



**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 17, 2022**

**9:00 AM**

**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:  
MAY 3, 2022 BUSINESS MEETING  
MAY 10, 2022 WORKSHOP**

**F. PROCLAMATIONS**

- 2. PROCLAMATION - PUBLIC WORKS WEEK**
- 3. PROCLAMATION - MAY AS NATIONAL WATER SAFETY MONTH**

**G. APPOINTMENTS**

- 4. APPOINTMENT TO FILL A VACANCY ON THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)**

**H. RESOLUTIONS**

- 5. RESOLUTION 2022-XX APPROVING A LETTER OF SUPPORT FOR THE FEDERAL HIGHWAY ADMINISTRATION NATIONAL SCENIC BYWAYS PROGRAM GRANT APPLICATION FOR THE ESTABLISHMENT OF THE FLAGLER COUNTY VISITOR EXPERIENCE CENTER**
- 6. RESOLUTION 2022-XX APPROVING PIGGYBACKING THE SOUTHWEST RANCHES CONTRACT WITH NEWGEN STRATEGIES & SOLUTIONS, LLC FOR THE PREPARATION AND DRAFTING OF THE SOLID WASTE CONTRACT SPECIFICATION INCLUDING**

**RECYCLING, COLLECTIONS, PROCESSING & DISPOSAL SERVICES**

- 7. RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT REGARDING CITATION BOULEVARD EXTENSION**

**I. ORDINANCES FIRST READ**

- 8. ORDINANCE 2022-XX RYAN'S LANDING REZONING - APPLICATION # 5037**

**J. CONSENT**

- 9. RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS**
- 10. RESOLUTION 2022-XX APPROVING MASTER PRICE AGREEMENT WITH PLATINUM AIR SYSTEMS, INC., FOR CITY WIDE HVAC & ICE MACHINE REPAIR, REPLACEMENT, QUARTERLY MAINTENANCE, AND SHEET METAL FABRICATION SERVICES**
- 11. RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT WITH BOULEVARD TIRE CENTER FOR THE PURCHASE OF TIRES AND RELATED SERVICES FSA22-TRS24.0**
- 12. RESOLUTION 2022-XX APPROVING AN EXCEPTION TO THE CDBG COST FEASIBILITY LIMITS**
- 13. RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN STRYKER MEDICAL AND SAVVIK BUYING GROUP FOR LIFEPAK CARDIAC MONITORS**
- 14. RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH US INFRA REHAB SERVICES, LLC FOR REHABILITATION OF WASTEWATER STRUCTURES**

**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**

- 15. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR APRIL 2022**

**O. ADJOURNMENT**

## 16. WORKSHEET

# City of Palm Coast, Florida Agenda Item

Agenda Date : MAY 17, 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: MAY 3, 2022 BUSINESS MEETING MAY 10, 2022 WORKSHOP	
<b>Presenter :</b>	Virginia Smith, City Clerk	
<b>Background :</b>		
<b>Recommended Action :</b>	APPROVE THE MINUTES OF THE CITY COUNCIL FOR: MAY 3, 2022 BUSINESS MEETING MAY 10, 2022 WORKSHOP	

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 17, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	COMMUNICATIONS & MARKETING	<b>Account</b> #
<b>Subject</b>	PROCLAMATION – MAY 15, 2022-MAY 21, 2022 AS PUBLIC WORKS WEEK	
<b>Presenter: Brittany Kershaw, Communications &amp; Marketing Director</b>		
<b>Background :</b> Public Works is responsible for the ongoing maintenance of roads and right of-ways, including paving, mowing, landscaping, litter, signage and signals. They are also charged with maintaining city-owned facilities and the acquisition and maintenance of all city vehicles and equipment. Public Works Week celebrates the superheroes that lie within each and every public works professional. Always READY to serve their communities, and RESILIENT as ever in their abilities to pick themselves up off the ground after encountering challenges. This year's theme is "Ready & Resilient" and the Public Works Team at the City of Palm Coast meets that theme every day.		
<b>Recommended Action :</b> PROCLAIM MAY 15, 2022-MAY 21, 2022 AS PUBLIC WORKS WEEK		

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	PARKS AND RECREATION	<b>Amount</b>
<b>Division</b>	PARK & RECREATION	<b>Account</b>
		<b>#</b>
<b>Subject</b>	PROCLAMATION - MAY AS NATIONAL WATER SAFETY MONTH	
<b>Presenter :</b>	James Hirst, Parks & Recreation Director	
<b>Background :</b>	<p>National Water Safety Month's history of highlighting water awareness and swim safety started in June 2003, when the World Waterpark Association (WWA) launched "National Water Safety Week." People celebrated this water awareness week for four years.</p> <p>In May 2007, the National Recreation and Park Association (NRPA), had been celebrating National Aquatics Week in July from 2004 to 2006. NRPA and WWA agreed and launched the annual month-long water safety initiative to be held during the month of May. The "National Water Safety Month" was officially born and chosen since swim activity increases across the country every May.</p> <p>Then, in May 2009, the Association of Pool &amp; Spa Professionals (now the Pool &amp; Hot Tub Alliance) joined the partnership, adding waterparks, public pools and backyard pools to the monthly water safety initiatives. The American Red Cross joined the collation as a key partner in May, 2010.</p> <p>Palm Coast Parks &amp; Recreation strives to promote water safety in all aquatics environments and activities. According to the CDC, every day, about eleven people die from unintentional drowning. Drowning is the third leading cause of unintentional injury to death for all ages and the second leading cause of death for children ages 1 to 14 years. Our aquatics staff provides lifesaving swim lessons to all ages, from children to adults, as well as courses for the more advanced swimmer.</p> <p>You are never too old to learn how to swim!</p>	
<b>Recommended Action :</b>	PROCLAIM MAY AS NATIONAL WATER SAFETY MONTH	

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	CITY CLERK	<b>Account #</b>
<b>Subject</b>	INTERVIEWS FOR THE APPOINTMENTS TO THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)	
<b>Presenter : Virginia Smith, City Clerk</b>		
<b>Background :</b> <b><u>UPDATED BACKGROUND FROM THE MAY 10, 2022 WORKSHOP.</u></b> City Council conducted interviews of the applicants at their May 10, 2022 Workshop. Vice Mayor Branquinho may not be in attendance and with Council concurrence submitted his appointment choice at the meeting to be Mr. Robert Branin. Each member of the City Council will provide their appointment choice at the May 17, 2022 Business meeting for ratification by City Council. <b><u>UPDATED BACKGROUND TO THE APRIL 19, 2022 BUSINESS MEETING.</u></b> This item was heard by City Council at the April 19, 2022 Business Meeting. City Council requested the opportunity to interview the applicants at a workshop prior to appointing an applicant to the committee. All background checks have been completed and are available in Human Resources. Mr. Doak is unable to attend due to a previous commitment and has submitted a letter of interest to City Council, which is attached to this item. <b><u>ORIGINAL BACKGROUND FROM THE APRIL 19, 2022 BUSINESS MEETING.</u></b> The City of Palm Coast's Beautification and Environmental Advisory Committee was created under Resolution 2006-07. Section 2.(b). The Committee shall be constituted of a total of five (5) voting members with one (1) member being appointed by the Mayor and each member of City Council from the City Council district represented, if practicable. All Committee members must be registered voters and residents of the City of Palm Coast. Each member shall serve terms of four (4) years, but the City Council may develop a program of uniform appointment and reappointment for all appointed bodies providing for uniform appointment dates, staggered terms and related matters. Section 2.(c). The objectives of the Committee shall be to identify issues within the City of Palm Coast relating to the beautification, scenic beauty, natural resource conservation, aesthetic enhancements, environmental protection and other related matters and to evaluate and consider activities, methods, projects and programs that could be implemented within the City to address the matters considered by the Committee and the issues studied by the Committee. The Committee may make recommendations to the Planning and Land Development Regulation Board with regard to Comprehensive Plan amendments and land development		



regulations involving its areas of review.

The term for the five members of the Beautification and Environmental Advisory Committee (BEAC) expire on May 1, 2022. The regular members of the committee are: Mr. Robert Knapp, Mr. Edward Beier, Mr. Glenn Partelow, Ms. Robbyn Mackler, and Mr. Jeffrey Seib.

Staff advertised in various ways on multiple occasions, including reaching out to the past Citizen's Academy graduates, advertising in the media, on social media sites, as well as the City's website.

District information has been verified by the City Clerk's office. Staff has performed the necessary background screening.

The Mayor and City Council will each appoint one member to the Committee.

Mr. Robert Branin	District 1
Mr. Charles Doak	District 4
Ms. Sabrina Rinaldi	District 4
Mr. Kevin Saint	District 1
Mr. Jeffrey Seib*	District 4
Mr. Ronald Silvers	District 4
Ms. Mary Vasilevsky	District 4
Mr. Joseph Wright Jr	District 4

\*Mr. Jeffrey Seib has served two consecutive terms. This appointment would require a four-fifths (4/5) vote of Council to reappoint Mr. Seib to a third term.

**Recommended Action :**  
**APPOINTMENT OF FIVE (5) MEMBERS TO THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)**

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>		<b>Account</b>
		<b>#</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A LETTER OF SUPPORT FOR THE FEDERAL HIGHWAY ADMINISTRATION NATIONAL SCENIC BYWAYS PROGRAM GRANT APPLICATION FOR THE ESTABLISHMENT OF THE FLAGLER COUNTY VISITOR EXPERIENCE CENTER	
<b>Presenter :</b>	Debra Naughton, Visit Flagler	
<b>Background :</b>	<p>In March of 2022, the Federal Highway Administration announced that the National Scenic Byways Program 2022 Grants and Technical Assistance Notice of Funding Opportunity became available with \$22 million dedicated to funding National Byways. Through the partnership with the Friends of A1A Scenic &amp; Historic Coastal Byway, a Letter of Intent (LOI) was submitted from the byway administrator (Danielle Anderson) to the FL DOT to request \$3.6 million for construction of a Flagler County Visitor Experience Center (VEC) that will be owned and operated by the Flagler County Tourist Development Office (TDO). The LOI was vetted and short listed for the Governors' office review. Upon recommendation from the Governor, the Friends of A1A will submit a formal application for this federal grant funding opportunity.</p> <p>FL DOT is reviewing all the Florida requests for Byway funding and have short listed 6 projects to send to the Governor for his endorsement. One of them, and the biggest request, is the VEC. We have partnered with Friends of A1A to secure this grant, for the VEC, that will in turn provide them with dedicated office, meeting and event space and a permanent interpretive/exhibit space promoting the 72 mile scenic byway.</p> <p>For your reference, attached is the narrative that was submitted with the Letter of Intent on April 19. It has more specific details regarding the intention of the project.</p> <p>TDO staff are scheduled to appear before the Board of County Commissioners (BOCC) on May 16, 2022 to request a Resolution whereby the County will endorse the grant application and support the funding request on behalf of the VEC project.</p> <p>In further support of the application, we are seeking Letters of Support from our local partners and potential stakeholders. We would like to request the City of Palm Coast provide a letter of their support for the VEC project and the Friends of A1A funding application. We consider the city a strategic partner and would like the opportunity to demonstrate our positive working relationship when submitting the application.</p>	

Letter of Support have also been requested from the following :

1. City of Flagler Beach
2. Flagler Beach Historical Museum
3. Flagler Beach Business Bureau
4. Marineland Dolphin Adventure
5. Ponte Vedra/Saint Johns Visitor and Conventions Bureau
6. Saint Johns Cultural Council
7. Flagler County Economic Development
8. Palm Coast Regional Chamber
9. Rep. Renner
10. Sen. Hutson
11. Congressman Waltz

**Recommended Action :**

**RESOLUTION 2022-XX APPROVING A LETTER OF SUPPORT FOR THE FEDERAL HIGHWAY ADMINISTRATION NATIONAL SCENIC BYWAYS PROGRAM GRANT APPLICATION FOR THE ESTABLISHMENT OF THE FLAGLER COUNTY VISITOR EXPERIENCE CENTER**

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	Not to exceed \$25,000
<b>Division</b>	SOLID WASTE	<b>Account #</b>	54105010-49000
<b>Subject</b>	RESOLUTION 2022-XX APPROVING PIGGYBACKING THE SOUTHWEST RANCHES CONTRACT WITH NEWGEN STRATEGIES & SOLUTIONS, LLC FOR THE PREPARATION AND DRAFTING OF THE SOLID WASTE CONTRACT SPECIFICATION INCLUDING RECYCLING, COLLECTIONS, PROCESSING & DISPOSAL SERVICES		
<b>Presenter : Cynthia Schweers, Customer Service Manager and Matthew Mancill, Director of Public Works</b>			
<p><b>Background :</b>  <b>COUNCIL PRIORITIES</b>  <b>D. Service Delivery and Efficiency: #3</b></p> <p>The City of Palm Coast has utilized a solid waste consultant NewGen Strategies and Solutions LLC for planning and development of the Request for Proposal for the new Residential solid waste contract. The unexpected bid protest added additional processes that led to the city having to go out to bid again. To finish the final stages of executing the new residential solid waste contract the City is in need of a consultant in the industry.</p> <p>The City of Palm Coast Public Works Department is seeking authorization to piggyback on the contract between the Town of Southwest Ranches and NewGen Strategies &amp; Solutions LLC. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the city does not incur the expense and delay of soliciting bid.</p> <p>In the FY 2021, FY 2022 budget, the City spent \$25,337.49 and \$22,807.93, respectively, towards these services. Requested services under this piggyback will not exceed \$25,000 and are included in the other contractual services fund budget for FY 2022.</p>			
<p><b>Recommended Action :</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING PIGGYBACKING THE SOUTHWEST RANCHES CONTRACT WITH NEWGEN STRATEGIES &amp; SOLUTIONS, LLC FOR THE PREPARATION AND DRAFTING OF THE SOLID WASTE CONTRACT SPECIFICATION INCLUDING RECYCLING, COLLECTIONS, PROCESSING &amp; DISPOSAL SERVICES</b></p>			

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 17, 2022

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>
<b>Division</b>	ENGINEERING	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT REGARDING CITATION BOULEVARD EXTENSION	
<b>Presenter: Carl Cote, Director of Engineering and Stormwater</b>		
<p><b>Background:</b>            The interlocal agreement ("Agreement") being proposed is between the City and the Seminole Palms Community Development District. The Agreement is authorized by Section 163.01, Florida Statutes, the "Florida Interlocal Cooperation Act of 1969" ("Act"). The Act permits local governmental units to make the most efficient use of their powers by enabling cooperation between local government units for mutual advantage. The Act also promotes the provision of services and facilities in a manner that accords best with geographic, economic, population, and other factors influencing the needs and development of local communities. The City and CDD are entering into this Agreement for the purpose of assigning obligations for solicitation, award, and construction of the Citation Extension which will be to the mutual benefit of both parties.</p> <p>The Agreement accomplishes the following:            Assigns the solicitation, award of competitive bids, and actual construction of the Citation Extension to the CDD.</p> <ul style="list-style-type: none"> <li>• Requires the CDD to comply with Florida's public procurement laws, as required by Chapter 190, Florida Statutes and the City's procurement rules and regulations for formal, sealed and advertised solicitations.</li> <li>• Provides the City the right to review, provide comments and object to the solicitation, responses, and construction contract.</li> <li>• Names the City as a third party beneficiary to the construction contract, bonds and insurance.</li> <li>• Outlines the funding obligations of the CDD and the City based on the Development Agreement between the City and the Developer of the Seminole Woods project.</li> <li>• Establishes a procedure for the City's payment of funding requests by the CDD after review of pay applications, releases, and any other information requested by the City to support the CDD's funding requests.</li> <li>• Provides that upon completion of Citation Extension and approved by the City, the CDD will convey the Citation Extension to the City.</li> </ul>		
<p><b>Recommended Action:</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT REGARDING CITATION BOULEVARD EXTENSION</b></p>		

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 17, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b> ORDINANCE 2022-XX RYAN'S LANDING REZONING - APPLICATION # 5037		
<b>Presenter: Jose Papa, Senior Planner AICP</b>		
<p><b>Background:</b>  <b>This is a Quasi-Judicial Matter.</b></p> <p>Ryan's Landing LLC (as owner and intended developer) is proposing a modification to the existing Master Planned Development Agreement to rezone 27.79 +/- acres of vacant land located about 0.75 miles west of Belle Terre Parkway and 0.2 miles north of Royal Palms Parkway from the Master Planned Development (MPD) Zoning District to the Master Planned Development (MPD) Zoning District. The applicant is requesting a change from a 64 lot single-family subdivision with a 5-acre City park to a 95 lot single-family subdivision with amenities.</p> <p>SeaGate Communities Inc. purchased the subject property on August 1, 2003. Due to a settlement agreement between the City and SeaGate Communities Inc. the property was zoned MPD in 2009 with an associated development agreement. The applicant now wishes to repeal and replace the existing MPD agreement with a new one. The Ryan's Landing property is 27.79 acres and in exchange for a 5-acre City park that was to be located on the property, Ryan's Landing LLC will be donating 4.5 acres of land near the Seminole Woods Neighborhood Park to the City.</p> <p>The applicant's engineer has submitted a preliminary conceptual site plan of a proposed Ryan's Landing single-family subdivision. This conceptual site plan shows 95 single-family detached lots, one stormwater pond, and an amenity center in the southeast corner of the project. Based on this conceptual site plan the project would have an expected density of 3.42 units/per acre. The primary changes to the original agreement are as follows:</p> <ul style="list-style-type: none"> <li>• Change from 64 SFR lots to 95 SFR lots.</li> <li>• 5-acre parkland will no longer be onsite but 4.5 acres of land will be donated to the City adjoining the existing Seminole Woods Neighborhood Park.</li> <li>• All outdated City and Developer obligations have been removed and the project will follow the current Land Development Code and Florida Building Code.</li> </ul> <p><u>Public Participation:</u> The developer notified all neighboring property owners within 300 feet of the subject property via standard USPS mail of a neighborhood meeting that was held on April 6, 2022 at 6:00 P.M. at the Palm Coast Community Center located at 305 Palm Coast Parkway NE. The developer erected City provided signs along Ryan Drive to notify the general public at least two weeks prior to each of the three public hearings. Newspaper ads are run approximately two weeks before each of the three public hearings.</p>		

**Recommended Action:**

**The Planning and Land Development Regulation Board recommend that City Council determine the proposed rezoning of Ryan's Landing (Application No. 5037) is consistent with the Comprehensive Plan and rezone 27.79 +/- acres from the Master Planned Development (MPD) Zoning District to the Master Planned Development (MPD) Zoning District**

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	CITY CLERK	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS	
<b>Presenter : Virginia Smith, City Clerk</b>		
<b>Background :</b> <b><u>UPDATE FROM THE MAY 10, 2022 WORKSHOP</u></b> This item was heard by City Council at their May 10, 2022 Workshop. There were no changes suggested to this item. However, upon final legal review, the Interlocal Agreement has been amended as shown through track changes, strikethroughs for deletions and underlining for additions.  <b><u>ORIGINAL BACKGROUND FROM THE MAY 10, 2022 WORKSHOP</u></b> A City election City Council District 2 and 4 seats will be held during the Flagler County's primary election and general election in 2022. The City Clerk has worked directly with the Supervisor of Elections (SOE) and together they drafted the proposed Interlocal Agreement for the 2022 City Elections.  The costs associated for the 2022 elections, will be limited to the additional cost of ballots, should the SOE's ballot require additional pages due to the City's election or any referenda ballot language along with the translation costs of any referenda ballot language to Spanish. The translation to Spanish is required per state law.		
<b>Recommended Action :</b> <b>ADOPT RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS</b>		



# City of Palm Coast, Florida Agenda Item

Agenda Date: May 17, 2022

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	Over \$50K
<b>Division</b>	FACILITIES MAINTENANCE	<b>Account #</b>	65035012-34000,65035012-46000,65035012-46000-99042,65035012-52000
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH PLATINUM AIR SYSTEMS, INC. FOR CITY WIDE HVAC & ICE MACHINE REPAIR, REPLACEMENT, QUARTERLY MAINTENANCE, AND SHEET METAL FABRICATION SERVICES		
<b>Presenter : Matt Mancill, Public Works Director</b>			
<p><b>Background:</b>  <b>Council Priority:</b>  <b>This item is for standard operations.</b></p> <p>The Public Works is responsible for the maintenance, repair, and replacement of the City's HVAC systems and ice machines. Maintenance, repair, and replacement of our City's HVAC systems and ice machines are some of the highest priorities for the Facilities Management Division. Many City facilities would not be able to operate without properly running HVAC systems. Platinum Air Systems, Inc., can provide a variety of components and services required to keep the City's HVAC systems and ice machines functioning properly.</p> <p>This contract allows the City to supplement the Facilities Management Divisions manpower at an agreed upon rate to complete critical repairs or replacements in a timely manner to keep our facilities safe and operational.</p> <p>Additionally, this agreement will allow the City to complete the preventative maintenance that is required to keep our HVAC equipment operational. Until the Facilities Management Division has the appropriate amount of FTE's to support our normal operations and a HVAC preventative maintenance program internally, it is recommended that the City have an agreement with an outside vendor to ensure that the required preventative maintenance is completed.</p> <p>City staff is recommending awarding this contract to support leveraging 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 this agreement. This contract will also be available to meet other department's needs.</p>			

**SOURCE OF FUNDS WORKSHEET FY 2022**

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>

**SOURCE OF FUNDS WORKSHEET FY 2022**

FAC Repair and Maintenance Services 65035012-46000	\$104,500.00
Total Expended/Encumbered to Date.....	39,661.81
Pending Work Orders/Contracts.....	0.00
Current (WO/Contract).....	0.00
<b>Balance</b> .....	<b>\$ 64,838.19</b>

**SOURCE OF FUNDS WORKSHEET FY 2022**

FAC FIRE Repair and Maintenance Services 65035012-46000-99042	\$109,500.00
Total Expended/Encumbered to Date.....	26,474.15
Pending Work Orders/Contracts.....	0.00
Current (WO/Contract).....	0.00
<b>Balance</b> .....	<b>\$ 83,025.85</b>

**SOURCE OF FUNDS WORKSHEET FY 2022**

FAC Repair and Maintenance Services 65035012-52000	\$142,820.00
Total Expended/Encumbered to Date.....	71,251.95
Pending Work Orders/Contracts.....	0.00
Current (WO/Contract).....	0.00
<b>Balance</b> .....	<b>\$ 71,568.05</b>

**Recommended Action :**

**ADOPT RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH PLATINUM AIR SYSTEMS, INC. FOR CITY WIDE HVAC & ICE MACHINE REPAIR, REPLACEMENT, QUARTERLY MAINTENANCE, AND SHEET METAL FABRICATION SERVICES**

# City of Palm Coast, Florida Agenda Item

Agenda Date: May 17, 2022

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	Over \$50k
<b>Division</b>	FLEET	<b>Account #</b>	65010071-052000, 10014000-046100
<b>Subject</b>	RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT WITH BOULEVARD TIRE CENTER FOR THE PURCHASE OF TIRES AND RELATED SERVICES		
<b>Presenter : Matthew Mancill, Director of Public Works</b>			
<p><b>Background :</b>  <b>Council Priorities:</b>  <b>This item is for standard operations.</b></p> <p>The Fleet Division is responsible for the repair and maintenance of all City and Fire vehicles. Responsibilities include purchasing necessary parts and services to repair and maintain said vehicles which includes the purchase of various tires and related services on an as needed basis.</p> <p>City staff is recommending piggybacking the Florida Sheriff's Contract # FSA22-TRS24.0 with Boulevard Tire Center through March 31, 2024, for the purchase of tires and tire related services. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the City does not incur the expense and delay of soliciting a bid.</p> <p>Since the underlying contract is an agreement on a per unit price basis, City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2022 Fleet Budget includes available funding in the amount of \$120,000.00, &amp; the Fire Fleet Budget includes available funding in the amount of \$25,000.00, for various tire and tire related purchases. City staff estimates the City will expend a total of \$145,000 annually under this piggyback contract.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
	OPERATING SUPP&EQUIPUNDER\$5K 65010071-052000		\$ 585,920.00
	Total Expended/Encumbered to Date.....		556,663.80
	Pending Work Orders/Contracts.....		0.00
	Current (WO/Contract).....		0.00
	<b>Balance</b> .....		<b>\$ 29,256.20</b>
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
	FLEET MAINTENANCE ALLOCATION 10014000-046100		\$ 231,500.00
	Total Expended/Encumbered to Date.....		165,479.52
	Pending Work Orders/Contracts.....		0.00
	Current (WO/Contract).....		0.00
	<b>Balance</b> .....		<b>\$ 66,020.48</b>

**Recommended Action :**

**RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT WITH BOULEVARD TIRE CENTER FOR THE PURCHASE OF TIRES AND RELATED SERVICES**

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING AN EXCEPTION TO THE CDBG COST FEASIBILITY LIMITS	
<b>Presenter : Jose Papa, AICP, Senior Planner</b>		
<b>Background :</b> <b><u>UPDATE FROM THE MAY 10, 2022 WORKSHOP</u></b> This item was heard by City Council at their May 10, 2022 Workshop. There were no changes suggested to this item.  <b><u>ORIGINAL BACKGROUND FROM THE MAY 10, 2022 WORKSHOP</u></b> This item is a request to exceed the City's CDBG Cost Feasibility Limit in order to complete rehabilitation of a single-family home for an eligible applicant to the City's housing rehabilitation program.  Since 2012, the City of Palm Coast has offered an Owner-Occupied Housing Rehabilitation program using funds from the City's annual allocation from the Community Development Block Grant (CDBG) program.  The objectives of this program include, the following: <ul style="list-style-type: none"><li>• <i>To remove unhealthy or hazardous conditions in Very-Low Income (VLI) (50% less than Area Median Income) and Low-Moderate Income (LMI) households (51 to 80% of Area Median Income),</i></li><li>• <i>To preserve existing housing stock or replacement of substandard housing,</i></li><li>• <i>To enable VLI and LMI families to rehabilitate their homes by providing financial and technical assistance to those unable to obtain private financing.</i></li></ul> A typical scope of work for homes receiving financial assistance have included: roof replacement, Heating, Ventilation, and Air-Conditioning (HVAC) systems, new doors and windows (for energy efficiency), and other rehabilitation work to address health and safety issues (mold remediation, electrical upgrades, etc.)  Other program rules are governed by the Local Housing Assistance Plan (LHAP). Based on the LHAP, Section VI(C) the maximum cost limit for a rehabilitation project is \$50,000. However, the limits may be exceeded when alternative funds are available but must be specifically approved by the City Manager.  The scope of service for a recent qualified applicant has shown the need for rehabilitation work		

that will exceed the program's cost feasibility limit. This home has significant roof damage that will require the replacement of the trusses as well as replacement of all shingles and sheathing. Additionally, due to the intrusion of moisture into the home it has become necessary to replace dry wall in the interior of the home along with the need for mold remediation.

The estimated cost for the scope of work is \$163,364. The estimated cost can be directly tied to the amount of repair necessary to address all the health and safety issues needed to bring the home into an appropriate level of livability, and also due to the unpredictable and volatile costs associated with construction in today's market (materials and labor).

City staff in partnership with the Administrators of the Flagler County SHIP program have agreed to commit funds to assist the homeowner to complete the rehabilitation work. The City-County have an Interlocal Agreement for the Joint Local Housing Assistance Program (LHAP) that, among other things, allows the City to coordinate with the County to implement Affordable/Workforce Housing programs by mutual consent.

City/County staff have discussed splitting the cost in half for a total contribution of \$81,682 from each program (CDBG and SHIP). Additionally, staff under conditions of the rehabilitation program will relocate the homeowner for a period of six (6) months while the rehabilitation work is completed. The relocation cost will be \$600/month or a total of \$3,000. The cost of temporary relocation will be borne by the CDBG program solely. This relocation as recommended by the City's Housing Rehabilitation Specialist is necessary to expedite and complete the work in the most time and cost efficient manner.

Staff is requesting the allocation of an additional \$34,682 (\$31,682 for rehabilitation and \$3,000 for temporary relocation) over the typical cost feasibility limits to complete the rehabilitation work. The remainder of the project cost \$81,682 will come from the Flagler County SHIP Program.

**Recommended Action:  
ADOPT RESOLUTION 2022-XX APPROVING AN EXCEPTION TO THE CDBG COST  
FEASIBILITY LIMITS**

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b>	PUBLIC SAFETY	<b>Amount</b>	\$307,924.60
<b>Division</b>	FIRE	<b>Account #</b>	2113-21130099-064000
<b>Subject</b>	RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN STRYKER MEDICAL AND SAVVIK BUYING GROUP FOR LIFEPAK CARDIAC MONITORS		
<b>Presenter : Gerard Forte, Chief and Jenn Fiveash, Fire Coordinator</b>			
<b>Background:</b>			
<b>Council Priority:</b>			
This item is for standard operations.			
<b><u>UPDATE FROM THE MAY 10, 2022 WORKSHOP</u></b>			
This item was heard by City Council at their May 10, 2022 Workshop. There were no changes suggested to this item.			
<b><u>ORIGINAL BACKGROUND FROM THE MAY 10, 2022 WORKSHOP</u></b>			
In 2004, the Fire Department began operating as a State of Florida Advanced Life Support (ALS) service in order to provide the best possible care to residents and visitors of the City. State statute requires ALS providers to carry certain equipment and a battery-powered portable cardiac monitor/defibrillator for each ALS Unit is a requirement.			
The current stock of LifePak Cardiac Monitors are approaching end of serviceable life and technical support. The Palm Coast Fire Department provides non-transport advanced life support and transport to receiving facilities is provided by Flagler County Fire Rescue Medical Units and they both agencies currently use LifePak Cardiac Monitors from Stryker Medical. After comparative analysis of competing vendors and to ensure continuity of care, the City selected the same equipment based on functionality, price, and compatibility. This purchase includes trade-in credit, service agreement, and in service training and replaces the current cache of monitors that are approaching obsolescence. These ten units are to be purchased through American Rescue Plan Act (ARPA) funding and the total cost is under the originally budgeted amount of \$320,000. Stryker Medical has quoted the City under the anticipated expense to purchase the LifePaks Cardiac Monitors.			
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
	ARPA 2113-21130099-064000	<b>\$</b>	<b>320,000.00</b>
	Total Expenses/Encumbered to date	\$	0.00
	Pending Work Orders/Contracts	\$	0.00
	Current Contract	\$	<u>307,924.60</u>
	<b>Balance</b>	<b>\$</b>	<b><u>12,075.40</u></b>

**Recommended Action:**

**ADOPT RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN STRYKER MEDICAL AND SAVVIK BUYING GROUP FOR LIFEPAK CARDIAC MONITORS**



# City of Palm Coast, Florida Agenda Item

Agenda Date: May 17, 2022

<b>Department</b>	UTILITY	<b>Amount</b>	\$ 137,685.00										
<b>Division</b>	WATER AND WASTEWATER	<b>Account #</b>	# 54029083 063000 85005										
<b>Subject</b> RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH US INFRA REHAB SERVICES, LLC FOR THE REHABILITATION OF WASTEWATER STRUCTURES													
<b>Presenter : Danny Ashburn, Utility Systems Manager</b>													
<p><b>Background:</b>  <b>COUNCIL PRIORITIES:</b>  <b>THIS ITEM IS STANDARD OPERATIONS</b></p> <p>As part of the City Council goals to ensure that all infrastructure is a priority regarding maintenance and performance, the Utility Wastewater Collection Division needs to identify and eliminate sources of infiltration and inflow (I&amp;I) into the central sewer system. Staff has identified it is necessary to install a liner system at various locations. This liner system will rehabilitate concrete damaged by hydrogen sulfide gases inside of pump station wet wells. Gravity sewer manholes were also identified to be in need of repair from CCTV reports. This concrete rehabilitation process consists of surface preparation of the concrete by means of high pressure hydro-blasting; removing damaged concrete from the structure; locating leaks around seams or joints of the structure, and plugging leaks with urethane grout. The next step is to rebuild the concrete surface by installing moisture and corrosion barriers of modified polymer. All phases of the liner installation are sprayed on applications and the system carries a 10-year warranty against failure.</p> <p>This contract (ITB-UT-22-26) is for a one-time service for the rehabilitation of wastewater structures. Maintaining and rehabilitating the wastewater structures is part of the City Council's goals and priorities to make all infrastructure a priority.</p> <p>The contract amount for these services is \$137,685.00. Funds for these services are included in the Fiscal Year 2022 Utility Budget.</p>													
<p><b>SOURCE OF FUNDS WORKSHEET FY 2022</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">GENERAL PLANT R&amp;R 54029083 063000 85005</td> <td style="text-align: right;">\$2,250,000.00</td> </tr> <tr> <td>Total Expended/Encumbered to Date.....</td> <td style="text-align: right;">1,782,439.03</td> </tr> <tr> <td>Pending Work Orders/Contracts.....</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Current (WO/Contract).....</td> <td style="text-align: right;">137,685.00</td> </tr> <tr> <td><b>Balance</b>.....</td> <td style="text-align: right;"><b>\$ 329,875.97</b></td> </tr> </table>				GENERAL PLANT R&R 54029083 063000 85005	\$2,250,000.00	Total Expended/Encumbered to Date.....	1,782,439.03	Pending Work Orders/Contracts.....	0.00	Current (WO/Contract).....	137,685.00	<b>Balance</b> .....	<b>\$ 329,875.97</b>
GENERAL PLANT R&R 54029083 063000 85005	\$2,250,000.00												
Total Expended/Encumbered to Date.....	1,782,439.03												
Pending Work Orders/Contracts.....	0.00												
Current (WO/Contract).....	137,685.00												
<b>Balance</b> .....	<b>\$ 329,875.97</b>												
<p><b>RECOMMENDED ACTION:</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH US INFRA REHAB SERVICES, LLC FOR THE REHABILITATION OF WASTEWATER STRUCTURES</b></p>													

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 2022

<b>Department</b> FINANCIAL SERVICES <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR APRIL 2022	
<b>Presenter :</b> Denise Bevan, City Manager	
<b>Background :</b> Attached is a list of all emergency and sole source purchases for the month of April 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).	
<b>Recommended Action :</b> <b>FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : May 17, 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>	