



**City of Palm Coast**  
**Agenda**  
**COUNCIL BUSINESS**  
**MEETING**

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
www.palmcoastgov.com

*Mayor David Alfin*  
*Vice Mayor Eddie Branquinho*  
*Council Member Ed Danko*  
*Council Member John Fanelli III*  
*Council Member Nick Klufas*

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**Tuesday, December 6, 2022**

**6:00 PM**

**COMMUNITY WING**

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**City Staff**

**Denise Bevan, City Manager**

**Neysa Borkert, 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 and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting 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 at <https://www.youtube.com/user/PalmCoastGovTV/live>.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**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. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (2) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public,

there may be discussion by the City Council.

(3) When addressing the City Council on specific, enumerated Agenda items, speakers shall:

(a) direct all comments to the Mayor;

(b) make their comments concise and to the point;

(c) not speak more than once on the same subject;

(d) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;

(e) obey the orders of the Mayor or the City Council; and

(f) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.

(4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting. portions of the agenda at the times indicated by the Chair during the meeting.

#### **E. MINUTES**

- 1. MINUTES OF THE CITY COUNCIL:  
NOVEMBER 15, 2022 BUSINESS MEETING**

#### **F. PROCLAMATIONS**

- 2. PROCLAMATION - REPRESENTATIVE PAUL RENNER AS SPEAKER OF THE HOUSE**

#### **G. RESOLUTIONS**

- 3. RESOLUTION 2022-XX APPROVING THE FINAL 2022 GENERAL ELECTION RESULTS**

#### **H. CONSENT**

- 4. RESOLUTION 2022-XX APPROVING A MASTER SERVICE AGREEMENT WITH C & C ENVIRONMENTAL SERVICES, INC., FOR FILTERS MEDIA REPLACEMENT**
- 5. RESOLUTION 2022-XX APPROVING A MASTER SERVICE AGREEMENT WITH EAU GALLIE ELECTRIC FOR WELL GENERATOR INSTALLATIONS AT SW-32 AND SW-127**
- 6. RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, FOR MISCELLANEOUS REPAIR PARTS FOR PEP SYSTEMS ON AN AS NEEDED BASIS**

#### **I. SEATING OF NEWLY ELECTED COUNCIL MEMBERS AND ORGANIZATIONAL ITEMS**

**7. OATH OF OFFICE FOR NEWLY ELECTED COUNCIL MEMBERS FOR SEATS 2 AND 4**

**J. ROLL CALL OF NEWLY SEATED COUNCIL**

**8. SELECT VICE MAYOR FOR 2022-2023**

**9. COUNCIL LIAISON APPOINTMENTS TO VARIOUS SERVICE ORGANIZATIONS FOR FISCAL YEAR 2022-2023**

**K. PUBLIC PARTICIPATION**

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

**L. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

**M. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**N. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

**O. ADJOURNMENT**

**10. AGENDA WORKSHEET AND CALENDAR**

# City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	CITY CLERK	<b>Account</b>
		<b>#</b>
<b>Subject</b>	MINUTES OF THE CITY COUNCIL: NOVEMBER 15, 2022 BUSINESS MEETING	
<b>Presenter :</b>	Virginia Smith, City Clerk	
<b>Background :</b>		
<b>Recommended Action :</b>	ADOPT MINUTES OF THE CITY COUNCIL: NOVEMBER 15, 2022 BUSINESS MEETING	

# City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION - REPRESENTATIVE PAUL RENNER AS SPEAKER OF THE HOUSE	
<b>Presenter : MAYOR AND CITY COUNCIL</b>	
<b>Background :</b>	
<b>Recommended Action :</b> <b>PROCLAIM REPRESENTATIVE PAUL RENNER AS SPEAKER OF THE HOUSE</b>	

## City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>	
<b>Division</b>		<b>Account</b>	
		<b>#</b>	
<b>Subject</b>	RESOLUTION 2022-XX APPROVING THE FINAL 2022 GENERAL ELECTION RESULTS		
<b>Presenter : Virginia Smith, City Clerk</b>			
<b>Background :</b>			
<p>The Charter of the City of Palm Coast, Article 8. Elections, Paragraph (7) City Canvassing Board, provides after final election results are certified by the Flagler County Supervisor of Elections, the Canvassing Board shall immediately report the results back to a meeting of the City Council held for the purpose of final certification and filing with the City Clerk as required by law.</p> <p>However, in the 2011 City election, the voters approved a referendum changing the election from odd to even years. Then in 2014, City Council adopted Ordinance 2014-5 amending Chapter 2, Article II by adding "election procedures." Section 2-37 (e) Canvass of Returns states the Flagler County Canvassing Board shall canvass the returns of all City elections held in conjunction with County elections, in accordance with the provisions of State law.</p> <p>The County Canvassing Board Certificate is attached to this agenda item for City Council to certify the results of the 2022 Elections.</p>			
<b>Recommended Action :</b>			
<b>ADOPT RESOLUTION 2022-XX APPROVING THE FINAL 2022 GENERAL ELECTION RESULTS</b>			

# City of Palm Coast, Florida Agenda Item

Agenda Date: December 6, 2022

<b>Department</b>	WATER UTILITY	<b>Amount</b>	\$ 74,000.00
<b>Division</b>		<b>Account</b>	# 54029088 063000 84004
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A MASTER SERVICE AGREEMENT WITH C & C ENVIRONMENTAL SERVICES, INC., FOR FILTERS MEDIA REPLACEMENT.		
<b>Presenter: Peter Roussel, Utility Deputy Director</b>			
<p><b>Background :</b>  <b>This item is for standard operations.</b></p> <p>Water Treatment Plant #1 is a lime softening treatment plant that uses lime to reduce the hardness of the water. Another step in the overall treatment process is filtration that uses dual media sand filters to filter out particulates such as lime carryover to reduce the turbidity of the water. Both treatment processes enable us to comply with the State and Federal regulations.</p> <p>The media in the filters consist of gravel, sand, and anthracite (crushed coal). The media has a useful life span of typically 10 to 15 years, depending on the efficiency of the upstream treatment process. Water Treatment Plant #1 has already replaced all the media in Filters # 1 and # 2 this year. In addition to replacing all the media, the underdrain system was cleaned and inspected. This project is to complete the media replacement for the remaining filters, # 3, # 4, #5 and # 6 with emphasis placed on inspecting and repairing any of the underdrain components.</p> <p>In accordance with the City's Purchasing Policy, City staff advertised and solicited bids for filters media replacement under bid ITB-UT-23-02. The project bid overview and notice of intent to award are attached. Staff recommends City Council approve a master service agreement with C &amp; C Environmental Services, Inc., for filters media replacement.</p> <p>City staff will purchase this service using budgeted funds appropriated by City Council. The Fiscal Year 2023 Budget includes funds within Utilities budget for filters media replacement.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2023</b>			
	IMPR-General Plant R&R 54029088 063000 84004.....		\$700,000.00
	Total Expended/Encumbered to Date.....		376,593.15
	Current (WO/Contract).....		74,000.00
	<b>Balance.....</b>		<b>\$249,406.85</b>
<p><b>Recommended Action:</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICE AGREEMENT WITH C &amp; C ENVIRONMENTAL SERVICES, INC., FOR FILTERS MEDIA REPLACEMENT</b></p>			

## City of Palm Coast, Florida Agenda Item

Agenda Date: December 6, 2022

<b>Department</b> WATER UTILITY <b>Division</b>	<b>Amount</b> \$178,000.00 <b>Account</b> #54029088 063000 81019										
<b>Subject</b> RESOLUTION 2022-XX APPROVING A MASTER SERVICE AGREEMENT WITH EAU GALLIE ELECTRIC FOR WELL GENERATOR INSTALLATIONS AT SW-32 AND SW-127											
<b>Presenter: Peter Roussel, Utility Deputy Director</b>											
<p><b>Background :</b>  <b>This item is for standard operations.</b></p> <p>Water Plant 1 (WTP 1) has a combination of Generators and Diesel Motor Driven Right Angle Drives to power the well sites during times of Natural Emergencies and Power Outages. WTP 1 well field uses 11 Perkins 4 Cylinder 75HP +/- diesel powered engines connected to Amarillo Right Angle Drive Units. The units use a clutch assembly to engage the motor to the pump. This allows us to use the submersed pump in the well to pump water from below the ground to the Treatment Plant to be treated and converted to drinking water. However, the conversion process from FPL power to Perkins's drive is a very manual process and time-consuming process. These Perkins engines and the Amarillo RAD's are old and worn out. Parts are extremely hard to find, and they have become unreliable in cases of emergencies. This project is a multi-year process where we will be replacing the Perkins Engines and the Amarillo RAD's with diesel powered generators. This year we are installing 2 diesel powered generators which in raw water flow capability will allow us to remove 3 or 4 of the Perkins Engines and RAD units. Diesel Powered Generators are more dependable. Less manual labor intensive and will produce just a fraction of the pollution than what currently exists.</p> <p>In accordance with the City's Purchasing Policy, City staff advertised and solicited bids under RFP-UT-22-90 of the well generator installation for SW-32 and SW-127. City staff is recommending approving this bid with Eau Gallie Electric. The project bid overview and notice of intent to award are attached.</p> <p>The Fiscal Year 2023 Budget includes available funding appropriated by City Council of the well generator installation for SW-32 and SW-127.</p> <p><b>SOURCE OF FUNDS WORKSHEET FY 2023</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Improvements – Wellfield and Wells 54029088 063000 81019.....</td> <td style="text-align: right;">\$2,600,000.00</td> </tr> <tr> <td>Total Expended/Encumbered to Date.....</td> <td style="text-align: right;">1,218,695.79</td> </tr> <tr> <td>Pending Work Orders/C.....</td> <td style="text-align: right;">312,000.00</td> </tr> <tr> <td>Current (WO/Contract).....</td> <td style="text-align: right;">178,000.00</td> </tr> <tr> <td><b>Balance.....</b></td> <td style="text-align: right;"><b>\$ 891,304.21</b></td> </tr> </table>		Improvements – Wellfield and Wells 54029088 063000 81019.....	\$2,600,000.00	Total Expended/Encumbered to Date.....	1,218,695.79	Pending Work Orders/C.....	312,000.00	Current (WO/Contract).....	178,000.00	<b>Balance.....</b>	<b>\$ 891,304.21</b>
Improvements – Wellfield and Wells 54029088 063000 81019.....	\$2,600,000.00										
Total Expended/Encumbered to Date.....	1,218,695.79										
Pending Work Orders/C.....	312,000.00										
Current (WO/Contract).....	178,000.00										
<b>Balance.....</b>	<b>\$ 891,304.21</b>										
<p><b>Recommended Action:</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICE AGREEMENT WITH EAU GALLIE ELECTRIC FOR WELL GENERATOR INSTALLATIONS AT SW-32 AND SW-127</b></p>											



## City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	\$120,000.00
<b>Division</b>		<b>Account #</b>	54019082-046000
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, FOR MISCELLANEOUS REPAIR PARTS FOR PEP SYSTEMS ON AN AS NEEDED BASIS		
<b>Presenter: James Melley, Utility Systems Manager</b>			
<b>Background:</b> <b>This item is for standard operations</b>			
<p>The Wastewater Collection Division of the Utility Department is responsible for the operation and maintenance of the pep system. This system is owned and operated by the city and represents a large portion of the central sewer system. This request is for miscellaneous parts to perform repairs to the PEP system.</p> <p>This purchase must be sole-sourced to Alpha General Services as these are the specified components that match the pep tank/pump assembly packages used for new pep installations. This allows consistency and meets the specifications set forth by the Utility. City staff electronically posted the intent to award for fifteen (15) business days in accordance with Section 287.057(3)(c), Florida Statutes as this item is greater than \$50,000. No other potential vendors responded.</p> <p>City Council approval is required for contracts valued over \$50,000 in accordance with Chapter 2 Article 1, Division 3, Section 2-26A of the City Code. Therefore, based on the foregoing, City staff recommends that City Council approve a master price agreement for the required miscellaneous parts as needed from Alpha General Services.</p> <p>City staff will purchase the miscellaneous parts on an as-needed basis using budgeted funds appropriated by City Council. The FY 2023 budget includes \$120,000.00 for these purchases.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2023</b>			
	Repair and Maintenance 54019082-046000.....		\$262,500.00
	Total Expended/Encumbered to Date.....		140,317.90
	Pending Work Orders/Contracts.....		0.00
	Current (WO/Contract).....		120,000.00
	<b>Balance</b> .....		<b>\$ 2,182.10</b>
<b>Recommended Action :</b> <b>ADOPT RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, FOR MISCELLANEOUS REPAIR PARTS FOR PEP SYSTEMS ON AN AS NEEDED BASIS</b>			

## City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	CITY CLERK	<b>Account</b>
		<b>#</b>
<b>Subject</b>	OATH OF OFFICE FOR NEWLY ELECTED COUNCIL MEMBERS FOR SEATS 2 AND 4	
<b>Presenter :</b>	Virginia Smith, City Clerk	
<b>Background :</b>	The 2022 General Election had two seats on the ballot, Seat 2 and Seat 4 for City Council. The voters elected Theresa Carli Pontieri for Seat 2 and Cathy Heighter for Seat 4, who will take their oath of office and then take their seats at the dais.	
<b>Recommended Action :</b>	OATH OF OFFICE FOR NEWLY ELECTED COUNCIL MEMBERS FOR SEATS 2 AND 4	

## City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>																						
<b>Division</b>	<b>Account</b>																						
	<b>#</b>																						
<b>Subject</b> SELECT VICE MAYOR FOR 2022-2023																							
<b>Presenter : Virginia Smith, City Clerk</b>																							
<p><b>Background :</b>            Section 5(b) of the City Charter states that there will be an annual election for Vice Mayor and that “such election shall take place at the first meeting after the General Election or at the organizational meeting during years when there is no election.”</p> <p>Council Members, and the year they served as Vice Mayor, are listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">James Holland 2000</td> <td style="width: 50%;">Frank Meeker 2011</td> </tr> <tr> <td>Ralph Carter 2001</td> <td>Bill Lewis 2012</td> </tr> <tr> <td>William Venne 2002</td> <td>Bill McGuire 2013</td> </tr> <tr> <td>Jon Netts 2003</td> <td>Jason DeLorenzo 2014</td> </tr> <tr> <td>Ralph Carter 2004</td> <td>Bill McGuire 2015</td> </tr> <tr> <td>Mary DiStefano 2005</td> <td>Heidi Shipley 2016</td> </tr> <tr> <td>William Venne 2006</td> <td>Steve Nobile 2017</td> </tr> <tr> <td>Jon Netts 2007</td> <td>Robert G. Cuff 2018</td> </tr> <tr> <td>Alan Peterson 2008</td> <td>Nicholas Klufas 2019 and 2020</td> </tr> <tr> <td>Mary DiStefano 2009</td> <td>Eddie Branquinho 2021 and 2022</td> </tr> <tr> <td>Holsey Moorman 2010</td> <td></td> </tr> </table>		James Holland 2000	Frank Meeker 2011	Ralph Carter 2001	Bill Lewis 2012	William Venne 2002	Bill McGuire 2013	Jon Netts 2003	Jason DeLorenzo 2014	Ralph Carter 2004	Bill McGuire 2015	Mary DiStefano 2005	Heidi Shipley 2016	William Venne 2006	Steve Nobile 2017	Jon Netts 2007	Robert G. Cuff 2018	Alan Peterson 2008	Nicholas Klufas 2019 and 2020	Mary DiStefano 2009	Eddie Branquinho 2021 and 2022	Holsey Moorman 2010	
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<b>Recommended Action :</b> <b>SELECT VICE MAYOR FOR 2022-2023</b>																							

## City of Palm Coast, Florida Agenda Item

Agenda Date : December 6, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account #</b>
<b>Subject</b> COUNCIL LIAISON APPOINTMENTS TO VARIOUS SERVICE ORGANIZATIONS FOR FISCAL YEAR 2022-2023	
<b>Presenter : Virginia Smith, City Clerk</b>	
<p><b>Background :</b> Liaison appointments to organizations have traditionally been done following City Elections.</p> <p>The following liaison positions were approved by City Council on November 16, 2021 and were amended from time to time for the Fiscal Year 2021/2022:</p> <ul style="list-style-type: none"> <li>• River To Sea Transportation Development Council (TPO) - Mayor Alfin</li> <li>• Flagler County Tourist Development Council (TDC) – CM Klufas</li> <li>• Stewart-Marchman-Act Behavioral Healthcare – CM Klufas</li> <li>• St. Johns River Water Management District - VM Branquinho</li> <li>• Florida Department of Juvenile Justice Circuit 7 Juvenile Justice Council – CM Barbosa</li> <li>• Affordable Housing Advisory Committee (AHAC) – CM Danko</li> <li>• Flagler Schools Oversight Committee (appoint 2) -Mayor Alfin and CM Klufas</li> </ul>	
<p><b>Recommended Action :</b> <b>APPOINT COUNCIL LIAISONS TO THE VARIOUS SERVICE ORGANIZATIONS FOR FISCAL YEAR 2022-2023</b></p>	