



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, September 2, 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.

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

A. PROCLAMATIONS - 5:30 P.M.

- 1. PROCLAMATION - SEPTEMBER 2025 AS PROSTATE CANCER AWARENESS MONTH**
- 2. PROCLAMATION - SEPTEMBER 2025 AS NATIONAL RECOVERY MONTH**

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

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

D. ROLL CALL

E. PUBLIC PARTICIPATION

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

- (1) This agenda item has a thirty (30) minute limit.
- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the City Council.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
 - (a) make their comments concise and to the point;
 - (b) not speak more than once on the same subject;
 - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
 - (d) obey the orders of the Mayor or the City Council; and
 - (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

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

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

F. MINUTES

3. **MINUTES OF THE CITY COUNCIL:
AUGUST 19, 2025, BUSINESS MEETING
AUGUST 26, 2025, WORKSHOP MEETING**

G. APPOINTMENTS

4. **APPOINT ONE (1) VOTING MEMBER AND ONE (1) ALTERNATE MEMBER TO
THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

5. **APPOINT ONE (1) VOTING MEMBER AND ONE (1) ALTERNATE MEMBER TO THE CITIZEN'S ADVISORY COMMITTEE**

H. ORDINANCES SECOND READ

6. **ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE, CHAPTER 13 RELATING TO EXTERIOR COLORS**

I. RESOLUTIONS

7. **RESOLUTION 2025-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST RELATED TO CAD SOFTWARE MAINTENANCE**

J. CONSENT

8. **RESOLUTION 2025-XX APPROVING PIGGYBACKING CITY OF DELTONA CONTRACT WITH PARALEE COMPANY INC., FOR INSTRUMENTATION SERVICES AND REPAIRS AS NEEDED**
9. **RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENT WITH ACCU-TEMP HEATING & AIR CONDITIONING, INC., FOR CITYWIDE HVAC SERVICES**

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

10. **DISCUSSION - NOTICE REGARDING IMPACT FEE ORDINANCES**

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

O. ADJOURNMENT

11. **AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida
Agenda Item

Agenda Date: September 2, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 2025 AS PROSTATE CANCER AWARENESS MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim September 2025 as Prostate Cancer Awareness Month.		
Recommended Action: PROCLAIM SEPTEMBER 2025 AS PROSTATE CANCER AWARENESS MONTH		

City of Palm Coast, Florida
Agenda Item

Agenda Date: September 2, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 2025 AS NATIONAL RECOVERY MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: Oxford House has requested that the City of Palm Coast recognize September 2025 as National Recovery Month.		
Recommended Action: PROCLAIM SEPTEMBER 2025 AS NATIONAL RECOVERY MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 2, 2025

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: AUGUST 19, 2025, BUSINESS MEETING AUGUST 26, 2025, WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: AUGUST 19, 2025, BUSINESS MEETING AUGUST 26, 2025, WORKSHOP MEETING	

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 2, 2025

Department CITY ADMINISTRATION
Division

Amount
Account #

Subject: APPOINT ONE (1) VOTING MEMBER AND ONE (1) ALTERNATE MEMBER TO THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Presenter: Mayor and City Council

Attachments:

1. Applications (2)

Background:

The Bicycle/Pedestrian Advisory Committee (BPAC) is responsible for reviewing plans, policies, and procedures as they relate to bicycle and pedestrian issues within the TPO planning area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian priority project applications that are submitted on an annual basis through the TPO's annual Call for Projects.

The mission of the BPAC is to:

“Create and implement a regional plan for the continuing enhancement and expansion of the bicycle and pedestrian network. We will support activities that encourage and provide for a safe and balanced transportation system that promotes connectivity, mobility, health and an improved quality of life.”

There were two (2) applications received for Council's consideration

Applicant	District	Occupation
Anthony Del Valle	2	Corporate Security Manager
David Lybarger	2	Business Owner

Palm Coast representatives on the advisory committee must be registered voters and residents of the City of Palm Coast. The applications are attached to this agenda item. The background screenings were performed and are available in the Clerk's office for Council's review.

Recommended Action:

APPOINT ONE (1) VOTING MEMBER AND ONE (1) ALTERNATE MEMBER TO THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 2, 2025

Department CITY ADMINISTRATION
Division

Amount
Account #

Subject: APPOINT ONE (1) VOTING MEMBER AND ONE (1) ALTERNATE MEMBER TO THE CITIZEN'S ADVISORY COMMITTEE

Presenter: Mayor and City Council

Attachments:

1. Applications (4)

Background:

The Citizens' Advisory Committee (CAC) is responsible for providing citizen input and recommendations to the TPO Board concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the Volusia-Flagler TPO Board that are pertinent to the subject document. Subcommittees, task forces, and working groups shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.

There were four (4) applications received for Council's consideration:

Applicant	District	Occupation
Anthony Del Valle	2	Corporate Security Manager
David Lybarger	2	Business Owner
Alex Soares	2	Director of Operations
Mark Woods	2	Business Owner

Palm Coast representatives on the advisory committee must be registered voters and residents of the City of Palm Coast. The applications are attached to this agenda item. The background screenings were performed and are available in the City Clerk's Office for Council's review.

Recommended Action:

APPOINT ONE (1) VOTING MEMBER AND ONE (1) ALTERNATE MEMBER TO THE CITIZEN'S ADVISORY COMMITTEE

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 2, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division		Account #
Subject: ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE, CHAPTER 13 RELATING TO EXTERIOR COLORS		
Presenter: Tracey Doak, Zoning Supervisor and Barbara Grossman, Code Enforcement Manager		
Attachments: 1. Ordinance 2. Business Impact Estimate		
Background: <u>UPDATED BACKGROUND FROM THE AUGUST 19, 2025, BUSINESS MEETING:</u> No changes have been made to the item since first reading at the August 19, 2025, Business Meeting. <u>ORIGINAL BACKGROUND FROM THE AUGUST 19, 2025, BUSINESS MEETING:</u> At the direction of the City Council during their business meeting on July 15, 2025, staff has redrafted the Ordinance amending the Land Development Code Chapter 13, relating to exterior residential colors, as attached. City Council requested the Ordinance reflect no change to the restricted colors and to remove the LRV standards from the code.		
Recommended Action: ADOPT ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE, CHAPTER 13 RELATING TO EXTERIOR COLORS		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 2, 2025

Department	PUBLIC SAFETY	Amount	\$15,991.42
Division	FIRE	Account #	65020071-052000
Subject: RESOLUTION 2025-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST RELATED TO CAD SOFTWARE MAINTENANCE			
Presenter: Kyle Berryhill, Fire Chief			
Attachments: 1. Resolution 2. Agreement			
Background: In October 2020, the City and Flagler County entered an Interlocal Agreement to implement a computer-aided dispatch ("CAD") software maintenance agreement applicable to each local, public safety agency within Flagler County, which reduced the duplication efforts of those public safety agencies. The City and the County recognize a mutual benefit and cost savings to using a unified, single source maintenance agreement for the CAD system and wish to replace and update the terms of the 2020 Interlocal.			
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST RELATED TO CAD SOFTWARE MAINTENANCE			

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 2, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	MULTIPLE
Subject:	RESOLUTION 2025-XX APPROVING PIGGYBACKING CITY OF DELTONA CONTRACT WITH PARALEE COMPANY INC., FOR INSTRUMENTATION SERVICES AND REPAIRS AS NEEDED		
Presenter:	Brian Roche, Utility Director and Peter Roussell, Utility Deputy Director		
Attachments:	1. Resolution 2. Engagement Letter		
Background: Council Priority: D. Sustainable Environment and Infrastructure	The City of Palm Coast Utility Department operates three drinking water treatment facilities that collectively supply potable water to the City's residents. These facilities rely on a range of advanced technologies—many of which are critical to daily operations and have regulatory ties—including programmable logic controllers (PLCs), transmitters, transducers, flowmeters, CL2 analyzers, indicators, control systems, and variable frequency drives (VFDs). To ensure the continued reliability and functionality of this equipment, the City is proposing to piggyback on the City of Deltona's competitively bid contract for Instrumentation Services and Repairs (Contract #ITB 22020). This contract provides for as-needed instrumentation services and repairs. Utilizing an existing contract through piggybacking offers several benefits. It allows the City to secure competitive pricing without undergoing a time-consuming and costly procurement process. Additionally, as the contract is based on pre-negotiated fees and services, City staff can make purchases on an as-needed basis using funds already appropriated in the approved budget.		
Recommended Action:	ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING CITY OF DELTONA CONTRACT WITH PARALEE COMPANY INC., FOR INSTRUMENTATION SERVICES AND REPAIRS AS NEEDED		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 2, 2025

Department	PUBLIC WORKS	Amount	OVER \$50K
Division	FACILITIES MAINTENANCE	Account #	MULTIPLE
Subject: RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENT WITH ACCU-TEMP HEATING & AIR CONDITIONING, INC. FOR CITYWIDE HVAC SERVICES			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Draft MSA 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services The City of Palm Coast's Public Works department seeks approval to enter into a master services agreement with Accu-Temp Heating & Air Conditioning, Inc., for citywide HVAC services. Preventative maintenance, repair, and replacement of our City's HVAC systems are some of the highest priorities for the Facilities Maintenance division. Many facilities would not be able to operate without properly running HVAC systems. 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. The aforementioned vendor was deemed as qualified and capable of meeting the City's needs. This contract allows services to be completed at an agreed upon rate to ensure the safe, efficient, and continuous operation of all HVAC systems, including emergency and after-hours services. The Fiscal Year 2025 budget includes available funding appropriated by City Council for the services listed in this agreement. Services will be purchased on a scheduled and on an as-needed basis.			

Source of Funds Worksheet FY 2025**Facilities Maintenance - Other Contractual SVCS****Fund 65035012-034000****\$905,200.00**

Total Expended/Encumbered to Date

\$902,317.68

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$0.00

Balance**\$2,882.32****Facilities Fire - Other Contractual SVCS****Fund 65035012-034000-99042****\$30,500.00**

Total Expended/Encumbered to Date

\$29,209.99

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$0.00

Balance**\$1,290.01****Recommended Action:****RESOLUTION 2025-XX APPROVING MASTER SERVICES AGREEMENT WITH ACCU-TEMP HEATING & AIR CONDITIONING, INC. FOR CITYWIDE HVAC SERVICES**