City of Palm Coast
Amended 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, January 20, 2026	9:00 AM	City Hall - Jon Netts Community Wing

City Staff
Michael McGlothlin, 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. MINUTES

1. **MINUTES OF THE CITY COUNCIL:**
   JANUARY 6, 2026, BUSINESS MEETING
   JANUARY 13, 2026, WORKSHOP MEETING

F. ORDINANCES FIRST READ

2. **ORDINANCE 2026-XX MOBILE FOOD DISPENSING VEHICLES**

G. RESOLUTIONS

3. **RESOLUTION 2026-XX AUTHORIZING AND APPROVING THE ISSUANCE OF NOT TO EXCEED $330,000,000 UTILITY SYSTEM REFUNDING AND REVENUE BONDS, SERIES 2026**

4. **RESOLUTION 2026-XX APPROVING REVISIONS TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) BYLAWS**

5. RESOLUTION 2026-XX APPROVING THE ANNUAL AFFORDABLE HOUSING INCENTIVES REPORT 2025 FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) ACT

6. 2022-2023 STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) ANNUAL REPORT

7. RESOLUTION 2026-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V, LLC FOR THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT 1385 RYMFIRE DRIVE

8. RESOLUTION 2026-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V, LLC FOR THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT 350 SESAME BLVD

H. CONSENT

9. RESOLUTION 2026-XX ESTABLISHMENT OF A PARKS & RECREATION ADVISORY BOARD

10. RESOLUTION 2026-XX APPROVING A FLORIDA DEPARTMENT OF TRANSPORTATION CONSTRUCTION AGREEMENT FOR SWALE SYSTEM CONSTRUCTION AND MAINTENANCE

11. RESOLUTION 2026-XX APPROVING A FLORIDA POWER & LIGHT AGREEMENT AND COST FOR THE RELOCATION OF TRANSMISSION POLES FOR THE OLD KINGS ROAD WIDENING PHASE II PROJECT

12. RESOLUTION 2026-XX APPROVING AN INDEMNITY AGREEMENT WITH THE CITY MANAGER

13. RESOLUTION 2026-XX APPROVING A SOLE SOURCE AGREEMENT WITH ALPHA GENERAL SERVICES, LLC FOR MISCELLANEOUS REPAIR PARTS FOR THE PEP SYSTEM

14. RESOLUTION 2026-XX APPROVING A PIGGYBACK CONTRACT WITH HOUSTON-GALVESTON AREA COUNCIL WITH FONROCHE LIGHTING AMERICA, INC., FOR SOLAR LIGHTING EQUIPMENT AND SERVICES ON AN AS-NEEDED BASIS

15. RESOLUTION 2026-XX APPROVING THE PROCESS OF THE TRANSFER OF CITY CANAL BULKHEADS

I. PUBLIC PARTICIPATION

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

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

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

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

16. **REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR DECEMBER 2025**

M. ADJOURNMENT

17. **AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department **Division**	CITY ADMINISTRATION	**Amount** **Account #**	
Subject:	MINUTES OF THE CITY COUNCIL: JANUARY 6, 2026, BUSINESS MEETING JANUARY 13, 2026, WORKSHOP MEETING		
Presenter:	**Kaley Cook, City Clerk**		
Attachments: 1. Minutes (2)			
Background:			
Recommended Action: **APPROVE MINUTES OF THE CITY COUNCIL:** **JANUARY 6, 2026, BUSINESS MEETING** **JANUARY 13, 2026, WORKSHOP MEETING**			

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: ORDINANCE 2026-XX MOBILE FOOD DISPENSING VEHICLES

Presenter: Michael Hanson, AICP, Senior Planner

Attachments:

1. Presentation
2. Ordinance
3. Business Impact Statement

Background:
This is a legislative item.

§509.102 Florida Statutes (F.S.) provides regulations and preemptions regarding Mobile Food Dispensing Vehicles and Temporary Commercial Kitchens (MFDV). The law preempts licensing to the state and prohibits municipalities from being able to prohibit MDFVs from the entirety of their jurisdiction. The City of Palm Coast allows for MFDVs within the City through a special event permit, regulated by the Code of Ordinances Chapter 28 Article II. Due to the City's inclusion of MFDVs in special events, the City is in compliance with the requirement of §509.102 F.S. to not prohibit the use in the entirety of the city.

Food Truck Tuesday has been a staple in Central Park since 2013. It happens on the third Tuesday of every month with a constantly rotating roster of food trucks. Each month a beneficiary is selected from various local non-profit organizations as a community fundraiser.

To address the growing demand of MFDVs within the City staff was asked to analyze the feasibility of adopting an ordinance to regulate MFDV operations outside of special event permits. A draft ordinance was presented to the City Council on October 28th, 2025. City Council provided direction to modify the draft ordinance to additionally provide the ability for MFDVs to operate as an accessory use to existing businesses. The updated draft ordinance was emailed out to a group of approximately 65 MFDV vendors that have previously registered with the City for inclusion in MFDV operations during Special Event Permits. The group's feedback was requested, and they were invited to the Planning and Land Development Regulation Board (PLDRB) meeting on December 17, 2025. That stakeholder group was also invited to the City Council business meetings for MFDVs.

The PLDRB voted unanimously to recommend approval of the draft ordinance with a recommendation to strike the six-hour limit on private catered events and to have any amplified noise/music be regulated by the City's noise ordinance similar to a bar or restaurant.

Recommended Action:
ADOPT ORDINANCE 2026-XX MOBILE FOOD DISPENSING VEHICLES

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: RESOLUTION 2026-XX AUTHORIZING AND APPROVING THE ISSUANCE OF NOT TO EXCEED $330,000,000 UTILITY SYSTEM REFUNDING AND REVENUE BONDS, SERIES 2026

Presenter: Helena Alves, Director of Financial Services

Attachments:
1. Resolution

Background:

This resolution will approve the sale and issuance of Series 2026 Bonds in a principal amount not to exceed $330,000,000 for the purpose of (i) refunding all or a portion of the City's outstanding Taxable Utility System Refunding Revenue Bonds, Series 2021(issued pursuant to Resolution 2021-88), and (ii) financing the construction of certain additions, expansions, and improvements to various components of the City's utility system.

Pursuant to the Utility Five-Year Capital Improvement Plan presentation on January 13, 2026, projects in the plan will be funded with proceeds of the Series 2026 Bonds. Remaining proceeds will be used to refund Series 2021 bonds. The resolution delegates authority to the City Manager to determine final details and terms of the Series 2026 Bonds, subject to certain parameters established in the resolution including the not to exceed amount of the bonds ($330,000,000), the final maturity date of the bonds and the maximum rate of interest. The resolution also delegates authority to the City Manager to determine whether to refund some, all or none of the Series 2021 Bonds in the event any such refunding will achieve present value and/or annual debt service savings for the City.

The Series 2026 Bonds will be secured by a lien on the net revenues of the utility system remaining after payment of operation and maintenance expenses. Pursuant to a competitive solicitation for underwriting services relating to the Series 2026 Bonds, the Issuer received responses from various financial institutions including Raymond James & Associates, Bank of America Securities Inc., Jefferies LLC, TRB Capital Markets, and Wells Fargo Corporate & Investment Banking (collectively, the "Underwriters"). The resolution approves the forms of various documents related to the transaction including the Bond Purchase Agreement between the City and the Underwriters, the Preliminary Official Statement which acts as the offering document for public sale of the bonds by the Underwriters, the Registrar and Paying Agent Agreement and an Escrow Deposit Agreement to facilitate the refunding of the Series 2021 Bonds. Such form documents are attached as exhibits to the resolution and will be completed and executed prior to closing on the bonds which is anticipated to occur in mid-April 2026.

Recommended Action:
ADOPT RESOLUTION 2026-XX AUTHORIZING AND APPROVING THE ISSUANCE OF NOT TO EXCEED $330,000,000 UTILITY SYSTEM REFUNDING AND REVENUE BONDS, SERIES 2026

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: RESOLUTION 2026-XX APPROVING REVISIONS TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) BYLAWS

Presenter: Devrie Paradowski, MPA, Housing Program Manager/SHIP Administrator, Joseph Hegedus, Director, Flagler County Health and Human Services Dept., and Jacqueline Gonzalez, Site Development Coordinator I

Attachments:

1. Presentation, 2. Resolution, 3. Proposed By-laws, 4. 2025 Bylaws Comparison to 2022 Bylaws (a summary of proposed changes)

Background:
The AHAC is established in accordance with the State Housing Initiatives Partnership (SHIP) Act, Chapter 420, Part VII, Florida Statutes (ss. 420.907-420.9089). The SHIP Act requires local governments to pursue three goals: meet the housing needs of very low- to moderate-income households; preserve and expand affordable housing; and further the Housing Element of the comprehensive plan.

Under s. 420.9076, F.S., the Committee supports these goals by reviewing local policies, procedures, ordinances, and land development regulations and recommending incentive strategies that promote the availability of affordable housing for very low- to moderate-income households.

These bylaws are subordinate to, and shall be automatically superseded by, any future amendments to applicable Florida Statutes.

The AHAC voted at their September 23, 2025, meeting to revise the committee's bylaws. Since this is a joint advisory committee serving both Flagler County and the City, the City of Palm Coast reviews and approves the proposed bylaws.

The amendments aim to reflect statutory changes (annual reporting, elected officials as voting members), as well as better codify the joint County–City structure and provide clearer guidance on authority, scope, and procedures. A summary of revisions is provided below (a more detailed description is provided in the agenda attachment titled as "2025 Bylaws Comparison to 2022 Bylaws"):

Interlocal Recognition

- AHAC is formally acknowledged as a joint County–City committee.

Annual Reporting

- Reporting requirement updated from every three years to every year, per 2021 statute.
- Member terms now begin in January, aligning with elected officials' appointments

and the new annual reporting cycle.

Elected Officials

- Required as voting members of AHAC (since 2020 statute).
- No exemption from the virtual attendance cap, but the excused absence policy provides flexibility.

Oath of Office

- City appointees must take an oath before serving, consistent with Palm Coast City Charter.

Chair & Vice Chair Absence

- If both are absent, the longest-serving member presides.

Virtual Attendance

- Allowed for up to ⅓ of meetings annually per member.
- Members must still be counted toward quorum in person, unless excused in advance.

Conflict of Interest

- Stronger alignment with Florida ethics law.
- Disclosure required if a member, or their agency, receives City or County funding.
- Waivers may only be granted by the elected bodies.

Public Hearing Requirement

- November public hearing to adopt the Report of Recommendations is mandatory.
- Clarifies that a majority of the full membership must approve recommendations.

Committee Authority & Scope

- AHAC is advisory only. It reviews and recommends, per statute, but cannot direct staff.
- Boundaries clarified to reflect County Code and Palm Coast Charter.

City of Palm Coast CATF

- Palm Coast AHAC members also serve on the City's Citizens Advisory Task Force (CATF) for CDBG.
- CATF meets twice a year, ensuring coordination between housing programs.

Recommended Action: THE AHAC RECOMMENDS APPROVAL OF THE PROPOSED AMENDMENTS TO THE AHAC BYLAWS

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: RESOLUTION 2026-XX APPROVING THE ANNUAL AFFORDABLE HOUSING INCENTIVES REPORT-2025 FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) ACT

Presenter: Jacqueline Gonzalez, Site Coordinator 1

Attachments:
1. PowerPoint Presentation
2. Resolution
3. AHAC Recommendation- Exhibit "A"

Background:
In April 2009, the City Council approved an Interlocal Agreement (ILA) with Flagler County to implement a Joint Housing Assistance Program. One of the programs administered by Flagler County is the State Housing Initiatives Partnership (SHIP) program. The SHIP program is funded by a portion of the documentary stamps collected on the recordation of deeds.

As required by State Statutes, the Affordable Housing Advisory Committee (AHAC), who serves as the advisory board for the SHIP program, shall annually review and recommend incentive strategies to promote affordable housing as required by Florida Statutes Chapter 420.9076. After the preparation of a report on the local housing incentives, the local government shall incorporate the local housing incentive strategies to address current and future affordable housing needs through specific principles, guidelines, standards, and strategies. The committee's objective is to advance the Housing Element of City/County's Comprehensive Plan, which is mandated by Florida Statute 163.3177(5)(d)(3)(f)(1).

Since SHIP is part of a Joint Housing Program between Flagler County and the City of Palm Coast, both the Board of County Commissioners (BOCC) and City Council review and approve the proposed incentives. This item was presented to the Board of County Commissioners in November. 3, 2025.

Recommended Action:
THE FLAGLER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE RECOMMENDS TO THE CITY COUNCIL OF PALM COAST THE APPROVAL OF PROPOSED INCENTIVES.

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: 2022- 2023 STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM ANNUAL REPORT

Presenter: Joe Hegedus, Health and Humans Services Director
Devrie Paradowski, MPA Housing Program Manager/ SHIP Administrator

Attachments:
1. PowerPoint Presentation
2. SHIP Annual Report

Background:
The Florida Housing Finance Corporation administers the SHIP Program, which provides funds to local governments as an incentive to create partnerships that produce and preserve affordable home ownership. SHIP funds are distributed on an entitlement basis to all 67 counties and 52 Community Development Block Grant entitlement cities in Florida.

In compliance with the Florida Statute 420.9075, Flagler County Housing Services has completed the 2022/2023 State Housing Initiatives Partnership (SHIP) Program Annual Report. In order to receive future funding, all jurisdictions must annually report on local affordability housing programs expenditures, leveraging, beneficiary demographic and more. All local municipalities are given 3 years to spend the allocated SHIP funds for that funding year. Annual Reports include the close out year and two interim years. The SHIP Annual Report will be sent to Florida Housing Finance Corporation upon approval by the Flagler County Board of County Commissioners.

Recommended Action:
FLAGLER COUNTY SERVICES IS PRESENTING TO THE CITY OF PALM COAST CITY COUNCIL THE 2022/2023 ANNUAL REPORT FOR REVIEW OF THE EXPENDED ALLOCATED SHIP FUNDS.

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department	INFORMATION TECHNOLOGY	**Amount**	
Division		**Account #**	

Subject: RESOLUTION 2026-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V, LLC FOR THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT 1385 RYMFIRE DRIVE

Presenter: Doug Akins, Director of Information Technology

Attachments:
1. Presentation
2. Resolution
3. Option and Ground Lease

Background:

The City of Palm Coast's Wireless Master Plan (originally adopted in 2018 and updated in March 2025) guides the promotion of reliable cellular coverage within the City.

This agreement addresses the last remaining City-owned telecommunications tower, which is an older stealth flagpole tower located at Ralph Carter Park (1385 Rymfire Drive). Per previous Council direction to move away from City-owned towers and toward land-lease agreements, Diamond Towers V, LLC has requested to lease this property.

Diamond will construct a new 150-foot monopole-style telecommunications facility capable of accommodating at least four (4) carriers. This action aligns with City goals by:

- **Shifting Responsibility:** All management and maintenance duties will transfer to Diamond.
- **Upgrading Infrastructure:** The new monopole structure will replace the aging flagpole, allowing for better colocation (including for Verizon).
- **Removing Old Asset:** The existing tower will be removed at no cost to the City.
- **Protecting Revenue:** The City will not lose any revenue from the existing carrier on the tower.

Wireless Master Plan Amendment: In order to deter tower clustering and encourage colocation, the Master Plan does not typically include existing, active tower sites. However, as this site is being transitioned to a new lease and structure, staff recommends formally adding the Ralph Carter Park location to the Wireless Master Plan as site S19.

Key Agreement Terms:

- **Initial Option Term:** Twelve (12) months, which may be extended by two (2) additional six-month periods.
- **Lease Term:** An initial term of five (5) years, with the option to extend for five (5) additional five-year periods, for a total of thirty (30) years.

- **Site Development Fee:** A one-time fee of $50,000 shall be paid to the City upon the commencement of construction.
- **Revenue Sharing:** The City will retain 100% of any sublease fees generated by the existing tenant (T-Mobile) and will receive 50% for all subsequent tenants.

Recommended Action:
ADOPT 2026-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V, LLC FOR THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT 1385 RYMFIRE DRIVE

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department	INFORMATION TECHNOLOGY	**Amount**	
Division		**Account #**	

Subject: RESOLUTION 2026-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V, LLC FOR THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT 350 SESAME BLVD

Presenter: Doug Akins, Director of Information Technology

Attachments:
1. Resolution
2. Option and Ground Lease
3. Proposed Trail Realignment Exhibit

Background:

The City of Palm Coast has adopted a Wireless Master Plan for the purpose of promoting more reliable cellular coverage from all carriers within the city of Palm Coast. The Master Plan was originally adopted in January 2018, with an updated version approved in March 2025.

Diamond Towers V, LLC has requested to lease City property located at Seminole Woods Neighborhood Park, 350 Sesame Blvd (Parcel # 07-11-31-7059-RP0M5-0010) for the purpose of constructing a 150-foot high, telecommunications facility (structure). This site is identified as S2 in the Wireless Master Plan. The tower will be a monopole style tower with a full antennae array. This facility will have the capacity to accommodate at least four (4) carriers.

Some of the highlights of the agreements are as follows:

1. The initial Option term is twelve months and may be extended by two additional six-month periods.
2. Initial lease term will be five years with the option to extend for five, five-year periods, for a total of thirty years.
3. A Site Development Fee of $50,000 shall be paid to the City upon the commencement of construction of the tower.
4. The City will receive 40% of any sublease fees generated by the first tenant, and 50% for all subsequent tenants.
5. Diamond Towers V, LLC will have access to the land to build a 150-foot structure and house ground equipment on the site.
6. Diamond Towers V, LLC will relocate part of the City's existing multiuse trail at their own expense.

Recommended Action:
ADOPT 2026-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V, LLC FOR THE CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT 350 SESAME BLVD

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: RESOLUTION 2026-XX ESTABLISHMENT OF A PARKS & RECREATION ADVISORY BOARD

Presenter: James Hirst, Director of Parks & Recreation

Attachments:
1. Presentation
2. Resolution (redline and clean)
3. Procedures (redline and clean)

Background:

UPDATED BACKGROUND FROM THE JANUARY 13, 2026, WORKSHOP MEETING:
City Council received a presentation on this item at the January 13, 2026, Workshop Meeting. The Resolution and procedures have been updated per Council direction and are attached to this item.

ORGINIAL BACKGROUND FROM THE JANUARY 13, 2026, WORKSHOP MEETING:
As the City plans for and cares for its parks, recreation facilities, and community spaces, City Staff regularly engage residents to better understand community priorities and how these spaces are used. To strengthen and formalize this input, City Staff is proposing the establishment of a Parks & Recreation Advisory Board (PRAB). The board would provide advisory recommendations on parks and recreation priorities, projects, and initiatives, guided by the Parks Master Plan.

City Staff have prepared a presentation outlining the proposed Parks & Recreation Advisory Board, along with its rules of procedures and by-laws.

Recommended Action:
ADOPT RESOLUTION 2026-XX ESTABLISHMENT OF A PARKS & RECREATION ADVISORY BOARD

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	
Division	ENGINEERING	**Account #**	

Subject: RESOLUTION 2026-XX APPROVING A FLORIDA DEPARTMENT OF TRANSPORTATION CONSTRUCTION AGREEMENT FOR SWALE SYSTEM CONSTRUCTION AND MAINTENANCE

Presenter: Carmelo Morales, Stormwater Engineer III

Attachments:
1. Resolution
2. Draft Contract

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

City Staff is requesting approval of a Florida Department of Transportation (FDOT) Construction Agreement (2025-C-591-00008) for swale system construction and maintenance.

The construction and maintenance included on this Construction Agreement focuses on two locations; behind lots located on Woodside Drive and behind lots located on Woodlawn Drive. Below is a summary:

1. Construction (by COPC) of a swale conveyance system within and along the US 1 eastern boundary, specifically adjacent to the rear property lines of the following addresses:
    a. 29, 27, 25, 23, 21, & 17 Woodlawn Drive, and 2 & 4 Woodlawn Place.
2. Maintenance of an existing swale conveyance system within and along the US 1 eastern boundary, specifically adjacent to the rear property lines of the following addresses:
    a. 57, 55, 53, 51, 49, 47, 45, 43, 41, 39, 37, 35, 37, 35, 33, 31, 29, 27, 25, 23, 21, 19, 17, 15, 13 Woodside Drive, and 2, 4, & 5 Woodside Place.
3. Future maintenance rights for both the swale systems stated above without needing to go back to FDOT for permission only curtesy notifications.

This item is for approval of the FDOT Construction Agreement (2025-C-591-00008) for swale system construction and maintenance.

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING A FLORIDA DEPARTMENT OF TRANSPORTATION CONSTRUCTION AGREEMENT FOR SWALE SYSTEM CONSTRUCTION AND MAINTENANCE

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	$459,790.56
Division	ENGINEERING	**Account #**	21097011-063000-54507

Subject: RESOLUTION 2026-XX APPROVING A FLORIDA POWER & LIGHT AGREEMENT AND COST FOR THE RELOCATION OF TRANSMISSION POLES FOR THE OLD KINGS ROAD WIDENING PHASE II PROJECT

Presenter: Scott Kehoe, Traffic Engineer III

Attachments:
1. Resolution
2. Florida Power & Light Agreement

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

Florida Power & Light (FPL) will need to relocate a transmission pole as part of the construction phase for Old Kings Road Widening phase II. This pole must be moved for the roadway widening to be constructed. FPL has an existing easement for this pole to be placed within the right of way. The scope of work to accomplish this relocation includes replacing/installing potentially 3 transmission poles to support relocating structure 66H7 to avoid conflicts with a new roadway project.

On February 4, 2025, Council approved a deposit in the amount of $229,792.00 for FPL to commence the detailed design and estimating process.

FPL has determined the total cost for relocation to be $689,582.56. City Staff is requesting approval an agreement and remainder of cost in the amount of $459,790.56 (*less the previously paid deposit of $229,792.00).*

Funds for this cost are budgeted out of the Transportation Impact fund for FY 26.

Source of Funds Worksheet FY 26	
TransImpac 21097011-063000-54507	**$1,125,555.00**
Total Expended/Encumbered to Date	$141,520.00
Pending Work Orders/Contracts	$0.00
Current (WO/Contract	$459,790.56
Balance	**$524,244.44**

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING A FLORIDA POWER & LIGHT AGREEMENT AND COST FOR THE RELOCATION OF TRANSMISSION POLES FOR THE OLD KINGS ROAD WIDENING PHASE II PROJECT

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: RESOLUTION 2026-XX APPROVING AN INDEMNITY AGREEMENT WITH THE CITY MANAGER

Presenter: Helena Alves, Director of Financial Services

Attachments:
1. Resolution
2. Indemnity Agreement with Current City Manager

Background:

The City's existing 401a Retirement Plan and 457 Deferred Compensation Plan require the appointment of plan administrators. On or about April 1, 2000, the City established a retirement plan fiduciary committee in order to be responsible for various administrative functions with respect to the retirement plans for the benefit of the employees of the City, and act as plan administrators.

As authorized under Resolution 2012-98, in recognition of the committee members' various administrative functions and fiduciary responsibilities, without additional compensation, the City has agreed to indemnify the committee members. The indemnification is in respect to any and all claims, losses, damages and expenses which may be incurred as a result of, or arising out of, the performance of the members' duties as part of this committee.

Pursuant to Plan Resolution, as of August 21, 2020, the positions that serve in this capacity are the City Manager, Financial Services Director, Human Resources Director, Public Works Director, and the Fire Chief.

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING AN INDEMNITY AGREEMENT WITH THE CITY MANAGER

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department	WATER AND WASTEWATER UTILITY	**Amount**	$200,000.00
Division		**Account #**	54019082 052007

Subject: RESOLUTION 2026-XX APPROVING A SOLE SOURCE AGREEMENT WITH ALPHA GENERAL SERVICES, LLC FOR MISCELLANEOUS REPAIR PARTS FOR THE PEP SYSTEM

Presenter: James Melley, Wastewater Collections & Pumping Manager

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

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

Alpha General Services, LLC is the sole and exclusive manufacturer of specific replacement parts for existing and newly installed PEP tanks.

In keeping with council's priority for improving infrastructure, staff have the need to replace the failing and damaged components of the PEP tanks that lead to inflow and infiltration. The city owns about 18,400 PEP tanks currently, with more being added every week. On a weekly basis, the Utility Department orders PEP pump chambers, lids, risers, and other molded parts that are crucial to the function of the tank. These parts are built with a mold owned by only Alpha General Services, LLC. The City Council is encouraged to consider keeping a contract with the sole provider of proprietary parts to maintain the system. City staff advertised SS-UT-26-13 for the purchase of all molded fiberglass parts and pieces used in the construction and repair of city owned PEP tanks. The estimated spend each year is around $300,000.00 with approximately $100,000.00 already encumbered. The Notice of Intent to Sole Source is attached.

City staff recommends that the City Council approve a Sole Source Agreement with Alpha General Services for the parts and pieces needed to make system repairs.

SOURCE OF FUNDS WORKSHEET FY 2026	
OPERATING SUPPLIES-INVENTORY	**$405,188.00**
Total Expended/Encumbered to Date	$122,007.73
Pending Work Orders/Contracts	$0.00
Current (WO/Contracts)	$200,000.00
Balance	**$83,180.27**

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING A SOLE SOURCE AGREEMENT WITH ALPHA GENERAL SERVICES, LLC FOR MISCELLANEOUS REPAIR PARTS FOR THE PEP SYSTEM

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	**Amount**	AS NEEDED
Division	ENGINEERING	**Account #**	MULTIPLE ACCOUNTS CITY WIDE

Subject: RESOLUTION 2026-XX APPROVING A PIGGYBACK CONTRACT WITH HOUSTON-GALVESTON AREA COUNCIL WITH FONROCHE LIGHTING AMERICA, INC., FOR SOLAR LIGHTING EQUIPMENT AND SERVICES ON AN AS- NEEDED BASIS

Presenter: Eric Gebo, Architect III

Attachments:
1. Resolution
2. Engagement Letter

Background:
Council Priority:
D. Sustainable Environment and Infrastructure

The City of Palm Coast would like to utilize Houston-Galveston Area Council (RFP#SL12-24) with Fonroche Lighting America, Inc., for solar lighting equipment and related services on an as-needed basis.

Utilizing a contract through piggybacking allows 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.

Since the underlying contract is an agreement based off fees and services, City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council.

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING A PIGGYBACK CONTRACT WITH HOUSTON-GALVESTON AREA COUNCIL WITH FONROCHE LIGHTING AMERICA, INC., FOR SOLAR LIGHTING EQUIPMENT AND SERVICES ON AN AS-NEEDED BASIS

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: RESOLUTION 2026-XX APPROVING THE PROCESS OF THE TRANSFER OF CITY CANAL BULKHEADS

Presenter: VIRGINIA SMITH, LAND MANAGEMENT ADMINISTRATOR AND LYNN STEVENS, DEPUTY DIRECTOR OF ENGINEERING AND STORMWATER

Attachments:
1. Resolution
2. Process - Transfer of City Canal Bulkheads

Background:
This is a legislative item.

UPDATED BACKGROUND FROM THE JANUARY 13, 2026 WORKSHOP MEETING:
City Council received a presentation on the item at the January 13, 2026, Workshop Meeting. The process and the purchase and sale agreement have been amended per Council directive.

ORIGINAL BACKGROUND FROM THE JANUARY 13, 2026, WORKSHOP MEETING:
Several residents have contacted the City over the years to purchase the City owned bulkheads that adjoin their property. In the past, ITT would transfer the bulkheads to the resident upon request. Staff has reviewed the remaining city owned bulkheads and developed a process to transfer upon request to the adjoining property owner.

The City currently has three (3) pending requests to have the canal bulkhead transferred to them. The process requires the resident to permit and build a seawall within two (2) years of transfer or the property will revert back to the City. The City will also retain a 20' easement from the property owner.

Both the resident and the city benefit from this transaction.

- For the Resident:
    - Resident's property becomes larger.
    - Resident has ability to maintain and landscape area at a higher level of service.
    - Provides more ability and flexibility for a floating dock.
    - Prevents unimproved bank erosion and sediment from infilling abutting canal properties.

- For the City:
    - If unimproved, the resident constructs a seawall to stabilize the shoreline and protect the integrity of the saltwater canal. This cost for seawall is borne by the resident in lieu of the city being responsible for these costs.
    - If improved, the resident bears the cost to maintain the land and seawall shifting these costs from the City to the resident.
    - The taxable value of the homeowner's property increases generating additional revenue for the City.
    - City still has access to the canal and other rights including but limited to stormwater through a new 20' wide easement.

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING THE PROCESS OF THE TRANSFER OF CITY CANAL BULKHEADS

City of Palm Coast, Florida
Agenda Item

Agenda Date: January 20, 2026

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

Subject: REPORTING OF EMERGENCY AND SOLE-SOURCE PURCHASES FOR DECEMBER 2025

Presenter: Michael McGlothlin, 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 December 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