

CITY OF PALM COAST  
COUNCIL BUSINESS MEETING  
CITY HALL  
160 LAKE AVENUE  
PALM COAST, FL 32164  
TUESDAY, MARCH 17, 2020  
9:00 a.m.

Mayor Milissa Holland  
Vice Mayor Nick Klufas  
Council Member Eddie Branquinho  
Council Member Robert G. Cuff  
Council Member Jack D. Howell, II

AGENDA

City Staff

Matthew Morton, 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 streamed live on YouTube

All pagers and cell phones are to remain OFF while City Council is in session.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG

C. ROLL CALL

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 on a 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.

E. MINUTES

1. MINUTES OF THE CITY COUNCIL FOR  
MARCH 3, 2020 BUSINESS MEETING  
MARCH 10, 2020 WORKSHOP MEETING

F. PROCLAMATIONS/PRESENTATIONS

2. PROCLAMATION – MARCH AS "MULTIPLE MYELOMA AWARENESS" MONTH
  
3. PROCLAMATION – NATIONAL WATER CONSERVATION MONTH/MAYOR'S CHALLENGE

G. RESOLUTIONS

4. RESOLUTION 2020-XX APPROVING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019 AS PRESENTED BY JAMES MOORE & CO., P.L.
  
5. RESOLUTION 2020-XX APPROVING THE AUDITOR SELECTION PROCEDURE FOR SELECTION OF AN EXTERNAL AUDITING FIRM

H. ORDINANCE SECOND READ

6. ORDINANCE 2020-XX ESTABLISHING A TEMPORARY MORATORIUM ON REVIEW AND CONSIDERATION OF APPLICATIONS FOR APPROVAL OF SMALL BOX DISCOUNT STORES

I. CONSENT

7. RESOLUTION 2020-XX APPROVING A FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO HURRICANE DORIAN EXPENSES

8. RESOLUTION 2020-XX APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR WATER ACCESS
9. RESOLUTION 2020-XX APPROVING A CONTRACT HALIFAX PAVING, INC. FOR THE OLD KINGS WIDENING PHASE 1 PROJECT
10. RESOLUTION 2020-XX APPROVING A CHANGE ORDER WITH SHEN-LINE, LLC FOR STRUCTURE 735517 AS PART OF THE TRENCHLESS PIPE REHABILITATION SERVICES PROJECT
11. RESOLUTION 2020-XX APPROVING A MASTER PRICE AGREEMENT WITH HARRIS CULVERT INC. FOR THE PURCHASE OF CULVERT PIPES

J. PUBLIC PARTICIPATION

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

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

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

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

12. UPDATES ON THE COVID-19 VIRUS

N. ADJOURNMENT

COUNCIL BUSINESS MEETING  
MARCH 17, 2020, 9:00 A.M.  
ITEM SUMMARY SHEETS

Agenda Date: 03/17/2020

Department CITY CLERK

Subject

MINUTES OF CITY COUNCIL:  
MARCH 3, 2020 BUSINESS MEETING  
MARCH 10, 2020 WORKSHOP MEETING

Background :

Recommended Action:

APPROVE THE MINUTES OF THE MARCH 3, 2020 BUSINESS MEETING AND THE  
MARCH 10 2020 WORKSHOP MEETING.

COUNCIL BUSINESS MEETING  
MARCH 17, 2020, 9:00 A.M.  
ITEM SUMMARY SHEETS

Agenda Date: 03/17/2020

Department CITY CLERK

Subject

PROCLAMATION - MARCH AS "MULTIPLE MYELOMA AWARENESS" MONTH

Background:

For the past seven (7) years, resident, Jenny Hack on behalf of the International Multiple Myeloma Foundation, has requested the City proclaim March as “Multiple Myeloma Awareness” Month.

Sadly, in February 2020, Mrs. Hack lost her battle from multiple myeloma. Mrs. Hack has requested through her family, that the City continue each year proclaiming March as “Multiple Myeloma Awareness” month.

Recommended Action:

PROCLAIM MARCH AS MULTIPLE MYELOMA AWARENESS MONTH.

COUNCIL BUSINESS MEETING  
MARCH 17, 2020, 9:00 A.M.  
ITEM SUMMARY SHEETS

Agenda Date: 03/17/2020

Department CITY CLERK

Recommended Action:

PROCLAIM APRIL AS WATER CONSERVATION MONTH AND ENCOURAGE ALL TO  
TAKE THE PLEDGE.

COUNCIL BUSINESS MEETING  
MARCH 17, 2020, 9:00 A.M.  
ITEM SUMMARY SHEETS

3/17/2020

Department Finance

Subject: RESOLUTION 2020-XX APPROVING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019 AS PRESENTED BY JAMES MOORE & CO., P.L.

Background:

The annual audit has been completed by James Moore & Co., P.L., for the fiscal year ending September 30, 2019, and the Comprehensive Annual Financial Report has been prepared. The audit report document is being presented for review and acceptance by City Council. A copy of the report is attached as Exhibit A.

Recommended Action:

ADOPT RESOLUTION 2020-XX APPROVING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019, AS PRESENTED BY JAMES MOORE & CO., P.L.

COUNCIL BUSINESS MEETING  
MARCH 17, 2020, 9:00 A.M.  
ITEM SUMMARY SHEETS

Agenda Date: 03/17/2020

Department Finance

Subject: RESOLUTION 2020-XX APPROVING THE AUDITOR SELECTION  
PROCEDURE FOR SELECTION OF AN EXTERNAL AUDITING FIRM.

UPDATED BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by the City Council at the March 10, 2020 Workshop. There were no changes suggested to this item.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

In accordance with Florida Statute 218.39, the City is required to adopt and follow approved auditor selection procedures when selecting an external auditing firm to perform annual financial audits.

The attached Auditor Selection Procedure has been prepared to meet statutory requirements. In summary, the procedure requires the City Council, serving as the auditor selection committee, to select the best qualified certified public accounting firm to perform annual audits. The process requires all candidates to submit to the City Council, through a publicly announced request for proposals, its qualifications to conduct such audit. City Council will evaluate the candidates' responses and make their selection based upon criteria outlined in the approved procedure at a public meeting.

Upon completion of the selection process, the auditor selection committee will direct the City Manager or designee to prepare and negotiate a contract with the highest-ranked firm. The negotiated contract will be presented to the City Council for approval at a scheduled public meeting. If the City is unable to negotiate a satisfactory contract with the recommended firm, the City shall negotiate with the second-ranked firm and so on until an agreement is reached. The negotiated contract will be presented to the City Council for approval at a scheduled public meeting.

If the committee fails to select the auditor in accordance with the requirements of the approved procedure or if no agreement is reached with one of the selected firms, the auditor selection committee must again perform the auditor selection process to select an auditor to conduct audits.

Recommended Action:

ADOPT RESOLUTION 2020-XX APPROVING THE AUDITOR SELECTION PROCEDURE  
FOR SELECTION OF AN EXTERNAL AUDITING FIRM



COUNCIL BUSINESS MEETING  
MARCH 17, 2020, 9:00 A.M.  
ITEM SUMMARY SHEETS

Agenda Date: 03/03/2020

Department PLANNING

Subject

ORDINANCE 2020-XX ESTABLISHING A TEMPORARY MORATORIUM ON REVIEW AND CONSIDERATION OF APPLICATIONS FOR APPROVAL OF SMALL BOX DISCOUNT STORES

Background:

UPDATE FROM THE MARCH 10, 2020 WORKSHOP

At City Councils workshop on March 14, 2020, Council requested to extend the moratorium time from 120 days to 150 days, allowing a 30 day extension. Note: The PLDRB was comfortable passing the moratorium for no longer than 120 days.

UPDATE FROM THE MARCH 3, 2020 BUSINESS MEETING.

City Council heard this item at their March 3, 2020 Business Meeting passing on first read by a 3 to 2 vote.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

Planning and Land Development Regulation Board (PLDRB) Meeting

On February 19, 2020, the Planning and Land Development Regulation Board (PLDRB) held and public hearing and recommended by a 4-3 vote that City Council approve a moratorium on small box discount stores.

At the January 7, 2020 business meeting, City Council requested staff look into regulating small box stores in the City of Palm Coast. There have been numerous concerns from residents regarding the influx of small box stores. These uses may not be appropriate in all non-residential zoning districts and may negatively impact the public health, safety and welfare.

These types of uses in other locations in Florida have been known to contribute to a lower food environment index and may contribute to other harmful secondary impacts on the surrounding properties. They may also contribute to so-called “food deserts” as defined by the Centers for Disease Control and Prevention (CDC). Although there is no standard definition, food deserts are generally considered to be “places where residents don’t have access to affordable nutritious foods like fruits, vegetables, and whole grains”.

At a City Council Special Business Meeting on January 14, 2020, the City Council passed Resolution # 2020-16, “legislation in progress” to inform the public of potential changes to the City of Palm Coast Land Development Code regarding regulation of small box discount stores. The resolution established a 120 day period for the City to complete a study and adopt regulations as appropriate and necessary to regulate small box discount stores.

This proposed ordinance establishes the 120-day moratorium on small box discount stores, which are defined for the purpose of the ordinance only, as:

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A retail store that is 16,000 sq. ft. or less in size, which offers for sale a variety of convenience shopping goods and continuously offers the majority of the items in their inventory for sale at a price lower than traditional retail stores. Small box discount store does not include a pharmacy, does not sell gasoline or diesel fuel, or specialty items and food items as a primary product (i.e., greeting cards, consignment, meats, seafood, cheese, or oils and vinegars).

Also included in the ordinance are the following:

- The PLDRB shall review the need for amendments to the Comprehensive Plan and/or Land Development Code prior to the end of the moratorium.
- One time extension of the moratorium for 30-days,
- Exemptions for development of small box discount store which have a building permit, an approved site plans, have submitted building permit applications before effective date of the proposed ordinance, or redevelopment/remodeling of existing store at less than fifty (50%) of its assessed value.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDS BY A 4-3 VOTE THAT CITY COUNCIL APPROVE A MORATORIUM ON SMALL BOX DISCOUNT STORES.

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Agenda Date: 3/17/2020

Department FINANCE

Subject

RESOLUTION 2020-XX APPROVING A FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO HURRICANE DORIAN EXPENSES

UPDATED BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by the City Council at the March 10, 2020 Workshop. There were no changes suggested to this item.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

The Department of Homeland Security Federal Emergency Management Agency has made available to the City, through the Florida Division of Emergency Management (FDEM), a grant for debris removal, emergency protective measures and repair or replacement of damaged facilities related to the effects of Hurricane Dorian in September 2019.

The City Council of the City of Palm Coast is being requested to approve the terms and conditions of the federally-funded subgrant agreement with the FDEM and authorize the Mayor to execute the agreement and any subsequent amendments relating to Hurricane Dorian.

Recommended Action:

ADOPT RESOLUTION 2020-XX APPROVING A FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO HURRICANE DORIAN EXPENSES

COUNCIL BUSINESS MEETING  
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Agenda Date: 3/17/2020

Department Stormwater & Engineering

Subject

RESOLUTION 2020-XX APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR WATER ACCESS

UPDATED BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by the City Council at the March 10, 2020 Workshop. There were no changes suggested to this item.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

In 2008, the City provided affordable and enjoyable options for cultural, educational, recreation, and leisure-time opportunities with the construction of Waterfront Park. This park serves as connector to other public park attractions. An original Master Plan of Waterfront Park noted a dual designation as a water front amenity / park while recognizing it as a trailhead. The “Plan” highlighted numerous amenities of which many exist today.

Constructed:

- Parking lot
- Picnic Pavilions (three along the waterfront)
- Playground
- Fishing Pier
- Restroom facilities
- Utilities and other essential infrastructure
- Shoreline stabilization along Intracoastal Waterway Trail (FIND Property) and along Waterfront Park

Not constructed:

- Boat docking and launching capabilities

On April 19, 2005, City Council gave approval to submit a grant application to Florida Inland Navigation District (FIND) for design and permitting funding for a double boat launch facility with access channel to the Intracoastal Waterway, and including associated paved trailer parking, docks, shoreline stabilization, and a fishing pier at Waterfront Park. The City of Palm Coast was awarded the grant with an estimated total cost of \$414,026. On April 25, 2006, City Council

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entered into the grant agreement (FL-PC-05-12) for the amount \$130,810 match for a total project cost of \$261,620 after the original cost estimate was revisited.

On February 19, 2008, City Council gave approval to submit a grant application to FIND for Construction of Phase I with an estimated cost of \$360,000. On November 4, 2008, City Council entered into the grant agreement (FL-PC-08-14) for the amount \$296,750 match for a total project cost of \$593,500 after the original cost estimate was revisited.

To further enhance the recreational uses within the park and contiguous waterways, a non-motorized boat access through a floating pier structure, shoreline stabilization and dredging activities are proposed for the park. The improvements are associated with a larger conceptual plan to expand parking and traffic circulation within the site. Ample right-of-way stabilized grass parking along the north side of Waterfront Park Road will support any vehicles with trailers. The project will enhance park users' experiences by highlighting connections to other regional attractions via water-based activities. The estimated total construction cost for this phase is \$700,000 of which \$350,000 will be requested through a FIND grant proposal due to a required 50/50% match.

This item is for approval to submit a FIND waterways assistance program application for proposed water access at Waterfront Park.

Funds for this project will be incorporated in the fiscal year 2020 budget.

**Recommended Action:**

**ADOPT RESOLUTION 2020-XX APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR THE CONSTRUCTION OF WATER ACCESS AT WATERFRONT PARK**

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Agenda Date: 3/17/2020

Department Stormwater & Engineering

Amount \$7,531,039.67

Subject

RESOLUTION 2020-XX APPROVING A CONTRACT WITH HALIFAX PAVING, INC.,  
FOR THE OLD KINGS WIDENING PHASE 1 PROJECT

UPDATED BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by the City Council at the March 10, 2020 Workshop. There were no changes suggested to this item.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

As the population has increased, so has the amount of vehicle traffic. Old Kings Rd. is in need of improvements to accommodate the additional traffic on the roadway. The City of Palm Coast received a grant from the Florida DOT to widen Old Kings Rd. from a 2 lane roadway into a 4 lane divided roadway. The City worked with DRMP Inc. to design and draft plans for the improvements along this corridor. This project is phase 1 of 3 of the proposed widening of Old Kings Rd. north to Florida Park Drive.

The City advertised the project (ITB-CD-20-14) and on January 30, 2020 received (3) bids that were deemed to be responsive and responsible bidders.

The City advertised for Construction Engineering Inspection Services (RFSQ-CD-20-24) and on January 24, 2020 received (4) qualifications packages. City Staff evaluated the submittals and determined that GAI consultants were the most qualified firm. City Staff negotiated a scope & fee for these services.

The project design engineer and City staff recommend award of the project to the low bidder, Halifax Paving, Inc., for \$6,017,010.64. In addition the City is requesting approval of expenses in a not-to-exceed amount of \$350,456.66 for construction engineering and inspections services (CEI). Based on past experience with similar construction projects, staff is requesting a 10% contingency (\$601,701.06) also to be approved in case of unforeseen circumstances and/or unknown conditions, for a total project cost of \$6,969,168.94.

City Staff is also requesting approval of the following, the execution of agreements to expend \$150,000 in upfront cost with FPL associated with the installation of continuous street lighting, approval of a work order (under an existing contract) with Danella in a not-to exceed amount of \$250,000 for the reconnection and relocation of existing fiber and approval of a work order (under existing contract) with DRMP in a not-to-exceed amount of \$161,870.73 for post-design services.

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Funds for this project are budgeted out of the Transpiration Impact Fund. A grant with FDOT will fund \$6,517,467.30 of the project cost for construction and CEI services. The City will seek FDOT participation for reimbursement of any contingency funds that may need to be utilized on the project up the original grant allocation of \$6,870,513.00.

SOURCE OF FUNDS WORKSHEET FY2020

Transportation Impact (FY 20)-21097011-063000-54507  
\$ 7,520,513.00

Transportation Impact (FY 21)-21097011-063000-54507  
\$50,943.14

Total Expenses/Encumbered to date  
\$40,417.65

Pending Work Orders/Contracts  
\$0.00

Current Contract  
\$7,531,038.49

Balance  
\$00.00

Recommended Action:

ADOPT RESOLUTION 2020-XX APPROVING A CONTRACT WITH HALIFAX PAVING, INC., A 10% CONTINGENCY AND OTHER EXPENSES RELATED TO THE OLD KINGS ROAD WIDENING PHASE 1 PROJECT

COUNCIL BUSINESS MEETING  
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ITEM SUMMARY SHEETS

Agenda Date: 3/17/2020

Department Stormwater & Engineering

Amount \$76,871.37

Subject

RESOLUTION 2020-XX APPROVING A CHANGE ORDER WITH SHEN-LINE, LLC FOR STRUCTURE 735517 AS PART OF THE TRENCHLESS PIPE REHABILITATION SERVICES PROJECT

UPDATED BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by the City Council at the March 10, 2020 Workshop. There were no changes suggested to this item.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

On September 10, 2019, City Council approved (6) specific projects that require trenchless pipe rehabilitation service. The City advertised the project (ITB-CD-19-10) and on July 3, 2019 received four bids that were deemed to be responsive and responsible bidders. The project design engineer and City staff recommend awarding the projects to the following bidders, Shen-Line, LLC, Hinterland Group, Inc. and Insituform Technologies, Inc. for \$1,208,506.40. Based on past experience with similar construction projects, as well as a 5% contingency of \$60,425.32 also to be approved in case of unforeseen circumstances and/or unknown conditions, for a total project cost of \$1,268,931.72.

It has been discovered that the pipe diameters for one of these pipe rehabilitation sites (Bridge Structure 735517 at Easthampton Blvd.) differs from what was indicated on the bid and contract documents. Unfortunately, the discovery was not made until after the pipe was purchased and fused. As such, a smaller diameter pipe (63" HDPE) will need to be purchased and fused in order to complete this lining project. This change order is for the request of an increase in costs of PO No. 20200839 in the amount of \$124,047.49 which will allow for the lining project to be completed with the correct size pipe (63" HDPE).

The City shall retain ownership of the already acquired 72" HDPE pipe and shall utilize it toward the replacement of aging/undersized culverts at two other city locations (see power point presentation). These other locations were identified/recommended by a consulting engineering firm during previous stormwater designs as potential drainage improvement projects.



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City Staff will exceed the 5% project contingency funds and is requesting approval of an additional \$76,871.37 to cover the remainder of this change order. Staff will use budgeted funds from the Stormwater & Engineering Major Canal Crossing Fund.

SOURCE OF FUNDS WORKSHEET FY 2020

Major Canal Crossing 54205509-063000-55232

\$ 1,640,000.00

Total Expenses/Encumbered to date

\$ 1,510,952.11

Pending Work Orders/Contracts

Current Contract

\$76,871.37

Balance

\$57,176.52

Recommended Action:

ADOPT RESOLUTION 2020-XX APPROVING A CHANGE ORDER WITH SHEN-LINE, LLC. FOR STRUCTURE 735517 AS PART OF THE TRENCHLESS PIPE REHABILITATION SERVICES PROJECT.

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Agenda Date: 3/17/2020

Department: Stormwater & Engineering

Subject

RESOLUTION 2020-XX APPROVING A MASTER PRICE AGREEMENT WITH HARRIS CULVERT INC. FOR THE PURCHASE OF CULVERT PIPES

UPDATED BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

This item was heard by the City Council at the March 10, 2020 Workshop. There were no changes suggested to this item.

ORIGINAL BACKGROUND FROM THE MARCH 10, 2020 WORKSHOP

In consideration of Goal 1 Approach 1.1.1.6 to Maintain Stormwater system elements, the Stormwater & Engineering Department is responsible for replacing major pipe crossings within the City as necessary. The department will need to purchase pipes of varying material and size depending on the project.

Bids were advertised and solicited in accordance with the City's Purchasing Policy. The notice of intent to award and project overview are attached to this agenda item. Staff recommends City Council approve a Master Price Agreement with Harris Culvert, Inc. based on the City of Palm Coast bid ITB-SW-20-27.

These purchases will be made on an as needed bases using funds appropriated by City Council from the Stormwater & Engineering budget.

Recommended Action

ADOPT RESOLUTION 2020-XX APPROVING A MASTER PRICE AGREEMENT HARRIS CULVERT, INC. FOR THE PURCHASE OF CULVERT PIPES ON AN AS-NEEDED BASIS.

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Agenda Date: 03/17/2020

Department FINANCE

Subject

REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR FEBRUARY  
2020 PURCHASES

Background:

Attached is a list of emergency purchases and sole source purchases made during February 2020.

Recommended Action:

FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS