

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 9:00 a.m. Tuesday, June 9, 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 and continued by Executive Order Number 20-139 on June 3, 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 8, 2020 by noon.

INSTRUCTIONS FOR LISTENING AND PROVIDING PUBLIC COMMENT: June 9, 2020 CITY OF PALM COAST VIRTUAL/CMT COUNCIL MEETING

The June 9, 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, June 9, 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. ORDINANCE 2020-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE IV FIRE AND RESCUE SYSTEM IMPACT FEE
3. RESOLUTION 2020- XX THE STATE REVOLVING FUND LOAN APPLICATION FOR ENGINEERING DESIGN SERVICES FOR THE EXPANSION OF WASTEWATER TREATMENT PLANT #2
4. RESOLUTION 2020-XX APPROVAL OF THE E-SECTION CANAL IMPROVEMENTS
5. RESOLUTION 2020-XX AUTHORIZING THE CITY'S FINANCE DIRECTOR TO CERTIFY AND EXECUTE THE PROPOSED CAPITAL FINANCING PLAN FOR THE E-SECTION CANAL IMPROVEMENTS
6. RESOLUTION 2020-XX APPROVING A LICENSE AGREEMENT WITH FLAGLER COUNTY FOR THE CONSTRUCTION PHASE OF THE E-SECTION CANAL DRAINAGE IMPROVEMENTS
7. PRESENTATION - OVERVIEW OF PROPERTY TAXES AND TRIM PROCESS

F. WRITTEN ITEMS

8. RESOLUTION 2020-XX APPROVING APPROVING A MASTER PRICE AGREEMENT WITH PENTAIR FILTRATION SOLUTIONS, LLC., FOR THE PURCHASE OF ULTRAFILTRATION MODULES
9. RESOLUTION 2020-XX APPROVING A MASTER SERVICES AGREEMENT WITH PARKSON CORPORATION FOR THE PURCHASE AND INSTALLATION OF A DEWATERING SCREW PRESS

10. RESOLUTION 2020-XX APPROVING A CONTRACT WITH A.W.A. CONTRACTING CO., INC., FOR THE K-6 WEIR AT SMITH TRAIL

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 May 11, 2020, staff presented the Strategic Action Plan to City Council. At Council's request, staff has refined the draft priorities to capture the feedback provided by City Council. Each proposed priority and any adjustments will be reviewed during this presentation. Staff is requesting final direction on each priority prior to proposed adoption by resolution on June 16, 2020.

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

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.

ORDINANCE 2020-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE IV FIRE AND RESCUE SYSTEM IMPACT FEE

The City of Palm Coast growth in residential and non-residential properties has occurred and is expected to continue to occur in the areas that are provided municipal services by the City. In August of 2019, the City contracted with Raftelis (consultant) to conduct a Fire/EMS impact fee study.

In January 2020, staff presented Council with the Fire and Rescue Impact Fee Study dated January 30, 2020 received from the City's consultant. Raftelis reviewed the existing demand for capital improvements, including, where appropriate, land acquisition, and construction costs; the existing inventory of same; and the method of financing same. The Fire and Rescue impact fee report has been presented to and reviewed by the City Council, determined (1) that an updated impact fee is necessary to offset the costs associated with meeting future capital improvement demands pursuant to the projections set forth in the report; (2)

that the impact fees adopted by this Ordinance bear a reasonable relationship to the burden imposed upon the City to provide capital improvements to new residents and businesses. Fire and Rescue impact fees provide a direct benefit to such new residents and businesses reasonably related to the Fire and Rescue impact fees assessed; (3) that an "essential nexus" exists between the projected new development and the need for additional capital improvements to be funded with Fire and Rescue impact fees, and between the impact fee and the benefits that accrue to new development paying the fee; and (4) that the amount of the impact fees is "roughly proportional" to the pro rata share of the additional capital improvements needed to serve new residential development and businesses, while maintaining the level of service (LOS) standard currently provided to City residents and businesses.

Fire and rescue system planning is an evolving process and the standard of service of the City fire and rescue system constitutes a projection of anticipated need for capital improvements based upon present knowledge and judgment. Therefore, in recognition of changing growth patterns and the dynamic nature of population growth, it is the intent of the City Council that the standard of service for the City fire and rescue system and the fire and rescue system impact fee imposed in this article be reviewed and adjusted periodically to insure that the City fire and rescue system impact fees are imposed equitably and lawfully, based upon actual and anticipated growth at the time of their imposition.

The City annually develops a capital budget to ensure new development is adequately provided with capital improvements necessary to serve new development at the growth rates projected in the Fire and Rescue impact fee report.

The City fire and rescue system provides services for all citizens of the City and the presence of the City fire and rescue system enhances and benefits the health, safety, well-being and general welfare of all citizens of the City. Therefore, the City fire and rescue system impact fee shall be imposed and collected from all fire and rescue system impact construction.

The existing City fire and rescue system and other improvements and additions, contemplated by the Council and which are or will be funded by revenues other than impact fees, shall eliminate any deficiency between the existing City fire and rescue system and the established standard of service, and shall be sufficient for the needs of the existing population of the City.

Therefore, the revenue derived from the fire and rescue system impact fee shall be utilized only for capital improvements for the City fire and rescue system which are necessitated by new construction. Staff is recommending adopting this Ordinance amending Chapter 29 Impact Fees, Article IV Fire and Rescue System Impact Fee.

RESOLUTION 2020-XX APPROVING THE STATE REVOLVING FUND LOAN APPLICATION FOR ENGINEERING DESIGN SERVICES FOR THE EXPANSION OF WASTEWATER TREATMENT PLANT #2

The City of Palm has been back in a growth mode now for several years. This growth has seen a year over year increase in residential construction every year for over five years. The City of Palm Coast continues to be good stewards of the environment while growing our community in a controlled method that shows good planning practices. This is consistent with Council Goal 1.2. Assess the need to expand infrastructure for sustainable growth. This City controlled growth is good for our community and economy

but it does create the need to increase our City wastewater capabilities when our wastewater flows hit certain daily average permitted flows.

The City Utility Five Year Capital Improvement Plan currently has plan monies for expansion of the plant in Fiscal Years 2020 through 2023 for the Wastewater Treatment Facility #2. The Utility also has a Wastewater Capacity Analysis Report, which is the overall planning document for tracking wastewater plant flows, outstanding committed capacity to developers/customers and ultimately providing the data to determine the timing for beginning the process of wastewater facility expansion needs for our community.

The City's design consultants, CPH Engineers, have worked with staff on the process to expand our current Wastewater Treatment Facility No. 2 from its current permitted capacity of 2.0 million gallons a day (MGD) to 4.0 MGD. This process from the beginning of application for State Revolving Funds and Facilities Plan and Capital Financing Plan to the activation of the new facilities is a lengthy one.

The City began the original construction of WWTP#2 back in early 2016 and completed the activation in the summer of 2018. The initial permitted capacity of the facility was 2.0 MGD. This facility site was laid out, designed and constructed to be expanded in 2.0 MGD segments for an ultimate site capacity of 6.0 MGD of permitted wastewater treatment capability. This would be the first of two probable site expansions.

This is a request to approve the loan application for the SRF loan that is required in order to take the next step in the process for expanding the facility. Staff recommends approval of this item. The loan application is available in the City Clerk's office.

RESOLUTION 2020-XX APPROVING RESOLUTION 2020-XX APPROVAL OF THE E-SECTION CANAL IMPROVEMENTS.

In an effort to enhance and stay consistent with the Stormwater Master Plan and Council's goals to address drainage related issues, City Staff identified critical areas in need of drainage improvements. On June 4, 2019, City Council approved a work order with DRMP, a continuing services provider for the City of Palm Coast, for engineering design services related to the E Section stormwater improvements project. These services consisted of creating a drainage plan to perform dredging, canal, culvert, and ditch improvements and redirect drainage in a portion of the west area of the E-Section. These improvements will increase capacity and conveyance, and improve water quality, for both canals. Design services and plans have been completed and are ready for construction. The City is in the process of obtaining financing from the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Program for the construction portion related to the dredging of the Easthampton and Eisenhower Waterways. One of the requirements to participate in the SRF Program, is to obtain City Council approval of the E-Section Canal Improvements. Therefore, this item is requesting City Council approve the E-Section Canal Improvements.

RESOLUTION 2020-XX AUTHORIZING THE CITY'S FINANCE DIRECTOR TO CERTIFY AND EXECUTE THE PROPOSED CAPITAL FINANCING PLAN FOR THE E-SECTION CANAL IMPROVEMENTS

In an effort to enhance and stay consistent with the Stormwater Master Plan and Council's goals to address drainage related issues, City Staff identified critical areas in need of drainage improvements. On June 4, 2019, City Council approved a work order with DRMP, a continuing services provider for the City of

Palm Coast, for engineering design services related to the E- Section stormwater improvement project. These services consisted of creating a drainage plan to perform dredging, canal, culvert, ditch improvements and redirect drainage in a portion of the west area of the E-Section. These improvements will increase capacity and conveyance, and improve water quality, for both canals. Design services and plans have been completed and the project is ready for construction which will include dredging of Easthampton and Eisenhower Waterways.

City staff recommends authorizing the City's Finance Director to certify and execute the proposed capital financing plan to secure financing from FDEP State Revolving Fund Program for the construction phase of the E-Section canal improvements project.

RESOLUTION 2020-XX APPROVING A LICENSE AGREEMENT WITH FLAGLER COUNTY FOR THE CONSTRUCTION PHASE OF THE E-SECTION CANAL DRAINAGE IMPROVEMENTS

In an effort to enhance and stay consistent with the Stormwater Master Plan and Council's goals to address drainage related issues, City Staff identified critical areas in need of drainage improvements. On June 4, 2019, City Council approved a work order with DRMP, a continuing services provider for the City of Palm Coast, for engineering design services related to the E-Section Improvement Project. These services consisted of creating a drainage plan to perform dredging, canal, culvert, ditch improvements and redirect drainage in a portion of the west area of the E-Section. These improvements will increase capacity and conveyance, and improve water quality, for both canals. Design services and plans have been completed and the project is ready for construction which will include dredging of Easthampton and Eisenhower Waterways.

City staff recommends approving a license agreement with Flagler County to use the license area for the sole purpose of excavation and removal of sediment from Eisenhower and Easthampton Waterways, repair/replacement of existing drainage structures, and for sloping, grading, tying in, harmonizing and reconnecting existing features that fall within the County's Property.

PRESENTATION - OVERVIEW OF PROPERTY TAXES AND TRIM

In preparation of the adoption of the FY 2021 TRIM Rate, the Finance Department will present an overview of Property Tax and the TRIM process to City Council.

RESOLUTION 2020-XX APPROVING A MASTER PRICE AGREEMENT WITH PENTAIR FILTRATION SOLUTIONS, LLC. FOR THE PURCHASE OF ULTRAFILTRATION MODULES FOR POTABLE WATER SUPPLY

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 the ultrafiltration membrane modules at Water Treatment Plant #2. The Ultrafiltration process removes particulates from the Zero Liquid Discharge treatment process water prior to blending with final treatment. The modules are subject to routine chemical backwashes to remove particulate matter and microbial growth from the membrane surface. The chemical exposure from the backwashes deteriorates the membrane over time causing the eventual need of replacement.

The membrane's condition was recently autopsied and evaluated. The results indicated that the permeability of the current membranes has declined and the membrane process has experienced a loss of performance. Staff is recommending the purchase of ninety-six Pentair Aqua Flex 55 modules and

accessories. Water Treatment Plant #2 staff will assist and provide some manpower in efforts to reduce cost of the project.

City staff advertised and solicited bids under ITB-UT-20-48 for the purchase of 96 Aqua Flex 55 modules and accessories in accordance with the City's Purchasing Policy. City staff recommends approving a master price agreement with Pentair Filtration Solutions, LLC. The notice of intent to award and project bid overview are attached to this agenda item.

These units will be purchased using 2020 budgeted funds from the Capital Projects Fund appropriated by City Council.

RESOLUTION 2020-XX APPROVING A MASTER SERVICES AGREEMENT WITH PARKSON CORPORATION FOR THE PURCHASE AND INSTALLATION OF A DEWATERING SCREW PRESS

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 the existing Andritz screenings compactor with a new Parkson Aqua WashPress model AWP10-2 at Wastewater Treatment Plant #1. The Aqua WashPress is used to dewater screenings removed from the influent entering the plant and compress these screenings to reduce the volume that is collected. The existing Andritz unit is fifteen years old and the compactor is no longer operational. Based on estimates to rehab the existing equipment, it is not cost effective to repair based on the cost of a new unit.

City staff advertised and solicited bids under ITB-UT-20-54 for the purchase and installation of a Dewatering Screw Press in accordance with the City's Purchasing Policy. City staff recommends approving a Master Services Agreement with Parkson Corporation. 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 Capital Projects Fund to purchase this unit.

RESOLUTION 2020-XX APPROVING A CONTRACT WITH A.W.A. CONTRACTING CO., INC., FOR THE K-6 WEIR AT SMITH TRAIL

As part of City Council's priority to assess the need to expand infrastructure for sustainable growth staff has identified the need to remove and replace the existing weir known as K-6. City Staff advertised a bid for qualified contractors to remove/replace the K-6 Weir. This project consist of the removal of an existing concrete weir structure and reconstruct downstream from the previous structures locations, removing and replacing exiting Stormwater culverts under Smith Trail. This will also include a change in the weir gate to a simplified double sheet pile structure with overflow.

The City advertised the project (ITB-SWE-20-50) and received four (4) bids that were deemed to be responsive and responsible bidders.

The project design engineer and City staff recommend award of the project to the low bidder, A.W.A Contracting Co., Inc., in the amount of \$458,907.42. In addition, staff recommends including the two (2) additive alternates, \$55,726.70, for incidental utility work due to a force main & water main at the site location. Based on past experience with similar construction projects, staff is requesting a 10%

contingency (\$51,463.41) also to be approved in case of unforeseen circumstances and/or unknown conditions, for a total project cost of \$566,070.53.

Funds for this project are budgeted out of the Stormwater & Engineering budget for FY 20-21.