



City of Palm Coast

Agenda

City Council Business

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoast.gov

Mayor Michael Norris
Vice Mayor Theresa Pontieri
Council Member Charles Gambaro
Council Member Ty Miller
Council Member David Sullivan

Tuesday, October 21, 2025

9:00 AM

City Hall - Jon Netts Community Wing

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, City Attorney

Kaley Cook, 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/@PalmCoastFL>.
- 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

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) This agenda item has a thirty (30) minute limit.

- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) 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.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
 - (a) make their comments concise and to the point;
 - (b) not speak more than once on the same subject;
 - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
 - (d) obey the orders of the Mayor or the City Council; and
 - (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) 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. PROCLAMATIONS

- 1. PROCLAMATION - OCTOBER 20-24, 2025 AS NATIONAL MEDICAL ASSISTANTS RECOGNITION WEEK**
- 2. PROCLAMATION - OCTOBER 23-31, 2025, AS RED RIBBON WEEK**
- 3. PROCLAMATION - OCTOBER 2025 AS CAREERS IN CONSTRUCTION MONTH**
- 4. PROCLAMATION - OCTOBER 2025 AS DOWN SYNDROME AWARENESS MONTH**

F. MINUTES

- 5. MINUTES OF THE CITY COUNCIL:
OCTOBER 7, 2025, BUSINESS MEETING
OCTOBER 14, 2025, WORKSHOP MEETING**

G. ORDINANCES FIRST READ

6. **ORDINANCE 2025-XX CHAPTER 44, TRAFFIC AND VEHICLES, ARTICLE II, STOPPING, STANDING, AND PARKING, BY AMENDING SUBSECTION 44-34(C) PARKING AND STORAGE OF VEHICLES GENERALLY, OF THE CITY CODE OF ORDINANCES**
7. **ORDINANCE 2025-XX AMENDING CHAPTER 50 WATERWAYS, SECTION 50-31 DEFINITIONS AND CREATING A NEW SECTION 50-33 ANCHORING**
8. **ORDINANCE 2025-XX FUTURE LAND USE MAP (FLUM) AMENDMENT FOR 38.8+/- ACRES FROM FLAGLER COUNTY COMMERCIAL: HIGH INTENSITY AND RESIDENTIAL: HIGH DENSITY TO CITY OF PALM COAST MIXED-USE**
9. **ORDINANCE 2025-XX ZONING MAP AMENDMENT FOR 38.8+/- ACRES FROM FLAGLER COUNTY GENERAL COMMERCIAL (C-2) AND MULTI-FAMILY RESIDENTIAL (R-3B) TO CITY OF PALM COAST GENERAL COMMERCIAL (COM-2)**

H. RESOLUTIONS

10. **RESOLUTION 2025-XX APPROVAL OF A GUARANTEED MAXIMUM PRICE CONTRACT AMENDMENT AND A PROJECT CONTINGENCY FOR PHASE 1B FUEL DEPOT FOR THE MAINTENANCE OPERATION CENTER PROJECT**
11. **RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT, A WORK ORDER FOR CEI SERVICES, AND A PROJECT CONTINGENCY FOR THE WATERFRONT PARK PHASE II PROJECT**

I. DISCUSSION

12. **PROPOSED CONFIDENTIAL SETTLEMENT AGREEMENT**

J. CONSENT

13. **RESOLUTION 2025-XX APPROVING AN AGREEMENT BETWEEN THE STATE OF FLORIDA AND THE CITY OF PALM COAST RELATED TO GRANT AWARD FROM THE DECONTAMINATION EQUIPMENT GRANT PROGRAM**
14. **RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH STAPLES CONTRACT & COMMERCIAL, LLC FOR THE PURCHASE OF OFFICE SUPPLIES**
15. **RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY TO PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 13-1**
16. **RESOLUTION 2025-XX APPROVING THE COST OF ADDITIONAL EQUIPMENT FOR THE WASTEWATER TREATMENT PLANT 1 SCREW PRESS**

17. RESOLUTION 2025-XX APPROVING A MASTER SERVICE AGREEMENT WITH EUROFINS ENVIRONMENT TESTING SOUTHEAST, LLC FOR LABORATORY ANALYSIS SERVICES
18. RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL STATE OF MINNESOTA CONTRACT #112624 WITH WESCO TURF
19. RESOLUTION 2025-XX APPROVING CONSTRUCTION CONTRACTS FOR THE TRENCHLESS PIPE REHABILITATION PROJECT
20. RESOLUTION 2025-XX APPROVING TWO WORK ORDERS WITH TAYLOR ENGINEERING FOR PHASE III OF THE SALTWATER CANAL DREDGING PROJECT
21. RESOLUTION 2025-XX APPROVING ADDITIONAL DESIGN EXPENSES FOR THE PALM COAST STREETLIGHT PROJECT
22. RESOLUTION 2025-XX APPROVING THE CULTURAL ART GRANTS FOR THE FISCAL YEAR 2025-2026

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

23. DISCUSSION - ORDINANCE 2025-18

N. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

24. REPORTING OF EMERGENCY AND SOLE SOURCE FOR SEPTEMBER 2025

O. ADJOURNMENT

25. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: October 21, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - OCTOBER 20-24, 2025, AS NATIONAL MEDICAL ASSISTANTS RECOGNITION WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim October 20-24, 2025, as National Medical Assistants Recognition Week.	
Recommended Action: PROCLAIM OCTOBER 20-24, 2025, AS NATIONAL MEDICAL ASSISTANTS RECOGNITION WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 21, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 23-31, 2025, AS RED RIBBON WEEK		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim October 23-31, 2025, as Red Ribbon Week.		
Recommended Action: PROCLAIM OCTOBER 23-31, 2025, AS RED RIBBON WEEK		

City of Palm Coast, Florida
Agenda Item

Agenda Date: October 21, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 2025 AS CAREERS IN CONSTRUCTION MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to recognize October 2025 as Careers in Construction Month.		
Recommended Action: PROCLAIM OCTOBER 2025 AS CAREERS IN CONSTRUCTION MONTH		

City of Palm Coast, Florida
Agenda Item

Agenda Date: October 21, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 2025 AS DOWN SYNDROME AWARENESS MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim October 2025 as Down Syndrome Awareness Month.		
Recommended Action: PROCLAIM OCTOBER 2025 AS DOWN SYNDROME AWARENESS MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 21, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: OCTOBER 7, 2025, BUSINESS MEETING OCTOBER 14, 2025, WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: OCTOBER 7, 2025, BUSINESS MEETING OCTOBER 14, 2025, WORKSHOP MEETING	

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2025-XX CHAPTER 44, TRAFFIC AND VEHICLES, ARTICLE II, STOPPING, STANDING, AND PARKING, BY AMENDING SUBSECTION 44-34(C) PARKING AND STORAGE OF VEHICLES GENERALLY, OF THE CITY CODE OF ORDINANCES		
Presenter: Barbara Grossman, Code Enforcement Manager		
Attachments: <ol style="list-style-type: none">1. Ordinance (Redline and Clean Copy)2. Business Impact Estimate		
Background: <p><u>UPDATED BACKGROUND FROM THE SEPTEMBER 23, 2025, WORKSHOP MEETING:</u> The Ordinance has been updated per the direction by City Council and is attached to the agenda item for consideration.</p> <p><u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 23, 2025, WORKSHOP MEETING:</u> On May 13, 2025, City Council was presented with an overview of Commercial Vehicles. Council requested staff review and propose amendments to the code redefining what a commercial vehicle is and to allow certain commercial vehicles in residential zone lots.</p> <p>Section 44-34(c) of the City of Palm Coast ("City") Code of Ordinances defines a commercial vehicle. Section 44-34(c) does not allow commercial vehicles to be parked in residential zoned lots and does not provide for exceptions.</p> <p>The City Council finds that it is necessary to amend Section 44-34(c) of the Code of Ordinances to redefine commercial vehicles and allow for exceptions in residential zones lots.</p>		
Recommended Action: ADOPT ORDINANCE 2025-XX CHAPTER 44, TRAFFIC AND VEHICLES, ARTICLE II, STOPPING, STANDING, AND PARKING, BY AMENDING SUBSECTION 44-34(C) PARKING AND STORAGE OF VEHICLES GENERALLY, OF THE CITY CODE OF ORDINANCES		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2025-XX AMENDING CHAPTER 50 WATERWAYS, SECTION 50-31 DEFINITIONS AND CREATING A NEW SECTION 50-33 ANCHORING		
Presenter: Barbara Grossman, Code Enforcement Manager		
Attachments: 1. Ordinance		
Background: <u>UPDATED BACKGROUND FROM THE SEPTEMBER 23, 2025, WORKSHOP MEETING:</u> City Council received a presentation on the item at the September 23, 2025, Workshop Meeting. No changes have been made to the item. <u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 23, 2025, WORKSHOP MEETING:</u> This is a proposed amendment to the Code of Ordinance for the City of Palm Coast relating to the Waterways of the City. Code enforcement received numerous complaints regarding a liveaboard vessel anchored in the City's waterways. Leaving a vessel anchored in the City's waterways may create unsafe conditions, including but not limited to, navigable waterways. Through research and contact with multiple government entities, it was determined an Ordinance was necessary to provide for enforcement of anchoring in the City's waterways. This proposed Ordinance will protect the life, health, and safety of the residents of Palm Coast while providing a mechanism to protect and enforce the City's navigable waterways.		
Recommended Action: ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 50 WATERWAYS, SECTION 50-31 DEFINITIONS AND CREATING A NEW SECTION 50-33 ANCHORING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2025-XX FUTURE LAND USE MAP (FLUM) AMENDMENT FOR 38.8+/- ACRES FROM FLAGLER COUNTY COMMERCIAL: HIGH INTENSITY AND RESIDENTIAL: HIGH DENSITY TO CITY OF PALM COAST MIXED-USE		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none">1. Presentation2. Ordinance3. Staff Report4. Existing-FLUM5. Proposed-FLUM6. Existing Zoning7. Proposed Zoning8. Application Package9. Affidavit		
Background: <p>This is a legislative item.</p> <p>This FLUM amendment has a companion zoning map amendment requesting the subject parcels to be rezoned as General Commercial (COM-2). The applicant, Jay Livingston as agent for Flagler Pines Properties, LLC is proposing a Future Land Use Map amendment for a ±38.81 acres of vacant land ½ mile west of Seminole Woods Boulevard on the southside of State Road 100 from Flagler County Commercial:High intensity and Residential:High Density to City of Palm Coast:Mixed Use. There is a companion zoning map amendment to change the zoning of the property from Flagler County General Commercial (C-2) and Multi-family Residential (R-3b) to City designation of General Commercial (COM-2).</p> <p>The proposed amendment was reviewed for the following:</p> <ul style="list-style-type: none">• Analysis of the proposed amendment's impacts on public facilities and infrastructure. Consistent with the required analysis to compare the proposed land use designation with the existing land use designation, staff compared the current maximum potential development of the requested zoning designation. Staff used this comparison considering preliminary review of a technical site plan for the site that shows development of a commercial complex. The analysis shows net increases in impact on transportation and water demand with a slight decrease in demand on wastewater. The elimination of potential residential uses on the property would eliminate demand for park facilities and school facilities.• Impacts on the environmental/cultural resources. The proposed amendment will		

not have impacts on any significant environmental or cultural resources.

- FLUM amendment will not negatively impact the local topography or prevent the proposed development permissible within the FLUM designation.
 - No Special Flood Hazard Area (SFHA) on the property, no negative impacts to the floodplain are anticipated.
 - Site is not within an aquifer recharge area or within a wellhead protection zone(s).
 - No impact to historic or cultural assets
 - No change on need for endangered species report
 - Will require permit for impact on moderate quality wetlands DEP, SJRWMD and Palm Coast
- **Compatibility with surrounding land uses.** The proposed FLUM designations are generally consistent with the surrounding properties.

Finally, the proposed amendment is consistent with comprehensive plan policies regarding:

- Efficient land use patterns and not increase cost of providing and maintaining public facilities
- Encourage development in areas with available public facilities, infrastructure, and services.
- Designate urban densities and intensities in areas where planned or existing capacities are available
- Optimize the utilization of the City's existing infrastructure, public services, and facilities by placing economic employment hubs in areas that are currently served by the City's infrastructure services and systems

Neighborhood Meeting

The applicant hosted a neighborhood meeting as required by Unified Land Development Code (LDC) Section 2.05.02 on April 15, 2025 from 6 p.m. to 8 p.m. A City of Palm Coast staff member attended the meeting but no member of the public attended.

PLDRB Public Hearing

The PLDRB held a public hearing on September 17, 2025, to review and hear public comment on the proposed amendment. No public comment was provided and the Board voted 6-0 to recommend approval of the proposed amendment.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS APPLICATION #6312 CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE PROPOSED FLUM AMENDMENT FROM FLAGLER COUNTY COMMERCIAL: HIGH INTENSITY AND RESIDENTIAL: HIGH DENSITY TO CITY OF PALM COAST: MIXED-USE

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2025-XX ZONING MAP AMENDMENT FOR 38.8+/- ACRES FROM FLAGLER COUNTY GENERAL COMMERCIAL (C-2) AND MULTI-FAMILY RESIDENTIAL (R-3B) TO CITY OF PALM COAST GENERAL COMMERCIAL (COM-2)		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none">1. Ordinance2. Staff Report3. Existing Zoning Map4. Proposed Zoning Map5. Application Package6. Affidavit for Posting		
Background: <p>This is a quasi-judicial item, please disclose any ex parte communication.</p> <p>This zoning map amendment is a request from applicant, Jay Livingston as agent for Flagler Pines Properties, LLC for ±38.81 acres of vacant land ½ mile west of Seminole Woods Boulevard on the southside of State Road 100 from Flagler County General Commercial (C-2) and Multi-family Residential (R-3b) to City of Palm Coast General Commercial (COM-2) this is a companion amendment to a Future Land Use Map amendment for same property from Flagler County designations of Commercial:High intensity and Residential:High Density to City of Palm Coast:Mixed Use.</p> <p>Staff analyzed the proposed rezoning based on the criteria in the City of Palm Coast Land Development Code. In summary, staff makes the following findings:</p> <ul style="list-style-type: none">- Public facilities are available to accommodate the impact of the zoning amendment,- The requested zoning amendment meets the developmental criteria of LDC Sections 2.05.05 and 2.06.03,<ul style="list-style-type: none">o SR100 is commercial corridor,o Proposed zoning is consistent with surrounding parcels,o Potential annexation warrants change to City designations.- The requested zoning is consistent with various Comprehensive Plan policies. <p>Public Process</p> <p>Neighborhood Meeting</p> <p>The applicant hosted a neighborhood meeting as required by Unified Land Development Code (LDC) Section 2.05.02 on April 15, 2025 from 6 p.m. to 8 p.m. A City of Palm Coast staff member attended the meeting but no member of the public attended.</p>		

Planning and Land Development Regulation Board (PLDRB) Public Hearing

The PLDRB held a public hearing on September 17, 2025, to review and hear public comment on the proposed amendment. No public comment was provided and the Board voted 6-0 to recommend approval of the proposed amendment.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS APPLICATION #6313 CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE PROPOSED ZONING MAP AMENDMENT FROM FLAGLER COUNTY GENERAL COMMERCIAL (C-2) AND MULTI-FAMILY RESIDENTIAL (R-3B) TO CITY OF PALM COAST GENERAL COMMERCIAL (COM-2)

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$8,212,241.10
Division	ENGINEERING	Account #	43000099-063000- 59005
Subject: RESOLUTION 2025-XX APPROVAL OF A GUARANTEED MAXIMUM PRICE CONTRACT AMENDMENT AND A PROJECT CONTINGENCY FOR PHASE 1B FUEL DEPOT FOR THE MAINTENANCE OPERATION CENTER PROJECT			
Presenter: Eric Gebo, Architect III			
Attachments: <ol style="list-style-type: none">1. Presentation2. Resolution3. Proposal			
Background: Council Priority: D. Sustainable Environment and Infrastructure <p>The previously approved Master Plan for the Maintenance Operations Center consolidates Public Works, Utility and Stormwater & Engineering into a single location. This plan is designed to meet the long-range needs of the city by providing areas on the site for future expansion of parking and buildings.</p> <p>On October 15, 2024, City Council approved Phase 1 of the MOC, currently under construction, which involves the site development of the southern portion of the parcel, which includes the clearing of the site, construction of site utilities, stormwater system, technology infrastructure, grading and pavement base materials, site lighting and FPL / TECO service connections.</p> <p>Staff is ready to move forward with the construction of the fuel depot, identified as Phase 1B and improvements to Peavy Grade. This phase will consist of further site development to include paving, landscaping, irrigation, site fencing and associated utility and technology connections. Peavy Grade will be reconstructed from US 1 to the water treatment plant and will include street lighting, sidewalks, a redesigned fire truck turn-around and the required stormwater conveyance and retention.</p> <p>This item is to approve a Guaranteed Maximum Price Contract Amendment for Phase 1B Fuel Depot with Gilbane Building Company in the amount of \$7,984,870.10 and a Project Contingency of \$227,371.00 to cover additional project expenses including but not limited to additional architectural/engineering services and any unforeseen issues.</p> <p>This Project is funded out of the FY 26 Capital Improvements Budget.</p>			

Source of Funds Worksheet FY 26**Capital 43000099-063000-59005****\$13,957,106.00**

Total Expended/Encumbered to Date

\$5,524,169.08

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$8,212,241.10

Balance**\$220,695.82****Recommended Action:****ADOPT RESOLUTION 2025-XX APPROVAL OF A GUARANTEED MAXIMUM PRICE
CONTRACT AMENDMENT FOR PHASE 1B AND A PROJECT CONTINGENCY FOR THE
MAINTENANCE OPERATION CENTER PROJECT**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,427,816.00
Division	ENGINEERING	Account #	21066015-063000 PK66012
Subject: RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT, A WORK ORDER FOR CEI SERVICES, AND A PROJECT CONTINGENCY FOR THE WATERFRONT PARK PHASE II PROJECT			
Presenter: Eric Gebo, Architect III			
Attachments: <ol style="list-style-type: none">1. Presentation2. Resolution3. Proposal4. Draft Contract5. Notice of Intent to Award6. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure <p>In 2008, the City provided affordable and enjoyable options for cultural, educational, recreational, and leisure-time opportunities with the construction of Waterfront Park. This park serves as connector to other public park attractions. An original Master Plan of Waterfront Park noted a dual designation as a waterfront amenity/park while also recognizing it as a trailhead. The "Plan" highlighted numerous amenities, many of which exist today.</p> <p>On October 20, 2020, City Council entered into a grant agreement (FL-PC-20-31) for the amount of \$146,000 for Phase 1, Part 1 of the project.</p> <p>On November 29, 2021, City Council entered into a grant agreement (FL-PC-21-32) for the amount of \$211,250.00 for Phase 1, Part 2 of the project.</p> <p>On November 4, 2022, City Council entered into a grant agreement (FL-PC-22-33) in the amount of \$175,750.00 for Phase 1, Part 3 of the project.</p> <p>The Project associated with these 3 grants was completed in August of 2023 with a balance of \$44,847.97 in unexpended funds to be utilized in Phase 2.</p> <p>Already constructed as of today and in use are:</p> <ul style="list-style-type: none">• Parking lot			

- Picnic Pavilions (three along the waterfront)
- Playground
- Fishing Pier
- Restroom facilities
- Utilities and other essential infrastructure
- Shoreline stabilization along the Intracoastal Waterway Trail (FIND Property) and along Waterfront Park
- Boat dock and Kayak launch.

On March 21, 2023, City Council gave approval to submit a grant application to Florida Inland Navigation District (FIND) for construction of Phase 2 of Waterfront Park. The Project includes an expansion to the existing parking, improved site amenities, landscaping, site lighting and associated stormwater improvements.

On October 16, 2023, City Council entered into a grant agreement (FL-PC-23-36) for a not-to- exceed amount of \$286,032.00 for Phase 2 of the project.

On March 19, 2024, City Council gave approval to submit a grant application to FIND for additional scope of work to Phase 2 which included additional site lighting, an events pavilion, enhanced site furnishings and educational kiosks.

On October 15, 2024, City Council entered into a grant agreement (FL-PC-24-37) for an additional a not-to- exceed amount of \$300,000.00 for an expanded scope of the Phase 2 of the project.

This item is to approve the award of construction contract to the low bidder American Civil Construction, Inc., of Palm Coast, FL for \$1,271,331.00, approve a Work Order, under existing contract (RFSQ-SWE-24-12), in the amount of \$28,485.00 with CPH Consulting, LLC., for CEI Services, as well as approval of a project contingency in the amount of \$128,000.00, for a total of \$1,427,816.00.

This project is in the 5-year Capital Improvement Plan and is budgeted in FY26 and through multi-year FIND agreements.

Source of Funds Worksheet FY 26

Rec Impact - 21066015-063000/PK66012	\$1,467,750.00
Expended/Encumbered to Date	\$4,157.00
Pending Work Orders/Contracts	\$0.00
Current WO/Contract	<u>\$1,427,816.00</u>
Balance	\$35,777.00

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT, A WORK ORDER FOR CEI SERVICES, AND A PROJECT CONTINGENCY FOR THE WATERFRONT PARK PHASE II PROJECT

City of Palm Coast, Florida Agenda Item

Agenda Date: October 21, 2025

Department CITY ATTORNEY Division	Amount Account #
Subject: PROPOSED CONFIDENTIAL SETTLEMENT AGREEMENT	
Presenter: Marcus Duffy, City Attorney	
Attachments: 1. Proposed Confidential Settlement Agreement	
Background: Proposed Confidential Settlement regarding pending litigation City of Palm Coast vs. BBI Construction Management INC. City of Palm Coast ("City") is currently a plaintiff in Case No. 2022-CA-000773 in the Circuit Court in and for Flagler County, in which the City brought suit related to the construction of the Splash Pad at James F. Holland Park. On May 6, 2025, the City approved a confidential settlement agreement with the settling parties. The City has continued settlement discussions with the non-settling parties and have produced a tentative confidential partial settlement agreement, subject to the approval of the City Council of the City of Palm Coast. This confidential settlement agreement will avoid costs and uncurtaining of further litigation of this matter. A copy of the confidential settlement agreement is attached to this agenda item for review and consideration. (This proposed settlement does not resolve the pending litigation with all non-settling parties).	
Recommended Action: FOR CITY COUNCIL CONSIDERATION AND PROVIDE STAFF DIRECTION	

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	PUBLIC SAFETY	Amount	34,667.00
Division	FIRE	Account #	10014000-064000-44001
Subject: RESOLUTION 2025-XX APPROVING AN AGREEMENT BETWEEN THE STATE OF FLORIDA AND THE CITY OF PALM COAST RELATED TO GRANT AWARD FROM THE DECONTAMINATION EQUIPMENT GRANT PROGRAM			
Presenter: Kyle Berryhill, Fire Chief			
Attachments: <ul style="list-style-type: none">1. Resolution2. Draft Agreement			
Background: <p>The Fire Department applied for grant funding for the purchase of SCBA washer in the amount of \$34,667. The State of Florida requires a mandated funding match of twenty-five percent (25%) of the total grant award amount; please see below breakdown of the total grant award and required match.</p> <p>Total Grant Award Amount \$34,667.00 State of Florida Portion Amount (75%) \$26,000.25 Required Match Amount (25%) \$8,666.75</p> <p>The defined performance period for the grant is one (1) year starting July 1, 2025, and ending June 30, 2026. The required match is included in the Fire Department's FY 26 budget.</p>			
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING AN AGREEMENT BETWEEN THE STATE OF FLORIDA AND THE CITY OF PALM COAST RELATED TO GRANT AWARD FROM THE DECONTAMINATION EQUIPMENT GRANT PROGRAM			

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	FINANCIAL SERVICES	Amount	AS NEEDED
Division		Account #	MULTIPLE
Subject: RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH STAPLES CONTRACT & COMMERCIAL, LLC FOR THE PURCHASE OF OFFICE SUPPLIES			
Presenter: Helena Alves, Director of Financial Services			
Attachments: <ol style="list-style-type: none">1. Resolution2. Contract			
Background: <p>To conduct City business effectively, the City's staff has the continuing necessity to purchase various office supplies on an as-needed basis. Sourcewell, a national cooperative procurement solution, for which the City of Palm Coast is a member, conducted RFP#070924 Office Supply Catalog Solutions, and awarded the business to Staples Contract & Commercial, LLC under Contract #070924-SCC effective July 30, 2025. The contract will remain in effect through February 2, 2029, and allows the option for three one-year renewals.</p> <p>This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.</p> <p>City Staff will purchase office supplies thereunder on an as-needed basis using budgeted funds appropriated by City Council.</p>			
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH STAPLES CONTRACT & COMMERCIAL, LLC TO PURCHASE VARIOUS OFFICE SUPPLIES AS NEEDED			

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$167,105.48
Division		Account #	54029082 063030 82016
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY TO PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 13-1			
Presenter: James Melley, Wastewater Collections & Pumping Manager			
Attachments: 1. Resolution 2. Contract 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure Nuisance odors can occur at various points within the wastewater collection and pumping systems due to the natural buildup of hydrogen sulfide and other odor-causing compounds. To effectively manage these conditions and maintain compliance with air quality standards and community expectations, elevated H ₂ S levels often necessitate the use of supplemental odor control equipment and services. Due to the redirection of flows to Wastewater Treatment Plant 2, increased flows have resulted in elevated hydrogen sulfide (H ₂ S) levels. This is the primary driver for the upgrade in odor control equipment at Pump Station 13-1. In accordance with the City’s purchasing policy, City staff advertised and solicited bids for an odor control unit. The City received four bids, all of which were determined to be responsive and responsible. Staff recommends that City Council approve a Master Service Agreement with Odyssey Manufacturing Company.			
SOURCE OF FUNDS WORKSHEET FY 2026			
WWTP#1 UPGRADE PS 13-1		\$200,000.00	
Total Expended/Encumbered to date		\$0.00	
Pending		\$0.00	
Current (WO/Contract)		\$167,105.48	
Balance		\$32,894.52	

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH ODYSSEY MANUFACTURING COMPANY TO PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 13-1

City of Palm Coast, Florida Agenda Item

Agenda Date: October 21, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$40,633.33
Division		Account #	54029082-063000- 82002
Subject:	RESOLUTION 2025-XX APPROVING THE COST OF ADDITIONAL EQUIPMENT FOR THE WASTEWATER TREATMENT PLANT 1 SCREW PRESS		
Presenter:	Danny Ashburn, Wastewater Utility Systems Manager		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Quote		
Background:	<p>As part of the efforts by the Utility to improve infrastructure and operational efficiency the Wastewater Treatment Division upgraded the sludge dewatering equipment by installing three PW Tech Screw Presses to replace the existing centrifuge that had become inoperable. This project was in the current CIP and was designed and installed by staff and our continuous services contractors. As part of this system a new conveyor was also installed for loading the trailers with sludge cake to be hauled out for composting by others. It was determined at the equipment startup and training that the system needed an additional control panel for the presses and conveyor system to work automatically. This will allow for better operational efficiency and work as a safeguard in the event that the conveyor stops then so will the presses that will prevent overloading of the press.</p>		
Recommended Action:	ADOPT RESOLUTION 2025-XX APPROVING THE COST OF ADDITIONAL EQUIPMENT FOR THE WASTEWATER TREATMENT PLANT 1 SCREW PRESS		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account	# 54019085 034000 # 54019086 034000 # 54019087 034000 # 54019088 034000 # 54019083 034000 # 54019084 034000
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICE AGREEMENT WITH EUROFINS ENVIRONMENT TESTING SOUTHEAST, LLC FOR LABORATORY ANALYSIS SERVICES			
Presenter: Brian Roche, Utility Director and Peter Roussell, Utility Deputy Director			
Attachments: <ol style="list-style-type: none">1. Resolution2. MSA Contract3. Notice of Intent to Award4. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure <p>The City of Palm Coast Utility Division operates three water treatment plants and two wastewater treatment plants. All five plants have regulatory permit conditions requiring laboratory analysis services from a certified laboratory for compliance purposes required by the State of Florida. In addition, the Utility Water Quality Division has the responsibility to monitor bacteriological sampling for compliance purposes.</p> <p>In accordance with the City's Purchasing Policy, City staff advertised and solicited bids for laboratory analysis under bid ITB-UT-25-73. The project bid overview and notice of intent to award are attached. Staff recommends City Council approves a master service agreement with Eurofins Environment Testing Southeast, LLC., for laboratory analysis services.</p> <p>City staff will purchase services on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2026 Budget includes funds within Utilities budget to purchase these services.</p>			

SOURCE OF FUNDS WORKSHEET FY 2026

Utility Other Contractual SVCS 54019085 034000	\$224,141.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$31,962.75
Current (WO/Contract)	\$0.00
Balance	\$192,178.25

Utility Other Contractual SVCS 54019086 034000	\$1,076,322.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$5,805.00
Current (WO/Contract)	\$0.00
Balance	\$1,070,517.00

Utility Other Contractual SVCS 54019087 034000	\$838,116.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$1,500.00
Current (WO/Contract)	\$0.00
Balance	\$836,616.00

Utility Other Contractual SVCS 54019088 034000	\$60,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$23,022.00
Current (WO/Contract)	\$0.00
Balance	\$36,978.00

Utility Other Contractual SVCS 54019083 034000	\$978,250.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$808,000.00
Current (WO/Contract)	\$0.00
Balance	\$170,250.00

Utility Other Contractual SVCS 54019084 034000	\$303,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$237,500.00
Current (WO/Contract)	\$65,000.00
Balance	\$500.00

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICE AGREEMENT WITH
EUROFINS ENVIRONMENT TESTING SOUTHEAST, LLC FOR LABORATORY
ANALYSIS SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department PUBLIC WORKS Division	Amount Account #
Subject: RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL STATE OF MINNESOTA CONTRACT #112624 WITH WESCO TURF	
Presenter: Matt Mancill, Director of Public Works	
Attachments: <ol style="list-style-type: none">1. Resolution2. Contract	
Background: Council Priority: B. Safe and Reliable Services <p>The City of Palm Coast Fleet Division maintains an inventory of filters, blades, and other consumables to service and maintain City-wide mowers. Additional parts are ordered on an as-needed basis. By utilizing Toro OEM parts, the City ensures equipment is maintained to original engineering specifications while reducing risks associated with non-compliance with warranty requirements.</p> <p>City staff recommends piggybacking the Sourcewell State of Minnesota Contract #112624 with Wesco Turf, Inc. through January 31, 2029, for the purchase of Toro mower parts. Expenditures under this contract are expected to exceed \$50,000 over its term.</p> <p>This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.</p>	

Source of Funds Worksheet FY 2026

FLEET FUND MACHINERY & EQUIPMENT OVER \$5K

65010071-052000

\$733,000.00

Total Expended/Encumbered to Date

\$543,777.21

Pending Work Order/Contracts

\$0.00

Current (WO/Contract)

\$50,000.00

Balance

\$139,222.79

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE SOURCEWELL
STATE OF MINNESOTA CONTRACT #112624 WITH WESCO TURF**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$816,494.00																		
Division	ENGINEERING	Account #	54205509-063000 SW55232																		
Subject: RESOLUTION 2025-XX APPROVING CONSTRUCTION CONTRACTS FOR THE TRENCHLESS PIPE REHABILITATION PROJECT																					
Presenter: Carmelo Morales, Stormwater Engineer III																					
Attachments: <ul style="list-style-type: none">1. Resolution2. MSA Agreements (10)3. Notice of Intent to Award4. Project Overview																					
Background: Council Priority: D. Sustainable Environment and Infrastructure <p>City Staff have identified the need for trenchless pipe rehabilitation services for the repair of aging, damaged, and deteriorated stormwater infrastructure. This project focuses on ten different pipe segments in various locations through the City of Palm Coast. The repairs include CIPP, and Spin-cast methods which eliminate the need for replacement and road closures.</p> <p>Staff advertised Bid (ITB-SWE-25-44) for the Trenchless Pipe Rehabilitation Projects. Eight (8) bids were received; seven (7) were responsive and, one (1) was considered non-responsive due to experience being not relevant per section 8.8, scope of services. Staff recommends awarding a contract to the lowest bidder at each location for a total amount of \$816,494.00. The Notice of Intent to Award and Project Overview are attached.</p> <p>Funds for this project are budgeted out of the Stormwater Engineering Fund for FY 2026.</p>																					
<table><tr><td colspan="2">Source of Funds Worksheet FY 2026</td><td></td></tr><tr><td>SW Engineering 54205509-063000 -SW55222</td><td></td><td>\$11,692,841.00</td></tr><tr><td>Total Expended/Encumbered to Date</td><td></td><td>\$6,496,370.00</td></tr><tr><td>Pending Work Orders/Contracts</td><td></td><td>\$0.00</td></tr><tr><td>Current (WO/Contract)</td><td></td><td>\$816,494.00</td></tr><tr><td>Balance</td><td></td><td>\$4,379,977.00</td></tr></table>				Source of Funds Worksheet FY 2026			SW Engineering 54205509-063000 -SW55222		\$11,692,841.00	Total Expended/Encumbered to Date		\$6,496,370.00	Pending Work Orders/Contracts		\$0.00	Current (WO/Contract)		\$816,494.00	Balance		\$4,379,977.00
Source of Funds Worksheet FY 2026																					
SW Engineering 54205509-063000 -SW55222		\$11,692,841.00																			
Total Expended/Encumbered to Date		\$6,496,370.00																			
Pending Work Orders/Contracts		\$0.00																			
Current (WO/Contract)		\$816,494.00																			
Balance		\$4,379,977.00																			

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING CONSTRUCTION CONTRACTS FOR THE
TRENCHLESS PIPE REHABILITATION PROJECT**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$494,155.60
Division	ENGINEERING	Account #	43000099-034000-55229
Subject:	RESOLUTION 2025-XX APPROVAL OF TWO WORK ORDERS WITH TAYLOR ENGINEERING FOR PHASE III OF THE SALTWATER CANAL DREDGING PROJECT		
Presenter:	Carmelo Morales, Stormwater Engineer III		
Attachments:	<div><div>1. Resolution</div><div>2. Work Order Proposals</div></div>		
Background:			
Council Priority:			
D. Sustainable Environment and Infrastructure			
<p>On February 16, 2022, staff advertised a request for statements of qualifications for professional engineer services (RFSQ-SWE-22-33) and received three (3) bidders that were deemed responsive and responsible. Staff recommends awarding the contract to the highest ranked, Taylor Engineering, Inc.</p>			
<p>Taylor Engineering, Inc. has proposed a three (3) phased approach to the project:</p>			
<p>Phase I – Initial investigation</p> <div><div>• Permit and design review</div><div>• Data collection</div><div>• Identify and evaluate potential funding sources<div><div>○ Phase II – Design and permitting</div><div>○ Phase III – Construction administration</div></div></div></div>			
<p>On May 10, 2022, staff presented a scope and fee for the saltwater canal dredging study and for Council direction. Staff received permission to move forward with Phase I of the study.</p>			
<p>On April 9, 2024, staff presented Council with an update on Phase I findings and requested direction. Staff received direction to move forward with Phase II of the study and include funding in the FY25 CIP budget for these efforts.</p>			
<p>On October 1, 2024, Council approved a work order with Taylor Engineering, under the existing contract (RFSQ-SWE-22-33), for Phase II of the Saltwater Canal Study.</p>			

This item is to approve two work orders, under existing contract (RFSQ-SWE-22-33) with Taylor Engineering, one in a not-to-exceed amount of \$320,097.60 for (Tasks:5.1-5.2, 6.1-6.5 and Tasks 7) and the second in the amount of \$174,058.00 for shoreline evaluation related to Phase III of the Saltwater Canal Dredging. For a total amount of \$494,155.60.

Funds for this assessment are budgeted out of the Capital Improvement Projects.

Souce of Funds Worksheet FY 26

Capital 43000099-034000-55229	\$494,155.60
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$494,155.60</u>
Balance	\$0.00

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVAL OF TWO WORK ORDERS WITH TAYLOR ENGINEERING FOR PHASE III OF THE SALTWATER CANAL DREDGING PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$34,900
Division	ENGINEERING	Account #	21055011-063000- 51014
Subject: RESOLUTION 2025-XX APPROVING ADDITIONAL DESIGN EXPENSES FOR THE PALM COAST STREETLIGHT PROJECT			
Presenter: Carl Cote, Director of Stormwater & Engineering			
Attachments: <ul style="list-style-type: none">1. Resolution2. Proposal			
Background: Council Priority: B. Safe and Reliable Services <p>This project is part of the City's Continuous Streetlight Master Plan. The design includes the streetlights along the NE and SE directions of Palm Coast Parkway, from Florida Park Drive to Palm Harbor Parkway. The NE segment is a 1.3-mile, one-way flush shoulder roadway, with a pedestrian sidewalk on the right side and tree lines on both sides. The SE segment is a 1.5-mile, one-way curbed roadway, with tree lines on both sides. Both segments have existing HPS and LED luminaires, which will be replaced as necessary.</p> <p>On March 18, Council approved a work order with LTG, Inc., for design services for the Palm Coast Parkway Streetlight Project.</p> <p>Additional design services are needed to comply with updated state guidelines. In addition, four (4) roadway segments will be added to the analysis, following the same pole and fixture design proposed along Palm Coast Parkway. The additional segments between the 2 palm coast parkway roadways include Florida Park Dr., Clubhouse Dr., Colbert Ln., and Fairways Cir., totaling approximately 0.64 miles.</p> <p>This item is to approve additional design and administrative service expenses, with LTG, Inc., in a not-to-exceed amount of \$34,900.</p> <p>Funds for this project are budgeted out of the FY2026 Street Improvement Fund.</p>			

Source of Funds Worksheet FY 26**Street Improv 21055011-063000-51014****\$205,000.00**

Total Expended/Encumbered to Date

\$11,066.00

Pending Work Orders/Contracts

\$34,900.00**Balance****\$159,034.00****Recommended Action:****ADOPT RESOLUTION 2025-XX APPROVING ADDITIONAL DESIGN EXPENSES FOR
THE PALM COAST STREETLIGHT PROJECT**

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 21, 2025

Department PARKS & RECREATION
Division

Amount
Account # 10016016-082003

Subject: RESOLUTION 2025-XX APPROVING THE CULTURAL ART GRANTS FOR FISCAL YEAR 2025-2026

Presenter: James Hirst, Director of Parks & Recreation and Nancy Crouch, President of the Flagler County Cultural Council

Attachments:

1. Resolution

Background:

Council Priority:

11. Identify a dedicated funding source for arts/cultural/historical activities and facilities

11.1. Continue partnerships with local organizations to identify and assist in programs and activities implementation

UPDATES BACKGROUND FROM THE OCTOBER 14, 2025, WORKSHOP MEETING:

City Council received a presentation on the item at the October 14, 2025, Workshop Meeting and no changes have been made to the item. A link to the applications and audio recording of the Flagler County Cultural Council Meeting are available:

<http://www.palmcoastgov.com/files/share/sent/b7086899-dd38-44e3-b459-5a9e29e3a06c>

African American Cultural Society: <http://www.palmcoastgov.com/files/share/sent/2ae0d2d2-48ad-41f2-8562-598b5d6e6e27>

City of Palm Coast Historical Society:

<http://www.palmcoastgov.com/files/share/sent/3473895c-faac-48c4-a18e-41cfef44c7d2>

City Repertory Theatre: <http://www.palmcoastgov.com/files/share/sent/8c5202a4-2008-416f-a96d-a7df6518efd2>

Community Chorus of Palm Coast: <http://www.palmcoastgov.com/files/share/sent/77293325-f3d2-4053-bab1-dd321c6a02dd>

Flagler Auditorium Governing Board: <http://www.palmcoastgov.com/files/share/sent/1efd8846-1cfa-48eb-ab27-1b307ed3be6a>

Flagler County Education Foundation:

<http://www.palmcoastgov.com/files/share/sent/7dadb126-e861-4d74-bb82-c5b84cb14476>

Hispanic American Cultural Society: <http://www.palmcoastgov.com/files/share/sent/ac4a02e8-8c84-4c14-8b18-daac47921b8e>

Palm Coast Music Festival: <http://www.palmcoastgov.com/files/share/sent/ed43fb0d-97c2-45e1-8418-0bb90e6a809b>

ORIGINAL BACKGROUND FROM THE OCTOBER 14, 2025, WORKSHOP MEETING:

Since 2002, the City of Palm Coast has hosted the Cultural Art Financial Assistance Matching Grant to support Flagler County's history, arts, and culture organizations that hold events and programs within city limits. This initiative enhances the quality of life for residents and visitors and bolsters the City's reputation as an innovative cultural center.

In 2022, the Flagler County Board of County Commissioners designated the Flagler County Cultural Council (FC3) as the countywide Arts Council, also known as a Local Arts Agency. FC3 serves as an umbrella organization fostering arts, history, and culture throughout Flagler County.

In 2024, The City of Palm Coast partnered with FC3 to administer the Cultural Art Grant program

For Fiscal Year 2025-2026, 8 applications were submitted for review. An FC3 committee evaluated each application to ensure it met the grant's eligibility criteria. The organizations listed in the attached PowerPoint have requested funding to support history, arts, and cultural programs and/or events in Palm Coast.

The grant funding recommendation is attached for City Council's review.

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE CULTURAL ART GRANTS FOR THE FISCAL YEAR 2025-2026

City of Palm Coast, Florida Agenda Item

Agenda Date: October 21, 2025

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE FOR SEPTEMBER 2025		
Presenter: Lauren Johnston, Acting City Manager		
Attachments: 1. Emergency and Sole Source Purchase Report		
Background: Attached is a list of all emergency and sole source purchases for the month of September 2025, 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		