



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, November 18, 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. PROCLAMATIONS AND PRESENTATIONS

- 1. PROCLAMATION - NOVEMBER 2025 AS SHIRLEY CHISHOLM MONTH**
- 2. PRESENTATION - FLAGLER COUNTY FY 2026-35 TRANSIT DEVELOPMENT**

PLAN (TDP) UPDATE

E. 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.

F. MINUTES OF THE CITY COUNCIL

- 3. MINUTES OF THE CITY COUNCIL:
NOVEMBER 4, 2025, BUSINESS MEETING
NOVEMBER 13, 2025, SPECIAL WORKSHOP MEETING**

G. ORGANIZATIONAL ITEMS

- 4. DISCUSSION - CITY MANAGER SEARCH**
- 5. CITY COUNCIL REVIEW OF POLICIES AND PROCEDURES**

6. VICE MAYOR APPOINTMENT FOR FY 2025-2026

7. CITY COUNCIL LIAISON APPOINTMENTS FOR FY 2025-2026

H. BID PROTEST REGARDING INTENT TO AWARD FOR ITB-UT-25-68

8. APPEAL OF BID PROTEST FOR ITB-UT-25-68 PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 32-2

I. ORDINANCES SECOND READING

9. 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

J. RESOLUTIONS

10. RESOLUTION 2025-XX APPROVING A BUDGET AMENDMENT FOR THE 2024-2025 BUDGET RELATING TO THE APPROPRIATIONS OF FUNDS FOR THE TRANSPORTATION IMPACT FEE FUND, OLD KINGS ROAD SPECIAL ASSESSMENT FUND

11. RESOLUTION 2025-XX ESTABLISHING THE DOWNTOWN URBAN CORE TENANT IMPROVEMENT GRANT PROGRAM

12. RESOLUTION 2025-XX APPROVING THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2024, TO SEPTEMBER 30, 2025

13. RESOLUTION 2025-XX AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST REGARDING THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM

14. RESOLUTION 2025-XX AMENDING POLICY RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PURCHASE ASSISTANCE PROGRAM FOR FIRST TIME HOMEBUYERS

K. CONSENT

15. RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH PACIFIC STAR CORPORATION AND CORE & MAIN LP FOR THE PURCHASE OF LABORATORY REAGENTS AND SUPPLIES

16. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH COBB COUNTY BOARD OF COMMISSIONERS AND HD SUPPLY FACILITIES MAINTENANCE, LTD., FOR MAINTENANCE, REPAIR, AND OPERATING SUPPLIES AS NEEDED

17. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FL AND TRANSMAP AND EXPENDITURES UNDER THIS CONTRACT FOR ROAD PAVEMENT CONDITION ASSESSMENT SERVICES
18. RESOLUTION 2025-XX APPROVING MULTIPLE SERVICE ORDERS FOR FIRE STATIONS AND DATA CENTER FIBER CONSTRUCTION
19. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH NASPO AND THE REDESIGN GROUP FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES
20. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH OMNIA PARTNERS AND BSN SPORTS LLC FOR ATHLETICS AND PHYSICAL EDUCATION SUPPLIES

L. PUBLIC PARTICIPATION

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

M. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

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

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

21. EMERGENCY AND SOLE SOURCE PURCHASE REPORT

P. ADJOURNMENT

22. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department PARKS & RECREATION Division	Amount Account #
Subject: PROCLAMATION - NOVEMBER 2025 AS SHIRLEY CHISHOLM MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim November 2025 as Shirley Chisholm Month.	
Recommended Action: PROCLAIM NOVEMBER 2025 AS SHIRLEY CHISHOLM MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PRESENTATION - FLAGLER COUNTY FY 2026-35 TRANSIT DEVELOPMENT PLAN (TDP) UPDATE	
Presenter: Trevor Martin, Flagler County Transportation Manager	
Attachments: 1. Presentation	
Background: <p>In 1990, the Florida Legislature enacted Section 341.052, F.S., which established a Public Transit Block Grant Program to be administered by the Florida Department of Transportation (FDOT). The program provides Flagler County Public Transportation (FCPT) operating funding assistance on an annual basis for the operation of the current demand response, shared ride, and door-to-door services offered throughout the county. In recent years, the State Transit Block Grant Program has provided over \$335,000 annually with operating assistance for existing FCPT services.</p> <p>The State of Florida, under Public Transit Rule (14-73.001), requires each transit agency in Florida that receives Block Grant funding to prepare a "Major" Transit Development Plan (TDP) every five years, with subsequent Annual TDP Updates each of the following four years. This requirement is intended to ensure that the provision of public transportation services is consistent with the travel needs and mobility goals of the local communities that are served by the transit system.</p> <p>Flagler County is utilizing the University of South Florida's Center for Urban Transportation Research (CUTR) to assist in the management and development of the FY 2026-2035 Transit Development Plan (TDP). The last ten-year TDP (FY 2022-31) was adopted by the Board of County Commissioners at its September 19, 2022, meeting. Subsequent Annual Updates were adopted in FY 2024 and FY 2025.</p> <p>The 2026-35 TDP will serve as the strategic guide for public transportation in Flagler County over the next 10 years. Development of this TDP will include several activities including:</p> <ul style="list-style-type: none">• Public Involvement Process: A robust Public Involvement Plan (PIP) that involves in-person and online surveys and presentations to a diverse set of community stakeholders and citizens• MPO Planning & Coordination Process: Analysis and coordination with agencies active in transportation planning including the Volusia-Flagler Transportation Planning Organization (TPO) and local government comprehensive plans• Operating Context Evaluation: Analysis of the current and project operating environment and mobility needs for current and projected Flagler County	

residents

- Land Use & Corridor Development: Identification of key corridors or areas where new public transportation services may be warranted
- Ten-Year Operating & Capital Program: A Ten-Year Operating and Capital Plan that focuses on prioritizing and strategizing the implementation of funded and unfunded service and capital needs of the current FCPT system and identified new services and needs for Flagler County.

Overall, this TDP effort will focus on improving the existing FCPT system to better meet the needs of the community, reflect the vision for future services as confirmed by extensive public and stakeholder involvement, and provide a strategic plan that puts Flagler County in a competitive position for additional state and federal public transportation grant funding.

Upcoming TDP activities will be advertised or archived on the Flagler County Public Transportation webpage:

(see: <https://www.flaglercounty.gov/County-Services/Transportation/Public-Transportation>).

If any TDP project-related questions, please reach out to CUTR Jonathan Roberson at jkroberson@usf.edu or Tia Boyd at tiaboyd@usf.edu.

**Recommended Action:
FOR PRESENTATION**

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: NOVEMBER 4, 2025, BUSINESS MEETING NOVEMBER 13, 2025, SPECIAL WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: NOVEMBER 4, 2025, BUSINESS MEETING NOVEMBER 13, 2025, SPECIAL WORKSHOP MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department HUMAN RESOURCES Division	Amount Account #
Subject: DISCUSSION - CITY MANAGER SEARCH	
Presenter: Renina Fuller, Director of Human Resources	
Attachments: (None)	
Background: The City Council met with the two city manager candidates, Mr. Fraser and Mr. McGlothlin, on November 13 for one-on-one interviews and a public interview. City staff is seeking direction on the following items: <ol style="list-style-type: none">1. Selection of City Manager2. Appoint someone to negotiate contract<ul style="list-style-type: none">• Confirm salary range not to exceed \$250,000	
Recommended Action: FOR DISCUSSION AND DIRECTION	

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: CITY COUNCIL REVIEW OF POLICIES AND PROCEDURES	
Presenter: Mayor and City Council	
Attachments: 1. Policies & Procedures	
Background: City Council reviews policies and procedures annually and the current policies and procedures are attached to this agenda item for discussion and direction.	
Recommended Action: FOR DISCUSSION AND DIRECTION	

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department CITY ADMINISTRATION Division	Amount Account #																										
Subject: VICE MAYOR APPOINTMENT FOR FY 2025-2026																											
Presenter: Mayor and City Council																											
Attachments: 1. None																											
Background: Section 5(b) of the City Charter states that there will be an annual election for Vice Mayor and that “such election shall take place at the first meeting after the General Election or at the organizational meeting during years when there is no election.” Prior Vice Mayors are listed below: <table style="width: 100%; border: none;"><tr><td style="width: 50%;">2000 James Holland</td><td style="width: 50%;">2013 Bill McGuire</td></tr><tr><td>2001 Ralph Carter</td><td>2014 Jason DeLorenzo</td></tr><tr><td>2002 William Venne</td><td>2015 Bill McGuire</td></tr><tr><td>2003 Jon Netts</td><td>2016 Heidi Shipley</td></tr><tr><td>2004 Ralph Carter</td><td>2017 Steve Nobile</td></tr><tr><td>2005 Mary DiStefano</td><td>2018 Robert G. Cuff</td></tr><tr><td>2006 William Venne</td><td>2019 Nicholas Klufas</td></tr><tr><td>2007 Jon Netts</td><td>2020 Nicholas Klufas</td></tr><tr><td>2008 Alan Peterson</td><td>2021 Eddie Branquinho</td></tr><tr><td>2009 Mary DiStefano</td><td>2022 Eddie Branquinho</td></tr><tr><td>2010 Holsey Moorman</td><td>2023 Ed Danko</td></tr><tr><td>2011 Frank Meeker</td><td>2024 Ed Danko</td></tr><tr><td>2012 Bill Lewis</td><td>2025 Theresa Pontieri</td></tr></table>		2000 James Holland	2013 Bill McGuire	2001 Ralph Carter	2014 Jason DeLorenzo	2002 William Venne	2015 Bill McGuire	2003 Jon Netts	2016 Heidi Shipley	2004 Ralph Carter	2017 Steve Nobile	2005 Mary DiStefano	2018 Robert G. Cuff	2006 William Venne	2019 Nicholas Klufas	2007 Jon Netts	2020 Nicholas Klufas	2008 Alan Peterson	2021 Eddie Branquinho	2009 Mary DiStefano	2022 Eddie Branquinho	2010 Holsey Moorman	2023 Ed Danko	2011 Frank Meeker	2024 Ed Danko	2012 Bill Lewis	2025 Theresa Pontieri
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Recommended Action: APPOINT VICE MAYOR FOR FY 2025-2026																											

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department CITY ADMINISTRATION	Amount																						
Division	Account #																						
Subject: CITY COUNCIL LIAISON APPOINTMENTS FOR FY 2025-2026																							
Presenter: Kaley Cook, City Clerk																							
Attachments: 1. Board and Committee Brochure																							
Background: The members of the Palm Coast City Council serve on various regional boards and committees. The appointments are reviewed annually. Current Boards/Committees and Council liaisons: <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Organization</td> <td style="width: 40%;">2024-2025</td> </tr> <tr> <td>Affordable Housing Advisory Committee</td> <td>Gambaro</td> </tr> <tr> <td>Family Life Center</td> <td>Pontieri</td> </tr> <tr> <td>Flagler County Cultural Council</td> <td>Pontieri</td> </tr> <tr> <td>Flagler County Transportation Disadvantaged Local Coordinating Board</td> <td>Sullivan</td> </tr> <tr> <td>Flagler Schools Oversight Committee</td> <td>Miller, Gambaro</td> </tr> <tr> <td>Florida Department of Juvenile Justice, Circuit 7</td> <td>Sullivan</td> </tr> <tr> <td>Joint Cities and County Workshop</td> <td>Norris, Miller</td> </tr> <tr> <td>St. Johns River Water Management District</td> <td>Gambaro</td> </tr> <tr> <td>Tourist Development Council</td> <td>Pontieri</td> </tr> <tr> <td>Volusia-Flagler Transportation Planning Organization</td> <td>Miller, Pontieri</td> </tr> </table>		Organization	2024-2025	Affordable Housing Advisory Committee	Gambaro	Family Life Center	Pontieri	Flagler County Cultural Council	Pontieri	Flagler County Transportation Disadvantaged Local Coordinating Board	Sullivan	Flagler Schools Oversight Committee	Miller, Gambaro	Florida Department of Juvenile Justice, Circuit 7	Sullivan	Joint Cities and County Workshop	Norris, Miller	St. Johns River Water Management District	Gambaro	Tourist Development Council	Pontieri	Volusia-Flagler Transportation Planning Organization	Miller, Pontieri
Organization	2024-2025																						
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St. Johns River Water Management District	Gambaro																						
Tourist Development Council	Pontieri																						
Volusia-Flagler Transportation Planning Organization	Miller, Pontieri																						
Recommended Action: APPOINT COUNCIL LIAISONS FOR FY 2025-2026																							

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department CITY ADMINISTRATION	Amount
Division	Account #
Subject: APPEAL OF BID PROTEST FOR ITB-UT-25-68 PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 32-2	
Presenter: Helena Alves, Financial Services Director	
Attachments: <ol style="list-style-type: none">1. Bid Protest2. Bid Protest Amendment3. Bid Protest Response – Financial Services4. Bid Protest Response – City Manager5. Appeal6. Project Manual and Draft Contract7. PBM Constructors Submission8. Project Manual Addendum9. Notice of Intent to Award	
Background: <p>City staff advertised and solicited bids for the provision and installation of a new odor control unit for Pump Station 32-2 in accordance with the City's Purchasing Policy. Odyssey Manufacturing Company submitted a bid that was determined by the Budget Procurement Office (BPO) staff to not be the lowest bidder. For Intent to Bid solicitations, the award is made to the lowest priced, responsive, and responsible bidder. Odyssey protested the BPO determination that the lowest bidder awarded the contract, PBM Constructors, Inc, was responsive and responsible. Odyssey asserted that PBM was non-responsive because PBM did not provide documents listed in the Project Manual which Odyssey believes were required, clarifying questions were asked following the bid closure, and that PBM's references were not relevant to the services to be provided.</p> <p>The City's Budget and Procurement Office (BPO) is responsible for ensuring that all solicitations are conducted in accordance with applicable laws, City policies, and established procurement procedures. BPO staff collaborate with City departments to collect the necessary documentation and to create the Project Manual that defines the bid requirements, including the Scope of Work, required licenses, and evaluation criteria. Once approved by the individual department director, the solicitation is issued and administered through the City's online procurement portal, ensuring transparency and fairness throughout the process. Following the bid opening, BPO staff conduct an administrative review to verify responsiveness and compliance with all submission requirements. The Evaluation Committee is comprised of City staff with subject-matter expertise. They independently review and score the proposals based on the published criteria. Their recommendations are made objectively and without influence, resulting in a fair and transparent selection process that serves the best interest of the City.</p>	

The City's Purchasing Policy outlines the bid protest and appeal process, which begins with the review and determination by the Financial Services Director. The Director's decision can be appealed to the City Manager with the payment of a bid protest bond and that decision can be appealed to City Council. Odyssey has appealed the City Manager's decision to uphold the initial determination that the bid protest is without merit and the City Clerk has scheduled this agenda item in accordance with the City's Purchasing Policy.

The City's Purchasing Policy states that "the bidder or interested bidder must attend the scheduled City Council meeting. City staff and the bidder or interested bidder will be provided an opportunity to present evidence related to the bid protest appeal." The amount of time provided for the bidder and City staff to present is at the discretion of City Council. The City's Purchasing Policy further states "at the scheduled City Council meeting, City Council will determine whether the appeal is with or without merit, and revise the administrative decision or recommendation, if necessary."

The relevant facts of this matter, including the Odyssey's submission, written protest, protest response, appeal, and appeal response are attached to the agenda item.

Recommended Action:

FIND THAT ODYSSEY MANUFACTURING COMPANY APPEAL IS WITHOUT MERIT AND UPHOLD CITY STAFF'S DETERMINATION AND AWARD FOR ITB-UT-25-68 PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 32-2

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 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:

1. Ordinance (Redline and Clean Copy)
2. Business Impact Estimate

Background:

UPDATED BACKGROUND FROM THE NOVEMBER 4, 2025, BUSINESS MEETING:

During the second reading of the Ordinance at the November 4, 2025, Business Meeting, City Council motioned to table the item to the November 18, 2025, Business Meeting and to update the Ordinance. The updated Ordinance has been attached to this item.

UPDATED BACKGROUND FROM THE OCTOBER 21, 2025, BUSINESS MEETING:

The Ordinance has been updated per the City Council direction provided during the October 21, 2025 Business Meeting.

UPDATED BACKGROUND FROM THE SEPTEMBER 23, 2025, WORKSHOP MEETING:

The Ordinance has been updated per the direction by City Council and is attached to the agenda item for consideration.

ORIGINAL BACKGROUND FROM THE SEPTEMBER 23, 2025, WORKSHOP MEETING:

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.

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.

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.

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: November 18, 2025

Department FINANCIAL SERVICES Division	Amount Account #
Subject: RESOLUTION 2025-XX APPROVING A BUDGET AMENDMENT FOR THE 2024-2025 BUDGET RELATING TO THE APPROPRIATIONS OF FUNDS FOR THE TRANSPORTATION IMPACT FEE FUND, OLD KINGS ROAD SPECIAL ASSESSMENT FUND	
Presenter: The Finance Department	
Attachments: 1. Resolution	
Background: City Council adopted the Amended Fiscal Year 2025 Budget on the 10 th day of September 2025 - Resolution 2025-142. Per State Statute 166.241, section 8, the governing body of each municipality at any time within the fiscal year, or within 60 days following the end of the fiscal year, may amend a budget for that year. The Old Kings Road Special Assessment Fund and Transportation Impact Fee Funds interfund transfers needs to be increased by \$40,000 to match actual amount recorded for the special assessment district for the end for Fiscal Year 2025.	
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING A BUDGET AMENDMENT FOR THE 2024-2025 BUDGET RELATING TO THE APPROPRIATIONS OF FUNDS FOR THE TRANSPORTATION IMPACT FEE FUND, OLD KINGS ROAD SPECIAL ASSESSMENT FUND	

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	COMMUNITY DEVELOPMENT	Amount	\$1,200,000
Division	ECONOMIC DEVELOPMENT	Account #	10012103-082000

Subject: RESOLUTION 2025-XX ESTABLISHING THE DOWNTOWN URBAN CORE TENANT IMPROVEMENT GRANT PROGRAM

Presenter: John Zabler, Community Development Director and Craig McKinney, Economic Development Manager

Attachments:

1. Presentation
2. Resolution
3. Grant Program

Background:

This is a legislative item.

The City of Palm Coast desires to establish the Downtown Urban Core Tenant Improvement Grant Program to further the municipal purpose of attracting more private business development within the SR 100 Community Redevelopment Area (CRA) and specifically for this program purpose; the CRA's urban core.

As an example of a recent private sector investment, the developer of The Promenade mixed-use development project will invest more than \$79 million to make this catalytic and transformative mixed-use facility available to residents, businesses, and consumers.

The economic success of the commercial components within the Downtown Urban Core will confirm proof of concept to the market, de-risk and encourage future private investment for similar mixed-use commercial projects and will likely further intensify development in the CRA and the urban core. To expand economic activity within the CRA limits, a grant will incentivize the attraction and financial feasibility of operating restaurant and retail businesses through financial tenant improvement build-out assistance in this area.

One example of current mixed-use development is the Promenade. This project is expected to generate more than \$900,000 in annual Tax Increment Finance (TIF) revenue after a final Certificate of Occupancy is issued in 2026 and its ad valorem taxes are collected in 2027. The annual TIF revenue will continue to be collected through the 2034 tax year and all such revenues retained for economic development reinvestment use exclusively in the CRA.

The additional private sector investment in the build-out of the commercial spaces, the employment needed to operate them, and the resultant sales taxes generated by projects like this will also add to city revenues.

Funds for this grant program have been appropriated in the Economic Development Budget.

SOURCE OF FUNDS WORKSHEET FY 25-26

Economic Development 10012103-082000	\$1,343,042.00
TOTAL EXPENDED/ENCUMBERED TO DATE	\$0.00
PENDING WORK ORDER/CONTRACTS	<u>\$1,200,000.00</u>
Balance	\$143,042.00

The Grant Program is a one-time economic development program which will sunset September 30, 2026. All funds for this program must be dispersed by the sunset date.

Recommended Action:

**ADOPT RESOLUTION 2025-XX ESTABLISHING THE DOWNTOWN URBAN CORE
TENANT IMPROVEMENT GRANT PROGRAM**

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	COMMUNITY DEVELOPMENT	Amount	
Division	PLANNING	Account #	
Subject: RESOLUTION 2025-XX APPROVING THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2024, TO SEPTEMBER 30, 2025			
Presenter: Jose Papa, AICP, Senior Planner and Jacqueline Gonzalez, Site Development Coordinator I			
Attachments:			
<ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. CAPER FFY 2024 			
Background:			
<p>In accordance with the regulations for the Community Development Block Grant (CDBG) program, participants are required to complete an annual performance report called the Consolidated Annual Performance and Evaluation Report (CAPER).</p> <p>The CAPER describes the activities and accomplishments during the recently completed program year (October 1, 2024, to September 30, 2025), using CDBG funds. This document provides information on expenditures of the CDBG funds received by the City through HUD.</p> <p>Additionally, this report provides an update on the City's progress in implementing the CDBG programs and activities identified in the Consolidated and Annual Action Plan. The projects/activities and the accomplishments described in the CAPER, consistent with the national objectives of the CDBG program benefits low- and moderate-income persons or households.</p> <p>During the reporting period, the City used \$780,285.58 of CDBG funds to accomplish the following:</p> <ul style="list-style-type: none"> • Rehabilitation of 13 single-family homes (completion of 5 from previous fiscal year, 8 in current fiscal year – 6 completed, and 2 near completion) next round of 4 is currently under review), \$538,441.27 • Assisted four households with down-payment assistance \$55,000.00 • Provided recreational activities scholarships to (80 students) \$35,840.00 • Public Service Grant recipients assisted 77 persons/households through subrecipient (Entitlement) \$83,244.95 • Program Administration of Housing Activities \$27,829.67 • General Program Monitoring, Planning, and Administration \$39,929.69 <p>The CAPER will be reviewed by the Citizens Advisory Task Force (CATF) at a public hearing</p>			

on November 13, 2025. Staff will provide the CATF's recommendation to City Council at the November 18 public hearing.

Additionally, the CAPER will be made available for a 15-day public comment period from November 14, 2025, to November 28, 2025. The CAPER will then be presented to the City Council for final approval.

Recommended Action:

THE CITIZENS ADVISORY TASK FORCE WILL HOLD A PUBLIC HEARING ON NOVEMBER 13 AND MAKE A RECOMMENDATION TO THE CITY COUNCIL REGARDING THE APPROVAL OF THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM PERIOD OF OCTOBER 1, 2024, TO SEPTEMBER 30, 2025. STAFF WILL PRESENT THE RECOMMENDATION AT CITY COUNCIL'S NOVEMBER 18 PUBLIC HEARING.

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #

Subject: RESOLUTION 2025-XX AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST REGARDING THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM

Presenter: Jacqueline Gonzalez, Site Development Coordinator I

Attachments:

1. Presentation
2. Resolution
3. Draft Amendment to the ILA

Background:

This is a legislative item.

The County and City entered into an Interlocal Agreement on March 26, 2009, establishing a joint Local Housing Assistance Program ("LHAP") under the State Housing Initiatives Partnership (SHIP) program in accordance with the F.S. 420.9076. The County serves as the SHIP administrator, with funding and implementation responsibilities. After recent review of current polices and resolutions it was determined that updates and changes were necessary to the current Interlocal Agreement for the following reasons:

Demographic and administrative realities have evolved:

- The City of Palm Coast now comprises over 75% of the county's population and is the primary land use authority.
- The County continues to administer the program, but AHAC duties increasingly involve City-focused planning concerns (e.g., zoning, ADUs, density).
- Greater clarity is needed regarding roles in appointments, reporting, and implementation.

Key Changes in the Amendment:

1. Clarifies Program Governance

- Defines the difference between LHAP amendments (requiring City and County adoption) vs. technical revisions (administrative).
- Empowers the County to implement funded strategies without requiring repeat City Council action.
- Requires dual adoption for Section 3 Incentive Strategies.

2. Updates AHAC Structure

- Establishes joint appointments: 2/3 members by the City, 1/3 by the County (including 1 elected official from each).
- Adds formal staff coordination: the City designates a point of contact in Community Development; the County continues to provide a SHIP liaison.

3. Adds CATF Coordination

- Requires City-resident AHAC members to also serve on the City's Citizens Advisory Task Force (CATF) for CDBG, supporting program alignment.

Recommended Action:

CITIZENS ADVISORY TASK FORCE RECOMMENDS THAT CITY COUNCIL ADOPT RESOLUTION 2025-XX AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST REGARDING THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #

Subject: RESOLUTION 2025-XX AMENDING POLICY RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PURCHASE ASSISTANCE PROGRAM FOR FIRST TIME HOMEBUYERS

Presenter: Jacqueline Gonzalez, Site Development Coordinator I

Attachments:

1. Presentation
2. Resolution

Background:

As an entitlement community, the City of Palm Coast will be eligible to receive an annual allocation from the Department of Housing and Urban Development (HUD) to be used in different activities. One of those activities allows the entitlement community to assist citizens with housing affordability. In 2021 the city created a First-Time Homebuyers Assistance Plan to help very low, low to moderate income citizens with purchasing a home and making it affordable. First Time Home Buyers Program enables the city to assist with downpayment assistance or closing cost offering a maximum amount \$35,000 for qualifying applicants. The program is rapidly growing, but we noticed that the majority of our applicants assisted will only include a specific program application type.

Based on current market trends: affordability remains a challenge, but buyers are seeing increased inventory and a shift towards more negotiating power. The combination of high home prices, elevated mortgage rates, and general cost-of-living increases continues to strain buyers' budgets. While housing inventory is increasing, affording buyers more options, the cost of houses is lowering moderately. National home cost is still high and showing signs of stabilizing.

Staff reviewing the changes has been working with our HUD to explore other options to assist citizens with affordability in purchasing a home in Palm Coast. One option created that can provide long term affordability is providing the applicant the ability to buy down the interest rate up to a 1 percentage point. In addition, a mortgage subsidy program was created to reduce the overall mortgage loan amount by a percentage of the amount being financed. The addition of these options will provide long term affordability to the homeowner by reducing the interest occurred over the life of the loan and lowering the cost of the monthly mortgage payment.

Updates were made the overall regulations to clarify laws regarding inheriting property and participation in the program; amending award categories, addition of post housing counseling as a requirement for funding, and laying out processes for appeal, program

income, and program compliance and monitoring. These updates will help strength the program by promoting fiscal responsibility to ensure future program stability while bring the city into conformity with common HUD practices enabling the city to help more future homeowners.

Recommended Action:

THE CITIZEN ADVISORY TASK FORCE RECOMMENDS THAT CITY COUNCIL APPROVE RESOLUTION 2025-XX AMENDING POLICY RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PURCHASE ASSISTANCE PROGRAM

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$ AS NEEDED
Division		Account	# 54019085 – 052000 # 54019086 – 052000 # 54019087 – 052000
Subject:	RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH PACIFIC STAR CORPORATION AND CORE & MAIN LP FOR THE PURCHASE OF LABORATORY REAGENTS AND SUPPLIES		
Presenter:	Brian Roche, Utility Director and Peter Roussel, Utility Deputy Director		
Attachments:	<ol style="list-style-type: none">1. Resolution2. MPA Contracts (2)3. Notice of Intent to Award4. Project Overview		
Background:	<p>Council Priority: D. Sustainable Environment and Infrastructure</p> <p>The City of Palm Coast Utility Department operates three water treatment plants. All three plants have regulatory permit conditions requiring that the quality of the water to meet certain standards. To meet and properly operate the water treatment process, Water Quality must be tested regularly so the proper adjustments to the process can be made in a timely manner.</p> <p>In accordance with the City's Purchasing Policy, City staff advertised and solicited bids for Water Quality testing reagents on an as needed basis under bid ITB-UT-25-77. The City received two (2) bids which were responsive and responsible. The bid overview and notice of intent to award is attached. Staff recommends City Council approve the contracts with Pacific Star Corporation and Core & Main LP for the purchase of reagents and glassware.</p> <p>City staff will purchase these items on an as-needed basis using budgeted funds appropriated by City Council.</p>		

SOURCE OF FUNDS WORKSHEET FY 2026

UTILITYFND Operating Expense 54019085 052000	\$91,133.00
Total Expended/Encumbered to Date	\$49,160.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$41,973.00

SOURCE OF FUNDS WORKSHEET FY 2026

UTILITYFND Operating Expense 54019086 052000	\$95,212.00
Total Expended/Encumbered to Date	\$23,502.40
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$71,709.60

SOURCE OF FUNDS WORKSHEET FY 2026

UTILITYFND Operating Expense 54019087 052000	\$130,300.00
Total Expended/Encumbered to Date	\$51,137.92
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$79,162.08

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING A MASTER PRICE AGREEMENT WITH PACIFIC STAR CORPORATION AND CORE & MAIN LP FOR THE PURCHASE OF LABORATORY REAGENTS AND SUPPLIES

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	CITY WIDE
Subject:	RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH COBB COUNTY BOARD OF COMMISSIONERS AND HD SUPPLY FACILITIES MAINTENANCE, LTD., FOR MAINTENANCE, REPAIR, AND OPERATING SUPPLIES AS NEEDED		
Presenter:	Danny Ashburn, Utility Systems Manager		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Contract (available in the Clerk's office for review)		
Background:	<p>Council Priority: D. Sustainable Environment and Infrastructure</p> <p>The City of Palm Coast Utility Department has identified the need for a vendor specialized instruments, reagents, electrical devices, and other utility related equipment. Specialized instruments are used to measure pH, chlorine residuals, dissolved oxygen and many other parameters throughout the Utility Department. These instruments require specific reagents to analyze the sample. There is also a need to replace equipment over time as they become unreliable or cannot meet calibration standards. Many of the samples taken are required by the F.D.E.P., F.D.O.H., or E.P.A. To remain compliant meters must meet all calibration standard.</p> <p>City staff is recommending piggybacking the Cobb Conty Board of Commissioners (RFP# 24-6800) with HD Supply Facilities Maintenance, Ltd. For the use of purchase of specialized instrument, reagents, electrical devices and other specialized utility equipment. We are estimating that Utility will spend \$45,000 in fiscal year 2026.</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>		

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH COBB COUNTY BOARD OF COMMISSIONERS AND HD SUPPLY FACILITIES MAINTENANCE, LTD., FOR MAINTENANCE, REPAIR, AND OPERATING SUPPLIES AS NEEDED

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$121,849.73
Division	ENGINEERING	Account #	21055011-034000- 54104
Subject:	RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FL AND TRANSMAP AND EXPENDITURES UNDER THIS CONTRACT FOR ROAD PAVEMENT CONDITION ASSESSMENT SERVICES		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Contract (available in the Clerk's office for review)3. Proposal		
Background:	<p>Council Priority: D. Sustainable Environment and Infrastructure</p> <p>The City of Palm Coast would like to utilize The Board of County Commissioners of Nassau County, FL contracted pricing with Transmap Corporation for road pavement condition assessment services on an as-needed basis. City staff is recommending piggybacking The Board of County Commissioners of Nassau County, FL Contract #RFP NC24-025 with Transmap through 1/3/2028.</p> <p>Staff is also requesting approval of expenses under this piggyback in the amount of \$121,849.73 for Road Pavement Condition Assessment Services.</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>Funds for this proposal are budgeted out of the FY26 Street Improvement Fund. City staff will make all other purchases on an as needed basis in accordance with the City's purchasing policy and using budgeted funds appropriated by City Council</p>		

Source of Funds Worksheet FY 2026

Street Improvement Fund 21055011-034000-54104	\$8,252,495.00
Total Expended/Encumbered to Date	\$3,039,035.55
Pending WO/Contracts	\$323,956.00
Current WO/Contract	<u>\$121,849.73</u>
Balance	\$4,767,653.72

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FL AND TRANSMAP AND EXPENDITURES UNDER THIS CONTRACT FOR ROAD PAVEMENT CONDITION ASSESSMENT SERVICES

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department INFORMATION TECHNOLOGY	Amount Over \$487,405.00
Division	Account # 54702525-063000
Subject: RESOLUTION 2025-XX APPROVING MULTIPLE SERVICE ORDERS FOR FIRE STATIONS AND DATA CENTER FIBER CONSTRUCTION	
Presenter: Doug Akins, Director of Information Technology	
Attachments: <ol style="list-style-type: none">1. Resolution2. FS26/Citation Quote3. City Hall Server Room Quote4. FS22 Quote	
Background: <p>The FY26 Information Technology (IT) Enterprise Fund includes funding for several fiber construction projects. These projects will connect the new Fire Stations 22 and 26 to the City's network and complete the necessary fiber connections for the new City Hall server room.</p> <p>The City will utilize existing Master Services Agreements (MSAs) with HP Communications Inc. and Danella Construction Corporation of Florida, Inc. for this work. These MSAs were awarded through the City's competitive bid process, and the work will be authorized via service orders under these agreements.</p>	
Project Details: <ul style="list-style-type: none">• Fire Station 26 This project will connect the new Fire Station 26 to the City's network and provide critical redundancy. While previous construction brought fiber near the location, additional work is needed to build out fiber down Citation Boulevard to close a fiber loop. This loop will add resiliency for both Fire Station 26 and Water Treatment Plant 2 by providing two redundant paths of network access for both facilities.• City Hall Server Room This project will complete the fiber connections for the new server room constructed at City Hall in FY25. This includes pulling new fiber into City Hall and the splicing work required along the route to connect this room to the City's server room at Water Treatment Plant 3.• Fire Station 22 This project will connect the new Fire Station 22 to the City's fiber network. The City already has fiber near the new location, making this buildout highly cost-effective.	
We are requesting a \$75,000 contingency to address any unforeseen issues or splicing that may be needed.	

Fiscal Impact:

The costs for these construction projects were planned and approved in the adopted FY26 IT Enterprise Fund budget.

Source of Funds Worksheet FY 2026

Fiber Improvements (54702525-063000)	\$675,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current Project	\$412,405.00
Contingency	\$75,000.00
Balance	\$187,595.00

Recommended Action:

ADOPT 2025-XX APPROVING MULTIPLE SERVICE ORDERS FOR FIRE STATIONS AND DATA CENTER FIBER CONSTRUCTION

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department	INFORMATION TECHNOLOGY	Amount	Over \$50k
Division		Account #	43000099-063000-99055 43000099-063000-99033
Subject:	RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH NASPO AND THE REDESIGN GROUP FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES		
Presenter:	Doug Akins, Director of Information Technology		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Contract (available in the Clerk's office for review)		
Background:	<p>The City of Palm Coast Department of Information Technology is seeking approval to piggyback the NASPO contract with The Redesign Group for the purchase of technology equipment services.</p> <p>Throughout the year, the City requires various technology solutions to support operations across all departments. Leveraging this contract with The Redesign Group allows the City to continue a proven partnership that provides competitive pricing, reliable service, and access to a wide range of modern technology resources. By using this contract, the City can ensure fiscal responsibility while maintaining the flexibility to purchase equipment and software as needed to support efficient and effective government operations.</p> <p>Piggybacking the NASPO contract (Master Agreement #23026) with the Redesign Group, through June 30, 2026, with two one-year renewal options, enables the City to take advantage of competitively bid pricing without conducting a time-consuming formal procurement process. This approach saves staff time, reduces costs, and ensures that the City continues to receive best-value pricing while modernizing technology infrastructure to meet Council priorities.</p> <p>In addition, the City maintains multiple contracts with vendors offering similar services. This approach provides flexibility to evaluate options and select the contract that delivers the best value and pricing for each purchase.</p> <p>Purchases under this contract will be made annually using funds already approved in the City Council-adopted budget.</p> <p>Fiscal Impact There is no additional fiscal impact associated with this item. Purchases made under this contract will be funded through existing, Council-approved budget appropriations. No new funding is required.</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.

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH NASPO AND THE REDESIGN GROUP FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department PARKS & RECREATION Division	Amount Over \$50,000 Account # 10015015-052000, 10015017-052000, 10016016-052001, 10016066-052001
Subject: RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH OMNIA PARTNERS AND BSN SPORTS LLC FOR ATHLETICS AND PHYSICAL EDUCATION SUPPLIES	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: <ol style="list-style-type: none">1. Resolution2. Contract (available in the Clerk's office for review)3. Engagement Letter	
Background: Council Priority: B. Safe and Reliable Services <p>The Parks & Recreation department is responsible for maintaining the City's recreation facilities and parks for the community to enjoy. With the increasing demand for public parks and recreational activities, the department needs reliable vendors who can provide Athletic and Physical Education supplies for these facilities.</p> <p>City Staff is recommending piggybacking the Omnia Partners contract (#R2500101) with BSN Sports LLC through June 1, 2028, for Athletic and Physical Education supplies.</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 anticipates a cumulative amount of over \$50,000 during the three-year duration of the contract. However, they intend to utilize only the budgeted funds appropriately by City Council per fiscal year.</p>	

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH
OMNIA PARTNERS AND BSN SPORTS LLC FOR ATHLETICS AND PHYSICAL
EDUCATION SUPPLIES**

City of Palm Coast, Florida Agenda Item

Agenda Date: November 18, 2025

Department FINANCIAL SERVICES Division	Amount Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE FOR OCTOBER 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 October 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	