



**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, May 3, 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.

**E. MINUTES**

- 1. MINUTES OF THE CITY COUNCIL:  
APRIL 19, 2022 BUSINESS MEETING  
APRIL 26, 2022 SPECIAL BUDGET WORKSHOP**

**F. PROCLAMATIONS AND PRESENTATIONS**

- 2. PROCLAMATION - NATIONAL PRESERVATION MONTH**
- 3. PROCLAMATION - NATIONAL TRAVEL AND TOURISM WEEK MAY 1, 2022 THROUGH MAY 7, 2022**
- 4. PROCLAMATION - PUBLIC SERVICE RECOGNITION WEEK MAY 1, 2022 THROUGH MAY 7, 2022**
- 5. PROCLAMATION - PROFESSIONAL MUNICIPAL CLERKS WEEK MAY 1, 2022 THROUGH MAY 7, 2022**
- 6. PROCLAMATION - ARBOR DAY MAY 7, 2022**
- 7. PROCLAMATION - MONARCH BUTTERFLY DAY MAY 7, 2022**
- 8. PRESENTATION OF CERTIFICATES TO THE GRADUATING STUDENTS OF THE CITY OF PALM COAST'S CITIZENS ACADEMY CLASS**

**G. RESOLUTIONS**

9. RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE GREEN LION CAFÉ, LLC FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE
10. RESOLUTION 2022-XX APPROVING THE CITY COUNCIL STRATEGIC ACTION PLAN
11. RESOLUTION 2022-XX APPROVING A CONTRACT WITH CUSTOM BUILT MARINE CONSTRUCTION, INC., FOR THE BELLE TERRE PATHWAY/BRIDGE REHABILITATION PROJECT

**H. CONSENT**

12. RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH, FL WITH FORTILINE WATERWORKS TO PURCHASE BRASS FITTINGS AND ACCESSORIES
13. RESOLUTION 2022-XX APPROVING A CONTRACT WITH NU-PIPE FOR THE BELLE TERRE TRENCHLESS PIPE REHABILITATION PROJECT
14. RESOLUTION 2022-XX APPROVING AN EXTENSION OF THE MASTER SERVICES AGREEMENT WITH AMERICAN JANITORIAL INCORPORATED THROUGH SEPTEMBER 30, 2022 FOR CUSTODIAL & CLEANING SERVICES

**I. PUBLIC PARTICIPATION**

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

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

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

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

**M. ADJOURNMENT**

15. WORKSHEET

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 3, 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: APRIL 19, 2022 BUSINESS MEETING APRIL 26, 2022 SPECIAL BUDGET WORKSHOP	
<b>Presenter :</b>	Virginia Smith, City Clerk	
<b>Background :</b>		
<b>Recommended Action :</b>	APPROVE MINUTES OF THE CITY COUNCIL: APRIL 19, 2022 BUSINESS MEETING APRIL 26, 2022 SPECIAL BUDGET WORKSHOP	

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PROCLAMATION - NATIONAL PRESERVATION MONTH	
<b>Presenter: Mayor and City Council</b>	
<b>Background:</b> May is dedicated to National Preservation Month and celebrates the nation's heritage through historic places. Though Palm Coast is a young city, there is still a rich history here and in Flagler County. During this month, strive to learn more about our community and pay tribute to the history that has helped build the quality of life we enjoy each day.  The Palm Coast Historical Society has requested the City proclaim May as National Preservation Month.	
<b>Recommended Action :</b> <b>PROCLAIM MAY AS NATIONAL PRESERVATION MONTH</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 3, 2022

<b>Department</b> CITY MAYOR AND COUNCIL	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION - NATIONAL TRAVEL AND TOURISM WEEK MAY 1, 2022 THROUGH MAY 7, 2022	
<b>Presenter : Mayor and City Council</b>	
<b>Background :</b> Palm Coast and the Flagler Beaches has requested the City of Palm Coast proclaim May 1, 2022 through May 7, 2022 as National Travel and Tourism Week.	
<b>Recommended Action :</b> <b>PROCLAIM NATIONAL TRAVEL AND TOURISM WEEK MAY 1, 2022 THROUGH MAY 7, 2022</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PROCLAMATION - PUBLIC SERVICE RECOGNITION WEEK MAY 1, 2022 THROUGH MAY 7, 2022	
<b>Presenter : Mayor and City Council</b>	
<b>Background :</b> Public Service Recognition Week is celebrated the first week of May (May 1-7, 2022) since 1985 (beginning on the first Sunday of the month) to honor the people who serve our nation as federal, state, county, local, fire/EMS, and tribal government employees.  The City of Palm Coast has over 540 dedicated full-time, part-time, and seasonal employees that serve the residents and visitors of Palm Coast. Public Service Recognition Week is just one opportunity for these incredible employees to be recognized and celebrated.	
<b>Recommended Action :</b> <b>PROCLAIM PUBLIC SERVICE RECOGNITION WEEK MAY 1, 2022 THROUGH MAY 7, 2022</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 3, 2022

<b>Department Division</b>	CITY ADMINISTRATION	<b>Amount Account #</b>	
<b>Subject</b>	PROCLAMATION - PROFESSIONAL MUNICIPAL CLERKS WEEK MAY 1, 2022 THROUGH MAY 7, 2022		
<b>Presenter : Mayor and City Council</b>			
<b>Background :</b> <p>The International Institute of Municipal Clerks (IIMC) announces the 53rd Annual Professional Municipal Clerks Week. In honor of all municipal clerks, IIMC and the Florida Association of City Clerks (FACC) has requested the City proclaim May 1, 2022 through May 7, 2022 as Professional Municipal Clerks Week.</p> <p>Municipal Clerks' main function is to serve as the council's foundation. Other duties include, but are not limited to, preparing agendas, taking minutes, maintaining ordinance and resolution files, keeping the municipality's historical records, and serves as the clearinghouse for information about the local government. They also record the actions of the various councils, commissions and committees appointed by the council. Many serve as financial officers or treasurers and, in small municipalities, may act as chief administrative officers. Another important responsibility is administering part or all of the local election functions.</p> <p>One of local government's oldest positions is the Municipal Clerk. Their duties have expanded over the years and, today, modern technology assists them with their increasing responsibilities. To stay abreast of new computer applications, records management and other relevant information, many Municipal and Deputy Clerks return to the classroom to increase their knowledge of these issues, learn new material and sharpen old skills. Some elements of government are constantly changing, Clerks must stay current of changes so they can advise their council and inform their community. As the focus of each level of government changes, Clerks must also adapt. Founded in 1947, IIMC is a professional nonprofit association with more than 14,500 members throughout North America and 15 other countries, representing municipalities with populations of 1,000 to more than 8 million. IIMC prepares its membership to meet the challenge of the diverse role of the Municipal Clerk by providing services and continuing educational development opportunities in 46 permanent college-and university based learning centers. IIMC offers Municipal and Deputy Clerks a Certified Municipal Clerk Program (CMC), a Master Municipal Clerk (MMC) Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs IIMC.</p> <p>The City of Palm Coast would like to recognize all the Clerks who assist City Council, as well as those who assist the Council Boards and Committees.</p>			
<b>Recommended Action :</b> <b>PROCLAIM PROFESSIONAL MUNICIPAL CLERKS WEEK MAY 1, 2022 THROUGH MAY 7, 2022</b>			



# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION - ARBOR DAY MAY 7, 2022	
<b>Presenter: Mayor and Council</b>	
<b>Background:</b> The Tree City USA program is a national program that provides the framework for community forestry management for cities and towns across America. Communities achieve Tree City USA status by meeting four core standards of sound urban forestry management: maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day. The Tree City USA program touches the lives of people within the community who benefit daily from cleaner air, shadier streets, and the aesthetic beauty that healthy, well-managed urban forests provide, and can make a strong contribution to a community's pride. Palm Coast has earned the Tree City USA's Growth Award for 15 consecutive years.  Arbor Day will be held on May 7, 2022.	
<b>Recommended Action :</b> <b>PROCLAIM ARBOR DAY MAY 7, 2022</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION – MONARCH BUTTERFLY DAY MAY 7, 2022	
<b>Presenter: Mayor and City Council</b>	
<b>Background:</b> The City of Palm Coast wishes to Proclaim March 7, 2022 as Monarch Butterfly Day.	
<b>Recommended Action:</b> <b>PROCLAIM MONARCH BUTTERFLY DAY MAY 7, 2022</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b>	COMMUNICATIONS & MARKETING	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject</b>	PRESENTATION OF CERTIFICATES TO THE GRADUATING STUDENTS OF THE CITY OF PALM COAST'S CITIZENS' ACADEMY CLASS	
<b>Presenter : Brittany Kershaw, Communications &amp; Marketing Director</b>		
<b>Background :</b> The members of the Citizens' Academy Class are graduating today. The Citizens' Academy was created to educate residents about the operation of our City government during the last five Monday evenings from 6:00 p.m. to 9:00 p.m., at which time, City Departments discussed operations relating to their department. In order to fully understand the function of each department, as it relates to the City, students were encouraged to ask questions during these sessions. Students are required to attend all classes in order to graduate and receive a certificate.		
<b>Recommended Action:</b> <b>PRESENT THE CERTIFICATES TO THE GRADUATES OF THE CITIZENS' ACADEMY</b>		

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE GREEN LION CAFÉ, LLC FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE	
<b>Presenter: Jason DeLorenzo, Chief Development Officer</b>		
<b>Background:</b>		
<b><u>UPDATED BACKGROUND FROM THE FEBRUARY 8, 2022 COUNCIL WORKSHOP.</u></b>		
<p>This item was heard by City Council at their February 8, 2022 Council Workshop. Staff presented to Council on this item, which also included a new draft concession agreement with the Green Lion Café, LLC. At the subsequent business meeting on February 15, 2022, by consensus of the City Council, staff was directed to solicit a commercial real estate professional to provide a Fair Market Value analysis for the leased space, discontinue the RFP, and remove the clause for termination by convenience and termination for cause to remain.</p>		
<p>Staff utilized City procurement methods to receive quotes. No quotes were received during the open period, but an inquiry was made by a local professional who indicated she wished to provide the service. After the quote period closed, continuing with standard procurement, staff followed up with the local professional who then provided a quote and was selected to provide the Fair Market Value analysis.</p>		
<p>Cornelia Downing Manfre, CCIM is a Realtor® with Sotheby's International. With 39 years of real estate experience, she brings a unique skill set to the Flagler area selling residential and commercial properties throughout the state of Florida. She is a designated Certified Commercial Investment Member of the CCIM Institute of Chicago, IL.</p>		
<p>Mrs. Manfre will provide an overview of the Fair Market Value analysis she produced.</p>		
<p>After the fair market analysis was complete, City staff updated the agreement previously presented to City Council on February 8, 2022. This agreement was negotiated in good faith, with representatives of the Green Lion Café, LLC, over several months of in person meetings.</p>		
<p>The concession lease agreement includes the following changes from the previous draft:</p>		
<ul style="list-style-type: none"><li>• The starting lease rate is \$10 per sq. ft. equal to \$1,665 per month</li><li>• An increase of 3% applied annually</li><li>• Electrical consumption for the leased space will be metered and charge to the tenant</li><li>• The hot water booster is the responsibility of the tenant</li><li>• The tenant will be required to install and maintain an under sink grease interceptor</li></ul>		

The previously proposed concession lease agreement included the following major changes:

- Clarification and reduction of the leased space for tenant
- Clarification the tenant is responsible for propane, phone, and internet
- Removal of the termination for convenience
- Strengthens the termination for cause
- Requires coordination of events, maintenance, and proposed operational changes

On February 25, 2022, the City received correspondence from the tenant's legal counsel, which included an amendment to the current (original) agreement. The tenant's legal counsel also requested to use this format rather than the new agreement encompassing all previously agreed upon improvements from months of good faith negotiations. Staff indicated to tenants Counsel the suggested format was not acceptable. On April 21, 2022, tenants Counsel provided an updated amendment, attached to this agenda item for Council's review.

The amendment as presented by tenants Counsel changes the following:

- Starting lease rate of \$9 per sq. ft. equal to \$1,498.50 per month
- An annual 3% increase
- A reduction in the leased space tenant for tenant
- Provides the tenant will be responsible for propane, telecom, and internet only\*
- Changes the opening hours from 7am to 9am MON-THU, and 8am FRI-SUN
- Eliminates the termination for convenience
- Adds a First Right of Refusal provision for future contracts

\* A note from tenants counsel expresses a willingness to pay for metered electricity but only with a reduced lease rate.

Staff does not recommend the use of Tenant's proposed amendment, as it does not provide clarity to the agreement nor encompass all the negotiated changes.

City staff originally provided the draft agreement to the tenant on January 19<sup>th</sup> for review. On February 18, 2022, staff continued to suggest via email a legal review of the agreement be conducted while the Fair Market Analysis was completed. On March 23, 2022, the Fair Market Analysis was made available to the tenant with an indication we would return to City Council on April 12<sup>th</sup>. The tenant asked the item be heard after April 15<sup>th</sup> as they would be out of the country.

To date, tenants Counsel has not provided any comments regarding the final draft agreement as presented to City Council for adoption.

Staff will present two options:

1. New lease agreement
2. Tenants proposed amendment

Staff is also requesting a provision to allow no more than 30 days for tenant to execute the agreement.

**ORIGINAL BACKGROUND FROM THE FEBRUARY 8, 2022 COUNCIL WORKSHOP.**

The Green Lion Café, LLC has operated the food and beverage concession at Palm Harbor Golf Club since 2017. On April 13, 2021 the owners indicated, in writing, their desire to extend the concession lease, as allowed in the current contract, for an additional five years.

On August 27, 2021 negotiations commenced with the intention of retaining The Green Lion Café as the food and beverage concession provider. Negotiations concluded, after several meetings, with the draft concession lease agreement provided herein.

When negotiating the agreement, staff did so with understanding of Council's prior discussion of the current lease amount and a desire to raise the amount of the lease closer to market value. Staff was also mindful of the current minimal lease amount and finding a path that considered the Green Lion Café's prior investment, COVID related closure and economic conditions, and structural conditions and limitations of the facility.

Major changes in the agreement include:

- Several cleanup items related to the original RFP.
- A clarification of utility payment responsibilities.
- Required collaboration for operational changes, facility maintenance and event schedules.
- A 653.25 reduction of the leased space to 1,998 sq. ft. to better match current operations.
- A schedule to increase the lease each year to an amount more consistent with market value.

The concession lease agreement provided is a draft and any changes after attorney review will be provided before consideration on 02/15/2022.

**Recommended Action:**

**ADOPT RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE GREEN LION CAFÉ, LLC FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE**

# City of Palm Coast, Florida Agenda Item

Agenda Date: MAY 3, 2022

<b>Department</b> ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> RESOLUTION 2022-XX APPROVING THE CITY COUNCIL STRATEGIC ACTION PLAN	
<b>Presenter: Lauren Johnston, Assistant City Manager</b>	
<b>Background :</b> <b><u>UPDATE TO THE APRIL 26, 2022 SPECIAL BUDGET WORKSHOP</u></b> This item was heard by City Council at their April 26, 2022 Special Budget Workshop. There were no changes suggested to this item.  <b><u>ORIGINAL BACKGROUND TO THE APRIL 26, 2022 SPECIAL BUDGET WORKSHOP</u></b> At the March 22, 2022, City Council Special Workshop, staff provided a presentation that outlined Council feedback provided during the one-on-one interview sessions with each Council Member. Based on additional feedback and areas of consensus, staff applied edits to the proposed priorities and have drafted a Resolution with an Exhibit for Council's further consideration and adoption.  Additional action for Council's consideration is as follows: <ul style="list-style-type: none"><li>- Provide direction on additional edits to Exhibit A</li><li>- Provide direction on FY 2022-2023 legislative actions</li></ul>	
<b>Recommended Action :</b> <b>ADOPT RESOLUTION 2022-XX APPROVING THE CITY COUNCIL STRATEGIC ACTION PLAN</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$2,076,283.00
<b>Division</b>	STORMWATER	<b>Account</b>	#54205509-063000-55234
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A CONTRACT WITH CUSTOM BUILT MARINE CONSTRUCTION, INC., FOR THE BELLE TERRE PATHWAY/BRIDGE REHABILITATION PROJECT		
<b>Presenter : Carmelo Morales, Stormwater Design &amp; Construction Engineer</b>			
<b>Background :</b>			
<b>This item is for standard operations.</b>			
<p>As part of the Stormwater Master Plan, staff has evaluated the Belle Terre Parkway culvert rehabilitation and pedestrian drainage project. This consisted of value engineering a previous stormwater improvement design. The original design was completed in 2018 and was sent out to bid in 2019. The bids came back much higher than anticipated and the project was tabled.</p>			
<p>Under an existing contract (RFSQ-SW-18), City Staff negotiated a scope and fee with Taylor Engineering, to provide a couple of value engineering alternatives with the intent of determining if value engineering was possible/feasible. The results of that feasibility study concluded that the project shall move forward with the value engineering design. This new design could provide close to \$900,000 in savings when comparing the engineering cost estimates with last year's bids.</p>			
<p>On December 1, 2020, Council approved a work order with Taylor Engineering to provide design engineering services for the Belle Terre culvert rehabilitation and pedestrian pathway redesign.</p>			
<p>The construction of this project consists of demolition and partial replacement of the existing timber boardwalk, installation of new sidewalk, rehabilitation of 3 – 84” Corrugated Metal Pipes (approx. 450-L.F.), and reestablishing roadway shoulder and ditch line median roadway.</p>			
<p>The City advertised the project (ITB-SWE-22-32) and received two (2) bids that were deemed responsive and responsible bidders. City staff recommends awarding the contract, in the amount of \$1,887,530.00, to Custom Built Marine Construction, Inc. Staff is also requesting approval of a 10% project contingency, in the amount of \$188,753, for any unforeseen issues.</p>			
<p>The project came in over budget. This is one of the projects funded by the recently approved Stormwater loan; staff has submitted a budget transfer in the amount of \$840,000 to shift funding from a lower priority loan project to fully fund this project.</p>			



Staff will be coordinating with the Flagler Schools to mitigate any interruptions with any potential school age children.

Funds for this project are budgeted out of the Stormwater Engineering FY 22/23 Budget.

**SOURCE OF FUNDS WORKSHEET FY 2022**

<b>Major Crossing W-1-54205509-063000-55234</b>	<b>\$ 2,090,000.00</b>
Total Expenses/Encumbered to date	\$ 12,397.74
Pending Work Orders/Contracts	\$ 0
Current Contract	<u>\$ 2,076,283.00</u>
<b>Balance</b>	<b>\$ 1,319.26</b>

**Recommended Action :**

**ADOPT RESOLUTION 2022-XX RESOLUTION 2022-XX APPROVING A CONTRACT WITH CUSTOM BUILT MARINE CONSTRUCTION, INC., FOR THE BELLE TERRE PATHWAY/BRIDGE REHABILITATION PROJECT**

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b> UTILITY <b>Division</b>	<b>Amount</b> \$ As Needed <b>Account #</b> # 54019090 046000 <b>#</b> # 54019090 052000 # 54019090 063000 81001	
<b>Subject</b> RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH, FL WITH FORTILINE WATERWORKS TO PURCHASE BRASS FITTINGS AND ACCESSORIES		
<b>Presenter: Peter Roussell, Utility Systems Manager</b>		
<b>Background:</b> <b>This item is for standard operations.</b>  The City's Utility Department maintains the water facilities throughout its service area and uses brass fittings and accessories to repair or install services to maintain the City's Utility infrastructure. In order to provide continuous water service to our customers, it is necessary to purchase these supplies.  City staff is recommending piggybacking the City of Boynton Beach, FL. Contract # 083-1412-21 with Fortiline Waterworks through 10/16/2022 for the purchase of brass fittings and accessories. 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.  City staff will purchase these supplies using budgeted funds appropriated by City Council. The Fiscal Year 2022 Budget includes available funding to purchase brass fittings and accessories. These supplies will be purchased on an as-needed basis.		
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>		
UTILITYFND Repair and Maintenance 54019090 046000	\$150,000.00	
Total Expended/Encumbered to Date.....	57,028.22	
Pending Work Orders/Contracts.....	0.00	
Current (WO/Contract).....	0.00	
<b>Balance</b> .....	<b>\$92,971.78</b>	
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>		
UTILITYFND Operating Supp&Equip 54019090 052000	\$240,863.00	
Total Expended/Encumbered to Date.....	191,312.74	
Pending Work Orders/Contracts.....	0.00	
Current (WO/Contract).....	0.00	
<b>Balance</b> .....	<b>\$49,550.26</b>	

**SOURCE OF FUNDS WORKSHEET FY 2022**

UTILITYFND Water Meter Installs 54019090 063000 81001	\$3,200,000.00
Total Expended/Encumbered to Date.....	2,958,310.98
Pending Work Orders/Contracts.....	0.00
Current (WO/Contract).....	0.00
<b>Balance</b> .....	<b>\$241,689.02</b>

**Recommended Action :**

**ADOPT RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH, FL. WITH FORTILINE WATERWORKS TO PURCHASE BRASS FITTINGS AND ACCESSORIES**

## City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$1,485,172.00
<b>Division</b>	STORMWATER	<b>Account</b>	# 54205509-063000-55232
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A CONTRACT WITH NU-PIPE FOR THE BELLE TERRE TRENCHLESS PIPE REHABILITATION PROJECT		
<b>Presenter : Carmelo Morales, Stormwater Design &amp; Construction Engineer</b>			
<p><b>Background :</b>  <b>This item is for standard operations.</b></p> <p>City staff requested proposals from qualified contractors to provide trenchless pipe rehabilitation services to rehabilitate aging, damaged, and deteriorated infrastructure. The project is located on Belle Terre Pkwy, between Palm Coast Pkwy and Matanzas Woods Pkwy, and consists of twenty-six (26) 60-inch Stormwater pipes of varying lengths. The pipes to be lined are corrugated metal pipe (CMP) and are located approximately in the center of the southbound lanes of Belle Terre Pkwy.</p> <p>The City advertised the project (ITB-SWE-22-22) and received (3) bids that were deemed responsive and responsible bidders. City staff recommends awarding the contract, in the amount of \$1,485,172.00 to Nu-Pipe.</p> <p>Funds for this project have been budgeted for in the Stormwater Engineering FY 22 Budget.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
	<b>Major Canal Crossing-54205509-063000-55232</b>	<b>\$</b>	<b>2,040,000.00</b>
	Total Expenses/Encumbered to date	\$	726,079.64
	Pending Work Orders/Contracts	\$	0
	Current Contract	\$	1,485,172.00
	<b>Balance</b>	<b>\$</b>	<b>203,748.36</b>
<p><b>Recommended Action :</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING A CONTRACT WITH NU-PIPE FOR THE BELLE TERRE TRENCHLESS PIPE REHABILITATION PROJECT</b></p>			

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 3, 2022

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	Over \$50,000
<b>Division</b>	STREETS & DRAINAGE	<b>Account #</b>	65035012- 034000
<b>Subject</b>	RESOLUTION 2022-XX APPROVING AN EXTENSION OF THE MASTER SERVICES AGREEMENT WITH AMERICAN JANITORIAL INCORPORATED THROUGH SEPTEMBER 30, 2022 FOR CUSTODIAL & CLEANING SERVICES		
<b>Presenter : Matt Mancill, Public Works Director</b>			
<p><b>Background :</b>            The City of Palm Coast currently has a Master Service Agreement with American Janitorial Incorporate, which expires September 30, 2022 for City-wide custodial &amp; cleaning services. Staff is requesting an extension to the Agreement. An extension will allow the City to more accurately budget for these services in the future. There is a measure of uncertainty when a contract expires in the middle of a fiscal year as to whether or not the funds requested during the prior planning period will be adequate to continue funding the required services after a significant change in rate or potential service provider resulting from an open and competitive bidding process.</p> <p>Aligning the expiration date of this Master Service Agreement with the end of our fiscal cycle, will allow the City to bid and budget for custodial &amp; cleaning services in the same year and transition to the next fiscal year under an approved budget that was determined by the awarded contract.</p> <p>Spending under the amended terms of this Agreement will be within the amount appropriated in the approved budget.</p> <p>City staff is recommending the approval of this extension to leverage our financial strengths while ensuring the City remains committed to fiscal responsibility in delivering value-added services to residents and businesses.</p> <p>The Fiscal Year 2022 Budget includes available funding appropriated by City Council for the services listed in the existing Master Services Agreement and for the extension of this Agreement.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
FAC Other Contractual Svcs 65035012-34000			\$578,025.00
Total Expended/Encumbered to Date.....			381,226.89
Pending Work Orders/Contracts.....			0.00
Current (WO/Contract).....			0.00
<b>Balance</b> .....			<b>\$196,798.11</b>
<p><b>Recommended Action :</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING AN EXTENSION OF THE MASTER SERVICES AGREEMENT WITH AMERICAN JANITORIAL INCORPORATED THROUGH SEPTEMBER 30, 2022 FOR CUSTODIAL &amp; CLEANING SERVICES</b></p>			

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 3, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> WORKSHEET	
<b>Presenter :</b>	
<b>Background :</b>	
<b>Recommended Action :</b>	