

CITY OF PALM COAST  
NOTICE OF VIRTUAL/CMT PUBLIC MEETING

Notice is hereby given that the City of Palm Coast will hold a virtual public meeting at 6:00 p.m. Tuesday, May 5, 2020. The virtual meeting agenda is shown below.

Due to the current threat of COVID-19, the City Council will not be meeting in person; rather, the meeting will be held via a virtual meeting. Pursuant to Governor DeSantis' Executive Order Number 20-69, issued on March 20, 2020, "Local government bodies may utilize communications media technology (CMT), such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2. Florida Statutes."

This meeting will be video and audio recorded, as usual. To view or listen to the meeting recording after the meeting, please visit the City's website at [www.palmcoastgov.com](http://www.palmcoastgov.com). The audio and video will be posted in accordance with City policy.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation for this proceeding should contact the City Clerk by Monday, May 5, 2020 by noon.

**INSTRUCTIONS FOR LISTENING AND PROVIDING PUBLIC COMMENT:  
MAY 5, 2020 CITY OF PALM COAST VIRTUAL/CMT COUNCIL MEETING**

The May 5, 2020 City of Palm Coast Virtual/CMT Council meeting will be an audio conference conducted electronically (or "virtually") via the ZOOM platform with the ability to dial in via telephone. The meeting will NOT be held in the Community Wing of City Hall.

Members of the public may listen and make comments during the public comment portion of the meeting by dialing:

386-223-1690

Once in the meeting, you will press \*9 to raise your hand, you will be unmuted during public comments only.

Please be advised that public comment will only be permitted during the public comment portions of the agenda. All Council Policy and Procedures will remain in full force and effect during this public hearing.

Should you experience any difficulty connecting to the meeting, please call 386-986-2391. There will be technicians available to assist you. If you do not reach a technician, please leave a message and they will get back to you as soon as possible.

CITY OF PALM COAST  
COUNCIL BUSINESS MEETING  
VIRTUAL MEETING  
PALM COAST, FL 32164  
TUESDAY, MAY 5, 2020  
6:00 P.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.

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. PRESENTATION
  - 1. DISCUSSION AND UPDATES ON COVID-19
- E. 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.

F. MINUTES

2. MINUTES OF THE CITY COUNCIL FOR  
APRIL 21, 2020 BUSINESS MEETING

G. PROCLAMATIONS

3. PROCLAMATION - PUBLIC WORKS WEEK MAY 17-23, 2020

H. RESOLUTIONS

4. RESOLUTION 2020-XX APPROVING APPROVING A FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO COVID-19 PANDEMIC EXPENSES
5. RESOLUTION 2020-XX APPROVING MASTER PRICE AGREEMENT WITH POWER PLUS CONTROLS, INC. FOR THE PURCHASE OF VARIABLE FREQUENCY DRIVES (VFD), FOR POTABLE WATER SUPPLY WELLS
6. RESOLUTION 2020-XX APPROVING PIGGYBACKING THE GSA (US GENERAL SERVICES ADMINISTRATION) CONTRACT WITH COULTER VENTURES, LLC DBA ROGUE FITNESS FOR FITNESS EQUIPMENT
7. RESOLUTION 2020-XX APPROVING A CONTRACT WITH HAZEN CONSTRUCTION, LLC, FOR THE SEWER FORCE MAIN EXTENSION PROJECT FROM WWTP1 TO BLARE CASTLE

I. PUBLIC PARTICIPATION

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

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

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

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

M. ADJOURNMENT

## ITEM SUMMARIES

### RESOLUTION 2020-XX APPROVING A FEDERALLY-FUNDED SUBAWARD AND GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) RELATING TO COVID-19 PANDEMIC EXPENSES

On March 1, 2020, Florida Governor Ron Desantis issued Executive Order 20 51 directing the Florida Department of Health to issue a Public Health Emergency, and confirmed that COVID 19 continues to spread throughout the State of Florida.

On March 15, 2020, Mayor Holland issued a Proclamation for a local State of Emergency for the City of Palm Coast.

The Department of Homeland Security Federal Emergency Management Agency has made available to the City, through the Florida Division of Emergency Management, a grant for measures related to the impact of the COVID-19 pandemic. The grant needs to be approved by City Council and the Mayor needs to be authorized by the Council to sign the agreement and subsequent agreement amendments.

### RESOLUTION 2020-XX APPROVING MASTER PRICE AGREEMENT WITH POWER PLUS CONTROLS, INC. FOR THE PURCHASE OF VARIABLE FREQUENCY DRIVES (VFD), FOR POTABLE WATER SUPPLY WELLS

As part of the Council's goals and objectives to ensure all infrastructure is a priority regarding maintenance and performance, the Utility Department has identified the need to replace old existing worn pressure sustaining valves and replace them with variable frequency drive units.

This is a much better and advanced way to operate wells that supply water to water treatment plant #1. There is an even greater benefit offered by using a variable frequency drive (VFD) instead of a pressure sustaining valve where the flow adjustments are much more accurate, it can be accomplished at the plant, there is very little maintenance, and the system will use less energy to drive each motor.

Staff is recommending purchasing 20 VFD's, based on prior history and successful performance of 11 wells that have already been converted, to help optimize efficiency and reduce overall costs associated with the function of the wells for Water Treatment Plant #1. Water Treatment Plant maintenance staff will perform the installations.

City staff advertised and solicited bids under RFQ-UT-20-45 for the purchase of Variable Frequency Drives (VFD's) in accordance with the City's Purchasing Policy. City staff recommends approving the master price agreement with Power Plus Controls, Inc. The notice of intent to award and project bid overview are attached to this agenda item.

City staff will purchase using budgeted funds appropriated by City Council. The Fiscal Year 2020 Budget includes monies within the Utility Budget to purchase these units.

**RESOLUTION 2020-XX APPROVING PIGGYBACKING THE GSA (US GENERAL SERVICES ADMINISTRATION) CONTRACT WITH COULTER VENTURES, LLC DBA ROGUE FITNESS FOR FITNESS EQUIPMENT**

On February 18, 2020, City Council approved the local match for a grant award with U.S. Department of Homeland Security for the peer fitness training and firefighting job-related fitness equipment. The purchase of this type of equipment will aid in promoting life-long habits for health and safety for all employees and family members. The fire department continues to strive towards educating and empowering employees to make exercise, diet and prudent life choices a primary thought before actions or inactions. As a requirement to the approved grant, the City must contribute equal to or greater than 10 percent of the Federal funds awarded, or \$14,201.46 for a total of \$156,216.00.

The necessary equipment will enhance the safety of the public and firefighters for critically needed resources to equip and train emergency personnel to recognized standards, enhance operations efficiencies, foster interoperability, and support community resilience. Purchasing this equipment through the grant and by piggybacking the contract with GSA will assist in leveraging the City's financial strengths while ensuring the City remains committed to fiscal responsibility in delivering value-added services to residents and businesses. The grant also supports the workforce talent in developing and implementing a plan to improve City employee skills and performance through education and training; performance management; and personal development opportunities. Instituting a "firefighter" based physical training program that will prepare the employees for immediate response improvement and allow them to maintain a future readiness in good physical condition.

This project's funding is primarily from the National Assistance to Firefighters Grant Program – a highly competitive fire service grant that provides 90% of a projects funding. The piggyback contract with Coulter Ventures, not only ensures competitive pricing but also assists in compliance with grantor procurement requirements, helping ensure the City receives good value for its dollar and only spends ten cents on that dollar of City funds.

The grant award is for \$156,216.00, which allocated \$60,000 towards equipment and \$96,000 towards training. Staff anticipates purchasing on an as needed basis up to \$60,000 through this piggyback contract. The equipment will be purchased with funds from Fire and reimbursed through the grant.

**RESOLUTION 2020-XX APPROVING A CONTRACT WITH HAZEN CONSTRUCTION, LLC, FOR THE SEWER FORCE MAIN EXTENSION PROJECT FROM WWTP1 TO BLARE CASTLE DR.**

As part of City Council's goals and objectives to ensure all infrastructure is a priority regarding maintenance and performance, the Stormwater & Engineering and Utility departments have identified the need to expand infrastructure for sustainable growth relating to the sewer force main extension for Waste Water Treatment Plant #1. Staff strives to be good stewards of the environment while growing our community in a controlled method that shows good planning practices.

The proposed force main extension from the City's Waste Water Treatment Plant No. 1 to Blare Castle Drive, is part of the approved Utility Capital Improvement Plan. The Utility Capital Improvement Plan provides for increased safety of the City's wastewater collection system, reduction of sanitary sewer overflows during heavy rainfall events and increased efficiency of sanitary sewer pump stations. The proposed forcemain extension project consists of constructing approximately 2,000 feet of 16-inch force main piping to parallel an existing 12-inch force main from Blare Castle Drive and through the WWTP1

site and connect to existing yard piping for the plant headworks. The extension will increase pipe flow capability to better handle wastewater flows from the existing force main system and pump stations going to WWTP1. The extension will help reduce overflows at nearby pump stations during heavy rainfall events and reduce pump runtimes on the stations, allowing them to operate more efficiently. It will also provide additional safety as a secondary primary feed to the plant, should the existing force main feed ever need to be repaired.

Staff prepared the design plans and project manual for bidding. The invitation to bid was advertised on March 5, 2020. Bids were received on April 2, 2020 for project ITB-UT-20-44. Four (4) bids were received ranging from \$298,310.00 to \$390,567.00. City staff recommends awarding the contract to the low bidder Hazen Construction, LLC of New Smyrna Beach, FL, in the amount of \$298,310.00 and a 10% contingency (\$29,831.00). The notice of intent to award and a project bid overview are attached. This project is in the utility 5-Year Capital Improvement Plan and the construction is budgeted for Fiscal Year 2020.