



# City of Palm Coast

## Agenda

### City Council Business

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoast.gov](http://www.palmcoast.gov)

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

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**Tuesday, December 2, 2025**

**6:00 PM**

**City Hall - Jon Netts Community Wing**

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#### 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. PROCLAMATIONS - 5:30 P.M.**

##### **1. PROCLAMATION - DECEMBER 20, 2025, AS FANTASY LIGHTS DAY**

#### **B. CALL TO ORDER THE BUSINESS MEETING - 6:00 P.M.**

#### **C. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE**

#### **D. ROLL CALL**

#### **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**

### **2. MINUTES OF THE CITY COUNCIL: NOVEMBER 18, 2025, BUSINESS MEETING**

## **G. ORDINANCES FIRST READ**

- 3. ORDINANCE 2025-XX AMENDING CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8-100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE SEC. 14.02 GLOSSARY**
- 4. ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION SB 954**

**H. RESOLUTIONS**

- 5. RESOLUTION 2025-XX APPROVING THE CITY MANAGER CONTRACT**
- 6. RESOLUTION 2025-XX APPROVING A CONTRACT WITH C.W. MATTHEWS, A CONTRACT WITH EISMAN AND RUSSO, INC., FOR CONSTRUCTION ENGINEERING & INSPECTION SERVICES, A RIGHT OF WAY AGREEMENT, AGREEMENTS WITH FPL, FEC**
- 7. RESOLUTION 2025-XX DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES**
- 8. RESOLUTION 2025-XX AMENDING RESOLUTION 2010-102 BY INCREASING THE ANIMAL CONTROL FEES**

**I. CONSENT**

- 9. RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CPH CONSULTING LLC FOR 5-YEAR CUP COMPLIANCE MONITORING**
- 10. RESOLUTION 2025-XX APPROVING A WORK ORDER WITH WRIGHT-PIERCE, INC., TO CONDUCT A PILOT STUDY OF THE ACTINA PELLETIZED SOFTENING SYSTEM**
- 11. RESOLUTION 2025-XX APPROVING THE INTERLOCAL AGREEMENT FOR DEBRIS DISPOSAL BETWEEN VOLUSIA COUNTY AND THE CITY OF PALM COAST**
- 12. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH RTS LAND MANAGEMENT FOR UTILITY GROUND MAINTENANCE AT THE EFFLUENT DISPOSAL SITES**
- 13. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH LAKE COUNTY, FLORIDA AND OSBURN ASSOCIATES, INC., FOR THE PURCHASE OF TRAFFIC SIGNS AND MATERIALS**
- 14. RESOLUTION 2025-XX APPROVING CITY COUNCIL POLICIES AND PROCEDURES**

**J. PUBLIC PARTICIPATION**

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

**K. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

**L. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**M. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

**N. ADJOURNMENT**

**15. AGENDA WORKSHEET AND CALENDAR**

**City of Palm Coast, Florida**  
**Agenda Item**

**Agenda Date:** December 2, 2025

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject:</b> PROCLAMATION - DECEMBER 20, 2025, AS FANTASY LIGHTS DAY		
<b>Presenter:</b> Mayor and City Council		
<b>Attachments:</b> 1. Proclamation		
<b>Background:</b>  The City of Palm Coast would like to proclaim December 20, 2025, as Fantasy Lights Day.		
<b>Recommended Action:</b> <b>PROCLAIM DECEMBER 20, 2025, AS FANTASY LIGHTS DAY</b>		

**City of Palm Coast, Florida**  
**Agenda Item**

**Agenda Date:** December 2, 2025

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account #</b>
<b>Subject:</b> MINUTES OF THE CITY COUNCIL: NOVEMBER 18, 2025, BUSINESS MEETING	
<b>Presenter:</b> Kaley Cook, City Clerk	
<b>Attachments:</b> 1. Minutes (1)	
<b>Background:</b>	
<b>Recommended Action:</b> <b>APPROVE MINUTES OF THE CITY COUNCIL:</b> <b>NOVEMBER 18, 2025, BUSINESS MEETING</b>	

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject:</b>	ORDINANCE 2025-XX AMENDING CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8-100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE SEC. 14.02 GLOSSARY	
<b>Presenter:</b>	Barbara Grossman, Code Enforcement Manager	
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. PowerPoint Presentation</li><li>2. Ordinance Redline</li><li>3. Ordinance Clean</li><li>4. Business Impact Statement</li></ol>	
<b>Background:</b>	<p><b>This is a legislative item.</b></p> <p>On May 13, 2025, City Council directed staff to implement a Backyard Chicken Pilot Program. The portal for applying for backyard chickens under the Pilot Program permits was available on June 18, 2025. On October 14, 2025, staff presented the results of the pilot program to Council. Council then requested staff present the proposed Ordinance to the Planning and Land Development Board (PLDRB) with some minor changes concerning allowing backyard chickens in the City.</p> <p>Staff presented the proposed Ordinance with Council's minor changes to the Planning and Land Development regulation Board (PLDRB) on November 19, 2025. The PLDRB unanimously recommended that City Council adopt backyard chickens and amend the Code of Ordinances and the Land Development Code to include backyard chickens.</p>	
<b>Recommended Action:</b>	<b>ORDINANCE 2025-XX AMENDING CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8-100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE SEC. 14.02 GLOSSARY</b>	

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject:</b>	ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION SB 954	
<b>Presenter:</b>	Jackie Gonzalez, Site Development Coordinator I; Barbara Grossman, Code Enforcement Manager	
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Presentation</li><li>2. Ordinance</li><li>3. Business Impact Statement</li></ol>	
<b>Background:</b>	<p><b>This is a legislative item.</b></p> <p>In 2011, Federal and State governments created programs relating to recovery residences. The National Association of Recovery Residences (NARR) and Florida Association of Recovery Residences (FARR) Florida Statute 397.487 promotes standards and certifications for recovery residences. In 2013, NARR became National Alliance for Recovery Residences and FARR became Florida Alliance for Recovery Residences.</p> <p>In 2017, NARR established a code of ethics adopted by FARR, but it was on a voluntary evaluation for community-based residential homes. Federal courts have consistently supported the rights of recovery residences to operate in residential areas, challenging discriminatory zoning laws and selective enforcement of building codes. These challenges have caused an unintended consequence of allowing these institutions to go unchecked in fear of litigation.</p> <p>On July 1, 2025, Senate Bill 954 became effective requiring local governments to create an ordinance to be in effect by January 1, 2026. SB 954 requires the ordinance to include the following:</p> <ul style="list-style-type: none"><li>• Streamline Permit and Business Tax Process</li><li>• Inclusion of Multifamily Zoning districts</li><li>• Personnel Ratios</li><li>• Fair Housing Compliance</li></ul> <p>In order to meet state compliance, additions of key definitions and terms for clarification to the Land Development Code (LDC) are necessary; updates to the LDC Zoning Use Table 3-2, existing forms like Reasonable Accommodation and Occupancy Care Home; and defining the responsible department/division and staff for this new process are proposed in this Ordinance.</p>	



On November 19, 2025 The Planning and Land Development Regulation Board heard this item and voted unanimously to recommend approval to the City Council.

**Recommended Action:**

**THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDS  
CITY COUNCIL ADOPT ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE  
RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION  
SB 954**

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	HUMAN RESOURCES	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING THE CITY MANAGER CONTRACT WITH MICHAEL MCGLOTHLIN		
<b>Presenter:</b> Renina Fuller, Director of Human Resources		
<b>Attachments:</b> 1. Contract		
<b>Background:</b>  At the November 18, 2025, Business Meeting, City Council selected Mr. Michael McGlothlin to be City Manager. Mayor Michael Norris, Marcus Duffy, City Attorney, and Renina Fuller, Director of Human Resources, led contract negotiations. The negotiating team presented the contract to Mr. McGlothlin on Tuesday, November 25, 2025. The contract is attached to this item.		
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING THE CITY MANAGER CONTRACT WITH MICHAEL MCGLOTHLIN</b>		

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$24,627,676.30
<b>Division</b>	ENGINEERING	<b>Account #</b>	21097011-063000-TR54620-30/54630
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING A CONTRACT WITH C.W. MATTHEWS, A CONTRACT WITH EISMAN AND RUSSO, INC., FOR CONSTRUCTION ENGINEERING & INSPECTION SERVICES, A RIGHT-OF-WAY AGREEMENT, AGREEMENTS WITH FPL, FEC, AND PROJECT EXPENSES INCLUDING A PROJECT CONTINGENCY FOR THE MATANZAS WOODS PARKWAY WEST EXTENSION PHASE II PROJECT		
<b>Presenter: Carl Cote, Director of Stormwater &amp; Engineering</b>			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li><li>3. CEI Proposal</li><li>4. Draft Contracts (Construction, CEI)</li><li>5. Draft Agreements (ROW, FPL, FEC)</li><li>6. Notice of Intent to Award (Construction, CEI)</li><li>7. Project Overview (Construction, CEI)</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b> <p>The proposed project is for the construction of a brand-new multilane roadway designed to extend access to the western portion of the community, enhancing connectivity and promoting economic development. This project will include the construction of a bridge over the Florida East Coast (FEC) railroad to ensure uninterrupted traffic flow and improve safety for both vehicular and rail operations. The new roadway will provide an essential transportation corridor, supporting the movement of people and goods, and opening opportunities for growth in previously less accessible areas. By improving access to the western region, the city aims to attract new businesses, foster job creation, and boost overall economic productivity. Additionally, the project aligns with long-term infrastructure goals, ensuring the City’s roadway network can support future development and expansion, benefiting both Palm Coast and Flagler County. The construction will include advanced engineering solutions, including utility infrastructure, stormwater management, and coordination with the railroad to minimize disruptions while ensuring safety and compliance with all state and federal standards. This strategic investment in transportation will enhance mobility and strengthen the economic foundation of the region.</p> <ul style="list-style-type: none"><li>• City of Palm Coast identified this project as a Legislative Priority for 2022.</li></ul>			

- June 20, 2023: The City presented a resolution to the City Council to approve the design service contract with England Thims and Miller (ETM).
- December 5, 2023: City staff provided an update to the City Council on the legislative priorities for the Matanzas Woods Parkway extension.
- February 6, 2024: The City Council approved an FDOT Agreement for grant funding to support the construction of this project.
- May 29, 2024: The State Funded Grant Agreement, related to legislative appropriation funds, was finalized, and executed in coordination with the Florida Department of Transportation (FDOT).
- August 14, 2024: The City advertised the Request for Statements of Qualifications (RFSQ-SWE-24-68) for Construction Engineering and Inspection (CEI) services. September 20, 2024: The City received four qualification proposals for CEI services. Fall 2024: After evaluating the proposals, City staff selected Eisman and Russo, Inc. as the most qualified proposer and are currently finalizing the scope and fee for CEI services for this project for an amount of \$2,029,407.20
- September 18, 2024: The construction project ITB-SWE-24-67 was advertised, and three (3) bids were received on October 30, 2024. Upon review, the City determined that the submitted bids exceeded the available project budget and therefore did not proceed with an award.
- January 2024: The city revisited and refined the project scope to align with available funding and reduce overall construction costs.
- September 3, 2024: The construction project ITB-SWE-25-40 was advertised, and ten (10) bids were received on November 6, 2025. The City reviewed the bids and determined the low bidder, C.W. Matthews is the responsible and responsive bidder and is seeking approval to award a contract for the Lump Sum BID for an amount of \$15,042,953.11.

There are several items that will be required as part of the construction of the project which are currently underway such as a Florida Power & Light (FPL) Transmission Facilities Relocation Agreement, Florida East Coast Railway (FEC) Aerial Crossing Agreement, and Right-of-Way Agreement necessary for the project. Below are items for City Council Consideration regarding this agenda item:

- Approve Construction Contract with CW. Matthews for a Lump Sum Bid in the amount of \$15,042,953.11
- Approval for City Manager to execute any modification(s) of the existing grant agreement regarding FDOT providing additional funding for the project.
- Approval of Project Expenses related to CEI Services, FPL Costs, Contingency and other expenses associated with the project in an amount of \$9,584,723.19
- Authorize the City Manager to negotiate, approve, finalize, and execute all necessary agreements with Florida Power & Light (FPL).
- Authorize the City Manager to negotiate, approve, finalize, and execute the contract and/or work order for Construction Engineering and Inspection (CEI) services.
- Authorize the City Manager to negotiate, approve, finalize, and execute all necessary agreements with the Florida East Coast (FEC) Railway.
- Authorize the City Manager to negotiate, approve, finalize, execute, and secure all necessary right-of-way (R/W) and/or easement documents required for the completion of the project.

Funds for this project are budgeted out of the Transportation Impact Fund and through a state-funded grant agreement with the Florida Department of transportation in the amount of \$20,875,149.00.

**Source of Funds Worksheet FY26**

<b>Transportation Impact 21097011-063000-TR54620/54620</b>	<b>\$10,175,000.00</b>
Total expended/ Encumbered to Date	\$0.00
Pending Work Orders/ Contracts	\$0.00
Current (WO/ Contract)	<u>\$10,175,000.00</u>
<b>Balance</b>	<b>\$0.00</b>

**Source of Funds Worksheet FY27**

<b>Transportation Impact 21097011-063000-TR54620</b>	<b>\$14,452,676.30</b>
Total expended/ Encumbered to Date	\$0.00
Pending Work Orders/ Contracts	\$0.00
Current (WO/ Contract)	<u>\$14,452,676.30</u>
<b>Balance</b>	<b>\$0.00</b>

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A CONTRACT WITH C.W. MATTHEWS FOR CONSTRUCTION, A CONTRACT WITH EISMAN AND RUSSO INC. FOR CONSTRUCTION ENGINEERING & INSPECTION SERVICES, A RIGHT-OF-WAY AGREEMENT, AGREEMENTS WITH FPL, FEC, AND PROJECT EXPENSES INCLUDING A PROJECT CONTINGENCY FOR THE MATANZAS WOODS PARKWAY WEST EXTENSION PHASE II PROJECT**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	ECONOMIC DEVELOPMENT	<b>Account #</b>
<b>Subject:</b>	RESOLUTION 2025-XX DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES	
<b>Presenter:</b>	John Zobler, Community Development Director and Craig McKinney, Economic Development Manager	
<b>Attachments:</b>	1. Resolution	
<b>Background:</b>	<p><b>This is a legislative item.</b></p> <p>The City of Palm Coast owns Tract 17, an approximately 103-acre property located within the Palm Park DRI. Because of the tract's many physical, exceptional utility availability and close proximity to I-95 via direct access from US 1, the city has long identified this site as a prime economic development opportunity to create industrial employment.</p> <p>Florida State Statute 376.80(2)(a) authorizes local government-proposed brownfield area designation outside of a specific redevelopment area under qualifying conditions. To be clear, this tract contains no contamination or required remediation. This designation will not cost the city money. The law allows local governments to designate property as a Brownfield Area for economic redevelopment purposes, even where environmental contamination is not present or suspected. The intent of this designation is to make the city eligible to receive state funding through the Florida Department of Commerce's Florida Job Growth Grant Fund (JGGF) which provides state funding for public infrastructure improvements such as water, sewer and reuse extensions, traffic signalization and roadway improvements including roads interior to the property as long as they remain public, related public stormwater capacity improvements and fiber and gas line extensions.</p> <p>Because this property has an FPL Florida First Sites designation, an uncommon but highly desirable 10MW of easily accessible power, all other nearby utilities, is located on US 1 within 2 and a half miles of I-95 and is intended to be a multi-tenant employer makes this site a highly eligible candidate for this particular type of grant funding. Staff would apply for 6 million dollars promptly after approval of this resolution. In addition, if awarded, this grant provides \$2,500/full-time employee employed at the site and more grant funding to the city to work with Daytona State College for the proposed to be developed site's job and skills training needs.</p> <p>The fact that the property does not yet have the necessary land use entitlements and is not physically cleared does not affect the eligibility or priority status of the application. The</p>	

goal of this program is to improve the site's readiness for development and employment. Grants are awarded throughout the year after the Florida Department of Commerce's review and recommendation to the Governor's Office. The next cycle of awards is anticipated in April 2026 and the City would like to begin competing at that time.

**Justification:**

Tract 17 is City-owned and strategically located to accommodate future employment.

This designation does not require environmental remediation or cleanup.

The designation does not change zoning, land entitlements, or development rights.

This action supports future eligibility for state job creation incentives, including the Brownfield Job Bonus Refund.

The designation strengthens the City's competitiveness for public infrastructure grants, including the Florida Job Growth Grant Fund (JGGF).

Increases overall neighborhood quality of life by replacing brownfields with sustainable development.

**Financial Impact:**

This action does not create a direct financial obligation for the City. There is no cost associated with the designation. The grant does not require cash matching or contributions from the city. Dedication of right of way or the city's ability to provide stormwater capacity or other off-site stormwater improvements to assist the site improves its chances for award but also are not necessary. Potential positive financial impacts include a large grant award to help pay for infrastructure to make the site more pad ready and to entice developer and company interest by provision of a \$2,500/full-time employee payment to any employer located in the designated area.

**Options:**

. **Approve the Resolution** on second reading– *Recommended*

. **Decline to Approve the Resolution** – *Not recommended, as it may diminish economic development leverage*

In accordance with Sec. 166.041(3)(c)2, Fla. Stat, this resolution requires two public hearings. One hearing is required to be after 5:00 pm on a weekday and the second hearing shall be held at least ten (10) days after the first hearing and shall be advertised at least five (5) days prior to the first hearing. All these requirements are scheduled to be met.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX AMENDING RESOLUTION 2010-102 BY INCREASING THE ANIMAL CONTROL FEES		
<b>Presenter:</b> Barbara Grossman, Code Enforcement Manager		
<b>Attachments:</b> 1. Resolution		
<b>Background:</b> <b>This is a legislative item.</b>  There have been multiple discussions regarding the City's animal control processes and fees throughout the year with presentations to Flagler County and the City. As the fees increased in the Flagler Humane Society contract, staff has reviewed and studied the City's animal control fees. It has been determined the City should increase the animal control fees to align with neighboring municipalities and assist with the growing needs of animal control.  Staff is proposing an increase in the fees for animal licensing, duplicate tags, dangerous dogs, and surrender and transport of animal fees. Staff estimates the economic benefit to the City will be approximately \$195,720 in revenue as we align the fees through this Resolution. There are currently 6,216 animals licensed in the City. The fee increases will assist the City with the increased costs in the Flagler Humane Society contract as well.		
<b>Recommended Action:</b> <b>RESOLUTION 2025-XX AMENDING RESOLUTION 2010-102 BY INCREASING THE ANIMAL CONTROL FEES</b>		



# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	\$161,050.00
<b>Division</b>		<b>Account #</b>	54029088 034000 81019
<b>Subject:</b> RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CPH CONSULTING LLC FOR 5-YEAR CUP COMPLIANCE MONITORING			
<b>Presenter:</b> Brian Roche, Utility Director and Peter Roussell, Utility Deputy Director			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li><li>3. Proposal</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b> <p>As part of City Council's goals to ensure that all infrastructure performance is a priority, City staff is recommending approving a work order with CPH, Inc., to develop a five-year plan to comply with St. Johns River Water Management District (SJRWMD) permit's condition #43. The St. Johns River Water Management District (SJRWMD) has established specific conditions and compliance requirements associated with the City's consumptive use permit (CUP) and ongoing water resource management responsibilities. These conditions include continued evaluation of water supply sources, environmental stewardship measures, and planning efforts to ensure sustainable use of groundwater water resources. As part of maintaining regulatory compliance and advancing responsible water resource management, staff recommends initiating the development of a Five-Year Monitoring Water Resource and Compliance Plan. This plan will outline the steps necessary to meet SJRWMD conditions, guide infrastructure investment decisions, and support long-term system reliability.</p> <p>Under the existing contract RFSQ-SWE-24-12, staff negotiated a scope and fee for \$161,050.00 with CPH, Inc. to conduct the environmental assessments to document existing water resource and wellfield conditions.</p> <p>Staff recommends that City Council authorize the Utility Department to initiate the development of a Five-Year Water Monitoring Plan to meet St. Johns River Water Management District conditions, including the completion of required environmental assessments, ecological studies, and surveying tasks.</p> <p>Funds for this project have been budgeted for out of FY 2026 Utility Capital Surface/Ground Water Study.</p>			

**SOURCE OF FUNDS WORKSHEET FY 2026**

<b>Surface/Ground Water Study 54029088 034000 81019</b>	<b>\$401,000.00</b>
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$161,050.00</u>
<b>Balance</b>	<b>\$239,950.00</b>

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CPH CONSULTING LLC FOR 5-YEAR CUP COMPLIANCE MONITORING**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	\$223,805.00
<b>Division</b>		<b>Account #</b>	54029086 063010 84021
<b>Subject:</b> RESOLUTION 2025-XX APPROVING A WORK ORDER WITH WRIGHT-PIERCE, INC., TO CONDUCT A PILOT STUDY OF THE ACTINA PELLETIZED SOFTENING SYSTEM			
<b>Presenter:</b> Brian Roche, Utility Director and Peter Roussel, Utility Deputy Director			
<b>Attachments:</b> <ul style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li><li>3. Proposal</li></ul>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>			
<p>The City of Palm Coast, Utility Department operates a 6.0 million gallon per day water treatment facility (WTP 1), located at 4 Corporate Drive N in the city of Palm Coast.</p> <p>Water Treatment Plant # 1's treatment includes six dual media rapid sand gravity filters to maintain proper water quality in the finished water. The treatment process also includes softening of the water with lime and upflow clarifiers to soften the water. The cost of the lime and the cost of the lime sludge disposal has reached to a level that alternative methods need to be at least looked at and evaluated. This system being piloted has the potential to reduce the yearly cost of treating the water.</p> <p>This Pilot Study was recommended by our consultant in the Water Treatment Plant #1 (WTP#1) Sustainability Study to be one of three alternatives to be evaluated to improve water quality along with increasing the treatment facility to process more potable water for our citizens. This third pilot study report will include a process and cost benefit comparison analysis of each of the three alternatives that were recommended in the WTP#1 Sustainability Study.</p> <p>Under the existing contract RFSQ-SWE-24-12, staff negotiated a scope and fee for \$203,805.00 including a 10% contingency of 20,000.00 for a total of \$223,805.00. Funds for this project have been budgeted for out of FY 2026 Utility Capital Projects-WTP#1 expansion.</p>			

<b>SOURCE OF FUNDS WORKSHEET FY 2026</b>	
<b>WTP#1 EXPANSION 54029086 063010 84021</b>	<b>\$3,348,000.00</b>
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$223,805.00</u>
<b>Balance</b>	<b>\$3,124,195.00</b>
<b>Recommended Action:</b>	
<b>ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH WRIGHT-PIERCE, INC., TO CONDUCT A PILOT STUDY OF THE ACTINA PELLETIZED SOFTENING SYSTEM</b>	

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	N/A
<b>Division</b>	SOLID WASTE	<b>Account #</b>	N/A
<b>Subject:</b>	RESOLUTION 2025-XX APPROVING THE INTERLOCAL AGREEMENT FOR DEBRIS DISPOSAL BETWEEN VOLUSIA COUNTY AND THE CITY OF PALM COAST		
<b>Presenter:</b>	Matthew Mancill, Director of Public Works		
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Resolution</li><li>2. Interlocal Agreement</li></ol>		
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>	<p>The City Council of the City of Palm Coast is being requested to approve the terms and conditions of the updated interlocal agreement between Volusia County and the City of Palm Coast for the intake/disposal of solid waste generated within the City of Palm Coast, disposed of at the Volusia County solid waste facility (Tomoka Landfill). The current agreement is set to expire, and the parties wish to enter into this updated agreement to provide for the continued disposal of solid waste.</p>		
<b>Recommended Action:</b>	<b>ADOPT RESOLUTION 2025-XX APPROVING THE INTERLOCAL AGREEMENT FOR DEBRIS DISPOSAL BETWEEN VOLUSIA COUNTY AND THE CITY OF PALM COAST</b>		

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	AS NEEDED
<b>Division</b>		<b>Account #</b>	54019083 034000
<b>Subject:</b> RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH RTS LAND MANAGEMENT FOR UTILITY GROUND MAINTENANCE AT THE EFFLUENT DISPOSAL SITES			
<b>Presenter:</b> Danny Ashburn, Wastewater Utility Systems Manager			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li><li>3. Notice of Intent to Award</li><li>4. Project Overview</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b> <p>The Utility operates two Wastewater Treatment Effluent Disposal sites located on Old Kings Road South. The sites are approximately 97 acres combined. Sites are to be mowed to ensure a uniform appearance. Sites are to be mowed a minimum of eight (8) times per year during the growing season from March to October with additional cuts as needed to be determined by staff. Cuts will be scheduled by staff with sufficient notice to contractor for planning purposes based on plant operations and weather.</p> <p>Areas not able to be mowed including all above ground piping, concrete structures, buildings, and monitoring wells will be maintained by either weed eating around areas or spraying with herbicide as needed at each mowing cycle to assure a uniform appearance.</p> <p>In accordance with the City's purchasing policy, City staff advertised and solicited bids for Utility ground maintenance. The City received three bids, all of which were determined to be responsive and responsible. Staff recommends that City Council approve a Master Service Agreement with RTS Land Management doing business as Robinson's Tractor Services. Wastewater Treatment Plant #1 has \$54,000 budgeted for fiscal year 2026 for effluent site maintenance. The source of funds will be based off the mandatory eight cuts a year.</p>			

**SOURCE OF FUNDS WORKSHEET FY 2026****OTHER CONTRACTUAL SVCS****\$978,250.00**

Total Expended/Encumbered to date

\$893,000.00

Pending

\$3,000.00

Curent (WO/Contract)

\$38,800.00**Balance****\$43,450.00****Recommended Action:****ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH  
RTS LAND MANAGEMENT FOR UTILITY GROUND MAINTENANCE AT THE EFFLUENT  
DISPOSAL SITES**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	OVER \$50K
<b>Division</b>	STREETS - SIGN & SIGNAL	<b>Account #</b>	MULTIPLE
<b>Subject:</b> RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH LAKE COUNTY, FLORIDA AND OSBURN ASSOCIATES, INC., FOR THE PURCHASE OF TRAFFIC SIGNS AND MATERIALS			
<b>Presenter:</b> Matthew Mancill, Director of Public Works			
<b>Attachments:</b> <ol style="list-style-type: none"> <li>Resolution</li> <li>Contract (available in the Clerk's office for review)</li> </ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>			
<p>The City of Palm Coast Public Works department's Sign and Signal division is seeking approval to piggyback Lake County, Florida's contract for traffic signs and materials from Osburn Associates, Inc. By leveraging the existing contract, the City can continue to receive traffic signs and materials while benefiting from competitive pricing and streamlined procurement processes. This contract will also enable City staff to ensure safety by regulating traffic with signage to guide all road users, prevent accidents, and aid in navigation to name the few. Purchases will be made on an as-needed basis using budgeted funds appropriated by the City Council. The Fiscal Year 2026 budget includes available funding in the Public Works Sign and Signal budget to cover the costs of aforementioned items. City staff estimates that the City will spend over \$50,000 annually. Below is a breakdown of the monetary source of funds:</p>			
<b>Source of Funds Worksheet FY 2026</b>			
<b>Streets Sign &amp; Signal - Other Contractual Svcs Fund</b>			
<b>10015011-034000-50001</b>			<b>\$7,000.00</b>
Total Expended/Encumbered to Date			\$0.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$5,000.00
<b>Balance</b>			<b>\$2,000.00</b>
<b>Streets Sign &amp; Signal - Operating Supp &amp; Equip Fund</b>			
<b>10015011-052000-50001</b>			<b>\$239,520.00</b>
Total Expended/Encumbered to Date			\$94,155.81
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$54,000.00
<b>Balance</b>			<b>\$91,364.19</b>



**Recommended Action:**

**ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH LAKE COUNTY, FLORIDA AND OSBURN ASSOCIATES, INC., FOR THE PURCHASE OF TRAFFIC SIGNS AND MATERIALS**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 2, 2025

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING CITY COUNCIL POLICIES AND PROCEDURES	
<b>Presenter:</b> Marcus Duffy, City Attorney	
<b>Attachments:</b> 1. Policies and Procedures	
<b>Background:</b>  <b><u>UPDATED BACKGROUND FROM THE NOVEMBER 18, 2025, BUSINESS MEETING:</u></b> City Council requested updates to policies and procedures which are attached to this item.  <b><u>ORIGINAL BACKGROUND FROM THE NOVEMBER 18, 2025, BUSINESS MEETING:</u></b> City Council reviews policies and procedures annually and the current policies and procedures are attached to this agenda item for discussion and direction.	
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING CITY COUNCIL POLICIES AND PROCEDURES</b>	