



City of Palm Coast Agenda

Community Center
305 Palm Coast Pkwy NE
Palm Coast, FL 32137
www.palmcoast.gov

PARKS AND RECREATION ADVISORY BOARD

Board Member Megan Rizzo
Board Member Agnes Lightfoot
Board Member John Subers
Board Member Philip McClure
Board Member Julia Walthall
Alternate Board Member DeAnna O'Flaherty
Alternate Board Member Kelsey McManus

Wednesday, April 22, 2026

5:30 PM

Palm Coast Community Center

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Public comments on issues on the agenda or public participation shall be limited to 3 minutes.
- Other matters of concern may be discussed as determined by Committee during the meeting.
- If you wish to obtain more information regarding the agenda, please contact the Parks and Recreation Department at 386- 986-2323.
- In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the ADA Coordinator at 386-986-2570 at least 48 hours prior to the meeting.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while meeting is in session.
- The City of Palm Coast is not responsible for any mechanical failure of recording equipment.
- Any person who decides to appeal any decision 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 audio recorded for public record and transparency.

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

B. ROLL CALL & QUORUM

C. NEW BUSINESS

- 1. OATH OF OFFICE FOR THE NEWLY APPOINTED PARKS AND RECREATION ADVISORY BOARD MEMBERS**
- 2. OVERVIEW OF SUNSHINE LAW FOR PARKS AND RECREATION ADVISORY BOARD MEMBERS**
- 3. REVIEW OF PARKS AND RECREATION ADVISORY BOARD RULES, PROCEDURES, AND BY-LAWS**
- 4. PARKS AND RECREATION ADVISORY BOARD APPOINTMENT OF CHAIR AND VICE CHAIR**
- 5. PRESENTATION - PALM COAST PARKS & RECREATION OVERVIEW**

D. STAFF & BOARD MEMBERS COMMENTS

E. PRESS AND CITIZEN COMMENTS

F. ADJOURNMENT

**City of Palm Coast, Florida
Agenda Item**

Agenda Date: April 22, 2026

Agenda Item: C.1

Department PARKS AND RECREATION Division PARKS AND RECREATION	Amount Org/Account #
Subject: OATH OF OFFICE FOR THE NEWLY APPOINTED PARKS AND RECREATION ADVISORY BOARD MEMBERS	
Presenter: Virginia Smith, MMC,CP,ACP, Land Management Administrator	
Attachments: NONE	
Background: The Parks and Recreation Advisory Board members were appointed by the City of Palm Coast City Council on March 17, 2026. City Council appointed Megan Rizzo, Agnes Lightfoot, John Subers, Philip McClure, and Julia Walthall. City Staff will conduct a swearing in for the newly appointed Board Members.	
Recommended Action: OATH OF OFFICE	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 22, 2026

Agenda Item: C.2

Department	PARKS AND RECREATION	Amount
Division	PARKS AND RECREATION	Org/Account #
Subject:	OVERVIEW OF SUNSHINE LAW FOR PARKS AND RECREATION ADVISORY BOARD MEMBERS	
Presenter:	Marcus Duffy, City Attorney	
Attachments:	None	
Background:	The City Attorney will provide an overview of Florida's Sunshine Laws as they apply to Parks and Recreation Advisory Board members, including requirements related to public meetings, communications, and records to support transparency and compliance.	
Recommended Action:	FOR REVIEW ONLY	

**City of Palm Coast, Florida
Agenda Item**

Agenda Date: April 22, 2026

Agenda Item: C.3

Department PARKS AND RECREATION Division PARKS AND RECREATION	Amount Org/Account #
Subject: REVIEW OF PARKS AND RECREATION ADVISORY BOARD RULES, PROCEDURES, AND BY-LAWS	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. RULES, PROCEDURES, AND BY-LAWS	
Background: The Board will review the Rules, Procedures, and By-Laws, including structure, roles, and meeting procedures, to support consistent and effective Board operations.	
Recommended Action: FOR PRESENTATION ONLY	

**City of Palm Coast, Florida
Agenda Item**

Agenda Date: April 22, 2026

Agenda Item: C.4

Department	PARKS AND RECREATION	Amount	
Division	PARKS AND RECREATION	Org/Account #	
Subject:	PARKS AND RECREATION ADVISORY BOARD APPOINTMENT OF CHAIR AND VICE CHAIR		
Presenter:	James Hirst, Director of Parks & Recreation		
Attachments:	None		
Background:	The Board will conduct appointments for the positions of Chair and Vice Chair. Members will participate in the selection process to establish Board leadership.		
Recommended Action:	APPOINTMENT OF CHAIR AND VICE CHAIR OF THE PARKS AND RECREATION ADVISORY BOARD		

City of Palm Coast, Florida Agenda Item

Agenda Date: April 22, 2026

Agenda Item: C.5

Department	PARKS AND RECREATION	Amount
Division	PARKS AND RECREATION	Org/Account #
Subject:	PRESENTATION - PALM COAST PARKS & RECREATION OVERVIEW	
Presenter:	James Hirst, Director of Parks and Recreation	
Attachments:	1. Powerpoint Presentation	
Background:	City Staff will present an overview of the Palm Coast Parks & Recreation Department, including its organization, services, facilities, programs, and key initiatives.	
Recommended Action:	FOR PRESENTATION ONLY	