



# City of Palm Coast Amended Agenda

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoast.gov](http://www.palmcoast.gov)

## City Council Business Meeting

**Mayor Michael Norris**  
**Vice Mayor Theresa Pontieri**  
**Council Member Charles Gambaro**  
**Council Member Ty Miller**  
**Council Member David Sullivan**

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|                               |                |                                             |
|-------------------------------|----------------|---------------------------------------------|
| <b>Tuesday, July 21, 2026</b> | <b>9:00 AM</b> | <b>City Hall - Jon Netts Community Wing</b> |
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### City Staff

**Michael McGlothlin, City Manager**

**Marcus Duffy, City Attorney**

**Kaley Cook, City Clerk**

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- Other matters of concern may be discussed as determined by City Council.
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### **A. CALL TO ORDER**

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

### **C. ROLL CALL**

### **D. PROCLAMATIONS**

#### **1. PROCLAMATION - AUGUST 2026 AS WATER QUALITY MONTH**

### **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.
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**F. APPROVAL OF MINUTES**

- 1. **APPROVE MINUTES OF THE CITY COUNCIL: JULY 7, 2026, BUSINESS MEETING  
JULY 14, 2026, WORKSHOP MEETING**

**G. CONSENT**

- 1. **RESOLUTION 2026-XX APPROVING AN AMENDMENT OF THE NAMING OF PUBLIC FACILITIES GUIDELINES**
- 2. **RESOLUTION 2026-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2026 (FY 2026/27) ANNUAL ACTION PLAN**
- 3. **RESOLUTION 2026-XX APPROVING UTILIZING UNUSED PRE-APPROVED FUNDS FROM THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT FOR ADDITIONAL ITEMS AT ITSC AND TO ADVANCE THE CONSTRUCTION OF ADDITIONAL SITEWORK & PARKING AT THE SOUTHERN RECREATION CENTER**

**H. APPOINTMENTS**

- 1. **APPOINT ONE (1) MEMBER TO THE VOLUNTEER FIREFIGHTERS PENSION BOARD**
- 2. **APPOINT MEMBERS TO THE CODE ENFORCEMENT BOARD**
- 3. **APPOINT MEMBERS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD**

**I. RECESS CITY COUNCIL AND CONVENE THE SR 100 CORRIDOR CRA BOARD**

- 1. **STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2026-XX APPROVING A PURCHASE AND SALE CONTRACT WITH SANDERS TRUST LLC FOR THE 8.5 ACRES IN THE WHISPERING PINES AREA OF THE SR 100 COMMUNITY REDEVELOPMENT AREA**

**J. ADJOURN THE SR 100 CORRIDOR CRA BOARD AND RECONVENE CITY COUNCIL**

**K. RESOLUTIONS**

- 1. **RESOLUTION 2026-XX APPROVING THE PURCHASE AND SALE CONTRACT WITH**



**SANDERS TRUST LLC FOR THE STATE ROAD 100 CORRIDOR COMMUNITY  
REDEVELOPMENT AREA 8.5 ACRES OF LAND**

- 2. RESOLUTION 2026-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE  
AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND  
LOCATION FOR THE FISCAL YEAR 2027 BUDGET**
- 3. RESOLUTION 2026-XX APPROVING THE NUISANCE ABATEMENT INITIAL  
ASSESSMENT**
- 4. RESOLUTION 2026-XX APPROVING AN AMENDMENT TO DOWNTOWN URBAN CORE  
IMPROVEMENT GRANT PROGRAM**

**L PUBLIC COMMENTS**

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

**M. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

**N. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**O. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

- 1. REPORTING OF EMERGENCY AND SOLE SOURCE FOR JUNE 2026**

**P. ADJOURNMENT**

- 1. AGENDA WORKSHEET AND CALENDAR**

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

**Agenda Date:** July 21, 2026

**Agenda Item:** D.1

|                                                                                                             |                                       |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Department</b> CITY ADMINISTRATION<br><b>Division</b>                                                    | <b>Amount</b><br><b>Org/Account #</b> |
| <b>Subject:</b> PROCLAMATION - AUGUST 2026 AS WATER QUALITY MONTH                                           |                                       |
| <b>Presenter:</b> Mayor and City Council                                                                    |                                       |
| <b>Attachments:</b><br>1. Proclamation                                                                      |                                       |
| <b>Background:</b><br><br>The City of Palm Coast would like to proclaim August 2026 as Water Quality Month. |                                       |
| <b>Recommended Action:</b><br><b>PROCLAIM AUGUST 2026 AS WATER QUALITY MONTH</b>                            |                                       |



## PROCLAMATION

**WHEREAS**, clean, safe water is essential to the health, safety, and quality of life of our residents, businesses, wildlife, and natural environment; and

**WHEREAS**, the United States Congress enacted the Clean Water Act of 1972 and the Safe Drinking Water Act of 1974 to protect the nation's water resources, safeguard public health, and preserve clean drinking water for current and future generations; and

**WHEREAS**, the U.S. Environmental Protection Agency recognizes August as National Water Quality Month to encourage communities to raise awareness about the importance of protecting and conserving our water resources through education, stewardship, and responsible environmental practices; and

**WHEREAS**, the City of Palm Coast remains committed to providing safe, reliable drinking water and protecting the environment through the operation of three water treatment plants and two wastewater treatment plants, while continuing to invest in critical infrastructure that supports the community's future; and

**WHEREAS**, protecting water quality is a shared responsibility, and every resident, business, school, and community partner plays an important role by conserving water, properly disposing of household chemicals, reducing pollution, and helping preserve our waterways for generations to come.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Mayor and City Council of the City of Palm Coast, Florida, that the month of August 2026, be officially designated:

## WATER QUALITY MONTH

encourage all residents to recognize the importance of clean water, practice responsible stewardship of our natural resources, and support ongoing efforts to protect and enhance the quality of Palm Coast's water for the benefit of our community today and for generations to come.

**SIGNED** this 21<sup>st</sup> day of July 2026.

Attest:

CITY OF PALM COAST, FLORIDA

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Kaley Cook, City Clerk

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Michael Norris, Mayor

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

**Agenda Date:** July 21, 2026

**Agenda Item:** F.1

|                                                                                                                                   |                                       |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Department</b> CITY CLERK<br><b>Division</b> CITY CLERK                                                                        | <b>Amount</b><br><b>Org/Account #</b> |
| <b>Subject:</b> APPROVE MINUTES OF THE CITY COUNCIL: JULY 7, 2026, BUSINESS MEETING JULY 14, 2026, WORKSHOP MEETING               |                                       |
| <b>Presenter:</b>                                                                                                                 |                                       |
| <b>Attachments:</b><br>1. Minutes (2)                                                                                             |                                       |
| <b>Background:</b>                                                                                                                |                                       |
| <b>Recommended Action:</b><br>APPROVE MINUTES OF THE CITY COUNCIL: JULY 7, 2026, BUSINESS MEETING JULY 14, 2026, WORKSHOP MEETING |                                       |



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**Council Member Charles Gambaro**  
**Council Member Ty Miller**  
**Council Member David Sullivan**

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|                              |                |                                             |
|------------------------------|----------------|---------------------------------------------|
| <b>Tuesday, July 7, 2026</b> | <b>6:00 PM</b> | <b>City Hall - Jon Netts Community Wing</b> |
|------------------------------|----------------|---------------------------------------------|

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**Marcus Duffy, City Attorney**  
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### A. CALL TO ORDER

*Mayor Norris called the meeting to order at 6:00 p.m.*

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

### C. ROLL CALL

*City Clerk Kaley Cook called the roll. All members were present.*

### D. PUBLIC PARTICIPATION

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*Jeani Duarte suggested that District Seats 3 and 4 vacate their appointments, discussed Charter language, lawful elections, and Charter amendments. Ms. Duarte placed a handout at each Council seat on the dais.*

*Kandi Stevens shared things going on in her District, difficulty crossing streets and issues accessing the trails safely, requested flashing pedestrian crosswalks, and provided location suggestions.*

*Bruce Stone discussed mosquitos, swale flooding, new housing developments and flooding, Ormond Beach Commission safety devices, votes related to E Section developments, and campaign financing.*

*Kirk Whittington shared ideas with Vice Mayor Pontieri regarding cat cafes, puppy spas, SMART animal rescue, and a dog rescue ranch.*

*Julia Walthall shared an invitation to the Parks & Recreation Advisory Board Meetings.*

*Reasa Pabst responded to comments from Vice Mayor Pontieri, grant and nonprofit funding, negligence in disbursement requirements, asked that the City do an audit of the grant program for the past 2 years, and do not give the project back to FC3 and end the contract for 2027.*

*Jeremy Davis thanked residents for their participation, asked for common sense accountability, questions that residents should be able to ask and receive answers to, and asked Council to give direction to staff to bring the policies back for discussion.*

*Darlene Shelley asked about an item on the consent agenda, discussed her involvement with City happenings, decisions and lack of consideration for residents, and asked where the action is.*

*Steve Verrier discussed a Supreme Court ruling regarding geo-fencing, overreach of government, wanted to understand Council's position on using the cameras, and discussed data centers and*

*negative impacts.*

*Dan Frutiger discussed home grading and a home neighboring his, swale alterations, comments from City staff, and the need to establish an ordinance and requirements.*

*Mayor Norris asked Mr. Cote to assist the resident.*

*Mr. McGlothlin provided details of a traffic collector study and that he will review operational items with staff.*

*Council Member Miller shared details of the traffic calming plan, applications received and the process, and discussed pedestrian access.*

*Vice Mayor Pontieri supported flashing crosswalks as requested, wanted to know the status and plan for a removed crosswalk, thanked Mr. Whittington for the ideas, thanked Ms. Walthall for the advocacy for the Parks & Recreation Advisory Board, replied to the comments regarding the policy for grants awards, recipient responsibilities, shared details from Sheriff Staly regarding floc cameras, and wanted details of drainage assessments, if any, after items are put in that effect impervious space.*

*Council Member Gambaro agreed with the requests from Ms. Stevens and supported reviewing the cost as part of the budget process.*

*Council Member Miller highlighted TPO funding set aside for trails and a recommendation to put in requests for funding.*

*Council Member Sullivan discussed the major changes on an Old Kings Road intersection and wanted to know if the changes have been effective.*

*Mayor Norris discussed traffic pattern change signs before the changes occur and an inability to put in a flashing pedestrian sign at this type of intersection.*

*Mr. Cote agreed with the comments from Mayor Norris, shared staff's review of the intersection, coordination with the Flagler County Sheriff's Office, the intersection working as designed, and continued monitoring.*

*Vice Mayor Pontieri and Mr. Cote held discussion on signage and reviewing available options.*

#### **E. APPROVAL OF MINUTES**

##### **1. APPROVE MINUTES OF THE CITY COUNCIL: JUNE 16, 2026, BUSINESS MEETING**

**Motion made to approve by Council Member Gambaro and seconded by Council Member Sullivan. The Motion passed unanimously.**

#### **F. CONSENT**

##### **1. RESOLUTION 2026-85 APPROVING THE DONATION OF TWO CITY PARCELS DESIGNATED AS MUNICIPAL LANDS TO FLAGLER HABITAT FOR HUMANITY**

2. **RESOLUTION 2026-86 APPROVING MASTER PRICE AGREEMENTS WITH HAWKINS, INC., AND CARMEUSE LIME & STONE, INC., FOR THE PURCHASE OF CHEMICALS**
3. **RESOLUTION 2026-87 APPROVING A WORK ORDER WITH PBM CONSTRUCTORS, INC., FOR DEMOLITION AND REMOVAL OF EXISTING MECHANICAL ROTOR AERATORS**
4. **RESOLUTION 2026-88 APPROVING A CONTRACT FOR 19 CENTRAL PLACE PIPE REPLACEMENT**

*Mayor Norris discussed item 4 of the consent agenda with Mr. Cote and asked about the difference in bids.*

*Vice Mayor Pontieri discussed item 1 of the consent agenda to share details and asked Mr. Zobler to provide additional details.*

**Motion made to be adopted on consent by Council Member Gambaro and seconded by Vice Mayor Pontieri**

*Public Comment:*

*Darlene Shelley discussed budget issues, lack of fiscal responsibility to give away City property, did not believe it was in the City's purview to give away City property, and asked Council to consider a reduced purchase price for the property.*

*Jeani Duarte agreed with the prior speaker's comments.*

*Mayor Norris asked Ms. Smith how the item came about.*

*Ms. Smith shared the donation request received from Habitat for Humanity.*

*Vice Mayor Pontieri highlighted the statutory requirements, small effort to help with affordable housing crisis, and supported looking for similar opportunities.*

*Council Member Sullivan agreed and believed it would be positive for the City.*

**Approved – Vice Mayor Theresa Pontieri, Council Member Charles Gambaro, Council Member Ty Miller, Council Member David Sullivan, Mayor Michael Norris**

## **G. RESOLUTIONS**

1. **RESOLUTION 2026-89 APPROVAL OF A CMAR GUARANTEED MAXIMUM PRICE - 2 (GMP-2) FOR GROUND IMPROVEMENTS FOR THE WASTEWATER TREATMENT FACILITY NO. 1 EXPANSION PROJECT**

*Mayor Norris read the title into the record.*

*Brian Roche, Director of Utility, shared details of the item.*



*Vice Mayor Pontieri asked Mr. Roche to explain what this project will do and the funding sources.*

*Council Member Gambaro and Council Member Sullivan shared support for the project.*

**Motion made to approve Council Member Gambaro and seconded by Council Member Sullivan**

*Public Comment:*

*Marilyn Mack wanted the residents of the City of Palm Coast to realize that the City hired a consultant.*

*Mayor Norris reminded Ms. Mack of the public comment policies and procedures.*

**Approved – Vice Mayor Theresa Pontieri, Council Member Charles Gambaro, Council Member Ty Miller, Council Member David Sullivan, Mayor Michael Norris**

**2. RESOLUTION 2026-90 APPROVING A MASTER SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC. FOR WASTEWATER SYSTEM PROGRAM MANAGEMENT & ENGINEERING SERVICES**

*Mayor Norris read the title into the record.*

*Mr. Roche provided a background of the item.*

*City Council held discussion with Mr. Roche on the following topics: funding sources, the project as a multi-million dollar project, competitive bid process, time and materials not to exceed details, contingency amount, mitigation efforts, consent decree, Wastewater Plant 2, wastewater capacity, continued needs at Wastewater Plant 1, and how much project will be designed under this cost.*

**Motion made to approve by Vice Mayor Pontieri and seconded by Council Member Gambaro.**

*Public Comment:*

*Jeremy Davis asked if emergency pump trucks will no longer be needed.*

*Jeani Duarte began discussing toilet to tap. Mayor Norris and Attorney Duffy provided the rules and procedures of public comment and that the public comment at this time is specific to this agenda item.*

*Darlene Shelley stated that the discussion just held is in terms that most residents can't understand, lack of transparency around what is happening here, and bond funding creating tremendous amounts of debt.*

*Mayor Norris reminded Ms. Shelley of the policies and procedures for public comment.*

*Marilyn Mack asked for contract details.*

*Mr. Roche provided descriptions of terms used in the earlier discussion, funding, and*

*contract details.*

*Vice Mayor Pontieri provided a history of impact fees and bond funding.*

**Approved – Vice Mayor Theresa Pontieri, Council Member Charles Gambaro, Council Member Ty Miller, Council Member David Sullivan, Mayor Michael Norris**

## **H PUBLIC COMMENTS**

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

*Jeani Duarte discussed boil water notices since the beginning of the year, chemicals used, justification, and repayment deadlines according to the Charter.*

*Mayor Norris replied that the bond is from the enterprise fund.*

*Bruce Stone discussed utility rates and providing financial aid to elderly residents and had questions about the safety of the water.*

*Darlene Shelley believed that Council has a choice, discussed the utility bond, lack of water and wastewater capacity to support development, and did not believe Council is doing right by their constituents by decommissioning everything that makes Palm Coast beautiful.*

*Raymond Royer came to observe the meeting, was upset with the way public comment was handled, suggested revisiting rules and procedures of public comment, and that Council comment opens the door to other discussions.*

*Marilyn Mack discussed her governmental procurement experience, did not agree with the organizational structure of Finance and procurement, and discussed performance-based contracts.*

*Denise Henry shared thanks for various traffic and road improvements, shared traffic light timing issues, concerns for evacuation routes in emergency situations, and ability to control traffic in such situations.*

*Jeremy Davis thanked the Stormwater Division for swale maintenance and concern for working conditions of field staff.*

*Leslie Johnson shared thanks for fulfilling the ADA request for interpreters.*

*Vice Mayor Pontieri shared details of the Charter language as discussed during public comment, clarified comments regarding the Utility Department, and discussed pavement management details.*

*Mr. Cote shared details of the presented pavement management program.*

*Mayor Norris replied to the comments regarding the policies and procedures and the need to get to City business.*

## **I. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*Mayor Norris wanted to know what equivalent residential units the County has in development that the City of Palm Coast must provide water for and wanted the information to be provided to all of the Council Members.*

*Mayor Norris highlighted the great time at the July 4<sup>th</sup> event.*

*Council Member Gamaro shared about the great July 4<sup>th</sup> event, thanks to Parks & Recreation and Communications departments, and the Flagler County Sheriff's Office.*

*Council Member Sullivan recognized the 250<sup>th</sup> anniversary of the U.S.A.*

*Council Member Miller thanked everyone involved in the United Flagler 4<sup>th</sup> event.*

*Vice Mayor Pontieri shared thanks to staff and the community and provided clarifying details from earlier in the meeting regarding grant awards and compliance with the requirements.*

*Vice Mayor Pontieri recognized and congratulated Heather Priestap as Employee of the Month, highlighted numerous items from the City Manager's Report, discussed private property in Town Center that has not been mowed and wants Code Enforcement to take action, discussed a developer using soil with biosolids in Lakeview Estates, lack of prevention measures, and looked for consensus for staff to review options and bring them back. City Council provided consensus. Additionally, Vice Mayor Pontieri looked for consensus to come back with an update for animal cruelty and neglect measures. City Council provided consensus.*

*Mayor Norris replied to various public comments and highlighted that the full agenda packets are available online and encouraged familiarizing with the terminology used in every meeting.*

**J. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

*There were none.*

**K. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

*There were none.*

**L. ADJOURNMENT**

*The meeting was adjourned at 8:08 p.m.*

*Respectfully submitted by: Kaley Cook, CMC, FCRM City Clerk*



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## City Council Workshop Meeting

**Mayor Michael Norris**  
**Vice Mayor Theresa Pontieri**  
**Council Member Charles Gambaro**  
**Council Member Ty Miller**  
**Council Member David Sullivan**

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|                               |                |                                             |
|-------------------------------|----------------|---------------------------------------------|
| <b>Tuesday, July 14, 2026</b> | <b>9:00 AM</b> | <b>City Hall - Jon Netts Community Wing</b> |
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### **A. CALL TO ORDER**

*Mayor Norris called the meeting to order at 9:00 a.m.*

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

### **C. ROLL CALL**

*Deputy City Clerk Alison Palmer called the roll. All members were present.*

### **D. PUBLIC PARTICIPATION**

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*Mayor Norris provided the rules and procedures of public participation.*

*Public participation opened at 9:02 a.m.*

*Jeani Duarte discussed stomach bugs, water, boil water notices, City Council, and the City Charter.*

*Bruce Stone discussed traffic light timing, safety devices, flooding, and water problems.*

*Barbara Faye discussed Chapter 8 of the City Code of Ordinances regarding animal control and recommended several specific changes to the Ordinance.*

*Public participation closed at 9:10 a.m.*

*Mr. McGlothlin responded that he will follow up with Ms. Faye.*

*Council Member Miller responded to Ms. Faye and asked Council for consensus to ask Community Development to look at the recommendations from Ms. Faye and best practices from around the state. Council gave consensus.*

*Council Member Sullivan responded to Mr. Stone.*

## **E. PRESENTATIONS**

- 1. PRESENTATION - PROPOSED FISCAL YEAR 2027 GENERAL FUND, IT OPERATIONS, AND FACILITIES BUDGET AND TRIM RATE OPTIONS**

*Mayor Norris read the title into the record.*

*City Manager Michael McGlothlin addressed Council regarding the general fund, recommended pathways to a balanced budget based on approved SAPs and service level expectations, and that staff strongly recommends an increase of the millage to 4.2296 as a starting discussion point for budget deliberations.*

*Gwen Ragsdale, Budget & Procurement Manager, and Helena Alves, Director of Financial Services, presented the item to Council.*

*Topics presented included: General Fund Revenue Sources and Unrestricted Revenues.*

*Jay Gardner, Flagler County Property Appraiser, presented on the Homestead Exemption and the property tax initiative scheduled for the November ballot, and provided a handout to Council.*

*Mr. Gardner provided a response to Council questions.*

*Ms. Alves continued the presentation. Topics included: General Fund Revenue Projections, General Fund Expenditures, General Fund Full Time Positions, the Flagler County Sheriff's Office contract, Department Budgets including Community Development, Fire, Parks & Recreation, Public Works, and IT, Non-Departmental Budget, Options not Currently Funded, Maximum Millage Rate Options, and next steps.*

*Ms. Ragsdale, Ms. Alves, Mr. Zobler, Chief Berryhill, Mr. Hirst, Mr. Mancill, Mr. Akins, and Mark Strobridge, Flagler County Sheriff's Office, provided a response to Council questions.*

*Council held additional discussion on the Southern Rec Center, uses for the fund balance, COLA versus merit raises for staff, and setting the millage rate.*

*Council held discussion on the topic and provided consensus to set the maximum millage rate at 4.2296.*

*Vice Mayor Pontieri asked for consensus to: keep the Flagler Humane Society contract at \$156 per animal, try to find 2 FTEs for Public Works, staff to provide merit increase figures, staff to look at SRC costs and revenue, and to be provided the Code Enforcement budget as a complaint-based model versus route. Council provided consensus.*

*Public comment:*

*Sherry Sanders discussed the SRC and pickleball memberships, and asked that they look at family and senior memberships and holding tournaments to increase revenue.*

*Tony Amaral discussed the budget presentation, asked Council to look at the priorities, and discussed service levels for Code.*

*Dan Gibson discussed the SRC budget and asked Council to talk to the community and not make rash decisions.*

**2. PRESENTATION - APPROVAL TO UTILIZE UNUSED PRE-APPROVED PROJECT FUNDS**

*Mayor Norris read the title into the record.*

*Carl Cote, Director of Stormwater and Engineering, and James Hirst, Director of Parks & Recreation presented the item to Council.*

*Topics presented included: Indian Trails Sports Complex parking lot progress, new field safety netting, new batting cages, replacing fencing, additional parking at the Southern Recreation Center, and a skate park.*

*Mr. Cote and Mr. Hirst provided a response to Council questions.*

*Council provided direction to pursue the batting cages, all safety improvements, and parking at SRC, and future consideration for a skate park.*

*Public comment:*

*Todd Miller from Palm Coast Little League complimented City staff, discussed his experiences at City parks, and thanked Council.*

*Carter Ramirez thanked Council, discussed his love of skateboarding, discussed current skating facilities in Palm Coast, and asked Council to invest in a modern concrete park.*

*Francesco Casignida discussed skate parks and advocated for a new skate park in Palm Coast.*

*Todd Weekman advocated for a skate park, for a more central location, and discussed that skate parks are more foundational.*

*Justin O'Neill advocated for a concrete skate park for skating and as a place to hang out.*

*Keelan O'Neill advocated for a skate park, and for it to be in a more central location.*

*Caden Olsen advocated for a skate park.*

*Sherry Sanders discussed investment in SRC and parking.*

*Council thanked all of the advocates for the skate park.*

*City Attorney Duffy asked Mayor Norris to explain SAP for the audience.*

*Mayor Norris discussed the SAP.*

*Council Member Miller asked if there is any funding for a skate park in the budget discussed today. The City Manager responded that it is unfunded.*

*Council asked staff to come back with location options and design costs in August.*

*Council recessed at 1:45 p.m.*

*Council reconvened at 2:05 p.m.*

**3. RESOLUTION 2026-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT**

*Mayor Norris read the title into the record.*

*Barbara Grossman, Code Enforcement Manager, and Caitlyn Norberg, Code Enforcement Technician, presented the item to Council.*

*Topics presented included: the process, history, and timeline, public nuisance abatement violations, nuisance abatement assessments, rates of return, and repeat offenders.*

*Ms. Grossman provided a response to Council questions.*

*Public comment:  
There were none.*

**4. RESOLUTION 2026-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2026 (FY 2026/27) ANNUAL ACTION PLAN**

*Mayor Norris read the title into the record.*

*Jacqueline Gonzalez, Site Development Coordinator, and Jose Papa, Senior Planner, presented the item to Council.*

*Topics presented included: CDBG program history and background, the FFY 2026 Action Plan, CDBG project and programs, allocation of funds, and next steps.*

*Public comment:  
There were none.*

**5. PRESENTATION - COMMUNITY DEVELOPMENT BLOCK GRANT RECOMMENDED UPDATES**

*Mayor Norris read the title into the record.*

*Jacqueline Gonzalez, Site Development Coordinator, and Jose Papa, Senior Planner, presented the item to Council.*

*Topics presented included: CDBG updates.*

*Ms. Gonzalez provided a response to Council questions.*

*Public comment:  
There were none.*

**F. PUBLIC COMMENTS**



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

*There were none.*

**G. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*Council Member Gambaro asked Mr. McGlothlin for an update on the three-way stop at Royal Palms. Commander Bernie Woodward, Flagler County Sheriff's Office, provided a response.*

*Council Member Sullivan encouraged people to vote.*

*Vice Mayor Pontieri thanked participants in the Children's Business Fair and discussed the Tortugas baseball game on Friday.*

*Mayor Norris discussed the 38<sup>th</sup> anniversary of his joining the army.*

**H. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

*There were none.*

**I. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

*There were none.*

**J. ADJOURNMENT**

**1. AGENDA WORKSHEET AND CALENDAR**

*The meeting was adjourned at 2:35 p.m.*

*Respectfully submitted by: Alison Palmer  
Deputy City Clerk*

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** G.1

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PARKS AND RECREATION | <b>Amount</b>        |
| <b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PARKS AND RECREATION | <b>Org/Account #</b> |
| <b>Subject:</b> RESOLUTION 2026-XX APPROVING AN AMENDMENT OF THE NAMING OF PUBLIC FACILITIES GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                      |
| <b>Presenter:</b> James Hirst, Director of Parks and Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                      |
| <b>Attachments:</b> <ul style="list-style-type: none"><li>1. Resolution</li><li>2. Guidelines</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                      |
| <b>Background:</b> <p>On September 21, 2021, the Palm Coast City Council approved the Guidelines for the Naming of Public Facilities, establishing the process and criteria for naming and renaming City-owned parks, recreation facilities, municipal buildings, and other public spaces. The guidelines include an advisory board review process prior to consideration by the City Council.</p> <p>On January 20, 2026, City Council established the Parks and Recreation Advisory Board (PRAB) to serve in an advisory capacity on matters related to parks, recreation, arts, culture, history, and open space. As part of its responsibilities, PRAB reviews and provides recommendations on matters referred to the Board by City Council, the City Manager, or City staff.</p> <p>Staff has reviewed the Guidelines for the Naming of Public Facilities and determined that the review of naming requests for parks and recreation facilities aligns with the purpose and responsibilities of PRAB. Therefore, staff is proposing amendments to designate PRAB as the advisory board responsible for reviewing and providing recommendations on facility naming requests prior to City Council consideration. The proposed amendments do not alter the intent of the guidelines, naming criteria, or City Council's authority to approve or deny naming requests.</p> |                      |                      |
| <b>Recommended Action:</b><br>ADOPT RESOLUTION 2026-XX APPROVING AN AMENDMENT OF THE NAMING OF PUBLIC FACILITIES GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |                      |

**RESOLUTION 2026-\_\_\_\_**  
**AMENDING RESOLUTION 2021-130**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AMENDING THE GUIDELINES AND PROCEDURES FOR THE OFFICIAL NAMING OF PUBLIC FACILITIES OWNED OR OPERATED BY THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast has determined the need to evaluate the current guidelines and procedures for the official naming of public facilities to update the review and recommendation committee; and

**WHEREAS**, the City Council of the City of Palm Coast established the Parks and Recreation Advisory Board on January 20, 2026; and

**WHEREAS**, the City Council intends to provide all citizens and groups in the community the opportunity to participate in the naming of Public Facilities, subject to review and recommendation by the Parks and Recreation Advisory Board, with final review and approval by the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL.** The City Council of the City of Palm Coast hereby approves the amended guidelines and procedures for naming or renaming the City's Public Facilities as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" Guidelines for the Naming of Public Facilities

# **GUIDELINES FOR THE NAMING OF PUBLIC FACILITIES**

## **City of Palm Coast, Florida**

### **Purpose**

The purpose of these guidelines is to establish a systematic and consistent approach for the official naming of public facilities owned or operated by the City of Palm Coast ("City"), including but not limited to parks, facilities, recreational areas, streets, municipal buildings, and specialized areas. These guidelines are not intended to suggest that existing names of public facilities, properties or parks will be or should be changed and is intended only as guidelines for future decisions.

### **Objectives**

- Ensure that City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are easily identified and located.
- Ensure that given names to City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming, and dedication of City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.
- Advance the reputation of the City as well as increase the understanding and public support for its programs.

### **This Policy does not apply to:**

- City core services facilities (e.g., City Hall, Fire Stations);
- Non-City facilities;
- Non-City facilities which occupy City lands and where the building is currently owned or leased by other than the City.
- Naming of programs, events, or other kinds of sponsorships conducted through the City.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches, litter stations and tables.

## **Definitions**

*Naming* means the name assigned by the City Council via resolution to a given public facility, property, or park.

*Nominee* means an individual or organization after whom a public facility, property or park is considered for naming.

*Organization* means a group, business, company, corporation or non-profit entity which has made an extraordinary contribution to the City of Palm Coast.

*Park* shall have the same meaning as “City Park” as defined in Section 42-161, Code of Ordinances, City of Palm Coast, Florida,

*Property* means any parcel of real property, developed or undeveloped, owned or managed by the City of Palm Coast.

*Public Facility* means any capital facility owned or operated by the City of Palm Coast.

## **Criteria**

The practice of the City is to name parks, recreation areas, facilities, streets, municipal buildings, and specialized areas through an adopted process utilizing the above objectives, emphasizing community values and character, local and national history, geography, the environment, civics, and service to the City. Therefore, the following criteria shall be used in determining the appropriateness of the naming designation:

- Neighborhood, geographic, or common usage identification;
- A historical figure, place, event, or other instance of historical or cultural significance;
- National, state, and local leaders or heroes, both past and present;
- Natural or geographical features, such as plant materials, streams, rivers, lakes, and creeks;
- An individual, living or deceased [a] who has made a significant land and/or monetary contribution to the park, recreation area, facility, or municipal building, or [b] who has had the contribution made “In Memoriam” and when the name has been stipulated as a condition of the donation;
- An individual, living or deceased, who has contributed outstanding civic service to the City;
- Consideration shall be given to whether the nominee has already had a street, facility, property or park named after him/her/it;
- A public facility, property or park may be designated with only one name;

- No name will be considered that diminishes the historic integrity of a public facility, property or park;
- A request is ineligible when a similar request was considered and declined by the City Council within three years of the date of submittal of the current application;
- Public facilities, properties and parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as road or waterways. However, naming of specific major areas of public facilities, properties and parks will be permitted. For example, a tennis court area within a larger public park may be named after a specific nominee. In such circumstances, such names must be different from the larger facility, property or park to avoid user confusion.
- The City shall make all decisions relating to the design and placement of all signs or markers on or at City facilities, properties and parks.

Facilities, specialized areas, or amenities may have a name different from that of the larger park, recreation area, facility, or municipal building.

Names that are similar to names of existing parks, recreation areas, facilities, streets, municipal buildings, and specialized areas should not be considered in order to minimize confusion.

## **Renaming**

The City reserves the right to change the name of a City property, park, recreation area, public facility, street, municipal building, or specialized area to maintain consistency with these guidelines. However, renaming carries with it a much greater burden of process compared to initial naming. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Tradition and continuity of name and community identification are important community values. Each request to rename must meet the criteria of this policy, but meeting all criteria does not ensure renaming.

Only those parks and facilities named for a location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.

Parks and facilities named after individuals shall not be changed unless it is found that the individual's personal character is or was such that the continuing use of the name for a park or facility would not be in the best interest of the community.

## **Procedures**

The steps to name a public facility, park or property are as follows:

1. An open call for submissions by the City of Palm Coast including a deadline for submission.
2. A completed "City of Palm Coast Naming of Public Facilities Nomination Form" submitted to the City Manager or his or her designee for each nomination by any citizen, group, or organization.
3. The City Manager or designee will place complete submissions upon an agenda to be reviewed by the **Parks and Recreation Advisory Board ("Board")**. The Board shall review all factual and background information listed on the nomination form as well as any other information deemed appropriate. The Board shall provide a recommendation to the City Council regarding the naming request.
4. Following Board review and recommendation, the City Manager or designee will place complete submissions and Board recommendation(s) upon a subsequent City Council agenda for review. All complete submissions will be presented for consideration to the City Council along with the Board's recommendation(s).
5. The City Council shall discuss these submissions during a scheduled City Council meeting. The City Council may accept or reject the Board's recommendation(s). If the City Council does not accept any nominations for naming submissions, the City Council shall refer the call for submissions back to the Board. The City Council shall select the name or otherwise take action by vote at a scheduled City Council meeting.





## City of Palm Coast Naming of Public Facilities Nomination Form

This Nomination Form is to establish a systematic and consistent approach for the official naming of public facilities in the City of Palm Coast including parks, facilities, recreational areas, streets, municipal buildings, and specialized areas. The criteria for nomination are explained in the document "Guidelines for the Naming of Public Facilities".

### Nominator

Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Nomination

The nominator must answer the following questions and submit this form to the City Manager or designee by \_\_\_\_\_

Name being nominated: \_\_\_\_\_

If a person:

A. Address, City, State, Zip (or former if deceased):

\_\_\_\_\_  
\_\_\_\_\_

B. Date of Death (if deceased) \_\_\_\_\_

C. List specific years of involvement (Example - 01/10-12/17)

\_\_\_\_\_

D. Identify the general area of contribution made by the nominee.

(Example - Health, Education, Business, Environment, Civic, Other)

\_\_\_\_\_  
\_\_\_\_\_

E. Summarize the type of contribution (accomplishments and community involvement) that the nominee made. (more detail further below) :

\_\_\_\_\_

(Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made significant monetary contributions or have contributed outstanding service to the community).

If other than a person:

- A. Summarize the reason for this nomination (more detail to be provided in section D. below)

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- B. Identify in detail the area of contribution made by the nominee and be specific – name either facilities or specialized areas. (Example - Health, Education, Business, Environment, Civic, Other).

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- C. Describe the type of contribution (accomplishments and community involvement) that the nominee made. (Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made significant monetary contributions or have contributed outstanding service to the community).

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- D. Describe in detail why the name being nominated is related to this facility, including any background, details, or other relevant information.

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Signature of Nominator: \_\_\_\_\_

Return the completed forms by email or mail to:

**Email:** [customer-service@palmcoastgov.com](mailto:customer-service@palmcoastgov.com)

**Mail:** 160 Lake Ave, Palm Coast FL 32164

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:**

**Department** COMMUNITY DEVELOPMENT  
**Division** PLANNING

**Amount**  
**Org/Account #**

**Subject:** RESOLUTION 2026-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2026 (FY 2026/27) ANNUAL ACTION PLAN

**Presenter:** Jacqueline Gonzalez, Site Development Coordinator

**Attachments:**

1. Resolution
2. Annual Action Plan

**Background:**

**UPDATED BACKGROUND FROM THE JULY 14, 2026, WORKSHOP MEETING:**

City Council received a presentation on the item at the July 14, 2026, Workshop Meeting. No changes have been made to the item.

**ORIGINAL BACKGROUND FROM THE JULY 14, 2026, WORKSHOP MEETING:**

The Community Development Block Grant (CDBG) Program started in 1974 in order to provide funding for housing and community development. Activities or Programs funded by CDBG funds must meet one of the following the National Objectives of the Program:

- 1) Benefit low- and moderate-income persons (LMI)
- 2) Prevent or eliminate slum or blight
- 3) Address urgent community development needs (Emergency)

As an entitlement community, the City of Palm Coast will be eligible to receive an annual allocation from the Department of Housing and Urban Development (HUD). Historically, CDBG funds have been used for various community development activities such as:

- Housing Programs,
- Public Services (Limited to 15% of Grant),
- Public Infrastructure/Facilities (In Qualified Areas based on Census or benefits area 51% or greater LMI Area),
- Economic Development, and
- Planning/Administration/Monitoring of the Program (limited to 20% of allocation).

In the City of Palm Coast, CDBG funds have been used to fund the following activities:

- Housing rehabilitation of owner-occupied units,
- Financial assistance for first-time homebuyers,
- Public Services,
- Public Infrastructure (Multi-use paths), and
- Planning/Administration/Monitoring of the program.

In order to receive CDBG funds, an entitlement community is required to complete a Consolidated Plan/Strategic Plan, and Annual Action Plan. The Consolidated Plan is designed to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, & expanded economic opportunities. The Strategic Plan is an outlay of expected actions and programs to address City needs as consistent with the national objectives and the Annual Action Plan describes the intended use of CDBG funds over the coming year.

The City is to receive \$481,889.00 in CDBG funds for FFY 2026 (FY 26/27). Consistent with prior years, the following activities are proposed to be funded in the upcoming fiscal year:

- financial assistance to homeowners for home repairs,
- financial assistance for first-time homebuyers,
- provide grant opportunity for public service providers, and
- compliance activities for the CDBG program.

In summary, the proposed allocation for FFY 2026 is as follows:

| <b>ACTIVITY</b>                                                            | <b>Allocation</b>   |
|----------------------------------------------------------------------------|---------------------|
| <b>Housing Assistance Activities</b>                                       |                     |
| Financial Assistance for Home Repair Owner-Occupied Unit                   | \$299,606           |
| First-time homebuyers Program                                              | \$50,000            |
| <b>Public Service Activities</b> (Max. 15% of annual allocation) -\$72,283 |                     |
| Public Service Grant Program                                               | \$37,283.00         |
| City Summer Camp Program                                                   | \$35,000            |
| <b>Planning and Administration</b>                                         | \$60,000            |
| <b>TOTAL ALLOCATION FOR FFY-2026 (FY 2026/27)</b>                          | <b>\$481,889.00</b> |

Public Hearing was held by with Citizen Advisory Taskforce (CATF) on June 25, 2026.

**Recommended Action:**

**PLANNING STAFF RECOMMEND TO CITY COUNCIL TO APPROVE RESOLUTION 2026-XX FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2026 (FY 2026/27) ANNUAL ACTION PLAN**

**RESOLUTION 2026-\_\_\_\_**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**FFY 2026 ANNUAL ACTION PLAN (FY 26/27)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2026 (FY 26/27) ANNUAL ACTION PLAN; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE THE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, PROVIDING FOR IMPLEMENTING ACTIONS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast (the “City”) participates in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program as an entitlement jurisdiction; and

**WHEREAS**, the City has prepared all the necessary documents, notices and forms to participate in the CDBG program; and

**WHEREAS**, the City Council has adopted a Citizen Participation Plan establishing the policies and procedures to be followed to encourage participation by residents and affected parties in the development of the City’s CDBG programs; and

**WHEREAS**, the City implemented the policies and procedures of the Citizen Participation Plan to ensure appropriate and adequate citizen participation; and

**WHEREAS**, the City has completed a five-year consolidated plan (Consolidated Action Plan), which is a required comprehensive planning document in order to receive funding under the CDBG program; and

**WHEREAS**, the City is required to prepare a one-year action plan (Annual Action Plan) to outline the proposed use of the available CDBG funds for the fiscal year; and

**WHEREAS**, the FFY 2026 Annual Action Plan establishes a one-year program in compliance with HUD funding allocations and requirements; and

**WHEREAS**, the Citizens Advisory Task Force (CATF) held a public hearing on June 25, 2026, to hear public testimony of all interested parties regarding the FFY 2026 Annual Action Plan; and

**WHEREAS**, the CATF has reviewed and recommended that the City Council approve the FFY 2026 Annual Action Plan; and

**WHEREAS**, the 30-day comment period for the FFY 2026 Annual Action Plan was held from June 25, 2026 to July 24, 2026; and

**WHEREAS**, the City Council held a public hearing on July 14, 2026, to hear public testimony of all interested parties regarding the FFY 2026 Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. APPROVAL OF THE ANNUAL ACTION PLAN.** The City Council of the City of Palm Coast hereby approves the FFY 2026 Annual Action Plan, as attached hereto and incorporated herein by reference as Exhibit “A.”

**SECTION 2. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 3. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 4. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 5. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on the 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit “A” – CDBG Annual Action Plan - 2026



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FEDERAL FISCAL YEAR {FFY 2026}  
{FY 2026-27}  
ANNUAL ACTION PLAN



## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

As a CDBG entitlement community, the City of Palm Coast is required to submit an Annual Action Plan to direct use of CDBG funds. FFY 2026 is the fifth year of the City's 5-year Consolidated Action Plan (FFY 2022-2026). CDBG funding has previously been programmed for infrastructure improvements to qualified low-moderate income neighborhoods, financial assistance program for home repair for low-moderate income households, a first-time homebuyer's program, public service activities, as well as planning and administration activities. The City intends to continue with activities within one of the categories named above in FFY 2026.

The City serves as the lead agency for administering and implementing projects and programs using CDBG funds. The City has an Interlocal Agreement (ILA) with Flagler County for the administration and implementation of a Joint Housing Program. The ILA has enabled the City and County to partner on the administration of projects using funds from the State Housing Initiative Partnership (SHIP), and in previous years; the Neighborhood Stabilization Program (NSP), and CDBG Small Cities program.

To meet the statutory program goals of decent housing, a suitable living environment, and expanded economic opportunities to benefit low-moderate income persons and households, the City will continue to rely on the objectives, policies, and actions identified in various City documents such as the City Budget, City Capital Improvements Plan (CIP), the City's state mandated Comprehensive Plan, and the Parks Master Plan. Additionally, the City consults with various social service agencies including Flagler County Health and Human Services Department, the Volusia/Flagler Continuum of Care and other non-profit organizations on public service needs (which may be eligible for CDBG funding) as well as data for analysis.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

#### **Overview**

To meet the three objectives of providing decent housing, providing a suitable living environment, and expanding economic opportunity; the City developed the following objectives:

#### **Goal 1: Provide Decent Housing:**

- **Encourage Reinvestment** by providing financial assistance programs for home repairs to retain housing stock serving low-moderate income families. City will also identify opportunities to expand housing activities without duplicating services provided by other entities.
- **Encourage Home Ownership.** In addition to the rehabilitation program, the city will offer a first-time homebuyer program to promote home ownership for low-moderate income families in Palm Coast.

## **Goal 2: Sustainable Living Environment:**

- **Invest in Capital Projects** that improve the safety and livability of neighborhoods.
- **Expand availability and access** to public services.

## **Goal 3: For Expanded Economic Opportunities:**

- **Identify economic activities** which may be assisted by CDBG funds.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has received approximately \$3.5 million in CDBG entitlement funds between Program Year (PY) 2018-2023. These funds were used to assist 71 families through the housing rehabilitation program, 418 students to attend the City's summer camp, and to assist 8 first time homebuyers. Additionally, through the non-profit grant program, an additional 345 persons/households received assistance. The beneficiaries of these services include domestic violence victims, or those needing assistance with utility or rent payments.

In FFY 2024 (FY October 1, 2024 to September 30, 2025), the City accomplished the following:

- Provided financial assistance to 4 low- and moderate- income households for home repairs,
- Provided financial assistance to 5 first-time homebuyer households,
- Provided scholarships to 73 low- and moderate- income students to attend the City's summer camp, and
- Finally, 79 persons/households received assistance through the non-profit grant program.

### **4. Summary of Citizen Participation Process and consultation process**

To complete the Annual Action Plan (AAP), the City consulted with various local and regional social service and housing advocate agencies. The City further hosted public workshop/public hearings to discuss the AAP and the proposed activities. In addition to non-profit agencies, the City continuously coordinates with

the adjacent municipalities as well as regional planning agencies such as the Northeast Florida Regional Council, and the Volusia-Flagler Transportation Planning Organization.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of public comments opportunities and any comments received are provided as an attachment to this Annual Action Plan.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

A summary of public comments opportunities and any comments received are provided as an attachment to this Annual Action Plan.

## **7. Summary**

A summary of public comments opportunities and any comments received are provided as an attachment to this Annual Action Plan.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

| Agency Role        | Name | Department/Agency                |
|--------------------|------|----------------------------------|
| CDBG Administrator |      | Community Development Department |

Table 1 – Responsible Agencies

### Narrative (optional)

The City of Palm Coast through the Community Development Department is responsible for administering the CDBG program. Community Development Dept. staff works with other City departments (Finance, Central Services), non-profit organizations, Flagler County to carry out the goals of the Consolidated Plan. As an example, an infrastructure activity may require the coordination of various departments to implement the most cost-efficient project. One department (Stormwater & Engineering) may design and work on the necessary permitting for the project, while the Public Works Dept. does the actual construction. The capacity to coordinate various phases using existing City staff allows the available CDBG funds to be stretched, in essence, the City is providing an in-kind match to the implementation of CDBG activities.

### Consolidated Plan Public Contact Information

Jacqueline Gonzalez, Site Development  
Community Development Department  
160 Lake Ave.  
Palm Coast, FL 32164  
386-986-3753  
[jgonzalez@palmcoastgov.com](mailto:jgonzalez@palmcoastgov.com)

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The CDBG program mandates the consultation of grant funding recipients with other public and private agencies, state or local social service agencies (for homeless services, child welfare services), adjacent governments, local Continuum of Care (CoC), and Public Housing authorities.

During the course of the administration and implementation of CDBG funded activities, the City continuously coordinates with these various agencies. The City reached out to social service and housing assistance service providers (including the Public Housing Authority) as part of the completion of the Analysis of Impediments to Fair Housing (AI) (The AI was completed and approved by City Council in March 2022). During the completion of the current Consolidated Action Plan (CAP) as well as during the completion of the Annual Action Plan, the City provided notice of public workshops and meetings to discuss the use of CDBG funds.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City works consistently with the Flagler County SHIP program, the City and County have an Interlocal Agreement that allows for the coordination of services and information between the two entities. This coordination assists to minimize the duplication of services. Jointly the City and County is working with local housing authority in redevelopment of area public housing project known as Carver Village by offering administrative support and planning staff advisement with project design and regulation review maximizing redevelopment support. Additionally, the City annually works with Mid-Florida Housing Partnership, the local Association of Realtors, local financial institutions, Bethune Cookman University, Flagler County Housing Authority, local municipalities and the County to host the Annual Flagler County Housing Fair. This annual housing fair targets all families and provides information on available housing assistance programs in the County as well as information on opportunities for homeownership.

As part of the completion of the CAP, mental health, and service agencies are invited to attend the public workshops as well as to provide comments on the drafts of the CAP. The City continuously receives feedback and comment on activities which may be funded through the CDBG program.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Palm Coast coordinated with the Commission on Homelessness and Housing for Volusia and Flagler Counties (COHH), the Continuum of Care (CoC) responsible for coordinating social service

providers, homelessness outreach, and other services targeted to the population experiencing homelessness in the Flagler/Volusia County region.

The COHH is responsible for conducting the annual count of people experiencing homelessness, identifying the gaps in available housing and services to homeless subpopulations, and strategically planning and organizing the expansion of housing and supportive services to meet the needs.

In 2017, the COHH completed its Strategic Plan for addressing homelessness. The plan was updated in July 2021. The Strategic Plan is built on a foundation of data and input from members of the community and expertise of people on all sides of the issue. It is intended to be overarching, implementable and leads us to the goal of effectively ending homelessness of all types, which is, in reality, fully within our grasp.

The COHH Five-Year Strategic Plan includes the integration of “Opening Doors”, HUD’s Federal Plan to Prevent and End Homelessness, and five separate but interactive strategies identified through Community input into a single plan to reflect our communities and their needs.

1. Enhance Coordinated Entry System
2. Assure the provision of homeless prevention, early intervention services and human services
3. Increase services, retool existing services and enhance the provision of housing services
4. Assure Access to Health Services
5. Assist clients to achieve economic stability

As stated through this document, the City recognizes its limitations to implement social service programs due to limited staffing and financial resources. The City seeks to coordinate and to provide support as appropriate to implement actions to address homeless needs and to prevent homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Palm Coast does not receive ESG funds. The City of Palm Coast receives a limited amount of funding through the CDBG program. The City of Palm Coast recognizes the Commission on Homelessness and Housing for Volusia and Flagler Counties (COHH), as the lead agency in determining how to allocate ESG funds and will provide support and coordinate efforts as necessary.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

|   |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                    |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Agency/Group/Organization</b>                                                                                                                                   | City of Palm Coast                                                                                                                                                                                                                                                                                                                                 |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Other government - Local                                                                                                                                                                                                                                                                                                                           |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Housing Need Assessment<br>Economic Development                                                                                                                                                                                                                                                                                                    |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | City of Palm Coast serves the as the lead agency for the planning and administration of the CDBG program. The Community Development Department serves as the lead but consults with other departments such as Recreation and Parks, Utilities, & Stormwater & Engineering Dept. to identify projects and needs that may be funded with CDBG funds. |
| 2 | <b>Agency/Group/Organization</b>                                                                                                                                   | Volusia/Flagler County Coalition for the Homeless                                                                                                                                                                                                                                                                                                  |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Services-homeless                                                                                                                                                                                                                                                                                                                                  |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy                                                                                                                                                             |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The Commission on Homelessness and Housing for Volusia and Flagler Counties (COHH) is the lead agency for the Continuum of Care which covers Flagler County. Data and documents from the VFCCH were used in the completion of the Consolidated Action Plan.                                                                                        |
| 3 | <b>Agency/Group/Organization</b>                                                                                                                                   | Northeast Florida Regional Council                                                                                                                                                                                                                                                                                                                 |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Regional organization                                                                                                                                                                                                                                                                                                                              |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Economic Development                                                                                                                                                                                                                                                                                                                               |



|   |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | NEFRC completed the CEDS for the 7 county region in Northeast Florida including Flagler County.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4 | <b>Agency/Group/Organization</b>                                                                                                                                   | Flagler County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Other government - County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Housing Need Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The City coordinated with various departments of Flagler County government to gather data for the completion of the Consolidated Action Plan. Specifically, the Flagler County Social Service Department provided input during the completion of the Analysis of Impediments to Fair Housing (AI). The input was valuable in identifying needs of their clients who are mainly the elderly or veterans. Additionally, the City of Palm Coast and Flagler County have an Interlocal Agreement to provide a Joint Housing Program. Flagler County as the administrator of the state funded SHIP program is consulted to ensure that there is minimal duplication of programs and services between the City and the County. |
| 5 | <b>Agency/Group/Organization</b>                                                                                                                                   | Flagler Cares                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Services - Housing<br>Services-homeless<br>Services-Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|   |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Flagler Cares is a partner agency with the COHH. As their partner they are a first responder in Flagler County to assist populations who are at risk of becoming homeless. These populations ran the entire gamut of the homeless population and the varying needs that each demographic might need. Data and documents from the Flagler Cares were used in the completion of the Consolidated Action Plan. |
| 6 | <b>Agency/Group/Organization</b>                                                                                                                                   | MID FLORIDA HOUSING PARTNERSHIP                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Services - Housing                                                                                                                                                                                                                                                                                                                                                                                          |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Housing Need Assessment                                                                                                                                                                                                                                                                                                                                                                                     |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The City is a partner with Mid-Florida in providing an annual Housing Fair. The Fair provides information on housing opportunities and housing programs available in Flagler County. The City also has partnered with Mid-Florida Housing to provide free monthly credit counseling, money management, and foreclosure circumvention service to all residence.                                              |
| 7 | <b>Agency/Group/Organization</b>                                                                                                                                   | Family Life Center                                                                                                                                                                                                                                                                                                                                                                                          |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Services-Victims of Domestic Violence                                                                                                                                                                                                                                                                                                                                                                       |
|   | <b>What section of the Plan was addressed by Consultation?</b>                                                                                                     | Housing Need Assessment                                                                                                                                                                                                                                                                                                                                                                                     |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The City coordinated with Family Life Center through direct conversation about the needs of their clients. Outcomes of this conversation will present a forum to identify potential activities that may be funded through the use of CDBG funds.                                                                                                                                                            |
| 8 | <b>Agency/Group/Organization</b>                                                                                                                                   | Flagler County Free Clinic                                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Agency/Group/Organization Type</b>                                                                                                                              | Services-Health                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                                |                   |
|----------------------------------------------------------------|-------------------|
| <b>What section of the Plan was addressed by Consultation?</b> | Health Care Needs |
|----------------------------------------------------------------|-------------------|

|  |                                                                                                                                                                    |                                                                                                                                                                                                                                            |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The City coordinated with Family Country Free Clinic through direct conversation about the needs of their clients. Outcomes of this conversation will present a forum to identify potential activities that may be funded with CDBG funds. |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Other local/regional/state/federal planning efforts considered when preparing the Plan

| Name of Plan      | Lead Organization                                 | How do the goals of your Strategic Plan overlap with the goals of each plan?                                                                                                                                                                                                           |
|-------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continuum of Care | Volusia/Flagler County Coalition for the Homeless | The report provides details on responding agencies for different homelessness needs. The gaps identified in the study helps to identify activities which may be funded through the CDBG program with recognition of the limitations in funding and staffing available from Palm Coast. |

**Table 3 – Other local / regional / federal planning efforts**

#### Narrative (optional)

The City of Palm Coast coordinates with a number of public entities in the implementation of the Consolidated Plan. For housing activities, the City will coordinate with Flagler County (as the SHIP program coordinator and social service provider) on intake and strategies to avoid duplication of services. In addition to housing activities, the City provides notice of upcoming infrastructure projects, if the project is adjacent to a neighboring local government.

During the course of implementation of the Consolidated Plan, the City coordinated with various state agencies to ensure a comprehensive environmental review that meets federal regulations. These state agencies depending on the activity have included: the Department of Environmental Protection, the Division of Historic Resources, the St. Johns River Water Management District, and the Department of Transportation.

## AP-12 Participation – 91.105, 91.200(c)

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal setting

Consistent with CDBG regulations and the City’s Citizen Participation Plan, the City hosted a public workshop and two public hearings on the Annual Action Plan. These public hearings were held on June 24, 2026 with the Citizens Advisory Task Force, and the City Council on July 21, 2026.

Notice for the public meetings were published in the Daytona Beach News Tribune. The notices were also posted on the City’s website.

The Draft FFY 2026 Action Plan was published for a 30-day comment period from June 25, 2026 to July 25, 2026. The plan was also posted on the City’s website and was available by hard copy at City Hall.

### Citizen Participation Outreach

| Sort Order | Mode of Outreach | Target of Outreach | Summary of response/attendance | Summary of comments received | Summary of comments not accepted and reasons | URL (If applicable) |
|------------|------------------|--------------------|--------------------------------|------------------------------|----------------------------------------------|---------------------|
|            |                  |                    |                                |                              |                                              |                     |

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

#### Anticipated Resources

| Program | Source of Funds  | Uses of Funds                                                                                                  | Expected Amount Available Year 1 |                    |                          |            | Expected Amount Available Remainder of ConPlan \$ | Narrative Description                                                                                                                                                                                                              |
|---------|------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------|--------------------------|------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                  |                                                                                                                | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$  |                                                   |                                                                                                                                                                                                                                    |
| CDBG    | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | 481,889.00                       | 0.00               | 0.00                     | 481,889.00 | 963,778.00                                        | Any change in the exact amount available will be pro-rated into the particular activity without exceeding the program limits on use of funds for Public Service (15% of allocation) or General Administration (20% of allocation). |

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The CDBG program does not require a match from non-federal sources. Historically, the City has used in-house staff to provide administrative and planning functions for the CDBG program. Not all of staff time is charged to the CDBG program. Additionally, on past infrastructure projects, the City will use in-house staff to design and construct the project. CDBG funds are used to purchase construction materials only.

The City also coordinates with Flagler County on the state funded State Housing Initiatives Partnership (SHIP) program. The SHIP program is another funding source to address affordable housing needs through home-repair, homeownership, or emergency funding activities.

Additionally, CDBG funds are made available for public services such as rental assistance, and emergency services for domestic violence victims. Partnerships with local non-profits which provide is an important means of using CDBG funds to implement public services since the City does not have a department or office to implement such programs.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City does not anticipate using publicly owned land or property to address needs identified in the plan.

### **Discussion**

The only anticipated resources during the completion of this Action Plan are the allocation from HUD. Any program income received during the year will be programmed for housing activities with up to 15% available for public services.



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

| Sort Order | Goal Name                                          | Start Year | End Year | Category                   | Geographic Area | Needs Addressed  | Funding               | Goal Outcome Indicator                                                                                         |
|------------|----------------------------------------------------|------------|----------|----------------------------|-----------------|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------|
| <b>1</b>   | Provide Housing Assistance                         | 2022       | 2026     | Affordable Housing         |                 | Housing Programs | CDBG:<br>\$349,606.00 | Homeowner Housing Added: 2 Household Housing Unit<br>Homeowner Housing Rehabilitated: 4 Household Housing Unit |
| <b>2</b>   | Provide Public Service Assistance                  | 2022       | 2026     | Non-Homeless Special Needs |                 | Public Service   | CDBG:<br>\$72,283.00  | Public service activities other than Low/Moderate Income Housing Benefit: 103 Persons Assisted                 |
| <b>3</b>   | Maintain Compliance with CDBG Rules and Regulation | 2022       | 2026     | Monitoring compliance      |                 |                  | CDBG:<br>\$60,000.00  | Other: 1 Other                                                                                                 |

**Table 6 – Goals Summary**

#### Goal Descriptions

|          |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Goal Name</b>        | Provide Housing Assistance                                                                                                                                                                                                                                                                                                                                                                                                                  |
|          | <b>Goal Description</b> | <b>Encourage Home Ownership and Reinvestment</b> by providing financial assistance programs for home repairs to retain the affordable housing stock. This goal also aims to promote homeownership by providing financial assistance in the form of down-payment or closing costs to a first-time homebuyer. The City will also identify opportunities to expand housing activities without duplicating services provided by other entities. |
| <b>2</b> | <b>Goal Name</b>        | Provide Public Service Assistance                                                                                                                                                                                                                                                                                                                                                                                                           |
|          | <b>Goal Description</b> | The goal of this activity is to expand the availability of public services. The public services will be made available to income qualified residents who meet the intended demographic profile of program (i.e. student, domestic violence victim). Providing public services will be provided directly through City programs such as summer camp, or through a non-profit public service provider using available CDBG funds.              |
| <b>3</b> | <b>Goal Name</b>        | Maintain Compliance with CDBG Rules and Regulation                                                                                                                                                                                                                                                                                                                                                                                          |
|          | <b>Goal Description</b> | Maintain compliance through monitoring of CDBG activities with the assistance of a grant compliance consultant. Installation of software to assist staff with regulatory compliance.                                                                                                                                                                                                                                                        |

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City of Palm Coast intends to carry-out activities which are consistent with previous activities funded by the CDBG program. Specifically, these projects include: owner-occupied housing rehabilitation, the summer camp scholarships, grant program for non-profit organizations, and general planning, administration, and monitoring. CDBG funds have also been used previously on infrastructure projects and a first-time homebuyers program. Although not funded within the upcoming year. These activities may again be funded when the need arises.

#### Projects

| # | Project Name                                                            |
|---|-------------------------------------------------------------------------|
| 1 | Housing Rehabilitation                                                  |
| 2 | First-time Homebuyer Assistance Program                                 |
| 3 | Public Service Mini-grant Program                                       |
| 4 | Summer Camp                                                             |
| 5 | Planning, Administration, and Monitoring of CDBG Program and Activities |

**Table 7 - Project Information**

#### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The data in the needs assessment and market analysis prepared for the Consolidated Action Plan indicate that there is an aging housing stock in the City along with a population that continues to be more elderly than the state average. This data indicates the need to continue to address the preservation of the existing units currently occupied by low-moderate income households. Staff has found historically that the beneficiaries of the housing rehabilitation program have tended to be mainly single-person households with the head of household over 62 and predominantly female.

Additional input into priorities came from recommendations of the advisory committee as well as through the consultation and public input process.

The following are identified as obstacles to meeting underserved needs:

- The primary obstacle to meeting underserved needs is the limited financial resources available to address identified priorities.
- The City will continue to have a significant population over the age of 65, the need for increased supportive services for the elderly population (especially those on a fixed income) is significantly

impacted by a downturn in the economy. Again, the limited resources available to the City place a significant obstacle in providing for the needs of the elderly.

- As the City's housing stock and neighborhoods begin to age, additional resources will be needed to prevent the dilapidation of neighborhoods.
- Home prices are out of reach for many households, the required down-payment and closing costs for a home buyer presents a significant obstacle for many of these households. Financial assistance to qualified households in the form of down payment or closing costs can provide the difference in reaching home affordability.

**AP-38 Project Summary**  
**Project Summary Information**

|   |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                             |
|---|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Project Name</b>                                                                            | Housing Rehabilitation                                                                                                                                                                                                                                                                                                                                                                      |
|   | <b>Target Area</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Goals Supported</b>                                                                         | Provide Housing Assistance                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Needs Addressed</b>                                                                         | Housing Programs                                                                                                                                                                                                                                                                                                                                                                            |
|   | <b>Funding</b>                                                                                 | CDBG: \$299,606                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Description</b>                                                                             | CDBG funds will be used to provide financial assistance to repair owner-occupied housing units for qualified beneficiaries.                                                                                                                                                                                                                                                                 |
|   | <b>Target Date</b>                                                                             | 9/30/2027                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | The program has a maximum assistance limit of \$80,000 (unless approved for more by the governing body). Based on maximum allocation of \$80,000, an estimated 4 households may receive assistance through the program.                                                                                                                                                                     |
|   | <b>Location Description</b>                                                                    | The activity will be available citywide. The homes that will receive assistance will likely be on a single-family subdivision.                                                                                                                                                                                                                                                              |
| 2 | <b>Planned Activities</b>                                                                      | Funding availability will be announced to provide all potential applicants with opportunity to qualify and participate. The City hosts a workshop as an opportunity for all potential participants to receive more information and ask questions regarding the housing rehabilitation program. Each applicant will need to be qualified (review of household income and housing ownership). |
|   | <b>Project Name</b>                                                                            | First-time Homebuyer Assistance Program                                                                                                                                                                                                                                                                                                                                                     |
|   | <b>Target Area</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Goals Supported</b>                                                                         | Provide Housing Assistance                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Needs Addressed</b>                                                                         |                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Funding</b>                                                                                 | CDBG: \$50,000                                                                                                                                                                                                                                                                                                                                                                              |
|   | <b>Description</b>                                                                             | CDBG funds will be used to assist first-time homebuyers with down-payment and closing costs towards the purchase of a home.                                                                                                                                                                                                                                                                 |
|   | <b>Target Date</b>                                                                             | 9/30/2027                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that up to two families may receive assistance through this program. Historically, typical assistance has ranged between \$10,000 to \$20,000.                                                                                                                                                                                                                              |
|   | <b>Location Description</b>                                                                    | This activity is available citywide.                                                                                                                                                                                                                                                                                                                                                        |

|          |                                                                                                |                                                                                                                                                                                                                             |
|----------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>Planned Activities</b>                                                                      | Applicants for the program must go through the qualification process while securing a mortgage with a lender. The City uses a consultant to assist with the income verification and qualification process for participants. |
| <b>3</b> | <b>Project Name</b>                                                                            | Public Service Mini-grant Program                                                                                                                                                                                           |
|          | <b>Target Area</b>                                                                             |                                                                                                                                                                                                                             |
|          | <b>Goals Supported</b>                                                                         | Provide Public Service Assistance                                                                                                                                                                                           |
|          | <b>Needs Addressed</b>                                                                         | Public Service                                                                                                                                                                                                              |
|          | <b>Funding</b>                                                                                 | CDBG: \$37,283.00                                                                                                                                                                                                           |
|          | <b>Description</b>                                                                             | Funding is made available to governmental or non-profit organizations to provide public service assistance to qualified residents.                                                                                          |
|          | <b>Target Date</b>                                                                             | 9/30/2027                                                                                                                                                                                                                   |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | An assumption of \$700/beneficiary will result in providing assistance to approximately 49 persons or households.                                                                                                           |
|          | <b>Location Description</b>                                                                    | Available to all residents of the City of Palm Coast.                                                                                                                                                                       |
|          | <b>Planned Activities</b>                                                                      | Issue a Notice of Funding Availability to solicit potential applications. Review applications and identify qualified activities. Monitor (with assistance of consultant grant monitor) activities using grant funds.        |
| <b>4</b> | <b>Project Name</b>                                                                            | Summer Camp                                                                                                                                                                                                                 |
|          | <b>Target Area</b>                                                                             |                                                                                                                                                                                                                             |
|          | <b>Goals Supported</b>                                                                         | Provide Public Service Assistance                                                                                                                                                                                           |
|          | <b>Needs Addressed</b>                                                                         | Public Service                                                                                                                                                                                                              |
|          | <b>Funding</b>                                                                                 | CDBG: \$35,000.00                                                                                                                                                                                                           |
|          | <b>Description</b>                                                                             | Funding is provided to provide a stipend to eligible students to attend the City of Palm Coast summer camp program.                                                                                                         |
|          | <b>Target Date</b>                                                                             | 9/30/2027                                                                                                                                                                                                                   |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | Based on an assistance amount of \$700/student, approximately 50 students will receive assistance. The students will be from households that meet the low-moderate income threshold to receive financial assistance.        |
|          | <b>Location Description</b>                                                                    | The assistance is available to all elementary to middle-school students who live within the municipal boundaries of Palm Coast.                                                                                             |

|   |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Planned Activities</b>                                                                      | The City of Palm Coast Parks and Recreation Dept. will announce the availability of summer camp and the availability of financial assistance to attend summer camp. The Parks Dept. will review application and proceed to review the income qualifications of participants who are seeking financial assistance. Attendees of the summer camp participate in various recreational and arts and cultural activities on a typical day at camp.                                                                                                                                       |
| 5 | <b>Project Name</b>                                                                            | Planning, Administration, and Monitoring of CDBG Program and Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Target Area</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | <b>Goals Supported</b>                                                                         | Maintain Compliance with CDBG Rules and Regulation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Needs Addressed</b>                                                                         | Housing Programs<br>Public Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   | <b>Funding</b>                                                                                 | CDBG: \$60,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Description</b>                                                                             | Activities will include public outreach (advertising, public notice) regarding the availability of assistance through the CDBG programs. This project includes the City's participation in the community-wide Fair Housing event. \$25,000 allocated to the initial purchase of the neighborly program to allow efficiency with online application process for rehab and First-time home buyers program and CDBG Program Monitoring and activities. \$4,000 annual user license fee would occur. 2028 add Idis Hud interaction program of \$3,000. With annual license of \$500.00. |
|   | <b>Target Date</b>                                                                             | 9/30/2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | This activity is to ensure compliance of all activities with CDBG rules and guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <b>Location Description</b>                                                                    | Funds are available for use where CDBG activities occur.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | <b>Planned Activities</b>                                                                      | Funds are typically used for advertisement of funding availability for the various programs (housing rehabilitation, first-time homebuyer, summer camp, public service grants). Funding is also used for publication of public notices for public workshops and public hearings for the required CDBG documents. These planned activities are intended to ensure compliance with CDBG rules and guidelines.                                                                                                                                                                         |



## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City has not identified a specific geographic area where assistance will be directed due to low-income or minority concentration. It is important to note however that Census Tracts/Block Groups which have greater than 51% low-moderate income households may qualify for the use of CDBG funds, if the project has an areawide benefit. The City through the course of preparing the Annual Action Plan may identify infrastructure projects within low-moderate income census tracts and elect to fund qualified infrastructure projects with CDBG funds.

### **Geographic Distribution**

| Target Area | Percentage of Funds |
|-------------|---------------------|
|             |                     |

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City has not created a priority for allocating investments geographically in a specific area of the City. The housing program to be funded with CDBG funds will be available Citywide and will be available to benefit low-moderate income households. As described above, the City may target funds for an infrastructure project within a Low-Moderate Income census tract if the opportunity arises.

### **Discussion**

See discussion above.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City has not identified a specific geographic area where assistance will be directed due to low-income or minority concentration. It is important to note however that Census Tracts/Block Groups which have greater than 51% low-moderate income households qualify for the use of CDBG funds, if the project has an areawide benefit. The City through the course of preparing the Annual Action Plan may identify infrastructure projects within low-moderate income census tracts and elect to fund qualified infrastructure projects or qualified activities with CDBG funds.

| One Year Goals for the Number of Households to be Supported |   |
|-------------------------------------------------------------|---|
| Homeless                                                    | 0 |
| Non-Homeless                                                | 6 |
| Special-Needs                                               | 0 |
| Total                                                       | 6 |

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

| One Year Goals for the Number of Households Supported Through |   |
|---------------------------------------------------------------|---|
| Rental Assistance                                             | 0 |
| The Production of New Units                                   | 0 |
| Rehab of Existing Units                                       | 4 |
| Acquisition of Existing Units                                 | 2 |
| Total                                                         | 6 |

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

As previously stated the City has not identified any specific geographic areas for targeted use of CDBG funds. However, consistent with CDBG National Objectives, activities or projects may be funded in low-moderate income Census Tracts, Block Groups if the activity or project provide an areawide benefit.

The CDBG activities to be undertaken supports the City's Affordable Housing goals through the following:

1. assisting a low-moderate income household keep their home up to standard building code or to make modifications that will allow the homeowner to stay in their home (i.e. addressing accessibility issues).
2. provide financial assistance to a low-moderate income household to purchase a home. It is estimated that the FFY2025 funds will assist four (4) households through housing rehabilitation and two (2) households with down-payment assistance to purchase a home.



## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There are currently no public housing units managed by a Housing Authority within the City of Palm Coast.

### **Actions planned during the next year to address the needs to public housing**

There are currently no public housing units managed by a Housing Authority within the City of Palm Coast. The City in the past has consulted with the Flagler County Housing Authority on the voucher program and the need for additional rental properties in the City of Palm Coast. This consultation has been necessitated by citizen enquiries to the City regarding Section 8 Housing Choice Voucher program (the Flagler Housing Authority administers the voucher program for Flagler and Clay Counties). The second reason for consultation is coordination of information regarding new rental projects in the City. The Housing Authority staff has relayed information to the City that at times, their clients have difficulty finding rental units to accommodate the vouchers. The City will continue the coordination efforts and provide information regarding the Flagler Housing Authority and their services through social media or other platforms.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

There are currently no public housing units managed by a Housing Authority within the City of Palm Coast.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

There is no Public Housing Authority (PHA) operating within the boundaries of the City of Palm Coast.

### **Discussion**

Although the Flagler Public Housing Authority (PHA) does not operate any units within the City of Palm Coast, the City coordinates with the PHA. This coordination and collaboration include the PHA attending the Housing Fair. Also, the City has reviewed and certified that the PHA housing Plan is consistent with the City's CDBG Consolidated Action Plan.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Due to limited funding availability and staff, the City does not directly provide services to address the homeless and other special needs activities. However, the City is committed to coordinating and consulting with the efforts of the area Continuum of Care and other social service agencies who provide assistance to the homeless and special needs population.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

As previously stated, the City does not provide direct outreach to the homeless population. As reported in the VFCCH 2021 Gaps and Needs Assessment Report, direct street outreach is facilitated by the Volusia Flagler County Coalition for the Homeless, Inc., SMA Healthcare's PATH Outreach program, Changing Homelessness SSVF (Supportive Services for Veteran Families) program, the VA (Veterans Administration), The Neighborhood Center of West Volusia and Flagler Cares.

Flagler Cares is a broad, county-wide initiative to expand the safety net for Flagler citizens in need, to build a coordinated system of social, financial and health services, and to decrease societal and personal costs by providing services as efficiently as possible. Flagler Cares provides outreach to at risk of homelessness individuals and families and coordinates with the CoC through the Coordinated Entry process for linkage to Prevention, Rapid Rehousing and Permanent Supportive Housing solutions.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

As previously stated, due to limited funding and institutional capacity, the City does not intend to carry out activities directly to provide emergency shelter and transitional housing needs of homeless persons. However, the City is committed to coordinating and consulting with agencies that provide a direct response to addressing the needs of the homeless population. Additionally, the City partners with a local non-profit, Flagler County and other local governments to open and operate a cold-weather shelter when overnight temperatures fall below 40 degrees.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were**

### **recently homeless from becoming homeless again**

As previously stated, due to limited funding and institutional capacity, the City does not intend to carry out activities to address homeless programs that provide assistance for households that make the transition to permanent housing and independent living. However, the City is committed to coordinating and consulting with agencies that provide a direct response to addressing the needs of the homeless population.

The City acknowledges that the VFCCH and other organizations, have resources available as well as an organizational structure that is ready to respond and provide assistance to address needs of the homeless population.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

See response to previous item.

### **Discussion**

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City of Palm Coast is committed to creating safe, diverse, and affordable housing for all its residents. The primary goal of this commitment is to promote the City as a desirable and sustainable place to live, work, and play.

As discussed through this document and within the Analysis of Impediments to Fair Housing (completed in March 2022), the lack of a diverse housing supply is a challenge that can directly impact the availability of affordable housing. The low supply of rental housing presents a challenge for households to have a housing choice.

As provided in data in the Consolidated Action Plan, 78.5% of renter households earning less than 80% of Area Median Income (AMI) are cost-burdened compared to 47% of all renter households. Similarly, 52.4% of owner households earning less than 80% of AMI are cost burdened compared to all owner households (25% cost burdened).

The data provided also indicates that renter-households are more impacted by affordability than owner households.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City in conjunction with Flagler County reviews affordable housing incentives provided as part of the State Housing Initiatives Partnership (SHIP) program. The SHIP program relies on state funds to fund various affordable housing activities such as rehabilitation, homebuyer assistance, new construction assistance.

The review of the incentives is intended to develop recommendations to implement incentives for making housing more affordable. The review examines state identified incentives such as increased densities, flexibility in road design, lot sizes, setbacks, or other development standards that may reduce the cost of building a home.

In addition to the joint City-County review, the recent update of the City's Comprehensive Plan creates a policy that will lead to the completion of a study that will identify appropriate for implementation in the City of Palm Coast. These incentives go beyond affordability in that the study will look at the various life stages of the many households in the City (i.e. young families, new college graduates, etc.) to create a

variety of housing opportunities, no matter what life stage a household may be in.

Finally, it is recognized that there are pending changes in state legislation that may mandate a City to implement different housing opportunities through Accessory Dwelling Units, or Bonus density. Although these initiatives were not passed by the Florida legislature, it is likely they will continue to be presented for discussion in the future by the state legislature.



## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

In recognition of the City's limited capacity to provide assistance for social service activities, the City seeks to partner with and support existing agencies to provide the assistance needed by segments of the population not covered by direct City activities. The City will consider the use of CDBG or other available funds to assist social service providers to implement activities. Additionally, the City as appropriate will coordinate with social service agencies through on-going data exchange or consultation.

### **Actions planned to address obstacles to meeting underserved needs**

As stated throughout this document, the City recognizes its limitations in addressing the underserved needs within the community. The primary obstacle to meeting underserved needs is sufficient resources to meet the needs identified in the outreach conducted for this Action Plan. Addressing all housing, homeless, and community developments needs is a difficult task due to lack of funding. The City will utilize all possible resources and will attempt to secure additional sources of financing as appropriate over the course of the program year to meet underserved needs. These actions are done with full recognition that the Flagler County Health and Human Services Dept. is the main governmental source of providing social services, and that other agencies such as Flagler Cares and Family Life Center provide vital services in the community that are not provide by a local governmental agency.

Over the timeframe covered by this Consolidated Plan and Annual Action Plan, the following actions will take place in an effort to address obstacles to meeting the underserved needs:

- Continue to develop and nurture relationships with stakeholders (social service providers, clients) in an effort to better identify needs.
- Enhance the level of coordination among stakeholders to maximize outputs and deliver more efficient and effective services. For the City, this can be as simple as directing a resident/citizen to an agency who may be able to help address their need.

### **Actions planned to foster and maintain affordable housing**

The City will foster and maintain affordable housing through the use of its CDBG funds by continuing to implement the Housing Rehabilitation Program, and the First-time Homebuyers Program. The City has limited resources to implement other affordable housing activities, but other opportunities are available through the State Housing Initiatives Partnership (SHIP) program which is administered and managed by Flagler County. Other assistance available through the SHIP program include Roof Replacement, Barrier

Free Modification for Seniors, and Disaster Assistance.

### **Actions planned to reduce lead-based paint hazards**

As part of the Housing Rehabilitation Program, the City implements testing to ensure that CDBG program assisted housing rehabilitation activities undergo a lead paint assessment when appropriate based upon the age of the structure. If lead paint is detected, the City undertakes all required measures to mitigate and/or remove lead-based paint where it exists. The City procures certified providers of lead paint testing, abatement and clearance testing.

The City will continue to test all houses built prior to 1978 if rehabilitated under the owner-occupied rehabilitation program for lead-based paint and, if lead-based paint is found, the City will incorporate the necessary mitigation work into the rehabilitation work and clearance tests to indicate the home is safe before allowing homeowner to occupy the home.

### **Actions planned to reduce the number of poverty-level families**

As previously stated, the City recognizes the limitations available to provide technical assistance or financial assistance to address poverty within the context of this Consolidated Action Plan. However, it should be noted that an overarching goal of this plan would be to benefit the greatest number of people to the greatest extent possible with the available resources.

The City will coordinate with various providers whose mission has been identified as the most beneficial to residents and to assisting families in need. As stated above, through the CDBG program, a City provides technical assistance and through the CDBG funds makes funding available (through a grant program) to agencies that provide public services to address the needs of persons in poverty. These agencies may typically provide services to homeless and non-homeless special needs populations, as well as low- and moderate-income families. These services may include housing, assistance with behavioral health, and other assistance to promote self-sufficiency.

In light of the statement provided above, the City through its CDBG program does provide assistance to assist households below the low/moderate income threshold and or take the first step to building self-sufficiency. These activities include:

- Providing a summer camp scholarship program that assists low-moderate income students/households, and
- Providing financial assistance to low-moderate income families to purchase a home.

### **Actions planned to develop institutional structure**

The City of Palm Coast Community Development Department serves as the lead entity in carrying out the

Consolidated Plan along with the assistance of consultants. Activities completed in the past using CDBG funds have included assistance from the City's Public Works Dept., Stormwater and Engineering Dept. The City has developed sufficient capabilities for implementing and administering programs in-house and continues to foster agency coordination. The City recognizes that collaboration between local, county, and non-profit agencies is important in successfully carrying out the goals and objectives identified in the Consolidated Plan and addressing community needs.

The City recognizes that continuing to build a structured service delivery systems is critical to the long-term success of community development efforts in the City. These systems assist in proper targeting of resources, efficient use of those resources, and hopefully a meaningful change in the number of poverty-level families in the City. The City of Palm Coast will continue to engage in coordination efforts between governmental and non-governmental agencies operating within the City, and continued support for institutional efforts to address long-term challenges in the region.

Although a range of services are available in the community, including homeless prevention services, health services, crime-victim assistance and supportive services, there is recognition that the demand is always greater than the assistance available. These programs are provided by nonprofit organizations and Continuum of Care (CoC) member agencies.

Therefore, the City will support the following steps to develop institutional structure:

- Participate in training opportunities available to City staff
- Provide technical assistance when staff has the capacity, and
- Provide financial assistance, as appropriate or when available.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City is committed to ensuring that there is coordination between public and private housing and social service agencies. The Community Development Department as the lead administrator for the CDBG Block Grant is essential to ensure that on-going coordination and opportunities for cooperation are not missed.

The City will:

- Continue coordination with the County on available housing programs (SHIP and CDBG), and
- Continue coordination with service agencies such as Flagler County Health and Human Services Dept., the Volusia-Flagler Coalition for the Homeless, Flagler Cares, Family Life Center, or other service agency during the formulation of the CDBG Annual Action Plan.

The coordination efforts above are in recognition that these agencies play a key role in delivering services to the public and providing programs essential to the community such as homeless services, emergency services, youth programs, elderly programs, and special needs services. Additionally, these agencies

provide partnership opportunities for the use of CDBG funds for public service activities.

**Discussion:**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

The activities identified in the FFY 2026 Action Plan are consistent with activities carried out in previous CDBG program years. The City does not anticipate any program income at this time. However, it should be noted that program income from the Neighborhood Stabilization Program (NSP) may be used and administered as part of the CDBG program. Should any income from the NSP program come to the CDBG program it will be allocated to housing activities funded by the CDBG program. Any other income will be used mainly for housing activities with up to 15% being used for public service activities.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

|                                                                                                                                                                                                |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed                                            | 0        |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0        |
| 3. The amount of surplus funds from urban renewal settlements                                                                                                                                  | 0        |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan                                                   | 0        |
| 5. The amount of income from float-funded activities                                                                                                                                           | 0        |
| <b>Total Program Income:</b>                                                                                                                                                                   | <b>0</b> |

#### Other CDBG Requirements

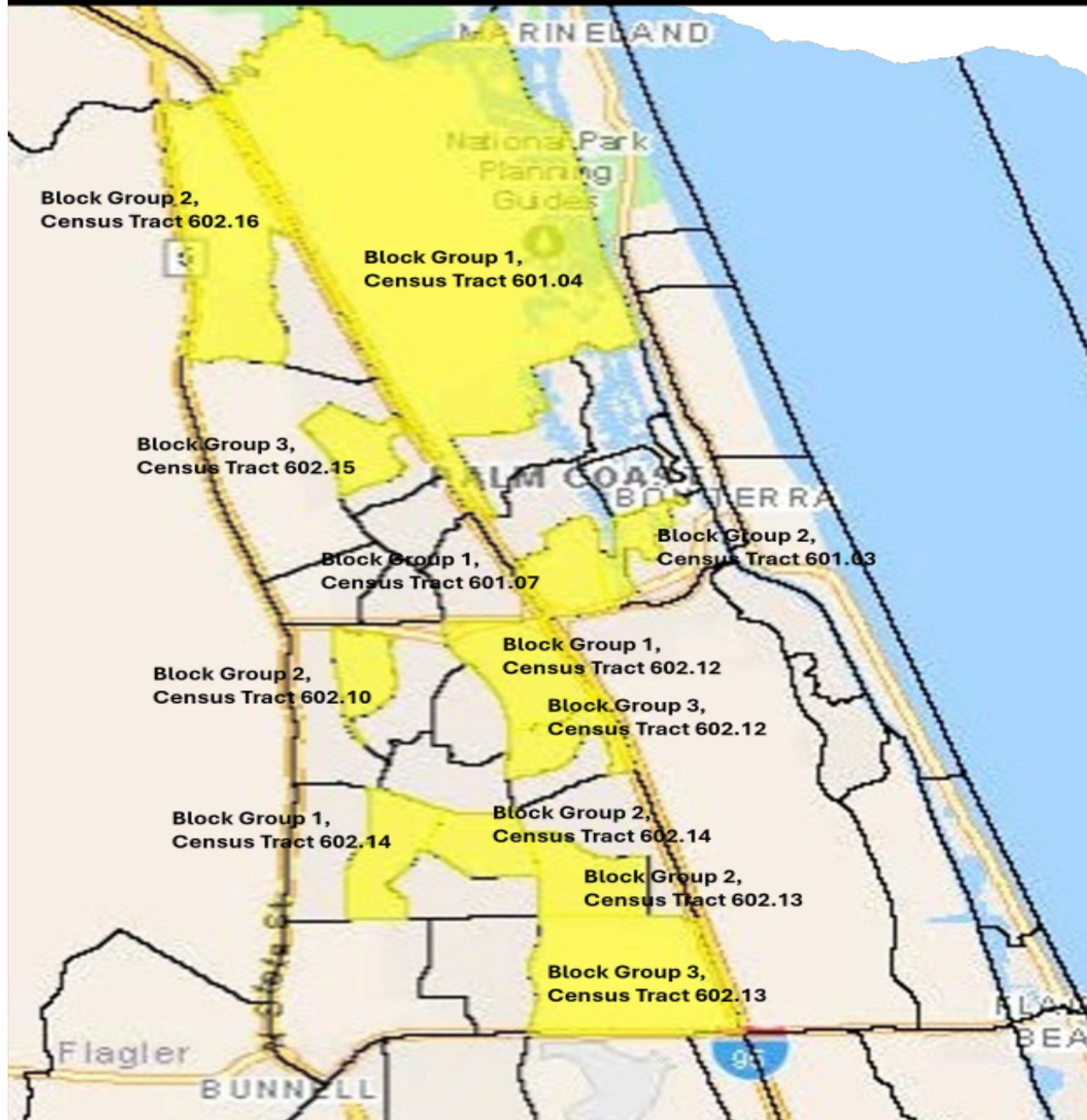
|                                                                                                                                                                                                                                                                                                                                                                                                   |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. The amount of urgent need activities                                                                                                                                                                                                                                                                                                                                                           | 0      |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 70.00% |

The overall benefit will cover the period from FFY 2022 to FFY 2026.

## Attachments

## City of Palm Coast – Low-Moderate Income Areas

Source: LMISD by Block Group, US Housing and Urban Development



The City of Palm Coast is considered an Exception Grantee. This is due to City of Palm Coast having few Census Tract Block Groups (less than 25% of Census Tract Block Groups) in which 51 percent of the residents are low- and moderate-income. CDBG rules authorize an exception criterion for such grantees to be able to undertake area benefit activities. Specifically, section 105(c)(2)(A)(ii) of the Housing and Community Development Act of 1974, as amended, states that an activity shall be considered to principally benefit low and moderate income persons when "the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income." The threshold for the highest quartile in the City of Palm Coast is 48.6%, therefore, all Census Tract Block Groups above this threshold may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 48.6% of the residents are low- and moderate-income persons. Such area-benefit activities include things such as parks, neighborhoods, facilities, community centers and streets. This map includes all Census Tract Block Groups meeting the 48.6% threshold.

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:**  
G.3

**Department** STORMWATER AND ENGINEERING  
**Division** CONSTRUCTION MGT AND  
ENGINEERING

**Amount** \$960,000.00  
**Org/Account #** 21066015-063000-99054

**Subject:** RESOLUTION 2026-XX APPROVING UTILIZING UNUSED PRE-APPROVED FUNDS FROM THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT FOR ADDITIONAL ITEMS AT ITSC AND TO ADVANCE THE CONSTRUCTION OF ADDITIONAL SITEWORK & PARKING AT THE SOUTHERN RECREATION CENTER

**Presenter:** Eric Gebo, Architect

**Attachments:**  
1. Resolution

### **Background:**

#### **UPDATED BACKGROUND FROM THE JULY 14, 2026, WORKSHOP MEETING:**

On January 6, 2026, under Resolution 2026-06, Council approved expenses for the In-house construction of the Indian Trails Sports Complex ball field parking area.

Staff is requesting approval to utilize unused funds estimated at \$960,000 from the Indian Trails Sports Complex Parking Expansion Project. The in-house performing of the Indian Trails work resulted in a substantial cost savings from the original construction estimate.

On July 14, 2026, per Council direction, staff presented recommendations to utilize unused, pre-approved funds from the Indian Trails Sports Complex (ITSC) Parking Expansion Project with Council providing direction to utilize these funds for the following projects:

- Adding 5 batting cages (Little League to provide and install netting)
- Installation of safety fencing on sidelines of Baseball Field #2 and partial outfield
- Increase fence height on Field #2 bullpen
- Advance the construction of sitework and additional parking at the Southern Recreation Center

This item is to approve utilization of unused funds estimated in the amount of \$960,000 from the Indian Trails Sports Complex Parking Expansion project for the projects listed above. Approval will allow a transfer of the balance of funds estimated amount to be \$800,000 from project number PK66013 to Project number #99054. Funding is budgeted under the Recreation Impact fund for FY26.



**Source of Funds Worksheet**

Original Budget 21066015-063000-99054: \$394,881.00

Transfer From 21066015-063000-PK66013:\$800,000.00

Revised Budget: \$1,194,881.00

Total Expended/Encumbered to Date: \$130,965.26

Pending Work Orders.Contracts:

Current (WO/Contract): \$800,000.00

Balance: \$263,915.74

**ORIGINAL BACKGROUND FROM THE JULY 14, 2026, WORKSHOP MEETING:**

Staff will make a recommendation to utilize unused, pre-approved funds, from the Indian Trails Sports Complex Parking Expansion Project to advance the construction of the additional parking at the Southern Recreation Center.

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING UTILIZING UNUSED PREAPPROVED FUNDS FROM THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT FOR ADDITIONAL ITEMS AT ITSC AND TO ADVANCE THE CONSTRUCTION OF ADDITIONAL PARKING AT THE SOUTHERN RECREATION CENTER**

**RESOLUTION 2026-\_\_\_\_**  
**APPROVAL OF UNUSED PROJECT FUNDS**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING UTILIZING UNUSED PRE-APPROVED FUNDS FROM THE INDIAN TRAILS SPORTS COMPLEX PARKING EXPANSION PROJECT FOR ADDITIONAL ITEMS AT ITSC AND TO ADVANCE THE CONSTRUCTION OF ADDITIONAL SITEWORK & PARKING AT THE SOUTHERN RECREATION CENTER; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE NECESSARY DOCUMENTS; PROVIDING FOR FUTURE AMENDMENTS, PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, City staff is requesting approval of unused funds from the in-house Indian Trails Parking Expansion Project, approved under Resolution 2026-06, to add additional items at ITSC and to advance the construction of additional sitework and parking at the Southern Recreation Center; and

**WHEREAS**, City Council desires to approve the utilization and transfer of unused project funds to the above-mentioned Project; and

**WHEREAS**, In accordance with Chapter 2, Article 1, Division 3 – Purchase and Contractual Services Sections, 2-26- Approval Requirements- Subsection A, City Council desires to grant authority for the City Manager to enter into or increase any necessary contracts including those that are equal to or exceed \$100,000 associated with the expenses related to the above-mentioned project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF FUNDING.** The City Council of the City of Palm Coast hereby approves the utilization and transfer of unused funds from the Indian Trails Sports Complex Parking Expansion to add additional items at ITSC and to advance the construction of

additional sitework and parking at the Southern Recreation Center.

**SECTION 3. AUTHORIZATION TO NEGOTIATE, FINALIZE, AND EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 4. FUTURE AMENDMENTS.** The City Manager, or designee is hereby authorized to approve any future amendment for changes totaling less than \$100,000 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the authority to execute amendments on behalf of the City for any other changes that may be necessary.

**SECTION 5. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 6. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** H.1

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Department</b> CITY ADMINISTRATION<br><b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Amount</b><br><b>Org/Account #</b> |
| <b>Subject:</b> APPOINT ONE (1) MEMBER TO THE VOLUNTEER FIREFIGHTERS PENSION BOARD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
| <b>Presenter:</b> Mayor and City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| <b>Attachments:</b><br>1. Application (1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |
| <b>Background:</b><br><br>In April of 2024, City Council appointed Patrick Juliano to the Volunteer Firefighters Pension Board. With Mr. Juliano's resignation, City Council will need to appoint one applicant to fill the open seat.<br><br>The intent of the Board is to serve as the Volunteer Firefighters' Retirement System Plan Administrator and The Trustee of the Fund. In addition, the general administration, management, and responsibility for the proper operation of the system shall be vested in the Board. The Board is responsible for administering the trust fund.<br><br>Section 175.06, Florida Statutes mandates that the pension plan be administered by a five (5) member Board. Two (2) of the five (5) members are to be appointed by City Council; two (2) are elected by the Volunteer Firefighters and the fifth member is chosen by the majority of the previous four (4) members. Statute sets the term of the office at two (2) years for all members; however, there are no term limits.<br><br>One (1) application was received and is attached to this item. |                                       |
| <b>Recommended Action:</b><br><b>APPOINT ONE (1) MEMBER TO THE VOLUNTEER FIREFIGHTERS PENSION BOARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |





## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

|                                                                                                                                                                                                                                                                                            |                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Beautification & Environmental Advisory Committee *                                                                                                                                                                                                               | <input type="checkbox"/> Planning & Land Development Regulation Board *<br>** ♠  |
| <input type="checkbox"/> Code Enforcement Board *                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Volunteer Firefighters' Pension Fund Board * |
| <input type="checkbox"/> Citizen's Advisory Committee                                                                                                                                                                                                                                      | <input type="checkbox"/> Bicycle and Pedestrian Advisory Committee               |
| <input type="checkbox"/> Residential Drainage Citizen Advisory Committee *                                                                                                                                                                                                                 | <input type="checkbox"/> Charter Review Committee                                |
| <input type="checkbox"/> Parks & Recreation Advisory Board                                                                                                                                                                                                                                 |                                                                                  |
| <input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council:<br><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel<br><input type="checkbox"/> Representative of residential home building industry |                                                                                  |

\* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

\*\* Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT

☐ Yes ☒ No

### 1. PERSONAL

Name: Dylan T Mulligan E-mail address: Mulligan.dylan31@gmail.com

Mailing Address (If Different from Residence):

Home Phone

Business Phone:



Date of Birth: 05/06/1995 Place of Birth: Sharon, Pa

How long have you been a permanent resident of Palm Coast? 18.5 years

What year did you become a continuous resident of the City of Palm Coast? 2007

List all places of residence for the last five years.

| Address                   | City & State  | From       | To         |
|---------------------------|---------------|------------|------------|
| [REDACTED]                | [REDACTED]    | [REDACTED] | [REDACTED] |
| 445 Shady Oaks Dr Apt 201 | Palm Coast FL | June 2021  | Aug 2022   |
| 485 Shady Oaks Dr Apt 200 | Palm Coast FL | Oct 2019   | June 2021  |
|                           |               |            |            |
|                           |               |            |            |

Are you a registered voter in Flagler County? ☒ Yes ☐ No

Have you ever used or been known by any other legal name? ☐ Yes ☒ No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States? ☒ Yes ☐ No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: Firefighter/Paramedic Current Employer: City of Palm Coast

Current Business Address: 160 Lake Ave

Palm Coast FL 32164 386 986 2360  
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

| Employer & Address | Type of Business | Occupational Title | Period of Employment |
|--------------------|------------------|--------------------|----------------------|
|--------------------|------------------|--------------------|----------------------|

Have you ever been employed by any state, district, or local governmental agency in Florida? ☒ Yes ☐ No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

| Position | Employee Agency | Period of Employment |
|----------|-----------------|----------------------|
|----------|-----------------|----------------------|



Firefighter/Paramedic City of Palm Coast Fire Dept Current

### 3. EDUCATION

High School: Matanzas High School Palm Coast FL Year Graduated: 2013  
Name & Location

List postsecondary educational institutions or programs attended:

| Name & Location                        | Dates Attended          | Certificate/Degrees Received             |
|----------------------------------------|-------------------------|------------------------------------------|
| <u>First Flagler Technical College</u> | <u>10/2020 - 6/2021</u> | <u>Emergency Medical Tech.</u>           |
| <u>Daytona State College</u>           | <u>7/2021 - 11/2021</u> | <u>FL Firefighter cert of Compliance</u> |
| <u>Daytona State College</u>           | <u>1/2022 - 6/2023</u>  | <u>Paramedic Certi</u>                   |

### 4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? ☐ Yes ☒ No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_  
If yes, explain below: ☒ Yes ☐ No

### 5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? ☐ Yes ☒ No  
If yes, which Board or Committee? \_\_\_\_\_

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

Palm Coast Professional Firefighters Local 4807

### 6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

PCFD Lieutenant and Palm Coast resident. Previously served as treasurer of IAFF Local 4807 and have experience managing budgets, finances and organizational resources. My leadership and financial experience support sound pension fund oversight.



through responsible stewardship of fund assets and informed decision making in the best interest of maintaining accountability, transparency and long term financial stability.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: ☐ Yes ☒ No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: ☒ Yes ☐ No

Lieutenant Paramedic - City of Palm Coast

Have you ever been elected or appointed to any public office? If yes, list below: ☐ Yes ☒ No

| Office Title | Date of Election or Appointment | Term of Office | Level of Government |
|--------------|---------------------------------|----------------|---------------------|
|--------------|---------------------------------|----------------|---------------------|

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☒ Yes ☐ No If yes, explain below:

| Name of Business | Relationship to the Business | Business Relationship to Agency |
|------------------|------------------------------|---------------------------------|
|------------------|------------------------------|---------------------------------|

|                      |          |                                        |
|----------------------|----------|----------------------------------------|
| Palm Coast Fire Dept | employee | employment with the city of Palm Coast |
|----------------------|----------|----------------------------------------|

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? ☒ Yes ☐ No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

| License/certificate Title & No. | Original Date of Issuance | Issuing Authority | Disciplinary Action/Date |
|---------------------------------|---------------------------|-------------------|--------------------------|
|---------------------------------|---------------------------|-------------------|--------------------------|

|                                       |          |                                |    |
|---------------------------------------|----------|--------------------------------|----|
| Firefighter cert of compliance 189357 | 11-30-21 | Division of State Fire Marshal | No |
|---------------------------------------|----------|--------------------------------|----|

|                                    |          |        |    |
|------------------------------------|----------|--------|----|
| Emergency Medical Tech. EMT 574556 | 11-30-21 | FL DoH | No |
|------------------------------------|----------|--------|----|

|                     |         |        |    |
|---------------------|---------|--------|----|
| Paramedic PM0543491 | 6-20-23 | FL DoH | No |
|---------------------|---------|--------|----|

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?



I bring experience in leadership, budgeting, and organizational management, along with a commitment to fairness, accountability, and public trust. I understand the responsibilities of board service and am willing to make objective decisions based on the facts presented.

What is your understanding of the relationship of this Board or Committee to the City Council?

That City Council appoints members to the Board, while the Board is independently responsible for administering and overseeing the Firefighters' Retirement System and Trust.

7. REFERENCES – Please list three references (business and/or personal)

Andrew Calkins 660 Hazen Rd Deland FL 386 748 0902

Name, Address & Telephone Number

Tim McCorkle 72 Leidel Dr PalmCoast FL 386 931 0983

Name, Address & Telephone Number

Cody Anderson 14 Pinell Ln PalmCoast FL 386 931 9434

Name, Address & Telephone Number

RETURN TO:

City Clerk

PHONE:

386-486-3713

City of PalmCoast

160 Leidel Dr

FAX:

386-486-3713

PalmCoast, FL 32909

WEBSITE:

[www.palmcoastfl.gov](http://www.palmcoastfl.gov)

ALL CITY COUNCIL AND BOARD ACTIONS ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW

NOTICE: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law applies to all public meetings, deliberations as well as to formal actions taken by boards and commissions.



## 8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

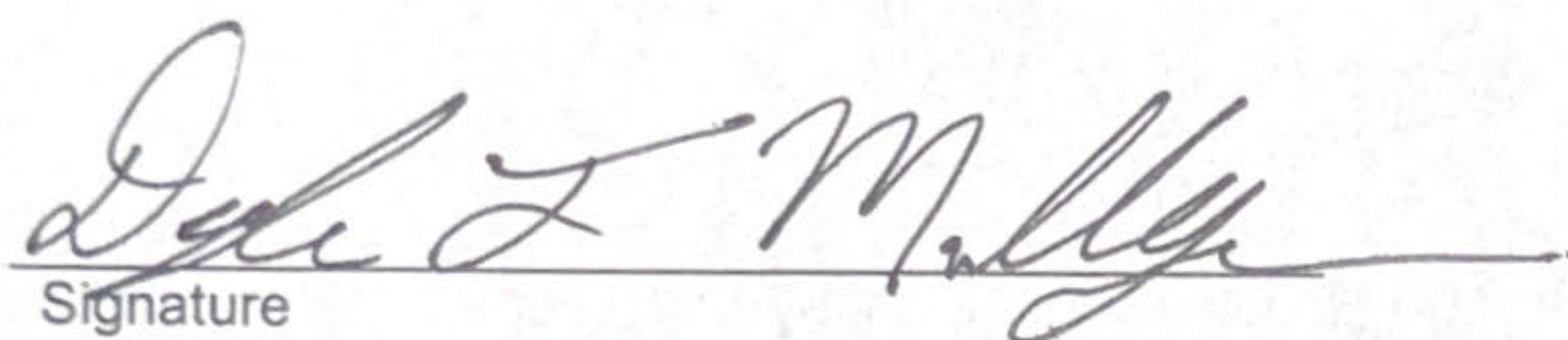
☒ Yes

☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
Signature

5-13-20  
Date

### NOTE:

If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

### RETURN TO:

City Clerk  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

### PHONE:

386-986-3713

### EMAIL:

[cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)

### WEBSITE:

[www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

### SUNSHINE LAW:

The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.



## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** H.2

**Department** CITY ADMINISTRATION  
**Division**

**Amount**  
**Org/Account #**

**Subject:** APPOINT MEMBERS TO THE CODE ENFORCEMENT BOARD

**Presenter:** Mayor and City Council

**Attachments:**  
1. Applications (3)

### **Background:**

The terms of four (4) regular board members and one (1) alternate member will expire on September 30, 2026. Additionally, there is currently a vacant alternate seat. This item is for City Council to appoint (4) regular board members and two (2) alternates to the Code Enforcement Board.

It is the intent of the Code Enforcement Board to promote, protect and improve the health, safety and welfare of the citizens of the City by authorizing the creation of administrative boards with authority to impose administrative fines and other noncriminal penalties to provide an equitable, expeditious, effective and inexpensive method of enforcing any codes and ordinances in force in the City, where a pending, or repeated violation continues to exist.

Section 2-205 (a) of the Code of Ordinances states that the City Council shall appoint a Code Enforcement Board with seven regular members and two alternate members who shall vote only when a regular member is unable to attend a meeting or hear a particular case or does not sit during a particular time of a meeting, which alternate members may attend meetings and sit without participating or voting with regard to other hearings. Members of the Enforcement Board shall be residents of the City and appointments shall be made on the basis of experience or interest in the subject matter jurisdiction of the Code Enforcement Board in the sole discretion of the City Council. The composition of the Enforcement Board shall, whenever possible, include an architect, a business person, an engineer, a general contractor, a subcontractor and a realtor.

Under Florida Statute 162.05(3)(b)(3), Code Enforcement Board terms are for three years.

Currently, the board is comprised of the following members:

| Members          | District | Term Expires | Occupation                  |
|------------------|----------|--------------|-----------------------------|
| Gennaro Arcamone | 3        | 2026         | Retired Property Management |
| Robert Calabrese | 3        | 2026         | Retired Law Enforcement     |

|                      |   |      |                              |
|----------------------|---|------|------------------------------|
| Andrew Dodzik        | 4 | 2027 | Retired Civil Engineer       |
| Paulette Hatfield    | 2 | 2026 | Retired Business Owner       |
| Charles Dean Roberts | 2 | 2026 | Retired Sales Representative |
| Geraldine Wright     | 3 | 2027 | Retired Office Chief CAFDOT  |
| Merritt Zucca        | 1 | 2027 | Realtor                      |
|                      |   |      |                              |
| <b>Alternates</b>    |   |      |                              |
| Jonathan Andrejczyk  | 2 | 2026 | Tax Analyst                  |
| Vacant               |   |      |                              |

Applications were received from the residents listed below:

| <b>Applicant</b>     | <b>District</b> | <b>Occupation</b>            | <b>Reappointment</b> |
|----------------------|-----------------|------------------------------|----------------------|
| Paulette Hatfield    | 2               | Retired Business Owner       | Yes                  |
| Joshua Parker        | 3               | Construction Superintendent  | No                   |
| Charles Dean Roberts | 2               | Retired Sales Representative | Yes                  |

**Recommended Action:**  
**APPOINT MEMBERS TO THE CODE ENFORCEMENT BOARD**



## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

|                                     |                                                                                                                                                                                                                                                                   |                          |                                                        |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|
| <input type="checkbox"/>            | Beautification & Environmental Advisory Committee *                                                                                                                                                                                                               | <input type="checkbox"/> | Planning & Land Development Regulation Board *<br>** ♠ |
| <input checked="" type="checkbox"/> | Code Enforcement Board *                                                                                                                                                                                                                                          | <input type="checkbox"/> | Volunteer Firefighters' Pension Fund Board *           |
| <input type="checkbox"/>            | Citizen's Advisory Committee                                                                                                                                                                                                                                      | <input type="checkbox"/> | Bicycle and Pedestrian Advisory Committee              |
| <input type="checkbox"/>            | Residential Drainage Citizen Advisory Committee *                                                                                                                                                                                                                 | <input type="checkbox"/> | Charter Review Committee                               |
| <input type="checkbox"/>            | Parks & Recreation Advisory Board                                                                                                                                                                                                                                 |                          |                                                        |
| <input type="checkbox"/>            | Flagler County Housing Task Force/Affordable Housing Advisory Council:<br><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel<br><input type="checkbox"/> Representative of residential home building industry |                          |                                                        |

\* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

\*\* Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT

☒ Yes ☐ No

### 1. PERSONAL

Name: Paulette B. Hatfield E-mail address: hatfieldpaulette@aol.com  
 Residence Address: 18 Flame Tree Court District # 2  
 City: Palm Coast State: Florida Zip: 32137  
 Mailing Address (If Different from Residence): P.O. Box 321787  
 Home Phone: 713-594-3583 Business Phone: -

Date of Birth: June 28, 1945

Place of Birth: Detroit, Michigan

How long have you been a permanent resident of Palm Coast? 2011 (moved in 2006 from Tampa)

What year did you become a continuous resident of the City of Palm Coast? 2011 (retired and stayed in (Stayed with my Dad since 1985/1992 when we bought Palm Coast) 1st house)

List all places of residence for the last five years.

| Address                                        | City & State | From        | To             |
|------------------------------------------------|--------------|-------------|----------------|
| <u>10 Flametree Court, Palm Coast, Florida</u> |              | <u>2006</u> | <u>present</u> |
|                                                |              |             |                |
|                                                |              |             |                |
|                                                |              |             |                |
|                                                |              |             |                |

Are you a registered voter in Flagler County? ☒ Yes ☐ No

Have you ever used or been known by any other legal name? ☒ Yes ☐ No

If yes, explain: Paulette Badenstedt (married in 1981)

Are you a citizen of the United States? ☒ Yes ☐ No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: travel Consultant

Occupation: Travel agency Owner Current Employer: Retired

Current Business Address: \_\_\_\_\_

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address Type of Business Occupational Title Period of Employment

Retired

Have you ever been employed by any state, district, or local governmental agency in Florida? ☐ Yes ☒ No

If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

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### 3. EDUCATION

High School: Bloomfield Hills High School Year Graduated: 1963  
Name & Location

List postsecondary educational institutions or programs attended:

| Name & Location               | Dates Attended  | Certificate/Degrees Received          |
|-------------------------------|-----------------|---------------------------------------|
| <u>Wayne State University</u> | <u>1963-'66</u> | <u>Detroit, Michigan</u>              |
| <u>The Travel Institute</u>   | <u>1972</u>     | <u>GC-Certified Travel Consultant</u> |

### 4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? ☐ Yes ☒ No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

### 5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? ☒ Yes ☐ No

If yes, which Board or Committee? Code Enforcement Board March 2025-Sept 2026 term  
Palm Coast Citizen's Academy Ambassador May 2024 to present

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)  
Palm Coast Citizen's Academy, Flagler County Citizen's Academy  
Sheriff's Citizen's Academy all 2024 to present

### 6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I am honored to have been appointed to the Code Board Unanimously.  
I have only missed one meeting to attend my husband's memorial.  
My term expires in September 2026 and I would be honored to  
be reappointed for a three year term. My knowledge of  
the City's codes and ordinances allows to the help educate  
the residents and be a team Board member.



Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: ☐ Yes ☒ No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: ☐ Yes ☒ No

Have you ever been elected or appointed to any public office? If yes, list below: ☒ Yes ☐ No

| Office Title           | Date of Election or Appointment | Term of Office      | Level of Government |
|------------------------|---------------------------------|---------------------|---------------------|
| Board Member           | February 2025                   | March 25 - Sept '26 |                     |
| Code Enforcement Board |                                 |                     |                     |

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☐ Yes ☒ No If yes, explain below:

| Name of Business | Relationship to the Business | Business Relationship to Agency |
|------------------|------------------------------|---------------------------------|
|                  |                              |                                 |

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? ☐ Yes ☒ No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

| License/certificate Title & No. | Original Date of Issuance | Issuing Authority | Disciplinary Action/Date |
|---------------------------------|---------------------------|-------------------|--------------------------|
|                                 |                           |                   |                          |

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

Already being a Code Boded Member for over a year + half has provided me with the insight and experience to move forward and continue to add wisdom to the Code Board. I love this city and wish to be the best advocate in the future!

What is your understanding of the relationship of this Board or Committee to the City Council?

As a Board member, we help the City of Palm Coast to educate the residents as to the City's Ordinances and preserve the beauty of Palm Coast. The City Council sets the rules and the Board tries to educate the residents.

**7. REFERENCES – Please list three references (business and/or personal)**

ED Fuller 5 Cherokee Court, Palm Coast, Florida 859-285-0585

Name, Address & Telephone Number

Robin Moroni 92 Esperanto Dr, Palm Coast, Florida 609-605-0997

Name, Address & Telephone Number

Linette Gonzalez 207 Hametree Court, Florida 386-246-9954

Name, Address & Telephone Number

## 8. ACKNOWLEDGMENT

*If required by law, will you file a financial disclosure statement?*

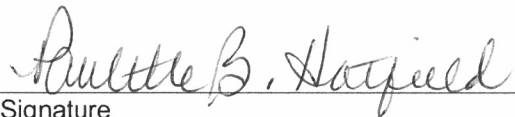
☒ Yes

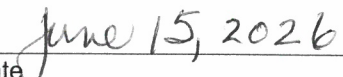
☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

**Further, by executing this application below**, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
Signature

  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

**RETURN TO:** City Clerk  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713

**EMAIL:** [cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

From: PAULETTE HATFIELD hatfieldpaulette@aol.com  
Subject: To the Palm Coast City Council  
Date: Jun 22, 2026 at 7:58:57 AM  
To: PAULETTE HATFIELD hatfieldpaulette@aol.com

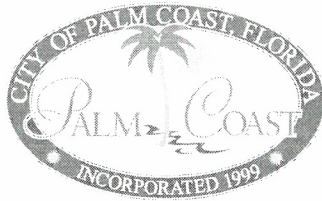
I am very interested in being reappointed to the Code Enforcement Board but am unable to attend the July 20 Council meeting to speak on my behalf.

Please accept my application and know that I wish to continue volunteering for the Board to help my Community.

In gratitude, Paulette Hatfield

A handwritten signature in cursive script that reads "Paulette Hatfield". The signature is written in dark ink and is positioned below the typed name "Paulette Hatfield".





## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

|                                                                                                                                                                                                                                                                                            |                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Beautification & Environmental Advisory Committee*                                                                                                                                                                                                                | <input type="checkbox"/> Planning & Land Development Regulation Board* ♠ |
| <input checked="" type="checkbox"/> Code Enforcement Board*                                                                                                                                                                                                                                | <input type="checkbox"/> Volunteer Firefighters' Pension Fund Board*     |
| <input type="checkbox"/> Leisure Services Advisory Committee                                                                                                                                                                                                                               |                                                                          |
| <input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council:<br><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel<br><input type="checkbox"/> Representative of residential home building industry |                                                                          |
| <input type="checkbox"/> River to Sea Transportation Planning Organization Advisory Committees:<br><input type="checkbox"/> Citizens Advisory Committee (CAC)<br><input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)                                                 |                                                                          |

\* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT      ☐ Yes    ☒ No

### 1. PERSONAL

Name: Joshua Parker      E-mail address: peak2pier@yahoo.com

Residence Address: 9 Slate Blue Place      District # 3

City: Palm Coast      State: FL      Zip: 32104

Mailing Address (If Different from Residence): N/A

Home Phone: (619) 980 5063      Business Phone: \_\_\_\_\_

Date of Birth: 05/21/1975      Place of Birth: Oklahoma City, Oklahoma

How long have you been a permanent resident of Palm Coast? 10 years

What year did you become a continuous resident of the City of Palm Coast? 2017

List all places of residence for the last five years.

| Address    | City & State | From | To |
|------------|--------------|------|----|
| See Resume |              |      |    |
|            |              |      |    |
|            |              |      |    |
|            |              |      |    |

Are you a registered voter in Flagler County? ☒ Yes ☐ No

Have you ever used or been known by any other legal name? ☐ Yes ☐ No

If yes, explain: N/A

Are you a citizen of the United States? ☒ Yes ☐ No

If no, explain: N/A

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

| City | State | Zip | Phone # |
|------|-------|-----|---------|
|------|-------|-----|---------|

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

| Employer & Address | Type of Business | Occupational Title | Period of Employment |
|--------------------|------------------|--------------------|----------------------|
|--------------------|------------------|--------------------|----------------------|

SEE Resume

Have you ever been employed by any state, district, or local governmental agency in Florida? ☐ Yes ☒ No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

| Position | Employee Agency | Period of Employment |
|----------|-----------------|----------------------|
|----------|-----------------|----------------------|

N/A

**3. EDUCATION**

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Name & Location

List postsecondary educational institutions or programs attended:  
Name & Location Dates Attended Certificate/Degrees Received

SEE Resume



4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? ☐ Yes ☒ No

Date of Service: \_\_\_\_\_

Branch or Component: N/A

Date and Type of Discharge: \_\_\_\_\_

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? ☐ Yes ☒ No  
If yes, which Board or Committee? \_\_\_\_\_

N/A

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

Palm Coast Little League

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

Homeowner and previous construction manager in the city of Palm Coast, I have spoken with hundreds of residents and have come to learn and know what complaints need addressed.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: ☐ Yes ☐ No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: ☐ Yes ☒ No

N/A

Have you ever been elected or appointed to any public office? If yes, list below: ☐ Yes ☒ No

Office Title Date of Election or Appointment Term of Office Level of Government

N/A

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☐ Yes ☒ No If yes, explain below:

Name of Business

Relationship to the Business

Business Relationship to Agency

N/A

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I am a decision maker. I have volunteered in the community. I have a deep understanding of the wants and needs of the community. I am experienced in residential builds and I am heavily involved in caring for my residence.

What is your understanding of the relationship of this Board or Committee to the City Council?

The board brings ideas & feed back to the City Council. The board makes suggestions as a representative of the community on a volunteer basis to the elected officials of the City Council.

#### 7. REFERENCES – Please list three references (business and/or personal)

Name, Address & Telephone Number

Attached with Resume

Name, Address & Telephone Number

Name, Address & Telephone Number

#### 8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

☒ Yes

☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
\_\_\_\_\_  
Signature

6/24/2026  
\_\_\_\_\_  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

|                   |                                                                                           |                 |                                                                |
|-------------------|-------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------|
| <b>RETURN TO:</b> | City Clerk's Office<br>City of Palm Coast<br>160 Lake Avenue<br>Palm Coast, Florida 32164 | <b>PHONE:</b>   | 386-986-3713                                                   |
|                   |                                                                                           | <b>FAX:</b>     | 386-986-3714                                                   |
|                   |                                                                                           | <b>EMAIL:</b>   | CityClerk@palmcoastgov.com                                     |
|                   |                                                                                           | <b>WEBSITE:</b> | <a href="http://www.palmcoastgov.com">www.palmcoastgov.com</a> |

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*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.  
Should you wish to be considered for another board, committee, or task force during that time,  
you must contact the City Clerk's Office and request reconsideration.*

## Joshua L. Parker | Executive Bio

**Construction Superintendent & Project Manager** Palm Coast, FL | (619) 980-5063 |  
[PEAK2PIER@YAHOO.COM](mailto:PEAK2PIER@YAHOO.COM)

### Professional Overview

Joshua is a highly organized and reliable construction professional with over 8 years of dedicated experience in Superintendent and Construction Management roles. He possesses a proven track record of managing diverse project types, including high-density ground-up multifamily developments, luxury custom builds, and large-scale residential communities. Known for his proactive problem-solving and commitment to quality, Joshua excels at navigating complex logistical challenges—including pandemic-related supply chain disruptions—while maintaining high standards and transparent communication.

### Core Expertise

- **Project Leadership:** Full lifecycle oversight from site stabilization to Certificate of Occupancy (CO).
- **Large-Scale Financial Oversight:** Direct management of capital projects valued at over **\$43M**.
- **Operational Excellence:** Expert utilization of BuildPro and Mark Systems (ECI) for scheduling and vendor management.
- **Compliance & Safety:** Deep knowledge of Florida Building Codes and municipal inspections; **OSHA 30-Hour Construction Safety** certified.

### Key Career Achievements

DLP Capital | On-Site Project Superintendent

- **\$43M Multifamily Development:** Spearheaded the ground-up construction of a 97-unit duplex community.
- **Operational Efficiency:** Coordinated dozens of specialized subcontractors and vendors to maintain aggressive timelines.

#### SeaGate Homes | Construction Manager

- **Mass Portfolio Management:** Managed a diverse portfolio of 200+ residential units ranging from \$200k to \$800k+.
- **Community Leadership:** Acted as the multi-year lead for the Matanzas Lakes (107 homes) and Matanzas Coves (50 homes) subdivisions.
- **Quality Assurance:** Managed the "Vertical-to-Warranty" pipeline with a focus on zero-defect handovers and high customer satisfaction.

#### Adams Homes | Construction Superintendent

- **Logistical Coordination:** Simultaneously directed 20 concurrent builds across multiple geographic locations.

### Community & Leadership

Joshua has been an integral part of the community as a **Volunteer Coach for Palm Coast Little League** since 2020. He is recognized by league leadership and peers for his integrity, fairness, and ability to serve as a positive role model while teaching teamwork and respect for the game.



Joshua L. Parker

Palm Coast, FL 32164 | (619) 980-5063 | [peak2pier@yahoo.com](mailto:peak2pier@yahoo.com)

### Professional Summary

Organized Construction and Management professional with over **8 years of experience** in superintendent roles. Expertise in managing single family residence to large-scale projects from inception to completion, including a **\$43M+ multifamily development**. Skilled in subcontractor coordination, schedule optimization, and maintaining high-quality standards. Recognized for delivering projects on time and within budget while ensuring 100% compliance with building codes.

### Core Competencies

- **Construction Types:** Ground-up, Multifamily (Duplex), Single-Family (Production, Spec, Semi-Custom, Custom, Luxury Residential). Ranging from mid \$200k-\$800k+
- **Project Leadership:** Operations Management, Project Management, Budget Management (\$43M+), Schedule Optimization, Co-procurement, Warranty Oversight.
- **Technical & Safety:** OSHA 30-Hour Construction Safety, BuildPro, Mark Systems (ECI), Google Workspace, Google Project, Microsoft Office.
- **Operational Excellence:** Site Management, Office Management, Site Logistics, Subcontractor Management, Relationship Management, Quality Control.

### Professional Experience

#### DLP Capital | On-Site Project Superintendent | 12/2024 – 01/2026

- Spearheaded ground-up construction of a **97-unit duplex apartment community** valued at **\$43M**, managing all phases from site stabilization to vertical completion.
- Supervised build-outs, ensuring **100% compliance** with multifamily building codes and high-density specifications.
- Coordinated dozens of staff, specialized vendors and subcontractors to align efforts with aggressive timelines on large-scale capital project.
- Managed the change order process, including pricing, negotiation, and resource allocation to maintain budget integrity.

#### SeaGate Homes | Construction Manager / Superintendent | 10/2018 – 10/2024

- Managed a **200+ residential unit portfolio** in scattered lots up to 3,500 sq. ft..
- Served as lead for 2 years on **Matanzas Lakes (107 homes)** and directed a 6-month lifecycle for **Matanzas Coves (50 homes)**.



- Navigated project timelines through pandemic-related supply chain disruptions by maintaining continuous client communication.
- Managed the "Vertical-to-Warranty" pipeline, prioritizing **zero-defect handovers** to enhance customer satisfaction.

#### **Adams Homes | Construction Superintendent | 10/2017 – 10/2018**

- Directed **20 concurrent builds** across multiple locations, managing complex logistical trade scheduling for scattered-lot production.
- Delivered homes on strict timelines to meet rapid production delivery targets.
- Supervised subcontractors to maintain quality, safety, and workflow efficiency.

#### **Lakeview Estates | Maintenance Supervisor | 02/2017 – 09/2017**

- Supervised daily maintenance operations, staff schedules, and property ground maintenance for a large estate.
- Conducted regular safety inspections and managed inventory for tools and equipment.

#### **Self-Employed / Business Owner | Operations Manager | 01/2009 – 01/2016**

- Directed operations for multiple ventures (JPLandscapes, Peak2Pier Board Sports, Parker Clean Out Services, and The BobbleShop SD), focusing on operational efficiency and client relations.

#### **Key Technical Expertise**

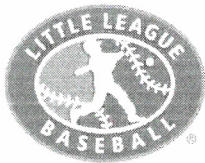
- **Site Operations:** Planning, site mobilization, final punch-out, and certificate of occupancy (CO) procurement.
- **Safety & Compliance:** Implementation of Company Safety Programs, regular site safety audits, and tool-box talks.
- **Administrative Proficiency:** Authoring daily logs, job diaries, and bi-weekly subcontractor payment approvals.

#### **Education & Community Leadership**

- **High School Diploma** | Del City High School, Del City, OK
- **Coursework in Police Sciences** | Oklahoma State University, Oklahoma City, OK
- **Volunteer Coach** | Palm Coast Little League (2020–2025)

### Josh Parker References

- **Aaron Daley**, SeaGate Homes, Vice President of Construction  
(386)931-5781      Adaley@SeaGateHomes.com
- **Bob Smith**, SeaGate Homes, Director of Construction  
(386)931-6171      Bsmith@SeaGateHomes.com
- **James Manford**, RBI Homes, Previous Coworker at SeaGate Homes  
(386)346-5405
- **Johanna Gutierrez**, Friend  
(305)989-8594
- **Lou Marino**, SeaGate Homes Construction Manager  
(386)931-6563      LMarino@SeaGateHomes.com
- **Mark Mac Farlane**, Friend, Assistant Coach (Palm Coast Little League)  
(386)264-2090
- **Nick Bower**, SeaGate Homes, Construction Manager, Friend  
(386)405-1160      NBower@SeaGateHomes.com
- **Paul King**, Friend, Assistant Coach & Head Coach (Palm Coast Little League)  
(386)585-0377      Pking003@protonmail.com
- **Zach Johnson**, DLP Capital, Assistant Superintendent  
(910)585-0377      zach.johnson1994@outlook.com



December 2, 2024

To Whom This May Concern,

I trust this letter finds you well. I am writing to bring to your attention the commendable efforts of Josh Parker, who has been a volunteer coach for Palm Coast Little League since 2020.

Josh has been an integral part of our community, dedicating time and expertise to coaching baseball teams and actively engaging in our community.

Through his role as a coach, Josh has not only demonstrated a profound understanding of the sport but has also exhibited qualities of fairness, integrity, and leadership. These attributes have not only enriched the sporting experiences of our players but have also positively influenced our community.

I appreciate your time and consideration in reviewing this letter. If you require any additional information or references, please feel free to contact me at [PalmCoastLittleLeague1@gmail.com](mailto:PalmCoastLittleLeague1@gmail.com).

Thank you for your attention to this matter, and we look forward to the continued support of individuals like Josh who make the time for our teams, but also teach them to respect and love the game of baseball.

Best regards,

A handwritten signature in black ink, appearing to read "Tiffany Schmidt".

Tiffany Schmidt  
Palm Coast Little League President  
(320) 247-3476

Zachary Johnson

March 06, 2026

RE: Professional Reference for Joshua Parker

To Whom It May Concern,

I am pleased to write this letter of recommendation for Joshua Parker based on my experience working under his leadership at DLP Capital. During my time working with Joshua while he served as a Project Superintendent, I had the opportunity to see firsthand the level of professionalism, leadership, and dedication he brings to every project and every member of his team.

Joshua consistently demonstrated exceptional organizational skills and a deep understanding construction management. He maintained clear communication across crews, subcontractors, and management, ensuring that projects stayed on schedule and met high quality standards. His ability to coordinate multiple moving parts on a job site while maintaining safety and efficiency made him a respected leader among the entire team.

One of Joshua's strongest qualities is his leadership style. He leads by example, remaining calm under pressure and always willing to step in to solve problems when challenges arise. He treats every member of the team with respect and encourages collaboration, which creates a positive and productive work environment. As someone who reported to him, I always felt supported and motivated to perform at my best.

Joshua also has a strong eye for detail and a commitment to doing things the right way the first time. His knowledge of construction processes, scheduling, and jobsite management helped ensure that projects were completed efficiently and to a high standard. His dedication to accountability and quality control was evident in every project he managed.

I highly recommend Joshua Parker for any role requiring strong leadership, project management expertise, and commitment to excellence in construction. Any organization would benefit from his experience, integrity, and ability to lead teams successfully.

Please feel free to contact me if additional information is needed.

Sincerely,

Zachary Johnson

910-705-2073

zach.johnson1994@outlook.com





## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

|                                     |                                                                                                                                                                                                                                                                   |                          |                                                        |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|
| <input type="checkbox"/>            | Beautification & Environmental Advisory Committee *                                                                                                                                                                                                               | <input type="checkbox"/> | Planning & Land Development Regulation Board *<br>** ♠ |
| <input checked="" type="checkbox"/> | Code Enforcement Board *                                                                                                                                                                                                                                          | <input type="checkbox"/> | Volunteer Firefighters' Pension Fund Board *           |
| <input type="checkbox"/>            | Citizen's Advisory Committee                                                                                                                                                                                                                                      | <input type="checkbox"/> | Bicycle and Pedestrian Advisory Committee              |
| <input type="checkbox"/>            | Residential Drainage Citizen Advisory Committee *                                                                                                                                                                                                                 | <input type="checkbox"/> | Charter Review Committee                               |
| <input type="checkbox"/>            | Parks & Recreation Advisory Board                                                                                                                                                                                                                                 |                          |                                                        |
| <input type="checkbox"/>            | Flagler County Housing Task Force/Affordable Housing Advisory Council:<br><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel<br><input type="checkbox"/> Representative of residential home building industry |                          |                                                        |

\* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

\*\* Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT

☒ Yes ☐ No

### 1. PERSONAL

Name: CHARLES DEAN ROBERTS E-mail address: deanrob369@YAHOO.COM  
 Residence Address: 18 COLECHESTER LANE District #         
 City: PALM COAST State: FLA. Zip: 32137  
 Mailing Address (If Different from Residence):         
 Home Phone: 386-446-9428 Business Phone:

Date of Birth: 5/10/40 Place of Birth: PATRASON, N.J.

How long have you been a permanent resident of Palm Coast? 27 yrs

What year did you become a continuous resident of the City of Palm Coast? 1979

List all places of residence for the last five years.

| Address                   | City & State      | From       | To           |
|---------------------------|-------------------|------------|--------------|
| <u>18 COLCHESTER LANE</u> | <u>PALM COAST</u> | <u>FLA</u> | <u>32137</u> |
|                           |                   |            |              |
|                           |                   |            |              |
|                           |                   |            |              |
|                           |                   |            |              |

Are you a registered voter in Flagler County? ☒ Yes ☐ No

Have you ever used or been known by any other legal name? ☐ Yes ☒ No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States? ☒ Yes ☐ No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: BLOG MAT'L SALES

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address Type of Business Occupational Title Period of Employment

Have you ever been employed by any state, district, or local governmental agency in Florida? ☐ Yes ☐ No

If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment



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### 3. EDUCATION

High School: FAIRLAND H.S. Year Graduated: 1958  
Name & Location

List postsecondary educational institutions or programs attended:

Name & Location

Dates Attended

Certificate/Degrees Received

FAIRLEIGH DICKINSON UNIVER 1960

B.A. H. DEGREE BUS ADMIN

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### 4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? ☐ Yes ☒ No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

### 5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee?

☒ Yes ☐ No

If yes, which Board  
or Committee?

CODE ENFORCEMENT

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

---

---

---

### 6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

CHAIRMAN CODE ENFORCEMENT

---

---

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: ☐ Yes ☒ No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: ☒ Yes ☐ No

COPD ENFORCEMENT

Have you ever been elected or appointed to any public office? If yes, list below: ☐ Yes ☒ No

| <u>Office Title</u> | <u>Date of Election or Appointment</u> | <u>Term of Office</u> | <u>Level of Government</u> |
|---------------------|----------------------------------------|-----------------------|----------------------------|
|---------------------|----------------------------------------|-----------------------|----------------------------|

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☐ Yes ☒ No If yes, explain below:

| <u>Name of Business</u> | <u>Relationship to the Business</u> | <u>Business Relationship to Agency</u> |
|-------------------------|-------------------------------------|----------------------------------------|
|-------------------------|-------------------------------------|----------------------------------------|

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? ☐ Yes ☒ No  
If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

| <u>License/certificate Title &amp; No.</u> | <u>Original Date of Issuance</u> | <u>Issuing Authority</u> | <u>Disciplinary Action/Date</u> |
|--------------------------------------------|----------------------------------|--------------------------|---------------------------------|
|--------------------------------------------|----------------------------------|--------------------------|---------------------------------|

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

What is your understanding of the relationship of this Board or Committee to the City Council?

CODING ENFORCEMENT IS A COMPLETE DEPT. ALONG WITH  
ANIMAL CONTROL

7. REFERENCES – Please list three references (business and/or personal)

BARBARA GROSSMAN, P.C. CODING ENFORCEMENT MGR  
Name, Address & Telephone Number

DR MATT DORMAN, 9 PINE CONE DR, P.C. 32137  
Name, Address & Telephone Number PHONE 445-~~9191~~ 9191

VINNY + GLORIA PILKINGTON, 82 FOXHALL LANE, P.C. FLA 32137  
Name, Address & Telephone Number

DR ROOT, TOMOKA EYE, 21 HOSPITAL DR., P.C. 386-586-3711

## 8. ACKNOWLEDGMENT

*If required by law, will you file a financial disclosure statement?*

☒ Yes

☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

**Further, by executing this application below,** I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

Charles Dean Roberts  
Signature

6/19/2026  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

**RETURN TO:** City Clerk  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713

**EMAIL:** [cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

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## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** H.3

| <b>Department</b> CITY ADMINISTRATION<br><b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Amount</b><br><b>Org/Account #</b> |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|--------------------------|--------------|------------|--------------|---|------|---------------------|-------------|-----|------------------------------|-----|-------------|---|------|--------------------------|---------------|---|------|---------|-------------------|---|------|--------------------------|--------|--|--|--|--------|--|--|--|--------|--|--|--|
| <b>Subject:</b> APPOINT MEMBERS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| <b>Presenter:</b> Mayor and City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| <b>Attachments:</b><br>1. Applications (4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| <b>Background:</b> <p>The terms of three (3) regular board members and one (1) alternate member will expire September 2026. Additionally, there is currently a vacant regular seat. This item is for City Council to appoint four (4) regular board members and one (1) alternate to the Planning and Land Regulation Board (PLDRB).</p> <p>Pursuant to State law, the PLDRB is designated as the local planning agency. Responsibilities of the PLDRB include making recommendations to the City Council regarding the Comprehensive Plan, Land Development Code, and development applications. Further, the PLDRB acts as final authority (subject to appeal to the City Council) on special exceptions and variances.</p> <p>Section 2-2(a)(5) of the City's Code of Ordinances provides, "In appropriate circumstances the City Council shall make every reasonable effort to ensure that City Council Districts are as equally represented as practicable; provided, however, that the City's local planning agency (Planning and Land Development Regulation Board) shall have at least one appointed from each City Council District."</p> <p>Currently, the board is comprised of the following members:</p> <table border="1"><thead><tr><th>Members</th><th>District</th><th>Term Expires</th><th>Occupation</th></tr></thead><tbody><tr><td>James Albano</td><td>1</td><td>2028</td><td>Building Contractor</td></tr><tr><td>Lisa Divina</td><td>n/a</td><td>Appointed by Flagler Schools</td><td>n/a</td></tr><tr><td>Hung Hilton</td><td>2</td><td>2026</td><td>Solutions Architect (IT)</td></tr><tr><td>Shandra Shank</td><td>4</td><td>2028</td><td>Realtor</td></tr><tr><td>Dana Mark Stancel</td><td>3</td><td>2028</td><td>US Postal Letter Carrier</td></tr><tr><td>vacant</td><td></td><td></td><td></td></tr><tr><td>vacant</td><td></td><td></td><td></td></tr><tr><td>vacant</td><td></td><td></td><td></td></tr></tbody></table> |                                       | Members                      | District                 | Term Expires | Occupation | James Albano | 1 | 2028 | Building Contractor | Lisa Divina | n/a | Appointed by Flagler Schools | n/a | Hung Hilton | 2 | 2026 | Solutions Architect (IT) | Shandra Shank | 4 | 2028 | Realtor | Dana Mark Stancel | 3 | 2028 | US Postal Letter Carrier | vacant |  |  |  | vacant |  |  |  | vacant |  |  |  |
| Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | District                              | Term Expires                 | Occupation               |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| James Albano                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                                     | 2028                         | Building Contractor      |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| Lisa Divina                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | n/a                                   | Appointed by Flagler Schools | n/a                      |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| Hung Hilton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2                                     | 2026                         | Solutions Architect (IT) |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| Shandra Shank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4                                     | 2028                         | Realtor                  |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| Dana Mark Stancel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3                                     | 2028                         | US Postal Letter Carrier |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| vacant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| vacant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |
| vacant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |                              |                          |              |            |              |   |      |                     |             |     |                              |     |             |   |      |                          |               |   |      |         |                   |   |      |                          |        |  |  |  |        |  |  |  |        |  |  |  |

|                   |   |      |                  |
|-------------------|---|------|------------------|
| <b>Alternates</b> |   |      |                  |
| Larry Gross       | 2 | 2026 | Systems Engineer |
| Garrett Decker    | 3 | 2028 | Realtor          |

Applications were received from the residents listed below:

|                  |                 |                                    |
|------------------|-----------------|------------------------------------|
| <b>Applicant</b> | <b>District</b> | <b>Occupation</b>                  |
| Janice Catoggio  | 4               | Business Consultant                |
| Andrew Dodzik    | 4               | Retired Engineer                   |
| Adolphus Evans   | 3               | Retired HUD Housing Manager        |
| Jim Sugg         | 4               | Retired Chief Electrical Inspector |

**Recommended Action:**

**APPOINT MEMBERS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD**





## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

|                                     |                                                                                                                                                                                                                                                                   |                                     |                                                        |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/>            | Beautification & Environmental Advisory Committee *                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | Planning & Land Development Regulation Board *<br>** ♠ |
| <input type="checkbox"/>            | Code Enforcement Board *                                                                                                                                                                                                                                          | <input type="checkbox"/>            | Volunteer Firefighters' Pension Fund Board *           |
| <input checked="" type="checkbox"/> | Citizen's Advisory Committee                                                                                                                                                                                                                                      | <input type="checkbox"/>            | Bicycle and Pedestrian Advisory Committee              |
| <input type="checkbox"/>            | Residential Drainage Citizen Advisory Committee *                                                                                                                                                                                                                 | <input type="checkbox"/>            | Charter Review Committee                               |
| <input type="checkbox"/>            | Flagler County Housing Task Force/Affordable Housing Advisory Council:<br><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel<br><input type="checkbox"/> Representative of residential home building industry |                                     |                                                        |

\* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

\*\* Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT ☐ Yes ☒ No

### 1. PERSONAL

Name: Janice Catoggio E-mail address: jpcatoggio23@gmail.com  
 Residence Address: 35 Wood Haven Drive District #             
 City: Palm Coast State: FL Zip: 32164  
 Mailing Address (If Different from Residence):             
 Cell Phone: (386) 503-4058 Business Phone: 386 503-4058  
 Home Phone:            Place of Birth: Brooklyn NY  
 Date of Birth: July 23, 1966



How long have you been a permanent resident of Palm Coast? 25 years

What year did you become a continuous resident of the City of Palm Coast? 2001

List all places of residence for the last five years.

| Address             | City & State | From | To      |
|---------------------|--------------|------|---------|
| 35 Wood Haven Drive | Palm Coast   | 2015 | present |
|                     |              |      |         |
|                     |              |      |         |
|                     |              |      |         |

Are you a registered voter in Flagler County? ☒ Yes ☐ No

Have you ever used or been known by any other legal name? ☒ Yes ☐ No

If yes, explain: Been married Janice Raymond.

Been married Janice Bontempo  
maiden name Janice Butler

Are you a citizen of the United States? ☒ Yes ☐ No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

2. **EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: \_\_\_\_\_

Occupation: Business Consultant Current Employer: Self (sole proprietor)

Current Business Address: 35 Wood Haven Dr.

Palm Coast FL 32164 (386) 503-4058  
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

| Employer & Address      | Type of Business | Occupational Title | Period of Employment |
|-------------------------|------------------|--------------------|----------------------|
| J+M of Palm Coast LLC   | Tavern           | owner              | 2017-2025            |
| Harper Grace Foundation |                  | Founder.           | 2018-2026            |

Have you ever been employed by any state, district, or local governmental agency in Florida? ☐ Yes ☒ No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

| Position | Employee Agency | Period of Employment |
|----------|-----------------|----------------------|
|          |                 |                      |
|          |                 |                      |



3. EDUCATION

High School: Half Hollow High School EAST DIX Hills NY Year Graduated: 1984.

Name & Location

List postsecondary educational institutions or programs attended:

Name & Location

Dates Attended

Certificate/Degrees Received

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? ☐ Yes ☒ No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee?

☒ Yes ☐ No

If yes, which Board  
or Committee?

City of Bunnell PZA Board 2024-2025 Resigned sold property

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you  
have been a member during the past five (5) years.

Name of Organization(s)

ELKS Lodge of Palm Coast  
Fraternal Order of Eagles Bunnell.

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I have previously worked at an environmental services company  
and I also was on the City of Bunnell PZA Board for over a year.  
I was extremely proactive learning and researching all agendas  
presented to the board. If I didn't know something I learned it.  
I have exceptional communication skills. I look at  
at everything as a whole and also outside the box.



Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: ☐ Yes ☒ No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: ☐ Yes ☒ No

Have you ever been elected or appointed to any public office? If yes, list below: ☐ Yes ☒ No

| Office Title | Date of Election or Appointment | Term of Office | Level of Government |
|--------------|---------------------------------|----------------|---------------------|
|--------------|---------------------------------|----------------|---------------------|

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☐ Yes ☒ No If yes, explain below:

| Name of Business | Relationship to the Business | Business Relationship to Agency |
|------------------|------------------------------|---------------------------------|
|------------------|------------------------------|---------------------------------|

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? ☐ Yes ☐ No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

| License/certificate Title & No. | Original Date of Issuance | Issuing Authority | Disciplinary Action/Date |
|---------------------------------|---------------------------|-------------------|--------------------------|
|---------------------------------|---------------------------|-------------------|--------------------------|

|              |                       |                  |   |
|--------------|-----------------------|------------------|---|
| BEV 28 00029 | 3/18/2018 - 7/15/2025 | Sold closed DBPR | 0 |
|--------------|-----------------------|------------------|---|

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I know how to acknowledge the evidence and follow regulations, ethical standards. I know how to be completely remove my personal feelings from any agenda that would be presented. and solely basis my opinion on rules, regulations, laws and evidence



What is your understanding of the relationship of this Board or Committee to the City Council?

Planning + Land Development Regulation Board  
relationship with the City Council of their findings.  
after the board has evaluated the environmental  
impacts, such as traffic, drainage and the residents views  
on the agenda that was presented.

7. REFERENCES – Please list three references (business and/or personal)

Joseph Golan (386) 283-0111

Name, Address & Telephone Number

Keith Lantaigne (386) 931-1228

Name, Address & Telephone Number

Glenn Janillo (386) 627-3024

Name, Address & Telephone Number



## 8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

☒ Yes

☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

James P. Catoggio  
Signature

6/29/2026  
Date

### NOTE:

If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

### RETURN TO:

City Clerk  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

### PHONE:

386-986-3713

### EMAIL:

[cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)

### WEBSITE:

[www.palmcoastgov.com](http://www.palmcoastgov.com)

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

### SUNSHINE LAW:

The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.





## VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

|                                                                                                                                                                                                                                                                                            |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Beautification & Environmental Advisory Committee*                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Planning & Land Development Regulation Board* ♠ |
| <input type="checkbox"/> Code Enforcement Board*                                                                                                                                                                                                                                           | <input type="checkbox"/> Volunteer Firefighters' Pension Fund Board*                |
| <input type="checkbox"/> Leisure Services Advisory Committee                                                                                                                                                                                                                               |                                                                                     |
| <input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council:<br><input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel<br><input type="checkbox"/> Representative of residential home building industry |                                                                                     |
| <input type="checkbox"/> River to Sea Transportation Planning Organization Advisory Committees:<br><input type="checkbox"/> Citizens Advisory Committee (CAC)<br><input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)                                                 |                                                                                     |

\* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

RE-APPOINTMENT      ☐ Yes    ☒ No

### 1. PERSONAL

Name: Andrew J. Dodzik      E-mail address: adodzik2@gmail.com

Residence Address: 8 EDWARD DRIVE      District # 4

City: Palm Coast      State: FL      Zip: 32164

Mailing Address (If Different from Residence): \_\_\_\_\_

Home Phone: 250-750-2660      Business Phone: —

Date of Birth: 11/21/1947      Place of Birth: New Jersey

How long have you been a permanent resident of Palm Coast? 12 years

What year did you become a continuous resident of the City of Palm Coast? 2014

List all places of residence for the last five years.

| Address | City & State | From | To |
|---------|--------------|------|----|
|         |              |      |    |
|         |              |      |    |
|         |              |      |    |
|         |              |      |    |
|         |              |      |    |

Are you a registered voter in Flagler County? ☒ Yes ☐ No  
 Have you ever used or been known by any other legal name? ☐ Yes ☒ No  
 If yes, explain: \_\_\_\_\_

Are you a citizen of the United States? ☒ Yes ☐ No  
 If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: Public Works Dept. Mgr.  
 Occupation: Professional Engineer Current Employer: Retired  
 Current Business Address: \_\_\_\_\_

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

| Employer & Address | Type of Business | Occupational Title | Period of Employment |
|--------------------|------------------|--------------------|----------------------|
|                    |                  |                    |                      |
|                    |                  |                    |                      |
|                    |                  |                    |                      |

Have you ever been employed by any state, district, or local governmental agency in Florida? ☐ Yes ☐ No  
 If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

| Position | Employee Agency | Period of Employment |
|----------|-----------------|----------------------|
|          |                 |                      |
|          |                 |                      |

**3. EDUCATION**

High School: EAST PATERSON MEM. H.S.  
EAST PATERSON, N.J. Year Graduated: 1965

List postsecondary educational institutions or programs attended:

| Name & Location              | Dates Attended | Certificate/Degrees Received |
|------------------------------|----------------|------------------------------|
| <u>INDIANA INST. of TECH</u> | <u>1965-71</u> | <u>BSC E</u>                 |
|                              |                |                              |
|                              |                |                              |

#### 4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces?

☐ Yes ☒ No

Date of Service: \_\_\_\_\_

Branch or Component: \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

#### 5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee?

☒ Yes ☐ No

If yes, which Board  
or Committee?

CURRENTLY ON CODE BOARD

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

FS CO - Cop Volunteer  
PALM COAST LIONS CLUB  
ADVENT HEALTH VOLUNTEER

#### 6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

RETIRED CONSULTING ENGR. WITH MANY  
YEARS OF EXPERIENCE WORKING WITH  
CITIES AND TOWNS IN INDIANA

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:

☒ Yes ☐ No

BS IN CIVIL ENGINEERING, PAST LICENSED  
PROFESSIONAL ENGR.

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:

☒ Yes ☐ No

CODE ENFORCEMENT BOARD

Have you ever been elected or appointed to any public office? If yes, list below:

☐ Yes ☒ No

Office Title

Date of Election or Appointment

Term of Office

Level of Government



Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☐ Yes ☒ No If yes, explain below:

Name of Business

Relationship to the Business

Business Relationship to Agency

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

My previous work with City and Towns  
Duties included planning & Design  
YES I consider myself a decision  
maker.

What is your understanding of the relationship of this Board or Committee to the City Council?

To Function as the City's local planning  
Agency and planning & zoning Commission  
To function as required by State Law  
and the City Land Development Code

**7. REFERENCES – Please list three references (business and/or personal)**

MICHAEL BAKER 32 EGRET TRAIL 260-570-6368

Name, Address & Telephone Number

MAUREEN McALEAVEY 14 EVANS MILL LN 260-417-0260

Name, Address & Telephone Number

BARBARA HOLLAND 29 BACKARD LN 386-4463088

Name, Address & Telephone Number

**8. ACKNOWLEDGMENT**

If required by law, will you file a financial disclosure statement?

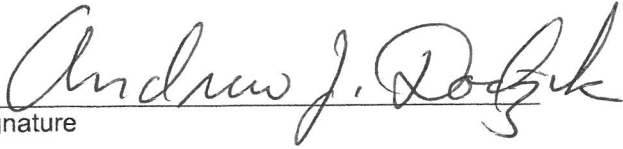
☒ Yes

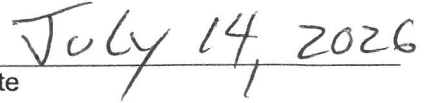
☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

  
Signature

  
Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

**RETURN TO:** City Clerk's Office  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713  
**FAX:** 386-986-3714  
**EMAIL:** [CityClerk@palmcoastgov.com](mailto:CityClerk@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.  
Should you wish to be considered for another board, committee, or task force during that time,  
you must contact the City Clerk's Office and request reconsideration.*

Andrew J Dodzik  
8 Edward Drive  
Palm Coast, Fl. 32164  
Mobile: 260-750-2660  
E-mail: adodzik2@gmail.com

### **EDUCATION**

B.S. Civil Engineering  
Indiana Institute of Technology  
Fort Wayne, Indiana, 1971

### **REGISTRATIONS**

Professional Engineer (Currently Inactive, Retired)

- Indiana, 1975, #16263
- Michigan, 1987, #33243
- Arizona, 1982, #14461

Land Surveyor: (Currently Inactive, Retired)

- Arizona, 1983, #16120

Board certified: Diplomat in American Academy of Environmental Engineers(Life Member)

### **AFFILIATIONS (Inactive Retired)**

National Society of Professional Engineers (NSPE)  
American Academy of Environmental Engineers (AAEE), Diplomat  
American Society of Civil Engineers (ASCE)  
American Water Works Association (AWWA)  
Water Environment Federation (WEF)  
Indiana Water Environment Association (IWEA)

### **ACCOMPLISHMENTS**

Have spent entire career in the Public Works arena, from a junior engineer with the City of Fort Wayne while completing a degree in Civil Engineering to Owning my own engineering firm Dodzik Engineering, Inc. (DEI) for 18 years; to merging it with a firm of some 700 employees in Five (5) States. Projects have varied from simple sewer, street and water projects to complex drainage and water and wastewater treatment facilities. Has worked with many branches of Local, State and Federal government. Assisted Communities with locating and securing many types of funding sources, worked with rate consultants on revenue options and rate studies. Provided Program Management service to City of Fort Wayne, in Transportation and currently working on their three (3) year Flood Control Project development and implementation program.

Retired in June of 2013, to Limited Part-time, fully retired November 2016.



## WORK EXPERIENCE

2005-2013: Public Works Department Manager DLZ Indiana, LLC

Merged DEI with DLZ Indiana, LLC in January of 2005

Operate the Public Works Department of the DLZ, Fort Wayne Office.

Responsibilities include:

- . Management of Clients and Client relations
- . Program Manager for City of Fort Wayne's three (3) year Flood Control Program that includes joint projects with the Army Corps of Engineers.
- . Manage the Public Works staff of the Fort Wayne office
- . Provide on-going Town Engineering services to the Clients brought to DLZ from DEI

1986-2005: President Dodzik Engineering, Inc (DEI)

Founded DEI; to assist small communities in NE Indiana with planning, design and project management needs. Provided on-going Town Engineering serviced to 8-10 Communities.

Projects included all types of infrastructure and utility work, from conceptual planning, assisting with rate studies, through construction, and start-up. Assisted with Grant Writing and securing of Funding for construction.

1977-1986: Vice President of Environmental Engineering, Bonar Group

Was responsible for; operation of the Environmental Division and growth of company from 2 people to 45 in nine years.

Primary work areas; all types of Municipal infrastructure needs, from water and sewer lines to water and wastewater treatment facilities, storm drainage , water storage , streets sidewalks, etc.

Master planning, studies, and reports.

1969-77: Project Engineer for City of Fort Wayne, Indiana

Was responsible for overall planning and design of various sanitary and storm water drainage projects; also, a design engineer for City's Wastewater Treatment Plant Expansion in 1972.



Date of Birth: 10/09/1958 Place of Birth: Pittsburgh, PA

How long have you been a permanent resident of Palm Coast? 5 years, 8 months

What year did you become a continuous resident of the City of Palm Coast? 2020

List all places of residence for the last five years.

| Address         | City & State         | From     | To      |
|-----------------|----------------------|----------|---------|
| 55 Green Circle | Palm Coast, FL 32164 | 11/14/20 | Present |
|                 |                      |          |         |
|                 |                      |          |         |
|                 |                      |          |         |
|                 |                      |          |         |

Are you a registered voter in Flagler County? ☒ Yes ☐ No

Have you ever used or been known by any other legal name? ☐ Yes ☒ No

If yes, explain: \_\_\_\_\_

Are you a citizen of the United States? ☒ Yes ☐ No

If no, explain: \_\_\_\_\_

If you are a naturalized citizen of the United States, date of naturalization: \_\_\_\_\_

**2. EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: HUD Housing Manager

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

| Employer & Address | Type of Business | Occupational Title | Period of Employment |
|--------------------|------------------|--------------------|----------------------|
|--------------------|------------------|--------------------|----------------------|

Retired

Have you ever been employed by any state, district, or local governmental agency in Florida? ☐ Yes ☒ No  
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

| Position | Employee Agency | Period of Employment |
|----------|-----------------|----------------------|
|----------|-----------------|----------------------|



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### 3. EDUCATION

High School: Keystone Oaks High School, Pittsburgh, PA Year Graduated: 1976  
Name & Location

List postsecondary educational institutions or programs attended:

| <u>Name &amp; Location</u>                 | <u>Dates Attended</u> | <u>Certificate/Degrees Received</u> |
|--------------------------------------------|-----------------------|-------------------------------------|
| US Air Force Academy, Colorado Springs, CO | 8/1/1976 - 5/28/1981  | BS - Operations Research            |
| Regis University Denver Co                 | 6/1/83 - 6/1/85       | MBA - Acct & Fin                    |

### 4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? ☒ Yes ☐ No

Date of Service: 8/1/1976 - 6/1/1986

Branch or Component: USAF

Date and Type of Discharge: 6/1/1986 Honorable Discharge

### 5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? ☒ Yes ☐ No

If yes, which Board  
or Committee?

Affordable Housing Advisory Committee Current Member

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you  
have been a member during the past five (5) years.

Name of Organization(s)

Flagler County Branch NAACP

### 6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

30 years experience as a US Dept of HUD professional. Responsible for

the implementation of Comprehensive Planning for 3 Counties and 16 Cities in NJ.

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Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: ☒ Yes ☐ No

BS - Operations Research US Air Force Academy

MBA - Regis University Denver Co

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: ☐ Yes ☒ No

Have you ever been elected or appointed to any public office? If yes, list below: ☐ Yes ☒ No

| <u>Office Title</u> | <u>Date of Election or Appointment</u> | <u>Term of Office</u> | <u>Level of Government</u> |
|---------------------|----------------------------------------|-----------------------|----------------------------|
|---------------------|----------------------------------------|-----------------------|----------------------------|

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? ☐ Yes ☒ No If yes, explain below:

| <u>Name of Business</u> | <u>Relationship to the Business</u> | <u>Business Relationship to Agency</u> |
|-------------------------|-------------------------------------|----------------------------------------|
|-------------------------|-------------------------------------|----------------------------------------|

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? ☐ Yes ☒ No  
If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

| <u>License/certificate Title &amp; No.</u> | <u>Original Date of Issuance</u> | <u>Issuing Authority</u> | <u>Disciplinary Action/Date</u> |
|--------------------------------------------|----------------------------------|--------------------------|---------------------------------|
|--------------------------------------------|----------------------------------|--------------------------|---------------------------------|

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I believe my experience managing HUD programs and working with government entities to provide affordable housing and life services to citizens equips me to be a cohesive and consistent factor for quality community planning and growth.

What is your understanding of the relationship of this Board or Committee to the City Council?  
I understand the Planning Board to be a review entity of all proposed housing and land development which reports its findings and decisions to the Palm Coast City Council.

**7. REFERENCES – Please list three references (business and/or personal)**

Mr. Shelley Ragsdale, 5 New Leatherwood Dr, Palm Coast, FL 32137 (203) 515-0032

Name, Address & Telephone Number

Mr. Michael Herndon, 15 Cordoba Court, Palm Coast, FL 32137 (301) 343-3569

Name, Address & Telephone Number

Dr. Phyllis Pearson, President Flagler Co. NAACP, P.O. Box 352734, Palm Coast, FL 32135

Name, Address & Telephone Number

(386) 446-8733



## 8. ACKNOWLEDGMENT

*If required by law, will you file a financial disclosure statement?*

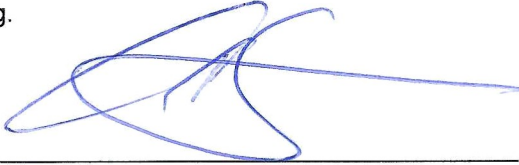
☒ Yes

☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

**Further, by executing this application below,** I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.



Signature

6/25/24

Date

**NOTE:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

**RETURN TO:** City Clerk  
City of Palm Coast  
160 Lake Ave.  
Palm Coast, Florida 32164

**PHONE:** 386-986-3713

**EMAIL:** [cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)  
**WEBSITE:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

**ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.**

**SUNSHINE LAW:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.



# Adolphus “AJ” Evans

Retired U.S. Department of Housing and Urban  
Development Manager

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## Experience

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**2022-Present**

**1<sup>st</sup> Vice President,**

**NAACP Flagler County Branch 5147-B**

**2014 - 2020**

**Program Manager, US Dept. of HUD**

*Supervised 5 professional community development Representatives who administer and oversee HUD's entitlement and competitive grants. Responsible for administering, accountability and performance of multi-million grant assistance to 25 cities and counties. Interfaced and coordinated regularly with Federal, State, and local government officials.*

**2000-2014**

**Senior Community Planning Representative  
US Dept. of HUD**

*Responsible for the oversight, management, and monitoring of 16 of the largest and most complex jurisdictions in New Jersey, receive, expend, and account for HUD entitlement funding. Also served as the computer program coordinator for several technical initiatives to enhance data flow between non-profit, local government*

## Education

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1985

Regis University, Denver CO

MBA, Accounting and Finance

1981

US Air Force Academy, Colorado  
Springs, CO

BS, Operations Research

## Contact

---

55 Green Circle  
Palm Coast, FL 32164  
(732) 754-6186  
star8181@verizon.net

***and Federal entities.***

**1986 – 2000**

**Vice President, McCloud and Associates, Inc.**

**Responsible for all operational, financial, and administrative functions of a medium-sized professional training firm. Ensured staff payroll and all accounting reports were timely and accurate. Primary procurement officer of the corporation. Reported directly to the Chief Executive Officer.**

**1981 – 1986**

**Scientific Analyst, Captain, USAF**

**Responsible for the test and evaluation of global satellite IR detection system. Evaluated satellite performance through computer simulation testing. Reported results and system competency to Dept of Defense operatives.**



Jimmy M. Sugg  
112 Wood Thrush Ln.  
954-258-5108  
ChiefSugg@gmail.com

June 26, 2026

Office of the City Clerk  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164

**RE: Application for the following two (2) positions**  
**-1) Planning & Land Development Regulation Board (PLDRB)**  
**-2) Code Enforcement Board**

Dear City Clerk

Please accept this letter and the attached application as a formal expression of my enthusiastic interest in serving on the both the Palm Coast Planning & Land Development Regulation Board (PLDRB) and/ or the Code Enforcement Board.

As a dedicated resident and registered voter of Palm Coast, I am eager to contribute my extensive regulatory, technical, and board leadership experience to ensure our city's growth remains safe, sustainable, and well-planned.

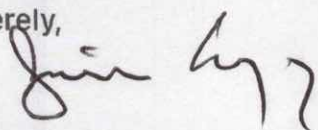
I bring nearly **30 years** of experience within the Florida regulatory and construction environment, highlighted by my tenure as Chief Electrical Inspector for Broward County and the City of Pembroke Pines. As a Florida-licensed Master Electrician and municipal leader, I have spent three decades ensuring that complex physical developments align perfectly with strict structural and safety standards. My daily responsibilities as a Plans Reviewer have given me a sharp, analytical eye for technical blueprints, civil designs, and code compliance—skills that translate directly to evaluating master planned developments, zoning amendments, and land-use variances brought before the PLDRB.

Furthermore, I am deeply familiar with the responsibilities, ethics, and dynamics of public service and professional leadership. Having served as President of the International Association of Electrical Inspectors (IAEI) Broward Chapter, I possess firsthand experience leading professional organizations and navigating public meeting protocols, administrative processes, and collaborative decision-making. I understand how to balance the technical merits of a project with community standards, state statutes, and public feedback to reach fair, impactful conclusions.

Palm Coast is experiencing vital growth, and I want to ensure our infrastructure and planning processes match that momentum with the highest level of integrity. My practical background in code enforcement and municipal leadership allows me to hit the ground running without a learning curve.

Thank you for your time, consideration, and continued dedication to our community. I look forward to the possibility of discussing how my technical background can best serve the City of Palm Coast.

Sincerely,



Jimmy M. Sugg



**Note about transcribed forms:** this format exists to remove accessibility barriers, but some recipients prefer the original printed format. If you'd like help moving your entries into the original form, please use the live assistance options in the sidebar or contact the author.



City of Palm Coast, Florida seal logo with a palm tree and the words 'City of Palm Coast Florida' and 'Incorporated 1999'

## Volunteer Board and Committee Application

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

**Please be advised that background screening of all applicants is required.**

**Résumés may be attached.**

Please check the Board/Committee/Council for which you are applying:

- |                                                                                                                                 |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Beautification & Environmental Advisory Committee *                                                    | <input checked="" type="checkbox"/> Planning & Land Development Regulation Board * ** ♠ |
| <input checked="" type="checkbox"/> Code Enforcement Board *                                                                    | <input type="checkbox"/> Volunteer Firefighters' Pension Fund Board *                   |
| <input type="checkbox"/> Citizen's Advisory Committee                                                                           | <input type="checkbox"/> Bicycle and Pedestrian Advisory Committee                      |
| <input type="checkbox"/> Residential Drainage Citizen Advisory Committee *                                                      | <input type="checkbox"/> Charter Review Committee                                       |
| <input type="checkbox"/> Parks & Recreation Advisory Board                                                                      |                                                                                         |
| Flagler County Housing Task Force/Affordable Housing Advisory Council:                                                          |                                                                                         |
| <input type="checkbox"/> <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel |                                                                                         |
| <input type="checkbox"/> Representative of residential home building industry                                                   |                                                                                         |

\* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

\*\* Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.



All city boards and committees are subject to the Sunshine Law and Public Records Law.

**Re-appointment**

☐ Yes ☒ No

**1. Personal**

Name:

JIMMY M SUGG

E-mail address

chiefsugg@gmail.com

Residence Address:

112 WOOD THRUSH LN

District #

4 (Four)

City:

PALM COAST

State:

Florida

Zip:

32164

Mailing Address (If Different from Residence):

112 WOOD THRUSH LN

Home Phone

954-258-5108

Business Phone:

Revised 1/27/26

**Additional content from previous item (1. Personal):**

Date of Birth:

08/07/1957



Place of Birth:

MIAMI, FLORIDA

How long have you been a permanent resident of Palm Coast?

5 YEARS

What year did you become a continuous resident of the City of Palm Coast?

2021

List all places of residence for the last five years.

| Address            | City & State         | From        | To       |
|--------------------|----------------------|-------------|----------|
| Address row 1      | City and State row 1 | From row 1  | To row 1 |
| 112 WOOD THRUSH LN | FL                   | August 2021 | CURRENT  |
| Address row 2      | City and State row 2 | From row 2  | To row 2 |
|                    |                      |             |          |
| Address row 3      | City and State row 3 | From row 3  | To row 3 |
|                    |                      |             |          |
| Address row 4      | City and State row 4 | From row 4  | To row 4 |
|                    |                      |             |          |

Are you a registered voter in Flagler County?

☒ Yes ☐ No

Have you ever used or been known by any other legal name?

☒ Yes ☐ No

If yes, explain:

SOMETIMES, PEOPLE CALL ME JIM AND USE IT IN THEIR DOCUMENTS.

Are you a citizen of the United States?

☒ Yes ☐ No

If no, explain:

If you are a naturalized citizen of the United States, date of naturalization:

## 2. Employment History



(A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement:

RETIRED /STATE CERTIFIED ELECTRICAL INSPECTOR, PLANS EXAMINER, MASTER ELECTRICIAN, CITY/COUNTY  
ELECTRICAL CHIEF INSPECTOR/SUPERVISOR.

Occupation:

CHIEF ELECTRICAL INSPECTOR/ELECTRICAL INSPECTOR FOR CITY OF PEMBROKE PINES, BROWARD COUNTY AND MIAMI  
DADE COUNTY , MASTER ELECTRICIAN STATE LICENSED

Current Employer:

Current Business Address:

City

State

Zip

Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

| Employer & Address                 | Type of Business       | Occupational Title       | Period of Employment       |
|------------------------------------|------------------------|--------------------------|----------------------------|
| Employer and Address row 1         | Type of Business row 1 | Occupational Title row 1 | Period of Employment row 1 |
| CITY OF PEMBROKE PINES (2001-2013) |                        |                          |                            |
| Employer and Address row 2         | Type of Business row 2 | Occupational Title row 2 | Period of Employment row 2 |
| BROWARD COUNTY (2013-2014)         |                        |                          |                            |
| Employer and Address row 3         | Type of Business row 3 | Occupational Title row 3 | Period of Employment row 3 |
| MIAMI DADE COUNTY (1992-2001)      |                        |                          |                            |

Have you ever been employed by any state, district, or local governmental agency in Florida?

☒ Yes ☐ No

If yes, identify the position(s), the name(s) of the employing agency and the period of employment.



| Position                   | Employee Agency       | Period of Employment       |
|----------------------------|-----------------------|----------------------------|
| Position row 1             | Employee Agency row 1 | Period of Employment row 1 |
| CHIEF ELECTRICAL INSPECTOR | CAP GOVERNMENT        | 2015 -2021                 |

Revised 1/27/26

**Additional content from previous item (continued):**

Continued response from previous page

LISTED ABOVE ARE WORK HISTORY PRIOR TO FIVE YEARS AS I AM RETIRED FOR FIVE YEARS.

### 3. Education

High School:

ARCHBISHOP CURLEY HIGH SCHOOL, MIAMI ,FLORIDA

Year Graduated:

1975

List postsecondary educational institutions or programs attended:

| Name & Location              | Dates Attended | Certificate/Degrees Received |
|------------------------------|----------------|------------------------------|
| NE MISSOURI STATE UNIVERSITY | 1975-1979      | BS BIOLOGICAL SCIENCES       |
| NKA TRUMAN UNIVERSITY        |                |                              |
|                              |                |                              |

### 4. Military Service

Are you or have you ever been a member of the Armed Forces?

☐ Yes ☒ No

Date of Service:

Branch or Component:



Date and Type of Discharge:

## 5. Interest/Activities/Community and/or Civic Involvement

Are you currently or have you ever served on any City Volunteer Board or Committee?

☐ Yes ☒ No

If yes, which Board or Committee?

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

## 6. Qualifications for Appointment

State your experiences and interests or elements of your personal history that qualify you for this appointment.

My personal interest in the community and professional career in enforcement of municipal/county/state building codes and supervision and advisor of Municipal/County Building/Planning/Zoning Electrical Departments for over 30 years. I am now retired for five years and looking to serve the public in a voluntary role. My Florida State Licenses support my skills, knowlege and abilities and ensure code adherence and reliable advice.

Revised 1/27/26

**Additional content from previous item:**

Additional content line 1 from previous item

Additional content line 2 from previous item

Additional content line 3 from previous item



Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below:

☒ Yes ☐ No

If yes, list below

I am State of Florida certified and licensed Master Electrician #EC0002194, Plans Examiner Unlimited#PX2558, FEMA Certified Disaster Recovery, Standard Electrical Inspector (Unlimited) #BN1701

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below:

☐ Yes ☒ No

If yes, list below

|  |
|--|
|  |
|--|

Have you ever been elected or appointed to any public office? If yes, list below:

☐ Yes ☒ No

| Office Title | Date of Election or Appointment | Term of Office | Level of Government |
|--------------|---------------------------------|----------------|---------------------|
|              |                                 |                |                     |
|              |                                 |                |                     |

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment?

☐ Yes ☒ No

If yes, explain below:

| Name of Business | Relationship to the Business | Business Relationship to Agency |
|------------------|------------------------------|---------------------------------|
|                  |                              |                                 |
|                  |                              |                                 |

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida?

☒ Yes ☐ No

If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.



| License/certificate Title & No. | Original Date of Issuance                    | Issuing Authority | Disciplinary Action/Date |
|---------------------------------|----------------------------------------------|-------------------|--------------------------|
| EC0002194                       | Master electrician since 1984 approx         | State of Florida  | none                     |
| BN1701                          | Chief Electrical Inspector since 1989 approx | State of Florida  | none                     |
| PX2558                          | Plans Examiner since 1990 approx             | State of Florida  | none                     |

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

My 30 years as a Chief Electrical Inspector and Plans Examiner and Master Electrician perfectly match this scope, as I am already accustomed to evaluating technical plans against strict statutory criteria rather than personal preference. Furthermore, I am deeply familiar with the responsibilities, ethics, and dynamics of public service and professional leadership. Having served as President of the International Association of Electrical Inspectors (IAEI), Broward County Florida Chapter. I possess firsthand experience leading professional organizations and navigating public meeting protocols, administrative processes, and collaborative decision-making. I understand how to balance the technical merits of a project with community standards, state statutes, and public feedback to reach fair, impactful conclusions. My practical background in code enforcement and municipal leadership allows me to hit the ground running without a learning curve.

Page 4 of 6

Revised 1/27/26

#### Additional content from previous item:

What is your understanding of the relationship of this Board or Committee to the City Council?

The role of a volunteer on the Enforcement Board and/or Planning & Land Development Board is to serve as an objective, code driven decision maker and advisor on the physical growth, zoning and long-range development of the City of Palm Coast. The Boards recommendations will aide the City Council in reaching informed, factual, unbiased decisions. In addition, with my professional background, and State certified licenses of 30 years, I would add an expertise to the Board's decision making process and aid in the plan review of the state/local codes and ordinance which would enhance the decision making process and results of the Boards overall responsibilities.

## 7. References – Please list three references (business and/or personal)

Name, Address & Telephone Number

Dave Tringo, Building Dept Director, 100 SE 12 St Fort Lauderdale, FL 33316 954-605-0127

Name, Address & Telephone Number

Jack Fisher, CAP Government, Building Official, 100 SE 12 St Fort Lauderdale, FL 33316 954-604-9033

Name, Address & Telephone Number

Ellison (Kay) McCrary, City of Pompano Beach Planning Dept Senior Plans Examiner III, 954-260-7217



## 8. Acknowledgment

*If required by law, will you file a financial disclosure statement?*

- ☒ Yes  
☐ No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

**Further, by executing this application below,** I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

**Signature**

**Date**

Jimmy M. Sugg

06/26/2026

**Note:** If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk.

**Return to:**

**City Clerk**  
**City of Palm Coast**  
160 Lake Ave.  
**Palm Coast, Florida 32164**

**Phone:** [386-986-3713](tel:386-986-3713)

**Email:** [cityclerk@palmcoastgov.com](mailto:cityclerk@palmcoastgov.com)

**Website:** [www.palmcoastgov.com](http://www.palmcoastgov.com)

*All city boards and committees are subject to the Sunshine Law and Public Records Law.*

**Sunshine Law:** The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

Revised 1/27/26

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## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:**  
I.1

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMMUNITY DEVELOPMENT | <b>Amount</b>        |
| <b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PLANNING              | <b>Org/Account #</b> |
| <b>Subject:</b> STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2026-XX APPROVING A PURCHASE AND SALE CONTRACT WITH SANDERS TRUST LLC FOR THE 8.5 ACRES IN THE WHISPERING PINES AREA OF THE SR 100 COMMUNITY REDEVELOPMENT AREA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                      |
| <b>Presenter:</b> Virginia Smith, MMC,CP,ACP, Land Management Administrator, and Craig McKinney, Economic Development Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |                      |
| <b>Attachments:</b> 1. Resolution<br>2. Contract<br>3. Notice of Intent to Award<br>4. Project Overview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |                      |
| <b>Background:</b><br><p>In 2004, City Council created the SR 100 Corridor Community Redevelopment Area (CRA). Among the CRA goals was the removal of blighted properties. The CRA/City purchased many older and poorly conditioned developed parcels within the CRA to remove slum and blighted conditions and to abandon and remove the associated wells and septic tanks. The Whispering Pines subdivision contained a number of those types of older and not well-maintained residential properties. This subdivision fronts SR 100 in a highly desirable commercial area close to a major hospital and I-95.</p> <p>The City issued a bid for the highest and best redevelopment use of the Whispering Pines area. Highest and best use includes consideration of total private investment to redevelop, number of new jobs created, average annual wages, annual non-residential ad valorem taxes generated and the probability of attracting supporting or complimentary uses. This area is now comprised of 8.5 acres of city-owned vacant land. There were three (3) bids received that were found responsive.</p> <p>Staff put together an evaluation team to review and evaluate the bids. Sanders Trust was the unanimous winner for their redevelopment proposal. Sanders Trust's proposal is to develop a physical rehabilitative medical facility to be operated as the ClearSky Health Rehabilitation Hospital of Palm Coast. ClearSky currently operates 15 inpatient rehabilitation hospitals through the U.S. with Florida facilities in Lecanto and Lake City. The facility will provide care for patients recovering from stroke, heart attack, brain injury, spinal cord injury, orthopedic conditions, cancer and pulmonary conditions.</p> |                       |                      |



To provide this leased facility for ClearSky, Sanders Trust LLC is investing \$31 million to construct a 36-bed inpatient rehabilitation hospital. The hospital will employ 100+ full-time professionals, averaging a \$75K per year salary. The total economic impact caused by commercial construction is estimated to be \$45 million. The ad valorem property tax to be received by the CRA through 2034 is estimated to be \$310,000 annually. The appraisal for these parcels was \$1,950,000. Staff negotiated the purchase price with Sanders Trust LLC to be \$1,700,000 taking into account Sander Trust's need to purchase the single remaining parcel, the future revenue generated from these parcels and the planned redevelopment benefits. The remaining parcel within this area is owned by the Estate of Marguerite K. Bushnell. The City's contract with Sanders Trust LLC is contingent upon the sale of the Bushnell estate parcel to Sanders Trust LLC and vice versa.

**Recommended Action:**

**ADOPT STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION  
2026-XX APPROVING THE PURCHASE AND SALE CONTRACT WITH SANDERS TRUST LLC FOR  
THE 8.5 ACRES OF LAND IN THE WHISPERING PINES AREA**



**CITY OF PALM COAST  
SALE OF 8.5 ACRES IN  
WHISPERING PINES  
WITHIN THE  
COMMUNITY  
REDEVELOPMENT AREA  
(CRA)**

# History of the CRA

- Since 2005 the CRA/City purchased twenty-three (23) lots in the CRA Whispering Pines area.
- Purchase price of all \$3,163,628.
- Appraised value \$2,775,000





# Request for Statement of Qualifications

- Public Bid - Request for Statement of Qualifications (RFSQ-ED-26-23)  
Redevelopment of City Owned Properties
- 3 bids received - all were responsive and responsible
- Evaluation Team chose Sanders Trust LLC with 90.4 points
- Purchase Offer \$1,950,000 - reserving \$250K for the allocation of the final remaining privately owned parcel in Midway.



# LOCATION MAP



Property with the “X” is not owned by the City. This is the Bushnell Estate’s property.

This will be a private sale with the property owner.



# PROPOSED BUILDING





# ECONOMIC BENEFITS

- \$31 million investment to construct a 36-bed inpatient rehabilitation hospital.
- 100+ full-time employees.
- Average salary \$75K (Physicians, Nurses, Therapists, Administrative Staff, Support Personnel, and Facilities Maintenance).
- Creating high-quality, well-paying healthcare jobs for Palm Coast.
- Ad valorem property tax estimated at \$182,000 + tangible personal property tax.
- Sales tax revenue.



# ECONOMIC BENEFITS

- Additional economic activity in the City.
- Commitment from Sanders Trust to use local trade companies as possible.
- Estimated a \$45+ million total economic impact during construction phase.
- Estimated \$7.5+ million in annual payroll brought into the City.
- Supports surrounding retail, housing, and service businesses.
- May attract complimentary uses on site.



# ADDITIONAL BENEFITS

- Improving access to advanced rehabilitation services.
- Reduces need for residents to travel to larger metropolitan areas for services.
- Enhances regional healthcare infrastructure.
- Incorporate high-quality architectural finishes and materials.
- Enhance the character of SR 100 and the Town Center district.





# ADDITIONAL BENEFITS

- Designed to support efficient vehicular circulation and pedestrian connectivity.
- Cross-access opportunities to help in creating more integrated and walkable corridor.
- Additional long term care healthcare anchor for the corridor.
- The Sanders Trust and ClearSky Health to enter a private lease agreement for 20 years. There are 16 locations nationwide with 2 locations in Florida.



# STAFF RECOMMENDATION

ADOPT RESOLUTION 2026-XX APPROVING  
THE PURCHASE AND SALE CONTRACT  
WITH SANDERS TRUST LLC FOR THE 8.5  
ACRES OF LAND WITHIN THE WHISPERING  
PINES AREA OF THE CRA



**RESOLUTION 2026-\_\_\_\_**  
**SR 100 CORRIDOR COMMUNITY REDEVELOPMENT**  
**8.5 ACRES IN THE WHISPERING PINES AREA**

**A RESOLUTION OF THE STATE ROAD 100 CORRIDOR  
COMMUNITY REDEVELOPMENT AGENCY, PALM  
COAST, FLORIDA, APPROVING THE TERMS AND  
CONDITIONS OF THE CONTRACT FOR PURCHASE  
AND SALE WITH SANDERS TRUST LLC;  
AUTHORIZING THE CITY MANAGER OR DESIGNEE,  
TO EXECUTE SAID CONTRACT; PROVIDING FOR  
SEVERABILITY; PROVIDING FOR CONFLICTS;  
PROVIDING FOR IMPLEMENTING ACTIONS; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast (hereafter known as Property Owner) is willing to sell the 8.5 acres of land in the Whispering Pines area, which have the following parcels identification numbers:

08-12-31-6000-00010-0060, 08-12-31-6000-00010-0050, 08-12-31-6000-00010-0040, 08-12-31-6000-00010-0030, 08-12-31-6000-00010-0020, 08-12-31-6000-00010-0010, 08-12-31-6000-00040-0040, 08-12-31-6000-00040-0060, 08-12-31-6000-00040-0010, 08-12-31-6000-00040-0030, 08-12-31-6000-00030-0010, 08-12-31-6000-00030-0020, 08-12-31-6000-00030-0030, 08-12-31-6000-00030-0050, 08-12-31-6000-00030-0040, 08-12-31-6000-00020-0030, 08-12-31-6000-00050-0010, 08-12-31-6000-00050-0020, 08-12-31-6000-00050-0030, 08-12-31-6000-00050-0040, 08-12-31-6000-00050-0050, 08-12-31-6000-00050-0060 and ROW, to Sanders Trust, LLC; and

**WHEREAS**, Sanders Trust LLC desires to contract with the City for the purchase of the above mentioned parcels.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE PALM COAST ACTING AS THE STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY BOARD, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the State Road 100 Corridor Community Redevelopment Agency (SR 100 CRA) of the City of Palm Coast.

**SECTION 2. APPROVAL OF THE CONTRACT FOR SALE AND PURCHASE.**  
The SR 100 CRA hereby approves the terms and conditions of the Contract for Purchase and



Sale with Sanders Trust, LLC as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the agreement as depicted in Exhibit "A."

**SECTION 4. SEVERABILITY.** It is hereby declared to be the intention of the SR 100 CRA that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

**SECTION 5. CONFLICTS.** All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**SECTION 6. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**DULY PASSED AND ADOPTED** by the SR 100 CRA of the City of Palm Coast, Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

STATE ROAD 100 CORRIDOR  
COMMUNITY REDEVELOPMENT  
AGENCY

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, CHAIRMAN

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" Purchase and Sale Contract with Sanders Trust LLC

## **CONTRACT FOR PURCHASE AND SALE**

THIS **CONTRACT FOR PURCHASE AND SALE** ("**Contract**") is made by and between the **City of Palm Coast, Florida**, a municipal corporation, (hereinafter referred to as "**Seller**") with a principal address of 160 Lake Avenue, Palm Coast, FL 32164, and **Sanders Trust LLC** (hereinafter referred to as "**Buyer**"), with a principal address of 1000 Urban Center Drive, Ste. 675, Birmingham, Alabama 35242. For and in consideration of a valuable sum in dollars, the premises and the mutual covenants and obligations created hereby, as well as other good and valuable considerations, Buyer agrees to buy and Seller agrees to sell the following described real property subject to and upon the terms and conditions set forth below. The effective date of this Contract (the "**Effective Date**") shall be the date upon which the last of Seller and Buyer shall have signed this Contract.

### **ARTICLE I - PROPERTY**

The real property (the "**Property**") which is the subject matter of this Contract consists of a parcel of vacant land being more particularly described in **Exhibit "A"** attached hereto and made a part hereof.

### **ARTICLE II - PURCHASE PRICE**

**Purchase Price.** The purchase price (the "**Purchase Price**") for the Property shall be One million, seven hundred thousand dollars and 00/100 (\$1,700,000) for the 8.5 acres of land.

### **ARTICLE III - CLOSING AND CLOSING DATE**

The transaction contemplated by this Contract shall be closed (the "**Closing**") on or before forty-five (45) days following the end of the Inspection Period. The Purchase Price shall be applied to Seller's closing costs. The special warranty deed, and the exclusive possession of the Property, free of all occupants, shall be delivered to Buyer at Closing.

Buyer shall deliver a deposit in the amount of \$100,000 ("Deposit") to the Fidelity National Title Insurance Company, 100 Corporate Ridge, Suite 120, Birmingham, Alabama 35242 Attn: Jeffrey R. Lees, within 5 business days of the Effective Date of this Agreement. The Deposit shall be held in an interest-bearing, federally insured escrow account, with any interest earned to become part of the Deposit.

The Deposit shall be applied to the Purchase Price at closing. In the event Buyer fails to perform its obligations under this Agreement, and such failure constitutes a default as defined herein, the Deposit shall be released to Seller as liquidated damages, representing the parties' reasonable estimate of Seller's damages. If the Agreement is terminated in accordance with any contingency or termination right expressly provided herein, the Deposit shall be promptly returned to Buyer.

## **ARTICLE IV - TERMS AND CONDITIONS**

The additional terms and conditions of this Contract are as follows:

4.1. **Evidence of Title.** Buyer, at Buyer's expense and within thirty (30) days from the Effective Date, shall obtain a title insurance commitment (the "**Title Commitment**") to issue an ALTA Owner's Title Insurance Policy from a title insurance company acceptable to Buyer (the "**Title Insurance Company**") in the amount equal to the Purchase Price for the property, naming Buyer as the proposed insured. The Title Commitment shall show good, marketable and insurable fee simple title to the Property to be vested in Buyer, liens, encumbrances, exceptions and qualifications which will not interfere with or impair the Property's use for public purposes; exceptions permitted by the provisions of this Contract; and those exceptions which are capable of and are actually to be discharged by Seller at or before Closing (all other exceptions to title being deemed title defects for purposes of this contract). Legible and complete copies of all instruments listed as exceptions to title (commonly identified as Schedule B-II exceptions in the Title Commitment) shall be delivered with the Title Commitment. If title is found to be defective, Buyer shall, within ten (10) days from the date it receives the Title Commitment, notify Seller in writing to that effect specifying the defects. Seller shall have twenty (20) days from the receipt of Buyer's notice specifying the title defects to cure the defects and, if after said period Seller shall not have cured the defects, or if Seller shall not have progressed to a point where the defects are certain to be remedied prior to Closing, or where the removal of such defects is not otherwise assured to Buyer's satisfaction, Buyer shall have the option of (i) accepting the title "as is" or (ii) terminating the Contract after which Buyer and Seller shall each be released from all further obligations to each other respecting matters arising from this Contract and the Deposit shall be returned to Buyer.

4.2. **Survey.** Buyer shall, at Buyer's expense, obtain a survey of the Property (the "**Survey**") prepared by a licensed Florida land surveyor dated no earlier than thirty (30) days before Closing, or in the alternative, an update of an earlier survey re-dated to a point in time no earlier than the last thirty (30) days. Upon completion and approval of the Survey, the description of the Property when approved by both parties and set forth therein shall be inserted as **Exhibit "A"** hereto and shall be used on the Deed and other closing documents, as well as the Title Commitment. If the Survey shows any encroachments (except for landscaping and irrigation) onto the Property and/or improvements located outside its boundaries or encroachments by improvements principally located on the Property over required setback lines or over onto the property of others or onto any public right-of-way adjacent to the Property, or if it is apparent that the Property violates existing title covenants and/or applicable zoning laws or ordinances, Buyer shall notify Seller in writing to that effect specifying the defects. Seller shall have until thirty (30) days from receipt of Buyer's notice specifying the Survey defects in which to cure such defects. If after said period Seller shall not have cured the defects, or if Seller shall not have progressed to a point where the defects are certain to be remedied at or prior to Closing, Buyer shall have the option of (i) accepting the condition of the Property as disclosed in the Survey in an "as is" condition, or (ii) terminating the Contract, thereupon Buyer and Seller shall each be released from all further liabilities and obligations to each other with respect to all matters arising from this Contract and the Deposit shall be returned to Buyer.

4.3. **Conveyance.** Seller shall convey title to the Property to Buyer by Special Warranty Deed, in the form attached hereto as **Exhibit "B"** (the "**Deed**"), subject only to: (i) taxes for the year



of Closing; and (ii) matters disclosed in the title evidence provided to and accepted or deemed accepted by Buyer.

4.4. **Closing Affidavit.** At the Closing, Seller shall furnish Buyer with an affidavit (i) testifying to the best of Seller's knowledge, the absence of any claims, encumbrances, taxes, assessments, liens or potential lienors known to Seller not disclosed in the Title Commitment and Deed, (ii) further attesting that there have been no improvements to the Property by or through Seller for the ninety (90) day period immediately preceding the date of Closing, the cost of which remains unpaid, (iii) agreeing to take no action prior to recording the Deed which would adversely affect the title to the Property, (iv) testifying that possession of the Property is subject only to those matters accepted by Buyer pursuant to the terms hereof, if any, and that Seller is otherwise in exclusive, peaceable and undisputed possession of the Property, and (v) testifying that there are no actions or proceedings now pending in any state or federal court to which Seller is a party including, but not limited to, proceedings in bankruptcy, receivership or insolvency, which would affect the Property, the title to the Property or Seller's ability to close on the sale of the Property to Buyer except as disclosed in the Title Commitment. Seller shall also furnish such other evidence, affidavits or information required by the Title Insurance Company so that the Title Insurance Company will be able to eliminate all standard exceptions from the Title Commitment at Closing, except for taxes for the year of Closing which are not yet due or payable.

4.5. **Place of Closing.** Closing shall be held by express courier or at such other location as is mutually agreed upon by Buyer and Seller.

4.6. **Documents for Closing.** Seller's attorney shall prepare the Deed, Seller's affidavit, and any corrective instruments that may be required in connection with perfecting title. The Title Insurance Company shall prepare the closing statement.

4.7. **Expenses.** State documentary tax for the Deed and the cost of recording all corrective documents needed to complete the transaction shall be borne by Seller. Buyer shall pay for the title insurance premium, recording the Deed and all fees and expenses arising from or associated with the simultaneous issuance of a lender's title insurance commitment and policy, if any, and any and all endorsements to such policy required by its lender.

4.8. **Proration of Taxes; Real and Personal.** Taxes shall be prorated based upon the current year's tax based on the highest discount available at Closing. If the Closing occurs on a date when the current year's taxes are not fixed and the current year's assessment is available, taxes will be prorated based upon such assessment and the prior year's millage. If the current year's assessment is not available, then taxes will be prorated based on the prior year's tax; provided, however, if there are completed improvements on the Property by January 1st of the year of Closing, which improvements were not in existence on January 1st of the prior year, then the taxes shall be prorated to the date of Closing based upon the prior year's millage and an equitable assessment to be agreed upon between the parties, failing which request will be made to the county tax assessor for an informal assessment. If the Property is assessed as part of a larger tract of land and a "cut out" is not available from the tax assessor at the time of Closing, the taxes for the Property shall be estimated and prorated based upon the ratio of the size of the Property in relation to the overall tract of which the Property forms a part, taking into consideration matters of zoning as described in the tax assessor's records. Any tax

proration based on an estimate may, at the request of either party, be subsequently readjusted upon receipt of the actual tax bill. This provision for re-proration shall survive the Closing.

4.9. **Special Assessment Liens.** Special assessment liens which are certified, confirmed and ratified as of the date of Closing are to be paid by Seller. Special assessment liens which are certified, confirmed and ratified but payable in installments post Closing shall be paid in full by Seller at Closing. Special assessment liens pending as of the date of Closing shall be assumed by Buyer; provided, however, that if the improvements which form the basis for such special assessment are substantially completed as of the date of Closing they shall be deemed to have been certified, confirmed or ratified and Buyer shall, at Closing, be credited with an amount equal to the last estimate of the assessment for the improvement made by the appropriate public body.

4.10. **Default.** If Buyer fails to perform any of Buyer's covenants set forth in this Contract, the Deposit, if any, shall be paid to and retained by and for the account of Seller as agreed upon liquidated damages and in full settlement of any claims whatsoever. If Seller fails to perform any of Seller's covenants set forth in this Contract or fails to convey the Property when Seller is obligated to do so in accordance with the terms hereof, Buyer shall have, as its sole and exclusive remedy, the right to either: (i) specific performance against Seller; or (ii) cancel this Contract by providing written notice to Seller, in which event the Deposit shall be returned to the Buyer.

4.11. **Severability.** If any one or more of the provisions of this Contract is held invalid, illegal or unenforceable, the remaining provisions of this Contract shall be unimpaired, and the remaining provisions of this Contract shall be construed to best carry out the original intent of the parties hereto.

4.12. **Complete Agreement.** This Contract evidences the complete understanding of the parties hereto as respects the matters addressed herein. No agreement or representation, unless set forth in this Contract, shall bind either of the parties hereto. This Contract may be executed in separate counterparts, each of which shall be deemed an original, and all which shall constitute one and the same instrument. Electronic signatures will be acceptable and binding.

4.13. **Notices.** All notices will be in writing and delivered to the parties by mail, personal delivery, or e-mail. Buyer's failure to timely delivery written notice to Seller, when such notice is required by this Contract, regarding any contingency will render that contingency null and void, and this Contract will be construed as if the contingency did not exist. Any notice, document, or item delivered to or received by an attorney or licensee (including a transactions broker) representing a party will be as effective as if delivered to or received by that party. Notice shall be given to the following addresses:

To Seller:

City of Palm Coast  
Attention: City Manager  
160 Lake Avenue  
Palm Coast, FL 32164  
Tel: 386-986-3702  
mmcglothlin@palmcoastgov.com  
vsmith@palmcoastgov.com

To Buyer:

Thomas Henry, Jr.  
The Sanders Trust  
1000 Urban Center Dr.  
Ste. 675  
Birmingham, AL 35242  
Tel: 205-747-1762  
thenry@sanderstrust.com

4.14. **FIRPTA - Right to Withhold.** If Seller is a “foreign person” as defined by FIRPTA, Section 1445 of the Internal Revenue Code, Buyer is required to withhold up to 15% of the amount realized by the Seller on the transfer and remit the withheld amount to the Internal Revenue Service (IRS) unless an exemption to the required withholding applies or the Seller has obtained a Withholding Certificate from the IRS authorizing a reduced amount of withholding. Due to the complexity and potential risks of FIRPTA, Buyer and Seller should seek legal and tax advice regarding compliance, particularly if an “exemption” is claimed on the sale of residential property for \$300,000 or less. Seller agrees that Buyer may deduct and withhold from the Purchase Price provided in Article II hereof, a tax in the amount of up to fifteen percent (15%) of the amount realized (as that term is used in Section 1445(a) of the Internal Revenue Code) by Seller pursuant to this Contract, except upon the occurrence of either (A) or (B) below:

(A) At or prior to Closing, Seller provides to Buyer a Certificate of Non-Foreign Status or a Non-USRPHC Statement described in and complying with Section 1445(b)(2) or (3) of the Internal Revenue Code of 1986, as amended (the "**Code**") (all references to Section or the Code include any successor provisions thereto and any Treasury Regulations promulgated in connection thereto) and Buyer has no knowledge or notice that such Certificate or Statement is false; or

(B) At or prior to Closing, Buyer received a withholding certificate described in Temp. Treas. Reg. Section 1.1445-3T or Rev. Proc. 85-41.

Buyer agrees that any amount deducted and withheld pursuant to this Section shall be remitted to the Internal Revenue Service in accordance with Section 1445 of the Code and the Regulations thereunder.

4.15. **Environmental Status.** Seller warrants and represents to Buyer that, to Seller's knowledge, (i) the Property is free of all hazardous waste or substances except as may be permitted by applicable law; (ii) that the Property has been operated and maintained in compliance with all applicable environmental laws, statutes, ordinances, rules and regulations; (iii) no other release of any hazardous waste or substances has taken place on the Property, (iv) no migration of hazardous waste or substances has taken place from the Property which would cause the release of any hazardous waste or substance on any adjoining lands or any other lands in the vicinity of the Property; and (v) there are no bulk or underground tanks on or in the Property, and, no bulk or underground storage tanks have



ever been located on or in the Property.

The term hazardous waste or substances shall include those substances included within the definitions of "hazardous substances", "hazardous materials", "toxic substances", or "solid waste" in CERCLA, RCRA, and the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., and in the regulations promulgated pursuant to said laws or any replacement thereof; such other substances, materials and wastes which are or become regulated under applicable local, state or federal law, or which are classified as hazardous or toxic under federal, state, or local laws or regulations.

Seller has no notice or knowledge of the on-site existence of any "Endangered and Threatened Species," flora and fauna as identified by the U.S. Fish and Wildlife Service's "List of Endangered and Threatened Wildlife and Plants" as may be amended from time to time. Seller further warrants no knowledge of the on-site existence of any upland conservation areas which are preserved, or may be preserved, for the purposes of providing of wildlife habitat.

4.16. **Right of Inspection**. During the term of this Contract, Buyer, its agents, employees and representatives, may have access to the Property and the records of the Property (including those on file with any governmental agency) at all reasonable times subsequent to the Effective Date of this Contract with the right, at Buyer's expense, to inspect the Property and to conduct all tests and borings thereon as Buyer, its licensed engineers, surveyors and the like shall deem reasonably necessary or desirable to fulfill the tests and investigations contemplated by the Contract. Any entry on or to the Property by Buyer or its authorized representatives pursuant to the provisions hereof shall be at the risk of Buyer, and to the extent of the monetary limitations in Fla. Stat. 768.28, Buyer hereby indemnifies, protects, and holds Seller harmless and agrees to defend Seller from and against any and all claims, demands, losses, damages, and liabilities (including but not limited to personal injury and property damage claims and mechanics' or other liens), together with related costs and expenses, including reasonable attorney fees and litigation costs, caused by Buyer or Buyers' agents on or to the Property. This does not waive Buyer's right to sovereign immunity. In addition, Buyer shall keep the Property free from any liens which could arise as a result of the exercise by Buyer of any of its rights hereunder.

The Property is being sold "AS IS." Seller does not make any claims or promises about the condition or value of the Property included in this sale except as set forth in this Contract. The Buyer has inspected the Property, or may inspect the Property during the Inspection Period, and relies on this inspection and any rights which may be, and statements of Seller as provided for, elsewhere in this Contract. This paragraph will survive Closing for a period of five (5) years.

4.17. **WAIVER OF TRIAL BY JURY**. SELLER AND BUYER HEREBY MUTUALLY, VOLUNTARILY AND INTENTIONALLY WAIVE THE RIGHT EITHER MAY HAVE TO A TRIAL BY JURY REGARDING ANY LITIGATION BASED OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS CONTRACT OR ANY AGREEMENT CONTEMPLATED TO BE DELIVERED IN CONJUNCTION THEREWITH, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER ORAL OR WRITTEN) OR ACTIONS OF EITHER

PARTY. THIS PROVISION IS A MATERIAL INDUCEMENT FOR EACH OF SELLER AND BUYER ENTERING INTO THIS CONTRACT.

## **ARTICLE V - SPECIAL CONDITIONS**

Seller has made a limited number of representations and warranties to Buyer in this Contract. In consideration of Buyer waiving additional conditions, representations or warranties from Seller, Seller and Buyer hereby agree as follows:

5.1. **Condition Precedent.** Buyer's obligation to close under this Contract shall be subject to the satisfaction of the following conditions precedent enumerated below. In the event any one of these conditions is not satisfied for any reason whatsoever, then this Contract shall terminate, and Buyer and Seller shall be fully relieved from all further rights and responsibilities under this contract.

(A) The complete execution of this Contract by Seller and Buyer and the approval of this Contract by Seller's City Council at a public meeting, pursuant to §166.045, Fla. Stat.

(B) No action, suit, proceeding, or official investigation shall have been threatened, announced, or commenced by any person or federal, state or local government authority or agency that seeks to enjoin, assess civil or criminal penalties against, or obtain any judgment, order, or consent decree, with respect to either party hereto, in connection with their respective representations and obligations under this Contract.

(C) Buyer is simultaneously entering into a purchase agreement for the purchase of certain real property adjacent to the Property consisting of Parcel ID 08-12-31-6000-00040-0020 in Palm Coast, Florida, dated of even date herewith (the "Adjacent PSA"). Seller and Buyer agree that the closing of the Adjacent PSA is a condition to the Buyer's obligation to close under this Agreement. In the event the Adjacent PSA is terminated prior to Closing, this Agreement will be terminated, and if this Agreement is terminated, the Adjacent PSA will also be terminated.

5.2. **Inspection Period.** Buyer shall have one hundred eighty (180) days from the Effective Date (herein the "**Inspection Period**") in which to conduct an investigation of the Property, including, by way of illustration and not in limitation and subject to Section 4.16: inspections as to the physical condition of the Property, investigate the availability of utilities, status of zoning or ability to rezone, zoning codes, building codes, physical condition and any other condition or characteristic of the Property which Buyer may deem necessary or relevant to Buyer in purchasing the Property. Buyer shall have the option to extend the Inspection Period for two (2) additional thirty (30) day periods by giving written notice to Seller of such election no later than one (1) business day prior to the expiration of the Due Diligence Period. Should Buyer for any reason become dissatisfied or concerned with the result of any such investigation, search, inquiry or report as contemplated hereby, then Buyer may, prior to the expiration of the Inspection Period, terminate this Contract by written notice thereof to Seller. Notwithstanding anything to the contrary contained herein, if Buyer has not terminated this Contract by written notice delivered to Seller prior to the end of the Inspection Period, then the Deposit (if any) shall be applicable to the Purchase Price but non-refundable, other than pursuant to

Section 5.1 hereof, except in the event of a default by Seller hereunder.

5.3. **Buyer Representation.** Buyer represents to Seller that Buyer's intended use for the Property is to develop and construct an inpatient rehabilitation facility to be occupied and operated by Clearsky Health.

5.4. **Delivery of Materials.** Within five (5) days after the Effective Date of this Contract, Seller shall deliver to Buyer copies of all existing studies, tests, results, surveys, site plans, reports, title policies, plans, permits, petitions, warranties, applications, certificates, reservations, agreements, development orders, approvals, maps, aerials and related materials in its possession relating to the Property. Notwithstanding the foregoing, Seller shall not be obligated to deliver to Buyer any environmental studies, audits, reports, or soil borings related to the Property.

5.5. **Brokerage.** Buyer and Seller represent to each other that neither party has dealt with or engaged a broker with respect to the transaction contemplated herein. Each party hereby agrees to indemnify the other from and against any claim for brokerage commission or finder's fee asserted by any other person, firm or corporation claiming by, through or under said party.

5.6. **Seller Warranties.** During the period that this Contract is in effect, Seller shall maintain the Property in its current condition, reasonable wear and tear excepted.

5.7. **Seller Not to Convey.** Seller shall not convey any interest in the Property after the signing of this Contract without the prior joinder and written consent of the Buyer.

5.8. **Waiver/Time.** The waiver of any breach of any provision hereunder by Buyer or Seller shall not be deemed to be a waiver of any preceding or subsequent breach hereunder. No failure to delay of any party in the exercise of any right given hereunder shall constitute a waiver thereof nor shall any partial exercise of any right preclude further exercise thereof. Time is of the essence in this Agreement as to all dates and time periods set forth herein. To the extent that the last day of any time period stipulated in this Contract falls on a Saturday, Sunday or legal holiday (State or Federal), the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. Any time period of ten (10) days or less specified herein shall not include Saturdays, Sundays or legal holidays. Where used herein, the term "business days" shall be those days other than Saturdays, Sundays or legal holidays.

5.9. **Headings; Governing Law.** The headings contained in this Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of this Contract. This Contract shall be governed in all respects, including validity, interpretation and effect, by the laws of the State of Florida.

#### **ATTENTION: SELLER AND BUYER**

**CONVEYANCES TO FOREIGN BUYERS:** Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the

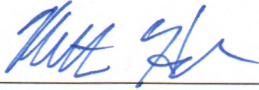
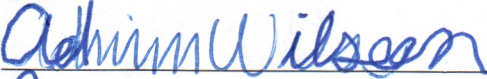


Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

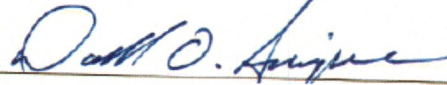
**At time of purchase, Buyer must provide a signed Affidavit, in the form attached hereto as Exhibit "C", which complies with the requirements of the Act.** Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

**IN WITNESS WHEREOF**, the parties have executed this instrument as of the day and year indicated below.

WITNESSES:

  
Matthew Hale  
(print)  
  
Adrianna Wilson  
(print)

BUYER :

By:   
Print name: Darrell Simpson  
Title: Senior Vice President Development  
Date: \_\_\_\_\_

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
(print)  
\_\_\_\_\_  
\_\_\_\_\_  
(print)

SELLER:

CITY OF PALM COAST, FLORIDA

By: \_\_\_\_\_  
Mike McGlothlin, City Manager

ATTEST:

By: \_\_\_\_\_  
Kaley Cook, City Clerk

Date: \_\_\_\_\_

[CITY SEAL]

## **EXHIBIT “A”**

### **LEGAL DESCRIPTION**

Parcel ID's:

08-12-31-6000-00010-0060, 08-12-31-6000-00010-0050, 08-12-31-6000-00010-0040,  
08-12-31-6000-00010-0030, 08-12-31-6000-00010-0020, 08-12-31-6000-00010-0010,  
08-12-31-6000-00040-0040, 08-12-31-6000-00040-0060, 08-12-31-6000-00040-0010,  
08-12-31-6000-00040-0030, 08-12-31-6000-00030-0010, 08-12-31-6000-00030-0020,  
08-12-31-6000-00030-0030, 08-12-31-6000-00030-0050, 08-12-31-6000-00030-0040,  
08-12-31-6000-00020-0030, 08-12-31-6000-00050-0010, 08-12-31-6000-00050-0020,  
08-12-31-6000-00050-0030, 08-12-31-6000-00050-0040, 08-12-31-6000-00050-0050,  
08-12-31-6000-00050-0060, ROW.

**EXHIBIT "B"**

Form of Deed

**THIS INSTRUMENT PREPARED BY AND  
AFTER RECORDING SHOULD BE  
RETURNED TO:**

**Folio No.:**

**SPECIAL WARRANTY DEED**

THIS INDENTURE, made this \_\_\_ day of \_\_\_\_\_, 2026, by the **CITY OF PALM COAST, FLORIDA**, a Florida municipal corporation, ("**Grantor**") whose address is 160 Lake Avenue, Palm Coast, Florida 32164, The Sanders Trust, a Limited Liability Corporation, ("**Grantee**"), whose address is 1000 Urban Center Drive, Ste. 675, Birmingham, Alabama 35242.

**W I T N E S S E T H :**

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, to it in hand paid by Grantee, the receipt and adequacy whereof is hereby acknowledged, has granted, bargained, remised, released, conveyed, confirmed and sold to Grantee, its successors and assigns, all right, title and interest in and to, the land situate and being in Flagler County, Florida, and more particularly described on Exhibit "A" attached hereto and made a part hereof (the "**Property**").

Grantor hereby releases any right, title or interest it may have to all reservations pursuant to Florida Statute 270.11.

Together with all the tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining.

This conveyance is subject to (a) taxes and assessments for the current year and subsequent years, governmental charges or levies not yet due and payable; and (b) zoning and building laws, ordinances or regulations and easements and other restrictions of record, but this reference shall not operate to reimpose same.

As a material part of the consideration for this conveyance, without which Grantor would not have executed this Deed, Grantee, for itself and its successor and assigns, hereby covenants and agrees that the Property shall be developed, constructed, and utilized for commercial use only and not residential use.

Grantor hereby covenants with the Grantee that it is lawfully seized of the Property in fee simple; that it has good right and lawful authority to sell and convey the Property; and that it hereby fully warrants



the title to the Property and will defend the same against the lawful claims of all persons whomsoever claiming by or through Grantor.

TO HAVE AND TO HOLD unto Grantee and to the successors and assigns of Grantee in fee simple forever.

IN WITNESS WHEREOF, the Grantor has executed this instrument on the day and year first above written.

**NOTE: THIS IS AN EXHIBIT. DO NOT EXECUTE**

WITNESSES:

CITY OF PALM COAST, FLORIDA, a Florida  
municipal corporation

\_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
Michael Norris, Mayor

\_\_\_\_\_  
(print name)

Address: \_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Kaley Cook, City Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
(signature)

(SEAL)

\_\_\_\_\_  
(print name)

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: 160 Lake Avenue, Palm Coast, FL  
32164

STATE OF FLORIDA  
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Michael Norris, Mayor, of the City of Palm Coast, Florida, who is personally known to me.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

Exhibit A to Deed

08-12-31-6000-00010-0060, 08-12-31-6000-00010-0050, 08-12-31-6000-00010-0040,  
08-12-31-6000-00010-0030, 08-12-31-6000-00010-0020, 08-12-31-6000-00010-0010,  
08-12-31-6000-00040-0040, 08-12-31-6000-00040-0060, 08-12-31-6000-00040-0010,  
08-12-31-6000-00040-0030, 08-12-31-6000-00030-0010, 08-12-31-6000-00030-0020,  
08-12-31-6000-00030-0030, 08-12-31-6000-00030-0050, 08-12-31-6000-00030-0040,  
08-12-31-6000-00020-0030, 08-12-31-6000-00050-0010, 08-12-31-6000-00050-0020,  
08-12-31-6000-00050-0030, 08-12-31-6000-00050-0040, 08-12-31-6000-00050-0050,  
08-12-31-6000-00050-0060, ROW.

**EXHIBIT ‘C’**

Form of Affidavit

**Affidavit**

[Part III, Ch. 692 F.S. - Conveyances to Foreign Entities - By Entity Buyer]

**BEFORE ME**, the undersigned authority, duly authorized to take acknowledgments and administer oaths, personally appeared \_\_\_\_\_ (“Affiant”) who deposes and says under penalties of perjury that:

(When used “Affiant” and “Buyer” include singular or plural as context so requires or admits.)

1. Affiant is the [state official capacity] of [state name/type/venue of entity], which is hereinafter referred to as “Buyer.”
2. Buyer is purchasing or acquiring an interest in the following described real property:

[Insert Legal Description]

3. Affiant has read the attached Notice and has been given the opportunity to consult with an attorney.
4. Buyer is (Initial which is applicable):  
\_\_\_\_ Not a Foreign Principal as defined in §692.201, F.S. and is in compliance with the requirements set out in §692.202-205, F.S.  
OR  
\_\_\_\_ A Foreign Principal as defined in sec §692.201, F.S. and is in compliance with the requirements set out in §692.202-205, F.S.
5. Affiant acknowledges the foregoing representations will be relied upon to establish compliance with the law.

**NOTE: THIS IS AN EXHIBIT. DO NOT EXECUTE**

\_\_\_\_\_  
(Affiant)

Print Name: \_\_\_\_\_

Official Capacity: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_



STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online  
notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who ☐ is personally known or  
☐ has produced \_\_\_\_\_ as identification.

[Notary Seal]

\_\_\_\_\_  
Notary Public  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## **NOTICE: FLORIDA NOW RESTRICTS THE SALE OF PROPERTY TO FOREIGN PRINCIPALS (Secs. 692.202-205, F.S.)**

**THIS NOTICE DOES NOT APPLY TO CITIZENS OF THE UNITED STATES AND PERMANENT RESIDENT ALIENS.**

CAUTION: THIS NOTICE IS NOT INTENDED TO PROVIDE LEGAL ADVICE. PERSONS WHO ARE OR MAY BE DEFINED AS “FOREIGN PRINCIPALS OF FOREIGN COUNTRIES OF CONCERN” SHOULD CONSULT WITH AN ATTORNEY BEFORE PURCHASING OR ACQUIRING ANY INTEREST IN REAL PROPERTY IN FLORIDA ON OR AFTER JULY 1, 2023. LAND ACQUIRED IN VIOLATION OF THIS LAW MAY BE FORFEITED TO THE STATE.

Effective July 1, 2023, *foreign principals* of these *foreign countries of concern* are prohibited from purchasing or acquiring any interest in certain types of Florida real property, subject to limited exceptions:

- The People’s Republic of China
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People’s Republic of Korea
- The Republic of Cuba
- The Venezuelan regime of Nicolás Maduro
- The Syrian Arab Republic
- Any agency of or any other entity of significant control of such foreign country of concern

### **BUYERS ARE A FOREIGN PRINCIPAL IF ANY OF THESE APPLY TO THEM:**

- (a) The government or any official of the government of a foreign country of concern;
- (b) A political party or member of a political party or any subdivision of a political party in a foreign country of concern;
- (c) A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, or a subsidiary of such entity;
- (d) Any person who is domiciled in a foreign country of concern and is not a citizen or lawful permanent resident of the United States, or
- (e) Any person, entity, or collection of persons or entities, described in paragraphs (a) through (d) having a controlling interest in a partnership, association, corporation, organization, trust, or any other legal entity or subsidiary formed for the purpose of owning real property in Florida.

### **IF A BUYER IS A FOREIGN PRINCIPAL, FLORIDA LAW PROHIBITS THEM:**

- From purchasing or acquiring any interest in real property in Florida classified as agricultural land<sup>1</sup> or within 5 miles of a military installation.<sup>2</sup>
- With limited exceptions, from purchasing or acquiring any interest in real property in Florida within 10 miles of a critical infrastructure facility or military installation.<sup>3</sup>

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<sup>1</sup> Agricultural land is defined to be that which has “agricultural classification” under F.S. 193.461.

<sup>2</sup> “Military Installation” means a base, camp, post, station, yard, or center encompassing at least 10 contiguous acres that is under the jurisdiction of the Department of Defense or its affiliates. Sec. 692.201(5), F.S.

<sup>3</sup> “Critical infrastructure facility” means any of the following, if it employs measures such as fences, barriers, or guard posts that are designed to exclude unauthorized persons:

- (a) A chemical manufacturing facility.
- (b) A refinery.
- (c) An electrical power plant as defined in s. 403.031(20).
- (d) A water treatment facility or wastewater treatment plant.
- (e) A liquid natural gas terminal.
- (f) A telecommunications central switching office.

- NOTE: Foreign principals of the People's Republic China are prohibited from purchasing or acquiring any interest in any real property in Florida regardless of its classification, subject to the Limited Residential Exception and Diplomatic Purposes Exception described below

**CERTAIN EXCEPTIONS MAY APPLY:**

- Limited Residential Exception - If the Buyer is a 'natural person' subject to the law, they may still purchase one residential real property, up to 2 acres in size, if all of the following apply:
  - (a) The parcel is not on or within 5 miles of any military installation;
  - (b) Buyer has a current verified United States visa that is not limited to authorizing tourist-based travel or official documentation confirming that the person has been granted asylum in the United States and such visa or documentation authorizes the person to be legally present in Florida;
  - (c) The purchase is in the Buyer's name, i.e., the name of the person who holds the visa or official documentation described in paragraph (b), and
  - (d) The Buyer is only entitled to one residential property as described above.
- Diplomatic Purposes Exception - The real property is for diplomatic purposes as recognized, acknowledged, or allowed by the Federal Government

- 
- (g) A gas processing plant, including a plant used in the processing, treatment, or fractionation of natural gas.
  - (h) A seaport as listed in s. 311.09.
  - (i) A spaceport territory as defined in s. 331.303(18)
  - (j) An airport as defined in s. 333.01.





**Finance Department**  
Budget & Procurement Office

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3730

## NOTICE OF INTENT TO AWARD

**Project:** REDEVELOPMENT OF CITY-OWNED PROPERTIES - RFSQ-ED-26-23

**Date:** 5/13/2026

**Appeal Deadline:** Appeals must be Filed by 5:00 PM on 5/18/2026

| Firm                   | Final Ranking |
|------------------------|---------------|
| The Sanders Trust      | 1             |
| Devlan, LLC            | 2             |
| City Construction, LLC | 3             |

The intent of the City of Palm Coast is to award REDEVELOPMENT OF CITY-OWNED PROPERTIES - 8.5 Acre Site only to The Sanders Trust.

**Cc: Contract Coordinator, Project Manager, BPO Manager, Financial Services Director, Department Director**

*For questions regarding this Notice of Intent to Award please contact: Shannon Nolan, Procurement Coordinator, at [sknolan@palmcoastgov.com](mailto:sknolan@palmcoastgov.com).*

*Bid protests shall be resolved in accordance with Section 2-29, Code of Ordinances, City of Palm Coast, Florida.*

*A proposer may protest the results of this intended award of this Bid within three (3) business days from the posting of this recommendation to award. The proposer must file a written protest explaining in detail the nature of the protest and the grounds upon which it is based.*

*Failure to file a written protest to the Financial Services Director, Helena Alves ([HAlves@palmcoastgov.com](mailto:HAlves@palmcoastgov.com)) shall constitute a waiver of the protest proceedings.*



please recycle

[palmcoastgov.com](http://palmcoastgov.com)



# RFSQ-ED-26-23 - REDEVELOPMENT OF CITY-OWNED PROPERTIES

## Project Overview

| Project Details     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference ID        | RFSQ-ED-26-23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Project Name        | REDEVELOPMENT OF CITY-OWNED PROPERTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Project Owner       | Shannon Nolan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Project Type        | RFSQ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Department          | Procurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Current Spend       | \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Target Savings      | 0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Budget              | \$0.00 - \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Project Description | <p>The City of Palm Coast, Florida invites qualified development teams to submit Request for Statement of Qualifications for the redevelopment of two City-owned parcels located within the Palm Coast Community Redevelopment Area (CRA). The sites consist of approximately 7.793 acres and 8.5 acres respectively. The City seeks experienced development partners capable of delivering high-quality projects that generate economic activity, employment opportunities, and long-term tax base growth.</p> |
| Open Date           | Apr 08, 2026 8:00 AM EDT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Intent to Bid Due   | Apr 29, 2026 2:00 PM EDT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



|                   |                          |
|-------------------|--------------------------|
| <b>Close Date</b> | Apr 30, 2026 2:00 PM EDT |
|-------------------|--------------------------|

| <b>Highest Scoring Supplier</b> | <b>Score</b>    |
|---------------------------------|-----------------|
| <b>The Sanders Trust</b>        | <b>90.4 pts</b> |

## Seal status

| <b>Requested Information</b> | <b>Unsealed on</b>       | <b>Unsealed by</b> |
|------------------------------|--------------------------|--------------------|
| Forms 1 -8                   | Apr 30, 2026 2:05 PM EDT | Shannon Nolan      |
| Proposal                     | Apr 30, 2026 2:05 PM EDT | Shannon Nolan      |
| Addendum 1 (Signed & Dated)  | Apr 30, 2026 2:05 PM EDT | Shannon Nolan      |
| References                   | Apr 30, 2026 2:05 PM EDT | Shannon Nolan      |
| Financial Capability Form    | Apr 30, 2026 2:05 PM EDT | Shannon Nolan      |

## Conflict of Interest

# Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: \* has direct or indirect financial interest in the award of the contract to any proponent; \* is currently employed by, or is a consultant to or under contract to a proponent; \* is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, \* has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation





Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

| Name           | Date Signed               | Has a Conflict of Interest? |
|----------------|---------------------------|-----------------------------|
| Doug Akins     | Apr 30, 2026 4:29 PM EDT  | No                          |
| Tim Wilsey     | May 04, 2026 11:17 AM EDT | No                          |
| Virginia Smith | Apr 30, 2026 4:28 PM EDT  | No                          |
| Shannon Nolan  | Apr 30, 2026 2:14 PM EDT  | No                          |
| Craig McKinney | May 01, 2026 9:43 AM EDT  | No                          |
| John Zabler    | Apr 30, 2026 4:17 PM EDT  | No                          |



## Project Criteria

| Criteria                                      | Points    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Forms 1 - 8                                   | Pass/Fail | Forms 1 -8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Proposal                                      | Pass/Fail | Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Developer experience with comparable projects | 25 pts    | Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 0 Poor – Partial submit or very limited info meets requirements 1 Below Standard – Mostly does not meet requirements 2 Marginal – Partially Meets Criteria 3 Average – Barely Meets Requirements 4 Above Average – Meets Requirements 5 Good – Slightly above Requirements 6 Very Good – Meets Requirements with partial that exceed 7 Well above average – Meets Requirements with majority that exceed 8 Excellent – Exceeds Requirements 9 Outstanding – Far Exceeds Requirements 10 |
| Financial capacity and ability to execute     | 20 pts    | Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 0 Poor – Partial submit or very limited info meets requirements 1 Below Standard – Mostly does not meet requirements 2 Marginal – Partially Meets Criteria 3 Average – Barely Meets Requirements 4 Above Average – Meets Requirements 5 Good – Slightly above Requirements 6 Very Good – Meets Requirements with partial that exceed 7 Well above average – Meets                                                                                                                       |



|                                                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 |        | Requirements with majority that exceed 8 Excellent – Exceeds Requirements<br>9 Outstanding – Far Exceeds Requirements 10                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Conceptual redevelopment vision                 | 20 pts | Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 0 Poor – Partial submit or very limited info meets requirements 1 Below Standard – Mostly does not meet requirements 2 Marginal – Partially Meets Criteria 3 Average – Barely Meets Requirements 4 Above Average – Meets Requirements 5 Good – Slightly above Requirements 6 Very Good – Meets Requirements with partial that exceed 7 Well above average – Meets Requirements with majority that exceed 8 Excellent – Exceeds Requirements 9 Outstanding – Far Exceeds Requirements 10 |
| Public benefit and economic impact              | 20 pts | Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 0 Poor – Partial submit or very limited info meets requirements 1 Below Standard – Mostly does not meet requirements 2 Marginal – Partially Meets Criteria 3 Average – Barely Meets Requirements 4 Above Average – Meets Requirements 5 Good – Slightly above Requirements 6 Very Good – Meets Requirements with partial that exceed 7 Well above average – Meets Requirements with majority that exceed 8 Excellent – Exceeds Requirements 9 Outstanding – Far Exceeds Requirements 10 |
| Compatibility with CRA redevelopment objectives | 15 pts | Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 0 Poor – Partial submit or very limited info meets requirements 1 Below Standard – Mostly does not meet requirements 2 Marginal – Partially Meets Criteria 3 Average – Barely Meets Requirements 4 Above Average – Meets Requirements 5 Good – Slightly above Requirements 6 Very Good –                                                                                                                                                                                                |





|              |                |                                                                                                                                                                                                |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              |                | Meets Requirements with partial that exceed 7 Well above average – Meets Requirements with majority that exceed 8 Excellent – Exceeds Requirements 9 Outstanding – Far Exceeds Requirements 10 |
| Addenda      | Pass/Fail      | Addendum Submitted                                                                                                                                                                             |
| <b>Total</b> | <b>100 pts</b> |                                                                                                                                                                                                |



# Scoring Summary

## Active Submissions

|                            | Total     | Forms 1 - 8 | Proposal  | Developer<br>experience with<br>comparable projects | Financial capacity<br>and ability to<br>execute |
|----------------------------|-----------|-------------|-----------|-----------------------------------------------------|-------------------------------------------------|
| Supplier                   | / 100 pts | Pass/Fail   | Pass/Fail | / 25 pts                                            | / 20 pts                                        |
| The Sanders Trust          | 90.4 pts  | Pass        | Pass      | 23 pts                                              | 18 pts                                          |
| Devlan LLC                 | 60.6 pts  | Pass        | Pass      | 12 pts                                              | 10 pts                                          |
| City Construction,<br>LLC. | 13.4 pts  | Pass        | Fail      | 0.5 pts                                             | 4 pts                                           |



|                         | Conceptual redevelopment vision | Public benefit and economic impact | Compatibility with CRA redevelopment objectives | Addenda   |
|-------------------------|---------------------------------|------------------------------------|-------------------------------------------------|-----------|
| Supplier                | / 20 pts                        | / 20 pts                           | / 15 pts                                        | Pass/Fail |
| The Sanders Trust       | 17.2 pts                        | 18.4 pts                           | 13.8 pts                                        | Pass      |
| Devlan LLC              | 15.6 pts                        | 12.8 pts                           | 10.2 pts                                        | Pass      |
| City Construction, LLC. | 4.4 pts                         | 2.4 pts                            | 2.1 pts                                         | Pass      |



## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:**  
K.1

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | COMMUNITY DEVELOPMENT | <b>Amount</b>        |
| <b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PLANNING              | <b>Org/Account #</b> |
| <b>Subject:</b> RESOLUTION 2026-XX APPROVING THE PURCHASE AND SALE CONTRACT WITH SANDERS TRUST LLC FOR THE STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AREA 8.5 ACRES OF LAND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |                      |
| <b>Presenter:</b> Virginia Smith, MMC,CP,ACP, Land Management Administrator, Craig Mckinney, Economic Development Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |                      |
| <b>Attachments:</b><br>1. RESOLUTION<br>2. CONTRACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |                      |
| <b>Background:</b><br><p>This is a sister agenda item for City Council to approve the purchase and sale contract of 8.5 acres of land with Sanders Trust LLC as presented to City Council acting as the State Road 100 Corridor Community Redevelopment Agency Board previously in this agenda.</p> <p>In 2004, City Council created the SR 100 Corridor Community Redevelopment Area (CRA). Among the CRA goals was the removal of blighted properties. The CRA/City purchased many older and poorly conditioned developed parcels within the CRA to remove slum and blighted conditions and to abandon and remove the associated wells and septic tanks. The Whispering Pines subdivision contained a number of those types of older and not well-maintained residential properties. This subdivision fronts SR 100 in a highly desirable commercial area close to a major hospital and I-95.</p> <p>The City issued a bid for the highest and best redevelopment use of the Whispering Pines area. Highest and best use includes consideration of total private investment to redevelop, number of new jobs created, average annual wages, annual non-residential ad valorem taxes generated and the probability of attracting supporting or complimentary uses. This area is now comprised of 8.5 acres of city-owned vacant land. There were three (3) bids received that were found responsive.</p> <p>Staff put together an evaluation team to review and evaluate the bids. Sanders Trust was the unanimous winner for their redevelopment proposal. Sanders Trust's proposal is to develop a physical rehabilitative medical facility to be operated as the ClearSky Health Rehabilitation Hospital of Palm Coast. ClearSky currently operates 15 inpatient rehabilitation hospitals through the U.S. with Florida facilities in Lecanto and Lake City. The facility will provide care for patients recovering from stroke, heart attack, brain injury, spinal cord injury, orthopedic conditions, cancer and pulmonary conditions.</p> |                       |                      |

To provide this leased facility for ClearSky, Sanders Trust LLC is investing \$31 million to construct a 36-bed inpatient rehabilitation hospital. The hospital will employ 100+ full-time professionals, averaging a \$75K per year salary. The total economic impact caused by commercial construction is estimated to be \$45 million. The ad valorem property tax to be received by the CRA through 2034 is estimated to be \$310,000 annually. The appraisal for these parcels was \$1,950,000. Staff negotiated the purchase price with Sanders Trust LLC to be \$1,700,000 taking into account Sander Trust's need to purchase the single remaining parcel, the future revenue generated from these parcels and the planned redevelopment benefits. The remaining parcel within this area is owned by the Estate of Marguerite K. Bushnell. The City's contract with Sanders Trust LLC is contingent upon the sale of the Bushnell estate parcel to Sanders Trust LLC and vice versa.

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING THE PURCHASE AND SALE CONTRACT WITH SANDERS TRUST LLC FOR THE STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AREA 8.5 ACRES OF LAND**

**RESOLUTION 2026-\_\_\_\_**  
**PURCHASE AND SALE OF 8.5 ACRES IN THE WHISPERING PINES AREA**

**A RESOLUTION OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF THE CONTRACT FOR PURCHASE AND SALE WITH SANDERS TRUST LLC; AUTHORIZING THE CITY MANAGER OR DESIGNEE, TO EXECUTE SAID CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast (hereafter known as Property Owner) is willing to sell the 8.5 acres of land in the Whispering Pines area, which have the following parcels identification numbers:

08-12-31-6000-00010-0060, 08-12-31-6000-00010-0050, 08-12-31-6000-00010-0040, 08-12-31-6000-00010-0030, 08-12-31-6000-00010-0020, 08-12-31-6000-00010-0010, 08-12-31-6000-00040-0040, 08-12-31-6000-00040-0060, 08-12-31-6000-00040-0010, 08-12-31-6000-00040-0030, 08-12-31-6000-00030-0010, 08-12-31-6000-00030-0020, 08-12-31-6000-00030-0030, 08-12-31-6000-00030-0050, 08-12-31-6000-00030-0040, 08-12-31-6000-00020-0030, 08-12-31-6000-00050-0010, 08-12-31-6000-00050-0020, 08-12-31-6000-00050-0030, 08-12-31-6000-00050-0040, 08-12-31-6000-00050-0050, 08-12-31-6000-00050-0060 and ROW; to Sanders Trust, LLC; and

**WHEREAS**, Sanders Trust LLC desires to contract with the City for the purchase of the above-mentioned parcels.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF THE CONTRACT FOR SALE AND PURCHASE.** The City Council hereby approves the terms and conditions of the Contract



for Purchase and Sale with Sanders Trust, LLC, as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the agreement as depicted in Exhibit "A."

**SECTION 4. SEVERABILITY.** It is hereby declared to be the intention of the SR 100 CRA that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

**SECTION 5. CONFLICTS.** All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**SECTION 6. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" Purchase and Sale Contract with Sanders Trust LLC

## **CONTRACT FOR PURCHASE AND SALE**

THIS **CONTRACT FOR PURCHASE AND SALE** ("**Contract**") is made by and between the **City of Palm Coast, Florida**, a municipal corporation, (hereinafter referred to as "**Seller**") with a principal address of 160 Lake Avenue, Palm Coast, FL 32164, and **Sanders Trust LLC** (hereinafter referred to as "**Buyer**"), with a principal address of 1000 Urban Center Drive, Ste. 675, Birmingham, Alabama 35242. For and in consideration of a valuable sum in dollars, the premises and the mutual covenants and obligations created hereby, as well as other good and valuable considerations, Buyer agrees to buy and Seller agrees to sell the following described real property subject to and upon the terms and conditions set forth below. The effective date of this Contract (the "**Effective Date**") shall be the date upon which the last of Seller and Buyer shall have signed this Contract.

### **ARTICLE I - PROPERTY**

The real property (the "**Property**") which is the subject matter of this Contract consists of a parcel of vacant land being more particularly described in **Exhibit "A"** attached hereto and made a part hereof.

### **ARTICLE II - PURCHASE PRICE**

**Purchase Price.** The purchase price (the "**Purchase Price**") for the Property shall be One million, seven hundred thousand dollars and 00/100 (\$1,700,000) for the 8.5 acres of land.

### **ARTICLE III - CLOSING AND CLOSING DATE**

The transaction contemplated by this Contract shall be closed (the "**Closing**") on or before forty-five (45) days following the end of the Inspection Period. The Purchase Price shall be applied to Seller's closing costs. The special warranty deed, and the exclusive possession of the Property, free of all occupants, shall be delivered to Buyer at Closing.

Buyer shall deliver a deposit in the amount of \$100,000 ("Deposit") to the Fidelity National Title Insurance Company, 100 Corporate Ridge, Suite 120, Birmingham, Alabama 35242 Attn: Jeffrey R. Lees, within 5 business days of the Effective Date of this Agreement. The Deposit shall be held in an interest-bearing, federally insured escrow account, with any interest earned to become part of the Deposit.

The Deposit shall be applied to the Purchase Price at closing. In the event Buyer fails to perform its obligations under this Agreement, and such failure constitutes a default as defined herein, the Deposit shall be released to Seller as liquidated damages, representing the parties' reasonable estimate of Seller's damages. If the Agreement is terminated in accordance with any contingency or termination right expressly provided herein, the Deposit shall be promptly returned to Buyer.

## **ARTICLE IV - TERMS AND CONDITIONS**

The additional terms and conditions of this Contract are as follows:

4.1. **Evidence of Title.** Buyer, at Buyer's expense and within thirty (30) days from the Effective Date, shall obtain a title insurance commitment (the "**Title Commitment**") to issue an ALTA Owner's Title Insurance Policy from a title insurance company acceptable to Buyer (the "**Title Insurance Company**") in the amount equal to the Purchase Price for the property, naming Buyer as the proposed insured. The Title Commitment shall show good, marketable and insurable fee simple title to the Property to be vested in Buyer, liens, encumbrances, exceptions and qualifications which will not interfere with or impair the Property's use for public purposes; exceptions permitted by the provisions of this Contract; and those exceptions which are capable of and are actually to be discharged by Seller at or before Closing (all other exceptions to title being deemed title defects for purposes of this contract). Legible and complete copies of all instruments listed as exceptions to title (commonly identified as Schedule B-II exceptions in the Title Commitment) shall be delivered with the Title Commitment. If title is found to be defective, Buyer shall, within ten (10) days from the date it receives the Title Commitment, notify Seller in writing to that effect specifying the defects. Seller shall have twenty (20) days from the receipt of Buyer's notice specifying the title defects to cure the defects and, if after said period Seller shall not have cured the defects, or if Seller shall not have progressed to a point where the defects are certain to be remedied prior to Closing, or where the removal of such defects is not otherwise assured to Buyer's satisfaction, Buyer shall have the option of (i) accepting the title "as is" or (ii) terminating the Contract after which Buyer and Seller shall each be released from all further obligations to each other respecting matters arising from this Contract and the Deposit shall be returned to Buyer.

4.2. **Survey.** Buyer shall, at Buyer's expense, obtain a survey of the Property (the "**Survey**") prepared by a licensed Florida land surveyor dated no earlier than thirty (30) days before Closing, or in the alternative, an update of an earlier survey re-dated to a point in time no earlier than the last thirty (30) days. Upon completion and approval of the Survey, the description of the Property when approved by both parties and set forth therein shall be inserted as **Exhibit "A"** hereto and shall be used on the Deed and other closing documents, as well as the Title Commitment. If the Survey shows any encroachments (except for landscaping and irrigation) onto the Property and/or improvements located outside its boundaries or encroachments by improvements principally located on the Property over required setback lines or over onto the property of others or onto any public right-of-way adjacent to the Property, or if it is apparent that the Property violates existing title covenants and/or applicable zoning laws or ordinances, Buyer shall notify Seller in writing to that effect specifying the defects. Seller shall have until thirty (30) days from receipt of Buyer's notice specifying the Survey defects in which to cure such defects. If after said period Seller shall not have cured the defects, or if Seller shall not have progressed to a point where the defects are certain to be remedied at or prior to Closing, Buyer shall have the option of (i) accepting the condition of the Property as disclosed in the Survey in an "as is" condition, or (ii) terminating the Contract, thereupon Buyer and Seller shall each be released from all further liabilities and obligations to each other with respect to all matters arising from this Contract and the Deposit shall be returned to Buyer.

4.3. **Conveyance.** Seller shall convey title to the Property to Buyer by Special Warranty Deed, in the form attached hereto as **Exhibit "B"** (the "**Deed**"), subject only to: (i) taxes for the year



of Closing; and (ii) matters disclosed in the title evidence provided to and accepted or deemed accepted by Buyer.

4.4. **Closing Affidavit.** At the Closing, Seller shall furnish Buyer with an affidavit (i) testifying to the best of Seller's knowledge, the absence of any claims, encumbrances, taxes, assessments, liens or potential lienors known to Seller not disclosed in the Title Commitment and Deed, (ii) further attesting that there have been no improvements to the Property by or through Seller for the ninety (90) day period immediately preceding the date of Closing, the cost of which remains unpaid, (iii) agreeing to take no action prior to recording the Deed which would adversely affect the title to the Property, (iv) testifying that possession of the Property is subject only to those matters accepted by Buyer pursuant to the terms hereof, if any, and that Seller is otherwise in exclusive, peaceable and undisputed possession of the Property, and (v) testifying that there are no actions or proceedings now pending in any state or federal court to which Seller is a party including, but not limited to, proceedings in bankruptcy, receivership or insolvency, which would affect the Property, the title to the Property or Seller's ability to close on the sale of the Property to Buyer except as disclosed in the Title Commitment. Seller shall also furnish such other evidence, affidavits or information required by the Title Insurance Company so that the Title Insurance Company will be able to eliminate all standard exceptions from the Title Commitment at Closing, except for taxes for the year of Closing which are not yet due or payable.

4.5. **Place of Closing.** Closing shall be held by express courier or at such other location as is mutually agreed upon by Buyer and Seller.

4.6. **Documents for Closing.** Seller's attorney shall prepare the Deed, Seller's affidavit, and any corrective instruments that may be required in connection with perfecting title. The Title Insurance Company shall prepare the closing statement.

4.7. **Expenses.** State documentary tax for the Deed and the cost of recording all corrective documents needed to complete the transaction shall be borne by Seller. Buyer shall pay for the title insurance premium, recording the Deed and all fees and expenses arising from or associated with the simultaneous issuance of a lender's title insurance commitment and policy, if any, and any and all endorsements to such policy required by its lender.

4.8. **Proration of Taxes; Real and Personal.** Taxes shall be prorated based upon the current year's tax based on the highest discount available at Closing. If the Closing occurs on a date when the current year's taxes are not fixed and the current year's assessment is available, taxes will be prorated based upon such assessment and the prior year's millage. If the current year's assessment is not available, then taxes will be prorated based on the prior year's tax; provided, however, if there are completed improvements on the Property by January 1st of the year of Closing, which improvements were not in existence on January 1st of the prior year, then the taxes shall be prorated to the date of Closing based upon the prior year's millage and an equitable assessment to be agreed upon between the parties, failing which request will be made to the county tax assessor for an informal assessment. If the Property is assessed as part of a larger tract of land and a "cut out" is not available from the tax assessor at the time of Closing, the taxes for the Property shall be estimated and prorated based upon the ratio of the size of the Property in relation to the overall tract of which the Property forms a part, taking into consideration matters of zoning as described in the tax assessor's records. Any tax

proration based on an estimate may, at the request of either party, be subsequently readjusted upon receipt of the actual tax bill. This provision for re-proration shall survive the Closing.

4.9. **Special Assessment Liens.** Special assessment liens which are certified, confirmed and ratified as of the date of Closing are to be paid by Seller. Special assessment liens which are certified, confirmed and ratified but payable in installments post Closing shall be paid in full by Seller at Closing. Special assessment liens pending as of the date of Closing shall be assumed by Buyer; provided, however, that if the improvements which form the basis for such special assessment are substantially completed as of the date of Closing they shall be deemed to have been certified, confirmed or ratified and Buyer shall, at Closing, be credited with an amount equal to the last estimate of the assessment for the improvement made by the appropriate public body.

4.10. **Default.** If Buyer fails to perform any of Buyer's covenants set forth in this Contract, the Deposit, if any, shall be paid to and retained by and for the account of Seller as agreed upon liquidated damages and in full settlement of any claims whatsoever. If Seller fails to perform any of Seller's covenants set forth in this Contract or fails to convey the Property when Seller is obligated to do so in accordance with the terms hereof, Buyer shall have, as its sole and exclusive remedy, the right to either: (i) specific performance against Seller; or (ii) cancel this Contract by providing written notice to Seller, in which event the Deposit shall be returned to the Buyer.

4.11. **Severability.** If any one or more of the provisions of this Contract is held invalid, illegal or unenforceable, the remaining provisions of this Contract shall be unimpaired, and the remaining provisions of this Contract shall be construed to best carry out the original intent of the parties hereto.

4.12. **Complete Agreement.** This Contract evidences the complete understanding of the parties hereto as respects the matters addressed herein. No agreement or representation, unless set forth in this Contract, shall bind either of the parties hereto. This Contract may be executed in separate counterparts, each of which shall be deemed an original, and all which shall constitute one and the same instrument. Electronic signatures will be acceptable and binding.

4.13. **Notices.** All notices will be in writing and delivered to the parties by mail, personal delivery, or e-mail. Buyer's failure to timely delivery written notice to Seller, when such notice is required by this Contract, regarding any contingency will render that contingency null and void, and this Contract will be construed as if the contingency did not exist. Any notice, document, or item delivered to or received by an attorney or licensee (including a transactions broker) representing a party will be as effective as if delivered to or received by that party. Notice shall be given to the following addresses:

To Seller:

City of Palm Coast  
Attention: City Manager  
160 Lake Avenue  
Palm Coast, FL 32164  
Tel: 386-986-3702  
mmcglothlin@palmcoastgov.com  
vsmith@palmcoastgov.com

To Buyer:

Thomas Henry, Jr.  
The Sanders Trust  
1000 Urban Center Dr.  
Ste. 675  
Birmingham, AL 35242  
Tel: 205-747-1762  
thenry@sanderstrust.com

4.14. **FIRPTA - Right to Withhold.** If Seller is a “foreign person” as defined by FIRPTA, Section 1445 of the Internal Revenue Code, Buyer is required to withhold up to 15% of the amount realized by the Seller on the transfer and remit the withheld amount to the Internal Revenue Service (IRS) unless an exemption to the required withholding applies or the Seller has obtained a Withholding Certificate from the IRS authorizing a reduced amount of withholding. Due to the complexity and potential risks of FIRPTA, Buyer and Seller should seek legal and tax advice regarding compliance, particularly if an “exemption” is claimed on the sale of residential property for \$300,000 or less. Seller agrees that Buyer may deduct and withhold from the Purchase Price provided in Article II hereof, a tax in the amount of up to fifteen percent (15%) of the amount realized (as that term is used in Section 1445(a) of the Internal Revenue Code) by Seller pursuant to this Contract, except upon the occurrence of either (A) or (B) below:

(A) At or prior to Closing, Seller provides to Buyer a Certificate of Non-Foreign Status or a Non-USRPHC Statement described in and complying with Section 1445(b)(2) or (3) of the Internal Revenue Code of 1986, as amended (the "**Code**") (all references to Section or the Code include any successor provisions thereto and any Treasury Regulations promulgated in connection thereto) and Buyer has no knowledge or notice that such Certificate or Statement is false; or

(B) At or prior to Closing, Buyer received a withholding certificate described in Temp. Treas. Reg. Section 1.1445-3T or Rev. Proc. 85-41.

Buyer agrees that any amount deducted and withheld pursuant to this Section shall be remitted to the Internal Revenue Service in accordance with Section 1445 of the Code and the Regulations thereunder.

4.15. **Environmental Status.** Seller warrants and represents to Buyer that, to Seller's knowledge, (i) the Property is free of all hazardous waste or substances except as may be permitted by applicable law; (ii) that the Property has been operated and maintained in compliance with all applicable environmental laws, statutes, ordinances, rules and regulations; (iii) no other release of any hazardous waste or substances has taken place on the Property, (iv) no migration of hazardous waste or substances has taken place from the Property which would cause the release of any hazardous waste or substance on any adjoining lands or any other lands in the vicinity of the Property; and (v) there are no bulk or underground tanks on or in the Property, and, no bulk or underground storage tanks have



ever been located on or in the Property.

The term hazardous waste or substances shall include those substances included within the definitions of "hazardous substances", "hazardous materials", "toxic substances", or "solid waste" in CERCLA, RCRA, and the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., and in the regulations promulgated pursuant to said laws or any replacement thereof; such other substances, materials and wastes which are or become regulated under applicable local, state or federal law, or which are classified as hazardous or toxic under federal, state, or local laws or regulations.

Seller has no notice or knowledge of the on-site existence of any "Endangered and Threatened Species," flora and fauna as identified by the U.S. Fish and Wildlife Service's "List of Endangered and Threatened Wildlife and Plants" as may be amended from time to time. Seller further warrants no knowledge of the on-site existence of any upland conservation areas which are preserved, or may be preserved, for the purposes of providing of wildlife habitat.

4.16. **Right of Inspection**. During the term of this Contract, Buyer, its agents, employees and representatives, may have access to the Property and the records of the Property (including those on file with any governmental agency) at all reasonable times subsequent to the Effective Date of this Contract with the right, at Buyer's expense, to inspect the Property and to conduct all tests and borings thereon as Buyer, its licensed engineers, surveyors and the like shall deem reasonably necessary or desirable to fulfill the tests and investigations contemplated by the Contract. Any entry on or to the Property by Buyer or its authorized representatives pursuant to the provisions hereof shall be at the risk of Buyer, and to the extent of the monetary limitations in Fla. Stat. 768.28, Buyer hereby indemnifies, protects, and holds Seller harmless and agrees to defend Seller from and against any and all claims, demands, losses, damages, and liabilities (including but not limited to personal injury and property damage claims and mechanics' or other liens), together with related costs and expenses, including reasonable attorney fees and litigation costs, caused by Buyer or Buyers' agents on or to the Property. This does not waive Buyer's right to sovereign immunity. In addition, Buyer shall keep the Property free from any liens which could arise as a result of the exercise by Buyer of any of its rights hereunder.

The Property is being sold "AS IS." Seller does not make any claims or promises about the condition or value of the Property included in this sale except as set forth in this Contract. The Buyer has inspected the Property, or may inspect the Property during the Inspection Period, and relies on this inspection and any rights which may be, and statements of Seller as provided for, elsewhere in this Contract. This paragraph will survive Closing for a period of five (5) years.

4.17. **WAIVER OF TRIAL BY JURY**. SELLER AND BUYER HEREBY MUTUALLY, VOLUNTARILY AND INTENTIONALLY WAIVE THE RIGHT EITHER MAY HAVE TO A TRIAL BY JURY REGARDING ANY LITIGATION BASED OR ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS CONTRACT OR ANY AGREEMENT CONTEMPLATED TO BE DELIVERED IN CONJUNCTION THEREWITH, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER ORAL OR WRITTEN) OR ACTIONS OF EITHER

PARTY. THIS PROVISION IS A MATERIAL INDUCEMENT FOR EACH OF SELLER AND BUYER ENTERING INTO THIS CONTRACT.

## **ARTICLE V - SPECIAL CONDITIONS**

Seller has made a limited number of representations and warranties to Buyer in this Contract. In consideration of Buyer waiving additional conditions, representations or warranties from Seller, Seller and Buyer hereby agree as follows:

5.1. **Condition Precedent.** Buyer's obligation to close under this Contract shall be subject to the satisfaction of the following conditions precedent enumerated below. In the event any one of these conditions is not satisfied for any reason whatsoever, then this Contract shall terminate, and Buyer and Seller shall be fully relieved from all further rights and responsibilities under this contract.

(A) The complete execution of this Contract by Seller and Buyer and the approval of this Contract by Seller's City Council at a public meeting, pursuant to §166.045, Fla. Stat.

(B) No action, suit, proceeding, or official investigation shall have been threatened, announced, or commenced by any person or federal, state or local government authority or agency that seeks to enjoin, assess civil or criminal penalties against, or obtain any judgment, order, or consent decree, with respect to either party hereto, in connection with their respective representations and obligations under this Contract.

(C) Buyer is simultaneously entering into a purchase agreement for the purchase of certain real property adjacent to the Property consisting of Parcel ID 08-12-31-6000-00040-0020 in Palm Coast, Florida, dated of even date herewith (the "Adjacent PSA"). Seller and Buyer agree that the closing of the Adjacent PSA is a condition to the Buyer's obligation to close under this Agreement. In the event the Adjacent PSA is terminated prior to Closing, this Agreement will be terminated, and if this Agreement is terminated, the Adjacent PSA will also be terminated.

5.2. **Inspection Period.** Buyer shall have one hundred eighty (180) days from the Effective Date (herein the "**Inspection Period**") in which to conduct an investigation of the Property, including, by way of illustration and not in limitation and subject to Section 4.16: inspections as to the physical condition of the Property, investigate the availability of utilities, status of zoning or ability to rezone, zoning codes, building codes, physical condition and any other condition or characteristic of the Property which Buyer may deem necessary or relevant to Buyer in purchasing the Property. Buyer shall have the option to extend the Inspection Period for two (2) additional thirty (30) day periods by giving written notice to Seller of such election no later than one (1) business day prior to the expiration of the Due Diligence Period. Should Buyer for any reason become dissatisfied or concerned with the result of any such investigation, search, inquiry or report as contemplated hereby, then Buyer may, prior to the expiration of the Inspection Period, terminate this Contract by written notice thereof to Seller. Notwithstanding anything to the contrary contained herein, if Buyer has not terminated this Contract by written notice delivered to Seller prior to the end of the Inspection Period, then the Deposit (if any) shall be applicable to the Purchase Price but non-refundable, other than pursuant to

Section 5.1 hereof, except in the event of a default by Seller hereunder.

5.3. **Buyer Representation.** Buyer represents to Seller that Buyer's intended use for the Property is to develop and construct an inpatient rehabilitation facility to be occupied and operated by Clearsky Health.

5.4. **Delivery of Materials.** Within five (5) days after the Effective Date of this Contract, Seller shall deliver to Buyer copies of all existing studies, tests, results, surveys, site plans, reports, title policies, plans, permits, petitions, warranties, applications, certificates, reservations, agreements, development orders, approvals, maps, aerials and related materials in its possession relating to the Property. Notwithstanding the foregoing, Seller shall not be obligated to deliver to Buyer any environmental studies, audits, reports, or soil borings related to the Property.

5.5. **Brokerage.** Buyer and Seller represent to each other that neither party has dealt with or engaged a broker with respect to the transaction contemplated herein. Each party hereby agrees to indemnify the other from and against any claim for brokerage commission or finder's fee asserted by any other person, firm or corporation claiming by, through or under said party.

5.6. **Seller Warranties.** During the period that this Contract is in effect, Seller shall maintain the Property in its current condition, reasonable wear and tear excepted.

5.7. **Seller Not to Convey.** Seller shall not convey any interest in the Property after the signing of this Contract without the prior joinder and written consent of the Buyer.

5.8. **Waiver/Time.** The waiver of any breach of any provision hereunder by Buyer or Seller shall not be deemed to be a waiver of any preceding or subsequent breach hereunder. No failure to delay of any party in the exercise of any right given hereunder shall constitute a waiver thereof nor shall any partial exercise of any right preclude further exercise thereof. Time is of the essence in this Agreement as to all dates and time periods set forth herein. To the extent that the last day of any time period stipulated in this Contract falls on a Saturday, Sunday or legal holiday (State or Federal), the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. Any time period of ten (10) days or less specified herein shall not include Saturdays, Sundays or legal holidays. Where used herein, the term "business days" shall be those days other than Saturdays, Sundays or legal holidays.

5.9. **Headings; Governing Law.** The headings contained in this Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of this Contract. This Contract shall be governed in all respects, including validity, interpretation and effect, by the laws of the State of Florida.

#### **ATTENTION: SELLER AND BUYER**

**CONVEYANCES TO FOREIGN BUYERS:** Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the

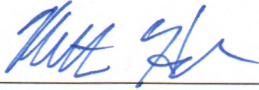
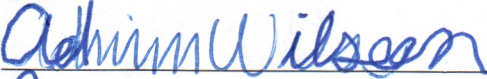


Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

**At time of purchase, Buyer must provide a signed Affidavit, in the form attached hereto as Exhibit "C", which complies with the requirements of the Act.** Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

**IN WITNESS WHEREOF**, the parties have executed this instrument as of the day and year indicated below.

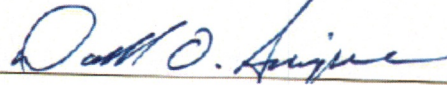
WITNESSES:

  
Matthew Hale  
(print)  
  
Adrianna Wilson  
(print)

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
(print)  
\_\_\_\_\_  
\_\_\_\_\_  
(print)

BUYER :

By:   
Print name: Darrell Simpson  
Title: Senior Vice President Development  
Date: \_\_\_\_\_

SELLER:

CITY OF PALM COAST, FLORIDA

By: \_\_\_\_\_  
Mike McGlothlin, City Manager

ATTEST:

By: \_\_\_\_\_  
Kaley Cook, City Clerk

Date: \_\_\_\_\_

[CITY SEAL]

## **EXHIBIT “A”**

### **LEGAL DESCRIPTION**

Parcel ID's:

08-12-31-6000-00010-0060, 08-12-31-6000-00010-0050, 08-12-31-6000-00010-0040,  
08-12-31-6000-00010-0030, 08-12-31-6000-00010-0020, 08-12-31-6000-00010-0010,  
08-12-31-6000-00040-0040, 08-12-31-6000-00040-0060, 08-12-31-6000-00040-0010,  
08-12-31-6000-00040-0030, 08-12-31-6000-00030-0010, 08-12-31-6000-00030-0020,  
08-12-31-6000-00030-0030, 08-12-31-6000-00030-0050, 08-12-31-6000-00030-0040,  
08-12-31-6000-00020-0030, 08-12-31-6000-00050-0010, 08-12-31-6000-00050-0020,  
08-12-31-6000-00050-0030, 08-12-31-6000-00050-0040, 08-12-31-6000-00050-0050,  
08-12-31-6000-00050-0060, ROW.

**EXHIBIT "B"**

Form of Deed

**THIS INSTRUMENT PREPARED BY AND  
AFTER RECORDING SHOULD BE  
RETURNED TO:**

---

**Folio No.:**

**SPECIAL WARRANTY DEED**

THIS INDENTURE, made this \_\_\_ day of \_\_\_\_\_, 2026, by the **CITY OF PALM COAST, FLORIDA**, a Florida municipal corporation, ("**Grantor**") whose address is 160 Lake Avenue, Palm Coast, Florida 32164, The Sanders Trust, a Limited Liability Corporation, ("**Grantee**"), whose address is 1000 Urban Center Drive, Ste. 675, Birmingham, Alabama 35242.

**W I T N E S S E T H :**

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, to it in hand paid by Grantee, the receipt and adequacy whereof is hereby acknowledged, has granted, bargained, remised, released, conveyed, confirmed and sold to Grantee, its successors and assigns, all right, title and interest in and to, the land situate and being in Flagler County, Florida, and more particularly described on Exhibit "A" attached hereto and made a part hereof (the "**Property**").

Grantor hereby releases any right, title or interest it may have to all reservations pursuant to Florida Statute 270.11.

Together with all the tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining.

This conveyance is subject to (a) taxes and assessments for the current year and subsequent years, governmental charges or levies not yet due and payable; and (b) zoning and building laws, ordinances or regulations and easements and other restrictions of record, but this reference shall not operate to reimpose same.

As a material part of the consideration for this conveyance, without which Grantor would not have executed this Deed, Grantee, for itself and its successor and assigns, hereby covenants and agrees that the Property shall be developed, constructed, and utilized for commercial use only and not residential use.

Grantor hereby covenants with the Grantee that it is lawfully seized of the Property in fee simple; that it has good right and lawful authority to sell and convey the Property; and that it hereby fully warrants



the title to the Property and will defend the same against the lawful claims of all persons whomsoever claiming by or through Grantor.

TO HAVE AND TO HOLD unto Grantee and to the successors and assigns of Grantee in fee simple forever.

IN WITNESS WHEREOF, the Grantor has executed this instrument on the day and year first above written.

**NOTE: THIS IS AN EXHIBIT. DO NOT EXECUTE**

WITNESSES:

CITY OF PALM COAST, FLORIDA, a Florida  
municipal corporation

\_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
Michael Norris, Mayor

\_\_\_\_\_  
(print name)

Address: \_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Kaley Cook, City Clerk

Date: \_\_\_\_\_

\_\_\_\_\_  
(signature)

(SEAL)

\_\_\_\_\_  
(print name)

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: 160 Lake Avenue, Palm Coast, FL  
32164

STATE OF FLORIDA  
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Michael Norris, Mayor, of the City of Palm Coast, Florida, who is personally known to me.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

Exhibit A to Deed

08-12-31-6000-00010-0060, 08-12-31-6000-00010-0050, 08-12-31-6000-00010-0040,  
08-12-31-6000-00010-0030, 08-12-31-6000-00010-0020, 08-12-31-6000-00010-0010,  
08-12-31-6000-00040-0040, 08-12-31-6000-00040-0060, 08-12-31-6000-00040-0010,  
08-12-31-6000-00040-0030, 08-12-31-6000-00030-0010, 08-12-31-6000-00030-0020,  
08-12-31-6000-00030-0030, 08-12-31-6000-00030-0050, 08-12-31-6000-00030-0040,  
08-12-31-6000-00020-0030, 08-12-31-6000-00050-0010, 08-12-31-6000-00050-0020,  
08-12-31-6000-00050-0030, 08-12-31-6000-00050-0040, 08-12-31-6000-00050-0050,  
08-12-31-6000-00050-0060, ROW.

**EXHIBIT ‘C’**

Form of Affidavit

**Affidavit**

[Part III, Ch. 692 F.S. - Conveyances to Foreign Entities - By Entity Buyer]

**BEFORE ME**, the undersigned authority, duly authorized to take acknowledgments and administer oaths, personally appeared \_\_\_\_\_ (“Affiant”) who deposes and says under penalties of perjury that:

(When used “Affiant” and “Buyer” include singular or plural as context so requires or admits.)

1. Affiant is the [state official capacity] of [state name/type/venue of entity], which is hereinafter referred to as “Buyer.”
2. Buyer is purchasing or acquiring an interest in the following described real property:

[Insert Legal Description]

3. Affiant has read the attached Notice and has been given the opportunity to consult with an attorney.
4. Buyer is (Initial which is applicable):  
\_\_\_\_ Not a Foreign Principal as defined in §692.201, F.S. and is in compliance with the requirements set out in §692.202-205, F.S.  
OR  
\_\_\_\_ A Foreign Principal as defined in sec §692.201, F.S. and is in compliance with the requirements set out in §692.202-205, F.S.
5. Affiant acknowledges the foregoing representations will be relied upon to establish compliance with the law.

**NOTE: THIS IS AN EXHIBIT. DO NOT EXECUTE**

\_\_\_\_\_  
(Affiant)

Print Name: \_\_\_\_\_

Official Capacity: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Address: \_\_\_\_\_



STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online  
notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who ☐ is personally known or  
☐ has produced \_\_\_\_\_ as identification.

[Notary Seal]

\_\_\_\_\_  
Notary Public  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## **NOTICE: FLORIDA NOW RESTRICTS THE SALE OF PROPERTY TO FOREIGN PRINCIPALS (Secs. 692.202-205, F.S.)**

**THIS NOTICE DOES NOT APPLY TO CITIZENS OF THE UNITED STATES AND PERMANENT RESIDENT ALIENS.**

CAUTION: THIS NOTICE IS NOT INTENDED TO PROVIDE LEGAL ADVICE. PERSONS WHO ARE OR MAY BE DEFINED AS “FOREIGN PRINCIPALS OF FOREIGN COUNTRIES OF CONCERN” SHOULD CONSULT WITH AN ATTORNEY BEFORE PURCHASING OR ACQUIRING ANY INTEREST IN REAL PROPERTY IN FLORIDA ON OR AFTER JULY 1, 2023. LAND ACQUIRED IN VIOLATION OF THIS LAW MAY BE FORFEITED TO THE STATE.

Effective July 1, 2023, *foreign principals* of these *foreign countries of concern* are prohibited from purchasing or acquiring any interest in certain types of Florida real property, subject to limited exceptions:

- The People’s Republic of China
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People’s Republic of Korea
- The Republic of Cuba
- The Venezuelan regime of Nicolás Maduro
- The Syrian Arab Republic
- Any agency of or any other entity of significant control of such foreign country of concern

### **BUYERS ARE A FOREIGN PRINCIPAL IF ANY OF THESE APPLY TO THEM:**

- (a) The government or any official of the government of a foreign country of concern;
- (b) A political party or member of a political party or any subdivision of a political party in a foreign country of concern;
- (c) A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, or a subsidiary of such entity;
- (d) Any person who is domiciled in a foreign country of concern and is not a citizen or lawful permanent resident of the United States, or
- (e) Any person, entity, or collection of persons or entities, described in paragraphs (a) through (d) having a controlling interest in a partnership, association, corporation, organization, trust, or any other legal entity or subsidiary formed for the purpose of owning real property in Florida.

### **IF A BUYER IS A FOREIGN PRINCIPAL, FLORIDA LAW PROHIBITS THEM:**

- From purchasing or acquiring any interest in real property in Florida classified as agricultural land<sup>1</sup> or within 5 miles of a military installation.<sup>2</sup>
- With limited exceptions, from purchasing or acquiring any interest in real property in Florida within 10 miles of a critical infrastructure facility or military installation<sup>3</sup>

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<sup>1</sup> Agricultural land is defined to be that which has “agricultural classification” under F.S. 193.461.

<sup>2</sup> “Military Installation” means a base, camp, post, station, yard, or center encompassing at least 10 contiguous acres that is under the jurisdiction of the Department of Defense or its affiliates. Sec. 692.201(5), F.S.

<sup>3</sup> “Critical infrastructure facility” means any of the following, if it employs measures such as fences, barriers, or guard posts that are designed to exclude unauthorized persons:

- (a) A chemical manufacturing facility.
- (b) A refinery.
- (c) An electrical power plant as defined in s. 403.031(20).
- (d) A water treatment facility or wastewater treatment plant.
- (e) A liquid natural gas terminal.
- (f) A telecommunications central switching office.

- NOTE: Foreign principals of the People's Republic China are prohibited from purchasing or acquiring any interest in any real property in Florida regardless of its classification, subject to the Limited Residential Exception and Diplomatic Purposes Exception described below

**CERTAIN EXCEPTIONS MAY APPLY:**

- Limited Residential Exception - If the Buyer is a 'natural person' subject to the law, they may still purchase one residential real property, up to 2 acres in size, if all of the following apply:
  - (a) The parcel is not on or within 5 miles of any military installation;
  - (b) Buyer has a current verified United States visa that is not limited to authorizing tourist-based travel or official documentation confirming that the person has been granted asylum in the United States and such visa or documentation authorizes the person to be legally present in Florida;
  - (c) The purchase is in the Buyer's name, i.e., the name of the person who holds the visa or official documentation described in paragraph (b), and
  - (d) The Buyer is only entitled to one residential property as described above.
- Diplomatic Purposes Exception - The real property is for diplomatic purposes as recognized, acknowledged, or allowed by the Federal Government

- 
- (g) A gas processing plant, including a plant used in the processing, treatment, or fractionation of natural gas.
  - (h) A seaport as listed in s. 311.09.
  - (i) A spaceport territory as defined in s. 331.303(18)
  - (j) An airport as defined in s. 333.01.



## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:**  
K.2

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Department</b> FINANCE<br><b>Division</b> FINANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Amount</b><br><b>Org/Account #</b> |
| <b>Subject:</b> RESOLUTION 2026-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2027 BUDGET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| <b>Presenter:</b> Gwen Ragsdale, MBA, Budget and Procurement Manager, Raelene Bowman, MPA, Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |
| <b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| <b>Background:</b> <p>City Council adopted the Fiscal Year 2026 Budget on the 24th day of September 2025, in the amount of \$696,444,327 – Resolution 2025-152.</p> <p>At the April 21, 2026, Special Budget Workshop, City Council was presented with the Year-to-Date Budget results for operating department budgets, for Fiscal Year 2026 October through March.</p> <p>On June 2, 2026, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2025-2026.</p> <p>On June 9, 2026, City Council was presented with an overview of the process for adopting the Property Tax (TRIM) rate in preparation to adopt the Fiscal Year 2027 Budget.</p> <p>On July 14, 2026, City Council was presented the Fiscal Year 2027 General Fund, IT Operations, and Facilities Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.2296 mills, which is a 2.20% increase from the rolled-back rate of 4.1387. The first budget hearing is to be held at 5:15 p.m. on Wednesday, September 9, 2026, at the Palm Coast City Hall - Jon Netts Community Wing, located at 160 Lake Ave, Palm Coast.</p> <p>Local governments must conform to the maximum millage limitation requirements as outlined in Section 200.065(5), F.S. within 35 days of the certification of value, the City of Palm Coast must inform the property appraiser of the current year's proposed millage rate and the first budget hearing date and location which will be advertised on the Notice of Proposed Property Taxes (TRIM notice) that the property appraiser mails.</p> |                                       |

The Financial Services Department will be presenting to City Council the Proposed Millage Rate & Proposed General Fund Budget for the Fiscal Year 2027.

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2027 BUDGET**



**Fiscal Year 2027  
Proposed TRIM – Adopt Maximum  
Millage Rate  
Tuesday, July 21, 2026**

Finance Department

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A large, stylized logo on the left side of the slide. It features a palm tree with green fronds and a brown trunk, set against a yellow circular background. This is all enclosed within a thick blue circular border. The logo is partially cut off by the left edge of the frame.

# General Fund Revenues and Expenditures

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# General Fund Revenue Projections

|                                             | Fiscal Year   |               |               |               |                 |            |
|---------------------------------------------|---------------|---------------|---------------|---------------|-----------------|------------|
|                                             | Actual        | Adopted(A)    | Estimated     | Proposed(P)   | 2026(A)-2027(P) | Percentage |
|                                             | 2025          | 2026          | 2026          | 2027          | Change          | Change     |
| Ad Valorem Tax (Property Taxes)*            | \$ 39,749,530 | \$ 42,698,778 | \$ 42,726,062 | \$ 46,558,363 | \$ 3,859,585    |            |
| Half Cent Sales Tax**                       | 4,287,189     | 4,344,751     | 4,344,751     | 4,388,198     | 43,447          |            |
| Communication Services Tax**                | 3,000,727     | 3,009,154     | 3,009,154     | 3,069,337     | 60,183          |            |
| State Revenue Sharing**                     | 1,368,381     | 1,390,684     | 1,390,684     | 1,422,119     | 31,435          |            |
| Other Taxes                                 | 1,361,883     | 1,189,586     | 1,376,605     | 1,462,425     | 272,839         |            |
| Permits and Fees                            | 1,956,540     | 2,770,155     | 2,629,700     | 2,659,600     | (110,555)       |            |
| Fines and Forfeitures                       | 710,697       | 658,183       | 678,000       | 678,000       | 19,817          |            |
| Charges for Services                        | 609,459       | 594,717       | 685,503       | 661,364       | 66,647          |            |
| Charges for Services - Parks and Recreation | 2,822,853     | 2,855,619     | 3,173,818     | 3,266,968     | 411,349         |            |
| Charges for Services - Internal Services    | 3,652,122     | 4,064,569     | 4,064,569     | 4,104,350     | 39,781          |            |
| Other Revenue                               | 2,749,039     | 459,952       | 1,222,133     | 466,262       | 6,310           |            |
| Intergovernmental Revenue -Grants           | 33,048        | 48,279        | 131,830       | -             | (48,279)        |            |
| Transfers - Paid in Lieu of Taxes           | 1,314,365     | 1,342,533     | 1,342,533     | 1,372,019     | 29,486          |            |
| Transfers from Other Funds                  | 23,696        | 25,000        | 25,000        | 25,000        | -               |            |
| Appropriated Fund Balance                   | -             | 2,149,435     | 951,740       | 2,074,581     | (74,854)        |            |
| Total General Fund Revenue                  | \$ 63,639,529 | \$ 67,601,395 | \$ 67,752,082 | \$ 72,208,586 | \$ 4,607,191    | 6.8%       |

\*2027 Based on Proposed TRIM Rate of 4.2296 and 96% of Taxable Property Values

\*\*Estimated Revenue – will continue to update as new estimates are released from the State

# General Fund Expenditures Summary

|                                                   | Actual<br>2025 | Adopted(A)<br>2026 | Estimated<br>2026 | Proposed(P)<br>2027 | Fiscal Year<br>2026(A)-2027(P) | Percentage |
|---------------------------------------------------|----------------|--------------------|-------------------|---------------------|--------------------------------|------------|
|                                                   |                |                    |                   |                     | Change                         | Change     |
| Administrative Services                           | \$ 5,877,900   | \$ 6,847,106       | \$ 6,863,584      | \$ 7,117,331        | \$ 270,225                     |            |
| Construction Management & Engineering             | 1,187,771      | 1,482,102          | 1,482,037         | 1,375,068           | (107,034)                      |            |
| Economic Development                              | 397,900        | 1,818,365          | 1,790,796         | 1,371,548           | (446,817)                      |            |
| Planning                                          | 2,764,557      | 3,917,366          | 3,831,764         | 4,340,227           | 422,861                        |            |
| Code Enforcement                                  | 3,425,758      | 3,812,865          | 3,812,610         | 4,220,784           | 407,919                        |            |
| Business Tax                                      | 191,005        | 226,919            | 225,956           | 229,042             | 2,123                          |            |
| Public Safety - Fire                              | 14,267,106     | 16,002,655         | 16,322,298        | 17,231,121          | 1,228,466                      |            |
| Public Safety - Flagler County Sheriff's Contract | 8,996,489      | 11,181,587         | 11,181,587        | 12,152,736          | 971,149                        |            |
| Public Works Streets Maintenance                  | 9,784,300      | 10,321,742         | 10,368,546        | 11,202,565          | 880,823                        |            |
| Parks and Recreation                              | 5,546,689      | 6,246,842          | 6,332,020         | 6,494,882           | 248,040                        |            |
| Parks Maintenance                                 | 3,332,267      | 3,916,202          | 3,934,568         | 4,093,712           | 177,510                        |            |
| Non-Departmental                                  | 5,146,891      | 1,827,644          | 1,606,316         | 2,379,570           | 551,926                        |            |
| Total General Fund Expenses                       | \$ 60,918,633  | \$ 67,601,395      | \$ 67,752,082     | \$ 72,208,586       | \$ 4,607,191                   | 6.8%       |



# Millage Rate Review and Options

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## Next Step:

- Resolution to Adopt the Maximum Millage Rate

|                                      | Rate          | Tax Revenue    | Cost per \$100K |
|--------------------------------------|---------------|----------------|-----------------|
| Rolled-Back Rate                     | 4.1387        | \$45.5M        | \$413.87        |
| 2027 Majority Vote                   | 4.1387        | \$45.5M        | \$413.87        |
| 2027 Two-Thirds Vote                 | 4.5526        | \$50.1M        | \$455.26        |
| 2026 Adopted Millage                 | 4.0893        | \$44.9M        | \$408.93        |
| <b>2027 Proposed Maximum Millage</b> | <b>4.2296</b> | <b>\$46.5M</b> | <b>\$422.96</b> |

# Options Not Currently Funded

| Unfunded Options                                        | As presented<br>on 07/14/2026 | FY 2027 Council<br>Requested on<br>7/14/2026 |
|---------------------------------------------------------|-------------------------------|----------------------------------------------|
| <b>Flagler County Sheriff's Office Request</b>          |                               |                                              |
| Additional cost for 9 deputies (staggered start dates*) | 1,087,389                     | 1,087,389                                    |
| 5 deputies starting 10/1/26                             |                               |                                              |
| 2 deputies starting 04/01/27                            |                               |                                              |
| 2 deputies starting 07/01/27                            |                               |                                              |
| <b>City of Palm Coast - Unfunded Requests</b>           |                               |                                              |
| Public Works - Streets 2 FTE's and 2 Vehicles           | 302,000                       | 133,200                                      |
| Cost of Living Adjustment                               | 575,000                       | -                                            |
| Five Unfunded Positions                                 | 496,500                       | -                                            |
| Enterprise Asset Management Platform                    | 450,000                       | -                                            |
| Planning / Code - 1 FTE                                 | 167,000                       | -                                            |
| Parks Maintenance - 1 FTE's and Vehicle                 | 140,000                       | -                                            |
| Fire - 1 FTE and Vehicle                                | 130,000                       | -                                            |
| <b>Total Unfunded Requests</b>                          | <b>3,347,889</b>              | <b>1,220,589</b>                             |

## Follow Up Action Items

Revenue Increase - Southern Recreation Center  
Flagler Humane Society - Reduce Allocation  
Code Enforcement - Complaint Based Model

\*Additional Impact to Fiscal Year 2028 of Staggered Start Dates  
\$400K



## First Public Hearing September 9, 2026

- Advertised on the TRIM Notice
- Tentative Budget and Millage

## Final Public Hearing September 23, 2026

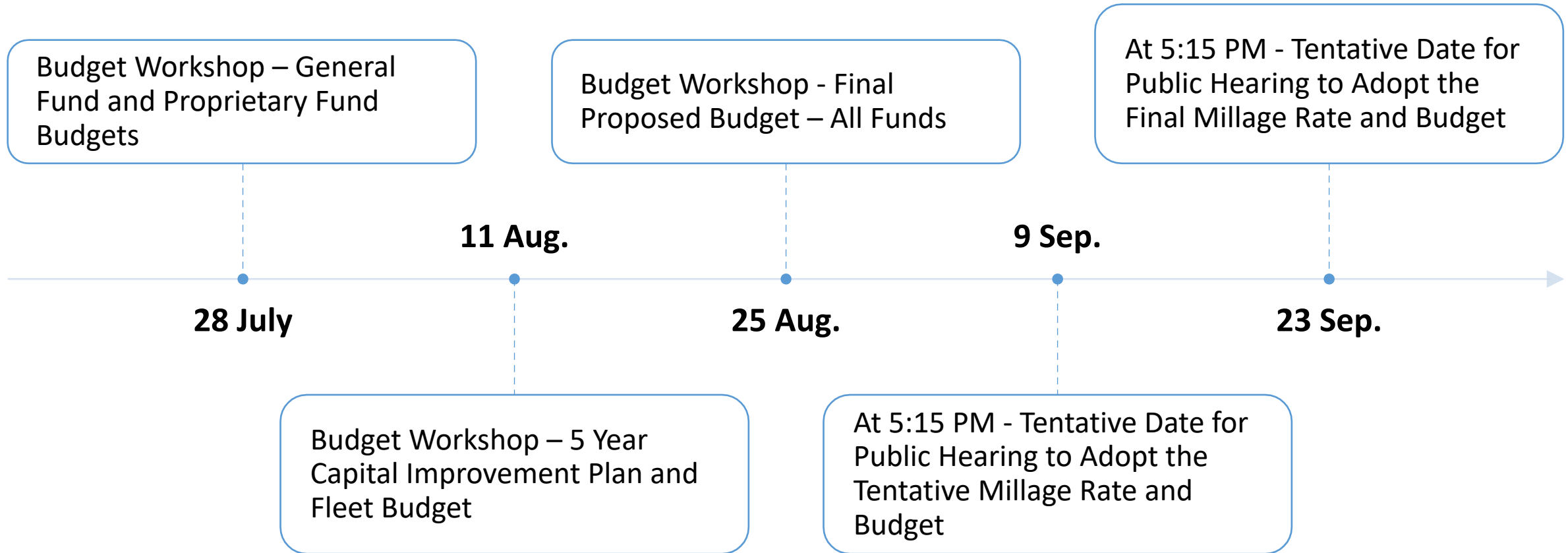
- Final Millage cannot exceed the adopted tentative millage
- Final Budget and Millage adopted

## Next Step:

- Resolution to Adopt the Maximum Millage Rate

|                                      | Rate          | Tax Revenue    | Cost per \$100K |
|--------------------------------------|---------------|----------------|-----------------|
| Rolled-Back Rate                     | 4.1387        | \$45.5M        | \$413.87        |
| 2027 Majority Vote                   | 4.1387        | \$45.5M        | \$413.87        |
| 2027 Two-Thirds Vote                 | 4.5526        | \$50.1M        | \$455.26        |
| 2026 Adopted Millage                 | 4.0893        | \$44.9M        | \$408.93        |
| <b>2027 Proposed Maximum Millage</b> | <b>4.2296</b> | <b>\$46.5M</b> | <b>\$422.96</b> |





**RESOLUTION 2026-\_\_\_\_**  
**PROPOSED MAXIMUM MILLAGE RATE**

**A RESOLUTION OF THE CITY OF PALM COAST,  
FLORIDA, SETTING A PROPOSED MAXIMUM AD  
VALOREM MILLAGE RATE AND TENTATIVE  
BUDGET HEARING DATE, TIME, AND LOCATION  
FOR THE CITY OF PALM COAST, FLAGLER  
COUNTY, FLORIDA, FOR FISCAL YEAR 2026-2027;  
AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast, Flagler County, Florida, must provide the Property Appraiser with a proposed millage rate, the current year rolled-back rate, and the date, time, and meeting place of the Tentative Budget hearing; and

**WHEREAS**, this notification must be provided by August 4, 2026; and

**WHEREAS**, the gross taxable value of property within the City of Palm Coast, Flagler County, Florida, has been certified by the County Property Appraiser to the City of Palm Coast as 11,460,245,326.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. PROPOSED MILLAGE AND PUBLIC HEARING.** The City Council of the City of Palm Coast, Flagler County, Florida, sets the fiscal year 2026-2027 proposed millage rate at 4.2296 mills, which is a 2.20% increase from the rolled-back rate of 4.1387 mills. The Tentative Budget Hearing will be held at 5:15 p.m. on Wednesday, September 9, 2026, at the Palm Coast City Hall - Jon Netts Community Wing, located at 160 Lake Ave, Palm Coast.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast,  
Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** K.3

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Department</b>          | COMMUNITY DEVELOPMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Amount</b>        |
| <b>Division</b>            | CODE ENFORCEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Org/Account #</b> |
| <b>Subject:</b>            | RESOLUTION 2026-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>Presenter:</b>          | Barbara Grossman, Code Enforcement Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |
| <b>Attachments:</b>        | <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Resolution Attachments A - C</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |
| <b>Background:</b>         | <p><b><u>UPDATED BACKGROUND FROM THE JULY 14, 2026, WORKSHOP MEETING:</u></b><br/>City Council received a presentation on the item at the July 14, 2026, Workshop Meeting. No changes have been made to the item.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE JULY 14, 2026, WORKSHOP MEETING:</u></b><br/>In March 2010, the City adopted Ordinance 2010-03 - Public Nuisance, to provide for the creation of an assessment area and authorize the imposition of Nuisance Abatement Assessments to be included in the annual ad valorem tax bill sent out by the County Tax Collector for properties where the City abated a nuisance.</p> <p>In December 2010, the City adopted Resolution 2010-168 - Non-Ad Valorem Assessments for Nuisance Abatement, signifying the City's intent to use the uniform method of collecting non-ad valorem special assessments levied within the City in connection with Ordinance 2010-03. Each year the preliminary and final assessment roll needs to be adopted by City Council prior to September 15. This Resolution is intended to adopt a preliminary assessment roll. The final roll will be prepared and brought back to City Council at their September 1, 2026, Business Meeting for action.</p> |                      |
| <b>Recommended Action:</b> | <b>ADOPT RESOLUTION 2026-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |



**RESOLUTION 2026-\_\_\_\_**  
**NUISANCE ABATEMENT INITIAL ASSESSMENT**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, RELATING TO THE PROVISION OF NUISANCE ABATEMENT WITHIN THE INCORPORATED AREA OF THE CITY; ESTIMATING THE SERVICE COST OF NUISANCE ABATEMENT SERVICES TO BE ASSESSED; DETERMINING THAT CERTAIN REAL PROPERTY WILL BE SPECIALLY BENEFITTED THEREBY; ESTABLISHING THE METHOD OF ASSESSING THE SERVICE COST AGAINST THE REAL PROPERTY THAT WILL BE SPECIALLY BENEFITTED THEREBY; DIRECTING THE CITY MANAGER TO PREPARE OR DIRECT THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL BASED UPON THE METHODOLOGY SET FORTH HEREIN; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED ASSESSMENTS AND THE METHOD OF THEIR COLLECTION AND DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**ARTICLE I**  
**DEFINITIONS AND CONSTRUCTION**

**SECTION 1.01. PURPOSE AND DEFINITIONS.** This Resolution constitutes the Nuisance Abatement Initial Assessment Resolution as defined in Ordinance No. 2010-03, the Public Nuisance Ordinance, and as codified in Chapter 35 of the Code of Ordinances, City of Palm Coast, Florida. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

**“Dwelling Unit”** means a Building, or portion thereof, which is lawfully used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only.

**“DOR Code”** means a property use code established by 12D-8.008(2)(c), Florida Administrative Code, and as applied by the Property Appraiser.

**“Nuisance Abatement Assessed Cost”** means all or any portion of the Service Cost that is properly attributable to the abating of the nuisance under generally accepted accounting principles, including, without limiting the generality of the foregoing, a reasonable amount for contingency and anticipated delinquencies and uncollectible assessments, the amount of which each Tax Parcel’s annual ad valorem tax bill is discounted for early payment of assessments collected pursuant to the Uniform Assessment Collection Act, the cost to be incurred by the City during any Fiscal Year in connection with the implementation, administration, collection, and enforcement of the Nuisance Assessments, any service charges of the Tax Collector or Property Appraiser, and reimbursement to the City for any funds advanced for nuisance abatement services, and interest of any interfund or intrafund loan for such purposes.

**“Nuisance Abatement Assessment”** means an annual Service Assessment, as defined in the Ordinance, imposed against property located within the City to fund the Nuisance Abatement Cost, computed in the manner described 2.03 hereof.

**“Ordinance”** means Ordinance No. 2010-03, the Public Nuisance Ordinance, as codified in Chapter 35 of the Code of Ordinances, City of Palm Coast, Florida.

**“Tax Parcel”** means a parcel of property within the Service Area to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

**SECTION 1.03. GENERAL FINDINGS.** It is hereby ascertained, determined and declared that:

(A) Pursuant to Article VIII, Section 2(b) of the Florida Constitution, and Sections 166.021 and 166.041, Florida Statutes, the City Council has all powers of local self-government to perform municipal functions and to render municipal services except when prohibited by law and such power may be exercised by the enactment of legislation in the form of City ordinances.

(B) The City Council may exercise any governmental, corporate, or proprietary power for a municipal purpose except when expressly prohibited by law, and the City Council may legislate on any subject matter on which the Legislature may act, except those subjects described in (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes. The subject matter of paragraphs (a), (b), (c) and (d) of Section 166.021(3), Florida Statutes, are not relevant to imposition of the Nuisance Abatement Assessments within the City.

(C) The City Council has enacted the Ordinance to authorize the imposition of Nuisance Abatement Assessments to fund the Nuisance Abatement Assessed Cost benefiting property within the Nuisance Abatement Service Area.

(D) Prior to the adoption of the Assessment Roll, the City incurred costs related to the abatement of one or more public nuisance and the remediation or improvement thereof on the Tax Parcels, which costs remain outstanding.

(E) The provision of nuisance abatement services, facilities and programs have specially benefitted the Tax Parcels to be assessed and enhanced the utilization and enjoyment of the Tax Parcels by one or more of the following: (1) protecting and enhancing the value and use of the property through the elimination of existing code violation(s) that present a serious threat to the public health, safety, and welfare; (2) providing increased safety and better access to the property; and (3) improving the property's appearance and property values.

(F) The Nuisance Abatement Assessed Costs consist of costs incurred by the City, including all actual, administrative, service and collection costs, in performing or having performed any work necessary to abate a nuisance located on an affected Tax Parcel. The City Council hereby determines that Nuisance Abatement Assessed Costs provide a special benefit to each Tax Parcel to be assessed, and that it is fair and equitable to allocate the Nuisance Abatement

Assessed Costs to the Tax Parcels predominantly benefitted by the removal of abatement of the nuisance from that Tax Parcel and the reciprocal relief of the burden caused by the Nuisance based on actual, administrative, services and collection costs incurred by the City in abating the nuisance located on the Tax Parcel and which costs are uniquely attributable to that Tax Parcel.

## **ARTICLE II NUISANCE ABATEMENT ASSESSMENTS**

**SECTION 2.01. NUISANCE ABATEMENT ASSESSMENTS TO BE IMPOSED IN ASSESSMENT AREA.** Pursuant to Section 35-77 of the Ordinance, Nuisance Abatement Assessments are to be imposed on those certain Tax Parcels located within the City on which nuisance abatement services have been rendered by the City.

**SECTION 2.02. IMPOSITION OF NUISANCE ABATEMENT ASSESSMENTS.** The Nuisance Abatement Assessments shall be imposed against those Tax Parcels listed in Section 2.01 located within the Nuisance Abatement Service Area, and shall be computed in accordance with this Nuisance Abatement Initial Assessment Resolution.

### **SECTION 2.03. COMPUTATION OF ASSESSMENTS.**

(A) The Nuisance Abatement Assessment shall be calculated and apportioned based on the actual cost incurred by the City in performing the work necessary to abate or correct a nuisance violation for each specific Tax Parcel identified in Section 2.04.

(B) It is hereby ascertained, determined, and declared that the method of determining the Nuisance Abatement Assessments for nuisance abatement services as set forth herein is a fair and reasonable method of apportionment.



**SECTION 2.04. ESTIMATED NUISANCE ABATEMENT ASSESSED COST.**

(A) The total estimated Nuisance Abatement Assessed Cost for nuisance abatement services to be recovered through Nuisance Abatement Assessments for the Fiscal Year commencing October 1, 2026, is \$119,375.00.

(B) The estimated Nuisance Abatement Assessed Cost is hereby allocated among the Tax Parcels included in Appendix A, attached hereto and incorporated herein by reference, for service costs incurred by the City for the Fiscal Year commencing October 1, 2025.

**SECTION 2.05. NUISANCE ABATEMENT ASSESSMENT ROLL.** The City Manager is hereby directed to prepare, or direct the preparation of, the preliminary Nuisance Abatement Assessment Roll in the manner provided in the Ordinance. The Nuisance Abatement Assessment Roll shall include all Tax Parcels identified in Section 2.04 hereof. The City Manager shall apportion the estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments in the manner set forth in this Nuisance Abatement Initial Assessment Resolution. A copy of this Nuisance Abatement Initial Assessment Resolution and the preliminary Nuisance Abatement Assessment Roll shall be maintained on file in the office of the City Clerk or such person's designee and open to public inspection. The foregoing shall not be construed to require that the Nuisance Abatement Assessment Roll be in printed form if the amount of the Nuisance Abatement Assessment for each Tax Parcel can be determined by use of an available computer terminal.

**SECTION 2.06. METHOD OF COLLECTION.** The Nuisance Abatement Assessments shall be collected pursuant to the Uniform Assessment Collection Act, as provided in Section 35-77 of the Ordinance.

### **ARTICLE III NOTICE AND PUBLIC HEARING**

**SECTION 3.01. PUBLIC HEARING.** A public hearing will be conducted by the City Council at 6:00 p.m., on September 1, 2026, at the City of Palm Coast, Community Wing, 160 Lake Avenue, Palm Coast, Florida, to consider imposition of the Nuisance Abatement Assessments and the City Council will receive and consider any comments on the Nuisance Abatement Assessments from the public and affected property owners and consider imposing Nuisance Abatement Assessments and collecting such assessments.

**SECTION 3.02. NOTICE BY PUBLICATION.** The City Manager or such person's designee shall publish a notice of the public hearing authorized by Section 3.01 hereof in the manner and the time provided by statute. The published notice shall be in substantially the form attached hereto as Appendix B.

**SECTION 3.03. NOTICE BY MAIL.** The City Manager or such person's designee shall, at the time and in the manner specified by statute, provide first class mailed notice of the public hearing authorized by Section 3.01 hereof to each property owner proposed to be assessed at the address indicated on the Tax Roll. The mailed notice shall be in substantially the form attached hereto as Appendix C.

### **ARTICLE IV GENERAL PROVISIONS**

**SECTION 4.01. SEVERABILITY.** The provisions of this Nuisance Abatement Initial Assessment Resolution are severable; and if any section, subsection, sentence, clause or provision is held invalid by any court of competent jurisdiction, the remaining provisions of this Nuisance Abatement Initial Assessment Resolution shall not be affected thereby.

**SECTION 4.02. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4.03. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachments: Appendix A - List of Specific Properties to be Assessed  
Appendix B - Form of Notice to be Published  
Appendix C - Form of Notice to be Mailed

# APPENDIX A

| Parcel I.D.              | Property Owner's Name                                                                             | Property Address of Violation | Invoice Amt. | Violation       |
|--------------------------|---------------------------------------------------------------------------------------------------|-------------------------------|--------------|-----------------|
| 07-11-31-1040-00000-0100 | Tajmir Ghafour Trustee                                                                            | 20 Lewiston Court             | \$250.00     | Public Nuisance |
| 07-11-31-1040-00000-0140 | Irina Matatova                                                                                    | 21 Lewiston Court             | \$250.00     | Public Nuisance |
| 07-11-31-3740-00000-0270 | Elizabeth Aquino Williams                                                                         | 7 Lakeside Place West         | \$500.00     | Public Nuisance |
| 07-11-31-7002-00040-0070 | Marie Di Bianco-Eik, Benito Di Bianco, & Diana Beilman Co-Personal Reps & Sherry Gaisford & Et Al | 20 Fanwood Court              | \$165.00     | Public Nuisance |
| 07-11-31-7004-00230-0340 | Henry A Bommelyn Jr & Tonya L Bommelyn                                                            | 2 Columbus Court              | \$565.00     | Public Nuisance |
| 07-11-31-7004-00230-0340 | Henry A Bommelyn Jr & Tonya L Bommelyn                                                            | 2 Columbus Court              | \$165.00     | Public Nuisance |
| 07-11-31-7004-00250-0300 | Albert W & Amy S Wiggins                                                                          | 16 Cold Spring Court          | \$165.00     | Public Nuisance |
| 07-11-31-7004-00250-0300 | Albert W & Amy S Wiggins                                                                          | 16 Cold Spring Court          | \$165.00     | Public Nuisance |
| 07-11-31-7004-00250-0300 | Albert W & Amy S Wiggins                                                                          | 16 Cold Spring Court          | \$165.00     | Public Nuisance |
| 07-11-31-7004-00250-0300 | Albert W & Amy S Wiggins                                                                          | 16 Cold Spring Court          | \$165.00     | Public Nuisance |
| 07-11-31-7004-00250-0300 | Albert W & Amy S Wiggins                                                                          | 16 Cold Spring Court          | \$165.00     | Public Nuisance |
| 07-11-31-7004-00250-0300 | Albert W & Amy S Wiggins                                                                          | 16 Cold Spring Court          | \$165.00     | Public Nuisance |
| 07-11-31-7007-00100-0100 | Rita M Carralero                                                                                  | 88 Foster Lane                | \$1,675.00   | Public Nuisance |
| 07-11-31-7007-00180-0370 | Gregory G & Kaye Lodzinski                                                                        | 93 Forrester Place            | \$300.00     | Public Nuisance |
| 07-11-31-7007-00180-0370 | Gregory G & Kaye Lodzinski                                                                        | 93 Forrester Place            | \$300.00     | Public Nuisance |
| 07-11-31-7007-00280-0030 | Lgi Homes - Florida LLC                                                                           | 39 Francis Lane               | \$300.00     | Public Nuisance |
| 07-11-31-7007-00500-0020 | LisaAnn Martin                                                                                    | 19 Freeport Lane              | \$700.00     | Public Nuisance |
| 07-11-31-7009-00090-0190 | Sarah Brannigan                                                                                   | 5 Farson Place                | \$440.00     | Public Nuisance |
| 07-11-31-7009-00180-0370 | Apolos Construction LLC                                                                           | 1 Fairchild Lane              | \$270.00     | Public Nuisance |
| 07-11-31-7009-00210-0030 | Maher Z Ayoub                                                                                     | 22 Fallen Oak Lane            | \$250.00     | Public Nuisance |
| 07-11-31-7009-00210-0490 | Lgi Homes - Florida LLC                                                                           | 47 Faircastle Lane            | \$400.00     | Public Nuisance |
| 07-11-31-7009-00210-0490 | Lgi Homes - Florida LLC                                                                           | 47 Faircastle Lane            | \$300.00     | Public Nuisance |
| 07-11-31-7009-00240-0310 | Daniel Teixeira                                                                                   | 15 Fallwood Lane              | \$400.00     | Public Nuisance |
| 07-11-31-7009-00260-0050 | Francis A Kelly Jr & Gail F Kelly                                                                 | 29 Farnell Lane               | \$100.00     | Public Nuisance |
| 07-11-31-7009-RP0G0-0030 | Laf Ventures LLC                                                                                  | Left of 13 Farnell Lane       | \$300.00     | Public Nuisance |
| 07-11-31-7010-00130-0150 | Michael A Thomas                                                                                  | 30 Fitzgerald Lane            | \$500.00     | Public Nuisance |
| 07-11-31-7010-00190-0090 | Arra Development Inc                                                                              | 4 Fleet Place                 | \$440.00     | Public Nuisance |
| 07-11-31-7010-00200-0090 | Arra Development Inc                                                                              | 18 Felshire Lane              | \$440.00     | Public Nuisance |
| 07-11-31-7011-00010-0910 | Alice & Erich Winter Life Estate                                                                  | 64 Belleaire Drive            | \$165.00     | Public Nuisance |
| 07-11-31-7011-00010-1810 | Maria L Coppola & Michele Copolla                                                                 | 246 Beachway Drive            | \$500.00     | Public Nuisance |
| 07-11-31-7011-00010-1910 | Ella Harpster                                                                                     | 280 Beachway Drive            | \$165.00     | Public Nuisance |
| 07-11-31-7011-00140-0070 | One Third Construction LLC                                                                        | 189 Beachway Drive            | \$1,500.00   | Public Nuisance |
| 07-11-31-7012-00110-0180 | John & Mary Poumpouridis                                                                          | 35 Ballenger Lane             | \$440.00     | Public Nuisance |
| 07-11-31-7012-00120-0550 | John & Mary Poumpouridis                                                                          | 16 Ballenger Lane             | \$1,500.00   | Public Nuisance |
| 07-11-31-7012-00120-0550 | John & Mary Poumpouridis                                                                          | 16 Ballenger Lane             | \$350.00     | Public Nuisance |
| 07-11-31-7012-00190-0320 | Fred L & Delia A Barnes                                                                           | 4 Barrister Lane              | \$700.00     | Public Nuisance |
| 07-11-31-7012-00190-0320 | Fred L & Delia A Barnes                                                                           | 4 Barrister Lane              | \$170.00     | Public Nuisance |
| 07-11-31-7012-RP0C0-0000 | Mpc Lots LLC                                                                                      | Right of 3 Barring Place      | \$1,200.00   | Public Nuisance |
| 07-11-31-7013-00010-0140 | Myc Group Inc.                                                                                    | 44 Bradmore Lane              | \$700.00     | Public Nuisance |
| 07-11-31-7013-00070-0400 | Dudley Keith Angell, Jr.                                                                          | 91 Brewster Lane              | \$450.00     | Public Nuisance |
| 07-11-31-7013-00080-0550 | Ioannis & Vassiliki Rigos                                                                         | 52 Bressler Lane              | \$300.00     | Public Nuisance |
| 07-11-31-7013-00250-0490 | Timothy F Moley                                                                                   | 72 Brownstone Lane            | \$1,000.00   | Public Nuisance |
| 07-11-31-7014-00020-1980 | Paul Kabus                                                                                        | 18 Cedar Hollow Court         | \$165.00     | Public Nuisance |



## APPENDIX A

|                          |                                                                          |                           |            |                 |
|--------------------------|--------------------------------------------------------------------------|---------------------------|------------|-----------------|
| 07-11-31-7014-00020-1980 | Paul Kabus                                                               | 18 Cedar Hollow Court     | \$165.00   | Public Nuisance |
| 07-11-31-7014-00020-1980 | Paul Kabus                                                               | 18 Cedar Hollow Court     | \$165.00   | Public Nuisance |
| 07-11-31-7014-00020-1980 | Paul Kabus                                                               | 18 Cedar Hollow Court     | \$165.00   | Public Nuisance |
| 07-11-31-7014-00020-1980 | Paul Kabus                                                               | 18 Cedar Hollow Court     | \$165.00   | Public Nuisance |
| 07-11-31-7014-00040-0220 | Sg Flagler Holdings LLC                                                  | 65 Cimmaron Drive         | \$250.00   | Public Nuisance |
| 07-11-31-7017-00040-0040 | Thomas R Anderson                                                        | 8 Boxwood Lane            | \$400.00   | Public Nuisance |
| 07-11-31-7017-00050-0270 | Maria Franco & Guillermina Silva                                         | 6 Bobbi Lane              | \$340.00   | Public Nuisance |
| 07-11-31-7017-00050-0270 | Maria Franco & Guillermina Silva                                         | 6 Bobbi Lane              | \$400.00   | Public Nuisance |
| 07-11-31-7017-00060-0330 | Fernandes Team LLC                                                       | 62 Boston Lane            | \$165.00   | Public Nuisance |
| 07-11-31-7017-00060-0330 | Fernandes Team LLC                                                       | 62 Boston Lane            | \$165.00   | Public Nuisance |
| 07-11-31-7017-00070-0090 | Esp Ste Orlando III LLC                                                  | 204 Boulder Rock Drive    | \$165.00   | Public Nuisance |
| 07-11-31-7018-00080-0090 | James Dussias                                                            | 7 Wasson Place            | \$600.00   | Public Nuisance |
| 07-11-31-7018-00170-0010 | Michael Moniz                                                            | 1 Windsor Place           | \$165.00   | Public Nuisance |
| 07-11-31-7018-00170-0010 | Michael Moniz                                                            | 1 Windsor Place           | \$165.00   | Public Nuisance |
| 07-11-31-7018-00300-0120 | Jimmy Nichols & Nadine Bosse Innerarity                                  | 52 Wasserman Drive        | \$250.00   | Public Nuisance |
| 07-11-31-7019-00050-0080 | Smp Property Holdings LLC                                                | 5 Wavecrest Place         | \$270.00   | Public Nuisance |
| 07-11-31-7019-00300-0060 | Guillermo & Luz Gil                                                      | 2 Walt Place              | \$400.00   | Public Nuisance |
| 07-11-31-7021-00130-0080 | Jordan Carrison                                                          | 62 Wellesley Lane         | \$165.00   | Public Nuisance |
| 07-11-31-7021-00130-0080 | Jordan Carrison                                                          | 62 Wellesley Lane         | \$165.00   | Public Nuisance |
| 07-11-31-7021-00190-0070 | Marie Guylene Louis McQueen & Florence Louis                             | 15 Wellstone Drive        | \$950.00   | Public Nuisance |
| 07-11-31-7021-00190-0070 | Marie Guylene Louis McQueen & Florence Louis                             | 15 Wellstone Drive        | \$300.00   | Public Nuisance |
| 07-11-31-7022-00080-0420 | Joseph Lowe                                                              | 15 Westbrook Lane         | \$400.00   | Public Nuisance |
| 07-11-31-7022-00080-0420 | Joseph Lowe                                                              | 15 Westbrook Lane         | \$400.00   | Public Nuisance |
| 07-11-31-7022-00260-0100 | Frederick H & Agnes M St Cyr                                             | 32 Westmoreland Drive     | \$165.00   | Public Nuisance |
| 07-11-31-7022-00260-0100 | Frederick H & Agnes M St Cyr                                             | 32 Westmoreland Drive     | \$165.00   | Public Nuisance |
| 07-11-31-7022-00290-0200 | Svetlana Polyakova                                                       | 29 Westrock Lane          | \$400.00   | Public Nuisance |
| 07-11-31-7022-00330-0350 | Dudley Keith Angell, Jr.                                                 | 84 Westhampton Drive      | \$400.00   | Public Nuisance |
| 07-11-31-7023-00090-0130 | Oksana Shalamov                                                          | 32 Whitcock Lane          | \$300.00   | Public Nuisance |
| 07-11-31-7023-00090-0130 | Oksana Shalamov                                                          | 32 Whitcock Lane          | \$150.00   | Public Nuisance |
| 07-11-31-7023-00120-0180 | Lgi Homes - Florida LLC                                                  | 72 Whippoorwill Drive     | \$400.00   | Public Nuisance |
| 07-11-31-7023-00400-0040 | Frances A Adams                                                          | 28 White Hurst Lane       | \$165.00   | Public Nuisance |
| 07-11-31-7023-00500-0190 | Deborah G Rivera                                                         | 23 White Feather Lane     | \$165.00   | Public Nuisance |
| 07-11-31-7023-00500-0190 | Deborah G Rivera                                                         | 23 White Feather Lane     | \$165.00   | Public Nuisance |
| 07-11-31-7023-00500-0190 | Deborah G Rivera                                                         | 23 White Feather Lane     | \$165.00   | Public Nuisance |
| 07-11-31-7023-00500-0190 | Deborah G Rivera                                                         | 23 White Feather Lane     | \$165.00   | Public Nuisance |
| 07-11-31-7023-00500-0190 | Deborah G Rivera                                                         | 23 White Feather Lane     | \$165.00   | Public Nuisance |
| 07-11-31-7023-00500-0190 | Deborah G Rivera                                                         | 23 White Feather Lane     | \$165.00   | Public Nuisance |
| 07-11-31-7023-00580-0240 | Hau Huynh                                                                | 40 Wheatfield Drive       | \$1,125.00 | Public Nuisance |
| 07-11-31-7024-00050-0170 | Mary Mahera                                                              | 4 Princess Jeanette Place | \$250.00   | Public Nuisance |
| 07-11-31-7024-00130-0320 | Kent Fortune                                                             | 8 Prince John Lane        | \$270.00   | Public Nuisance |
| 07-11-31-7024-00270-0100 | Robert Babak Hashemiyooun, Rowshanak Hashemiyooun, & Rameen Hashemiyooun | 193 Pritchard Drive       | \$375.00   | Public Nuisance |
| 07-11-31-7024-00270-0100 | Robert Babak Hashemiyooun, Rowshanak Hashemiyooun, & Rameen Hashemiyooun | 193 Pritchard Drive       | \$300.00   | Public Nuisance |
| 07-11-31-7024-00280-0310 | Paulo Marto, Maria Marto, & Carlos Marto                                 | 26 Price Lane             | \$500.00   | Public Nuisance |
| 07-11-31-7024-00330-0010 | Preston J Merritt & Margaret P Merritt                                   | 46 Pretoria Lane          | \$150.00   | Public Nuisance |

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| 07-11-31-7024-00330-0010 | Preston J Merritt & Margaret P Merritt                  | 46 Pretoria Lane           | \$300.00 | Public Nuisance |
| 07-11-31-7024-00390-0380 | Gary H Johnston                                         | 6 Presidential Lane        | \$500.00 | Public Nuisance |
| 07-11-31-7024-RP0Z0-0000 | Antonio Abad & Michelle Abad Jtwros                     | Left of 29 President Lane  | \$250.00 | Public Nuisance |
| 07-11-31-7025-00120-0210 | Nomer Inumerable & Lorcelli Inumerable, Trustees        | 83 Persimmon Drive         | \$450.00 | Public Nuisance |
| 07-11-31-7025-00130-0220 | Ching Yi Kao                                            | 30 Pershing Lane           | \$300.00 | Public Nuisance |
| 07-11-31-7025-00160-0170 | Lyang Urra Lancet & Markla D Williams-Urra              | 2 Perrotti Place           | \$165.00 | Public Nuisance |
| 07-11-31-7025-00180-0030 | Chung Fong & Chui Ling Chu                              | 67 Persimmon Drive         | \$475.00 | Public Nuisance |
| 07-11-31-7025-00230-0060 | Victor T Clavizzao                                      | 1 Pennsy Place             | \$165.00 | Public Nuisance |
| 07-11-31-7025-00230-0060 | Victor T Clavizzao                                      | 1 Pennsy Place             | \$165.00 | Public Nuisance |
| 07-11-31-7025-00230-0060 | Victor T Clavizzao                                      | 1 Pennsy Place             | \$165.00 | Public Nuisance |
| 07-11-31-7025-00230-0060 | Victor T Clavizzao                                      | 1 Pennsy Place             | \$165.00 | Public Nuisance |
| 07-11-31-7025-00240-0120 | Martin G & Shirley A Price                              | 16 Penn Manor Lane         | \$500.00 | Public Nuisance |
| 07-11-31-7025-00240-0120 | Martin G & Shirley A Price                              | 16 Penn Manor Lane         | \$300.00 | Public Nuisance |
| 07-11-31-7025-00290-0220 | Lgi Homes - Florida LLC                                 | 117 Parkview Drive         | \$400.00 | Public Nuisance |
| 07-11-31-7025-00310-0150 | Jose M & Celestina Nicolas                              | 58 Peppercorn Lane         | \$165.00 | Public Nuisance |
| 07-11-31-7025-00500-0300 | Lgi Homes - Florida LLC                                 | 66 Parkview Drive          | \$400.00 | Public Nuisance |
| 07-11-31-7025-00710-0060 | Michael G & Petra Hubbard                               | 19 Palermo Lane            | \$165.00 | Public Nuisance |
| 07-11-31-7025-00710-0060 | Michael G & Petra Hubbard                               | 19 Palermo Lane            | \$165.00 | Public Nuisance |
| 07-11-31-7025-00710-0060 | Michael G & Petra Hubbard                               | 19 Palermo Lane            | \$165.00 | Public Nuisance |
| 07-11-31-7025-00740-0020 | Cheng Hai Tan & Anita Oranga                            | 85 Palmwood Drive          | \$440.00 | Public Nuisance |
| 07-11-31-7026-00010-0360 | Rosa Bifulco Et Al                                      | 20 Pine Hurst Lane         | \$400.00 | Public Nuisance |
| 07-11-31-7026-00430-0220 | One Third Construction LLC                              | 50 Pilgrim Drive           | \$440.00 | Public Nuisance |
| 07-11-31-7027-00030-0140 | George & Rosy K Chi Trustees                            | 74 Woodside Drive          | \$700.00 | Public Nuisance |
| 07-11-31-7027-00RP0-00A4 | Mpc Lots LLC                                            | Rear of 50 Woodworth Drive | \$400.00 | Public Nuisance |
| 07-11-31-7028-00090-0150 | Jayson Javon & Yvenite Dormevil                         | 43 Pony Express Drive      | \$165.00 | Public Nuisance |
| 07-11-31-7028-00170-0220 | Josephine & Nicholas Malatestinic                       | 24 Pope Lane               | \$270.00 | Public Nuisance |
| 07-11-31-7028-00290-0030 | David Bartholomew Werdann                               | 7 Powder Lane              | \$165.00 | Public Nuisance |
| 07-11-31-7028-00320-0410 | Yauheni Boika                                           | 25 Postman Lane            | \$165.00 | Public Nuisance |
| 07-11-31-7028-00690-0040 | Sidney O John & Sylvia A John                           | 2 Poinette Place           | \$600.00 | Public Nuisance |
| 07-11-31-7028-00740-0090 | Eugene Zak                                              | 17 Poindexter Lane         | \$500.00 | Public Nuisance |
| 07-11-31-7028-00740-0090 | Eugene Zak                                              | 17 Poindexter Lane         | \$300.00 | Public Nuisance |
| 07-11-31-7029-00140-0140 | Alexander E Smith                                       | 14 Ryecroft Lane           | \$165.00 | Public Nuisance |
| 07-11-31-7029-00160-0010 | Jeffrey Ephraim                                         | 84 Ryland Drive            | \$150.00 | Public Nuisance |
| 07-11-31-7029-00160-0010 | Jeffrey Ephraim                                         | 84 Ryland Drive            | \$300.00 | Public Nuisance |
| 07-11-31-7029-00160-0010 | Jeffrey Ephraim                                         | 84 Ryland Drive            | \$300.00 | Public Nuisance |
| 07-11-31-7029-00240-0060 | Augusto Zayas Gonzalez                                  | 40 Ryland Drive            | \$165.00 | Public Nuisance |
| 07-11-31-7029-00390-0340 | Luciana Susi                                            | 67 Ryberry Drive           | \$300.00 | Public Nuisance |
| 07-11-31-7029-00410-0310 | Arturo M & Paciencia Pagsuyoin                          | 12 Rybark Lane             | \$500.00 | Public Nuisance |
| 07-11-31-7029-00410-0310 | Arturo M & Paciencia Pagsuyoin                          | 12 Rybark Lane             | \$440.00 | Public Nuisance |
| 07-11-31-7029-00600-0140 | Bernice Sinclair Meyers, Jamie Meyers, & Felicia Meyers | 35 Ryapple Lane            | \$400.00 | Public Nuisance |
| 07-11-31-7029-00670-0170 | Robert Piech                                            | 92 Rymshaw Drive           | \$300.00 | Public Nuisance |
| 07-11-31-7029-00730-0150 | George D & Joan W Allen                                 | 6 Rymen Lane               | \$500.00 | Public Nuisance |
| 07-11-31-7029-00740-0050 | Konrad K Baltyn & Marcella Merton                       | 1 Rymm Place               | \$165.00 | Public Nuisance |
| 07-11-31-7029-00740-0050 | Konrad K Baltyn & Marcella Merton                       | 1 Rymm Place               | \$365.00 | Public Nuisance |

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|--------------------------|----------------------------------------------------------------------------|----------------------------------------|------------|-----------------|
| 07-11-31-7029-RP0D4-0000 | Mpc Lots LLC                                                               | Rear of 4 Ryder Place                  | \$300.00   | Public Nuisance |
| 07-11-31-7030-00050-0100 | Mallorie Gaughran                                                          | 66 Raemoor Drive                       | \$165.00   | Public Nuisance |
| 07-11-31-7030-00050-0100 | Mallorie Gaughran                                                          | 66 Raemoor Drive                       | \$165.00   | Public Nuisance |
| 07-11-31-7030-00050-0100 | Mallorie Gaughran                                                          | 66 Raemoor Drive                       | \$365.00   | Public Nuisance |
| 07-11-31-7030-00050-0100 | Mallorie Gaughran                                                          | 66 Raemoor Drive                       | \$165.00   | Public Nuisance |
| 07-11-31-7030-00160-0110 | Allan M & Estela M Cancio                                                  | 8 Rainbush Place                       | \$200.00   | Public Nuisance |
| 07-11-31-7030-00160-0110 | Allan M & Estela M Cancio                                                  | 8 Rainbush Place                       | \$400.00   | Public Nuisance |
| 07-11-31-7030-00210-0040 | Diane M Van Dongen                                                         | 28 Rainbow Lane                        | \$440.00   | Public Nuisance |
| 07-11-31-7030-00230-0140 | Brian David & Melanie Marie Puckett                                        | 133 Rae Drive                          | \$165.00   | Public Nuisance |
| 07-11-31-7030-00230-0140 | Brian David & Melanie Marie Puckett                                        | 133 Rae Drive                          | \$165.00   | Public Nuisance |
| 07-11-31-7030-00230-0140 | Brian David & Melanie Marie Puckett                                        | 133 Rae Drive                          | \$165.00   | Public Nuisance |
| 07-11-31-7030-00310-0490 | Svetlana & Oleksandr Kaplan                                                | 30 Radcliffe Drive                     | \$300.00   | Public Nuisance |
| 07-11-31-7030-00310-0490 | Svetlana & Oleksandr Kaplan                                                | 30 Radcliffe Drive                     | \$150.00   | Public Nuisance |
| 07-11-31-7030-00370-0100 | Ariel Fernandez & Idania Caceres                                           | 5 Radial Place                         | \$350.00   | Public Nuisance |
| 07-11-31-7030-00370-0100 | Ariel Fernandez & Idania Caceres                                           | 5 Radial Place                         | \$150.00   | Public Nuisance |
| 07-11-31-7030-00380-0130 | Jeffrey R & April-Nicole Wieland                                           | 13 Radius Place                        | \$165.00   | Public Nuisance |
| 07-11-31-7031-00070-0050 | Mauricio & Isaura Lemoine                                                  | 23 Rippling Brook Drive                | \$500.00   | Public Nuisance |
| 07-11-31-7031-00110-0090 | Louis G Cappiello                                                          | 107 Rickenbacker Drive                 | \$300.00   | Public Nuisance |
| 07-11-31-7031-00110-0090 | Louis G Cappiello                                                          | 107 Rickenbacker Drive                 | \$1,275.00 | Public Nuisance |
| 07-11-31-7031-00110-0090 | Louis G Cappiello                                                          | 107 Rickenbacker Drive                 | \$200.00   | Public Nuisance |
| 07-11-31-7031-00240-0010 | Andrew Michael                                                             | 57 Richmond Drive                      | \$300.00   | Public Nuisance |
| 07-11-31-7031-00240-0110 | Alexander Shaposhnikov                                                     | 77 Richmond Drive                      | \$300.00   | Public Nuisance |
| 07-11-31-7031-00250-0030 | Barbara E Sweeting                                                         | 20 Riviera Drive                       | \$365.00   | Public Nuisance |
| 07-11-31-7031-00430-0110 | Douglas W Kaufman Sr, Edith Sieber, James Kaufman, & Allan Kaufman         | 22 Richland Lane                       | \$300.00   | Public Nuisance |
| 07-11-31-7031-00450-0100 | Asila Holding LLC, 9 Richfield Place Land Trust, & Kelly L Boileau Trustee | 9 Richfield Place                      | \$165.00   | Public Nuisance |
| 07-11-31-7031-00540-0380 | Robert D & Nancy L Barrington                                              | 20 Rivera Lane                         | \$165.00   | Public Nuisance |
| 07-11-31-7031-00550-0090 | Israel Repolle                                                             | 17 Rivera Lane                         | \$240.00   | Public Nuisance |
| 07-11-31-7031-00560-0090 | Betty Jean Broughton                                                       | 17 Riviere Lane                        | \$165.00   | Public Nuisance |
| 07-11-31-7031-00560-0090 | Betty Jean Broughton                                                       | 17 Riviere Lane                        | \$165.00   | Public Nuisance |
| 07-11-31-7031-00560-0090 | Betty Jean Broughton                                                       | 17 Riviere Lane                        | \$165.00   | Public Nuisance |
| 07-11-31-7031-00560-0090 | Betty Jean Broughton                                                       | 17 Riviere Lane                        | \$165.00   | Public Nuisance |
| 07-11-31-7031-00560-0090 | Betty Jean Broughton                                                       | 17 Riviere Lane                        | \$1,500.00 | Public Nuisance |
| 07-11-31-7032-00230-0180 | Lgi Homes - Florida LLC                                                    | 42 Royal Oak Drive                     | \$440.00   | Public Nuisance |
| 07-11-31-7032-00310-0090 | Stephanie Marie Henderson                                                  | 40 Rose Drive                          | \$165.00   | Public Nuisance |
| 07-11-31-7032-00310-0150 | Lilia Natanson                                                             | 1 Rosalie Place                        | \$250.00   | Public Nuisance |
| 07-11-31-7032-00310-0170 | Debra A Coyne                                                              | 5 Rosalie Place                        | \$250.00   | Public Nuisance |
| 07-11-31-7032-00400-0340 | John R Porter & Gloria W Porter                                            | 39 Russell Drive                       | \$270.00   | Public Nuisance |
| 07-11-31-7032-00700-0140 | Fermina & Monica Egued                                                     | 27 Rockwell Lane                       | \$300.00   | Public Nuisance |
| 07-11-31-7032-RP0J4-0000 | Mpc Lots LLC                                                               | Corner of White View Pkwy & US Hwy 1 N | \$450.00   | Public Nuisance |
| 07-11-31-7033-00030-0140 | Laura Richards                                                             | 15 Red Mill Drive                      | \$150.00   | Public Nuisance |
| 07-11-31-7033-00100-0070 | John R Cooper & Edith R Carr                                               | 26 Reinhardt Lane                      | \$165.00   | Public Nuisance |
| 07-11-31-7033-00250-0230 | Leocadia A Mahoney, Executrix of the Estate of Gerald G Mahoney            | 31 Red Clover Lane                     | \$440.00   | Public Nuisance |
| 07-11-31-7033-00400-0400 | Mitchell Chmielak                                                          | 21 Renfro Lane                         | \$400.00   | Public Nuisance |
| 07-11-31-7033-RP02I-0010 | Mpc Lots LLC                                                               | Rear of 95 Reidsville Drive            | \$300.00   | Public Nuisance |

## APPENDIX A

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|                          |                                                  |                                 |            |                 |
|--------------------------|--------------------------------------------------|---------------------------------|------------|-----------------|
| 07-11-31-7037-00660-0110 | Jean Joseph M Bruny                              | 9 Lindsay Place                 | \$270.00   | Public Nuisance |
| 07-11-31-7037-00740-0280 | Lgi Homes - Florida LLC                          | 120 Lindsay Drive               | \$440.00   | Public Nuisance |
| 07-11-31-7037-00940-0040 | Danielle P Heller                                | 9 Lake Success Place            | \$170.00   | Public Nuisance |
| 07-11-31-7037-00940-0040 | Danielle P Heller                                | 9 Lake Success Place            | \$1,000.00 | Public Nuisance |
| 07-11-31-7037-01020-0150 | Kashif Shamsi & Saira Kashif Shamsi              | 26 Louvet Lane                  | \$270.00   | Public Nuisance |
| 07-11-31-7037-01060-0220 | Yuen Kwei Zee                                    | 13 London Drive                 | \$300.00   | Public Nuisance |
| 07-11-31-7037-01060-0220 | Yuen Kwei Zee                                    | 13 London Drive                 | \$300.00   | Public Nuisance |
| 07-11-31-7037-01380-0070 | Brian Page                                       | 99 Lee Drive                    | \$400.00   | Public Nuisance |
| 07-11-31-7037-01410-0150 | Samstone Leighton Park Property LLC              | Rear of 73 Leidel Drive         | \$300.00   | Public Nuisance |
| 07-11-31-7037-01450-0070 | Rafael Pacheco & Yolanda DePacheco               | 3 Lee Place                     | \$400.00   | Public Nuisance |
| 07-11-31-7037-01490-0030 | Maria Gamez & Rico Gamez                         | 70 Lema Lane                    | \$440.00   | Public Nuisance |
| 07-11-31-7037-0RP0A-0002 | Matanzas Gc Palm Coast LLC                       | Rear of 3 Lewis Shire Place     | \$400.00   | Public Nuisance |
| 07-11-31-7037-0RP0A-0002 | Matanzas Gc Palm Coast LLC                       | Rear of 62 Leidel Drive         | \$300.00   | Public Nuisance |
| 07-11-31-7037-0RP0A-0002 | Matanzas Gc Palm Coast LLC                       | Rear of 62 Leidel Drive         | \$800.00   | Public Nuisance |
| 07-11-31-7037-0RP0A-0090 | Premier Re Investments Inc                       | Between 21 & 25 Long Place      | \$400.00   | Public Nuisance |
| 07-11-31-7037-RP0G3-0000 | Mpc Lots LLC                                     | Right of 5 Lansdowne Lane       | \$250.00   | Public Nuisance |
| 07-11-31-7037-RP0H1-0000 | Mpc Lots LLC                                     | Left of 155 Laramie Drive       | \$400.00   | Public Nuisance |
| 07-11-31-7057-00040-0100 | Leandro A Diaz In Trust For Robert L Crawford    | 33 Uthorne Place                | \$340.00   | Public Nuisance |
| 07-11-31-7057-00040-0100 | Leandro A Diaz In Trust For Robert L Crawford    | 33 Uthorne Place                | \$900.00   | Public Nuisance |
| 07-11-31-7057-00130-0040 | Raquel Pais & Ettore Pais                        | 36 Utica Path                   | \$440.00   | Public Nuisance |
| 07-11-31-7057-00250-0110 | Theodore Baker Trust & Donna Baker Peat, Trustee | 157 Ulaturn Trail               | \$165.00   | Public Nuisance |
| 07-11-31-7057-00290-0050 | Witold & Halina Lopatto                          | 275 Underwood Trail             | \$300.00   | Public Nuisance |
| 07-11-31-7057-00410-0040 | Greater Dayton Islamic Foundation Inc            | 32 Universal Trail              | \$270.00   | Public Nuisance |
| 07-11-31-7057-00420-0110 | Huei-Mei Lien                                    | 15 Untermyer Place              | \$250.00   | Public Nuisance |
| 07-11-31-7057-00430-0140 | SW Property Holdings LLC                         | 98 Underwood Trail              | \$270.00   | Public Nuisance |
| 07-11-31-7057-00430-0170 | Clifford A Brooks                                | 90 Underwood Trail              | \$450.00   | Public Nuisance |
| 07-11-31-7057-00670-0120 | Marie H Karam                                    | 5 Ulster Court                  | \$300.00   | Public Nuisance |
| 07-11-31-7057-00740-0040 | Mpc Lots LLC                                     | 27 Ullian Trail                 | \$250.00   | Public Nuisance |
| 07-11-31-7057-0RP17-0010 | Mpc Lots LLC                                     | Rear of 21 Ullman Court         | \$400.00   | Public Nuisance |
| 07-11-31-7057-0RP17-0010 | Mpc Lots LLC                                     | Rear of 21 Ullman Court         | \$200.00   | Public Nuisance |
| 07-11-31-7058-00090-0130 | Audrey A Warren                                  | 13 Seneca Path                  | \$700.00   | Public Nuisance |
| 07-11-31-7058-00170-0160 | SW Property Holdings LLC                         | Right of 35 Seville Orange Path | \$250.00   | Public Nuisance |
| 07-11-31-7058-00180-0070 | Hameeda & Fazil Gaffoor                          | 30 Seville Orange Path          | \$250.00   | Public Nuisance |
| 07-11-31-7058-00180-0100 | Steven D & Jeremiah L Garland                    | 33 Seven Wonders Trail          | \$165.00   | Public Nuisance |
| 07-11-31-7058-00180-0100 | Steven D & Jeremiah L Garland                    | 33 Seven Wonders Trail          | \$165.00   | Public Nuisance |
| 07-11-31-7058-00180-0170 | SW Property Holdings LLC                         | 49 Seven Wonders Trail          | \$250.00   | Public Nuisance |
| 07-11-31-7058-00190-0050 | Randy Scott Meyers                               | 46 Seven Wonders Trail          | \$165.00   | Public Nuisance |
| 07-11-31-7058-00190-0050 | Randy Scott Meyers                               | 46 Seven Wonders Trail          | \$165.00   | Public Nuisance |
| 07-11-31-7058-00190-0050 | Randy Scott Meyers                               | 46 Seven Wonders Trail          | \$165.00   | Public Nuisance |
| 07-11-31-7058-00190-0100 | Juliette Sinclair & Kenneth Sinclair             | 36 Seven Wonders Trail          | \$300.00   | Public Nuisance |
| 07-11-31-7058-00190-0100 | Juliette Sinclair & Kenneth Sinclair             | 36 Seven Wonders Trail          | \$150.00   | Public Nuisance |
| 07-11-31-7058-00290-0030 | Kyriakos & Parthena Stoikopoulos                 | 14 Serenade Place               | \$300.00   | Public Nuisance |
| 07-11-31-7058-00290-0030 | Kyriakos & Parthena Stoikopoulos                 | 14 Serenade Place               | \$150.00   | Public Nuisance |
| 07-11-31-7058-00340-0130 | SW Property Holdings LLC                         | 11 Serbian Bellflower Trail     | \$270.00   | Public Nuisance |

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| 07-11-31-7058-00400-0140 | Hulda Palencare                                                       | 16 Seriema Place                 | \$500.00   | Public Nuisance |
| 07-11-31-7058-00550-0220 | Charles Kwan                                                          | 17 September Place               | \$270.00   | Public Nuisance |
| 07-11-31-7058-00560-0070 | Samita Spencer                                                        | 10 September Place               | \$1,175.00 | Public Nuisance |
| 07-11-31-7058-00560-0080 | Samita Spencer                                                        | 8 September Place                | \$300.00   | Public Nuisance |
| 07-11-31-7058-RP0K1-0000 | Mpc Lots LLC                                                          | Rear of 20 Seton Place           | \$675.00   | Public Nuisance |
| 07-11-31-7059-00130-0070 | Cheng Hai Tan & Anita Oranga                                          | 29 Sea Shark Path                | \$450.00   | Public Nuisance |
| 07-11-31-7059-00130-0070 | Cheng Hai Tan & Anita Oranga                                          | 29 Sea Shark Path                | \$300.00   | Public Nuisance |
| 07-11-31-7059-00160-0050 | Bruce & Nancy Graff                                                   | Right of 1 Sea Swirl Place       | \$250.00   | Public Nuisance |
| 07-11-31-7059-00260-0210 | Brett M Fausey                                                        | 2 Seathorn Path                  | \$270.00   | Public Nuisance |
| 07-11-31-7059-00510-0190 | Benjamin M & Aida B Santos                                            | 15 Smollett Place                | \$300.00   | Public Nuisance |
| 07-11-31-7059-00510-0190 | Benjamin M & Aida B Santos                                            | 15 Smollett Place                | \$450.00   | Public Nuisance |
| 07-11-31-7059-00520-0130 | Arturo Torres                                                         | 2 Smollett Place                 | \$165.00   | Public Nuisance |
| 07-11-31-7059-00910-0040 | Living Trust of Carolyn T Whitley                                     | 1 Seabury Place                  | \$475.00   | Public Nuisance |
| 07-11-31-7059-00940-0040 | Raul F & Norma R Garcia                                               | 8 Seagull Place                  | \$150.00   | Public Nuisance |
| 07-11-31-7060-00010-0240 | SW Property Holdings LLC                                              | Right of 21 Slumber Path         | \$250.00   | Public Nuisance |
| 07-11-31-7060-00020-0010 | SW Property Holdings LLC                                              | Left of 22 Slumber Path          | \$300.00   | Public Nuisance |
| 07-11-31-7060-00020-0010 | SW Property Holdings LLC                                              | Left of 22 Slumber Path          | \$150.00   | Public Nuisance |
| 07-11-31-7060-00030-0010 | SW Property Holdings LLC                                              | Left of 22 Slumberland Path      | \$250.00   | Public Nuisance |
| 07-11-31-7060-00030-0240 | SW Property Holdings LLC                                              | Right of 85 Slumber Meadow Trail | \$250.00   | Public Nuisance |
| 07-11-31-7060-00070-0040 | SW Property Holdings LLC                                              | 11 Slumber Meadow Trail          | \$270.00   | Public Nuisance |
| 07-11-31-7060-00080-0090 | SW Property Holdings LLC                                              | Right of 30 Slumber Path         | \$250.00   | Public Nuisance |
| 07-11-31-7060-00080-0100 | SW Property Holdings LLC                                              | Left of 29 Slumberland Path      | \$250.00   | Public Nuisance |
| 07-11-31-7060-00100-0030 | Angela Navarra Trustee                                                | 93 Slumber Meadow Trail          | \$270.00   | Public Nuisance |
| 07-11-31-7060-00100-0150 | SW Property Holdings LLC                                              | Right of 28 Slumberland Path     | \$270.00   | Public Nuisance |
| 07-11-31-7060-00140-0060 | Ella & Boris Rakitin                                                  | 7 Slingshot Court                | \$165.00   | Public Nuisance |
| 07-11-31-7060-00150-0020 | Lillian Fernandez De Robinson                                         | 10 Slingshot Court               | \$250.00   | Public Nuisance |
| 07-11-31-7060-00260-0090 | SW Property Holdings LLC                                              | Right of 17 Sloganeer Trail      | \$250.00   | Public Nuisance |
| 07-11-31-7060-00270-0010 | SW Property Holdings LLC                                              | Left of 23 Sloganeer Trail       | \$250.00   | Public Nuisance |
| 07-11-31-7060-00280-0070 | Lily C Paniagua                                                       | 23 Slocum Path                   | \$270.00   | Public Nuisance |
| 07-11-31-7060-00280-0140 | SW Property Holdings LLC                                              | 37 Slocum Path                   | \$300.00   | Public Nuisance |
| 07-11-31-7060-00320-0080 | Dora E Higuita                                                        | 44 Slocum Path                   | \$270.00   | Public Nuisance |
| 07-11-31-7060-00370-0080 | Irma Aguilar & Anna Torres                                            | 6 Sloganeer Trail                | \$300.00   | Public Nuisance |
| 07-11-31-7060-00370-0080 | Irma Aguilar & Anna Torres                                            | 6 Sloganeer Trail                | \$300.00   | Public Nuisance |
| 07-11-31-7063-00020-0200 | Florida Land Trust No 3530 Fortuna Dr, Fla Trust Services LLC Trustee | 19 Zoeller Court                 | \$475.00   | Public Nuisance |
| 07-11-31-7063-00260-0090 | One Third Construction LLC                                            | 17 Ziegfeld Place                | \$500.00   | Public Nuisance |
| 07-11-31-7063-00420-0050 | Yoneh Mizrahi                                                         | 4 Zeda Place                     | \$400.00   | Public Nuisance |
| 07-11-31-7064-00080-0130 | SW Property Holdings LLC                                              | Left of 10 Lladd Court           | \$300.00   | Public Nuisance |
| 07-11-31-7064-00110-0020 | Noemi P Mendoza                                                       | 60 Llama Trail                   | \$800.00   | Public Nuisance |
| 07-11-31-7064-00120-0040 | Sonia P Tolentino                                                     | 57 Llama Trail                   | \$1,100.00 | Public Nuisance |
| 07-11-31-7064-00200-0120 | SW Property Holdings LLC                                              | Right of 8 Lloleeta Path         | \$270.00   | Public Nuisance |
| 07-11-31-7064-00220-0160 | Francis A Kelly Jr & Gail F Kelly                                     | 24 Lloyd Trail                   | \$270.00   | Public Nuisance |
| 07-11-31-7064-00220-0170 | Francis A Kelly Jr & Gail F Kelly                                     | 26 Lloyd Trail                   | \$450.00   | Public Nuisance |
| 07-11-31-7064-00220-0170 | Francis A Kelly Jr & Gail F Kelly                                     | 26 Lloyd Trail                   | \$300.00   | Public Nuisance |
| 07-11-31-7064-00230-0090 | Henry Aguirre & Nelie A Lucero-Aguirre Trustees                       | 13 Lloyd Trail                   | \$270.00   | Public Nuisance |

## APPENDIX A

|                          |                                          |                          |                     |                 |
|--------------------------|------------------------------------------|--------------------------|---------------------|-----------------|
| 07-11-31-7064-00230-0150 | Rosario Leni Alba                        | 12 Llosee Court          | \$270.00            | Public Nuisance |
| 07-11-31-7064-00250-0050 | Rose Matulionis & Craig Killman          | 7 Llowick Court          | \$270.00            | Public Nuisance |
| 07-11-31-7064-00310-0110 | SW Property Holdings LLC                 | Left of 30 Llestone Path | \$400.00            | Public Nuisance |
| 07-11-31-7064-00310-0110 | SW Property Holdings LLC                 | Left of 30 Llestone Path | \$200.00            | Public Nuisance |
| 07-11-31-7064-00310-0110 | SW Property Holdings LLC                 | Left of 30 Llestone Path | \$150.00            | Public Nuisance |
| 07-11-31-7065-00040-0070 | John L & Stephanie J Riso                | 9 Llovera Place          | \$165.00            | Public Nuisance |
| 07-11-31-7065-00080-0030 | George & Justina Chobor                  | 35 Kankakee Trail        | \$800.00            | Public Nuisance |
| 07-11-31-7065-00080-0030 | George & Justina Chobor                  | 35 Kankakee Trail        | \$500.00            | Public Nuisance |
| 07-11-31-7065-00080-0050 | Andre & Modesta Alcobia                  | 39 Kankakee Trail        | \$600.00            | Public Nuisance |
| 07-11-31-7065-00080-0050 | Andre & Modesta Alcobia                  | 39 Kankakee Trail        | \$300.00            | Public Nuisance |
| 07-11-31-7065-00080-0050 | Andre & Modesta Alcobia                  | 39 Kankakee Trail        | \$300.00            | Public Nuisance |
| 07-11-31-7065-00160-0100 | Ana Elena Gonzalez                       | 7 Kaslo Court            | \$500.00            | Public Nuisance |
| 07-11-31-7065-00160-0100 | Ana Elena Gonzalez                       | 7 Kaslo Court            | \$300.00            | Public Nuisance |
| 07-11-31-7065-00220-0160 | Alejandro & Ernestina Castro             | 14 Kalamazoo Trail       | \$300.00            | Public Nuisance |
| 07-11-31-7065-00490-0180 | One Third Construction LLC               | 5 Kathryn Place          | \$270.00            | Public Nuisance |
| 07-11-31-7065-00510-0040 | Roman Galushka                           | 82 Karas Trail           | \$500.00            | Public Nuisance |
| 07-11-31-7065-00510-0060 | Richard K Stewart                        | 78 Karas Trail           | \$300.00            | Public Nuisance |
| 07-11-31-7065-00510-0060 | Richard K Stewart                        | 78 Karas Trail           | \$300.00            | Public Nuisance |
| 07-11-31-7065-00530-0050 | Suat Kim Go                              | 60 Karat Path            | \$300.00            | Public Nuisance |
| 07-11-31-7065-00550-0170 | Jose P Libunao Jr & Carmencita P Libunao | 30 Karas Trail           | \$400.00            | Public Nuisance |
| 07-11-31-7065-00550-0350 | Lynette Comach                           | 23 Karat Path            | \$1,500.00          | Public Nuisance |
| 07-11-31-7065-00560-0010 | USAA Federal Savings Bank                | 31 Karas Trail           | \$165.00            | Public Nuisance |
| 07-11-31-7065-00560-0010 | USAA Federal Savings Bank                | 31 Karas Trail           | \$165.00            | Public Nuisance |
| 07-11-31-7065-00610-0070 | Norman N Ingram Trustee                  | 23 Karas Trail           | \$400.00            | Public Nuisance |
| 07-11-31-7081-00230-0170 | Doris L Wanamaker                        | 48 Blakemore Drive       | \$165.00            | Public Nuisance |
| 07-11-31-7081-00230-0170 | Doris L Wanamaker                        | 48 Blakemore Drive       | \$165.00            | Public Nuisance |
| 07-11-31-7081-00230-0170 | Doris L Wanamaker                        | 48 Blakemore Drive       | \$165.00            | Public Nuisance |
| 07-11-31-7081-RP0D1-0000 | Mpc Lots LLC                             | Rear of 59 Blare Drive   | \$300.00            | Public Nuisance |
| 09-12-31-5117-00000-0010 | Palm Coast Medical Arts LLC              | 180 Pinnacles Drive      | \$400.00            | Public Nuisance |
| 19-12-31-0650-000C0-0011 | Oare Associates LLC                      | Rear of 6 Zodiac Place   | \$400.00            | Public Nuisance |
| 19-12-31-0650-000C0-0011 | Oare Associates LLC                      | Rear of 6 Zodiac Place   | \$375.00            | Public Nuisance |
| 24-12-30-0650-000A0-0010 | Oare Associates LLC                      | Rear of 55 Kashmir Trail | \$400.00            | Public Nuisance |
| 24-12-31-4150-00T50-0000 | Oare Associates LLC                      | 1 Zonal Court            | \$300.00            | Public Nuisance |
| 29-10-31-5540-00000-1060 | Brandon Howard                           | 15 Old Oak Drive North   | \$365.00            | Public Nuisance |
| 33-11-31-3061-00000-00I0 | Toscana Community Association Inc        | 1 New Water Oak Drive    | \$1,000.00          | Public Nuisance |
| 41-11-31-4976-00000-004A | Branch Island Walk Associates Lp         | 250 Palm Coast Pkwy NE   | \$2,800.00          | Public Nuisance |
|                          |                                          | <b>TOTAL DUE</b>         | <b>\$119,375.00</b> |                 |

## **APPENDIX B**

### **DRAFT NOTICE TO BE PUBLISHED**

To Be Published on July 22, 2026

#### **NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF NUISANCE ABATEMENT SPECIAL ASSESSMENT**

Notice is hereby given that the City Council of the City of Palm Coast will conduct a public hearing to consider the imposition of nuisance abatement special assessments for the provision of nuisance abatement services, facilities, and programs within the municipal boundaries of the City of Palm Coast.

The hearing will be held at 6:00 p.m., or as soon thereafter as can be heard, on September 1, 2026, at the City of Palm Coast Jon Netts Community Wing, 160 Lake Avenue, Palm Coast, Florida, for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If a person decides to appeal any decision made by the City Council with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the City of Palm Coast ADA Coordinator at (386) 986-2570, at least 48 hours prior to the date of the hearing.

The assessment for each parcel of property will be based upon the cost of nuisance abatement for each parcel.

Copies of the Nuisance Abatement Ordinance (Ordinance No. 2010-03), the Resolution (Resolution No. 2010-168), the Nuisance Abatement Initial Assessment Resolution (Resolution No. 2026-XX) and the preliminary Nuisance Abatement Assessment Roll are available for inspection in the City Clerk's office of the City of Palm Coast, located at 160 Lake Avenue, Palm Coast, Florida.

The assessments will be collected on the ad valorem tax bill to be mailed in November 2026, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title.

If you have any questions, please contact the City of Palm Coast Code Enforcement Division of the Community Development Department at (386) 986-3764, Monday through Friday between 8:00 a.m. and 5:00 p.m.

The properties to be assessed are as follows:

CITY COUNCIL

CITY OF PALM COAST, FLORIDA



## APPENDIX C

### \* \* \* \* \* NOTICE TO PROPERTY OWNER \* \* \* \* \*

City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164

«Property\_Owners\_Name»  
«Address\_1»  
«Address\_2»  
«City», «StateCountry» «Zip»

CITY OF PALM COAST, FLORIDA  
  
NOTICE OF HEARING  
TO IMPOSE AND PROVIDE FOR  
COLLECTION OF NUISANCE ABATEMENT  
NON-AD VALOREM ASSESSMENTS

NOTICE DATE: July 22, 2026

**Tax Parcel «Parcel\_ID»**  
**Legal Description: Section «Section» Block «Block» Lot «Lot»**  
**Property Address: «St\_» «Property\_Address\_of\_Violation»**

---

\*You are receiving this letter because the City has performed **nuisance abatement** services on your property and expended public funds, and the City and taxpayers are entitled by law to be reimbursed.

As required by Section 197.3632, Florida Statutes, and Ordinance No. 2010-03, notice is given by the City of Palm Coast that an assessment for nuisance abatement services, facilities, and programs may be levied on your property for the assessment period of October 1, 2026-September 30, 2027, and future Fiscal Years. The purpose of this assessment is to fund nuisance abatement services within the City of Palm Coast. The total nuisance abatement assessment revenue to be collected within the City of Palm Coast is estimated to be **\$«Invoice\_Amt».00** for the Fiscal Year beginning October 1, 2026. The assessment for each parcel or property will be based upon each parcel's location, classification, and the total number of Equivalent Residential Units attributable to that parcel.

The above parcel is classified as Residential

The total number of billing units on the above parcel is \_\_\_\_1\_\_\_\_.

The type of billing units on the above parcel is \_\_\_\_1\_\_\_\_.

The nuisance abatement assessment for the above parcel is **\$«Invoice\_Amt».00** for the Fiscal Year beginning October 1, 2026.

A public hearing will be held at **6:00 PM.**, or as soon thereafter as can be heard, on **September 1, 2026** at City of Palm Coast Community Wing, 160 Lake Avenue, Palm Coast, for the purpose of receiving public comment on the proposed assessments. You and all other affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If you decide to appeal any decision made by the City Council with respect to any matter considered at the hearing, you will need a record of the proceeding and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the ADA Coordinator at (386) 986-2570, at least 48 hours prior to the date of the hearing.

## APPENDIX C

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Council action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

Copies of the Nuisance Abatement Ordinance (Ordinance No. 2010-03), the Resolution (Resolution No. 2010-168), the Nuisance Abatement Initial Assessment Resolution (Resolution No. **2026-XX**) and the preliminary Nuisance Abatement Assessment Roll are available for inspection in the City of Palm Coast, Community Development Department, located at 160 Lake Avenue, Palm Coast, Florida.

Both the non-ad valorem assessment amount shown on this notice and the ad valorem taxes for the above parcel will be collected on the ad valorem tax bill mailed in November of each year the assessment is imposed.

Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title. **The City of Palm Coast must receive payment by AUGUST 11, 2026 to avoid this payment being collected on your ad valorem tax bill for 2026. “Please send all payments to CODE ENFORCEMENT - CITY OF PALM COAST - 160 LAKE AVENUE - PALM COAST, FL 32164 to ensure that your payment is applied to the correct invoice(s).”**

If there is a mistake on this notice, it will be corrected. If you have any questions, please contact the City of Palm Coast Code Enforcement Division of the Community Development Department at (386) 986-3764, Monday through Friday between 8:00 a.m. and 5:00 p.m.

**\* \* \* \* \* THIS IS NOT A BILL \* \* \* \* \***

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** K.4

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMMUNITY DEVELOPMENT | <b>Amount</b>        |
| <b>Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ECONOMIC DEVELOPMENT  | <b>Org/Account #</b> |
| <b>Subject:</b> RESOLUTION 2026-XX APPROVING AN AMENDMENT TO DOWNTOWN URBAN CORE IMPROVEMENT GRANT PROGRAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |                      |
| <b>Presenter:</b> Craig McKinney, Economic Development Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |                      |
| <b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Program amendment</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |                      |
| <b>Background:</b> <p>On November 18, 2025, City Council approved Resolution 2025-186, the Downtown Urban Core Improvement Grant program (DUCIG). Staff has determined several amendments to the program are necessary for the success of this program.</p> <p>City Council established the DUCIG Program to further the municipal purpose of attracting more private business development within the SR 100 Community Redevelopment Area (CRA), the Town Center Community Development District, and specifically its Downtown. Staff is proposing to amend certain criteria of the program to the economic success of the commercial components of DUCIG program and to further enhance the goal of the private sector investment and development of ad valorem taxable properties within the Downtown Urban Core of the CRA.</p> <p>Staff is proposing the following changes:</p> <ul style="list-style-type: none"><li>• Requiring an executed lease agreement;</li><li>• Extending the sunset date;</li><li>• Definitions; and</li><li>• Additional business type added to funding eligibility list.</li></ul> |                       |                      |
| <b>Recommended Action:</b><br><b>ADOPT RESOLUTION 2026-XX APPROVING AN AMENDMENT TO DOWNTOWN URBAN CORE IMPROVEMENT GRANT PROGRAM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |                      |

**RESOLUTION 2026-\_\_**  
**AMENDING THE DOWNTOWN**  
**URBAN CORE IMPROVEMENT GRANT PROGRAM**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, HEREBY AMENDS THE DOWNTOWN URBAN CORE IMPROVEMENT GRANT (DUCIG) PROGRAM; PROVIDING FOR THE EXECUTION OF NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast established the Downtown Urban Core Improvement Grant Program (DUCIG) to further the municipal purpose of attracting more private business development within the SR 100 Community Redevelopment Area (CRA), the Town Center Community Development District, and specifically its Downtown through Resolution 2025-186; and

**WHEREAS**, the City finds it necessary to amend certain criteria of the program to the economic success of the commercial components of DUCIG program and to further enhance the goal of the private sector investment and development of ad valorem taxable properties within the CRA; and

**WHEREAS**, the City further finds it is in the best interest to extend the sunset date of this program for one year until September 30, 2027.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF AMENDING TO THE GRANT PROGRAM.** The City Council of the City of Palm Coast hereby approves the amendments to the terms and conditions of the Downtown Urban Core Improvement Program, as shown in the attached and incorporated herein by reference as Exhibit “A.”



**SECTION 3. AMENDING THE SUNSET DATE.** The Downtown Urban Core Improvement Grant program shall hereby sunset September 30, 2027. All funds for qualified applicants must be disbursed by the sunset date.

**SECTION 4. AUTHORIZATION TO EXECUTE.** The City Manager, or designee is hereby authorized to execute the necessary documents associated with this Resolution.

**SECTION 5. SEVERABILITY.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

**SECTION 6. CONFLICTS.** All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**SECTION 7. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution, including, but not limited to, executing agreements to implement the Downtown Urban Core Improvement Grant program.

**SECTION 8. EFFECTIVE DATE.** This Resolution shall become effective immediately upon adoption.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 21<sup>st</sup> day of July 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" Amendment



# PALM COAST DOWNTOWN URBAN CORE IMPROVEMENT GRANT APPLICATION

The following items are required to submit your grant application. Incomplete applications cannot be accepted.

1. Original Application: General Information, Business Information, Project Information, and Applicant/Property Signature Page
2. Copy of Business Tax Receipt
3. Copy of Florida Department of Business Professional Regulation License
4. Copy of Executed Lease Agreement
5. Estimate of Construction Costs
6. City of Palm Coast Development Fee Schedule (if applicable)
7. City of Palm Coast Building Permit Number

# PALM COAST DOWNTOWN URBAN CORE IMPROVEMENT GRANT APPLICATION

## **A. Program Introduction/Goals**

The Downtown Urban Core (DUC) is located in the heart of City of Palm Coast's Town Center. As a downtown within the Town Center its urban setting is unique due to its lack of visibility from major collector roadways. While it is most easily accessed from SR 100 (a major collector roadway) via Bulldog Drive, it is otherwise accessed through several intersecting and winding local two-lane roadways. This "All roads lead to Rome" design provides the City's downtown with a calm pedestrian friendly setting, but it also offers an eye-opening experience because of its natural and architectural beauty.

Palm Coast Central Park, the centerpiece of Town Center's Downtown, is highlighted with a half mile lake with a cobblestone walking path that is enjoyed by many in the community daily and the home for special events throughout the year. This design cultivates an intentional, calm, low-stress environment that residents appreciate, offering a more walkable environment compared to higher-traffic commercial areas.

While this design maintains a measured pace for vehicle and pedestrian counts, it also presents a strategic opportunity to attract boutique, niche, and high-quality restaurant and retail businesses that value a unique, community-focused setting. Furthermore, the surrounding Town Center is home to a significant amount of varying life-stage housing, much of it within easy walking or multi-modal distance, providing a strong, immediate, and growing local market for businesses.

The Promenade project is a \$79 million-dollar four story mixed-use project currently being developed Town Center's Downtown. When completed it will provide 204 modern studio, 1- and 2-bedroom apartments, 57,000 square feet of retail, restaurant, office, and institutional space. Expected to be completed by the summer of 2026, this development will be a unique transformative investment that will create a lasting vibrant 'Live-Work-Play-Unwind' environment in Downtown.

Restaurants, offices, and retail-tainment are vital components for urban environments as they drive economic growth, create jobs, foster a vibrant atmosphere, provide community gathering spaces, and contribute to urban vitalization. The presence of diverse and thriving restaurants within high density residential development can transform town centers into dynamic and prosperous activity centers that benefit residents, visitors, and the local economy. Conversely, vacant and dormant spaces negatively impact further private sector interest and investment in stagnant downtowns.

The intent of the Downtown Urban Core Improvement Grant (DUCIG) is to activate spaces within the SR 100 Community Redevelopment Area, specifically downtown, and establish it as a new center point destination for the City.

It is standard practice in the commercial real estate industry for property owners to provide an improvement allowance towards the construction of newly leased premises. Often, the amount of the improvement allowance becomes the determining factor in a business's decision to enter a lease for a specific property. Similarly, owner developers of their own projects benefit and partially de-risk their project through some level of grant assistance. This program aims to make businesses in the DUC financially competitive with those located further from the city center on major collector roadways with very high average daily vehicle counts by further supplementing the funding available for improvements to eligible properties in the downtown urban core.

The City's investment in these businesses helps to accomplish the City of Palm Coast's goals, including:

- Filling newly constructed vacant retail restaurant and retailtainment spaces to activate Palm Coast's Urban Core
- Attracting employers and restaurant/lifestyle retailers to Palm Coast's Urban Core
- Adding more dining and retailtainment amenities in Palm Coast
- Supporting restaurant, retailtainment, and lifestyle business development through incentive programs and other strategies to reduce barriers to entry in the Urban Core market.

## **B. Program Structure**



1. For Building Tenant Investment Requirement:

- a. For tenant improvement reimbursement funding, the DUCIG will match dollar for dollar based on the amount the building owner invests in tenant improvements up to a maximum amount based on the square footage requirements set forth in subsection 3 below. Such matching funding by the building owner and the tenant's minimum 10% cash investment in the build-out is an eligibility requirement for receiving funding under sections 3(a) through 3(g) below.
- b. The tenant must be investing at least 10% of the eligible tenant improvement costs.
- c. If the total contribution from the building owner's investment, the DUCIG and the applicant's required contribution of at least 10% of the eligible tenant improvement costs equals more than the cost of the build-out associated with the program's eligible items, the DUCIG will only cover the difference between the building owner and the tenant's contribution towards eligible build-out costs.

2. For Owner Investment Requirement:

- a. For owner improvement reimbursement funding, the DUCIG will match dollar for dollar based on the amount the building owner invests in eligible improvements up to a maximum amount based on the square footage requirements set forth in subsection 3 below.

3. Definitions:

- a. **Brewery/Brewpub** is a type of establishment that brews on-site and may serve appetizers and small bites to eat.
- b. **DUCIG** is the Downtown Urban Core Improvement Grant Program.
- c. **Food Hall** is a cafeteria like dining setting with multiple food providing kiosks in an area open to the public where food and drinks are prepared and sold for on-site consumption or in an adjacent in a communal environment area.
- d. **Full-service restaurant/restaurant** is a type of restaurant where customers are seated at tables and fully served by waitstaff at all hours during which the restaurant is open. Take-out or meal delivery may occur, but a majority of consumption must occur onsite.
- e. **Non-full-service restaurant** are all other types of restaurants where customers are not seated and not served by waitstaff.

- f. **Quick-service restaurant** is an establishment that offers affordable, limited menu items that are quickly prepared for pickup. Typically, there is no or minimal table service.
- g. **Retailtainment** is a marketing strategy that merges retail (the act of selling goods) with entertainment (activities that engage and amuse customers) to create an immersive, memorable experience that encourages longer visits and deeper connection with the brand.
- h. **Tap Room** is a community-oriented space designed to provide an immersive craft beer experience. Unlike a traditional bar, it promotes the craft beer experience by featuring a variety of unique brews in a distinctive atmosphere. While beer is the focus, guests may also have the option to enjoy light appetizers or small bites.

4. Funding Eligibility:

- a. Full-service restaurants located within the DUC are eligible to receive up to \$40 per square foot based upon the total amount of square footage specified in the lease but may not exceed 6,000 sq. ft. for reimbursement of costs of eligible improvements.
- b. Non-full-service restaurants within DUC are eligible to receive up to \$35 per square foot based upon the square footage allocated for its use within the lease but may not exceed 4,100 sq. ft. for reimbursement of costs of eligible improvements.
- c. Quick-service restaurants, such as coffee shops or bakeries, located in the DUC are eligible to receive up to \$25 per square foot based upon the total amount of square footage allocated for its use as specified in the lease but may not exceed 1,800 sq. ft. for reimbursement of costs of eligible improvements.
- d. All retailtainment businesses located in the DUC are eligible to receive up to \$20 per square foot based upon the total amount of square footage allocated for its use as specified in the lease but may not exceed 4,250 sq. ft. for reimbursement of costs of eligible improvements.
- e. Brewery/Brewpub and Tap room businesses located in the DUC are eligible to receive up to \$40 per square foot based upon the square footage allocated for its use within the lease but may not exceed 5,000 sq. ft. for reimbursement of costs of eligible improvements.

\*All square footage grants are subject to change based on remaining availability of funds allocated.

### **Additional Information**

- A. A restaurant that prepares food and drink for on-site consumption may also have take-out or meal delivery, but a majority of consumption must occur onsite. Restaurants must be licensed through the State of Florida and derive at least 51% of gross revenue from sales of food and non-alcoholic beverages. Food shall be continuously ready to be prepared, served, and sold during all restaurant operational hours, including when alcoholic beverages are sold, otherwise, the use may be a bar or nightclub, which is not eligible for funding under this program. Additionally, if serving alcohol, a restaurant must operate under a 4COP-SFS Alcohol License (or 2COP if not eligible for SFS due to square footage requirements) in order to qualify for the incentive.
- B. At a food hall, all vendors within the food hall must be licensed through the State of Florida. The collective sales of all vendors operating within the food hall must contain at least 51% of gross revenue from sales of food and non-alcoholic beverages. Food shall be continuously ready to be prepared, served, and sold during all operational hours, including when alcoholic beverages are sold, otherwise, the use may be a bar or nightclub, which is not eligible for funding under this program. If alcohol is being served at a food hall it must be sold under a 4COP-SFS Alcohol License or 2COP Alcohol License in order to qualify for the program.
- C. The applicant must have at least five (5) years of restaurant or food hall ownership or operations management experience for eligibility.
- D. The applicant must meet a minimum number of operating hours that will be specified in the Funding Agreement.

### **C. Eligible Improvements/Items**

If the applicant is a tenant applying for funding, the business shall provide written permission from the property owner via a signed Owner's Affidavit. Additionally, funding cannot be used for non-fixed equipment or inventory. Generally, acceptable improvements are those that can be used by a future business in the same premises and which will remain in the space when the current business vacates the space.

Applicants are eligible for the following permanent improvements and are encouraged to make energy-efficient and sustainability-focused improvements or upgrades, such as energy-efficient upgrades, waste reduction, renewable energy, and water conservation improvements.

1. Eligible Improvements:

- a. Interior electrical or upgrades
- b. Interior plumbing or upgrades
- c. Interior HVAC equipment or upgrades
- d. Interior or exterior lighting
- e. Interior improvements for ADA compliance
- f. Exterior awnings
- g. Fixtures for prep spaces or bars
- h. Kitchen equipment
- i. Grease-traps
- j. Kitchen hoods
- k. Walk-in cooler or walk-in freezer
- l. Interior flooring (carpets are ineligible)
- m. Improvements to outdoor seating areas including permanent outside seating, permanent railings/fencing surrounding outside seating areas, and permanent outside seating fixtures
- n. Interior drywall
- o. Windows
- p. Doors
- q. Masonry
- r. Ceiling
- s. Carpentry
- t. Interior life safety improvements (firewalls, sprinklers, egress, fire alarm, exit signs, and automatic lights)
- u. Bathrooms
- v. Other improvements as approved by the City Manager or his designee.



#### **D. Ineligible Businesses**

Properties used for the following purposes: not-for-profit organizations, offices, medical, non-brick and mortar restaurants, nightclubs, bars excluding tap rooms, , government-owned or occupied buildings, church/religious institutions, health and medical industries, smoke/vape shops, tattoo parlors, body piercing and body art shops, adult entertainment facilities, adult-oriented or adult-themed retail businesses, liquor stores, gun shops, or businesses that sell drug paraphernalia are ineligible.

#### **E. Procedures**

The procedure for project review is as follows:

##### **1. Pre-Application Meeting**

The applicant is required to meet with the Director of Community Development, or his/her designee (Director) who will review the applicant's plans to determine eligibility based on the Program requirements and funding availability. The Director will provide the applicant with general guidance as to whether the proposed project is likely to qualify for Program funding and whether the applicant is sufficiently prepared to move forward to apply.

##### **2. Grant Application Submission**

Following the pre-application meeting, the Grant application and all attachments must be submitted to the Director for formal consideration for funding.

For tenants, the application requires the Applicant to submit an executed lease agreement, including the term, the proposed design, and the cost estimate/budget for the Improvements. Furthermore, for businesses operating as tenants, the applicant and property owner must contribute an amount greater than the financial contribution of the DUCIG as further specified herein.

For property owners submitting for this grant, the property owner must submit proof of ownership of the property and business, a grant application and the improvements proposed to be partially funded by the grant. The business owner is required to provide proof of their contribution of at least half of the matching amount requested along with three competitive quotes supporting the funding request.

### 3. Review Grant Application

Once an eligible application and the supporting documents are received, the Director shall then conduct the mandatory criminal background check, at applicant's expense, and review the application to ensure that it meets all program eligibility requirements. The Director shall ensure compliance with the eligibility requirements and will consider the strength of the operation, budget, and growth plan described in the business plan. City staff will approve grants at its discretion based on the applicant's lease term, capital investment amount, experience, business plan, store design, and financial capacity.

### 4. Final Agreement and Construction

If approved for funding, the applicant shall sign the required Funding Agreement, included with this application, with the Community Development Department. Substantial modifications to final plans or change orders to construction documents that produce material changes in the previously approved items will require review and approval of the Community Development Director.

The Community Development Department reserves the right to deny a request for reimbursement if the completed improvements substantially deviate from the improvements originally contemplated in the Funding Agreement or if the applicant failed to obtain approval of such deviations from the Community Development Director. All grants are subject to funding availability.

### 5. Construction Approval

Upon completion of construction, grantees shall submit proof of completion and arrange for an on-site inspection by the Director to ensure that the terms of the Funding Agreement have been met. Discrepancies will be noted and a time frame for their correction will be established as necessary. Upon final approval by the Director, the grantee will submit a request for reimbursement to the Community Development Department. Payments will be made to Grantee on a reimbursement basis and in accordance with the City's accounting procedures.

### 6. Disbursements

Funds will be disbursed by a check payable to the grantee (1) upon the issuance of a Certificate of Completion or Occupancy (if required), and (2) upon verification by the Director that the work was completed as proposed in a satisfactory and professional manner. Funds will not be disbursed

on projects that are completed in a manner not in accordance with the approved plans. Before funds will be disbursed, grantees must provide verification, satisfactory to the City, of all project costs, including contractor invoicing, lien release and evidence of payment of all expenses, including property owner and tenant matching funds, as applicable. All Grant funds shall be issued to the grantee on a reimbursement basis only.

Funds will only be dispersed on a first come, first serve basis after the following actions occur:

- For tenants, the Director verifies that a final lease with an initial lease term of at least five (5) years has been executed,
- Applicant has obtained a City of Palm Coast Business Tax Receipt and Certificate of Use,
- Applicant has secured a valid City of Palm Coast Certificate of Occupancy, or Temporary Certificate of Occupancy, and Releases of Liens are obtained from any and all contractors/subcontractors involved in making the improvements,
- Applicant has secured a valid Florida Department of Business Professional Regulation License,
- For tenants, applicant has provided a valid lease agreement from the lessor, describing the terms of the lease agreement.
- Applicant presents paid invoices and companion bank statements or canceled checks/evidence of payment from a financial institution for eligible work and/or rent and is then reimbursed up to the approved amount as described in the Funding Agreement,
- Applicant is in compliance with other terms of the Funding Agreement.

**\*ALL DISBURSEMENT TASKS LISTED ABOVE SHALL BE COMPLETED BY SEPTEMBER 30, 2027. FAILURE TO DO SO MAY RESULT IN GRANT MONIES BEING DENIED.**

#### **F. Program Terms**

The DUCIG program shall sunset on September 30, 2027. Funding is based on budget availability and will be considered on a “first come, first served” basis. Applying does not guarantee funding. Applications must be submitted with a detailed proposal of the improvement work, the cost of

which is sought to be reimbursed by this Program. Applications will be reviewed for completeness and compliance with program criteria. Projects that do not comply with the program criteria and conditions will not be eligible for funding. An authorized corporate officer or partners of the applicant's business must sign the application, in addition to the property owner(s). Tenants who are applying for a Grant must supply proof of a lease for the subject property that identifies at least five (5) years remaining in the lease term. Owners of properties are liable to reimburse a pro rata share of the disbursed grant amount on an equal one-fifth basis for each full-year that the property fails to be open for business within the first five years of beginning operations. All funds must be dispersed by September 30, 2027.

Before consideration for Program funding, the subject property must be free from any liens (except mortgage liens), judgments, or encumbrances (except easements) of any kind, current with all City obligations, and in compliance with all City Code requirements. The City reserves the right to waive the requirement to be in compliance with City Codes on a case-by-case basis. The City reserves the right to contract for a title search and/or ownership and encumbrance report at the City's discretion, the cost for which will be deducted from the Grant funds at the time of disbursement, if Program funding is approved.

All applicants for program funding must submit to a criminal background check prior to approval of the grant. If the applicant is a corporate entity, then the president, director, or - authorized agent applying shall submit to a criminal background check. If the entity is a partnership, then all partners must submit to a criminal background check. To be eligible for funding, the applicant must not have any of the following: a felony conviction or nolo contendere within the past five (5) years; a felony conviction or nolo contendere for financial economic crimes within the past ten years; or a felony conviction or nolo contendere for violent or heinous crimes (including but not limited to murder, sexual battery, sexual assault, armed robbery or burglary, carjacking, home-invasion, kidnapping, arson, crimes against children, etc.) in their complete history. If the background check reveals any of the above, the applicant will be rendered ineligible for funding.

Any Grant funding awarded will be based on the lowest of at least three (3) qualified bids obtained and submitted by the applicant. The owner and/or applicant may choose a contractor other than the one with the lowest qualified bid but shall be responsible for all costs exceeding the lowest



qualified bid. In all cases, the selected contractor must be licensed and insured. The City will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and securing proof of their licensing and insurance coverage. If the tenant and/or property owner is unable to receive three (3) qualified bids, the Director reserves the right to allow for two (2) qualified bids at the tenant's or property owner's request.

Program funds will be disbursed in the form of a grant with a to be determined repayment requirement if the Grantee vacates the property or changes use. To ensure that funds are available, improvements to be made under a Grant must be initiated within 60 days of approved build-out permits, however all build-out improvements must be completed and verified by Community Development Director, or designee by August 15, 2027. Extensions may be granted by the Community Development Director or designee, given just cause by the applicant (Example: contractor delays, acts of God, etc.). All Grant funds shall be issued to the Grantee on a reimbursement basis only. However, no grant funds shall be dispersed after September 30, 2027.

#### **G. Available Funds**

Funding is based on budget availability and will be considered on a "first come, first served" basis. Applying does not guarantee funding. All funds must be dispersed by September 30, 2027.

#### **H. Disclosure**

The City expressly reserves the right to reject applications or request additional information from any and all applicants and grantees. The City retains the right to deviate from the program guidelines or amend the program guidelines, agreements, and application procedures. The City also retains the right to display and advertise properties that receive matching funds under this Grant.

#### **I. Controls and Oversight**

Throughout the Program and Award process, a number of checks and balances are employed to ensure that the grant investment contributes to the Program goals. The expiration of the grant program expires on September 30, 2027. If the Grant Recipient vacates the property or changes

use or otherwise defaults on any agreed upon terms in the Funding Agreement, at the determination of the Director may require reimbursement to the City of the full grant amount or a partial amount. Repayment of grant funds is triggered by the Grant Recipient's vacation of the premises and newly created vacant space with no plan to re-lease the property within a six (6) month timeframe to another business that would otherwise have qualified under the DUCIG. Additionally, if the Applicant vacates the property or changes use, the Director must be notified.

#### **J. Default**

If a default or breach occurs as defined in the Funding Agreement, the Director will contact the Grant Recipient in an effort to determine the reason for the default. If the Director is not successful, he/she will inform the City Attorney's Office of the default. Once the City Attorney's Office confirms the default, the Community Development Director, or designee shall direct City staff to cease further payments to the Grant Recipient and instruct the City Attorney's Office to send a letter, notifying the Grant Recipient and property owner of the default and demanding reimbursement of funds paid to the restaurant as of the date of the default within thirty (30) days. The letter will also instruct the Grant Recipient to contact the Director to further discuss the matter. If the Grant Recipient either fails to respond to the demand letter within the requisite time period or does respond and proposes a payment schedule, the Director will coordinate a meeting of the Default Committee (as described below). The Director will send a letter to the Grant Recipient and property owner notifying him/her of the date and time of the meeting.

#### **K. Default Committee**

The Default Committee will meet on an as-needed basis and will make recommendations to the Economic Development Manager regarding the appropriate action to take with regard to seeking reimbursement of funds already paid to the restaurant owner. The Default Committee is comprised of the following officials or their designees:

- Director of Community Development Department, or designee.
- City of Palm Coast Planning Manager or his/her designee.
- City of Palm Coast Chief Financial Officer or his/her designee.

The Economic Development Manager, or his/her designee shall chair the Committee. The Manager will be a non-voting member of the Committee. The City Attorney's Office will provide legal counsel and advice to the Committee.

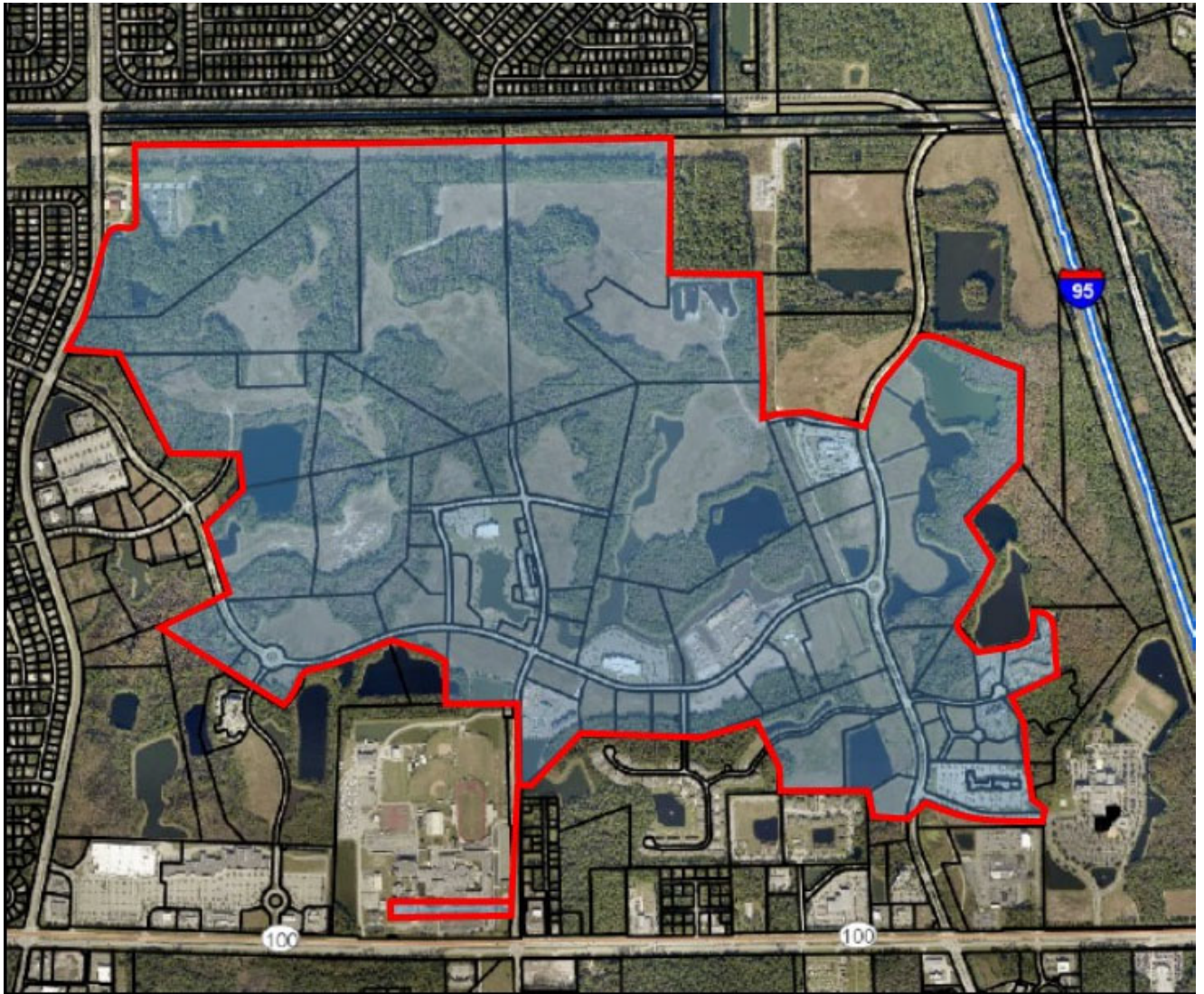
The Committee shall have the authority to do the following: (1) recommend that the City Attorney's Office initiate litigation in the event the restaurant owner fails to respond to the demand letter or refuses to reimburse the DUCIG Program; (2) discuss and vote on the terms of a settlement agreement in the event the restaurant owner proposes a payment schedule; or (3) decide to write-off the debt entirely. The Committee's decision shall be reported by the Economic Development Manager to the City Manager, or designee for approval.

If a settlement agreement is recommended, the City Attorney's Office will draft such an agreement for signature by the restaurant owner, the property owner, and the City Manager, or designee. The Director shall present the settlement agreement to the City Manager for approval, subject to the City Manager's approval authority. If the restaurant owner defaults on the terms of the settlement agreement, the Director will coordinate a meeting of the Default Committee to determine further action.

If the restaurant owner proposes settlement after a claim has been filed in the courts and the proposal is accepted by the City Manager before a judgment is entered by the court, the case shall be dismissed once the settlement agreement is approved by the City Manager, or the City Council if the settlement agreement is above the City Manager's approval authority. However, litigation may be reinstated if the restaurant owner defaults on the terms of the settlement agreement.

If the Grant Recipient proposes settlement after a final judgment has been entered and the proposal is accepted by the City Council, the judgment and any corresponding lien will remain in force until the terms of the settlement agreement have been completely met. Once the terms of the settlement agreement are met, the City Attorney's Office will file a Notice of Satisfaction of Judgment with the court and any lien will be released.

**EXHIBIT A**  
**“DOWNTOWN URBAN CORE AREA”**





**PALM COAST DOWNTOWN URBAN CORE IMPROVEMENT GRANT**

**APPLICANT:**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Mailing Address:\_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Business Location (Existing/Future): \_\_\_\_\_

Address: \_\_\_\_\_

Parcel ID Number(s):\_\_\_\_\_

City Zoning:\_\_\_\_\_

City Council District: \_\_\_\_\_

**BUSINESS INFORMATION:**

Business Name- [as filed with State]: \_\_\_\_\_

\*Must attach State of Florida incorporation documentation (Fictitious Name, incorporation documents, etc.)

Business Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

SIC Code(s):\_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Business Entity:   \_\_\_Proprietorship Partnership                   \_\_\_Corporation  
                             \_\_\_Limited Liability Corporation                   \_\_\_Other

If business is a corporation:

City and State of incorporation:

Date incorporated:

If a subsidiary, name of parent company:

Publicly Traded:

**JOBS:**

# of **Existing** Jobs: \_\_\_\_\_ Part-Time \_\_\_\_\_ Full -Time

# of **Proposed** Jobs: \_\_\_\_\_ Part-Time \_\_\_\_\_ Full-Time

Average Wage (actual or proposed, excluding benefits):

Average Annual sales/Gross receipts (actual or estimated):

**PROJECT OVERVIEW:** (Please include description of business, any interior/exterior work to be done, improvements/upgrades to existing infrastructure, systems, etc.)

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Estimated Construction Cost: \_\_\_\_\_

Estimated Equipment Cost: \_\_\_\_\_

Total Estimated Project Budget:\_\_\_\_\_

## **SIGNATURE**

The Applicant, assures that the information submitted as part of this application package, as well as any subsequent information submitted for review by City of Palm Coast Economic Division Staff and the Palm Coast City Council is true and correct, and that all information and documentation submitted, including this application and attachments, is deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. In addition, you may be subject to prosecution under State of Florida laws. The Economic Development Division maintains the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the Grant Program, the Applicant agrees that it will enter into a Funding Agreement with the City of Palm Coast with terms relating to, among other things, the City's right to receive re-payment of program funds, the City's right to review and audit any and all records related to the Agreement. In case of a default in terms of the Agreement, the Applicant may be responsible for repayment of distributed funds.

By signing below, the Applicant authorizes the City of Palm Coast to request criminal background checks from local, state, and federal agencies. Please note that a criminal background check is conducted on every applicant and that review of this application is contingent upon satisfactory completion of a criminal background check. By signing below, the Applicant/Property Owner acknowledges that they have read and agree to the Business Assistance Program policies, procedures, and conditions.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** O.1

|                            |                                                                                                                                                                                                                                     |                      |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Department</b>          | FINANCE                                                                                                                                                                                                                             | <b>Amount</b>        |
| <b>Division</b>            | FINANCE                                                                                                                                                                                                                             | <b>Org/Account #</b> |
| <b>Subject:</b>            | REPORTING OF EMERGENCY AND SOLE SOURCE FOR JUNE 2026                                                                                                                                                                                |                      |
| <b>Presenter:</b>          | Michael McGlothlin, MBA-PA, City Manager                                                                                                                                                                                            |                      |
| <b>Attachments:</b>        | 1. Emergency and Sole Source Purchase Report                                                                                                                                                                                        |                      |
| <b>Background:</b>         | Attached is a list of all emergency and sole source purchases for the month of June 2026, 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). |                      |
| <b>Recommended Action:</b> | <b>FOR REPORTING ONLY – VIA CITY MANAGER COMMENTS</b>                                                                                                                                                                               |                      |



**JUNE 2026**  
**SOLE SOURCE PURCHASES**

| Entry Date                 | Req #        | Total Amount           | Vendor                   | Description                                 | Department            |
|----------------------------|--------------|------------------------|--------------------------|---------------------------------------------|-----------------------|
| 6/9/2026                   | POA20260128  | Increase PO \$2,000.00 | PALM COAST FORD          | Fleet Hardware & Parts - OEM Ford Parts     | PUBLIC WORKS          |
| 6/15/2026                  | 1655         | \$34,000.00            | EISMAN & RUSSO INC       | CEI Services - MOC Peavy Grade Roadway      | CAPITAL PROJECTS FUND |
| 6/17/2026                  | POA 20260527 | \$10,789.40            | BIG BELLY SOLAR, LLC     | Smart Solar Trash Cans                      | PUBLIC WORKS          |
| 6/18/2026                  | 1687         | \$23,173.00            | PAT'S PUMP & BLOWER, LLC | BLOWER REPAIR                               | WASTEWATER CAPITAL    |
| 6/23/2026                  | POA20260128  | Increase PO \$3,000.00 | PALM COAST FORD          | Fleet Hardware & Parts - OEM Ford Parts     | PUBLIC WORKS          |
| <b>EMERGENCY PURCHASES</b> |              |                        |                          |                                             |                       |
| 6/22/2026                  | 1695         | \$18,296.03            | RING POWER CORPORATION   | Rental of 500kw emergency standby generator | WASTEWATER TREATMENT  |

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** July 21, 2026

**Agenda Item:** P.1

|                                                             |                                       |
|-------------------------------------------------------------|---------------------------------------|
| <b>Department</b> CITY CLERK<br><b>Division</b> CITY CLERK  | <b>Amount</b><br><b>Org/Account #</b> |
| <b>Subject:</b> AGENDA WORKSHEET AND CALENDAR               |                                       |
| <b>Presenter:</b> Kaley Cook, City Clerk                    |                                       |
| <b>Attachments:</b><br>1. Agenda Worksheet<br>2. Calendar   |                                       |
| <b>Background:</b>                                          |                                       |
| <b>Recommended Action:</b><br>AGENDA WORKSHEET AND CALENDAR |                                       |

|               |                                                                                                                               |                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|               | <b>July 28, 2026 Special Budget Workshop (9 a.m.)</b>                                                                         | <b>PRESENTER</b>      |
| Presentation  | Proposed Water and Wastewater Utility, Stormwater, Collection and Sanitation, IT Enterprise & Building Fund Operating Budgets | Financial Services    |
|               | <b>August 4, 2026 Business Meeting (6 p.m.)</b>                                                                               | <b>PRESENTER</b>      |
| Ordinance 1st | Western Parcel Annexation                                                                                                     | Nguyen/Papa           |
| Ordinance 1st | Westward Expansion Annexation City Owned Property                                                                             | Nguyen/Papa           |
| Ordinance 1st | Western Parcel FLUM                                                                                                           | Nguyen/Papa           |
| Ordinance 1st | Western Parcel MPD                                                                                                            | Nguyen/Papa           |
| Resolution    | Work Order with Connect Consulting for West Well Field Test Boring                                                            | Roche/Roussell        |
| Resolution    | Hydraulic Modeling                                                                                                            | Roche                 |
| Resolution    | Water Supply Plan                                                                                                             | Roche                 |
| Resolution    | Water Quality Assessment                                                                                                      | Roche                 |
|               | <b>August 11, 2026 Workshop Meeting (9 a.m.)</b>                                                                              | <b>PRESENTER</b>      |
| Presentation  | 5 Year Capital Improvement Plan, all Capital Funds, Fleet Proposed Budgets                                                    | Cote, Roche, Mancill  |
| Presentation  | Review of Code Enforcement Sections Related to Animal Control                                                                 | Grossman              |
| Presentation  | LDC Wrap Up                                                                                                                   | Community Development |
| Ordinance     | Historical Preservation                                                                                                       | Duffy                 |
|               | <b>August 18, 2026 Business Meeting (9 a.m.) - CANCEL - PRIMARY ELECTION DAY</b>                                              | <b>PRESENTER</b>      |
|               |                                                                                                                               |                       |
|               | <b>August 25, 2026 Budget Workshop (9 a.m.)</b>                                                                               | <b>PRESENTER</b>      |
| Presentation  | Final Proposed Budget for FY 2027 (All Funds)                                                                                 | Financial Services    |
|               | <b>September 1, 2026 Business Meeting (6 p.m.)</b>                                                                            | <b>PRESENTER</b>      |
| Resolution    | Final Nuisance Abatement                                                                                                      | Grossman              |
| Resolution    | OKR SAD                                                                                                                       | Alves                 |
| Ordinance 1st | Lakeview Estates FLUM Amendment                                                                                               | Hanson                |
| Ordinance 1st | Lakeview Estates MPD Amendment                                                                                                | Hanson                |
| Ordinance 1st | Adoption of the LDC                                                                                                           | Nguyen                |
| Ordinance 1st | Cascades FLUM                                                                                                                 | Papa                  |
| Ordinance 1st | Cascades MPD                                                                                                                  | Papa                  |
|               | <b>September 8, 2026 Workshop (9 a.m.)</b>                                                                                    | <b>PRESENTER</b>      |
| Presentation  | Cultural Art Grant Recommendation                                                                                             | Hirst/FC3             |
|               | <b>September 9, 2026 Budget Hearing (5:15 p.m.)</b>                                                                           | <b>PRESENTER</b>      |
|               |                                                                                                                               |                       |
|               | <b>September 15, 2026 Business Meeting (9 a.m.)</b>                                                                           | <b>PRESENTER</b>      |
| Proclamation  | Pink Army Month                                                                                                               | Council               |
| Proclamation  | Hispanic Heritage Month                                                                                                       | Council               |
| Proclamation  | Stormwater Awareness Week                                                                                                     | Council               |
| Ordinance 2nd | Western Parcel Annexation                                                                                                     | Nguyen/Papa           |
| Ordinance 2nd | Western Parcel Annexation City Owned Property                                                                                 | Papa/Nguyen           |
| Ordinance 2nd | Western Parcel FLUM                                                                                                           | Nguyen/Papa           |
| Ordinance 2nd | Western Parcel MPD                                                                                                            | Nguyen/Papa           |
| Ordinance 2nd | Adoption of the LDC                                                                                                           | Nguyen                |
|               | <b>September 22, 2026 Optional Workshop Meeting (6 p.m.)</b>                                                                  | <b>PRESENTER</b>      |
|               |                                                                                                                               |                       |
|               | <b>September 23, 2026 Final Budget Hearing (5:15 p.m.)</b>                                                                    | <b>PRESENTER</b>      |
|               |                                                                                                                               |                       |
|               | <b>October 6, 2026 Business Meeting (6 p.m.)</b>                                                                              | <b>PRESENTER</b>      |
| Resolution    | Cultural Art Grant Recommendation                                                                                             | Hirst                 |
| Resolution    | MOC GMP Amendment                                                                                                             | Cote                  |
| Ordinance 1st | Red Mill Pointe MPD                                                                                                           | Hanson                |
| Ordinance 1st | Magnolia Trace (OARE) MPD Amendment                                                                                           | Papa                  |
|               | <b>October 13, 2026 Workshop Meeting (9 a.m.)</b>                                                                             | <b>PRESENTER</b>      |
|               |                                                                                                                               |                       |
|               | <b>October 20, 2026 Business Meeting (9 a.m.)</b>                                                                             | <b>PRESENTER</b>      |
| Ordinance 2nd | Lakeview Estates FLUM Amendment                                                                                               | Hanson                |
| Ordinance 2nd | Lakeview Estates MPD Amendment                                                                                                | Hanson                |
| Ordinance 2nd | Red Mill Pointe MPD                                                                                                           | Hanson                |

|               |                                                                                   |                             |
|---------------|-----------------------------------------------------------------------------------|-----------------------------|
| Ordinance 1st | Cascades FLUM                                                                     | Papa                        |
| Ordinance 1st | Cascades MPD                                                                      | Papa                        |
| Ordinance 2nd | Magnolia Trace (OARE) MPD Amendment                                               | Papa                        |
|               | <b>October 27, 2026 Optional Workshop Meeting (6 p.m.)</b>                        | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>November 3, 2026 Business Meeting (ELECTION DAY)</b>                           | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>November 10, 2026 Workshop Meeting (9 a.m.)</b>                                | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>November 17, 2026 Business Meeting (9 a.m.)</b>                                | <b>PRESENTER</b>            |
| Resolution    | Approving the Final 2026 General Election Results                                 | Cook                        |
| Oath          | Oath of Office for the Newly Elected Council Members                              | Cook                        |
| Appointment   | Vice Mayor Appointment                                                            | Cook                        |
| Appointment   | Council Liaison Appointments                                                      | Cook                        |
|               | <b>November 24, 2026 Optional Workshop Meeting (6 p.m.)</b>                       | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>December 1, 2026 Business Meeting (6 p.m.)</b>                                 | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>December 8, 2026 Workshop Meeting (9 a.m.)</b>                                 | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>December 15, 2026 Business Meeting (9 a.m.)</b>                                | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>December 22, 2026 Optional Workshop Meeting (6 p.m.)</b>                       | <b>PRESENTER</b>            |
|               |                                                                                   |                             |
|               | <b>Future</b>                                                                     | <b>PRESENTER</b>            |
| Resolution    | Memorandum of Understanding - Co-location for PCFD and Flagler County Fire Rescue | Berryhill                   |
| Ordinance     | Pile Burning                                                                      | Berryhill                   |
| Presentation  | Right-of-Way                                                                      | Buckley                     |
| Resolution    | Belle Terre / SR 100 Intersection Study                                           | Castello                    |
| Resolution    | Belle Terre / Seminole Woods Intersection Study                                   | Castello                    |
| Resolution    | Occupational Services                                                             | Fuller                      |
| Resolution    | Cultural Arts Facility Master Plan                                                | Gebo                        |
| Resolution    | Belle Terre Park Master Plan Study                                                | Gebo                        |
| Ordinance     | Red Mill Pointe - MPD                                                             | Hanson                      |
| Resolution    | Flagler Landings Technical Site Plan Tier 3                                       | Hanson                      |
| Resolution    | YMCA Agreement                                                                    | Hirst                       |
| Resolution    | Loop Road Phase 2 - FEC Utility Line Agreements                                   | Kehoe/Crawford              |
| Resolution    | Loop Road Phase 2 & 4 Wetland Mitigation Credit Purchase Agreement                | Kehoe/Crawford              |
| Resolution    | OKR North Phase 2 - Construction Contract, CEI Services, Project Contingency      | Kehoe/Crawford              |
| Resolution    | FY 26 Microsurfacing Contract                                                     | Kehoe/Gibson                |
| Resolution    | Soleta Lakes - Subdivision Master Plan                                            | Lens                        |
| Resolution    | Soleta Lakes - Land Exchange Agreement                                            | Lens                        |
| Resolution    | City-Wide Floodwise                                                               | Morales                     |
| Resolution    | Saltwater Canal Design Status                                                     | Morales                     |
| Resolution    | Ditch 10 / Graham Swamp Waterway Expansion - Design                               | Morales                     |
| Resolution    | B-1, B-2, & B-3 (Pop offs for Bellaire Waterway) - Design                         | Morales                     |
| Resolution    | Structure Repairs                                                                 | Morales                     |
| Resolution    | W-1 Weir Replacement & Upgrade - Design                                           | Morales                     |
| Resolution    | Pipe Lining                                                                       | Morales                     |
| Resolution    | Interlocal Agreement TPO Urban Boundary Expansion                                 | Nguyen                      |
| Resolution    | Flagler Landings Proportionate Share Agreement                                    | Nguyen                      |
| Resolution    | Flagler County Housing Services                                                   | Paradowski, Byrer, Gonzalez |
| Presentation  | Alternative Water Sources                                                         | Roche                       |
| Resolution    | Matanzas/Belle Terre Intersection (Right of Way)                                  | Smith/Crawford              |
| Resolution    | Seminole Woods ICI ROW                                                            | Smith/Nguyen                |
| Resolution    | Kensington Right of Way Agreement                                                 | Smith/Nguyen                |
| Resolution    | Public Lands to Flagler Habitat for Humanity - Purchase and Sale Agreement        | Smith                       |
| Resolution    | Flagler Village - Purchase and Sale Agreement                                     | Smith                       |
| Resolution    | City-wide Survey Services                                                         | Smith                       |





## Meeting Calendar for 7/28/2026 through 12/29/2026

**7/28/2026**

City Council Budget Workshop  
City Hall

**8/4/2026**

City Council Business Meeting  
City Hall

**8/11/2026**

City Council Workshop  
City Hall

**8/25/2026**

City Council Workshop Meeting  
City Hall

**9/1/2026**

City Council Business Meeting  
City Hall

**9/8/2026**

City Council Workshop  
City Hall

**9/9/2026**

City Council Budget Hearing  
City Hall

**9/15/2026**

City Council Business Meeting  
City Hall



## Meeting Calendar for 7/28/2026 through 12/29/2026

**9/23/2026**

City Council Budget Hearing  
City Hall

**10/6/2026**

City Council Business Meeting  
City Hall

**10/13/2026**

City Council Workshop  
City Hall

**10/20/2026**

City Council Business Meeting  
City Hall

**11/10/2026**

City Council Workshop  
City Hall

**11/17/2026**

City Council Business Meeting  
City Hall

**12/1/2026**

City Council Business Meeting  
City Hall

**12/8/2026**

City Council Workshop  
City Hall



## Meeting Calendar for 7/28/2026 through 12/29/2026

**12/15/2026**

City Council Business Meeting

City Hall