



**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, September 20, 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:  
SEPTEMBER 6, 2022 BUSINESS MEETING  
SEPTEMBER 8, 2022 SPECIAL BUDGET MEETING  
SEPTEMBER 13, 2022 WORKSHOP**

**F. PROCLAMATIONS**

- 2. PROCLAMATION - OCTOBER AS RAISE THE PINK FLAG WITH THE PINK ARMY MONTH**
- 3. PROCLAMATION - CUSTOMER SERVICE WEEK**
- 4. PROCLAMATION - CYBER SECURITY AWARENESS MONTH**

**G. APPOINTMENTS**

- 5. APPOINT A MEMBER TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE**
- 6. APPOINTMENTS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD**

**H. ORDINANCES SECOND READ**

- 7. ORDINANCE 2022-XX AMENDING THE VOLUNTEER FIREFIGHTER RETIREMENT SYSTEM**

**I. ORDINANCES FIRST READ**

**8. ORDINANCE 2022- XX AMENDING THE BOUNDARIES OF THE SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT - APPLICATION # 5188**

**9. ORDINANCE 2022-XX AMENDING SECTION 2-36, MEETINGS, OF THE CODE OF ORDINANCES OF THE CITY OF PALM COAST**

**J. CONSENT**

**10. RESOLUTION 2022-XX APPROVING AN AUTOMATIC/MUTUAL AID INTERLOCAL AGREEMENT FOR FIRE PROTECTION AND RESCUE SERVICES BETWEEN THE CITY OF FLAGLER BEACH, THE CITY OF PALM COAST AND FLAGLER COUNTY**

**11. RESOLUTION 2022-XX APPROVING SUBRECIPIENT AGREEMENTS FOR THE CDBG-CV PUBLIC SERVICE GRANT PROGRAM**

**12. RESOLUTION 2022-XX APPROVING THE CONTINUATION OF THE HEALTH INSURANCE WITH FLORIDA BLUE AND TO INCLUDE STOP LOSS AND LIFE AND DISABILITY INSURANCE**

**13. RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH AMERICAN JANITORIAL INCORPORATED FOR CITYWIDE JANITORIAL SERVICES**

**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**

**14. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR AUGUST 2022**

**O. ADJOURNMENT**

**15. AGENDA WORKSHEET AND CALENDAR**

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> MINUTES OF THE CITY COUNCIL: SEPTEMBER 6, 2022 BUSINESS MEETING SEPTEMBER 8, 2022 SPECIAL BUDGET MEETING SEPTEMBER 13, 2022 WORKSHOP	
<b>Presenter : Virginia Smith, City Clerk</b>	
<b>Background :</b>	
<b>Recommended Action :</b> <b>APPROVE MINUTES OF THE CITY COUNCIL:</b> <b>SEPTEMBER 6, 2022 BUSINESS MEETING</b> <b>SEPTEMBER 8, 2022 SPECIAL BUDGET MEETING</b> <b>SEPTEMBER 13, 2022 WORKSHOP</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: September 20, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION - RAISE THE PINK FLAG WITH THE PINK ARMY MONTH	
<b>Presenter: Mayor and City Council</b>	
<b>Background :</b> Advent Health-Flagler has requested the City of Palm Coast to proclaim October as Raise The Pink Flag With The Pink Army Month in support of breast cancer awareness.	
<b>Recommended Action:</b> <b>PROCLAIM OCTOBER AS “RAISE THE PINK FLAG WITH THE PINK ARMY MONTH”</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b> CITY MAYOR AND COUNCIL	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION - CUSTOMER SERVICE WEEK	
<b>Presenter : Mayor and City Council</b>	
<b>Background :</b> The City of Palm Coast Customer Service Representatives in the Customer Service division consistently makes a difference in the lives of the residents of the City by committing to the highest standards of service every day and routinely improving services to citizens through innovative and considerate means.  Palm Coast residents have come to rely heavily on the knowledgeable and friendly exchange of information with the City's Customer Service Representatives over the past eighteen years, addressing an average of 130,000 calls annually on a variety of City related matters.  Since 1992, the United States Congress established the first full week of every October to recognize customer service professionals who serve daily on the front lines. Therefore, the City of Palm Coast desires to proclaim the week of October 3, 2022 through October 7, 2022 as Customer Service Week.	
<b>Recommended Action :</b> <b>PROCLAIM OCTOBER 3, 2022 THROUGH OCTOBER 7, 2022 AS "CUSTOMER SERVICE WEEK"</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b> CITY MAYOR AND COUNCIL	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION - CYBER SECURITY AWARENESS MONTH	
<b>Presenter : Mayor and City Council</b>	
<b>Background :</b> The City of Palm Coast received a request to Proclaim September as “Cyber Security Month.”	
<b>Recommended Action :</b> <b>PROCLAIM SEPTEMBER AS “CYBER SECURITY AWARENESS MONTH”</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department Division</b>	CITY ADMINISTRATION	<b>Amount Account #</b>
<b>Subject</b>	APPOINT A MEMBER TO THE FLAGLER COUNTY HOUSING TASK FORCE/AFFORDABLE HOUSING ADVISORY COMMITTEE	
<b>Presenter : Virginia Smith, City Clerk</b>		
<p><b>Background :</b>            The City of Palm Coast is a recipient of state funding through the State Housing Initiatives Partnership (SHIP) program. Flagler County administers this funding through an interlocal agreement between the City of Palm Coast and Flagler County Board of County Commissioners.</p> <p>SHIP recipients must establish an Affordable Housing Advisory Committee to provide recommendations to the local government on policies which incentivize the development of affordably priced housing to further the Housing Element of the Comprehensive Plan.</p> <ul style="list-style-type: none"> <li>• The committee must have between 8 and 11 members</li> <li>• One of the voting members must be an elected official from the administering jurisdiction</li> <li>• Of the total members on the committee, members must represent a minimum six of the eleven categories defined in 420.9076 F.S. Remaining members may represent any of the specified categories.</li> <li>• All members must be appointed by the local government’s board and/or council, but a resolution is not required by statute.</li> </ul> <p>The interlocal agreement signed in 2009 between Flagler County and the City of Palm Coast specifies that appointment of committee members alternate between the Board of County Commissioners and the City of Palm Coast. Flagler County BOCC appointed the most recent member on August 15, 2022.</p> <p>The Affordable Housing Advisory Committee is currently composed of 10 members. It meets all criteria for member composition. There is one remaining seat on the committee, and because all categories currently filled meet state requirements, the remaining seat may be filled by someone meeting any of the defined categories.</p> <p>Applications are received through Flagler County. There was only one application received for Council’s consideration. The applicant is Valerie Clymer.</p>		
<b>Recommended Action :</b> <b>APPOINT ONE MEMBER TO THE FLAGLER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE</b>		



## City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>	
<b>Division</b>	CITY CLERK	<b>Account #</b>	
<b>Subject</b>	APPOINTMENTS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD		
<b>Presenter :</b>	Virginia Smith, City Clerk		
<b>Background :</b>	<p>Pursuant to State law, the PLDRB is designated as the local Planning Agency. Responsibilities of the PLDRB include making recommendations to the City Council regarding the Comprehensive Plan, Land Development Code, and development applications. Further, the PLDRB acts as final authority (subject to appeal to the City Council) on special exceptions.</p> <p>Section 2-2(a)(1) of the City's Code of Ordinances says, "All appointees shall be limited to two consecutive terms of office on the same body unless the City Council by a four -fifths vote determines that it is in the best interests of the City to appoint a person to a term of office exceeding that limitation."</p> <p>Section 2-2(a)(5) of the City's Code of Ordinances provides, "In appropriate circumstances the City Council shall make every reasonable effort to ensure that City Council Districts are as equally represented as practicable; provided, however, that the City's local planning agency (Planning and Land Development Regulation Board) shall have at least one appointed from each City Council District."</p>		
<b>CONTINUING MEMBERS</b>	<b>DISTRICT</b>	<b>TERM EXPIRES</b>	<b>OCCUPATION</b>
Sandra Shank	4	2024	Realtor
Clint Smith	2	2024	Project Manager
Charles Lemon	2	2024	Retired Engineer
James Albano	1	2024	Building Contractor
There are three seats that expiring. This item is for City Council to appoint three members to the PLDRB.			
<b>POSITIONS FOR APPOINTMENT</b>	<b>DISTRICT</b>	<b>OCCUPATION</b>	
Jake Scully	2	IT Consultant	
Christopher Gabriel	3	Realtor	
Sybil Dodson-Lucas	1	Ret. NYC Gov't Manager	

<b>APPLICANTS</b>	<b>DISTRICT</b>	<b>OCCUPATION</b>
Greg Blose	1	PC Regional Chamber
Sybil Dodson-Lucas **	1	Ret. NYC Gov't Manager
Christopher Gabriel ***	3	Realtor
Larry Gross	2	Systems Engineer
Heather Haywood	1	Realtor
Hung Hilton *	2	Solutions Architect (IT)
Suzann Nichols *	2	Design Consultant

\*Applicants currently serve as alternate board members and would like to be appointed as a regular member.

\*\*Applicant is currently serving as a regular member. Has completed 2 full consecutive terms, therefore requires a 4/5<sup>th</sup> vote.

\*\*\*Currently serves as a regular member whose term is expiring and would like to be appointed as a regular member.

Since there are members appointed from Districts 1, 2, and 4 currently serving, Council shall make every reasonable effort to appoint from District 3 to ensure the Council districts are equally represented as practicable.

District information has been verified by the City Clerk's Office. Staff has also performed the necessary background screenings of all applicants. The results are available in Human Resources.

**Recommended Action :**  
**APPOINT THREE (3) MEMBERS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD**

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department Division</b>	CITY ADMINISTRATION	<b>Amount Account #</b>
<b>Subject</b>	ORDINANCE 2022-XX AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, RETIREMENT, DIVISION 2, VOLUNTEER FIREFIGHTER RETIREMENT SYSTEM AND TRUST FUND; AMENDING SECTION 2-531, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 2-549, SUPPLEMENTAL BENEFIT	
<b>Presenter : Tim Wilsey, Human Resources Manager</b>		
<p><b>Background :</b>  <u><b>UPDATE FROM THE SEPTEMBER 6, 2022 BUSINESS MEETING</b></u>            This item was heard by City Council at their September 6, 2022, Business Meeting. There were no changes suggested to this item.</p> <p><u><b>ORIGINAL BACKGROUND FROM THE SEPTEMBER 6, 2022, BUSINESS MEETING</b></u>            Since 1973, Palm Coast Volunteer Fire Fighters have been providing Fire Protection and EMS services. In 1993, the Palm Coast Volunteer Fire Fighters developed a Charter for the Volunteers. Then in 2002, Palm Coast Volunteer Fire Rescue was incorporated, as a 501c3 non-profit corporation. Today, the corporation continues operations and support to the Palm Coast Fire Department. The support given from the Volunteers provide public safety and awareness through City events, as well as support staff for fire operations.</p> <p>The Fire Safety trailer is available for events to encourage and train on fire safety and evacuation planning. Since inception, the Volunteer Corporation is 100% funded by donations and does not utilize City dollars. The raised funds are used to provide educational opportunities, purchase fire prevention materials in collaboration with the Fire Marshall and provides funding for the annual Hall of Terror and many other community services. The Volunteer corporation also funded the graphics on the Fire Safety Trailer when the City received this as part of a Federal grant. PCVFR also maintains the intern program, keeping potential future firefighters ready when a position opens. The intern program ensures no lapse in operations or services when a vacancy presents itself. To recruit and maintain membership, the Length of Service Awards Program (LOSAP) was developed. PCVFR receives 50% of the available state monies granted by FS 175 to fund this program.</p> <p>The commitment of this program was to never have a financial impact on the City. The program has remained committed and City funds have not been used to this day. Many safeguards are in place to prevent the use of City funds. The following updates are proposed to enhance this program, prepare for current economic conditions, and plan for the future:</p> <ul style="list-style-type: none"> <li>• Increase ALL retirees to a \$75 per month benefit</li> <li>• Increase Defined Benefit:               <ul style="list-style-type: none"> <li>○ \$65 to \$85 for members with up to 10 years</li> </ul> </li> </ul>		

- \$65 to \$100 for members with over 10 years
- Add Graduated Vesting to Share Plan:
  - 20% per year if hired by COPC

Remaining committed to never have a financial impact on the City, all of the above items continue to have no dollar impacts on the City.

**Recommended Action :**

**ADOPT ORDINANCE 2022-XX AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, RETIREMENT, DIVISION 2, VOLUNTEER FIREFIGHTER RETIREMENT SYSTEM AND TRUST FUND; AMENDING SECTION 2-531, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 2-549, SUPPLEMENTAL BENEFIT**

# City of Palm Coast, Florida Agenda Item

Agenda Date: September 20, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	ORDINANCE 2022- XX AMENDING THE BOUNDARIES OF THE SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT - APPLICATION # 5188	
<b>Presenter: Jordan Myers, Environmental Planner, CFM</b>		
<p><b>Background:</b>  <u><b>UPDATE FROM THE SEPTEMBER 13, 2022 WORKSHOP</b></u>            This item was heard by City Council at their September 13, 2022, workshop. There were no changes suggested to this item.</p> <p><u><b>ORIGINAL BACKGROUND FROM SEPTEMBER 13, 2022 WORKSHOP</b></u>            On January 4, 2022, City Council approved the creation of the Seminole Palms Community Development District.</p> <p>In June 2022, the applicant submitted a petition to amend the boundaries of the Seminole Palms Community Development District (CDD), which is primarily a mechanism for funding the significant costs of providing infrastructure for a residential community. This amendment would add 70.18+/- acres to the existing 239.63+/- acre district.</p> <p><u>Public Participation:</u> The two required newspaper ads will run approximately two weeks prior to each of the two City Council public hearings.</p>		
<p><b>Recommended Action:</b>  <b>ADOPT ORDINANCE 2022-XX AMENDING THE BOUNDARIES OF THE SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT – APPLICATION #5188</b></p>		

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	CITY CLERK	<b>Account</b>
		<b>#</b>
<b>Subject</b>	ORDINANCE 2022-XX AMENDING SECTION 2-36, MEETINGS, OF THE CODE OF ORDINANCES OF THE CITY OF PALM COAST	
<b>Presenter : Virginia Smith, City Clerk</b>		
<b>Background :</b>		
<b><u>UPDATE FROM THE SEPTEMBER 13, 2022, WORKSHOP</u></b>		
<p>This item was heard by City Council at their September 13, 2022, workshop. There were no changes suggested to this item. There was Council consensus to hold the organizational meeting this year on December 6, 2022 if this proposed Ordinance is adopted.</p>		
<b><u>ORIGINAL BACKGROUND FROM SEPTEMBER 13, 2022, WORKSHOP</u></b>		
<p>In 2011, a charter amendment was proposed to the voters to provide savings in the cost to conduct City elections and enhance voter turnout. The amendment related to the schedule of regular elections to correspond with State elections and primaries, to be held in even-numbered years and to reschedule candidate qualifying accordingly.</p> <p>In 1999, City Council adopted Ordinance 99-1 establishing Council meeting times, which was subsequently amended by Ordinances 2000-4, 2007-18 and 2017-13. This proposed amendment relates to the timing of the organizational meeting for induction of members into office after receipt of the Official Election results from the Supervisor of Elections.</p> <p>The Federal Write In Absentee Ballot (FWAB) is for overseas voters and provides 10 extra days from election day for a vote-by-mail ballot to be received. This 10-day extension only applies in presidential preference primary elections, general elections, special elections and special primary elections (by operation of section 100.191, Florida Statutes). The overseas voter's vote-by-mail ballot must be postmarked or dated by Election Day and received within 10 days of the election in order to be counted, provided the ballot is otherwise proper. Once the 10 days has passed, the Flagler County Canvassing Boards canvasses the ballots received from FWAB and thereby finalizes and certifies the official results.</p> <p>The proposed amendment is necessary as the Official Election results cannot be finalized until 10 days after the General Election is held due to the FWAB. The 2022 General Election is held on November 8, 2022. The Flagler County Canvassing Board will hold its' last canvassing of FWAB until November 18, 2022 to certify the election. This date is after the third Tuesday of the month, where the City of Palm Coast would normally certify election results and conduct the oath of office for the newly elected officials. The proposed amendment language will provide for a new oath of office date for 2022 to be during the regularly scheduled December 6, 2022, business meeting, unless a special meeting is called for the oath of office of newly elected officials after November 18, 2022.</p>		

Future elections are affected by FWAB's and this proposed language would clarify and assist in the scheduling of the oath of offices for all future elections.

**Recommended Action :**  
**ADOPT ORDINANCE 2022-XX AMENDING SECTION 2-36, MEETINGS, OF THE CODE OF ORDINANCES OF THE CITY OF PALM COAST**

## City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b>	PUBLIC SAFETY	<b>Amount</b>
<b>Division</b>	FIRE	<b>Account</b>
		<b>#</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING AN AUTOMATIC/MUTUAL AID INTERLOCAL AGREEMENT FOR FIRE PROTECTION AND RESCUE SERVICES BETWEEN THE CITY OF FLAGLER BEACH, THE CITY OF PALM COAST, AND FLAGLER COUNTY	
<b>Presenter: Kyle Berryhill, Battalion Chief</b>		
<p><b>Background:</b>  <u><b>UPDATE FROM THE SEPTEMBER 13, 2022 WORKSHOP</b></u>            This item was heard by City Council at their September 13, 2022, workshop. There were no changes suggested to this item. The signature block for all entities in the attached Interlocal Agreement was updated to reflect execution by the municipalities Mayors and the Chair for the County.</p> <p><u><b>ORIGINAL BACKGROUND FROM SEPTEMBER 13, 2022 WORKSHOP</b></u>            The City of Palm Coast, City of Flagler Beach, and Flagler County are proposing an Interlocal Agreement (ILA) for Automatic and Mutual Aid to provide for fire and emergency medical services throughout the county. This agreement replaces a twenty-year old agreement and is the result of months of work between the chief officers of Flagler County Fire Rescue, Palm Coast Fire Department, and Flagler Beach Fire Department. In this proposed ILA, the agencies agree to respond with the closest appropriate unit – essentially ensuring that a Palm Coast citizen experiencing an emergency anywhere in Flagler County will get help in the shortest time possible. This proposed ILA establishes practices for Dispatching, Communications, Automatic Aid, Mutual Aid, and Joint Training.</p>		
<p><b>Recommended Action:</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING AN AUTOMATIC/MUTUAL AID INTERLOCAL AGREEMENT FOR FIRE PROTECTION AND RESCUE SERVICES BY AND BETWEEN THE CITY OF PALM COAST, THE CITY OF FLAGLER BEACH AND FLAGLER COUNTY</b></p>		



# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING SUBRECIPIENT AGREEMENTS FOR THE CDBG-CV PUBLIC SERVICE GRANT PROGRAM	
<b>Presenter : Jose Papa, Senior Planner</b>		
<p><b>Background:</b>  <u><b>UPDATE FROM THE SEPTEMBER 13, 2022, WORKSHOP</b></u>            This item was heard by City Council at their September 13, 2022, workshop. There were no changes suggested to this item.</p> <p><u><b>ORIGINAL BACKGROUND FROM SEPTEMBER 13, 2022, WORKSHOP</b></u>            Since 2012, the City of Palm Coast has received funding through the Community Development Block Grant (CDBG) Program.</p> <p>In 2020, the passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), made available additional CDBG funding (CDBG-CV) to entitlement communities. The City received \$299,058 in CDBG-CV funds during the first round of fund allocation. These funds were used to provide utility payment assistance to income and program qualified households.</p> <p>The third round of the CARES Act allocation provided an additional \$340,392 to the City. The CARES Act funds are intended to assist low-moderate income persons or households to prevent, prepare for, or respond to the impacts of the coronavirus.</p> <p>In addition to the \$340,392 from Round 3, there is an additional \$5,116.50 remaining from the Round 1 allocation. To identify use for the funds, the Citizens Advisory Task Force (CATF) held a public hearing on May 26, 2021, to hear public testimony of all interested parties regarding the use of the CARES Act funding and recommended to provide the CARES Act funds to non-profit agencies by means of a Public Service Subrecipient Assistance Program (Grant Program).</p> <p>The City Council in turn held a public hearing on August 3, 2021, to discuss and approve the recommendation from the CATF.</p> <p>Staff proceeded to issue a Notice of Funding Availability on March 2, 2022, and June 1, 2022, to solicit grant applications from service agencies to use the available CARES Act funds. Grant applications were received from Flagler Cares Inc, and Flagler Ecumenical Social Service Center, Inc. (a/k/a The Family Life Center) on or before the grant submission deadline of June 15, 2022.</p> <p>Staff with the assistance of our grant consultant has determined that the proposed activities in the grant applications from Flagler Cares Inc. to provide Emergency Rent and Utility Payment Assistance, and an activity to provide Behavioral Services Assistance are qualified activities.</p>		

Additionally, staff determined that the proposed activities in the grant applications from Flagler Ecumenical Social Service Center, Inc. (a/k/a The Family Life Center) to provide Emergency Services to domestic violence victims, and to provide relocation assistance are also qualified activities.

The recommended allocation for each activity is \$75,127 or a total of \$300,508.50 for the four activities. The remaining funds will be used to retain the services of a third party to monitor and administer the grant activities (\$45,000).

**Recommended Action:**  
**ADOPT RESOLUTION 2022-XX APPROVING SUBRECIPIENT AGREEMENTS FOR THE CDBG-CV PUBLIC SERVICE GRANT PROGRAM**

## City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b>	HUMAN RESOURCES	<b>Amount</b>	
<b>Division</b>	11358	<b>Account</b>	
		<b>#</b>	
<b>Subject</b>	RESOLUTION 2022-XX APPROVING THE CONTINUATION OF THE HEALTH INSURANCE WITH FLORIDA BLUE AND TO INCLUDE STOP LOSS AND LIFE AND DISABILITY INSURANCE		
<b>Presenter : Renina Fuller, Human Resources Director</b>			
<b>Background :</b>			
<b><u>UPDATE FROM THE SEPTEMBER 13, 2022, WORKSHOP</u></b>			
This item was heard by City Council at their September 13, 2022, workshop. There were no changes suggested to this item.			
<b><u>ORIGINAL BACKGROUND FROM SEPTEMBER 13, 2022, WORKSHOP</u></b>			
The City currently offers a well-rounded, self-insured benefits program to all full-time employees. Under the self-insured programs, the City pays a per employee per month fee for the group health plan administration services and also pays for any health insurance claims incurred. In addition to the fixed fee for the plan administration services, there is a fixed monthly per-employee fee for stop-loss insurance up to \$175,000 per person/per year, as well as aggregate coverage for the group as a whole. The program includes group health insurance, basic life insurance, and long-term disability insurance. The City also offers Dental, Vision, Voluntary Life insurance, Voluntary short-term disability insurance, and supplemental accident and critical illness insurance but the full cost is borne by the employees.			
The stop loss renewal with Companion Life came in with an increase to the City of \$114,771. The Florida Blue administrative fee per employee per month increased from \$53.20 to \$56.78.			
The Standard is our dental, vision, voluntary life, and disability carrier. There is no change in premium for FY2023.			
Supplemental insurance for accident/critical illness will remain with Colonial Life. There is no change in premium for FY2023.			
Florida Blue is also offering \$30,000 in wellness dollars for 2023 to the City.			
<b>Recommended Action :</b>			
<b>ADOPT RESOLUTION 2022-XX APPROVING THE CONTINUATION OF THE HEALTH INSURANCE WITH FLORIDA BLUE AND TO INCLUDE STOP LOSS AND LIFE AND DISABILITY INSURANCE</b>			

## City of Palm Coast, Florida Agenda Item

Agenda Date: September 20, 2022

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	Over \$50,000.00
<b>Division</b>	STREETS & DRAINAGE	<b>Account #</b>	65035012-034000
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH AMERICAN JANITORIAL INCORPORATED FOR CITYWIDE JANITORIAL SERVICES		
<b>Presenter : Matthew Mancill, Public Works Director</b>			
<b>BACKGROUND:</b>			
<b>THIS ITEM IS FOR STANDARD OPERATIONS.</b>			
<p>The City of Palm Coast Public Works Facilities Management Division is responsible for the oversight of citywide janitorial services. Currently, janitorial services are provided citywide through a Master Services Agreement, to provide janitorial services to clean city facilities and office spaces. The janitorial service company will provide all management, supervision, labor, materials, supplies, and equipment (except as otherwise provided) and will plan, schedule, coordinate, and assure effective performance of all services described in the Master Service Agreement.</p>			
<p>The City of Palm Coast conducted a Request for Proposals (RFP-PW-22-50) for Citywide Janitorial Services, of which six (6) companies submitted their proposals. The evaluation committee evaluated and ranked the six proposals per the RFP. Staff followed the City purchasing policy and procedures and ranked American Janitorial Incorporated as the highest-rated bidder.</p>			
<p>The Notice of Intent to Award was provided to American Janitorial Incorporated, and no protests were received in response to the Notice of Intent to Award.</p>			
<p>The contract with American Janitorial Incorporated includes the services outlined in the RFP and Exhibit A, with the contract performance beginning on October 1, 2022, to align with our Fiscal year. The base contract term is set at three (3) years with two (2) optional one-year renewal options.</p>			
<p>The Fiscal Year 2023 Budget includes available funding appropriated by City Council for the services listed in the existing Master Services Agreement.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2023</b>			
FAC Other Contractual Svcs 65035012-34000			\$688,149.00
Total Expended/Encumbered to Date.....			0.00
Pending Work Orders/Contracts.....			0.00
Current (WO/Contract).....			327,713.81
<b>Balance.....</b>			<b>\$360,435.19</b>

**Recommended Action :**

**ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH AMERICAN JANITORIAL INCORPORATED FOR CITYWIDE JANITORIAL SERVICES**

# City of Palm Coast, Florida Agenda Item

Agenda Date : September 20, 2022

<b>Department</b>	FINANCIAL SERVICES	<b>Amount</b>
<b>Division</b>	FINANCE	<b>Account</b>
		<b>#</b>
<b>Subject</b>	REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR AUGUST 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 August 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>	