

CITY OF PALM COAST
NOTICE OF VIRTUAL/CMT PUBLIC MEETING

THIS MEETING IS ANTICIPATED TO BE A LENGTHY MEETING. SHOULD THIS MEETING STILL BE IN PROGRESS AT NOON, COUNCIL WILL RECESS FOR A LUNCH BREAK FROM NOON TO 1:00 PM. COUNCIL WILL RESUME AT 1:00PM UNTIL THE MEETING IS ADJOURNED.

Notice is hereby given that the City of Palm Coast will hold a virtual public meeting at 9:00 a.m. Tuesday, May 12, 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. 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 11, 2020 by noon.

INSTRUCTIONS FOR LISTENING AND PROVIDING PUBLIC COMMENT: MAY 12, 2020 CITY OF PALM COAST VIRTUAL/CMT COUNCIL MEETING

The May 12, 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 WORKSHOP MEETING
VIRTUAL MEETING
PALM COAST, FL 32164
TUESDAY, MAY 12, 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.

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. PRESENTATIONS

1. PRESENTATION OF STRATEGIC ACTION PLAN EVALUATION RESULTS
2. PRESENTATION – YTD BUDGET AND OVERVIEW OF FUND ACCOUNTING
3. PRESENTATION OF THE 10 YEAR CIP ANNUAL UPDATES AND RESTRICTED REVENUE FUNDS

F. WRITTEN ITEMS

4. RESOLUTION 2020-XX APPROVING CONTRACTS FOR CONSTRUCTION MANAGEMENT SERVICES AND ARCHITECTURAL & ENGINEERING DESIGN SERVICES FOR THE PUBLIC WORKS FACILITY PROJECT
5. RESOLUTION 2020-XX APPROVING CONTRACTS WITH MULTIPLE VENDORS FOR THE TRENCHLESS PIPE REHABILITATION PROJECT
6. RESOLUTION 2020-XX APPROVING PIGGYBACKING RACINE COUNTY CONTRACT WITH GARLAND FOR THE WATER TREATMENT PLANT #1 HIGH SERVICE PUMP BUILDING AND SILO BUILDING #3 ROOF REPLACEMENT

G. PUBLIC PARTICIPATION

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

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

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

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

K. ADJOURNMENT

ITEM SUMMARIES

PRESENTATION OF STRATEGIC ACTION PLAN EVALUATION RESULTS

On an annual basis, staff coordinates an evaluation of the Strategic Action Plan to ensure that the fiscal year adopted Focus Areas and Priorities continue to align with City Council's Vision. As part of this process, staff conducts a one-on-one interview session with each Council Member to discuss the following key areas:

- Discuss existing Focus Areas, Priorities and direction moving forward
- How are we improving the metrics with a citizen-centric focus while tracking resources
- Discuss SAP process and next steps

After the interview step, staff consolidates feedback, evaluates consistency with the Strategic Action Plan, and provides a deliverable that compares feedback to adopted Focus Areas and Priorities. The referenced deliverable is provided as part of this agenda item.

As noted in the SAP Feedback attachment, a comprehensive presentation will be provided to discuss the overall status of the adopted Focus Areas inclusive of timelines, cost impact and resource needs to reflect the direction provided.

Staff requests that City Council review Exhibit A that reflects the feedback received during the interview sessions and come prepared to discuss amending based on the collective direction.

Noted action to consider is as follows.

- Reaffirm the Focus Area and/or Priority to keep and/or amend for next fiscal year
- Remove Focus Area and/or Priority
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With the adoption of the aforementioned Resolution and Exhibit A, any adjustment to the budget will be addressed and brought back to Council for further consideration.

PRESENTATION YTD BUDGET AND OVERVIEW OF FUND ACCOUNTING

Financial Services Director, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will be presenting the Year to Date Budget for Fiscal Year 2020. In addition, in preparation for the upcoming Fiscal Year 2021 Budget, the presentation will include an overview on fund accounting.

PRESENTATION OF THE 10 YEAR CIP ANNUAL UPDATES AND RESTRICTED REVENUE FUNDS

Staff will present Council with an overview to the 10 year CIP annual update and restricted revenue funds.

RESOLUTION 2020-XX APPROVING CONTRACTS FOR CONSTRUCTION MANAGEMENT SERVICES AND DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE PUBLIC WORKS FACILITY PROJECT.

The existing Public Works facility does not meet current operational needs and is deficient in safety, technology, capacity, traffic flow, and workflow. In order to continue providing a high level of service to our residents and to address current and future needs of the community, a new public works facility is needed. City Council conducted a site visit of the current public works facility in 2016. Council determined that the current facility underserves the needs of public works, and approved a “needs analysis” to be conducted. The City had a master plan study completed to identify needs and to ensure that such improvements can be implemented in a fiscally responsible manner. The “needs analysis” was prepared and presented to Council in FY16. The master plan study was prepared and presented to City Council in FY 17. The intent is to construct the improvements in phases. In order to move forward with City Council’s initiative to ensure that the public works facility is a top priority facility project and commence with initial improvements, City staff is requesting the approval of the following agreements: Pond & Company for design and construction administrative services and Gilbane Building Company for construction management at risk services.

City staff advertised for architectural & design service qualifications in accordance with the City’s purchasing policy (RFSQ-CD-20-20). The City received five (5) qualification proposals on January 16, 2020 and shortlisted two (2) firms for interviews that were conducted on February 13, 2020. The evaluation committee recommends award and approval of the project contract to the most qualified bidder, Pond & Company. Staff negotiated a scope and fee for design and construction administration services using funds in the capital projects fund budget. City Staff recommends approving an agreement in the amount of \$1,985,798.11 for design and construction administration services. The City staff advertised for construction management at risk services in accordance with the City’s purchasing policy (RFSQ-CD-20-21). The City received four (4) qualification proposals on January 16th and shortlisted three (3) firms for interviews. The evaluation committee recommends award of the project to the most qualified bidder, Gilbane Building Company. City Staff recommends approving agreements in the amount of \$99,860.00 for pre-construction services and to set fees for construction phase services at 4.25% of the total cost of the project.

RESOLUTION 2020-XX APPROVING CONTRACTS WITH MULTIPLE VENDORS FOR THE TRENCHLESS PIPE REHABILITATION PROJECT

As part of City Council’s goals and priorities to assess the need to expand infrastructure for sustainable growth and to ensure that all infrastructure is a priority regarding maintenance and performance, City staff requested proposals from qualified contractors to provide trenchless pipe rehabilitation services. Services to include rehabilitation and repair aging, damaged, and deteriorated Stormwater infrastructure. Quantities listed are estimated for proposal purposes based on work projection and are subject to change. There are nine specific projects that require trenchless pipe rehabilitation services.

The City advertised the project (ITB-SW-20-38) and on April 16, 2020 received nine 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: Shenandoah General Construction, LLC, Hinterland Group, Inc., and Atlantic Pipe Services, LLC. Staff estimates this project will be approximately \$358,957.10.

Funds for this project have been budgeted for in the Stormwater FY 20 Budget.

RESOLUTION 2020-XX APPROVING PIGGYBACKING THE RACINE COUNTY CONTRACT WITH GARLAND FOR THE WATER TREATMENT PLANT #1 HIGH SERVICE PUMP BUILDING AND SILO BUILDING #3 ROOF REPLACEMENT

As part of City Council's goals and priorities to make all infrastructure a priority regarding maintenance and performance, City Staff will need to purchase roofing services and supplies to replace the Water Treatment Plant #1 high service pump building and silo building #3 roof. The work involves removal of the existing HP Pump Building roof system down to the metal deck and re-installing a multi-layer membrane system roof. Work also includes removal of obsolete exhaust fans and replacement of the entire roof soffit which has rotted. Work at Silo #3 includes removal of existing roof assembly to the concrete deck, and replacement with a multi-layer membrane system roof.

City staff is recommending piggybacking the Racine County Contract (#MICPA-PW1925) with Garland through 10/14/2024 for the purchase of roofing services and supplies for roofing facilities at Water Treatment Plant #1, as well as future city facilities as incorporated in the budget. In the previous 2 years other structures at Water Treatment Plant #1 were reroofed with Garland roofing systems. Staff has been satisfied with the work performed on these facilities by Garland. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the City does not incur the expense and delay of soliciting a bid.

The fiscal year 2020 Utility Capital Water Plant #1 budget includes \$175,000 to purchase roofing services and supplies.