



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 Ed Danko
Council Member Cathy Heigher
Council Member Nick Klufas
Council Member Theresa Pontieri

Tuesday, April 18, 2023

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 AND A MOMENT OF SILENCE

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.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

E MINUTES

1 MINUTES OF THE CITY COUNCIL:

APRIL 4, 2023, BUSINESS MEETING

APRIL 11, 2023, WORKSHOP MEETING

F PROCLAMATIONS AND PRESENTATIONS

2 PROCLAMATION - APRIL 2023 AS PARKINSON'S AWARENESS MONTH

3 PROCLAMATION - THE WEEK OF APRIL 23, 2023, AS CRIME VICTIMS' RIGHTS WEEK

4 PROCLAMATION - APRIL 2023 AS SEXUAL ASSAULT AWARENESS MONTH

5 PROCLAMATION - APRIL 2023 AS THE PALM COAST FIRE DEPARTMENT'S 50TH ANNIVERSARY

6 PINNING CEREMONY - CERTIFIED MUNICIPAL CLERK DESIGNATION

G RESOLUTIONS

7 RESOLUTION 2023-XX APPROVING NAMING A PUBLIC FACILITY

H CONSENT

8 RESOLUTION 2023-XX APPROVING PURCHASES FOR FIBER OPTIC OUTSIDE PLANT CONSTRUCTION FOR US 1 FROM PALM COAST PARKWAY TO STATE ROAD 100

9 RESOLUTION 2023-XX AUTHORIZING A WORK ORDER FOR SERVICE TO RETROFIT THE HVAC METASYS CONTROLS SYSTEM AT THE COMMUNITY CENTER USING EXISTING NJPA/SOURCEWELL STATE OF MINNESOTA CONTRACT #070121 WITH JOHNSON CONTROLS, INC.

I PUBLIC PARTICIPATION

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

J DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

K DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

L DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

10 REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR MARCH 2023

M ADJOURNMENT

11 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account
		#
Subject	MINUTES OF THE CITY COUNCIL: APRIL 4, 2023, BUSINESS MEETING APRIL 11, 2023, WORKSHOP MEETING	
Presenter:	Virginia A. Smith, City Clerk	
Background:		
Recommended Action:	APPROVE MINUTES OF THE CITY COUNCIL: APRIL 4, 2023, BUSINESS MEETING APRIL 11, 2023, WORKSHOP MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account
		#
Subject	PROCLAMATION - APRIL 2023 AS PARKINSON'S AWARENESS MONTH	
Presenter:	Mayor and City Council	
Background:	The Flagler/Palm Coast Parkinson's support group has requested that the City proclaim April 2023 as Parkinson's Awareness Month.	
Recommended Action:	PROCLAIM APRIL 2023 AS PARKINSON'S AWARENESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account
		#
Subject	PROCLAMATION - THE WEEK OF APRIL 23, 2023, AS CRIME VICTIMS' RIGHTS WEEK	
Presenter: Mayor and City Council		
Background: The Family Life Center of Flagler County has requested that the City of Palm Coast proclaim the week of April 23, 2023, as Crime Victims' Rights Week.		
Recommended Action: PROCLAIM THE WEEK OF APRIL 23, 2023, AS CRIME VICTIMS' RIGHTS WEEK		

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account
		#
Subject	PROCLAMATION - APRIL 2023 AS SEXUAL ASSAULT AWARENESS MONTH	
Presenter:	Mayor and City Council	
Background:	The Family Life Center has requested that the City of Palm Coast proclaim April 2023 as Sexual Assault Awareness Month.	
Recommended Action:	PROCLAIM APRIL 2023 AS SEXUAL ASSAULT AWARENESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account
		#
Subject	PROCLAMATION - APRIL 2023 AS THE PALM COAST FIRE DEPARTMENT'S 50 TH ANNIVERSARY	
Presenter: Mayor and City Council		
Background: The City of Palm Coast would like to proclaim April 2023 as the Palm Coast Fire Department's 50 th Anniversary to show our appreciation and gratitude for the brave men and women who put their lives on the line every day to protect and serve our community.		
Recommended Action: PROCLAIM APRIL 2023 AS THE PALM COAST FIRE DEPARTMENT'S 50TH ANNIVERSARY		

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account #
Subject PINNING CEREMONY - CERTIFIED MUNICIPAL CLERK DESIGNATION		
Presenter: Virginia Smith, City Clerk/Central East Director of Florida Association of City Clerks		
<p>Background: The International Institute of Municipal Clerks (IIMC) and its partner, the Florida Association of City Clerks (FACC), are professional associations that promote continuing education and certification through university and college-based institutes. IIMC's primary goal is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, publications, networking across the globe, annual conferences and research. FACC's primary goal is to actively promote the continuing education and professional development of Municipal Clerks in the State of Florida by partnering with the Florida League of Cities and the Florida Institute of Government to meet the ever-changing educational needs of City and Town Clerks and Deputy Clerks and to improve their knowledge in areas such as public administration, law, management, elections, and many other disciplines.</p> <p>Currently, only 30%, or 4387, of the 14,755 members of the International Institute of Municipal Clerks have attained the Certified Municipal Clerk designation. Of the 669 members of the Florida Association of City Clerks, only 64%, or 431 members, have reached the Certified Municipal Clerk (MMC) designation.</p> <p>To achieve the Certified Municipal Clerk designation, a clerk must have completed the International Institute of Municipal Clerks approved Municipal Clerks Institute Program conducted by the John Scott Dailey Florida Institute of Government, Florida State University in Tallahassee. This program provides 120 student/instructor contact hours of in-depth courses in managerial and leadership skills, social and interpersonal concerns, and technical training needed to deal with changes taking place in government today.</p> <p>Completion of a recognized career development academy or a baccalaureate degree in public administration or related field, responsible experience in local government, and participation in conferences, meetings, and educational seminars are required to earn the prestigious Certified Municipal Clerk designation. The program aids municipal clerks in improving job performance and recognizes the professionalism of the Municipal Clerk's office.</p> <p>The pinning ceremony being held is for Kaley Cook, Deputy City Clerk, who received her Certified Municipal Clerk designation.</p>		
<p>Recommended Action: PRESENT THE CERTIFIED MUNICIPAL CLERK PIN FOR MS. KALEY COOK, DEPUTY CITY CLERK</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department PARKS & RECREATION	Amount
Division	Account
	#
Subject RESOLUTION 2023-XX APPROVING NAMING A PUBLIC FACILITY	
Presenter: James Hirst, Director of Parks & Recreation	
<p>Background: <u>UPDATE FROM THE APRIL 11, 2023, WORKSHOP:</u> Council heard this item at their April 11, 2023, Workshop Meeting and held discussion on the Council Priority B3 update, regarding naming of a facility in honor of Mayor Jon Netts. The attached Resolution is for approval of a walking trail in honor of Mr. Al Krier.</p> <p><u>ORIGINAL BACKGROUND FROM THE APRIL 11, 2023, WORKSHOP:</u></p> <p>Council Priority: B. Civic Engagement: 3. Staff to provide an inventory of potential facilities according to the Public Renaming Policy in honor of Mayor Jon Netts.</p> <p>On September 21, 2021, City Council adopted Resolution 2021-130 adopting guidelines and procedures for the official naming of public facilities. The City has received a request to name a City-owned public facility.</p> <p>The Al Krier Trail: Council Member Theresa Pontieri is requesting to name the walking trail on Palm Harbor Parkway (from the point of Cimmaron to European Village) in honor of Mr. Al Krier. Mr. Krier was a well-respected advocate for the safety and walkability of Cimmaron Drive. Council Member Pontieri submitted an application to the City for review. Upon review and approval by staff, the application moved to the Beautification and Environmental Advisory Committee (BEAC) for review. The BEAC met on March 23, 2023, unanimously approved the nomination, and recommended the request be presented at City Council.</p> <p>In addition to the recommendation of the Al Krier Trail, staff will present an update on Council Priority B3 regarding naming of a facility in honor of Mayor Jon Netts.</p>	
<p>Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING NAMING A PUBLIC FACILITY</p>	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department	INFORMATION TECHNOLOGY	Amount	\$561,923.00
Division		Account #	54702525-064000
Subject	RESOLUTION 2023-XX APPROVING PURCHASES FOR FIBER OPTIC OUTSIDE PLANT CONSTRUCTION FOR US 1 FROM PALM COAST PARKWAY TO STATE ROAD 100		
Presenter: Doug Akins, Director of IT			
Background:			
<u>UPDATE FROM THE APRIL 11, 2023, WORKSHOP:</u>			
Council heard this item at their April 11, 2023, Workshop Meeting. No changes were requested for the item.			
<u>ORIGINAL BACKGROUND FROM THE APRIL 11, 2023, WORKSHOP:</u>			
Council Priority:			
C. Safe and Reliable Services			
<p>Since 2006, the City of Palm Coast has operated its own fiber network. This network has allowed the City to connect all its locations without the need to pay a private entity for connections at each individual site. This network has been foundational to the way the City operates. We are currently wrapping up an initiative of segregating the Water Utility onto its own isolated network for security purposes, which is made possible by the City's fiber network. The network enables us to remotely monitor and manage a majority of the traffic cabinets in the City, as well as handle the bandwidth from the City's 200+ security cameras.</p> <p>Through our fiber network we can connect and partner with other local governments. Our connection to Flagler County enables us to share GIS information as well as share our camera feeds with the Flagler County Sherriff's Office. Flagler County Schools rely on our fiber network to keep all its locations connected. We are also exploring a partnership with Florida Department of Transportation (FDOT) to share traffic camera feeds with them that would be enabled through the fiber network.</p> <p>A gap exists in the network on US 1 from Palm Coast Parkway to State Road (SR) 100 of about 35,000 feet. Filling this gap would increase the network's resiliency and protect against service disruption caused by a break in the fiber. This build has not been pursued in the past due to cost, which was estimated at \$1.5 million.</p> <p>As part of their buildout in Palm Coast, Metronet will be installing fiber along US 1. Metronet has agreed to allow us to install conduit along with them, utilizing their contractor for a substantial cost savings to the City. Extending the City's fiber network from Palm Coast Parkway to SR 100 would complete a fiber ring which would allow for more reliable uptime of</p>			

the network. It also positions us to be able to add the Palm Coast Parkway, Whiteview Parkway, Royal Palms Parkway, and SR 100 traffic cabinets to our network in the future.

For this project, the installation of conduit, handholes, and ground rods must be sole sourced to Unified Utility Services LLC as this is a joint construction venture and these items are only available from this vendor. City staff electronically posted the Intent to Award for seven (7) business days in accordance with Section 287.057(3)(c) Florida Statutes as this item is greater than \$35,000. No other potential vendors responded.

City Council approval is required for contracts valued over \$50,000 in accordance with Chapter 2 Article 1, Division 3, Section 2-26A of the City Code. Therefore, based on the foregoing, City staff recommends that City Council approve purchasing the required services from Unified Utility Services LLC.

The City has an existing contract with Danella Companies, Inc., for outside plant construction and goods that will be utilized for the purchase of materials for the project, as well as fiber installation and splicing.

The FY 2023 budget includes \$178,125 for FiberNET capital. \$388,118 from FiberNET's reserves would need to be transferred over to complete this project.

SOURCE OF FUNDS WORKSHEET FY 2023-24

FUND NAME 54702525-064000	\$178,125.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Unified Utility Services Work Order	\$184,000.00
Metronet Conduit	\$17,280.00
Danella Work Orders	\$340,643.00
Contingency	\$20,000.00
Transfer from Reserves	<u>\$383,798.00</u>
Balance	\$0.00

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING PURCHASES FOR FIBER OPTIC OUTSIDE PLANT CONSTRUCTION FOR US 1 FROM PALM COAST PARKWAY TO STATE ROAD 100

City of Palm Coast, Florida Agenda Item

Agenda Date: April,18 2023

Department	PUBLIC WORKS	Amount	\$ 55,970.00
Division		Account #	65035012-034000
Subject	RESOLUTION 2023-XX AUTHORIZING A WORK ORDER FOR SERVICE TO RETROFIT THE HVAC METASYS CONTROLS SYSTEM AT THE COMMUNITY CENTER USING THE EXISTING NJPA/SOURCEWELL STATE OF MINNESOTA CONTRACT #070121 WITH JOHNSON CONTROLS, INC.		
Presenter: Matthew Mancill, Director of Public Works			
Background:			
Council Priority:			
C. Safe and Reliable Services			
<p>The Public Works Fleet and Facilities Management Division is seeking authorization to contract with Johnson Controls, Inc., to retrofit the Community Center's existing HVAC (heating, ventilation, and air conditioning) system from Trane to Metasys. This conversion will bring the building into the existing Metasys network, allowing remote visibility and control and the standardization of all Citywide systems.</p> <p>We currently piggyback the NJPA/Sourcewell State of Minnesota Contract #070121 with Johnson Controls, Inc., for purchasing equipment, parts, installation, and services related to Citywide HVAC and building automation systems. This contract term ends in August 2025.</p> <p>City staff recommends the approval of this retrofit. Standardizing our building systems reduces operational and maintenance costs, reduces the complexity of dealing with two building management systems, and allows remote visibility and control of the building.</p> <p>The Fiscal Year 2023 Budget includes available funding in the City's Facilities budget to purchase this service and parts. City staff estimates that the City will expend approximately \$55,970.00 for this service.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
	FAC Other Contractual Svcs 65035012-34000		\$688,149.00
	Total Expended/Encumbered to Date		\$579,100.08
	Pending Work Orders/Contracts		\$0.00
	Current (WO/Contract)		<u>\$55,970.00</u>
	Balance		<u>\$109,048.92</u>

Recommended Action:

ADOPT RESOLUTION 2023-XX AUTHORIZING A WORK ORDER FOR SERVICE TO RETROFIT THE HVAC METASYS CONTROLS SYSTEM AT THE COMMUNITY CENTER USING THE EXISTING NJPA/SOURCEWELL STATE OF MINNESOTA CONTRACT #070121 WITH JOHNSON CONTROLS, INC.

City of Palm Coast, Florida Agenda Item

Agenda Date: April 18, 2023

Department FINANCIAL SERVICES Division	Amount Account #
Subject REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR MARCH 2023	
Presenter: Denise Bevan, City Manager	
Background: Attached is a list of all emergency and sole source purchases for the month of March 2023, in accordance with Sec. 2.25 of Chapter 2, Article 1 Division 3 of the Code of Ordinances of the City of Palm Coast (Procurement Policy).	
Recommended Action: FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS	