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

City of Palm Coast
Agenda
City Council Business

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

Tuesday, July 15, 2025 | **9:00 AM** | **City Hall - Jon Netts Community Wing**

City Staff
Lauren Johnston, Acting City Manager
Marcus Duffy, City Attorney
Kaley Cook, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- City Council Meetings are streamed live on YouTube at https://www.youtube.com/@PalmCoastFL.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE

C. ROLL CALL

D. PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

(1) This agenda item has a thirty (30) minute limit.
(2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.

(3) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the City Council.
(4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
(5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
(a) make their comments concise and to the point;
(b) not speak more than once on the same subject;
(c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
(d) obey the orders of the Mayor or the City Council; and
(e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
(6) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

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

E. PROCLAMATIONS

1. PROCLAMATION - JULY 26, 2025, AS AMERICANS WITH DISABILITIES ACT AWARENESS DAY CELEBRATING THE 35TH ANNIVERSARY OF THE ACT

F. MINUTES

2. MINUTES OF THE CITY COUNCIL:
JULY 1, 2025, BUSINESS MEETING
JULY 8, 2025, WORKSHOP MEETING

G. APPOINTMENTS

3. APPOINTMENTS - CHARTER REVIEW COMMITTEE

H. ORDINANCES FIRST READ

4. ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE LIGHTHOUSE COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES

5. **ORDINANCE 2025-XX AIRPORT COMMERCE FIRE STATION 26 LAND EXCHANGE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT - APPLICATION 6154**

6. **ORDINANCE 2025-XX AIRPORT COMMERCE FIRE STATION 26 LAND EXCHANGE ZONING MAP AMENDMENT - APPLICATION 6151**

I. RESOLUTIONS

7. **RESOLUTION 2025-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2026 BUDGET**

8. **RESOLUTION 2025-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT**

9. **RESOLUTION 2025-XX APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALM COAST AND SAVING MISSING ANIMALS RESPONSE TEAM (S.M.A.R.T) OF FLAGLER COUNTY**

10. **RESOLUTION 2025-XX SUPPORTING ADOPTION OF THE FLAGLER COUNTY LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FY 2025–2026 THROUGH FY 2027–2028 PURSUANT TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

11. **RESOLUTION 2025-XX APPROVING A BUDGET AMENDMENT FOR THE 2024-2025 BUDGET RELATING TO THE APPROPRIATIONS OF FUNDS FOR THE WATER/WASTEWATER UTILITY CAPITAL FUND**

12. **RESOLUTION 2025-XX APPROVING A PRECONSTRUCTION SERVICES AGREEMENT WITH WHARTON-SMITH, INC., FOR THE WASTEWATER TREAMENT FACILITY NO.1 UPGRADE AND EXPANSION PROJECT**

13. **RESOLUTION 2025-XX APPROVING ADDITIONAL PROJECT AND CONSTRUCTION EXPENSES PER THE INTERLOCAL AGREEMENT WITH RADIANCE COMMUNITY DEVELOPMENT DISTRICT ASSOCIATED WITH THE OLD KINGS SOUTH UTILITY IMPROVEMENTS PROJECT**

14. **RESOLUTION 2025-XX APPROVING A DESIGN SERVICES CONTRACT FOR THE GRAHAM SWAMP TRAIL PHASE II PROJECT**

J. CONSENT

15. **RESOLUTION 2025-XX APPROVING A FLORIDA POWER & LIGHT RIGHT-OF-WAY CONSENT AGREEMENT FOR THE SOUTHERN RECREATION PARKING AND LIGHTING PROJECT**

16. **RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., TO CONSTRUCT AND TEST THREE (3) BRACKISH UPPER**

FLORIDAN AQUIFER (BUFA) SALTWATER INTRUSION MONITORING (SWIM) WELLS

17. RESOLUTION 2025-XX APPROVING A MASTER SERVICES AGREEMENT WITH MAULDIN & JENKINS, LLC, TO PROVIDE AUDITING SERVICES FOR THE CITY OF PALM COAST

18. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH D. H. PACE COMPANY, INC., FOR OVERHEAD DOOR MAINTENANCE AND REPAIRS

19. RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH SITEONE LANDSCAPE SUPPLY, LLC FOR IRRIGATION PARTS AND RELATED SUPPLIES

20. RESOLUTION 2025-XX APPROVING MASTER PRICE AGREEMENTS WITH HAWKINS, INC., AND BRENNTAG MID-SOUTH, INC., FOR THE PURCHASE OF VARIOUS CHEMICALS

21. RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT WITH 4C'S TRUCKING AND EXCAVATION, INC., FOR THE SEWER GRAVITY MAIN REPAIR AT 135 FLORIDA PARK DRIVE

22. RESOLUTION 2025-XX APPROVING A SOLE SOURCE AGREEMENT WITH FLUID CONTROL SPECIALTIES, INC., FOR PURCHASE OF DEZURIK STYLE ECCENTRIC PLUG VALVES WITH ROTORK ACTUATORS

23. RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., TO INSTALL A SERIES OF TEST BORINGS WEST OF THE CITY'S EXISTING NORTH WELL FIELD

K. PUBLIC PARTICIPATION

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

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

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

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

24. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR JUNE 2025

O. ADJOURNMENT

25. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department **Division**	CITY ADMINISTRATION	**Amount** **Account #**

Subject: PROCLAMATION - JULY 26, 2025, AS AMERICANS WITH DISABILITIES ACT AWARENESS DAY CELEBRATING THE 35TH ANNIVERSARY OF THE ACT

Presenter: **Mayor and City Council**

Attachments:
1. Proclamation

Background:

The City of Palm Coast would like to proclaim July 26, 2025, as Americans with Disabilities Act Awareness Day celebrating the 35th Anniversary of the Act.

The Americans with Disabilities Act (ADA) was passed on July 26, 1990, to ensure the civil rights of citizens with disabilities.

Within the City of Palm Coast are numerous organizations, such as Adults Persons with Disabilities (ADP), Cedar Bridge Foundation, Easter Seals, Flagler Schools, Fun Coast Down Syndrome Association, Vincent's Clubhouse, Yes, You're Invited, and the State of Florida, all who support our special needs community. They work with constituents and neighboring communities to bring forth the promise of hope and freedom that is envisioned by the passage of the ADA.

Recommended Action:
PROCLAIM JULY 26, 2025, AS AMERICANS WITH DISABILITIES ACT AWARENESS DAY CELEBRATING THE 35TH ANNIVERSARY OF THE ACT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department **Division**	CITY ADMINISTRATION	**Amount** **Account #**	
Subject:	MINUTES OF THE CITY COUNCIL: JULY 1, 2025, BUSINESS MEETING JULY 8, 2025, WORKSHOP MEETING		
Presenter:	**Kaley Cook, City Clerk**		

Attachments:

1. Minutes (2)

Background:

Recommended Action:
APPROVE MINUTES OF THE CITY COUNCIL:
JULY 1, 2025, BUSINESS MEETING
JULY 8, 2025, WORKSHOP MEETING

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department CITY ADMINISTRATION **Division**	**Amount** **Account #**

Subject: APPOINTMENTS - CHARTER REVIEW COMMITTEE

Presenter: Mayor and City Council

Attachments:

1. Applications (27): https://www.palmcoast.gov/fileshare/sent/ec5c16c9-f977-4085-8c43-3014b4ed394d

Background:

The Palm Coast City Council is encouraging residents to take an active role in shaping the future of local government by applying to serve on the Charter Review Committee. This citizen-led group will be responsible for evaluating and recommending potential updates to the City Charter—the foundational document that guides how the City operates.

Members appointed to the committee will serve a one-year term and play a key role in ensuring the Charter continues to reflect the needs, values, and priorities of the Palm Coast community. The committee will be made up of five members. Each City Council Member and the Mayor will appoint one resident at-large, who may reside in any district.

Once formed, the committee will conduct a thorough review of the existing City Charter to identify outdated language, inconsistencies, or areas that may benefit from clarification or modernization. As part of a transparent and inclusive process, the committee will also engage with the public to gather feedback and hear community perspectives. Based on its findings and community input, the committee will recommend potential amendments to the Charter.

If any changes are proposed, the committee will work with City Council and staff to prepare clear and accurate ballot language. All proposed amendments must be reviewed and approved by the City Council before being presented to voters in a public referendum. While charter reviews are required every ten years, they can be initiated sooner if the City Council determines a need.

The application period to serve on the Charter Review Committee was from May 19, 2025, to June 18, 2025. The City Council will make the appointments at the July 15th City Council Business Meeting.

List of Applicants:

1. Lupe Amith
2. Greg Blose
3. Robert Boggess
4. Adrian Calderin
5. Rich Cooper
6. Andrew Dodzik
7. Jeani Duarte
8. Ramon Giaccone
9. Denise Henry
10. Steven Ludwig
11. David Lybarger
12. Ramón Marrero
13. Michael Martin
14. Donna McGevna
15. Georgianne Miller
16. Patrick Miller
17. Perry Mitrano
18. Sheri Montgomery
19. Donald O'Brien
20. Anthony Pearson
21. Chantal Preuninger
22. Alberto Ritondo
23. Melissa Roller
24. Jake Scully
25. Donna Stancel
26. Karen Sousa
27. Brad West

Recommended Action:
APPOINT FIVE (5) TO THE CHARTER REVIEW COMMITTEE

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE LIGHTHOUSE COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES

Presenter: Phong Nguyen, Senior Planner

Attachments:
1. Presentation
2. Ordinance
3. Petition
4. Business Impact Estimate

Background:

In 2019, City Council adopted Ordinance 2019-09 relating to the Marina Village MPD and further amended in 2023 by Ordinance 2023-12 amending the Marina Village MPD Development Agreement.

In May 2025, the City of Palm Coast received a petition from Lighthouse Palm Coast Holdings to establish the creation of the Lighthouse Community Development District (CDD) pursuant to Chapter 190, Florida Statutes.

Lighthouse Palm Coast Holdings, LLC, a Florida limited liability company, sent in the attached petition to create a CDD located entirely within the municipal boundaries of Palm Coast and covers approximately 67.73 +/- acres of land. The real property boundaries of the proposed CDD is generally located between Colbert Lane and Roberts Road.

The proposed name of the CDD to be established is the Lighthouse Community Development District.

Public Participation: The two required newspaper ads will run approximately two weeks prior to each of the two City Council public hearings. The Petitioner is also required to run four consecutive weekly newspaper ads advising the public of the second City Council public hearing.

Recommended Action:
ADOPT ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE LIGHTHOUSE COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: ORDINANCE 2025-XX AIRPORT COMMERCE FIRE STATION 26 LAND EXCHANGE SMALL SCALE COMPREHENSIVE PLAN AMENDMENT - APPLICATION 6154

Presenter: Michael Hanson, AICP, Planner

Attachments:
1. Presentation
2. Ordinance
3. Staff Report
4. Distant Aerial
5. Close Aerial
6. Existing Future Land Use Map
7. Proposed Future Land Use Map
8. Existing Zoning Map
9. Proposed Zoning Map
10. Boundary Survey
11. Application Cover Letter, Authorization of Owner
12. Traffic Report
13. Environmental Report
14. Approved Land Exchange Resolution 2024-106
15. Business Impact Estimate

Background:
This is a quasi-judicial item, please disclose any ex parte communication

Request: This FLUM amendment has a companion zoning map amendment requesting the subject parcels to be rezoned as Light Industrial and Warehousing (IND-1), which is being concurrently heard with the small scale FLUM amendment.

Bruce Moia, as agent for Palm Coast Future Investments LLC, is proposing to redesignate two adjacent lots comprising ±27.21 acres of vacant land located on the west side of Seminole Woods Boulevard from Institutional to Mixed Use as part of a land swap that the property owner performed with the City of Palm Coast (City) in order for the City to locate Fire Station #26 on the northwest quadrant of the Seminole Woods Boulevard and Airport Commerce Center Way intersection on parcels 17-12-31-0175-00000-0100 and 17-12-31-0175-00000-0110. The two lots that the property owner swapped with the City have the requested zoning district and FLUM designation and these applications are aimed at giving the property owner the same developmental rights as they had on their property that they swapped to the City in order for the City to site Fire Station #26.

Background: The property owner purchased parcels 17-12-31-0175-00000-0100 and 17-12-

31-0175-00000-0110 in April 2022, these properties are zoned IND-1 and designated Mixed Use on the City's FLUM. The City approached the property owner about a land swap in order to locate Fire Station #26 on the corner lot. The City owned the two adjacent properties to the north (the subject parcels) and after appraisal and approval from the City Council via Resolution 2024-106 swapped ownership of the parcels with the two parcels owned by the property owner going to the City and the two parcels adjacent to the north that were owned by the City going to the property owner. At this time the applicant is seeking to rezone and redesignate the properties that the property owner received to match the zoning and designation of the properties that they transferred to the City.

The applicant hosted a neighborhood meeting as required by Unified Land Development Code (LDC) Section 2.05.02 at 6:00 p.m. Monday June 16, 2025, in the conference room of the Best Western Hotel. The applicant also met the public notice requirements of LDC Section 2.05.03. Staff has not received further public participation regarding the project as of drafting this staff report.

<u>PLDRB</u>

The PLDRB heard this item at its regularly scheduled June 18, 2025, meeting after meeting due public notice. The PLDRB voted 6 – 0 in support of the requested FLUM amendment.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) RECOMMEND THAT THE CITY COUNCIL FIND APPLICATION #6154 CONSISTENT WITH THE COMPREHENSIVE PLAN AND APPROVE THE REQUESTED FUTURE LAND USE MAP AMENDMENT FROM INSTITUTIONAL TO MIXED USE FOR THE ±27.21 ACRE SITE

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: ORDINANCE 2025-XX AIRPORT COMMERCE FIRE STATION 26 LAND EXCHANGE ZONING MAP AMENDMENT - APPLICATION 6151

Presenter: Michael Hanson, AICP, Planner

Attachments:
1. Presentation
2. Ordinance
3. Staff Report
4. Distant Aerial
5. Close Aerial
6. Existing Future Land Use Map
7. Proposed Future Land Use Map
8. Existing Zoning Map
9. Proposed Zoning Map
10. Boundary Survey
11. Application Cover Letter, Authorization of Owner
12. Traffic Report
13. Environmental Report
14. Approved Land Exchange Resolution 2024-106
15. Business Impact Estimate

Background:
This is a quasi-judicial item, please disclose any ex parte communication.

Request: This rezoning application has a companion small scale comprehensive plan amendment that amends the Future Land Use Map (FLUM) designation requesting the subject parcels to be redesignated as Mixed Use, which is being concurrently heard with the rezoning application. The rezoning application's approval is condition of the approval of the Future Land Use Amendment.

Bruce Moia, as agent for Palm Coast Future Investments LLC, is proposing to rezone two adjacent lots comprising ±27.21 acres of vacant land located on the west side of Seminole Woods Boulevard from the Public-Semipublic (PSP) Zoning District to the Light Industrial and Warehousing (IND-1) Zoning District as part of a land swap that the property owner performed with the City of Palm Coast (City) in order for the City to locate Fire Station #26 on the northwest quadrant of the Seminole Woods Boulevard and Airport Commerce Center Way intersection on parcels 17-12-31-0175-00000-0100 and 17-12-31-0175-00000-0110. The two lots that the property owner swapped with the City have the requested zoning district and Future Land Use Designation and these applications are aimed at giving the property owner the same developmental rights as they had on the property that they swapped to the City in order for the City to site Fire Station #26.

Background: The property owner purchased parcels 17-12-31-0175-00000-0100 and 17-12-31-0175-00000-0110 in April 2022, these properties are zoned IND-1 and designated Mixed Use on the FLUM. The City approached the property owner about a land swap in order to locate Fire Station #26 on the corner lot. The City owned the two adjacent properties to the north (the subject parcels) and after appraisal and approval from the City Council via Resolution 2024-106 swapped ownership of the parcels with the two parcels owned by the property owner going to the City and the two parcels adjacent to the north that were owned by the City going to the property owner.

Project Description: The property owner owns a business in Palm Bay that recycles off-site green yard debris such as trees and vegetation cleared when another property is developing. Rather than burning the yard debris which adds particulate matter to the air which drifts on the wind and can affect the air quality of neighboring property owners, they process the material through an industrial/commercial grade woodchipper/shredder that turns the yard waste into mulch, which they then sale to third parties. The applicant's request for the rezoning and associated FLUM amendment would allow them to develop the property the properties they acquired with this type of use, which is allowed under the IND-1 zoning district, or potentially any use that is allowed within the IND-1 Zoning District.

Public Participation: The applicant hosted a neighborhood meeting as required by Unified Land Development Code (LDC) Section 2.05.02 at 6:00 p.m. Monday June 16, 2025, in the conference room of the Best Western Hotel. The applicant also met the public notice requirements of LDC Section 2.05.03. Staff has not received further public participation regarding the project as of drafting this staff report.

PLDRB Meeting
The PLDRB heard this item at its regularly scheduled June 18, 2025, meeting after meeting due public notice. The PLDRB voted 6 – 0 in support of the requested rezoning.

Recommended Action:
THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDS THAT THE CITY COUNCIL DETERMINE THE PROPOSED REZONING (APPLICATION NO. 6151) IS CONSISTENT WITH THE COMPREHENSIVE PLAN AND APPROVE THE PROPOSED REZONING OF ±27.21 ACRES FROM THE PSP ZONING DISTRICT TO THE IND-1 ZONING DISTRICT CONDITIONALLY UPON THE APPROVAL OF THE COMPANION FUTURE LAND USE MAP AMENDMENT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	FINANCIAL SERVICES	**Amount**	
Division		**Account #**	

Subject: RESOLUTION 2025-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2026 BUDGET

Presenter: The Financial Services Department

Attachments:
1. Presentation
2. Resolution TRIM Adopt Proposed Millage Rate

Background:

City Council adopted the Fiscal Year 2025 Budget on the 25th day of September 2024, in the amount of $421,551,721 per Resolution 2024-151.

At the April 22, 2025, Special Budget Workshop, City Council was presented with the Year-to-Date Budget results for operating department budgets, for Fiscal Year 2025 October through March.

On June 3,2025 City Council also approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2025-2026.

On June 24, 2025, City Council was presented with an overview of the process for adopting the Property Tax (TRIM) rate in preparation to adopt the Fiscal Year 2026 Budget.

On July 8, 2025, City Council was presented the Fiscal Year 2026 General Fund, IT Operations, and Facilities Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.1893 mills, which is a 4.64% increase from the rolled-back rate of 4.0035 mills, and the first budget hearing to be held at 5:15 p.m. on Wednesday, September 10, 2025, at the Palm Coast City Hall-Jon Netts Community Wing, located at 160 Lake Ave, Palm Coast.

Local governments must conform to the maximum millage limitation requirements as outlined in Section 200.065(5), F.S. within 35 days of the certification of value, the City of Palm Coast must inform the property appraiser of the current year's proposed millage rate and the first budget hearing date and location which will be advertised on the Notice of Proposed Property Taxes (TRIM notice) that the property appraiser mails.

The Financial Services Department will be presenting to City Council the Proposed Millage Rate & Proposed General Fund Budget for the Fiscal Year 2026.

Recommended Action:
ADOPT RESOLUTION 2025-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2026 BUDGET

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	CODE ENFORCEMENT	**Account #**	

Subject: RESOLUTION 2025-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT

Presenter: Barbara Grossman, Code Enforcement Manager

Attachments:
1. Presentation
2. Resolution
3. Attachments A - C to Resolution

Background:

UPDATED BACKGROUND FROM THE JULY 8, 2025, WORKSHOP MEETING:
City Council received a presentation on the item at the July 8, 2025, Workshop Meeting. No changes have been made to the item.

ORIGINAL BACKGROUND FROM THE JULY 8, 2025 WORKSHOP MEETING:
In March 2010, the City adopted Ordinance 2010-03 - Public Nuisance, to provide for the creation of an assessment area and authorize the imposition of Nuisance Abatement Assessments to be included in the annual ad valorem tax bill sent out by the County Tax Collector for properties where the City abated a nuisance.

In December 2010, the City adopted Resolution 2010-168 - Non-Ad Valorem Assessments for Nuisance Abatement, signifying the City's intent to use the uniform method of collecting non-ad valorem special assessments levied within the City in connection with Ordinance 2010-03. Each year the preliminary and final assessment roll needs to be adopted by City Council prior to September 15. This Resolution is intended to adopt a preliminary assessment roll. The final roll will be prepared and brought back to City Council at their August 12, 2025, Workshop and the August 19, 2025, Business Meeting for action.

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	PARKS & RECREATION	**Amount**	
Division		**Account #**	

Subject: RESOLUTION 2025-XX APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALM COAST AND SAVING MISSING ANIMALS RESPONSE TEAM (S.M.A.R.T) OF FLAGLER COUNTY

Presenter: James Hirst, Director of Parks & Recreation

Attachments:
1. Presentation
2. Resolution
3. Memorandum of Understanding

Background:

The City of Palm Coast has coordinated with Saving Missing Animals Response Team (S.M.A.R.T.) of Flagler County, a nonprofit organization dedicated to animal rescue and reunification, to support the construction of a pet memorial feature within James F. Holland Memorial Park.

This Memorandum of Understanding (MOU) outlines the roles and responsibilities related to the construction, long-term maintenance, and the use of a handcrafted "Rainbow Bridge" memorial. The project, which will be fully funded and maintained by S.M.A.R.T., is intended to provide a dedicated space where residents and visitors who have lost beloved pets can honor their memory, while also enhancing the park's offerings through a community-driven initiative.

Staff has prepared a presentation outlining the proposed project, location, and terms of the MOU for City Council's consideration.

Recommended Action:
APPROVE RESOLUTION 2025-XX APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PALM COAST AND SAVING MISSING ANIMALS RESPONSE TEAM (S.M.A.R.T) OF FLAGLER COUNTY

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	COMMUNITY DEVELOPMENT	**Amount**	
Division	PLANNING	**Account #**	

Subject: RESOLUTION 2025-XX SUPPORTING ADOPTION OF THE FLAGLER COUNTY LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FY 2025–2026 THROUGH FY 2027–2028 PURSUANT TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

Presenter: Devrie Paradowski, Housing Programs Manager, Flagler County, and Jose Papa, AICP, Senior Planner

Attachments:
1. Presentation
2. Resolution
3. Local Housing Assistance Plan
4. Summary of Updates

Background:

This item is presented pursuant to the Interlocal Agreement (ILA) between the City of Palm Coast and Flagler County executed in 2009, which establishes a Joint Local Housing Assistance Program (LHAP) under the State Housing Initiatives Partnership (SHIP) Act. The ILA designates Flagler County as the sole administrator of the SHIP program on behalf of both jurisdictions. The LHAP must be approved by resolution of both parties to be effective.

The proposed LHAP covers Fiscal Years 2025–2026 through 2027–2028 and outlines Flagler County's strategies to preserve and expand affordable housing opportunities for income-eligible residents across both jurisdictions. The plan has been reviewed and conditionally approved by the Florida Housing Finance Corporation (FHFC), the state agency that administers and monitors the SHIP program.

Key LHAP strategies include:
- Purchase assistance, rehabilitation, and disaster relief
- Shared equity model for long-term affordability
- Prioritization of essential services personnel and special needs households
- Regulatory incentives for affordable housing development
- Continued interlocal coordination between the City and County

The County Board of Commissioners is scheduled to adopt the LHAP by resolution on August 4, 2025, following the City's review and support. Approval by both parties is required per the terms of the ILA to certify and submit the plan to FHFC.

Recommended Action:
ADOPT RESOLUTION 2025-XX IN SUPPORT OF THE FLAGLER COUNTY LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FY 2025–2026 THROUGH FY 2027–2028, AS REQUIRED UNDER THE INTERLOCAL AGREEMENT FOR TRANSMITTAL TO FLAGLER COUNTY AND SUBSEQUENTLY, FLORIDA HOUSING FINANCE CORPORATION

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	
Division	ENGINEERING	**Account #**	Utility Capital Projects Fund 5402

Subject: RESOLUTION 2025-XX APPROVING A BUDGET AMENDMENT FOR THE 2024-2025 BUDGET RELATING TO THE APPROPRIATIONS OF FUNDS FOR THE WATER/WASTEWATER UTILITY FUND

Presenter: Helena Alves, Director of Financial Services

Attachments:
1. Resolution
2. Budget Amendment

Background:

City Council adopted the Fiscal Year 2025 Budget on the 25th day of September 2024 per Resolution 2024-151.

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 Water/Wastewater Utility Capital fund expenditures will exceed the original budget for Fiscal Year 2024-2025 by $1,229,904.00 in order to accommodate funding for needed capital projects.

This increase in budget requires City Council to amend the Fiscal Year 2024-2025 budget from $83,838,019 to $85,067,923.

Recommended Action:
ADOPT RESOLUTION 2025-XXX APPROVING A BUDGET AMENDMENT FOR FISCAL YEAR 2025

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	$1,176,124.00
Division	ENGINEERING	**Account #**	54029082-063000-82012

Subject: RESOLUTION 2025-XX APPROVING A PRECONSTRUCTION SERVICES AGREEMENT WITH WHARTON-SMITH, INC., FOR THE WASTEWATER TREAMENT FACILTIY NO.1 UPGRADE & EXPANSION PROJECT

Presenter: Carl Cote, Director of Stormwater & Engineering

Attachments:
1. Presentation
2. Resolution
3. Master Services Agreement
4. Scope of Work
5. Notice of Intent to Award
6. Project Overview

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The City operates two (2) wastewater treatment facilities; Wastewater Treatment Facility 1 (WWTF1) located on 26 Utility Drive uses an activated sludge treatment process. This facility is currently processing 6.83 million gallons per day (MGD). Wastewater Treatment Facility 2 (WWTF2) located on 400 Peavy Grade uses a membrane bio-reactor treatment process currently processes 2.0 MGD soon to be 4.0 MGD.

WWTF-1 was originally constructed about 50 years ago and has gone through two (2) significant modifications (being in 1994 and 2006). This facility handles most of the customers between US Hwy 1 and the eastern city limits; approximately 80% of the City's sewer demands. WWTF-2 handles primarily the developments along and near the US Hwy 1 corridor. WWTF-2 was activated in 2018 at 2.0 MGD and is currently being expanded to 4.0 MGD capacity, expected to be activated by August 2025; and will handle roughly 40% of the City's sewage treatment needs.

The proposed wastewater expansion project is to provide an additional 4 MGD. The layout maximizes the use of the site, it will utilize the recommended advanced wastewater treatment process that is currently being used for new and expanded treatment facilities. The expansion of the plant will not require any additional cost to redirect flows. This expansion is anticipated on providing capacity to address the vacant ITT lots, as well as, meeting the city's projected capacity needs until 2035; the speed of current approved developments and future development may impact this; annual updates to projections will be completed.

A Bid was advertised #RFSQ-SWE-25-24 for Construction Management at Risk Services (CMAR) for the Wastewater Treatment Facility No 1 upgrade and expansion project. Staff received two (2) bids that were deemed responsive and responsible. The project bid overview and notice of intent to award are attached. Staff recommends awarding the contract to Wharton for a not-to-exceed fee of $1,176,124.

Funds for this project are budgeted out of the Five-Year Utility Capital Projects Fund.

Source of Funds Worksheet FY 2025	
WWTF #1 Expansion 54029082-063000-82012	$6,668,626.00
Total Expended/Encumbered to Date	$5,104,085.07
Pending Work Orders/Contracts	$0.00
Utility WW CIAC Current (WO/Contract)	$1,058,511.60
WW Utility R&R Current (WO/Contract)	$117,612.40
Balance	**$388,416.93**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A PRECONSTRUCTION SERVICES AGREEMENT WITH WHARTON-SMITH, INC., FOR THE WASTEWATER TREAMENT FACILTIY NO.1 UPGRADE AND EXPANSION PROJECT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	$7,401,190.14
Division	ENGINEERING	**Account #**	54029090-063000-81035/54029082-063000-81035/54029083-063000-81035

Subject: RESOLUTION 2025-XX APPROVING ADDITIONAL PROJECT AND CONSTRUCTION EXPENSES PER THE INTERLOCAL AGREEMENT WITH RADIANCE COMMUNITY DEVELOPMENT DISTRICT ASSOCIATED WITH THE OLD KINGS SOUTH UTILITY IMPROVEMENTS PROJECT

Presenter: Carl Cote, Director of Stormwater & Engineering

Attachments:
1. Resolution
2. Presentation

Background:
Council Priority:
D. Sustainable Environment and Infrastructure:

Twenty years ago, Flagler County (the "County") and the City of Palm Coast (the "City") were in conflict over territorial rights for water and sewer service. The territory in question was the area of Old Kings Road south of SR 100. By 2007, the County and the City, along with other utility owners, agreed to settle their various disputes in the Settlement Agreement. The Agreement defined which area of Old Kings Road each party would service. It also contained a clause the city would install a water main and meter to a specified point. At that specified point the County would connect and receive bulk water for resale to its customer base.

In 2018, the City of Palm Coast and Flagler County were approached by property owners along the Old Kings Road Service Area with potential plans for future development. As such, the City and the County entered negotiations for a revised Interlocal Agreement, which would have laid the foundation to develop a cooperative effort to provide a regional approach to address water and sewer service along Old Kings Road South to properties in the City and in unincorporated County effectuating the terms of the 2007 agreement. That agreement would have provided that the parties would continue to work together and enter into a future Interlocal Agreement; however, an agreement was not reached.

Since that time, the County sold their utility to Florida Governmental Utility Authority (FGUA). Staff negotiated an agreement with FGUA, which was approved by council on August 16, 2022. The agreement specifies the City will provide bulk water and sewer services to the FGUA. This agreement also grants the City service rights for the territories annexed after the

Settlement Agreement. The City would acquire the current property which FGUA utilizes for the treatment facility. This site would potentially become the City's future WWTP#3 site and would enable future wastewater service in the southeastern portion of the city. The agreement also allows for the reduction/elimination of small package treatment facilities in the area, a benefit that would reduce/eliminate the discharge of wastewater effluent into Bulow Creek.

On May 2, 2023, City Council approved an agreement with Radiance Community Development District (CDD) for Radiance to design, permit, solicit bids, and construct the needed potable water, sanitary sewer, reclaimed water, and triplex pump station infrastructure improvements and associated appurtenances. Radiance will adhere to the requirements in the Interlocal Interconnection Agreement provisions previously agreed to between the City and FGUA, specifically in Sections 4.1 through 4.6. The design-related cost funding is shared per the prior Interlocal Agreement with FGUA. City Council also approved the city funding portion of the design and permitting phase of the project.

Radiance CDD completed the design of the project and obtained bids for construction, construction engineering & inspection services, as well as preparation of easements necessary for the project.

On October 1, 2024, City Council approved, finalizing, accepting assignment, and executing any easement and associated documents related to the easements that are required for this Project; as well as to approving a Utility Credit Agreement between the City and Bulow Creek, LLC. In addition, council approved funding in the amount of $10,050,000.00 for the remaining expenses to complete and construct the water and wastewater improvements associated with the Old Kings Road South Utilities Extension Project.

CURRENT COUNCIL PROPOSED AGENDA ITEM

During construction several items were encountered that required a change in Work. The most notable and costly change is associated with the work on the Flagler County Landfill where the utility lines required an adjusted path and additional boring is necessary due to the proximity to monitoring wells and a plume in the underground soils. Other additional costs include but are not limited to some design changes, and work that is required but was not included in the original bid. These items require an increase of the project funding of $1,430,223.80 from impact fees; a majority of the cost will be from water impact fees.

On October 1, 2024, due to budget constraints, the reclaimed utility Alternate in the Bid was not accepted. A portion of this line is critical to install specifically at the Flagler School site as that easement has a term for construction to be completed of 1/1/2026. The original bid included an Alternate to construct a reclaimed main however at the time of council's approval of funding this was not included due to limited wastewater impact fees. During the Utility Rate GAP analysis various reclaimed projects were included as part of the 5-Year Capital Improvement Plan. There are several benefits to construct the reclaimed water at this time including but not limited to; reduced cost for concurrent construction, additional revenue source for the Utility (future reclaim customer connections for the Utility), a reduction in potable water use for irrigation needs; provides beneficial use for wastewater effluent, provides infrastructure needs for a future wastewater treatment facility planned for the area, provides reuse for current and future development projects in this area, and most notably it provides a benefit to the City Utility for aquifer draw down from the city's wells as part of our Consumptive Use Permit. These items require an increase of the project funding of $5,970,966.34 from wastewater impact fees.

Source of Funds Worksheet FY 25/26	
Water CIAC-54029090-063000-81035	**$5,795,958.00**
Total Expended/Encumbered to Date	$4,822,341.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$973,617.65
Balance	**-$0.65**

Source of Funds Worksheet FY 25/26	
Wastewater CIAC-54029082-063000-81035	**$5,800,848.00**
Total Expended/Encumbered to Date	$5,289,597.87
Pending Work Orders/Contracts	$54,643.98
Current (WO/Contract)	$456,606.15
Balance	**$0.00**

Source of Funds Worksheet FY 25/26	
Reclaim CIAC-54029083-063000-81035	**$6,036,536.00**
Total Expended/Encumbered to Date	$65,569.63
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$5,970,966.34
Balance	**$0.03**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING ADDITIONAL PROJECT AND CONSTRUCTION EXPENSES PER THE INTERLOCAL AGREEMENT WITH RADIANCE COMMUNITY DEVELOPMENT DISTRICT ASSOCIATED WITH THE OLD KINGS SOUTH UTILITY IMPROVEMENTS PROJECT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	$1,249,999.96
Division		**Account #**	21066015-063000-61016

Subject: RESOLUTION 2025-XX APPROVING A DESIGN SERVICES CONTRACT FOR THE GRAHAM SWAMP TRAIL PHASE II PROJECT

Presenter: Vineesh Crawford, Traffic Engineer I

Attachments:
1. Resolution
2. Scope of Service
3. Professional Services Agreement
4. Notice of Intent to Award
5. Project Overview

Background:
Council Priority:
D. Sustainable Environment and Infrastructure:

The Graham Swamp Trail project phase II is from the Lehigh Trail & Graham Swamp Trail intersection to the existing Graham Swamp Conservation Area Trailhead located off Old Kings Road. This project is approximately 3.5 miles long. The proposed improvements are to add a 12-foot-wide trail in the existing forested area, required signage, pavement markings, drainage, and elevated boardwalks through wetland areas.

On June 17, 2025, Council approved the execution of the Grant Agreement type change form LAP (Federal) (#447101-1-38-01) to a SFGA (State) (#447101-1-34-01) for the design phase of this project. The updated SFGA, provided by Florida Department of Transportation (FDOT), allocates $615,698.00 in state funding to support the project's design services. The city will provide a matching contribution of $634,302.00.

A request for design services RFSQ-SWE-24-36 was advertised for Graham Swamp Trail Phase II project. Staff received three (5) qualification proposals. City staff evaluated the proposals and selected Kisinger Campo & Associates, Corp. as the most qualified proposer and negotiated a scope and fee in the amount of $1,249,999.96 for this project.

This item is to approve a design contract in the amount of $1,249,999.96 for the Graham Swamp Trail Phase II project. Funds for the project are budgeted out of the Recreation Impact Fee Fund with a reimbursement amount of $615,698 from FDOT.

The project cost is consistent with the recently adopted recreation impact fee study that was approved by City Council. However, it is funded with current budgeted FY25 funding as well as proposed FY26 funding. With City Council approval of this item, City Council is committing to providing identified project funding as part of the FY26 Recreation Impact Fee budget.

Source of Funds Worksheet FY 2025	
Recreation Impact Fee 21066015-063000-61016	**$700,000.00**
Total Expended/Encumbered to Date	$0.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$150,000.00
Balance	**$550,000.00**

Source of Funds Worksheet FY 2026	
Recreation Impact Fee 21066015-063000-61016	**$1,150,000.00**
Total Expended/Encumbered to Date	$0.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$1,099,999.96
Balance	**$50,000.04**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A DESIGN SERVICES CONTRACT FOR THE GRAHAM SWAMP TRAIL PHASE II PROJECT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	N/A
Division	ENGINEERING	**Account #**	N/A

Subject: RESOLUTION 2025-XX APPROVING A FLORIDA POWER & LIGHT RIGHT-OF-WAY CONSENT AGREEMENT FOR THE SOUTHERN RECREATION PARKING AND LIGHTING PROJECT

Presenter: Eric Gebo, Architect III

Attachments:

1. Resolution
2. Draft Agreement

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The city is currently in the final stages of the Construction Documents that will provide additional parking for the Southern Recreation Center as the next phase in the implementation of the Council Approved Master Plan. The additional parking is necessary due to the high-volume attendance resulting from the completion of the facility expansion.

On March 9, 2021, city staff presented to City Council the updated master plan with a proposed phasing plan that could be implemented utilizing various available funding sources and potential grants. This included a phasing plan that could be implemented with Phase One consisting of a permanent clubhouse and twelve dedicated pickleball courts.

On May 4, 2021, City Council approved an Agreement with Ohlson Lavoie Corporation to provide Architectural and Engineering Design Services as well as Agreements with Gilbane Building Company, to provide construction management services for the Southern Recreation Facility.

On July 19, 2022, City Council approved an amendment to the contract with Gilbane Building Company to establish the guaranteed maximum price for the Southern Recreation Facility along with a contingency and related expenses to the project. This project was completed in January 2024.

On June 18, 2024, City Council approved the acceptance of a USTA for the construction of 4 additional clay courts and 1 stadium clay court as well as City funding of $600,000 to cover the non-USTA funded elements

The site to the north of the Southern Recreation Center (which is owned by the City) is encumbered by a Florida Power & Light (FP&L) easement which severely limits vertical development on the property (i.e. buildings). The additional parking for the Recreation

Center will be located within the easement. City Staff is requesting the use of land, by approval of a Right-of-Way Consent Agreement, for the sole purpose of Southern Recreation Center additional parking and lighting.

City Staff recommends approving this agreement with Florida Power & Light in order to facilitate the recommended additions. This project is consistent and in-line with City Council's goal to evaluate the evolution of City of Palm Coast Recreation and Parks Facilities Master Plan.

Construction Documents and final Permitting are near completion and City staff will bring this item back to City Council in the future to approve the city expenses for the construction.

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A FLORIDA POWER & LIGHT RIGHT-OF-WAY CONSENT AGREEMENT FOR THE SOUTHERN RECREATION PARKING AND LIGHTING PROJECT

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	WATER AND WASTEWATER UTILITY	**Amount**	$525,010.00
Division		**Account #**	54029086 063000 84031

Subject: RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., TO CONSTRUCT AND TEST THREE (3) BRACKISH UPPER FLORIDAN AQUIFER (BUFA) SALTWATER INTRUSION MONITORING (SWIM) WELLS

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Contract
3. Proposal

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

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 Connect Consulting, Inc., to install three (3) Brackish Upper Floridan Aquifer Saltwater Intrusion Monitoring wells. The future brackish Upper Floridan Aquifer (UFA) well field will consist of approximately fifteen (15) production wells as determined by five (5) compass points using monitoring wells to establish water quality data to determine the lateral migration within the north, south, east, and west. Also, the monitoring wells will establish data related to upcoming from below. The five (5) monitoring wells have been approved by the St. Johns River Water Management District for implementation. CCI will develop a conceptional well design and prepare all construction permits, provide project management and oversight, construct the well.

Under the existing contract RFSQ-SWE-25-15, staff negotiated a scope and fee not to exceed $525,010.00 with Connect Consulting, Inc. to construct and test three (3) brackish Upper Floridan aquifer (BUFA) saltwater intrusion monitoring (SWIM) wells.

Funds for this project were budgeted for out of FY 2025 Utility Capital Projects-Improvements-Wells and Wellfields, but due to cost increase the funding for this work order is pending council approval of the current Utility Budget Amendment.

SOURCE OF FUNDS WORKSHEET FY 2025	
WELLS AND WELLFIELDS 54029086 063000 84031	**$602,659.00**
Budget Transfer - Pending Budget Ammendment Approval	**$652,794.00**
Total Expended/Encumbered to Date	$469,960.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract	$525,010.00
Balance	**$260,483.00**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., TO CONSTRUCT AND TEST THREE (3) BRACKISH UPPER FLORIDAN AQUIFER (BUFA) SALTWATER INTRUSION MONITORING (SWIM) WELLS

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	FINANCIAL SERVICES	**Amount**	
Division		**Account #**	

Subject: RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENT WITH MAULDIN & JENKINS, LLC TO PROVIDE AUDITING SERVICES FOR THE CITY OF PALM COAST

Presenter: Helena Alves, Director of Financial Services

Attachments:

1. Resolution
2. Master Services Agreement
3. Notice of Intent to Award
4. Project Overview

Background:

The contract with the City's previous independent auditor firm has completed its five-year term.

Pursuant to the auditor selection procedures approved by City Council, City staff facilitated RFP-FS-25-30 for the competitive selection of an independent auditor firm to contract with for the next five years.

After the completion of RFP-FS-25-30 the top two ranked firms are as follows: 1) Mauldin & Jenkins, LLC, and 2) James Moore & Co., P.L.

Therefore, Mauldin & Jenkins, LLC, has been awarded the contract for audit services for the City of Palm Coast.

Recommended Action:
ADOPT RESOLUTION 2025-XX FOR A MASTER SERVICES AGREEMENT WITH MAULDIN & JENKINS, LLC FOR AUDITING SERVICES

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	PUBLIC WORKS	**Amount**	OVER $50K
Division		**Account #**	65035012-046000-99042

Subject: RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH D. H. PACE COMPANY, INC., FOR OVERHEAD DOOR MAINTENANCE AND REPAIRS

Presenter: Matthew Mancill, Director of Public Works

Attachments:
1. Resolution
2. Piggyback Contract

Background:
Council Priority:
B. Safe and Reliable Services

The City of Palm Coast's Public Works department is seeking approval to piggyback Volusia County's Contract No. 22-B-122HO with D. H. Pace Company, Inc., (D. H. Pace Services of Orlando) for overhead door services as needed. Doing so ensures the safety and protection for employees, residents, visitors, and more at the City's Fire Stations.

Because unexpected accidents and issues can arise at any time, it's vital to plan for both preventive maintenance and potential repairs. Proactively addressing these needs helps avoid costly downtime and ensures the doors always remain safe and functional. The piggyback contract will be effective from the approved date through November 15, 2025, with a total of two, one-year renewals. The Fiscal Year 2025 budget includes available funding in the City's Public Works Facilities Fire budget to cover the costs of these services.

Source of Funds Worksheet
Facilities Fire - Repair & Maintenance Services

Fund 65035012-046000-99042	**$72,500.00**
Total Expended/Encumbered to Date	$46,280.52
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$26,219.48**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING THE PIGGYBACK CONTRACT WITH D. H. PACE COMPANY, INC., FOR OVERHEAD DOOR MAINTENANCE AND REPAIRS

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	PUBLIC WORKS	**Amount**	OVER $50K
Division		**Account #**	10015011-052000

Subject: RESOLUTION 2025-XX APPROVING PIGGYBACK CONTRACT WITH SITEONE LANDSCAPE SUPPLY, LLC FOR IRRIGATION PARTS AND RELATED SUPPLIES

Presenter: Matthew Mancill, Director of Public Works

Attachments:

1. Resolution
2. Contract

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The City of Palm Coast's Public Works department is seeking City Council approval of Lee County Board of County Commissioners piggyback contract # B240067AVR with SiteOne Landscape Supply, LLC for various irrigation parts & related supplies. The Public Works department is responsible for irrigation repair, maintenance, and new installations throughout City medians and rights-of-ways. To provide these services, it is necessary to purchase irrigation materials, equipment, parts and supplies on an as-needed basis. The piggyback contract will be effective from the approved date through March 7, 2027, with a total of one, three-year renewal.

Fiscal Impact:
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.

Source of Funds Worksheet FY 2025
Streets Maintenance - Operating Supp & Equip Under $5K

Fund 10015011-052000	**$265,100.00**
Total Expended/Encumbered to Date	$226,525.89
Pending Work Orders/Contracts	$0.00
Current (WO/Contract)	$0.00
Balance	**$38,574.11**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACK CONTRACT WITH SITEONE LANDSCAPE SUPPLY, LLC FOR IRRIGATION PARTS AND RELATED SUPPLIES

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	WATER AND WASTEWATER UTILITY	**Amount**	AS NEEDED
Division		**Account #**	# 54019086 – 052030 # 54019087 – 052030 # 54019085 – 052030

Subject: RESOLUTION 2025-XX APPROVING MASTER PRICE AGREEMENTS WITH HAWKINS, INC., AND BRENNTAG MID-SOUTH, INC., FOR THE PURCHASE OF VARIOUS CHEMICALS

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Contracts (2)
3. Notice of Intent to Award
4. Project Overview

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The City's Utility Departments / Water Treatment Plant #1, #2 and #3 utilizes various chemicals in their treatment process. The City of Palm Coast bid the annual supply of various chemicals through ITB-UT-25-54. This Agreement may be renewed for two (2) successive periods not to exceed one (1) year each.

Staff recommends that the City approve a master price agreement with Hawkins, Inc., and Brenntag Mid-South, Inc., for various chemicals supply based on the City of Palm Coast bid ITB-UT-25-54. The notice of intent to award, project bid overview and contracts are attached to this agenda item.

City staff will purchase these chemicals using budgeted funds appropriated by City Council. The Fiscal Year 2025 Budget includes available funding within the Utility Fund-Chemicals to purchase these chemicals. These chemicals will be purchased on an as needed basis.

SOURCE OF FUNDS WORKSHEET FY 2025	
UTILITYFND Chemicals 54019086 052030	**$1,466,530.00**
Total Expended/Encumbered to Date	$1,217,943.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract	$0.00
Balance	**$248,587.00**
UTILITYFND Chemicals 54019087 052030	**$1,325,947.00**
Total Expended/Encumbered to Date	$1,232,107.70
Pending Work Orders/Contracts	$0.00
Current (WO/Contract	$0.00
Balance	**$93,839.30**
UTILITYFND Chemicals 54019085 052030	**$299,146.00**
Total Expended/Encumbered to Date	$242,682.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract	$0.00
Balance	**$56,464.00**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING MASTER PRICE AGREEMENTS WITH HAWKINS, INC., AND BRENNTAG MID-SOUTH, INC., FOR THE PURCHASE OF VARIOUS CHEMICALS

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	WATER AND WASTEWATER UTILITY	**Amount**	$55,750.00
Division		**Account #**	54029083 063000 85005

Subject: RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT WITH 4C'S TRUCKING AND EXCAVATION, INC., FOR THE SEWER GRAVITY MAIN REPAIR AT 135 FLORIDA PARK DRIVE

Presenter: James Melley, Utility Systems Manager

Attachments:
1. Resolution
2. Draft Contract
3. Notice of Intent to Award
4. Project Overview

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

As part of City Council's goals to ensure that all infrastructure maintenance and performance is a priority, as well as providing wastewater services to new residents, City staff is recommending approving a construction contract with 4c's, Inc, for repairs to the gravity sewer main at the intersection of Florida Park Drive and Forrest Hill Drive to correct a failing sewer main that is causing resident issues and future liability to the road way. This repair is essential to maintain 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. The staff recommends approving a construction contract with 4 C's Trucking, Inc. for this contract (ITB-UT-25-59), which 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 $55,750.00.

SOURCE OF FUNDS WORKSHEET FY 2025	
GENERAL PLANT R&R 54029082 063000 82001	**$1,300,000.00**
Total Expended/Encumbered to Date	$1,074,174.23
Pending Work Orders/Contracts	$0.00
Current (WO/Contracts)	$55,750.00
Balance	**$170,075.77**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A CONSTRUCTION CONTRACT WITH 4C'S TRUCKING AND EXCAVATION, INC., FOR THE SEWER GRAVITY MAIN REPAIR AT 135 FLORIDA PARK DRIVE

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	WATER AND WASTEWATER UTILITY	**Amount**	$72,756.36
Division		**Account #**	54029082 063000 82030

Subject: RESOLUTION 2025-XX APPROVING A SOLE SOURCE AGREEMENT WITH FLUID CONTROL SPECIALTIES, INC. FOR PURCHASE OF DEZURIK STYLE ECCENTRIC PLUG VALVES WITH ROTORK ACTUATORS

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Notice of Intent to Award Sole Source

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

Fluid Control Specialties, Inc. is the only authorized is the sole and exclusive Municipal representative for DeZurik style eccentric plug valves with Rotork actuators within the state of Florida.

In keeping with council's priority for improving infrastructure, staff have determined the need to rehab the master pump station located at Wastewater Treatment Plant #1. The project includes replacing all influent and discharge valves and piping. The headworks master pump station receives all incoming streamflow from the citywide wastewater collection system designated to flow to Wastewater Treatment Plant #1, and it is vital that it remains in good working condition to treat flows that exceed plant capacity during storm events.

City staff advertised SS-UT-25-58 for the purchase of DeZurik-style eccentric plug valves with Rotork Actuators in accordance with the City's Purchasing Policy. The Notice of Intent to Sole Source is attached.

City staff recommends that the City Council approve a Sole Source Agreement with Fluid Control Specialties, Inc. for the purchase of DeZurik Style Plug valves with Rotork actuators.

City staff will purchase using budgeted funds appropriated by the City Council. For Fiscal Year 2025, the budget includes available funding in the Utility Capital Projects budget for the rehabilitation of the Master Pump Station at Wastewater Treatment Plant #1.

SOURCE OF FUNDS WORKSHEET FY 2025	
WWTP#1 HEADWORKS & AERATION	**$1,966,418.00**
Total Expended/Encumbered to Date	$1,857,374.59
Pending Work Orders/Contracts	$0.00
Current (WO/Contracts)	$72,756.36
Balance	**$36,287.05**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A SOLE SOURCE AGREEMENT WITH FLUID CONTROL SPECIALTIES, INC. FOR PURCHASE OF DEZURIK STYLE ECCENTRIC PLUG VALVES WITH ROTORK ACTUATORS

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	WATER AND WASTEWATER UTILITY	**Amount**	$331,000.00
Division		**Account #**	54029088 034000 81019

Subject: RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., TO INSTALL A SERIES OF TEST BORINGS WEST OF THE CITY'S EXISTING NORTH WELL FIELD

Presenter: Peter Roussell, Utility Deputy Director

Attachments:
1. Resolution
2. Contract
3. Proposal

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The evaluation and development of additional water supply to supplement the current wellfield to perform best environmental management practices of rest and rotation. As well as, to meet future potable water demands is partly associated with the westward expansion of the City that will include, new residential and commercial development beyond the current service area.

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 Connect Consulting, Inc., to install a series of test borings west of the City's existing North Well Field. The test borings are a continuation of activities related to evaluating the groundwater resource potential in the area. The data collected from the test borings will provide information to design and construct Confined Surficial Aquifer (CSA) test wells as the next step in the evaluation of the groundwater resource potential in this area.

Under the existing contract RFSQ-SWE-25-15, staff negotiated a scope and fee not to exceed $331,000.00 with Connect Consulting, Inc. to install a series of test boring.

Funds for this project have been budgeted for out of FY 2025 Utility Capital- Surface/Ground Water Study

SOURCE OF FUNDS WORKSHEET FY 2025	
UTILITY CAPITAL-Surface/Ground Water Study	
54029088 034000 81019	**$675,000.00**
Total Expended/Encumbered to Date	$29,472.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract	$331,000.00
Balance	**$314,528.00**

Recommended Action:
ADOPT RESOLUTION 2025-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., TO INSTALL A SERIES OF TEST BORINGS WEST OF THE CITY'S EXISTING NORTH WELL FIELD

City of Palm Coast, Florida
Agenda Item

Agenda Date: July 15, 2025

Department	FINANCIAL SERVICES	**Amount**	
Division		**Account #**	

Subject: REPORTING OF EMERGENCY & SOLE SOURCE PURCHASES FOR JUNE 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 June 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