



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 Victor Barbosa
Council Member Ed Danko
Council Member Nick Klufas

Tuesday, February 15, 2022

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, Interim 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, 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.
- City Council Meetings are streamed live on YouTube at <https://www.youtube.com/user/PalmCoastGovTV/live>.
- All pagers and cell phones are to remain OFF while City Council is in session.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

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.

MINUTES

- 1 MINUTES OF THE CITY COUNCIL:
FEBRUARY 1, 2022 BUSINESS MEETING
FEBRUARY 8, 2022 WORKSHOP MEETING**

PRESENTATIONS AND PROCLAMATIONS

- 2 PROCLAMATION - FEBRUARY AS RARE DISEASE DAY**
- 3 PRESENTATION - MAYOR'S 30/30**
- 4 PRESENTATION-CAREERSOURCE FLAGLER VOLUSIA**
- 5 PRESENTATION OF SALTWATER CANAL CONSULTANT SELECTION PROCESS OVERVIEW**

RESOLUTIONS

- 6 RESOLUTION 2022-XX APPROVING NAMING TWO PUBLIC FACILITIES**
- 7 RESOLUTION 2022-XX APPROVING A POLICY FOR ELECTED OFFICIALS REGARDING PUBLIC RECORDS, AND USE OF EMAIL, TEXTING, SOCIAL MEDIA, AND CITY-ISSUED DEVICES**
- 8 RESOLUTION 2022-XX APPROVING A BUDGET AMENDMENT FOR THE FY 2021-2022 RELATING TO THE APPROPRIATION OF FUNDS TO THE CAPITAL PROJECTS FUND FOR THE PUBLIC WORKS FACILITY**
- 9 RESOLUTION 2022-XX PIGGYBACKING THE PALM BAY CONTRACT WITH STANTEC CONSULTING SERVICES, INC., FOR THE UTILITY RATE STUDY**

- 10 RESOLUTION 2022-XX APPROVING THE ADDENDUM TO THE RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES CONTRACT WITH WASTE PRO OF FLORIDA, INC**

OTHER BUSINESS

- 11 DISCUSSION-FINDINGS FOR THE REQUEST FOR QUOTE FOR THE EXECUTIVE SEARCH FIRM FOR THE CITY MANAGER POSITION**
- 12 APPOINT ONE MEMBER TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD TO FILL A VACANCY FOR DISTRICT 3**

DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

PUBLIC PARTICIPATION

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

DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

- 13 REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR JANUARY 2022**

ADJOURNMENT

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department Item Key	Amount Account #
Subject PROCLAMATION – FEBRUARY 28, 2022 AS RARE DISEASE DAY	
Presenter :	
Background : The National Organization of Rare Diseases (NORD) request the City proclaim February 28, 2022 as Rare Disease Day.	
Recommended Action : PROCLAIM FEBRUARY 28, 2022 AS RARE DISEASE DAY	

City of Palm Coast, Florida Agenda Item

Agenda Date: February 15, 2022

Department PARKS & RECREATION Item Key 13124	Amount Account #
Subject PRESENTATION - MAYOR'S 30/30	
Presenter : Kim Brown, Recreation Supervisor-Marketing	
Background : The Mayor's 30/30 Fitness Challenge is a jumpstart to a healthy new year! Mayor Alfin invited all of Flagler County to join the competition to encourage the entire community to get active together! Participants could join a team or challenge themselves as a solo competitor, with the goal of moving for at least one mile per day for 30 days. 2022 is the fifth year the City of Palm Coast played host to the Mayor's Fitness Challenge. The purpose of the Challenge is to encourage residents to embrace a healthy mindset as we enter a new year. Parks & Recreation encourages participation by offering a variety of programs and events that activate both mind and body. This year we brought back previous years' activities including the Walks with Elected Officials and our Mayor's Pickleball Tournament. We added in new activities, like a ruck with our local Army Recruiting Station and GoRuck rucking clubs. This year was unique in that we extended invitations to all of the communities in Flagler County. Flagler County Commissioners, as well as Mayors and administrators from Bunnell and Flagler Beach joined in our Wednesday Walks, which we hosted at parks throughout the County. Community partners like AdventHealth also joined in the fun by hosting an event at their hospital's nature trail. The event also fosters collaboration between internal departments, with IT Research and Development, Community Development, and Public Information and Engagement all contributing to the Challenge. We are incredibly grateful for the enthusiastic participation of our Mayor and Council, employees, and, of course, the residents of Flagler County. Thank you for helping to make the 2022 Mayor's 30/30 Community Fitness Challenge the most successful yet!	
Recommended Action : For presentation only.	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department Community Development	Amount
Item Key	Account
	#
Subject PRESENTATION-CAREERSOURCE FLAGLER VOLUSIA	
Presenter : Jason DeLorenzo, Chief Development Officer	
Background : CareerSource Florida is the statewide workforce policy and investment board of business and government leaders charged with guiding workforce development for the state of Florida. CareerSource Florida provides oversight and policy direction for talent development programs administered by the Department of Economic Opportunity, Florida's 24 local workforce development boards and their 100 career centers. Our local workforce board, CareerSource Flagler Volusia, connects employers with qualified, skilled talent and Floridians with employment and career development opportunities to achieve economic prosperity. Robin King became the President & CEO of CareerSource Flagler Volusia in 2013, after a 24-year tenure with the organization. Robin rose to the leadership role after holding a series of key positions, including Vice President for eight years. Her experience includes project management and analysis, grant writing, procurement, leadership and economic and community development. Ms. King, will provide a presentation on the services offered by CareerSource Flagler Volusia for employers, job seekers and employee training.	
Recommended Action : FOR PRESENTATION ONLY.	

City of Palm Coast, Florida Agenda Item

Agenda Date: February 15, 2022

Department	STORMWATER	Amount
Item Key	13138	Account
Subject	PRESENTATION OF SALTWATER CANAL CONSULTANT SELECTION PROCESS OVERVIEW	
Presenter : Carl Cote		
Background : Presentation to give an overview of the consultant selection process for the saltwater canal dredging study.		
Recommended Action : FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department PARKS & RECREATION	Amount
Item Key	Account
	#
Subject RESOLUTION 2022-XX APPROVING NAMING TWO PUBLIC FACILITIES	
Presenter : Lauren Johnston, Chief of Staff	
Background : On September 21, 2021, City Council adopted Resolution 2021-130, Adopting Guidelines And Procedures For The Official Naming Of Public Facilities. The City received two separate requests from Palm Coast organizations to name two City owned public facilities for Council consideration.	
Shirley Chisolm Trail: The Democratic Women's Club of Flagler County is requesting to name Pine Lakes Trail in honor of Ms. Shirley Chisholm. Ms. Chisolm resided in Palm Coast from 1991 until 2005. She was the First African American women to win a seat in Congress in 1968 and retired from Congress in 1983. Pine Lakes Trail will be known as the Shirley Chisolm Trail along with a commemorative plaque placed on the trail. The Democratic Women's Club has submitted an application to the City for review. Upon review and approval by the City it moved onto the Beautification Advisory Committee. Committee members voted to recommend this request go in front City Council for approval.	
Palm Coast Little League: Palm Coast Little League is requesting to rename Baseball Field 6 at Indian Trails Sport Complex in honor of Doug Berryhill. Mr. Berryhill has been a member of Palm Coast Little League since 2008. Mr. Berryhill was a coach for 14 years, and he also served on the board for 8 years. Palm Coast Little League has submitted their application to the City for review. Upon review and approval by the City it moved onto the Beautification Advisory Committee. Committee members voted to recommend to this request go in front of City Council for approval.	
The Beautification and Environmental Committee met on January 27, 2022 and unanimously approved (vote of 5 to 0) both nomination requests.	
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING NAMING TWO PUBLIC FACILITIES	

City of Palm Coast, Florida Agenda Item

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Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING NAMING TWO PUBLIC FACILITIES	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department CITY CLERK Item Key 13041	Amount Account #
Subject RESOLUTION 2022-XX APPROVING A POLICY FOR ELECTED OFFICIALS REGARDING PUBLIC RECORDS, AND USE OF EMAIL, TEXTING, SOCIAL MEDIA, AND CITY-ISSUED DEVICES	
Presenter : Virginia Smith, City Clerk	
Background : As the City continues to grow, it is imperative to maintain the City's records in accordance with State and local laws. In order to assist in maintaining records, staff is presenting a policy for the City's elected officials relating to public records, use of email, texting, social media and City-issued devices. The proposed policy will provide guidance to Council on the use of the city-issued cell and personal device use. The City will supply and maintain all Apps and records associated with the city-issued cell. The city-issued cell phone must be returned to the City upon the end of the Council Members term. The city-issued cell phone is for official City business and shall not be used for personal use. Currently, City Council each receives a stipend of \$35 per pay period for use of their personal cell phones. This stipend will cease upon issuance of the city-issued cell phone to Council. Staff will be reaching out to City Council to set up appointments for delivery and training within the next month.	
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A POLICY FOR ELECTED OFFICIALS REGARDING PUBLIC RECORDS, AND USE OF EMAIL, TEXTING, SOCIAL MEDIA, AND CITY-ISSUED DEVICES	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department FINANCE Item Key 13126	Amount \$2,500,000 Account Fund 1001 & Fund 4300
Subject RESOLUTION 2022-XX APPROVING A BUDGET AMENDMENT FOR THE FY 2021-2022 RELATING TO THE APPROPRIATION OF FUNDS TO THE CAPITAL PROJECTS FUND FOR THE PUBLIC WORKS FACILITY.	
Presenter : Helena Alves, Finance Director	
Background : At the February 8, 2022 workshop, Council was presented with an update on the Public Works Master Plan and additional funding was determined to be available to allocate to the project. In order to proceed, a budget amendment is required to appropriate funds from the General Fund and assign to the Capital Projects Fund for the purpose of funding the design and build of the approved Public Works Facility Capital Project.	
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A BUDGET AMENDMENT FOR FISCAL YEAR 2022 RELATING TO THE GENERAL FUND AND CAPITAL PROJECTS FUND	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department UTILITY	Amount \$149,948
Item Key 13101	Account # 54019099 034000
Subject RESOLUTION 2022-XX APPROVING PIGGYBACKING THE PALM BAY CONTRACT WITH STANTEC CONSULTING SERVICES, INC. FOR THE UTILITY RATE STUDY	
Presenter : Steve Flanagan	
Background : COUNCIL PRIORITY: D4- Service Delivery and Efficiency: Continue to implement water and wastewater utility improvements to harden facilities to mitigate the impacts of flooding and other hazards. <u>UPDATED BACKGROUND FROM THE FEBRUARY 8, 2022 WORKSHOP.</u> This item was heard by City Council at their February 8, 2022 workshop. There were no changes suggested to this item. <u>ORIGINAL BACKGROUND FROM THE FEBRUARY 8, 2022 WORKSHOP</u> The City of Palm Coast will perform utility rate studies every three to five years. These studies are usually performed within this time frame to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, equipment costs as well as maintenance and other factors. Rate studies are performed to assure that the studied entity will be sustainable over time to cover operating costs, capital improvements costs, stay within financial policies and cover debt payments with a reserve for emergencies. Much information goes into this evaluation, and ultimately, the result is derived from all the information that goes into the study. Based on the current economic factors changing much of how our economy functions, such as COVID impact, supply chain issues, labor shortages and the fact that our past few studies have not been of the most comprehensive nature, we are proposing a more thorough study at this time. Staff has reviewed Stantec Management Consulting in Florida and found them to be extremely knowledgeable in this field and thus the city staff recommends utilizing Stantec's services to provide the Utility Rate Study. City staff is recommending piggybacking the Palm Bay contract RFP 48-0-2017/SB with Stantec Consulting Services, Inc. through 07/17/2022 for the Utility Rate Study. Piggybacking existing competitively bid contracts is considered to be advantageous because we can immediately leverage the competitively awarded contract prices without the need to go out for a time-consuming formal bid, wait for the bids to come back and abstract the bids. By using this contract, we can save a significant amount of time compared to the typically lengthy process while still leveraging the best value of a competitively awarded agreement.	

The Fiscal Year 2022 Budget includes available funding appropriated by City Council for the Utility Rate Study.

SOURCE OF FUNDS WORKSHEET FY 2022

UTILITYFND OTHER CONTRACTUAL SVCS 54019099 034000	\$611,800.00
Total Expended/Encumbered to Date.....	394,100.00
Pending Work Orders/Contracts.....	
Current (WO/Contract).....	149,948.00
Balance	\$67,752.00

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING PIGGYBACKING THE PALM BAY CONTRACT WITH STANTEC CONSULTING SERVICES, INC. FOR THE UTILITY RATE STUDY

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department Item Key	CITIZEN ENGAGEMENT	Amount Account #
Subject	RESOLUTION 2022-XX APPROVING THE ADDENDUM TO THE RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES CONTRACT WITH WASTE PRO OF FLORIDA, INC	
Presenter : Cynthia Schweers, Director of Citizen Engagement		
Background : City staff and NewGen Strategies & Solutions, which is currently the City's solid waste consultant, will be presenting an update of the Residential Solid Waste Collection and Disposal Services. Attached is an addendum for a one year extension for Council's consideration.		
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING THE ADDENDUM TO THE RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES CONTRACT WITH WASTE PRO OF FLORIDA, INC.		

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department	HUMAN RESOURCES	Amount
Item Key	13098	Account
		#
Subject	DISCUSSION-FINDINGS FOR THE REQUEST FOR QUOTE FOR THE EXECUTIVE SEARCH FIRM FOR THE CITY MANAGER POSITION	
Presenter :	Renina Fuller, HR Director	
Background :	<p>At the January 11, 2022 Council Workshop Meeting, Council approved the Request for Quote (RFQ) for an Executive Search Firm for the City Manager position. The RFQ was posted on GovQuote for 14 days.</p> <p>Staff will provide a brief presentation on the quotes received. Staff serves as a resource and looks forward to Council's direction on bringing in one or more companies for a brief presentation.</p>	
Recommended Action :	For Council discussion and direction.	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department Item Key	Amount Account #
Subject APPOINT ONE MEMBER TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD TO FILL A VACANCY FOR DISTRICT 3	
Presenter : Virginia Smith, City Clerk	
<p>Background : Pursuant to State law, the PLDRB is designated as the local Planning Agency. Responsibilities of the PLDRB include making recommendations to the City Council regarding the Comprehensive Plan, Land Development Code, and development applications. Further, the PLDRB acts as final authority (subject to appeal to the City Council) on special exceptions.</p> <p>Section 2-2(a)(5) of the City's Code of Ordinances provides, "In appropriate circumstances the City Council shall make every reasonable effort to ensure that City Council Districts are as equally represented as practicable; provided, however, that the City's local planning agency (Planning and Land Development Regulation Board) shall have at least one appointed from each City Council District."</p> <p>Mr. DeMaria tendered his resignation to the City. Mr. DeMaria resides in District 3. The appointment made today will be to complete Mr. DeMaria's term for District 3 which ends in September 2022. There was only one application received for District 3 from Christopher Gabriel.</p> <p>Advertisements were published multiple times in the News Tribune, the Palm Coast Observer, the City's website and emailed to graduates of the Citizens' Academy.</p>	
Recommended Action : MOTION TO APPROVE APPOINTMENT OF ONE MEMBER TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD TO FILL THE VACANCY FOR DISTRICT 3	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department FINANCE Item Key 13137	Amount Account #
Subject REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR JANUARY 2022	
Presenter : Denise Bevan, Interim City Manager	
Background : Attached is a list of all emergency and sole source purchases for January 2022, in accordance with Sec 2.25 of Chapter 2, Article 1 Division 3 of the Code of Ordinances of the City of Palm Coast (Procurement Policy).	
Recommended Action : FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 15, 2022

Department CITY CLERK	Amount
Item Key	Account
	#
Subject WORKSHEET	
Presenter : Virginia Smith, City Clerk	
Background :	
Recommended Action :	