that overcomes the sole/single source reasons stated on the sole/single source documentation, along with sufficient detailed convincing documentation, regarding their ability to supply equivalent commodities or services. Responses or questions seeking additional detail regarding the procurement, specifications, terms, conditions, requirements, etc are directed to contact: Kelly Downey at [KLittle-Downey@palmcoastgov.com](mailto:KLittle-Downey@palmcoastgov.com) prior to 2:00 PM on Tuesday, April 24, 2018. The City reserves the right to require the responding Vendor to submit additional information as it may deem necessary, and may consider any evidence available to it of the financial, technical, and other qualifications and abilities of the responding vendor.

This is **not** a request for bids or proposal and there is no solicitation available. The City will not consider any responses as a proposal, bid or quote. Any responses received as a result of this Notice of Intent shall be considered solely for determining whether bona fide competition exists.

If it is determined by City staff, after reviewing any information received from responding vendors, that sole/single source justification stands and that the commodities or contractual services are available only from a sole/single source, the City shall prepare a recommendation to the City Commission requesting approval to waive the solicitation process and proceed with the sole/single-source purchase.



## Scope of Services

### Concentrate Pump & Motor

#### PART 1 –GENERAL

##### 1.01 DESCRIPTION

###### SCOPE

The scope includes the furnishing of a Peerless Vertical Turbine pump and driver, Model 12LD pumping system. Peerless Vertical – 12LD, 3 Stage Bowl Assembly, Material Group R, Flanged Column 8/1.5, L6, Suction Bell, Flanged Discharge Bowl, OLS.

##### 1.02 QUALITY ASSURANCE

Pumps shall conform to the applicable requirements of ANSI/AWWA E101. Pumps shall be designed, fabricated, installed, and tested in accordance with the requirements of the Hydraulic Institute and the specified standards.

##### 1.03 ACCEPTABLE MANUFACTURERS

Currently this facility has in service 2 – Peerless Vertical – 12LD. The only manufacturer accepted will be Peerless to match existing pumps. The specifications listed in the scope under section XXX, Products.

##### 1.04. SUBMITTALS

The following product data shall be submitted by the pump manufacturer for review and approval by the city prior to the fabrication of the system:

1. Manufacturer's specification data and descriptive literature.
2. Bearing loads and stresses.
3. Performance curves showing capacity verses head and pump horsepower from 0 to 130% of design capacity.
4. Motor efficiencies and power factors at 50%, 75%, and 100% at full load.

5. The following data shall be submitted for the motor:
 

Manufacturer's Designation	No. of phases
Horsepower Output	Voltage
Time rating	Full load amperes
Temperature Rise	Code
RPM at Full Load	Design Letter
Frequency	Service Factor
6. Drawings showing general dimensions, connections, and wiring diagrams.
7. Procedures for proper installation.
8. Manufacture's guarantee.
9. Information about the nature and location of parts, service crews, and repair facilities.
10. Factory certification that bowl assembly meets the specified requirements.
11. Shop drawing submittals shall be complete in one submittal.

1.05 OPERATION AND MAINTENANCE MANUALS

1. Detailed operation and maintenance (O&M) manual for the system shall be provided by the manufacturer. A total of two (2) copies of O&M manuals are required.

**PART 2 – PRODUCTS**

2.01 TURBINE PUMPS AND DRIVERS

Pumps shall be equipped with mechanical seals. The Concentrate Disposal Pump shall be designed to operate at any point on the curve defined by the following operating points.

Item	Value
Pump Size, inch	10
Design Operating Capacity GPM	<b>200 - 600</b>
Design TDH (ft.), 1 pump running @ 200 GPM	12

Design TDH (ft.), 1 pump running @ 400 GPM	30
Design TDH (ft.), 1 pump running @ 600 GPM	57
Assume Efficiency (%)	80
Motor Horsepower required (HP)	50
Variable Speed Range (RPM)	950 - 1770
Voltage (V)	480
Phase	3
Frequency (Hz)	60

Note: The pumping unit shall consist of clip-on type basket strainer, bell type suction, bowl assembly, discharge column, line shaft, discharge head assembly, and driver.

## 2.02 SUCTION STRAINER

A basket pattern suction strainer constructed of 316 stainless steel of approved design shall be attached to the bottom bowl assembly to prevent any material from entering the pump bowls that will damage the pump. The suction strainer shall have a net area of at least (4) times the suction pipe area. The maximum opening shall be not more than 75% of the minimum opening of the water passage through the bowls or impellers. Suction strainers shall be designed as vortex suppressors.

## 2.03 BOWL ASSEMBLY

1. Pump bowls, suction and discharge cases shall be closed grained 316 stainless steel, without imperfections, accurately machined and fitted to close dimensions.
2. The pump bowl interior shall be uncoated stainless steel. The suction case and intermediate bowls shall be fitted with replaceable babbitted carbon lateral wear rings. Wear rings shall have the minimum practical clearance

to the matting cylindrical surface of the impeller to provide adequate sealing to restrict the leakage flow at impeller skirt independent of vertical positioning of the impeller. The impeller shaft shall be supported in the bowl by babbitted carbon bearings.

3. The suction case bearing constructed of SAE 660 bronze shall be greased packed with provision for grease circulation from a reservoir in the suction case hub. A sand collar of rubber bronze ASTM B505 Alloy 836, shall be provided to protect the suction case bearing from abrasives in the liquid pumped. The discharge case shall have vanes to deliver the flow of water with minimum turbulence.
4. Impeller shall be of the enclosed type, cast of 316 stainless steel, accurately cast, machined, perfectly balanced mechanically and hydraulically and filed for optimum performance and minimum vibration. The design shall be non-overloading for capacity of the motor selected. The impeller shall be double keyed to the impeller shaft with Type 316 stainless steel keys.

#### 2.04 DISCHARGE COLUMN PIPE

The discharge column to be furnished under these specifications shall be 316 stainless steel with a minimum wall thickness of 0.279 inch and be supplied in one piece for setting of the bowl assemblies. The upper end of the column pipe shall be flanged connected to the underside of the pump discharge head. The pump column section shall be flanged top and bottom and provided with and integral bearing retainer with a babbitt carbon bearing. The bottom section of the column pipe shall have a smooth transition to match the transition area bowl to the top bowl. Spider bearing retainers shall be 316 Series stainless steel and the line shaft bearing inserts shall be nitrile neoprene.

#### 2.05 LINE SHAFT

1. Line Shaft Bearings: The column assembly bearing guides shall be 316 stainless steel. The bearing guides shall be threaded into the pipe couplings and retained by the butted pipe ends. Each bearing guide shall contain a water lubricated, EPDM bearing designed for vertical turbine pump service.
2. The line shaft shall be of 316 stainless steel ground and polished with a surface finish not to exceed 40 rms. It shall be of ample size to operate the pump without distortion or vibration and shall be capable of carrying the maximum horsepower that may be generated by the motor. The butting ends shall be machined, faced and recessed square to axis of the shaft. To ensure accurate alignment, the shaft shall be straight within 0.005 inches run-out. The ends of the shaft shall be accurately machine threaded for connection. Shaft couplings shall be bored and threaded from solid Type 303 stainless steel bars designed with a safety factor of 1-1/2 times that of

the shaft. The treads shall be left handed to tighten during pump operation. The couplings shall be without vent holes. The length of the shaft shall be such as to match properly the length of the discharge column. The shaft shall be furnished in interchangeable sections not over five (10) feet in length. Pump line shaft shall be 1 – 15/16” diameter.

#### 2.06 DISCHARGE HEAD ASSEMBLY

1. A suitable pump head of high grade fabricated 316 series stainless steel shall be provided for mounting a vertical electric motor and supporting the pump column, bowls and suction pipe.
2. The outlet shall be equipped with a 150 lb. class, flanged above grade discharge elbow, provided with a raised face and drill to match ANSI A21.10 Class 150 steel flanges. The discharge head shall be provided in a minimum thickness of 3/8” and shall have 1” NPT drain and pre-lube connection provided. The discharge head shall have mechanical seals.
3. The design shall permit the drive shaft to be coupled above the stuffing box to facilitate easy removal and replacement of the driver.

#### 2.07 DRIVER

1. The motor shall be designed for 230/460 volt, 3 phase, and 60 hertz operation. The pump manufacturer shall select the motor so that during normal conditions, the motor will operate the load continuously, without operating in the service facto range.
2. The pump motor are to be IEEE, Part 31, INVERTER DUTY RATING, premium efficiency, totally enclosed fan cooled, for corrosive environments. Motors shall have 1.15 service factors for sine wave power and 1.0 SF for inverted power. Motors shall be provided such that the motor shall be sufficient to operate the pump anywhere on its performance curve without operating in its service factor.
3. A thrust bearing of ample capacity to carry the weight of all rotating parts plus the hydraulic thrush shall be incorporated into the driver as an integral part of it. The bearing shall be of such size that the average life rating is no less than five (5) years continuous operation.
4. A top drive coupling shall be equipped with a non-reverse back-stop.
5. Provide motors with oversized conduit boxes, NEMA 4 construction, NEMA 4 accessory box with 120 VAC, 200 watt space heaters, thermostats imbed in motor windings, wired to the accessory box, grounding lug in the conduit box, stainless steel drains and breathers, stainless steel motor hardware and fasteners, and complete motor tests with certified reports.

**January 23, 2018**

**City of Palm Coast  
Water Utilities  
400 Peavy Grade  
Palm Coast, FL 32137**

**Attn: Mr. Peter Roussell**

**Dear Mr. Roussell,**

**Please accept this letter as formal notification to the City of Palm Coast that Tom Evans Environmental, Inc., by contract is the sole supplier for Grundfos Pump Divisions including Peerless, Yeomans Chicago, Morris and PACO products in the Florida municipal market and for your account.**

**The Grundfos product line includes vertical and submersible turbine, horizontal split case, end suction centrifugal/ANSI process and non clog sewage pumps. Please contact Tom Evans Environmental, Inc. for all your pumping needs which includes pumps, parts, factory reconditioning and service.**

**Thank you for your consideration and continued support of Grundfos/Peerless products. Please do not hesitate to call us if we may be of further service.**

**Respectfully Submitted,**

***Gary Reid***

**Gary Reid  
Regional Sales Manager-Municipal/Wastewater  
Grundfos/Peerless Pump**

**Cc: Tom Evans Environmental, Inc.**



Customer : City of Palm Coast

Dale M. Jahn, Sales Engineer

Tom Evans Environmental, Inc.  
 3605 Ventura Drive East, Lakeland FL 33881  
 Phone 407.864.5400  
 Fax 863.619.8098

Project : Palm Coast WTP #3 Spare 12LD-3  
 Quote No. : US-4623-29

Page No : 1 Date : January 3, 201

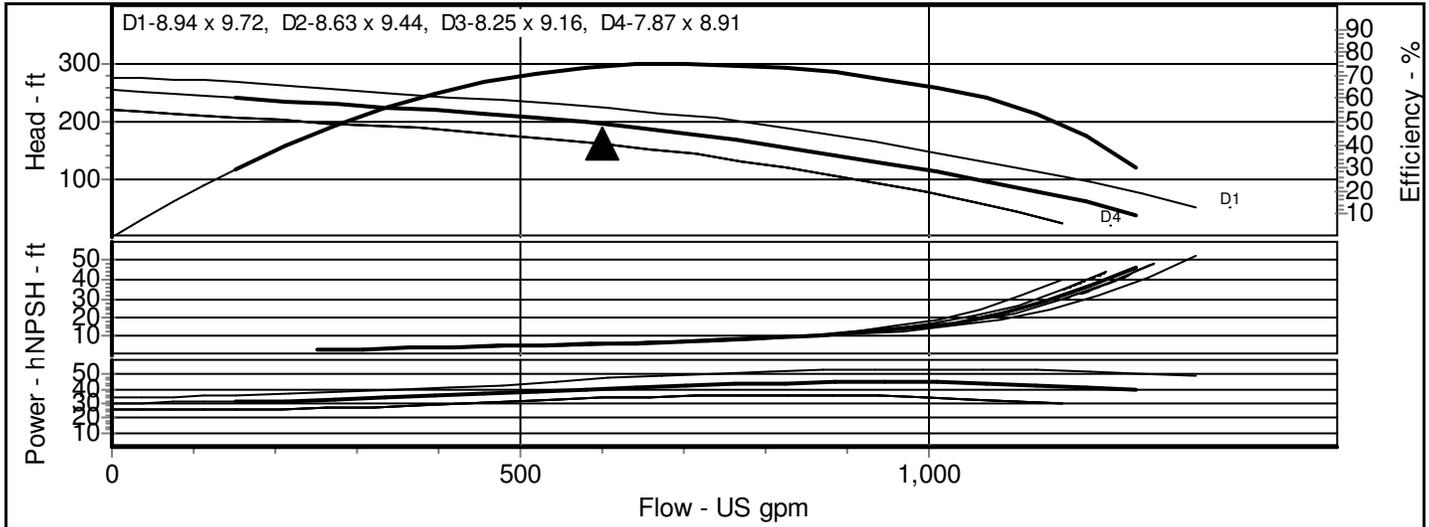
Pump Model: **Peerless Vertical - 12LD 3 Stages**  
 Nom. Speed: **1770 RPM, 60 Hz Electric**  
 Market : **Vertical Turbine Pump**  
 Impeller No.: **2649365 / LC**  
 Material Spec. Group: **R - B: 316 ss; I: 316 ss**

Stage No.	Trim Status	Imp. Dia. (inch) D2-in x D2-out
----	Full	----
----	Full	8.94 x 9.72
1 - 3	Trimmed P	8.49 x 9.33

Item : 1 Fluid: **Water**  
 Your Ref. : Temperature: **75 °F**  
 Viscosity: **0.919 cSt**  
 Sp. Gravity: **0.999 (base temp. 68 °F)**

Flow rate Q: **600 US gpm**  
 Bowl Total Head: **191 ft**  
 Bowl Efficiency: **73.8 %**  
 Bowl Power Required: **40.1 hp**  
 NPSH Required **6 ft**

Performance curve according to Hyd Ins 14.6 Unilateral



Comments

Refer to factory for all single point bowl performance guarantees. See Hydraulic Performance document in RAPID for performance test acceptance grades/tolerances & contractual guarantees..

Flow (US gpm)	Head (ft)	Efficiency (%)	Power Required (hp)	NPSH Required (ft)	Thrust (lb)
0.0	253.7	0.0	30.6		2704
156.7	240.2	30.4	31.3		2393
313.4	226.5	53.5	33.4	3.5	2077
470.1	211.8	68.0	36.9	4.8	1823
626.9	191.8	74.4	40.8	6.4	1592
783.6	164.2	74.2	43.8	8.9	1333
940.3	129.9	68.8	44.8	12.8	1030
1097.0	89.8	57.4	43.3	22.9	699
1253.7	37.7	29.9	39.9	46.8	324





Customer : City of Palm Coast

Dale M. Jahn, Sales Engineer

Tom Evans Environmental, Inc.  
 3605 Ventura Drive East, Lakeland FL 33881  
 Phone 407.864.5400  
 Fax 863.619.8098

Project : Palm Coast WTP #3 Spare 12LD-3

Quote No. : US-4623-29

Page No : 1

Date : day, January 3, 201

Item: 1  
 Model : Peerless Vertical - 12LD

Flow (US gpm)	Head (ft)	Eff. (%)	Power (hp)	Speed (RPM)
600	191	73.8	40.1	1770
Liquid	Temp. (°F)	Sp. Gravity	Visc. (cSt)	Dia. (inch)
Water	75	0.999	0.919	8.92

**Summary Quotation:**

Item No	Description	Weight (lb)	Qty
1	12LD, 3 Stage Bowl Assembly, Material Group R, 316 S S , Flanged Column 8/1.5, L6, Suction Bell, Flanged Discharge Bowl, OLS	0	1
2	Impeller, trimmed, surface finish Ra75, vane exit Std. Fig.4-0.063	0	3
3			
4	Top Bowl	110	1
5	Bowl, Intermediate	220	2
6	Bushing, Taper Lock (Collet) - Material 316ss	0	3
7	Fastener, Bowl, Standard Material	0	36
8	Fastener, Bowl / Column	0	12
9	Nut, Fastener	0	12
10	Gasket, Bowl	0	1
11	Dynamic Balanced Impeller	0	3
12	Charge for Polishing (Premium Efficiency)	0	3
13	Ring, Wear, Bowl, Material 420ss	0	3
14	Ring, Wear, Impeller, Material 410ss	0	3
15	Case, Suction	235	1
16	Plug, Pipe (Suction)	0	1
17	Shaft, Pump, D = 1.50 inch, L = 53.1 inch, T.Lock, Material 316ss	0	1
18	Coupling, Threaded, Shaft	2	1
19	Strainer, Basket, Material 316Lss	18	1
20	OLS Flanged column 8.0 inch / 1.50 inch shaft / 5ft bearing spacing, length base to bowl 93 inch , p-class 3	0	1
21	Pipe, column flanged 8.0 inch, bottom, length 60 inch	163	1

Quote valid for 30 days

Grundfos - RAPID v8.25.9.1 (Windows 7) - 06th March 2012.





Customer : City of Palm Coast

Dale M. Jahn, Sales Engineer

Tom Evans Environmental, Inc.  
3605 Ventura Drive East, Lakeland FL 33881  
Phone 407.864.5400  
Fax 863.619.8098

Project : Palm Coast WTP #3 Spare 12LD-3  
Quote No. : US-4623-29 Page No : 2 Date : day, January 3, 201

22	Pipe, column flanged 8.0 inch, top, code length 33 inch	99	1
23	Shaft critical speed analysis	0	1
24	Shaft-Group of Column	0	1
25	Shaft, line, bottom, threaded , D = 1.50 inch, length 60 inch	30	1
26	Shaft, line, top, threaded , <2-Piece-Top-Shaft>, D=1.50 inch, L=50.00 inch	25	1
27	Bearing, Open Line Shaft	0	1
28	Retainer, Bearing, Open Line Shaft	6	1
29	Screw, intermediate flange, Material 316ss	0	8
30	Nut, intermediate flange, Material 316ss	0	8
31	Oring, intermediate flange	0	1
32	Coupling, Threaded, Shaft	2	1
33	Top, Shaft, Line, Assembly	0	1
34	Coupling, Drive, Flanged, With Spacer (Motor Shaft Ø1.63 in)	22	1
35	Shaft, Line, Diameter 1.50 inch	0	1
36	Mechanical sealing	0	1
37	Stuffing box	0	1
38	Gasket, Seal Chamber/Disch Head	0	1
39	Ring Top Seal	0	1
40	Screw, Hex Head Cap	0	4
41	Plug, Square Head Pipe	0	1
42	Fitting, Tubing Compression	0	2
43	Tubing	0	36
44	Washer, Seal Gland Flat	0	4
45	Discharge head assembly 8x8x12FA	0	1
46	Modification of Discharge Head for Vertical Solid Shaft (VSS) Motor	0	1
47	Pump operates at Variable Speed	0	1
48	Head, Discharge 8x8x12FA, Motor Base Diameter BD=12 inch	388	1
49	Discharge Flange 150 lb	30	1
50	INFO: Dimension C (discharge head shaft stick down) = 10.500 inches	0	1

Quote valid for 30 days

Grundfos - RAPID v8.25.9.1 (Windows 7) - 06th March 2012.





Customer : City of Palm Coast

Dale M. Jahn, Sales Engineer

Tom Evans Environmental, Inc.  
3605 Ventura Drive East, Lakeland FL 33881  
Phone 407.864.5400  
Fax 863.619.8098

Project : Palm Coast WTP #3 Spare 12LD-3  
Quote No. : US-4623-29 Page No : 3 Date : day, January 3, 201

51	Name Plate, Pump Data			0	1
52	Name Plate, pp Data Screws			0	4
53	Name Plate, Rotation Direction			0	1
54	Name Plate, Warning			0	1
55	Wedge, Leveling			0	4
56	Plug 1, Discharge Head Sq Head Pipe 1/4"x 18 TPI NPT			0	5
57	Plug 2, Discharge Head Sq Head Pipe 1"x 11.5 TPI NPT			0	1
58	Guard 1, Coupling			0	1
59	Guard 2, Coupling			0	1
60	Screw, Guard			0	8
61	Washer, Guard			0	8
62	Stud, Flanged Column - Cast Head, Material 316ss			0	8
63	Nut, Top Flange / Flanged Column, Material 316ss			0	8
64	Gasket, Top Segment, Flanged Column			0	1
65	Bolt, Motor			0	4
66	Motor	50hp	1 rpm, 6 3Ph, 60Hz	0	1
67	Winding thermal protection Thermostats			0	1
68	Service Factor 1.15			0	1
69	Ground lug in conduit box			0	1
70	Non reverse ratchet			0	1
71					
72					
73	Testing: Complete Initial Test			0	1
74					
75					
76					
77					
78	Laboratory Performance Test, non-witnessed			0	1
79	Tolerance Type: Hyd Inst 14.6 Unilateral 1U			0	1

Quote valid for 30 days

Grundfos - RAPID v8.25.9.1 (Windows 7) - 06th March 2012.





Customer : City of Palm Coast

Dale M. Jahn, Sales Engineer

Tom Evans Environmental, Inc.  
3605 Ventura Drive East, Lakeland FL 33881  
Phone 407.864.5400  
Fax 863.619.8098

Project : Palm Coast WTP #3 Spare 12LD-3  
Quote No. : US-4623-29 Page No : 4 Date : Tuesday, January 3, 201

80	Test Data Sheets	0	1
81	Curve Approval	0	1
82	Test Units US	0	1
83	Shipping Condition: Pump ASSEMBLED	0	1
84			
85	50hp, 1800 rpm vertical motor per Nidec factory quote	690	1
86			
87	316SS Column Pipe	0	1
88			
89	316SS Discharge Head and Seal Container	0	1
90			
91	316SS Solid Shaft Flanged Spacer Coupling	0	1
92	316SS Shafting with non-galling SS Couplings	0	1
93	Pickling and Passivating of Discharge Head	0	1
94			
95	Freight charges	0	1
96	Startup services	0	1
97			
98	S/N 707179 in performance, dimensions and materials.	0	1

**Terms of Payment:**

Shipment Terms FOB factory, freight included.

Estimated Schedule (week[s]):

32-36

Net Weight Total (lb):

2038

Payment Terms: Net 30

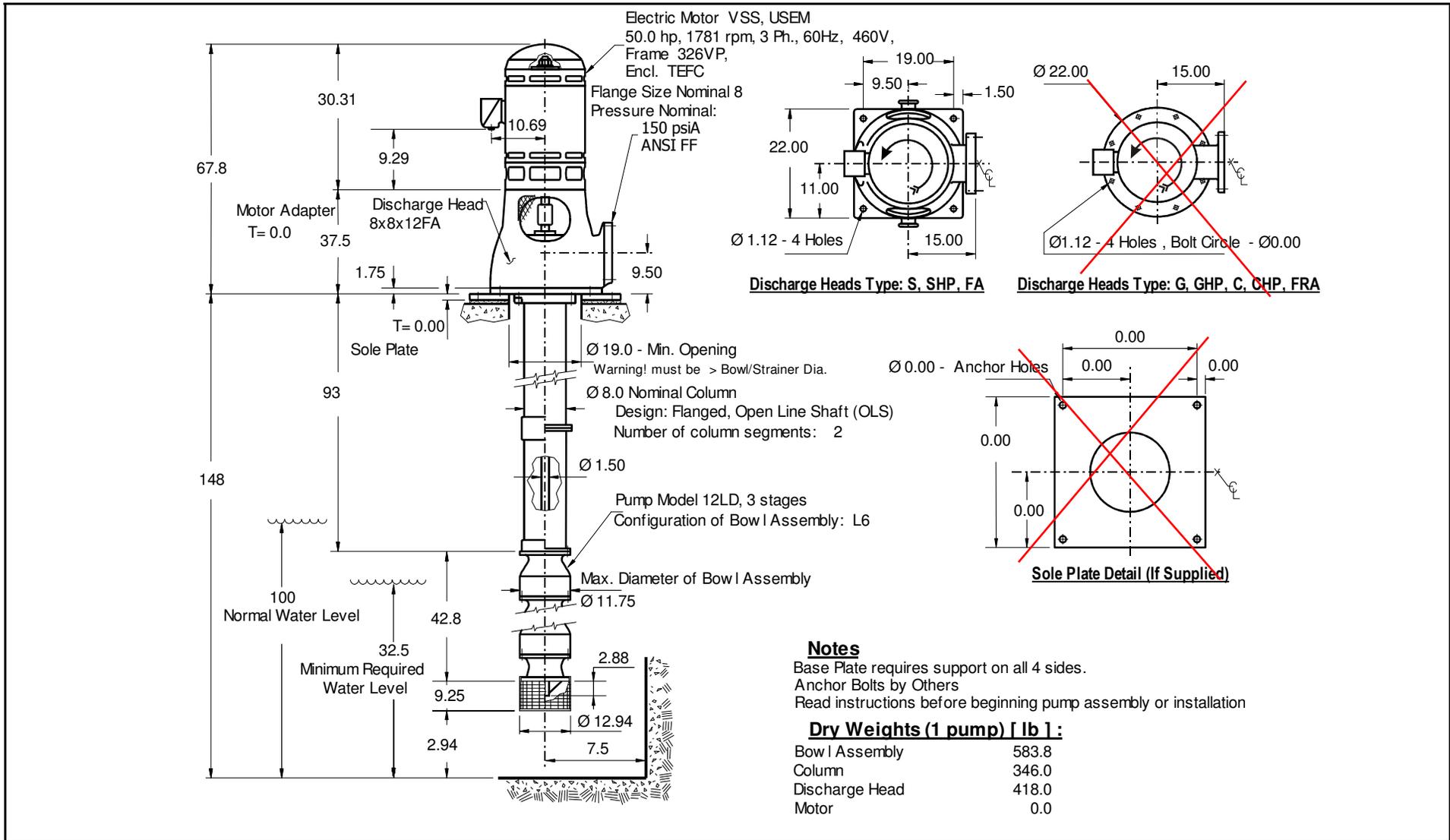
**Total (\$):** 119,676.00 each

Plus Applicable Taxes

Prices quoted subject to acceptance of the Company's Terms, Conditions, Warranty and our acceptance within 30 days from the date quoted herein.

*Dale M. Jahn*





Dimensions in (inch)

<b>Project :</b> Palm Coast WTP #3 Spare 12LD-3	<b>Capacity:</b> 600 (US gpm)	<b>Frame/Model:</b> 326VP
<b>Customer:</b> City of Palm Coast	<b>Total Head:</b> 191 (ft)	<b>Elec. Spec.:</b> Ph.
<b>Item No.:</b> 1	<b>Pump Speed:</b> 1770 (RPM)	<b>Service Factor:</b>
<b>Quote No. :</b> US-4623-29	<b>Impeller Dia.:</b> 8.92 (inch)	<b>Rotation:</b> counter-clockwise
<b>Pump Model:</b> Peerless Vertical - 12LD	<b>Power:</b> 50 (hp)	<b>Enclosure/Type:</b>



**Dale M. Jahn, Sales Engineer**  
**Tom Evans Environmental, Inc.**  
 3605 Ventura Drive East, Lakeland FL 33881  
 Phone 407.864.5400  
 Fax 863.619.8098

**Date :** Tuesday, January 3, 201  
**Page No :** 1

## City of Palm Coast, Florida Agenda Item

Agenda Date: 5/29/2018

<b>Department</b>	UTILITY	<b>Amount</b>	\$96,800.00 \$28,600.00
<b>Item Key</b>	3592	<b>Account</b>	# 54019083 034000 # 54019084 034000
<b>Subject</b>	RESOLUTION 2018-XX APPROVING A MASTER PRICE AGREEMENT WITH SHELLEY'S ENVIRONMENTAL SYSTEMS, INC. FOR WASTEWATER RESIDUALS MANAGEMENT		
<b>Background :</b>			
<b><u>UPDATE FROM THE MAY 29, 2018 WORKSHOP</u></b>			
This item was heard by City Council at their May 29, 2018 Workshop. There were no changes suggested to this item.			
<b><u>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</u></b>			
The City of Palm Coast Utility Department operates two (2) Wastewater Treatment Plants and is seeking a master price agreement for wastewater residuals disposal for both facilities. The current contract with Shelley's Environmental Systems is set to expire. Under the terms of the agreement, the contractor agrees to provide domestic wastewater residuals transportation, treatment, and disposal services in accordance with the rules promulgated by the Florida Department of Environmental Protection.			
City staff advertised and solicited bids for wastewater residuals management in accordance with the City's Purchasing Policy. Two (2) bids were received and were found to be responsive and responsible. City staff recommends entering into an agreement with the low bidder, Shelley's Environmental Systems, at \$55.00 per wet ton. The notice of intent to award and project bid overview are attached.			
Since this is a price agreement, City staff will purchase wastewater residual management services using budgeted funds appropriated by City Council. The Fiscal Year 2018 Budget includes funding within the Utility Fund to pay for these services. City staff estimate that the City will expend approximately \$434,000 annually under this contract. Total estimated amount for the remainder of this fiscal year is \$125,400.00.			
<b>Recommended Action :</b>			
Adopt Resolution 2018-XX approving a Master Price Agreement with Shelley's Environmental Systems, Inc. for wastewater residuals management.			

**RESOLUTION 2018-\_\_\_\_**  
**SHELLEY'S ENVIRONMENTAL SYSTEMS**  
**WASTE WATER RESIDUALS MANAGEMENT**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING PRICE AGREEMENT WITH SHELLEY'S ENVIRONMENTAL SYSTEMS FOR WASTEWATER RESIDUALS MANAGEMENT; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Shelley's Environmental Systems, Inc. has expressed a desire to provide removal and treatment services of wastewater residuals from Wastewater Treatment Plants and Reuse Facilities; and

WHEREAS, the City Council of the City of Palm Coast desires to receive Wastewater Treatment services for removal and treatment services of wastewater residulas from Shelley's Environmental Systems, Inc.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF PRICE AGREEMENTS.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the Price Agreements relating to awarding the price agreement for removal and treatment services of wastewater residuals with Shelley's Environmental Services, Inc. which are attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5th day of June 2018.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney

Attachment:

Exhibit "A" – Project Summary with Shelley's Environmental Systems, Inc.



# City of PALM COAST

Administrative Services & Economic Development  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO AWARD

**Project:** ITB-UT-18-24 Wastewater Residuals Management Services

**Date:** April 17, 2018

**Appeal Deadline:** Appeals must be Filed by 5:00 PM on April 20, 2018

Firm	Bid
<b>Shelley's Environmental Systems</b> Zellwood, FL	<b>\$55.00 per Wet Ton</b>
<b>T. Wyane Hill Trucking, Inc.</b> Bartow, FL	\$64.97 per Wet Ton

The intent of the City of Palm Coast is to award ITB-UT-18-24 to Shelley's Environmental Systems.

*Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.*

*A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout ([bfalgout@palmcoastgov.com](mailto:bfalgout@palmcoastgov.com)) shall constitute a waiver of the protest proceedings.*

*Any decision of the Administrative Services and Economic Development Director may be appealed to the City Manager by filing a written appeal to the City Manager within seven (7) days of the Administrative Services and Economic Development Director's decision. Any decision of the City Manager may be appealed to the City Council by filing a written appeal to the City Clerk within seven (7) days of the City Manager's decision. The same procedures as above shall apply to contest the award of the contract.*



# ITB-UT-18-24 - Wastewater Residuals Management Services

## Project Overview

Project Details	
Reference ID	ITB-UT-18-24
Project Name	Wastewater Residuals Management Services
Project Owner	Kelly Downey
Project Type	ITB
Department	Procurement
Budget	\$0.00 - \$0.00
Project Description	This Invitation to Bid is issued for the purpose of receiving qualified bids for a price agreement for Wastewater Residuals Management, Transport, Treatment and Disposal Services, in accordance with the controlling provisions of law.
Open Date	Mar 07, 2018 8:00 AM EST
Close Date	Apr 05, 2018 2:00 PM EDT

Awarded Suppliers	Reason	Score
Shelley's Environmental Systems		100 pts



## Seal status

Requested Information	Unsealed on	Unsealed by
Forms A, B, C, D, 1 - 10	Apr 05, 2018 2:19 PM EDT	Kelly Downey

## Conflict of Interest

# Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: \* has direct or indirect financial interest in the award of the contract to any proponent; \* is currently employed by, or is a consultant to or under contract to a proponent; \* is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, \* has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
Kelly Downey	Apr 05, 2018 2:20 PM EDT	No
Danny Ashburn	Apr 09, 2018 2:32 PM EDT	No
Patrick Henderspm	Apr 10, 2018 8:49 AM EDT	No
Gian Pubill	Apr 09, 2018 11:15 AM EDT	No



## Project Criteria

Criteria	Points	Description
Forms A, B, C, D, 1 - 10	Pass/Fail	Forms A, B, C, D, 1 - 10
Form C - Pricing	100 pts	Form C - Pricing
<b>Total</b>	<b>100 pts</b>	



# Scoring Summary

## Active Submissions

	<b>Total</b>	<b>Forms A, B, C, D, 1 - 10</b>	<b>Form C - Pricing</b>
<b>Supplier</b>	<b>/ 100 pts</b>	<b>Pass/Fail</b>	<b>/ 100 pts</b>
Shelley's Environmental Systems	100 pts	Pass	100 pts (\$55)
T. Wayne Hill Trucking, Inc.	84.65 pts	Pass	84.65 pts (\$64.97)

## City of Palm Coast, Florida Agenda Item

Agenda Date: 06/05/2018

<b>Department</b>	UTILITY	<b>Amount</b>	\$300,000.00
<b>Item Key</b>	3595	<b>Account</b>	#54029082 063000 82001
<b>Subject</b> RESOLUTION 2018-XX APPROVING A MASTER PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, INC. FOR PEP-TANK PUMP PANEL ASSEMBLIES			
<p><b>Background :</b>  <b><u>UPDATE FROM THE MAY 29, 2018 WORKSHOP</u></b>            This item was heard by City Council at their May 29, 2018 workshop. There were no changes suggested to this item. If City Council does not uphold City staff's determination and recommendation on the bid protest agenda item, no action on this item will be necessary.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE MAY 29, 2018 WORKSHOP</u></b>            The City of Palm Coast Utility Department maintains and operates a Pretreatment Effluent Pumping (PEP) system and is seeking a master price agreement for PEP tank pump panel assemblies. The current contract with Alpha General Services, Inc. is set to expire.</p> <p>City staff advertised and solicited bids for PEP tank pump panel assemblies in accordance with the City's Purchasing Policy. Three (3) bids were received, two (2) of which were found to be responsive and responsible. City staff recommends entering into an agreement with the low bidder, Alpha General Services, Inc., at \$3,673.00 per package. The notice of intent to award and project bid overview are attached.</p> <p>Since this is a price agreement, City staff will purchase PEP tank pump panel assemblies using budgeted funds appropriated by City Council. The Fiscal Year 2018 Budget includes funding within the Utility Fund to pay for these services. City staff estimate that the City will expend approximately \$900,000 annually under this contract. Total estimated amount for the remainder of this fiscal year is \$300,000.00.</p>			
<p><b>Recommended Action :</b>            Adopt Resolution 2018-XX approving a Master Price Agreement with Alpha General Services, Inc. for PEP Tank Pump Panel Assemblies.</p>			

**RESOLUTION 2018-\_\_\_\_\_**  
**PRETREATMENT EFFLUENT PUMPING (PEP) TANK PUMP PANEL**  
**ASSEMBLIES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, INC.; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Alpha General Services, Inc. has expressed a desire to provide Pretreatment Effluent Pumping (PEP) Tank Pump Panel Assemblies to the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to award the above referenced price agreement from Alpha General Services, Inc.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF PRICE AGREEMENTS.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the Price Agreements relating to awarding the price agreement for Pretreatment Effluent Pumping (PEP) Tank Pump Panel Assemblies from Alpha General Services, Inc. which are attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 5th day of June 2018.

**CITY OF PALM COAST, FLORIDA**

*ATTEST:*

\_\_\_\_\_  
MILISSA HOLLAND, MAYOR

\_\_\_\_\_  
VIRGINIA A. SMITH, CITY CLERK

Attachments:

Exhibit "A" – Project Summary-Alpha General Services, Inc.

Approved as to form and legality

\_\_\_\_\_  
William E. Reischmann, Jr., Esq.  
City Attorney



# ITB-UT-18-30 - PEP Tank Pump Panel Assemblies

## Project Overview

<b>Project Details</b>	
<b>Reference ID</b>	ITB-UT-18-30
<b>Project Name</b>	PEP Tank Pump Panel Assemblies
<b>Project Owner</b>	Jesse Scott
<b>Project Type</b>	RFP
<b>Department</b>	Procurement
<b>Budget</b>	\$0.00 - \$0.00
<b>Project Description</b>	The City of Palm Coast is seeking a firm price for the purchase of Pretreatment Effluent Pumping (PEP) Tank Pump Panel Assemblies (Three Year Master Price Agreement Contract which may be renewed for two successive periods not to exceed one year each). All tanks, pumps, accessories, and appurtenances shall be new and be supplied by a single vendor.
<b>Open Date</b>	Mar 28, 2018 8:00 AM EDT
<b>Close Date</b>	Apr 19, 2018 2:00 PM EDT

<b>Awarded Suppliers</b>	<b>Reason</b>	<b>Score</b>
Alpha General Services		0 pts



## Seal status

Requested Information	Unsealed on	Unsealed by
Required Forms	Apr 19, 2018 2:01 PM EDT	Kelly Downey
Bid Price Schedule	Apr 19, 2018 2:02 PM EDT	Kelly Downey



## Questions and Answers

### Integrity sales and marketing, inc.

#### sole source wording

*Roger Davis, Mar 29, 2018 4:03 PM EDT*

Good afternoon. We are the Barnes pumps and controls manufacturer wishing to bid the pumps and controls. Based on the wording of "one source" supplier this is a sole source bid. Alpha General Services is exclusive with all parts as specified including the pumps and controls. We were the product choice of Palm Coast for many years. I can/will offer a five year warranty. May we bid the pumps and controls only or is this sole source Alpha ?

#### Pumps and controls for PEP systems

*Roger Davis, Mar 29, 2018 4:59 PM EDT*

Is there a separate bid for the pep tank pumps and controls as replacements? If yes when will the bid be available?



## Public Notices

### Project Files have been updated

*Jesse Scott, Apr 03, 2018 3:44 PM EDT*

- Project Public Files have been updated to include Addendum #1. Addendum #1 is now available on the portal and can be retrieved and downloaded. Please remember that all Addenda must be signed and dated for submission with all other required project submission documents. Failure to provide the signed and dated Addenda will result in the submission being evaluated as NON-RESPONSIVE.

### Notice of Intent to Award

*Jesse Scott, Apr 25, 2018 3:58 PM EDT*

The Notice of Intent to Award for this project has been posted to the Procurement Portal (Bonfire) and is available for downloading.

### Bid Protest Response

*Jesse Scott, May 03, 2018 12:08 PM EDT*

A Bid Protest Response has been added to the Portal and is now available for downloading.



## Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Alpha General Services	Apr 17, 2018 3:31 PM EDT	Richard LaPadula	priscilla@alphageneral.com	MjM1MDk=
The Mack Company	Apr 19, 2018 12:51 PM EDT	Andrew Ball	aball@mackcompany-fl.com	MjM2NDc=
Integrity sales and marketing, inc.	Apr 19, 2018 1:21 PM EDT	Roger Davis	Roger@intsales.com	MjM2NTE=



## Project Criteria

Criteria	Points	Description
Required Forms	Pass/Fail	Complete and submitted as requested
Required Forms, References	Pass/Fail	Meets requirements for technical and operational needs.
Price Schedule	0 pts	Total Price per unit
<b>Total</b>	<b>0 pts</b>	



## Scoring Summary

### Active Submissions

	Total	Required Forms	Required Forms, References	Price Schedule
Supplier	/ 0 pts	Pass/Fail	Pass/Fail	/ 0 pts
Alpha General Services	0 pts	Pass	Pass	0 pts (\$3,673.00)
The Mack Company	0 pts	Pass	Pass	0 pts (\$3,870.44)
Integrity sales and marketing, inc.	0 pts	Fail	Fail	0 pts (\$3,150.00)



## Proposal Scores

### Alpha General Services - Scoring Summary

#### Evaluation Group 1 - Completeness Review

	Required Forms
Reviewer	Pass/Fail
Jesse Scott	Pass
Average:	Pass
	↓
Calculated:	Pass



## Evaluation Group 2 - Technical Review

	Required Forms, References
<b>Reviewer</b>	<b>Pass/Fail</b>
ralph hand	Pass
Danny Ashburn	Pass
<b>Average:</b>	<b>Pass</b>
	↓
<b>Calculated:</b>	<b>Pass</b>



## Evaluation Group 3 - Pricing Review

	Price Schedule
<b>Reviewer</b>	<b>/ 0 pts</b>
Jesse Scott	\$3,673.00
<b>Average:</b>	<b>\$3,673.00</b>
	↓
<b>Calculated:</b>	<b>0 pts (\$3,673.00)</b>



## The Mack Company - Scoring Summary

### Evaluation Group 1 - Completeness Review

	Required Forms
Reviewer	Pass/Fail
Jesse Scott	Pass
<b>Average:</b>	<b>Pass</b>
	↓
<b>Calculated:</b>	<b>Pass</b>



## Evaluation Group 2 - Technical Review

	Required Forms, References
<b>Reviewer</b>	<b>Pass/Fail</b>
ralph hand	Pass
Danny Ashburn	Pass
<b>Average:</b>	<b>Pass</b>
	↓
<b>Calculated:</b>	<b>Pass</b>



### Evaluation Group 3 - Pricing Review

	Price Schedule
<b>Reviewer</b>	<b>/ 0 pts</b>
Jesse Scott	\$3,870.44
<b>Average:</b>	<b>\$3,870.44</b>
	↓
<b>Calculated:</b>	<b>0 pts (\$3,870.44)</b>



## Integrity sales and marketing, inc. - Scoring Summary

### Evaluation Group 1 - Completeness Review

	Required Forms
Reviewer	Pass/Fail
Jesse Scott	Fail
Average:	Fail
	↓
Calculated:	Fail



## Evaluation Group 2 - Technical Review

	Required Forms, References
<b>Reviewer</b>	<b>Pass/Fail</b>
ralph hand	Fail
Danny Ashburn	Fail
<b>Average:</b>	<b>Fail</b>
	↓
<b>Calculated:</b>	<b>Fail</b>



## Evaluation Group 3 - Pricing Review

	<b>Price Schedule</b>
<b>Reviewer</b>	<b>/ 0 pts</b>
Jesse Scott	\$3,150.00
<b>Average:</b>	<b>\$3,150.00</b>
	↓
<b>Calculated:</b>	<b>0 pts (\$3,150.00)</b>



## Proposal Score Comments

### Alpha General Services - Scoring Comments

#### Required Forms - Reviewer Scores

Reviewer	Score	Reason	Comments
Jesse Scott	Pass	Meets the requirement(s)	completed as requested

#### Required Forms, References - Reviewer Scores

Reviewer	Score	Reason	Comments
ralph hand	Pass	Meets the requirement(s)	has all required documents
Danny Ashburn	Pass	Meets the requirement(s)	Addenda included



## Price Schedule - Reviewer Scores

Reviewer	Score	Reason	Comments
Jesse Scott	0 pts (\$3,673.00)	-	3673.33 each



## The Mack Company - Scoring Comments

### Required Forms - Reviewer Scores

Reviewer	Score	Reason	Comments
Jesse Scott	Pass	Meets the requirement(s)	Completed as requested

### Required Forms, References - Reviewer Scores

Reviewer	Score	Reason	Comments
ralph hand	Pass	Meets the requirement(s)	has all required documents
Danny Ashburn	Pass	Meets the requirement(s)	Addenda included

### Price Schedule - Reviewer Scores



Reviewer	Score	Reason	Comments
Jesse Scott	0 pts (\$3,870.44)	-	3870.44 each



## Integrity sales and marketing, inc. - Scoring Comments

### Required Forms - Reviewer Scores

Reviewer	Score	Reason	Comments
Jesse Scott	Fail	Incomplete response	Did not submit signed and dated copies of Addenda as required and specified.

### Required Forms, References - Reviewer Scores

Reviewer	Score	Reason	Comments
ralph hand	Fail	Does not meet the requirement(s)	failed to include addendums
Danny Ashburn	Fail	Does not meet the requirement(s)	Addenda not included



## Price Schedule - Reviewer Scores

Reviewer	Score	Reason	Comments
Jesse Scott	0 pts (\$3,150.00)	-	3150 each



# City of PALM COAST

**Administrative Services & Economic Development**  
Central Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO AWARD

**Project:** ITB-UT-18-30 PEP Tank Pump Panel Assemblies

**Date:** April 25, 2018

**Appeal Deadline:** Appeals must be Filed by 5:00 PM on April 30, 2018

Firm	Bid
<b>Alpha General Services, Inc.</b> Sebring, FL	<b>\$3,673.00</b>
<b>J.B. Environmental, Inc dba The Mack Company</b> Wellington, FL	\$3,870.44
<b>Integrity Sales &amp; Marketing, Inc.</b> Mulberry, FL	<b>Non-responsive</b>

The intent of the City of Palm Coast is to award ITB-UT-18-30 to Alpha General Services, Inc..

### **Cc: Contract Coordinator, Project Manager, Assistant City Manager**

*Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.*

*A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout (bfa1gout@palmcoastgov.com) shall constitute a waiver of the protest proceedings.*

*Any decision of the Administrative Services and Economic Development Director may be appealed to the City Manager by filing a written appeal to the City Manager within seven (7) days of the Administrative Services and Economic Development Director's decision. Any decision of the City Manager may be appealed to the City Council by filing a written appeal to the City Clerk within seven (7) days of the City Manager's decision. The same procedures as above shall apply to contest the award of the contract.*

# City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	3617	<b>Account</b>
		<b>#</b>
<b>Subject</b>	PRESENTATION OF CERTIFICATES TO GRADUATING STUDENTS OF THE CITY OF PALM COAST'S CITIZENS ACADEMY CLASS	
<b>Background :</b>	<p>The members of the 43<sup>rd</sup> Citizens' Academy Class are graduating today. The Citizens' Academy was created to educate residents about the operation of our City government during the last five Monday evenings from 6:00 p.m. to 9:00 p.m., at which time, City Departments discussed operations relating to their department. In order to fully understand the function of each department, as it relates to the City, students were encouraged to ask questions during these sessions. Students are required to attend all classes in order to graduate and receive a certificate.</p>	
<b>Recommended Action :</b>	<p>Present certificates to the graduates of the 43<sup>rd</sup> class of the Palm Coast Citizens' Academy.</p>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : 6/5/2018

<b>Department</b>	CITY CLERK	<b>Amount</b>
<b>Item Key</b>	3623	<b>Account</b>
		<b>#</b>
<b>Subject</b>	OATH OF OFFICE FOR THE APPOINTED REPLACEMENT OF COUNCIL SEAT 4	
<b>Background :</b>		
<b>Recommended Action :</b>		

# City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b> CITY CLERK <b>Item Key</b> 3622	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> CALENDAR/WORKSHEET	
<b>Background :</b>	
<b>Recommended Action :</b>	

File #	Item	Title	Staff
		<b>Workshop 6/12/2018</b>	
	Presentation	Property Tax and Other Revenue	Alves/Williams
	Resolution	Old Kings Road ROW's	Cote
	Resolution	Whiteview Design	Cote
	Resolution	Retirement Plan Administrator	Cullen
	Resolution	Tennis Center Lease Agreement for Tower	Streichsbier
		<b>Business SPECIAL 6/12/2018</b>	
	Appointment	Appoint Seat 4	Council
		<b>Business 6/19/2018</b>	
	Resolution	Old Kings Road ROW's	Cote
	Resolution	Whiteview Design	Cote
	Resolution	Retirement Plan Administrator	Cullen
	Presentation	Flagler County Health Dept. Update	Lane
	Oath	Oath of Seat 4	Smith
	Resolution	Tennis Center Lease Agreement for Tower	Streichsbier
		<b>Workshop 6/26/2018</b>	
		<b>Business 7/03/2018</b>	
		<b>Workshop 7/10/2018</b>	
	Resolution	Fixed Base Meter Reading	Adams/Zaleski
	Presentation	General Fund and TRIM Rate	Alves/Williams
		<b>Business 7/17/2018</b>	
	Resolution	Fixed Base Meter Reading	Adams/Zaleski
	Resolution	Proposed Millage Rate	Alves/Williams
		<b>Future</b>	
	Resolution	Purchase of Wastewater Collection Odor Control Units	Adams/Ashburn
	Resolution	Master Plan SCADA Telemetry Standardization	Adams/Hogan
	Resolution	Annual Fire Inspection Fees	Alves
	Presentation	Proprietary and Special Revenue Funds 8/14	Alves/Williams
	Resolution	Budget Workshop - Final Proposed Budget 8/28	Alves/Williams
	Resolution	Permit compliance with NECGA (MOU and Conservation easement)	Bevan

	Resolution	Purchase/Installation Ozone Odor Control Unit WWTP #1	Blake
	Resolution	Purchase/Installation Primary Clarifier Process Equipment WWTP #1	Blake
	Resolution	Interlocal Mala Compra Storm Drain Project	Blake/Kronenberg
	Presentation	Street Resurfacing Update	Cote
	Resolution	Bulldog Drive Maintenance Map	Cote
	Presentation	Finalize 5 Year CIP 7/31	Cote
	Resolution	Stormwater and Environmental Engineering Services WO	Cote/Peel
	Resolution	Property Exchange NECGA	Falgout
	Resolution	IA Flagler Schools Fire Truck Donation	Forte
	Ordinance	Amend LDC Chapter 5 rewrite	Hoover
	Presentation	Citizen's Academy Graduation-10/16 44	Lane
	Ordinance 1st	Coastal Trace FLUM	Papa
	Ordinance 1st	Coastal Trace Rezoning	Papa

# City of Palm Coast, Florida Agenda Item

Agenda Date : 06/05/2018

<b>Department</b> CITY CLERK <b>Item Key</b> 3639	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> ATTACHMENTS TO MINUTES	
<b>Background :</b>	
<b>Recommended Action :</b>	

# Palm Coast Historical Society & Museum

Strategic Plan

June 5, 2018

Presented by

Dr. Elaine Studnicki

# Mission Statement

*Our mission is the collection, preservation and dissemination of material related to the City of Palm Coast and its people.*

## Vision Statement

*Our vision is to reach all of Palm Coast, to save and share the history of all segments of our population, and to offer programs that initiate a conversation about who we are, what we've done, and where we are going.*

# Five Goals

1. Increase Engagement
2. Expand Programs
3. Optimize Collections
4. Build Public Awareness
5. Strengthen Operational Procedures & Protocols

# 1. Increase Engagement

- Expand activities to better include our expanding city diversity
- Collect and share senior citizen experiences
- Establish a Palm Coast History Day
- Create classroom resources, including activity kits and books
- Create educational website for Palm Coast/Flagler County History

## 2. Expand Programs

- ◆ Explore larger events in Holland Park
- ◆ Storytelling History Project
- ◆ Women's History Project
- ◆ Diversity History Project
- ◆ Traveling speakers and workshops
- ◆ Work and share with FBM & FCHS

### 3. Optimize Collections

- ◆ Change exhibits and explore themes of importance to all of our citizens
- ◆ Create online galleries to make our stories and collections accessible to a global audience, day and night.
- ◆ Create traveling exhibits
- ◆ Establish “collection” days for historical items

## 4. Build Public Awareness

- ◆ Develop a Marketing Plan
- ◆ Expand our visibility in state and regional print and electronic media outlets
- ◆ Integrate social media marketing
- ◆ Develop partnerships
- ◆ Increase individual and corporate membership
- ◆ Provide a modest scholarship for a Palm Coast High School history student.

## 5. Strengthen Operational Procedures

- ◆ Go Digital
- ◆ Train volunteers
- ◆ Create plan for collections management planning and storage.
- ◆ Create a yearly calendar
- ◆ Maintain fiscal responsibility
- ◆ Update daily operations/procedures
- ◆ Celebrate

It's Our Future....  
design it, create it,  
believe in it

- ◆ Committees
  - ◆ Catalog
  - ◆ Events
  - ◆ Operations/Membership
  - ◆ Special Project
  - ◆ Communication/Technology

Let's take an  
example....  
A New  
Museum  
Exhibit

- ◆ Catalog Committee – Where's the information?
- ◆ Events Committee – How do we make it happen?
- ◆ Communication/Technology Committee- How do we promote it?
- ◆ Operations Committee – How do we support it?
- ◆ Special Project Committee – This is our project!

## 2018-2019 Calendar

- ◆ Let's get organized
- ◆ Founder's Day
- ◆ Lecture Series
- ◆ Museum Grand Opening
- ◆ Scholarship Committee

## ◆ 2019-2020 Calendar

- ◆ 50<sup>th</sup> Anniversary

What's first....  
let's be real.

Thank you



# KICK STARTING TOWN CENTER'S INNOVATION DISTRICT

---

# Recap

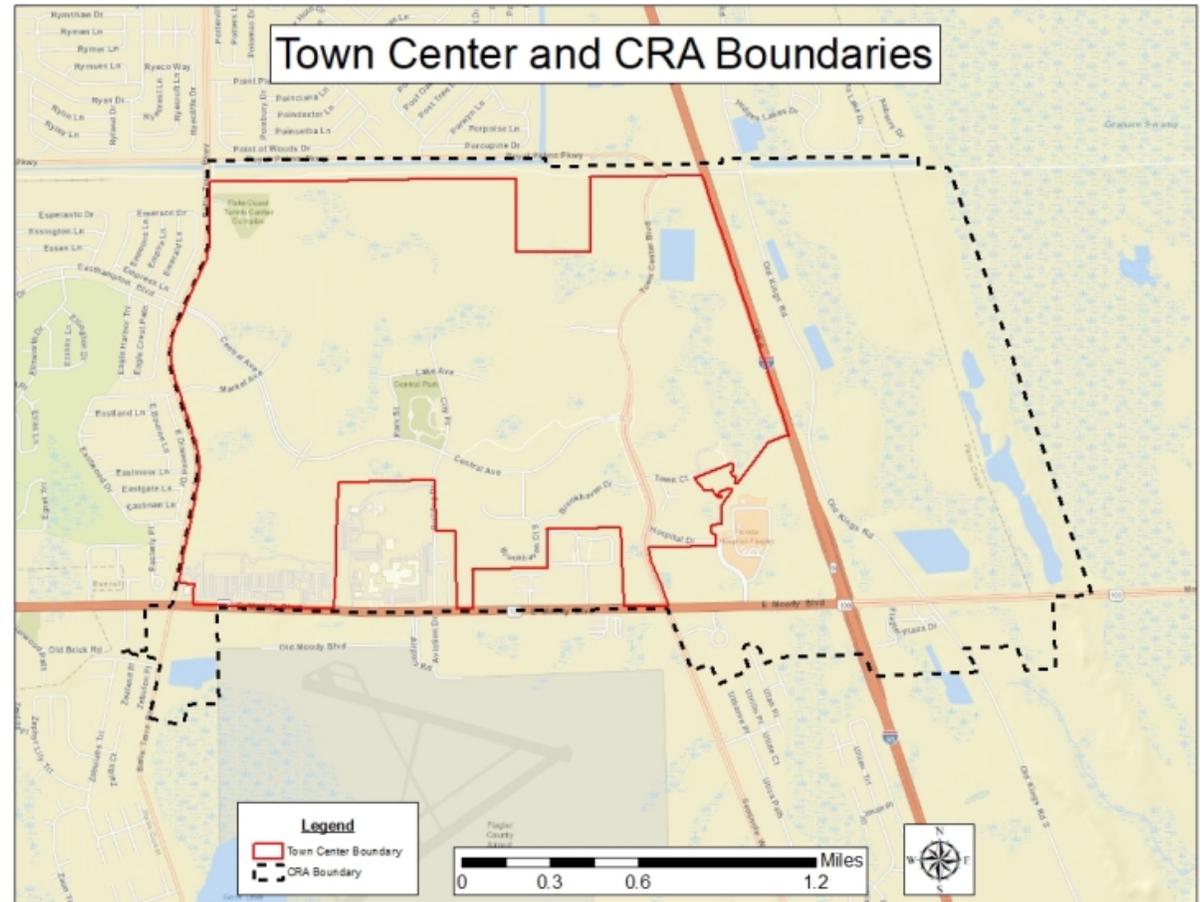
- City Council Workshop: Innovation District – April 24
- Meeting with Master Developer – April 25
- Innovation Team Meeting – April 30
- DEO Technical Assistance Grant – May 1
- Innovation Sub-Committee Meeting – May 16

# Innovation Kick Start Program

---

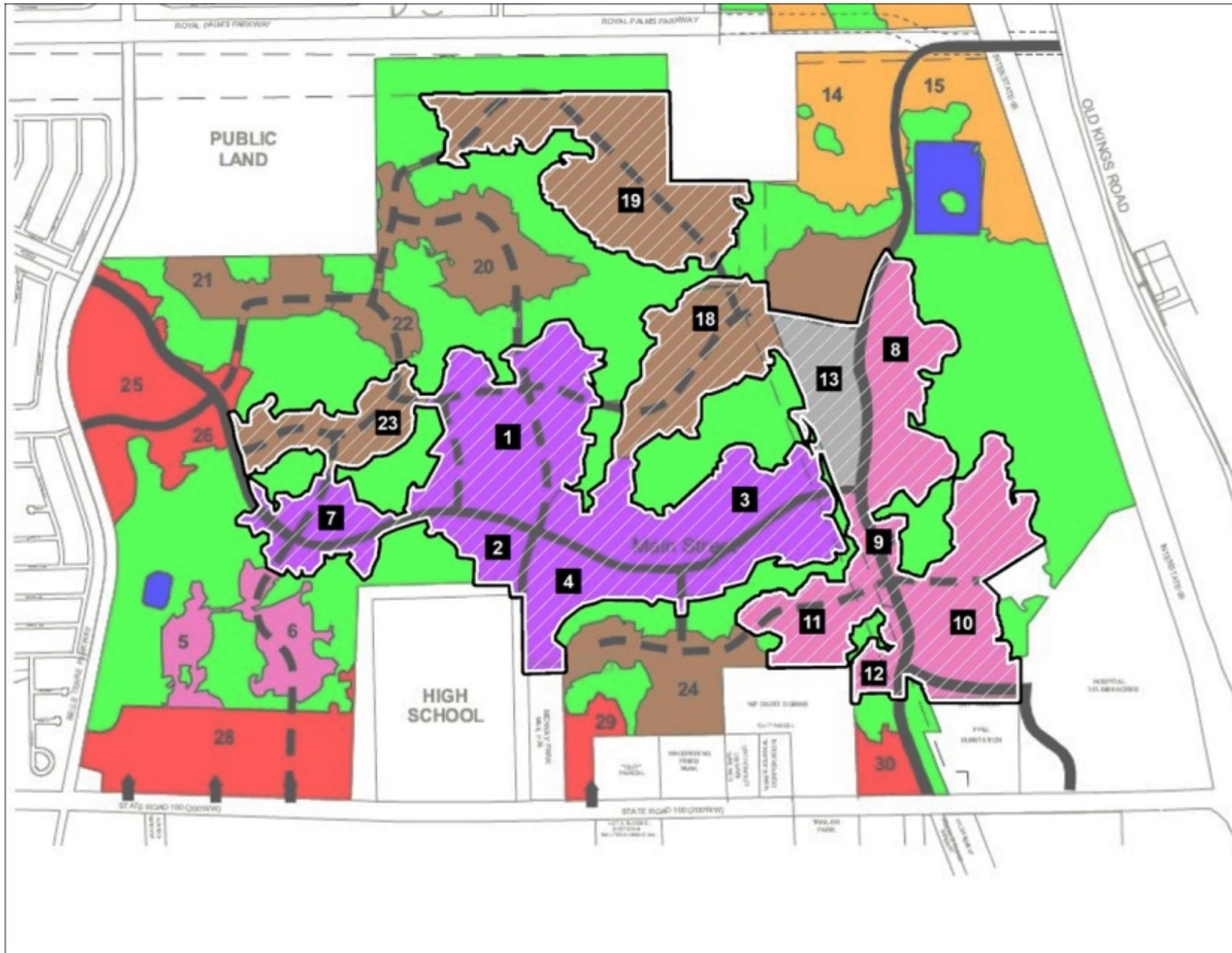
# Program Guidelines

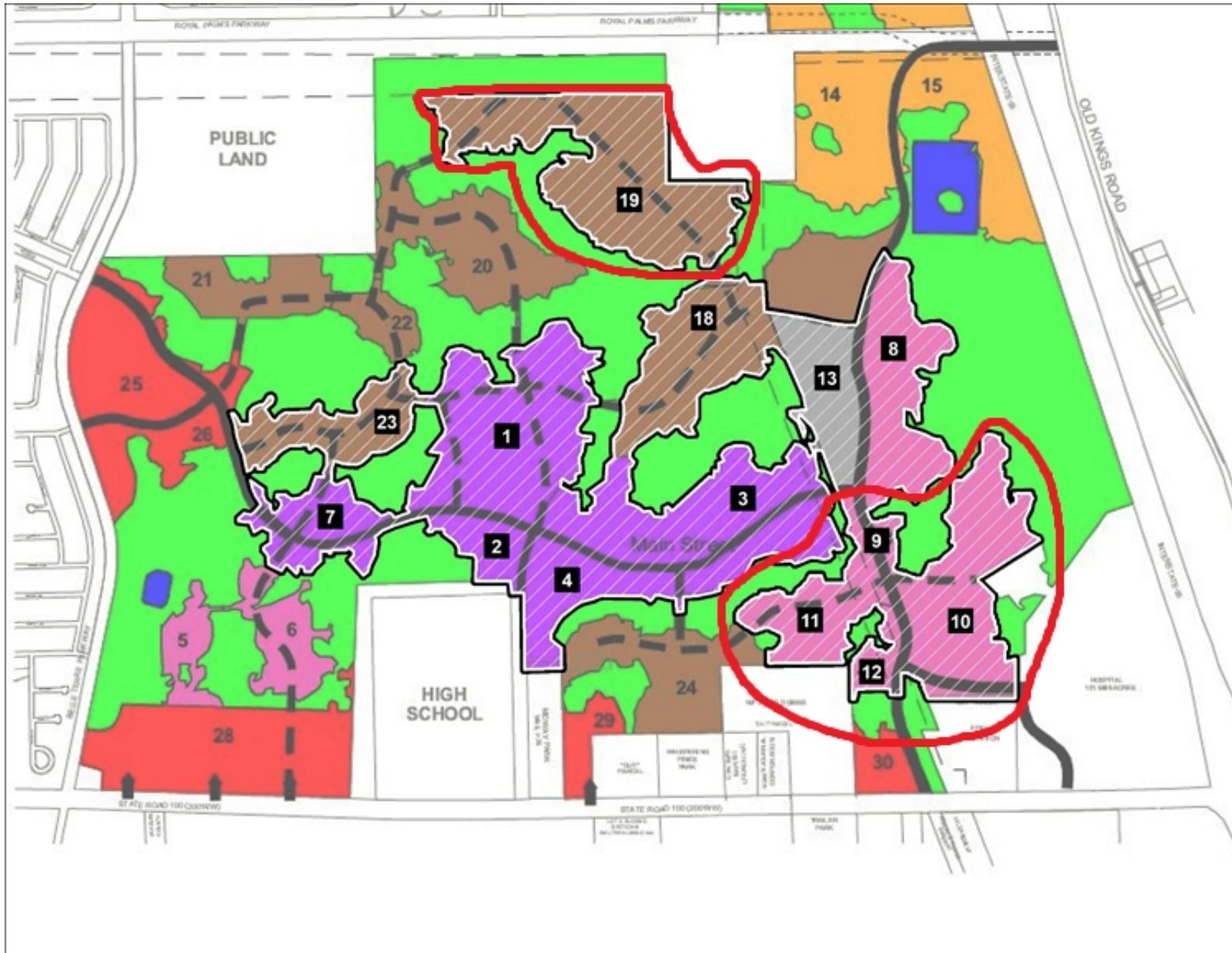
- Developments must be under construction by December 31, 2020
- Developments must be consistent with CRA Plan, Town Center Plan, City standards, ordinances and overall vision for Innovation District



# Eligibility Requirements

- Must be located in Innovation District
- Limited to first 500,000 square feet of non-residential and **1,000** residential units
- Residential units must be multi-family, townhome, condo, or single-family with smaller lots (50 feet or less)





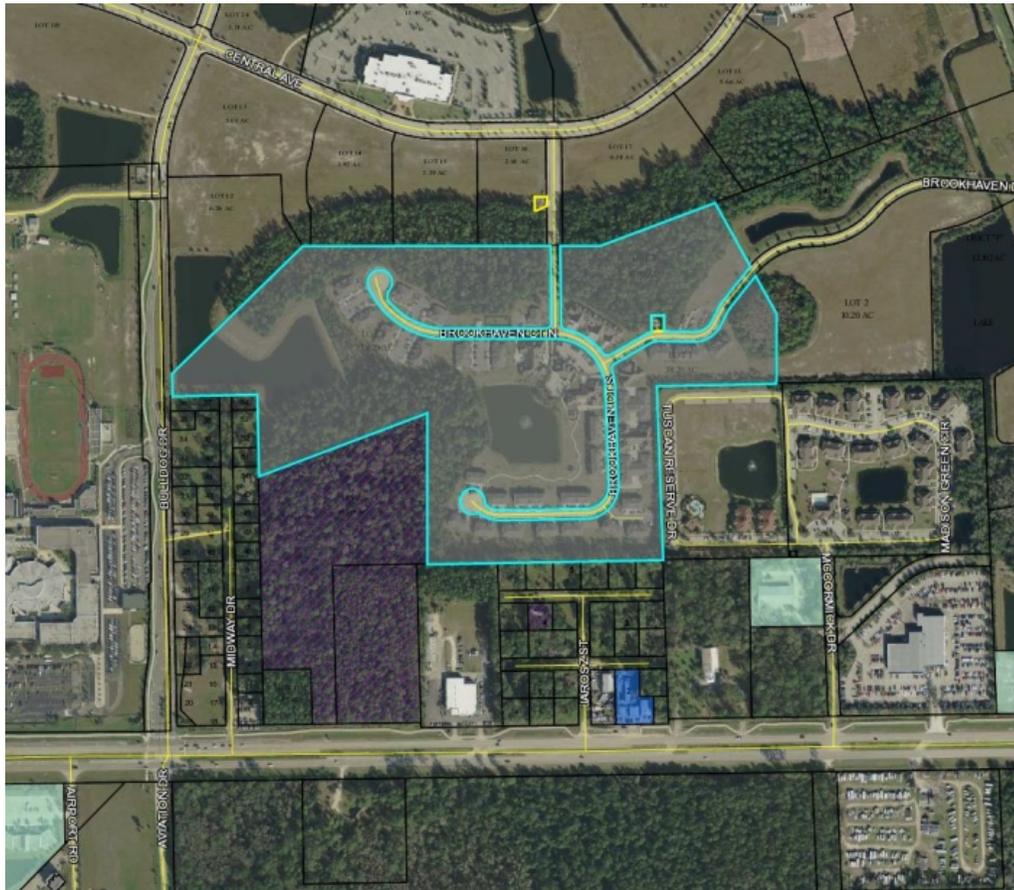
# Funding Guidelines For Developers

- Eligible developments will be provided City credit of \$5,000 per unit or per 1,000 s.f. (non-residential)
- If development does not meet city standards and certain thresholds by stated deadlines and commitments, then the City may revoke credit(s).

# Funding of Credits

- City credits can be utilized for utility impact fees and paid through CRA
- Master developer to contribute transportation impact fees credits (@ \$240k)

# Example of Residential



## Brookhaven Development Comparison

2017 Taxable Added Value: \$10 million

CRA Increased Revenue Per Year = \$1,025/unit

*Estimated*

Total added revenue through 2034 of

**\$1.8 million or \$15,375/unit**

# Innovation Kick Start Program Example

Based on Brookhaven (per unit)

Increased CRA Revenue = \$15,000



Impact Fee Assistance of \$5,000



# Next Steps for City Council and CRA

## Consider Resolution To:

### Amend the CRA Plan - Exhibit A

- Innovation District added to section 7.6 in “Plan Update”
- Innovation Kick Start Program added to section 7.7 in “Plan Update”
- Innovation District Map added to “Lists of Maps”

### Approve Kick Start Program - Exhibit B

- Program Criteria