



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, March 3, 2026

6:00 PM

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. PROCLAMATIONS - 5:30 P.M.

1. PROCLAMATION - MARCH 9-15, 2026, AS FLOOD AWARENESS WEEK

B. CALL TO ORDER THE CITY COUNCIL BUSINESS MEETING - 6 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

- 2. MINUTES OF THE CITY COUNCIL:
FEBRUARY 17, 2026, BUSINESS MEETING
FEBRUARY 24, 2026, SPECIAL WORKSHOP MEETING**

G. ORDINANCES SECOND READ

- 3. ORDINANCE 2026-XX GOVERNING THE SALE OF CITY-OWNED UTILITY**

RECESS CITY COUNCIL AND CONVENE THE SR 100 CORRIDOR CRA BOARD

- 4. SR 100 COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2026-XX
APPROVING A CONTRACT, INCLUDING CONTINGENCY SERVICES, WITH
KIMLEY HORN FOR THE COMPREHENSIVE PERFORMANCE AND STRATEGIC**

EVALUATION OF THE STATE ROAD 100 COMMUNITY DEVELOPMENT AREA

ADJOURN THE SR 100 CORRIDOR CRA BOARD AND RECONVENE CITY COUNCIL

J. RESOLUTIONS

- 5. RESOLUTION 2026-XX APPROVING A WORK ORDER FOR THE EXISTING FIRE STATION 22 SCHEMATIC DESIGN PHASE**
- 6. RESOLUTION 2026-XX APPROVING EXPENSES FOR REPLACEMENT TURF AT HOLLAND PARK**

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

O. ADJOURNMENT

- 7. AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - MARCH 9-15, 2026, AS FLOOD AWARENESS WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim March 9-15, 2026, as Flood Awareness Week.	
Recommended Action: PROCLAIM MARCH 9-15, 2026, AS FLOOD AWARENESS WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: FEBRUARY 17, 2026, BUSINESS MEETING FEBRUARY 24, 2026, SPECIAL WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (2)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: FEBRUARY 17, 2026, BUSINESS MEETING FEBRUARY 24, 2026, SPECIAL WORKSHOP MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department CITY ADMINISTRATION Division	Amount Account #
Subject: ORDINANCE 2026-XX GOVERNING THE SALE OF CITY-OWNED UTILITY	
Presenter: Marcus Duffy, City Attorney	
Attachments: <ol style="list-style-type: none">1. Ordinance (redline and clean copy)2. Business Impact Estimate	
Background: <u>UPDATED BACKGROUND FROM THE FEBRUARY 17, 2026, BUSINESS MEETING:</u> City Council heard the first reading of this item at the February 17, 2026, Business Meeting and the attached Ordinance has been updated per City Council direction. <u>ORIGINAL BACKGROUND FROM THE FEBRUARY 17, 2026, BUSINESS MEETING:</u> During the November 18, 2025, City Council Business Meeting, the Council provided unanimous consent to consider an Ordinance governing the sale of a City-owned utility. The proposed Ordinance is attached for review and consideration.	
Recommended Action: ADOPT ORDINANCE 2026-XX GOVERNING THE SALE OF CITY-OWNED UTILITY	

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department	COMMUNITY DEVELOPMENT	Amount	139,988
Division	ECONOMIC DEVELOPMENT	Account #	21802600-034000
Subject:	SR 100 COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2026-XX APPROVING A CONTRACT WITH KIMLEY HORN FOR THE COMPREHENSIVE PERFORMANCE AND STRATEGIC EVALUATION OF THE STATE ROAD 100 COMMUNITY DEVELOPMENT		
Presenter:	Craig McKinney, Economic Development Director		
Attachments:	<ol style="list-style-type: none">1. PRESENTATION2. RESOLUTION3. DRAFT CONTRACT4. NOTICE OF INTENT5. EXECUTIVE SUMMARY6. CRA BOUNDARY MAP		
Background:	<p>Council Priority: Create a strong resilient community and ensure sustainable economic growth.</p> <p>The State Road 100 Community Redevelopment Area (CRA) was established in 2004 to address slum, blight and stimulate investment. With the CRA planned to sunset in FY 2034, there are approximately eight (8) years remaining to maximize its Tax Increment Fund (TIF) impact and fulfill its redevelopment goals.</p> <p>To ensure the CRA is on the most effective fiscal and strategic trajectory, the City issued an RFP on November 19, 2025, for a Comprehensive Performance and Strategic Evaluation. Two bids were received that were deemed responsive and responsible. Following a competitive selection process involving five (5) evaluation criteria—including relevant experience, methodology, and cost—Kimley-Horn and Associates, Inc. was identified as the top-ranked firm.</p> <p>The funding for these services is included in the Fiscal Year 2026 SR 100 CRA Budget.</p>		

SOURCE OF FUNDS WORKSHEET FY 2026

CRA 21802600-034000

157,575

Total Expenses/Encumbered to date

17,583

Pending Work Orders/Contracts

0

Current Contract

139,988

Balance

4

Staff recommends approving the contract, including the contingency for additional services relating to boundary modification, finding of necessity, and sunset date, if applicable.

Recommended Action:

**ADOPT SR 100 COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2026-XX
APPROVING A CONTRACT WITH KIMLEY HORN FOR THE COMPREHENSIVE
PERFORMANCE AND STRATEGIC EVALUATION OF THE STATE ROAD 100
COMMUNITY DEVELOPMENT**

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$226,000
Division		Account #	21066015-063000- 61400
Subject:	RESOLUTION 2026-XX APPROVING A WORK ORDER FOR THE EXISTING FIRE STATION 22 SCHEMATIC DESIGN PHASE		
Presenter:	Eric Gebo, Architect III		
Attachments:	<ol style="list-style-type: none">1. Presentation2. Resolution3. Draft Proposal		
Background: Council Priority: D. Sustainable Environment and Infrastructure:	<p>As directed identified by Council, Forefront and City Staff held stakeholders' meetings with various local community organizations along with representatives from Palm Coast Fire Services and City Staff. These respective groups provided insight into their organizations and offered suggestions regarding potential uses for the facility and their desired level of involvement.</p> <p>A new entry to the facility will be constructed which consists of a 200 square foot, two story lobby space with reception area and adjacent restrooms and service closet. A secured office suite makes up the west side of the building. It includes a 175-square-foot office with storage, a 340 square-foot conference room and a central work. An elevator and stairs to serve the mezzanine are conveniently adjacent to the lobby.</p> <p>The City has explored opportunities that would allow for additional parking at nearby businesses and organizations, but these are not a long-term solution due to liability issues, time of day constraints and distance from the Center. The fire station site is an ideal solution. The FS site encompasses just under 1 acre and is not impacted by areas of wetlands or the flood plain.</p> <p>Under the existing contract RFSQ-SWE-25-02, staff negotiated a scope and in the amount of \$226,000 with Forefront Architecture & Engineering, LLC., to provide schematic design services for the existing fire station 22. City staff have determined that the cost for the services is reasonable and fair and is consistent with these types of services for a project of this size and scope.</p> <p>This item is for approval of a work order in the amount of \$226,000 with Forefront Architecture & Engineering, LLC., to provide design services for the above-mentioned scope</p>		

for the existing Fire Station 22.

Funds for this project are budgeted out of the FY 26 Recreation Impact Fee fund.

Source of Funds Worksheet FY 26

Recreation Impact Fee 21066015-063000-61400	\$334,500.00
Total Expenses/Encumbered to Date	\$105,731.77
Pending Work Orders/Contracts	\$0.00
Current Contract	\$226,000.00
Balance	\$2,768.23

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING A WORK ORDER FOR THE EXISTING FIRE STATION 22 DESIGN PHASE

City of Palm Coast, Florida Agenda Item

Agenda Date: March 3, 2026

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$256,212.00
Division	ENGINEERING	Account #	43000099-063000-66008
Subject: RESOLUTION 2026-XX APPROVING EXPENSES FOR REPLACEMENT TURF AT HOLLAND PARK			
Presenter: Eric Gebo, Architect III			
Attachments:			
<ul style="list-style-type: none"> 1. Resolution 2. Quote 			
Background:			
Council Priority:			
B. Safe & Reliable Services			
<p>Phase I of the James F. Holland Park, completed in 2016, has continued to be one of the City's most popular, and attended, parks. With the high attendance comes a great amount of wear and increasing maintenance. Although the Parks Department has been diligent in addressing problem areas throughout the years, the turf has reached the end of its life cycle and is now becoming a safety hazard.</p> <p>Through an approved Piggyback contract with ForeverLawn, Inc., Staff is requesting approval for the replacement of the entire extent of the original Phase 1 turf at a cost of \$256,212.00.</p> <p>Funding for this project is included in the FY2026 Capital Projects Park R&R Fund.</p>			
Source of Funds Worksheet FY 26			
Capital Parks R&R 4300099-06000-66008	\$	320,000.00	
Total Expended/Encumbered to Date	\$	60,976.06	
Pending Work Orders/Contracts	\$	-	
Current (WO/Contract)	\$	256,212.00	
Balance	\$	2,811.94	

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING EXPENSES FOR REPLACEMENT TURF AT HOLLAND PARK