



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 16, 2025

9:00 AM

City Hall - Jon Netts Community Wing

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, City Attorney

Kaley Cook, City Clerk

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

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

A. CALL TO ORDER

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

C. ROLL CALL

D. PROCLAMATIONS

- 1. PROCLAMATION - SEPTEMBER 15, 2025, TO OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH**

- 2. PROCLAMATION - SEPTEMBER 22-26, 2025, AS STORMWATER AWARENESS WEEK**
- 3. PROCLAMATION - OCTOBER 2025 AS “RAISE THE PINK FLAG WITH THE PINK ARMY” MONTH IN SUPPORT OF BREAST CANCER AWARENESS**

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

- 4. MINUTES OF THE CITY COUNCIL:
SEPTEMBER 2, 2025, BUSINESS MEETING
SEPTEMBER 9, 2025, WORKSHOP MEETING
SEPTEMBER 10, 2025, BUDGET MEETING**

G. ORDINANCES FIRST READ

5. **ORDINANCE 2025-XX AMENDING CHAPTER 42, CREATING SECTION 42-7 OF THE CODE OF ORDINANCES PROVIDING FOR THE USE AND OPERATION OF BICYCLES AND ELECTRIC POWERED CYCLES**

H. RESOLUTIONS

6. **RESOLUTION 2025-XX APPROVING AN AGREEMENT WITH THE FLAGLER COUNTY CULTURAL COUNCIL FOR THE ADMINISTRATION OF THE CULTURAL ARTS GRANT PROGRAM**

I. CONSENT

7. **RESOLUTION 2025-XX APPROVING CITY MANAGER AUTHORIZATION TO EXECUTE THE AGREEMENT FOR THE YMCA RECREATION CENTER APPROPRIATION**
8. **RESOLUTION 2025-XX APPROVING PIGGYBACKING VOLUSIA COUNTY CONTRACT WITH FERGUSON WATERWORKS TO PURCHASE PLUMBING SUPPLIES**
9. **RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH CONTRACT WITH FORTILINE, INC., TO PURCHASE BRASS FITTINGS AND ACCESSORIES**
10. **RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH CONTRACT WITH FORTILINE, INC., TO PURCHASE PIPE FITTINGS AND ACCESSORIES**
11. **RESOLUTION 2025-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST RELATED TO CAD SOFTWARE MAINTENANCE**

J. PUBLIC PARTICIPATION

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

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

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

12. **REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR AUGUST 2025**

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

N. ADJOURNMENT

13. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida
Agenda Item

Agenda Date: September 16, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 15, 2025, TO OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim September 15, 2025, to October 15, 2025, as Hispanic Heritage Month.		
Recommended Action: PROCLAIM SEPTEMBER 15, 2025, TO OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH		

City of Palm Coast, Florida
Agenda Item

Agenda Date: September 16, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 22-26, 2025, AS STORMWATER AWARENESS WEEK		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim the week of September 22-26, 2025, as Stormwater Awareness Week.		
Recommended Action: PROCLAIM THE WEEK OF SEPTEMBER 22-26, 2025, AS STORMWATER AWARENESS WEEK		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 16, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 2025 AS “RAISE THE PINK FLAG WITH THE PINK ARMY” MONTH IN SUPPORT OF BREAST CANCER AWARENESS		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: AdventHealth requests that the City of Palm Coast proclaim October 2025 as “Raise the Pink Flag with the Pink Army” Month in support of breast cancer awareness.		
Recommended Action: PROCLAIM OCTOBER 2025 AS “RAISE THE PINK FLAG WITH THE PINK ARMY” MONTH IN SUPPORT OF BREAST CANCER AWARENESS		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 16, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: SEPTEMBER 2, 2025, BUSINESS MEETING SEPTEMBER 9, 2025, WORKSHOP MEETING SEPTEMBER 10, 2025, BUDGET HEARING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes (3)		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: SEPTEMBER 2, 2025, BUSINESS MEETING SEPTEMBER 9, 2025, WORKSHOP MEETING SEPTEMBER 10, 2025, BUDGET HEARING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 2025

Department CITY ATTORNEY Division	Amount Account #
Subject: ORDINANCE 2025-XX AMENDING CHAPTER 42, CREATING SECTION 42-7 OF THE CODE OF ORDINANCES PROVIDING FOR THE USE AND OPERATION OF BICYCLES AND ELECTRIC POWERED CYCLES	
Presenter: Marcus Duffy, City Attorney	
Attachments: 1. Ordinance (Redline and Clean Copy)	
Background: <u>UPDATED BACKGROUND FROM THE SEPTEMBER 9, 2025, WORKSHOP MEETING:</u> City Council received a presentation on the item at their September 9, 2025, Workshop Meeting. The Ordinance has been updated, per Council direction, and is attached to the item. <u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 9, 2025, WORKSHOP MEETING:</u> The City Council has expressed a desire to adopt an Ordinance regulating the operation of bicycles and electric bicycles. Attached to this item is a presentation and Ordinance for Council consideration.	
Recommended Action: ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 42, CREATING SECTION 42-7 OF THE CODE OF ORDINANCES PROVIDING FOR THE USE AND OPERATION OF BICYCLES AND ELECTRIC POWERED CYCLES	

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 2025

Department	PARKS & RECREATION	Amount
Division		Account #
Subject: RESOLUTION 2025-XX APPROVING AN AGREEMENT WITH THE FLAGLER COUNTY CULTURAL COUNCIL FOR THE ADMINISTRATION OF THE CULTURAL ARTS GRANT PROGRAM		
Presenter: James Hirst, Director of Parks & Recreation		
Attachments: 1. Resolution 2. Agreement		
Background: <u>UPDATED BACKGROUND FROM THE SEPTEMBER 9, 2025, WORKSHOP MEETING:</u> City Council received a presentation on the item at their September 9, 2025, Workshop Meeting. The agreement has been updated, per Council direction, and is attached to this item. <u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 9, 2025, WORKSHOP MEETING:</u> At the August 19, 2025, City Council Business Meeting, City Council requested that Staff provide a presentation on the agreement with the Flagler County Cultural Council (FC3) for the Administration of the Cultural Art Grant Program. The presentation will include the current terms of the agreement for City Council's consideration and direction.		
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING AN AGREEMENT WITH THE FLAGLER COUNTY CULTURAL COUNCIL FOR THE ADMINISTRATION OF THE CULTURAL ARTS GRANT PROGRAM		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	N/A
Division	ENGINEERING	Account #	N/A
Subject:	RESOLUTION 2025-XX APPROVING CITY MANAGER AUTHORIZATION TO EXECUTE THE AGREEMENT FOR THE YMCA RECREATION CENTER APPROPRIATION		
Presenter:	Eric Gebo, Architect III		
Attachments:	1. Resolution 2. YMCA Draft Agreement		
Background: Council Priority: D. Sustainable Environment and Infrastructure	The 2025 – 2026 General Appropriations Act, Chapter 2025 – 198, line 2112A, appropriated One Hundred Twenty-Five Thousand Dollars and Zero Cents (\$125,000.00) to the City of Palm Coast for the establishment of a YMCA Recreation Center in Palm Coast. The YMCA Recreation Center in Palm Coast will provide numerous benefits to the community including, enhancing wellness, community engagement, and supporting youth development. Staff is requesting the delegation of authority be assigned to the City Manager to sign and execute the Agreement for the YMCA Recreation Center Appropriation.		
Recommended Action:	ADOPT RESOLUTION 2025-XX APPROVING CITY MANAGER AUTHORIZATION TO EXECUTE THE AGREEMENT FOR THE YMCA RECREATION CENTER APPROPRIATION		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	MULTIPLE
Subject:	RESOLUTION 2025-XX APPROVING PIGGYBACKING VOLUSIA COUNTY CONTRACT WITH FERGUSON WATERWORKS TO PURCHASE PLUMBING SUPPLIES		
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's Utility Department maintains the water and wastewater facilities throughout its service area and uses various plumbing supplies to repair or install services and to maintain the City's utility infrastructure. To provide continuous water and wastewater service to our customers it is necessary to purchase various plumbing supplies on an as needed basis. City staff is recommending that City Council approve piggybacking the contract 22-B-95MC of Volusia County with Ferguson Waterworks for these purchases. The Fiscal Year 2026 Budget includes available funding in multiple Departments/Divisions to purchase various plumbing supplies. This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.		
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING VOLUSIA COUNTY CONTRACT WITH FERGUSON WATERWORKS TO PURCHASE PLUMBING SUPPLIES			

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	MULTIPLE
Subject:	RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH CONTRACT WITH FORTILINE, INC., TO PURCHASE BRASS FITTINGS AND ACCESSORIES		
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's Utility Department maintains the water and wastewater facilities throughout its service area and uses brass fittings and accessories to repair or install services and to maintain the City's utility infrastructure. To provide continuous water and wastewater service to our customers it is necessary to purchase brass fittings and accessories on an as-needed basis. City staff is recommending that City Council approve piggybacking the City of Boynton Beach contract WH22-047 with Fortiline, Inc., for these purchases. The Fiscal Year 2026 Budget includes available funding in multiple Departments/Divisions to purchase brass fitting and accessories. This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.		
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH CONTRACT WITH FORTILINE, INC., TO PURCHASE BRASS FITTINGS AND ACCESSORIES			

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 2025

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division		Account #	MULTIPLE
Subject:	RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH CONTRACT WITH FORTILINE, INC., TO PURCHASE PIPE FITTINGS AND ACCESSORIES		
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's Utility Department maintains the water and wastewater facilities throughout its service area and uses pipe fittings and accessories to repair or install services and to maintain the City's utility infrastructure. To provide continuous water and wastewater service to our customers it is necessary to purchase pipe fittings and accessories on an as-needed basis. City staff is recommending that City Council approve piggybacking the City of Boynton Beach contract WH22-048 with Fortiline, Inc., for these purchases. The Fiscal Year 2026 Budget includes available funding in multiple Departments/Divisions to purchase pipe fitting and accessories. This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.		
Recommended Action: ADOPT RESOLUTION 2025-XX APPROVING PIGGYBACKING THE CITY OF BOYNTON BEACH CONTRACT WITH FORTILINE, INC., TO PURCHASE PIPE FITTINGS AND ACCESSORIES			

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 16, 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: <u>UPDATED BACKGROUND FROM THE SEPTEMBER 2, 2025, BUSINESS MEETING:</u> The agenda item was rescheduled to the July 16, 2025, Business Meeting. The interlocal agreement has been updated and is attached to this agenda item. <u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 2, 2025, BUSINESS MEETING:</u> 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 16, 2025

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR AUGUST 2025		
Presenter: Marcus Duffy, City Attorney		
Attachments: 1. Emergency and Sole Source Purchase Report		
Background: Attached is a list of all emergency and sole source purchases for the month of August 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 ATTORNEY COMMENTS		