

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, June 2, 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, June 1, 2020 by noon.

**INSTRUCTIONS FOR LISTENING AND PROVIDING PUBLIC COMMENT:
JUNE 2, 2020 CITY OF PALM COAST VIRTUAL/CMT COUNCIL MEETING**

The June 2, 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, JUNE 2, 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
2. PRESENTATION COMMUNICATIONS PLAN

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

3. MINUTES OF THE CITY COUNCIL FOR MAY 19, 2020 BUSINESS MEETING

G. RESOLUTIONS

4. RESOLUTION 2020-XX APPROVING A FACILITY USE AGREEMENT WITH PALM COAST LITTLE LEAGUE, INC., FOR USE OF THE BASEBALL/SOFTBALL FIELDS AT HOLLAND PARK AND THE INDIAN TRAILS SPORTS COMPLEX

5. RESOLUTION 2020-XX APPROVING THE SELECTION OF BROWN AND BROWN OF FLORIDA, INC., AS THE AGENT OF RECORD FOR EMPLOYEE BENEFIT SERVICES

6. RESOLUTION 2020-XX APPROVING A CONTRACT WITH WASTEWATER SOLUTIONS, LLC FOR WWTP 1 VERTICAL TURBINE PUMP REPLACEMENT

7. RESOLUTION 2020-XX APPROVING MASTER SERVICES AGREEMENTS WITH TFR ENTERPRISES, INC., & DRC EMERGENCY SERVICES, LLC FOR DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES

8. RESOLUTION 2020-XX APPROVING A CONTRACT WITH PAUL CULVER CONSTRUCTION FOR CONSTRUCTION SERVICES FOR THE PALM HARBOR GOLF CLUBHOUSE IMPROVEMENTS PROJECT

9. RESOLUTION 2020-XX CITY MANAGER PERFORMANCE EVALUATION

H. PUBLIC PARTICIPATION

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

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

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

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

L. ADJOURNMENT

ITEM SUMMARIES

RESOLUTION 2020-XX APPROVING A FACILITY USE AGREEMENT WITH PALM COAST LITTLE LEAGUE, INC., FOR USE OF THE BASEBALL/SOFTBALL FIELDS AT HOLLAND PARK AND THE INDIAN TRAILS SPORTS COMPLEX

In 2007, Palm Coast Little League, Inc. (PCLL), and the City of Palm Coast entered into a 15 year agreement allowing the Little League to use the baseball/softball fields, batting cages and associated concession stands at both Holland Park and the Indian Trails Sports complex.

PCLL has been an established community partner in the City of Palm Coast for over two decades. PCLL has helped the Palm Coast Parks and Recreation Department build infrastructure, such as the PCLL clubhouse building and concession stand at Holland Park. In addition, PCLL has applied grants funds from Little League International to repair dugouts and other needs along the way.

This has been a savings in resources for the City of Palm Coast. As our community has grown so has the demand for organized youth baseball and softball. Last year alone, PCLL served over 1,000 kids in our community.

The Parks and Recreation Department hopes to continue the valued partnership with PCLL by renewing this agreement set before this Council to approve. This agreement will extend the benefits and services that the PCLL offers for the next 15 years plus the opportunity to extend the agreement up to 5 additional years. The City is currently in the process of expanding the fields at Indian Trails Sports Complex. This agreement will accommodate the expansion of PCLL for years to come. PCLL provides countless volunteer hours, physical and mental development of our youth and community engagement to the City of Palm Coast. This agreement allows the PCLL and City of Palm Coast to continue investing in our youth sports community.

RESOLUTION 2020-XX APPROVING THE SELECTION OF BROWN AND BROWN OF FLORIDA, INC., AS THE AGENT OF RECORD FOR EMPLOYEE BENEFIT SERVICES

State of Florida insurance regulations require that Group Health Insurance be negotiated and bound by a duly licensed agent. In order to select an appropriate provider for this service, a Request for Statements of Qualification (RFSQ) for Employee Benefit Broker Services was conducted, with responses due May 6, 2020.

As with the current arrangement, the City's proposal requested a fee for service (flat rate) proposal, instead of the generally accepted commission basis. The selected respondent is expected to perform services to include reviewing and evaluating the City's ongoing employee benefit programs to assure compliance with all federal, state, and local rules. The respondent will also be expected to assess cost effectiveness of such programs, offer alternatives for evaluation, and recommend changes that are in the best interest of the City of Palm Coast.

Employee benefit programs include Health, Dental, Disability, Life, and Voluntary Benefit Services. The City is currently self-funded, but the Agent of Record would be expected to advise the City on other potential funding arrangements, and provide information and advice on alternate funding options or benefit carve-out programs, as applicable. The Agent of Record for Employee Benefit Broker Services

will advise on current trends, market changes, and innovative programs that may be of interest to or benefit the City's employee benefit programs, as well as educate and assist the City with compliance with the Affordable Care Act.

Four firms responded to the RFSQ within the required time frames. The four respondents were ranked by an employee committee. Based upon evaluations, Brown & Brown of Florida, Inc. is the highest ranked respondent.

Alternatives and Analysis

The committee unanimously recommends that, Brown & Brown, our current broker, remain the Agent of Record for Benefit Broker Services. The City has a unique benefit offering consisting of a self-insured benefit plan, an employee health clinic and a comprehensive offering of ancillary products. Brown and Brown has been instrumental in the development of our program and is to be credited for much of the program's success. The committee strongly believes that switching to an alternate provider for this service would not be advantageous at this time. The term of the contract will be for 3 years with two (2) one year renewal options.

RESOLUTION 2020-XX APPROVING A CONTRACT WITH WASTEWATER SOLUTIONS, LLC FOR WWTP 1 VERTICAL TURBINE PUMP REPLACEMENT

The City's Wastewater Treatment Plant No. 1 operates four (4) reclaimed water pumps in order to send the reclaimed water produced at the plant through the reclaimed water distribution pipe system, to various locations throughout the City. The use of reclaimed water for irrigation is environmentally beneficial, as it reduces the amount of potable water needed for irrigation and therefore reduces the demand on the raw water supply. Three (3) of the four (4) pumps are relatively new and were placed into operation in 2008. The oldest pump has been in service for over twenty (20) years and sends reclaimed water through a dedicated main to the Hammock Dunes community, which is one of the City's original reclaimed water customers. This existing pump is near the end of its useful lifecycle and has lost flow capacity and efficiency and is in need of replacement.

As part of City Council's goals to ensure that all infrastructure is a priority regarding maintenance and performance, staff requested proposals from qualified vendors for the replacement of a vertical turbine pump. The pump submittals were comparatively evaluated based on criteria, which included purchase cost, pump efficiency, flow capacity, power consumption and technical features. This forms the basis of total cost of ownership (TOC) on which the submittals are ranked. However, the base price for the pump is the actual purchase cost.

Project ITB-UT-20-53 was advertised on April 15th 2020. Three (3) bids were received on April 23, 2020 ranging from \$44,335.00 to \$64,950.00. City staff recommends awarding the contract to the low bidder, Wastewater Solutions, LLC of Boca Raton, FL, in the amount of \$44,335.00. The notice of intent to award and a project bid overview are attached.

Funds for this project have been budgeted for out of the Wastewater Plant Expansion for Fiscal Year 2020.

RESOLUTION 2020-XX APPROVING MASTER SERVICES AGREEMENTS WITH TFR ENTERPRISES, INC., & DRC EMERGENCY SERVICES, LLC FOR DISASTER DEBRIS REMOVAL & DISPOSAL SERVICES

Hurricanes and other natural disasters can generate unprecedented amounts of debris creating unsafe conditions on our City's public roadways. Consequently, debris removal becomes a high priority following a disaster. In these situations, the City and its contracted residential waste provider have limited resources (staff and equipment) to devote to the increased demand.

Therefore, experienced disaster recovery debris contractors play a significant role in the debris removal, collection, reduction and disposal process. These contractors are able to assemble sufficient resources to remove large volumes of disaster-generated debris from a large area in a timely and cost-effective manner and lawfully dispose of all debris according to local, State, and Federal environmental requirements and in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA).

In support of and aligned with City Council's goals and priorities Objective 5.2: Enhance safety measures throughout the community, the City has taken a proactive approach through advanced planning to assure necessary resources are readily available to mitigate the threat to the health, safety, and welfare of the City of Palm Coast's residents.

City staff advertised and solicited bids in accordance with the City's Purchasing Policy. Several bids were received and found to be responsive and responsible. Following careful evaluation, City staff recommend City Council approve master service agreements with TFR Enterprises, Inc. & DRC Emergency Services, LLC., for disaster debris removal services on an as needed basis. In support of this recommendation, the project bid overview and notice of intent to award are attached.

RESOLUTION 2020-XX APPROVING A CONTRACT WITH PAUL CULVER CONSTRUCTION FOR CONSTRUCTION SERVICES FOR THE PALM HARBOR GOLF CLUBHOUSE IMPROVEMENTS PROJECT

As part of City Council's goals and priorities to enhance infrastructure in order to maintain quality neighborhoods and business districts, City staff recommends maintenance improvement items at the Palm Harbor Golf Clubhouse building as well as replacing the parking lot lighting with LED fixture heads. This project will bring the building into compliance with current ADA standards, address maintenance issues and make the building more energy efficient in conjunction with the 2014 Siemens Energy Analysis Report. The work includes selective demolition, new ADA plumbing fixtures, toilet partitions, new bathroom accessories, finishes, lighting retrofit to LED fixtures, replacement and supplementation of the kitchen floor joists, and new floor finishes. It also includes construction of a stand-alone enclosure for the ice machine.

The City staff advertised for construction services in accordance with the City's purchasing policy (ITB-CD-20-51). The City received four (4) bids that were deemed to be responsive and responsible. City staff recommends award of the project to Paul Culver Construction. City staff recommends approving a construction contract in the amount of \$184,900.00, plus a 10% contingency of \$18,490.00 to cover unforeseen issues as part of the work.

Funds for this project have been approved in the FY 2020 Capital Projects.

RESOLUTION 2020-XX CITY MANAGER PERFORMANCE EVALUATION

This item was heard by City Council at their March 10, 2020 Workshop. Council requested Ms. Alves and Ms. Smith assist with the City Manager's evaluation process. Ms. Alves collected all the evaluations from City Council. Ms. Alves ranked the evaluations in accordance with the sample provided to Council at their March 10, 2020 Workshop. The evaluations and summary of the results are attached to this agenda item. The results were based on the following values:

Rating Score

Poor 1

Needs Improvement 2

Meets Expectations 3

Exceeds Expectations 4

Excels 5

The tabulated score, which is attached, resulted in an overall value of 3.73 or just above midway between "meets expectations" and "exceeds expectations."

For informational purposes, City staff received an annual cost of living adjustment of 2% in January of 2020 and merit increases averaging 3% to reflect performance. Those who achieved scores higher than "meets expectations" could receive up to 5%.

The Financial Services Director recommends that the City Manager be treated the same as all other employees with regard to the annual cost of living adjustment and performance-based merit increase.

Based on the City Council performance evaluation rating of "meets expectations", the recommendation is for a contract amendment that adjusts the City Manager's salary by the same cost of living increase of 2%, as well as provide for the annual merit adjustment of 3%.

This change will result in an increase of \$7,250 to the City Manager's salary. This would take effect April 8, 2020, to coincide with the City Manager's anniversary date.

Background from the March 10, 2020 Workshop

On March 19, 2019, the City Manager entered into an employment agreement with the City of Palm Coast. Section 9 Performance Evaluation of the Agreement, requires the City, acting through the City Council review and evaluate the performance of the City Manager annually on the anniversary date of the execution of the Agreement or shortly thereafter. The review and evaluation criteria will be based upon mutually agreed upon criteria and methods established by the City Manager and the City Council. The City's evaluation of the City Manager shall be provided to the City Manager in writing within 30 days of the review and evaluation of the City.