



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, May 6, 2025

6:00 PM

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.

A. PROCLAMATIONS AND PRESENTATIONS- 5:30 P.M.

- 1. PROCLAMATION - MAY 10-11, 2025, AS MATERNAL MENTAL HEALTH WEEKEND**
- 2. PRESENTATION - PRESENT CERTIFICATES TO GRADUATING STUDENTS OF THE CITY OF PALM COAST'S CITIZENS ACADEMY CLASS**

B. CALL TO ORDER CITY COUNCIL 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

3. **MINUTES OF THE CITY COUNCIL:**
APRIL 15, 2025, BUSINESS MEETING
APRIL 22, 2025, WORKSHOP MEETING
APRIL 24, 2025, SPECIAL WORKSHOP MEETING
APRIL 29, 2025, SPECIAL MEETING
MAY 1, 2025, SPECIAL MEETING

G. ORGANIZATIONAL

4. **DISCUSSION - CITY MANAGER SEARCH**
5. **DISCUSSION - FLORIDA STATUTE 288.075 COMMERCIAL DEVELOPMENT AND**

CAPITAL IMPROVEMENTS, AND ALLEGATIONS OF QUID PRO QUO

- 6. DRAFT ETHICS COMPLAINT**
- 7. PROPOSED CONFIDENTIAL SETTLEMENT AGREEMENT**
- 8. COUNCIL LIAISON APPOINTMENTS FOR FY 2024-2025**

H. APPOINTMENT

- 9. APPOINT ONE MEMBER TO THE FIREFIGHTERS RETIREMENT SYSTEM AND TRUST FUND**

I. ORDINANCES SECOND READ

- 10. ORDINANCE 2025-XX ADOPTION OF THE 2050 COMPREHENSIVE PLAN**
- 11. ORDINANCE 2025-XX AMENDING CHAPTER 42, ARTICLE I, CREATING SECTION 42-6, PROHIBITING PUBLIC CAMPING OR SLEEPING ON PUBLIC PROPERTY**

J. RESOLUTIONS

- 12. RESOLUTION 2025-XX SUPPORTING GOVERNMENT EFFORTS IN IDENTIFYING UNNECESSARY SPENDING, CREATING EFFICIENCIES, AND SAVING TAX PAYER DOLLARS**
- 13. RESOLUTION 2025-XX APPROVING A LAND DONATION OF 3 PARCELS FROM MPC LOTS, LLC FOR THE BELLE TERRE SAFETY IMPROVEMENTS PROJECT**
- 14. RESOLUTION 2025-XX APPROVING COLBERT LANDINGS PHASE 2 FINAL PLAT - APPLICATION 6063**
- 15. RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENTS WITH CERES ENVIRONMENTAL SERVICES, INC., AND CTC DISASTER RESPONSE, INC., FOR DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

K. CONSENT

- 16. RESOLUTION 2025-XX ESTABLISHING INTENT TO REIMBURSE CERTAIN CAPITAL EXPENDITURES INCURRED WITH PROCEEDS OF A FUTURE TAX-EXEMPT FINANCING**
- 17. RESOLUTION 2025-XX APPROVING MASTER PRICE AGREEMENT CONTRACTS WITH MULTIPLE VENDORS FOR CITYWIDE CHEMICALS AND FERTILIZERS**
- 18. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH CLEARWATER SOLUTIONS, LLC FOR THE REPAIRS NEEDED ON PUTTER**

DRIVE TO THE SEWER SYSTEM AND ROADWAY

- 19. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH S.E. CLINE CONSTRUCTION, INC., FOR THE REPAIRS NEEDED ON FARMSWORTH DRIVE TO THE SEWER SYSTEM AND ROADWAY**
- 20. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH ALL STATE CIVIL CONSTRUCTION, INC., FOR THE REPAIRS NEEDED ON UTAH PLACE TO THE SEWER SYSTEM AND ROADWAY**
- 21. RESOLUTION 2025-XX APPROVING PIGGYBACKING THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT WITH BOULEVARD TIRE CENTER FOR THE PURCHASE OF TIRES AND RELATED SERVICES**

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

P. ADJOURNMENT

22. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - MAY 10-11, 2025, AS MATERNAL MENTAL HEALTH WEEKEND	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim May 10-11, 2025, as Maternal Mental Health Weekend.	
Recommended Action: PROCLAIM MAY 10-11, 2025, AS MATERNAL MENTAL HEALTH WEEKEND	

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PRESENTATION - PRESENT CERTIFICATES TO GRADUATING STUDENTS OF THE CITY OF PALM COAST'S CITIZENS ACADEMY CLASS	
Presenter: Brittany Kershaw, Director of Communications & Marketing	
Attachments: 1. None	
Background: Council Priority: C. Civic Engagement The members of the 57th Citizens Academy Class are graduating today. Citizens Academy was created to educate residents about the operation of our city government. During the last seven Monday evenings, from 6:00 to 9:00 p.m., Academy students attended classes during which City directors discussed operations relating to their departments. In order to fully understand the function of each department as it relates to the city, students were encouraged to ask questions during these sessions.	
Recommended Action: PRESENT CERTIFICATES TO GRADUATES	

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: APRIL 15, 2025, BUSINESS MEETING APRIL 22, 2025, WORKSHOP MEETING APRIL 24, 2025, SPECIAL WORKSHOP MEETING APRIL 29, 2025, SPECIAL MEETING MAY 1, 2025, SPECIAL MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (5)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: MINUTES OF THE CITY COUNCIL: APRIL 15, 2025, BUSINESS MEETING APRIL 22, 2025, WORKSHOP MEETING APRIL 24, 2025, SPECIAL WORKSHOP MEETING APRIL 29, 2025, SPECIAL MEETING MAY 1, 2025, SPECIAL MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: DISCUSSION - CITY MANAGER SEARCH	
Presenter: Renina Fuller, Director of Human Resources and Doug Thomas, Strategic Government Resources (SGR)	
Attachments: 1. None	
Background: City Council interviewed two candidates during a special workshop held on April 24, 2025. City Council held discussion on the candidates and the City Manager Search during the Special Business Meeting on April 29, 2025. City Council requested to revisit the topic during the May 6, 2025, Business Meeting.	
Recommended Action: FOR COUNCIL DISCUSSION AND DIRECTION	

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: DISCUSSION - FLORIDA STATUTE 288.075 COMMERCIAL DEVELOPMENT AND CAPITAL IMPROVEMENTS, AND ALLEGATIONS OF QUID PRO QUO		
Presenter: City Council and City Attorney		
Attachments: 1. None		
Background: During the May 1, 2025, Special Business Meeting, Mayor Norris shared quid pro quo allegations and sought discussion on Florida Statute 288.075, Commercial Development and Capital Improvements. City Council concurred to discuss the topics during the May 6, 2025, Business Meeting.		
Recommended Action: FOR DISCUSSION		

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: DRAFT ETHICS COMPLAINT	
Presenter: Marcus Duffy, City Attorney	
Attachments: 1. Draft Complaint	
Background: Per the City Council direction provided at the April 22, 2024, Workshop Meeting, the City Attorney is providing a draft ethics complaint for Council consideration.	
Recommended Action: FOR COUNCIL CONSIDERATION	

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROPOSED CONFIDENTIAL SETTLEMENT AGREEMENT	
Presenter: Marcus Duffy, City Attorney	
Attachments: 1. None	
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. Pursuit to court order, the Parties participated in mediation on January 16, 2025. The Parties have continued settlement discussions and produced a tentative confidential partial settlement agreement, subject to approval of the City Council of the City of Palm Coast, to avoid the 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 the non-settling parties).	
Recommended Action: PROPOSED CONFIDENTIAL SETTLEMENT AGREEMENT	

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	CITY ADMINISTRATION	Amount																								
Division		Account #																								
Subject: COUNCIL LIAISON APPOINTMENTS																										
Presenter: Kaley Cook, City Clerk																										
Attachments: 1. Board Brochure																										
Background: At the April 22, 2025, Workshop Meeting, City Council asked to review the annual liaison appointments. The members of the Palm Coast City Council serve on various regional boards and the appointments are reviewed annually. Current Boards and Council Liaisons: <table><tr><td>Organization</td><td>2024-2025</td></tr><tr><td>Affordable Housing Advisory Committee</td><td>Norris</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>Norris</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>Stevens</td></tr><tr><td>Joint Cities and County Workshop</td><td>Norris, Miller</td></tr><tr><td>River to Sea Transportation Planning Organization</td><td>Norris</td></tr><tr><td>St. Johns River Water Management District</td><td>Gambaro</td></tr><tr><td>Stewart Marchman Act (SMA) Healthcare</td><td>None (time conflict)</td></tr><tr><td>Tourist Development Council</td><td>Pontieri</td></tr></table>			Organization	2024-2025	Affordable Housing Advisory Committee	Norris	Family Life Center	Pontieri	Flagler County Cultural Council	Pontieri	Flagler County Transportation Disadvantaged Local Coordinating Board	Norris	Flagler Schools Oversight Committee	Miller, Gambaro	Florida Department of Juvenile Justice, Circuit 7	Stevens	Joint Cities and County Workshop	Norris, Miller	River to Sea Transportation Planning Organization	Norris	St. Johns River Water Management District	Gambaro	Stewart Marchman Act (SMA) Healthcare	None (time conflict)	Tourist Development Council	Pontieri
Organization	2024-2025																									
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St. Johns River Water Management District	Gambaro																									
Stewart Marchman Act (SMA) Healthcare	None (time conflict)																									
Tourist Development Council	Pontieri																									
Recommended Action: REVIEW THE COUNCIL LIAISON APPOINTMENTS																										

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	PUBLIC SAFETY	Amount
Division	FIRE	Account #
Subject: APPOINT ONE MEMBER TO THE FIREFIGHTERS RETIREMENT SYSTEM AND TRUST FUND		
Presenter: Kyle Berryhill, Fire Chief		
Attachments: 1. Application - Daniel Hackney		
Background: The City of Palm Coast Firefighters' Retirement System and Trust Fund requires City Council to appoint one Board Member this term. Board Member Daniel Hackney's term expired April 30th, 2025. The intent of the Board is to serve as the Firefighters' Retirement System and Trust Fund Administrator and the Trustee of the Fund. In addition, the general administration, management, and responsibility for the proper operation of the system shall be vested in the Board. The Board is responsible for administering the trust fund. Section 175.06, Florida Statutes mandates that the pension plan be administered by a five (5) member Board. Two (2) of the five (5) members are to be appointed by City Council; two (2) are elected by the Volunteer Firefighters and the fifth member is chosen by the majority of the previous four (4) members. Statute sets the term of the office at two (2) years for all members; however, there are no term limits. Staff advertised in the media outlets, as well as posted on the City website and contacted the association members as well. There was one received, current board member up for re-election, Daniel Hackney. Applications were received and sent for background checks available in the Human Resources office for Council's review.		
Recommended Action: APPOINT ONE MEMBER TO THE FIREFIGHTERS RETIREMENT SYSTEM AND TRUST FUND		

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2025-XX ADOPTION OF THE 2050 COMPREHENSIVE PLAN		
Presenter: Jose Papa, AICP, Senior Planner & Ray Tyner, Deputy Director Community Development Department		
Attachments: <ol style="list-style-type: none">1. Presentation2. Ordinance3. Plans, Goals, and Objectives4. Map Series5. Summary of Amendments with Comments from Planning and Land Development Regulation Board		
Background: <p>This is a legislative item.</p> <p>The update of the City of Palm Coast Comprehensive Plan, Imagine 2050, started with a Community Wide Kick-off meeting on September 23, 2023. Throughout the process, various public engagement activities invited the community to participate in the process. Reaching an estimated 87,000 residents, these engagement activities included: Community Wide Engagements, Pop-Up Events, Special Events, Media Outreach, Radio Broadcasting Events, Civic Organization Meetings, Homeowner Association Forums, and the PLDRB and City Council Public Hearings. Additionally, an interactive website (palmcoast.mysocialpinpoint.com) was created to allow residents to review draft policies and provide feedback during different stages in the development of the plan. Key themes from this feedback included support for sustainable development, improved transportation options, and the need for diverse housing choices.</p> <p>The Planning and Land Development Regulation Board (PLDRB) held a public hearing on August 14, 2024 to review and receive public comments on the proposed Imagine 2050 Comprehensive Plan and recommended that City Council approve the transmittal of the plan to the state for review and comments.</p> <p>City Council held a public hearing on September 3, 2024 and voted to transmit the plan. Transmittal of the plan provided FloridaCommerce and other state review agencies like the Dept. of Transportation, the Water Management District, etc. FDOT, SJRWMD, and FDEP 30-days to review and provide comments and recommendations on the amendments. After receipt of the comment letter from the various state agencies, the City has 180 days to address comments by adopting or adopting with changes the proposed amendments. As allowed by State Statutes, the City requested and was granted an extension for adoption of the Comprehensive Plan to July 4, 2025.</p>		

City Council (with 4 new members) held additional workshops to identify outstanding issues as well as to give staff direction on addressing these issues. These additional amendments to the transmitted version of the Plan were presented to the Planning and Land Development Regulation Board at a public hearing on April 16, 2025.

The PLDRB discussed the proposed amendments and approved a recommendation to the City Council to approve the amendments with additional changes or in some cases, a recommendation to keep the proposed policy language, as is. These recommendations are provided on a summary sheet attached to this agenda.

Recommended Action:
THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB)
RECOMMENDS THAT CITY COUNCIL APPROVE THE AMENDMENTS WITH THE
PROPOSED RECOMMENDED CHANGES

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject:	ORDINANCE 2025-XX AMENDING CHAPTER 42, ARTICLE I, CREATING SECTION 42-6, PROHIBITING PUBLIC CAMPING OR SLEEPING ON PUBLIC PROPERTY	
Presenter:	Barbara Grossman, Code Enforcement Manager	
Attachments:	<ol style="list-style-type: none">1. Ordinance2. Business Impact Estimate	
Background:	<p><u>UPDATED BACKGROUND FROM THE APRIL 15, 2025, BUSINESS MEETING:</u> The first reading of the item was held during the April 15, 2025, Business Meeting. No changes have been made to the item.</p> <p><u>ORIGINAL BACKGROUND FROM THE APRIL 15, 2025, BUSINESS MEETING:</u> On March 20, 2024, House Bill 1365 was enacted by the Florida legislature and signed into law.</p> <p>Effective October 1, 2024, the City of Palm Coast is required to begin enforcing this legislation under Section 125.0321, Florida Statutes. This law prohibits the City of Palm Coast from authorizing or allowing regular public camping and sleeping on public properties, including, but not limited to, any public building or its grounds and any public right of way under the City's jurisdiction.</p> <p>This Ordinance provides for the prohibition, enforcement and appeal processes for public camping or sleeping on public property.</p> <p>No person may regularly engage in public camping or sleeping on any public property, including, but not limited to, any public building or its grounds or any public right-of-way under the jurisdiction of the City.</p> <p>The City Manager, designee, or a law enforcement officer may issue a trespass warning to any individual violating the terms of this Ordinance. The trespass warning will be valid and enforceable for two years in accordance with Section 9-1 of the <i>Code of Ordinances</i> of Palm Coast.</p> <p>The appeal process is to file an appeal to the City Clerk in writing with ten days of issuance of the warning. The appeal shall be heard by the City's Special Magistrate in accordance with Section 9-1(h) of the <i>Code of Ordinances</i> as well. The decision of the Special Magistrate shall be final.</p>	

Recommended Action:

**ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 42, ARTICLE I, CREATING
SECTION 42-6, PROHIBITING PUBLIC CAMPING OR SLEEPING ON PUBLIC
PROPERTY**

City of Palm Coast, Florida Agenda Item

Agenda Date: May 6, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: RESOLUTION 2025-XX SUPPORTING GOVERNMENT EFFORTS IN IDENTIFYING UNNECESSARY SPENDING, CREATING EFFICIENCIES, AND SAVING TAXPAYER DOLLARS	
Presenter: Lauren Johnston, Acting City Manager	
Attachments: <ol style="list-style-type: none">1. Information Request2. Resolution3. Letter of Support	
Background: <p>During the May 1, 2025, Special Business Meeting, City Council provided consensus to add this item to the May 6, 2025, Business Meeting Agenda.</p> <p>Governor DeSantis signed Executive Order 25-44 Ensuring Government Efficiency on February 24, 2025. The Executive Order establishes within the Office of Policy and Budget in the Executive Office of the Governor, a Department of Governmental Efficiency Team (EOG DOGE Team). The EOG DOGE Team is responsible for assisting local governments in identifying unnecessary spending, eliminating waste, and saving taxpayers money.</p>	
Recommended Action: ADOPT RESOLUTION 2025-XX SUPPORTING GOVERNMENT EFFORTS IN IDENTIFYING UNNECESSARY SPENDING, CREATING EFFICIENCIES, AND SAVING TAXPAYER DOLLARS	

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$6,000
Division	ENGINEERING	Account #	21097011-06300-54416
Subject:	RESOLUTION 2025-XX APPROVING A LAND DONATION OF 3 PARCELS FROM MPC LOTS, LLC FOR THE BELLE TERRE SAFETY IMPROVEMENTS PROJECT		
Presenter:	Carl Cote, Director of Stormwater & Engineering, and Virginia Smith, Land Management Administrator		
Attachments:	<ol style="list-style-type: none">1. Presentation2. Resolution3. Donation Letter from MPC Lots, LLC		
Background:	<p>On April 16, 2024, City Council approved the Florida Department of Transportation State-Funded Grant Agreement for the Belle Terre Safety Improvements Project. As part of this project, the City needed to acquire several parcels of land and obtain a few License Agreements.</p> <p>The project is to enhance traffic operations, improve safety, and increase roadway capacity along Belle Terre Parkway. The proposed Improvements are based on recommendations from the Belle Terre Parkway/Boulevard Intersection Analysis that the River to Sea Transportation Planning Organization completed in January 2016. The proposed project will improve safety along Belle Terre Parkway by addressing the turning movement conflicts at intersections along the corridor from Royal Palms Parkway north to Pritchard Drive intersection. The design will provide access movement improvements that eliminate turning conflict through an access management plan to eliminate certain turning movements along this stretch. In addition to the access management, the proposed project will add or modify either right or left turn lanes and restrict movement as recommended by the completed study. These improvements are intended to reduce the number of rear-end collisions as well as improve traffic flow.</p> <p>The three parcels being donated to the City of Palm Coast from MPC Lots, LLC are along Belle Terre Parkway. Minor closing costs will be associated with the land donation, such as title commitment, recording fees, appraisals, etc. The funds for the project are budgeted out of the five-year Capital Improvement Transportation Impact fund.</p>		

Source of Funds Worksheet FY 2025

Transportation Impact Fee 21097011-063000-54416	\$5,750,000.00
Total Expended/Encumbered to Date	\$0.00
Pending (Work Orders/Contracts)	\$0.00
Current (Work Orders/Contracts)	<u>\$6,000.00</u>
Balance	\$5,744,000.00

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING A LAND DONATION OF 3 PARCELS FROM MPC LOTS, LLC FOR THE BELLE TERRE SAFETY IMPROVEMENTS PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2025-XX APPROVING COLBERT LANDINGS PHASE 2 FINAL PLAT - APPLICATION 6063		
Presenter: Estelle Lens, AICP, Planner and Dennis R. Leap, PE, Site Development Manager		
Attachments: <ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Plat 		
Background: This is a quasi-judicial item, please disclose any ex parte communications. <p>The application, submitted by Meritage Homes of Florida, Inc., proposes to plat and subdivide approximately 44.40 acres of land into 269 single family residential lots. The project is located on the west side of Colbert Lane approximately 0.75 miles north of SR 100. The Future Land Use Map designation is Residential. The Official Zoning map designation is Single Family Residential (SFR-1).</p> <p>The Final Plat is the last step in the process of platting land which establishes legally recognized lots for sale and development. The City of Palm Coast has a three-step process which ensures compliance with zoning regulations and facilitates orderly community growth by defining property boundaries, easements, roads, stormwater facilities, and other essential features.</p> <p>Subdivision Process in Palm Coast:</p> <ol style="list-style-type: none"> 1. <u>Subdivision Master Plan</u> (Requires Planning and Land Development Regulation Board (PLDRB) approval for projects creating 100 or more lots.) <ul style="list-style-type: none"> - Ensures the proposed project will meet the City Land Development Code (LDC) requirements and any applicable development agreement(s). - PLDRB approved the Subdivision Master Plan August 18, 2021 2. <u>Preliminary Plat</u> (Requires administrative approval) <ul style="list-style-type: none"> - Submitted with Construction Plans - This approval allows the developer to obtain a site development permit and commence construction of the infrastructure, including roadways, stormwater systems/drainage retention ponds, installation of water and sewer lines, lift station construction, etc. - Preliminary Plat was approved December 5, 2024 - Site Development Permit was issued December 18, 2024 		

3. Final Plat (Requires City Council approval)

- Reviewed by staff, the City Attorney and 2nd Party Surveyor to ensure the Final Plat meets LDC regulations and State Statute requirements for recording.
- **Current/Final stage for Council consideration**

Subject Property/Development:

- Property is zoned Single Family Residential (SFR-1).
- This entitles the owner to develop 7 units per acre.
- Phase 2 is platting just lots and roadways. (The “Future Development (FD)Tracts” from Phase 1.)
- Density for the entire project (Phases 1 and 2) is 1.6 units per acre (482 lots total / 293.3 acres)
- The entire project preserves approximately 96 acres of wetlands.
- Infrastructure:
 - Construction of all infrastructure improvements including roadways, stormwater management systems, wastewater and potable water lines, lift station(s), etc. has been completed. This was at the sole cost of the developer. Therefore, a performance bond is not required.
 - The roadways and stormwater management facilities are to remain privately owned and maintained by the Colbert Landings Community Development District.

The project meets the technical requirements of the City Code and Florida Statutes, Chapter 177 FS.

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING THE FINAL PLAT AND AUTHORIZING THE MAYOR TO EXECUTE THE PLAT FOR APPLICATION 6063

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	PUBLIC WORKS	Amount	OVER \$50K
Division		Account #	
Subject: RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENTS WITH CERES ENVIRONMENTAL SERVICES, INC., AND CTC DISASTER RESPONSE, INC., FOR DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: <ol style="list-style-type: none">1. Resolution2. Draft Contracts (2)3. Notice of Intent to Award4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services <p>Hurricanes and other natural disasters can generate unprecedented amounts of debris creating unsafe conditions on our City's public roadways. Consequently, debris removal becomes a high priority following a disaster. In these situations, the City and its contracted residential waste provider have limited resources (staff and equipment) to devote to the increased demand. Therefore, experienced disaster recovery debris contractors play a significant role in the debris removal, collection, reduction and disposal process. These contractors can assemble sufficient resources to remove large volumes of disaster-generated debris from a large area in a timely and cost-effective manner, and lawfully dispose of all debris according to local, State, and Federal environmental requirements and in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA).</p> <p>The City has taken a proactive approach through advanced planning to assure necessary resources are readily available to mitigate the threat to the health, safety, and welfare of the City of Palm Coast's residents. City staff advertised and solicited bids (RFP-PW-25-33) in accordance with the City's Purchasing Policy. Several bids were received and found to be responsive and responsible.</p> <p>Following careful evaluation, City staff recommend City Council to approve Master Service Agreement (MSA) contracts with Ceres Environmental Services, Inc. and CTC Disaster Response, Inc. for disaster debris removal and disposal services on an as needed basis.</p>			

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENTS WITH CERES ENVIRONMENTAL SERVICES, INC., AND CTC DISASTER RESPONSE, INC., FOR DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject: RESOLUTION 2025-XX ESTABLISHING INTENT TO REIMBURSE CERTAIN CAPITAL EXPENDITURES INCURRED WITH PROCEEDS OF A FUTURE TAX-EXEMPT FINANCING		
Presenter: Helena Alves, Director of Financial Services		
Attachments: 1. Resolution		
Background: City staff in coordination with our consultant, Raftelis, has performed various financial and utility analysis to estimate the costs associated with expanding and improving the City's water and sewer utility system. During the March, 18, 2025, City Council meeting and following a collaborative presentation by Raftelis and City staff, Council voted 3-1 to proceed with a rate structure that supports the issuance of debt to pay for capital expenditures to improve the City's water and sewer utility system. Approving this resolution will establish intent to facilitate and complete the capital improvement needs of the City's Utility department. It is the City's intent to be reimbursed from proceeds of a future tax-exempt financing for capital expenditures to be paid by the City prior to the incurrence of debt for the purpose of constructing, designing, permitting, renovating, acquiring and equipping certain additions, extensions and improvements to its water and sewer utility system. Pending reimbursement, the City expects to use funds on deposit in the utility none fund to pay such costs including but not limited to capital expenditures, costs of design and engineering, and other costs related to the projects. It is reasonably expected that the total amount of debt to be incurred by the City with respect to the projects will not exceed \$287,500,000.		
Recommended Action: ADOPT RESOLUTION 2025-XX ESTABLISHING INTENT TO REIMBURSE CERTAIN CAPITAL EXPENDITURES INCURRED WITH PROCEEDS OF A FUTURE TAX-EXEMPT FINANCING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	PUBLIC WORKS	Amount	OVER \$50K
Division	STREETS MAINTENANCE	Account #	10015011-052000
Subject: RESOLUTION 2025-XX APPROVING MASTER PRICE AGREEMENTS WITH MULTIPLE VENDORS FOR CITYWIDE CHEMICALS AND FERTILIZERS			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: <ol style="list-style-type: none">1. Resolution2. Draft Contracts (6)3. Notice of Intent to Award4. Project Overview			
Background: Council Priority: D. Sustainable Environment and Infrastructure <p>The City of Palm Coast's Public Works department is seeking City Council approval to enter into Master Price Agreements (MPA) with multiple qualified vendors capable of supplying essential chemical products used to maintain and treat citywide landscaped areas. These products are necessary for the upkeep of medians, parks, facilities, and other public properties throughout the City. In accordance with the City's Purchasing Policy, staff advertised and solicited competitive bids. Multiple submissions were received and evaluated based on responsiveness, responsibility, and pricing. Selected vendors were deemed qualified and capable of meeting the City's needs. A Notice of Intent to Award and draft agreements for each selected vendor are attached.</p> Fiscal Impact: <p>Funding for these purchases is included in the Public Works Department's Fiscal Year 2025 adopted budget. Expenditures will be made on an as-needed basis and within allocated budget appropriations. A detailed cost breakdown and funding source information is provided in the attached Source of Funds Worksheet.</p> Staff Recommendation: <p>Staff recommends approval of the proposed MPA Contracts based on the City of Palm Coast's bid ITB-PW-25-38 to ensure a consistent, cost-effective, and timely supply of essential chemicals necessary for maintaining the City's landscaped assets.</p> Vendors: <ul style="list-style-type: none">• MD Plant Health• Heritage Landscape Supply Group, Inc.• Harrell's, LLC• SiteOne Landscape Supply			

- Howard Fertilizer & Chemical Company, Inc
- Target Specialty Products

Source of Funds Worksheet FY 2025

Streets Maintenance - Operating Supp & Equip Under \$5K

10015011-052000

\$278,800.00

Total Expended/Encumbered to Date

\$168,053.51

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$0.00

Balance

\$110,746.49

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING MASTER PRICE AGREEMENTS WITH
MULTIPLE VENDORS FOR CITYWIDE CHEMICALS AND FERTILIZERS**

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$51,411.70										
Division		Account #	54029083 063000 85005										
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH CLEARWATER SOLUTIONS, LLC FOR THE REPAIRS NEEDED ON PUTTER DRIVE TO THE SEWER SYSTEM AND ROADWAY													
Presenter: James Melley, Utility Systems Manager													
Attachments: 1. Resolution 2. Contract 3. Notice of Intent to Award 4. Project Overview													
Background: Council Priority: D. Sustainable Environment and Infrastructure As part of the City Council's goals to ensure that all infrastructure maintenance, public safety, and performance are priorities, City staff is recommending approving a Master Services Agreement with Clearwater Solutions, LLC to repair the gravity sewer main and sewer lateral at the intersection of Putter Drive and correct a failing roadway caused by the broken main. This repair is essential to maintaining public safety. In accordance with the City's purchasing policy, City staff advertised and solicited bids for construction services to repair the damaged sewer main and service lateral. The staff recommends approving a Master Services Agreement with Clearwater Solutions, LLC, this contract (ITB-UT-25-36) will be a one-time services agreement to provide construction services. The Project Overview and Notice of Intent to Award are attached. The contract amount for these services is \$51,411.70. <table><tr><td colspan="2">SOURCE OF FUNDS WORKSHEET FY 2025</td></tr><tr><td>GENERAL PLANT R&R 54029083 063000 85005</td><td>\$1,300,000.00</td></tr><tr><td>Total Expended/Encumbered to date</td><td>\$736,217.82</td></tr><tr><td>Current (WO/Contract)</td><td>\$51,411.70</td></tr><tr><td>Balance</td><td>\$512,370.48</td></tr></table>				SOURCE OF FUNDS WORKSHEET FY 2025		GENERAL PLANT R&R 54029083 063000 85005	\$1,300,000.00	Total Expended/Encumbered to date	\$736,217.82	Current (WO/Contract)	\$51,411.70	Balance	\$512,370.48
SOURCE OF FUNDS WORKSHEET FY 2025													
GENERAL PLANT R&R 54029083 063000 85005	\$1,300,000.00												
Total Expended/Encumbered to date	\$736,217.82												
Current (WO/Contract)	\$51,411.70												
Balance	\$512,370.48												
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH CLEARWATER SOLUTIONS, LLC FOR THE REPAIRS NEEDED ON PUTTER DRIVE TO THE SEWER SYSTEM AND ROADWAY													

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$81,232.50												
Division		Account #	54029083 063000 85005												
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH S.E. CLINE CONSTRUCTION, INC., FOR THE REPAIRS NEEDED ON FARMSWORTH DRIVE TO THE SEWER SYSTEM AND ROADWAY															
Presenter: James Melley, Utility Systems Manager															
Attachments: 1. Resolution 2. Contract 3. Notice of Intent to Award 4. Project Overview															
Background: Council Priority: D. Sustainable Environment and Infrastructure As part of the City Council’s goals to ensure that all infrastructure maintenance, public safety, and performance are priorities, City staff is recommending approving a Master Services Agreement with S.E. Cline Construction, Inc., to repair the gravity sewer main and sewer lateral at Farmsworth Drive and correct a failing roadway caused by the broken main. This repair is essential to maintaining public safety. In accordance with the City’s purchasing policy, City staff advertised and solicited bids for construction services to repair the damaged sewer main and service lateral. The staff recommends approving a Master Services Agreement with S.E. Cline Construction, Inc.; this contract (ITB-UT-25-43) will be a one-time services agreement to provide construction services. The Project Overview and Notice of Intent to Award are attached. The contract amount for these services is \$81,232.50. <table><tr><td colspan="2">SOURCE OF FUNDS WORKSHEET FY 2025</td></tr><tr><td>GENERAL PLANT R&R 54029083 063000 85005</td><td>\$1,300,000.00</td></tr><tr><td>Total Expended/Encumbered to date</td><td>\$736,217.82</td></tr><tr><td>Current (WO/Contract)</td><td>\$81,232.50</td></tr><tr><td>Pending (WO/Contract)</td><td>\$135,361.70</td></tr><tr><td>Balance</td><td>\$482,549.68</td></tr></table>				SOURCE OF FUNDS WORKSHEET FY 2025		GENERAL PLANT R&R 54029083 063000 85005	\$1,300,000.00	Total Expended/Encumbered to date	\$736,217.82	Current (WO/Contract)	\$81,232.50	Pending (WO/Contract)	\$135,361.70	Balance	\$482,549.68
SOURCE OF FUNDS WORKSHEET FY 2025															
GENERAL PLANT R&R 54029083 063000 85005	\$1,300,000.00														
Total Expended/Encumbered to date	\$736,217.82														
Current (WO/Contract)	\$81,232.50														
Pending (WO/Contract)	\$135,361.70														
Balance	\$482,549.68														
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH S.E. CLINE CONSTRUCTION, INC., FOR THE REPAIRS NEEDED ON FARMSWORTH DRIVE TO THE SEWER SYSTEM AND ROADWAY															

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	\$83,950.00												
Division		Account #	54029083 063000 85005												
Subject: RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH ALL STATE CIVIL CONSTRUCTION, INC., FOR THE REPAIRS NEEDED ON UTAH PLACE TO THE SEWER SYSTEM AND ROADWAY															
Presenter: James Melley, Utility Systems Manager															
Attachments: <div>1. Resolution</div> <div>2. Contract</div> <div>3. Notice of Intent to Award</div> <div>4. Project Overview</div>															
Background: Council Priority: D. Sustainable Environment and Infrastructure As part of the City Council's goals to ensure that all infrastructure maintenance, public safety, and performance are priorities, City staff is recommending approving a Master Services Agreement with All State Civil Construction, Inc. to repair the gravity sewer main and sewer lateral at 57 Utah Place and correct a failing roadway caused by the broken main. This repair is essential to maintaining public safety. In accordance with the City's purchasing policy, City staff advertised and solicited bids for construction services to repair the damaged sewer main and service lateral. The staff recommends approving a Master Services Agreement with All State Civil Construction, Inc.; this contract (ITB-UT-25-39) will be a one-time services agreement to provide construction services. The Project Overview and Notice of Intent to Award are attached. The contract amount for these services is \$83,950.00 <table><tr><td colspan="2">SOURCE OF FUNDS WORKSHEET FY 2025</td></tr><tr><td>GENERAL PLANT R&R 54029083 063000 85005</td><td>\$1,300,000.00</td></tr><tr><td>Total Expended/Encumbered to date</td><td>\$736,217.82</td></tr><tr><td>Pending</td><td>\$51,411.70</td></tr><tr><td>Current (WO/Contract)</td><td>\$83,950.00</td></tr><tr><td>Balance</td><td>\$479,832.18</td></tr></table>				SOURCE OF FUNDS WORKSHEET FY 2025		GENERAL PLANT R&R 54029083 063000 85005	\$1,300,000.00	Total Expended/Encumbered to date	\$736,217.82	Pending	\$51,411.70	Current (WO/Contract)	\$83,950.00	Balance	\$479,832.18
SOURCE OF FUNDS WORKSHEET FY 2025															
GENERAL PLANT R&R 54029083 063000 85005	\$1,300,000.00														
Total Expended/Encumbered to date	\$736,217.82														
Pending	\$51,411.70														
Current (WO/Contract)	\$83,950.00														
Balance	\$479,832.18														

Recommended Action:

ADOPT RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH ALL STATE CIVIL CONSTRUCTION, INC., FOR THE REPAIRS NEEDED ON UTAH PLACE TO THE SEWER SYSTEM AND ROADWAY

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 6, 2025

Department	PUBLIC WORKS	Amount	OVER \$50K												
Division	FLEET	Account #	65010071-052000												
Subject: RESOLUTION 2025-XX APPROVING PIGGYBACKING THE FLORIDA SHERIFFS ASSOCIATION CONTRACT WITH BOULEVARD TIRE CENTER FOR THE PURCHASE OF TIRES AND RELATED SERVICES															
Presenter: Matthew Mancill, Director of Public Works															
Attachments: 1. Resolution 2. Piggyback Contract															
Background: Council Priority: B. Safe and Reliable Services															
<p>The Public Works Fleet Division is responsible for the repair and maintenance of all City vehicles. This includes the ongoing procurement of parts and services necessary to maintain the operational readiness of the fleet. A significant component of this maintenance is the purchase of various types of tires and tire-related services on an as-needed basis.</p> <p>City staff recommends utilizing the Florida Sheriff's Association Contract #FSA25-TRS27.0, which was competitively bid and awarded to Boulevard Tire Center. This contract remains in effect through March 31, 2027, and allows for other government entities to piggyback under the same pricing, terms, and conditions.</p> <p>Piggybacking on this existing competitively awarded contract is advantageous to the City as it offers pricing that is generally more favorable than if the City were to conduct its own solicitation. Additionally, it saves time and resources by avoiding the need to initiate a separate bid process.</p> <p>The estimated expenditure for tires and tire-related services under this contract is \$156,000.00. Funding is budgeted and available in account 65010071-052000.</p>															
<table><tr><td colspan="2">Source of Funds Worksheet FY 2025</td></tr><tr><td>Fleet Fund - OPERATING SUPP&EQUIPUNDER\$5K</td><td>\$722,200.00</td></tr><tr><td>Total Expended/Encumbered to Date</td><td>\$704,974.21</td></tr><tr><td>Pending Work Orders/Contracts</td><td>\$0.00</td></tr><tr><td>Current (WO/Contract)</td><td>\$0.00</td></tr><tr><td>Balance</td><td>\$17,225.79</td></tr></table>				Source of Funds Worksheet FY 2025		Fleet Fund - OPERATING SUPP&EQUIPUNDER\$5K	\$722,200.00	Total Expended/Encumbered to Date	\$704,974.21	Pending Work Orders/Contracts	\$0.00	Current (WO/Contract)	\$0.00	Balance	\$17,225.79
Source of Funds Worksheet FY 2025															
Fleet Fund - OPERATING SUPP&EQUIPUNDER\$5K	\$722,200.00														
Total Expended/Encumbered to Date	\$704,974.21														
Pending Work Orders/Contracts	\$0.00														
Current (WO/Contract)	\$0.00														
Balance	\$17,225.79														

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE FLORIDA
SHERIFFS ASSOCIATION CONTRACT WITH BOULEVARD TIRE CENTER FOR THE
PURCHASE OF TIRES AND RELATED SERVICES**