



City of Palm Coast Agenda COUNCIL WORKSHOP

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

Tuesday, May 10, 2022

9:00 AM

COMMUNITY WING

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 BOARD APPLICANT INTERVIEWS

- 1 INTERVIEWS FOR THE APPOINTMENT TO FILL A VACANCY ON THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)**

F PRESENTATIONS

- 2 RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS**
- 3 RESOLUTION 2022-XX APPROVING THE CANDIDATES STATEMENT OF ETHICAL CAMPAIGN PRACTICES FOR CITY CANDIDATES**
- 4 PRESENTATION - SALTWATER CANAL CONSULTANT PROCUREMENT PROCESS SCOPE AND FEE UPDATE**
- 5 PRESENTATION - PAVEMENT MANAGEMENT PROGRAM UPDATE**
- 6 RESOLUTION 2022-XX APPROVING AN EXCEPTION TO THE CDBG COST FEASIBILITY LIMITS**
- 7 RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN STRYKER MEDICAL AND SAVVIK BUYING GROUP FOR LIFEPAK CARDIAC MONITORS**
- 8 PRESENTATION - WORKSHOP STREAMING OPTIONS**

G PUBLIC PARTICIPATION

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

H DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

J DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

K ADJOURNMENT

9 WORKSHEET

City of Palm Coast, Florida Agenda Item

Agenda Date : May 10, 2022

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account #
Subject	INTERVIEWS FOR THE APPOINTMENTS TO THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)	
Presenter : Virginia Smith, City Clerk and Jordan Myers, Environmental Planner		
Background : <u>UPDATED BACKGROUND TO THE APRIL 19, 2022 BUSINESS MEETING.</u> 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. <u>ORIGINAL BACKGROUND FROM THE APRIL 19, 2022 BUSINESS MEETING.</u> 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 :

CITY COUNCIL TO INTERVIEW FOR THE APPOINTMENT OF FIVE (5) MEMBERS TO THE BEAUTIFICATION AND ENVIRONMENTAL ADVISORY COMMITTEE (BEAC)

City of Palm Coast, Florida Agenda Item

Agenda Date : May 10, 2022

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account #
Subject	RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS	
Presenter : Virginia Smith, City Clerk		
Background : A City election for 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.		
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS		

City of Palm Coast, Florida Agenda Item

Agenda Date : May 10, 2022

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account #
Subject	RESOLUTION 2022-XX APPROVING THE CANDIDATES STATEMENT OF ETHICAL CAMPAIGN PRACTICES FOR CITY CANDIDATES	
Presenter : Virginia Smith, City Clerk		
Background : The City Clerk is the qualifying officer for City candidates who choose to run for a City Council seat. Over the years, the Clerk has provided the necessary campaign information to all candidates. As the election season begins every two years, the Clerk is providing the candidates with the requirements of running for office and reminds the candidates of their duties in running their campaign. The local Supervisor of Elections has been providing a “Statement of Ethical Campaign Practices” to every candidate for Flagler County races. This statement is not required by the elections laws of the State of Florida, however, it would be a statement issued by the City Clerk to all City of Palm Coast candidates to keep the campaigns positive and assist in promoting civility while encouraging citizen participation in the electoral process. The City Clerk is requesting Council’s consideration in allowing the “Statement of Ethical Campaign” be distributed to all City Council candidates, in the candidate handbook.		
Recommended Action : FOR DISCUSSION PURPOSES AND DIRECTION		

City of Palm Coast, Florida Agenda Item

Agenda Date: May 10, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	STORMWATER	Account
Subject	PRESENTATION - SALTWATER CANAL CONSULTANT PROCUREMENT PROCESS SCOPE AND FEE UPDATE	
Presenter: Mike Peel, Stormwater Engineer		
Background : In February 2022, City Council requested staff research salt water canal dredging. At the May 4, 2022, City Council adopted the Fiscal Year 2022-2022 City Council Priorities. Priority D Sustainable Environmental and Infrastructure #4. Develop a plan for maintenance of the salt water canals. Staff will present to City Council on the proposed consultant scope and fee for the saltwater canal dredging study.		
Recommended Action : FOR COUNCIL PRESENTATION AND DIRECTION		

City of Palm Coast, Florida Agenda Item

Agenda Date: May 10, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	STORMWATER	Account
Subject PRESENTATION - PAVEMENT MANAGEMENT PROGRAM UPDATE		
Presenter: Carl Cote, Stormwater & Engineering Director		
<p>Background : PRIORITY: F. Street Maintenance</p> <ol style="list-style-type: none"> 1) Develop alternative options to traditional funding sources to ensure funding of streets maintenance program for striping and resurfacing by providing a projection of road maintenance currently budgeted vs. needs for future years 2) As part of street resurfacing and maintenance program, investigate and where feasible, apply the following. <ul style="list-style-type: none"> • Intersection safety improvements shall be conducted to address turn radius conflicts • Enhancements to support the use of autonomous vehicles • Traffic calming alternatives • Continue the incorporation of innovative assessment methods <p>As noted above, maintaining a quality system and spending the City's maintenance funding judiciously is at the forefront of the adopted City Council Priorities.</p> <p>In order to be more efficient with the limited funding available and ongoing needs (1,126 lane miles), the City sought professional engineering services for the implementation of a pavement management program. This program is designed to preserve and extend the useful life of paved surfaces throughout the City and optimize the available funds to meet the network condition needs. With careful planning and diligent effort, highest performance standards are maintained while reducing the overall long-term costs of managing the network pavement system.</p> <p>On August 1, 2017, City Council approved a contract with Transmap Corporation to assist in the development of a Network Pavement Management System. The general objective was for the consultant to collect pavement data by way of a digital survey and to create a Pavement Condition Index (PCI) for each city maintained roadway. The PCI allows the City to determine a pavement condition standard and plan for maintaining all roadways.</p> <p>Given the persistent shortage of funds for maintaining these street systems, the preservation and stewardship of existing roads have become major activities for all levels of government. An excellent way of maximizing the return on investment for the money that exists for road maintenance is to implement a Pavement Management System. Pavement management is a systematic approach to extending the life of a pavement network. More specifically, it is the process of planning, budgeting, funding, designing, constructing, monitoring, evaluating, maintaining, and rehabilitating the pavement network to provide maximum benefits with available funds. A Pavement Management System provides tools and methods for finding and</p>		

implementing the best Maintenance & Rehabilitation (M&R) strategies. Repairing streets when they are still in fair condition ultimately cost less over their lifetime than waiting to fix roads that have fallen into poor condition. In other words, the proactive approach of routine pavement management means less money wasted on frequent roadway reconstruction and a potential savings of millions of dollars.

On August 28, 2018, City Council was presented with the findings of the Final Pavement Management Report. Those findings determined time Arterial and Collector roadways had a PCI average of 83 and Local roadways had a PCI average of 78. In order to maintain the current level of service, existing PCI average, additional funding was and is still needed.

In order to provide a more accurate forecast and better performance model for roadway maintenance, it is recommended to have the roadways digitally surveyed every 4 to 5 years.

On August 17, 2021, City Council approved a Work Order with Transmap Corporation to conduct a survey and to provide a report and updated forecast for the city's pavement management program comparing project revenue as well as recommended funding needed to maintain the current roadway system condition for arterial and residential roads.

This item is a presentation to present City Council with the findings and funding need based upon the updated survey that was completed.

Recommended Action :
FOR PRESENTATION

City of Palm Coast, Florida Agenda Item

Agenda Date : May 10, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject	RESOLUTION 2022-XX APPROVING AN EXCEPTION TO THE CDBG COST FEASIBILITY LIMITS	
Presenter : Jose Papa, AICP, Senior Planner		
<p>Background : 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.</p> <p>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.</p> <p>The objectives of this program include, the following:</p> <ul style="list-style-type: none"> • <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> • <i>To preserve existing housing stock or replacement of substandard housing,</i> • <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> <p>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.)</p> <p>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.</p> <p>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.</p>		

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 10, 2022

Department	PUBLIC SAFETY	Amount	\$307,924.60
Division	FIRE	Account #	2113-21130099-064000
Subject	RESOLUTION 2022-XX APPROVING PIGGYBACKING THE CONTRACT BETWEEN STRYKER MEDICAL AND SAVVIK BUYING GROUP FOR LIFEPAK CARDIAC MONITORS		
Presenter : Gerard Forte, Chief and Jenn Fiveash, Fire Coordinator			
Background: This item is for standard operations.			
<p>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.</p> <p>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.</p>			
SOURCE OF FUNDS WORKSHEET FY 2022			
	ARPA 2113-21130099-064000	\$	320,000.00
	Total Expenses/Encumbered to date	\$	0.00
	Pending Work Orders/Contracts	\$	0.00
	Current Contract	\$	<u>307,924.60</u>
	Balance	\$	12,075.40
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 10, 2022

Department INFORMATION TECHNOLOGY	Amount
Division	Account #
Subject PRESENTATION – WORKSHOP STREAMING OPTIONS	
Presenter : Doug Akins, Information Technology Director	
Background : On January 11, 2022, City Staff presented video streaming options to Council. After Council direction, City Staff will present options that are available for consideration and direction for moving workshop meetings back to the floor. At the April 12, 2022 City Council workshop, Council requested staff also provide Council with an update to the Safety measures in City Hall and in the Community Wing.	
Recommended Action : FOR PRESENTATION AND CITY COUNCIL DIRECTION	