# City of Palm Coast
# Agenda

City Hall
160 Lake Avenue
Palm Coast, FL 32164
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***

| **Tuesday, March 17, 2026** | **9:00 AM** | **City Hall - Jon Netts Community Wing** |
|---|---|---|

**City Staff**
**Michael McGlothlin, City Manager**
**Marcus Duffy, City Attorney**
**Kaley Cook, City Clerk**

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

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

### A. CALL TO ORDER

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

### C. ROLL CALL

### D. PROCLAMATIONS AND PRESENTATIONS

**1. PROCLAMATION - FEBRUARY 28, 2026, AS RARE DISEASE DAY**

**2. PROCLAMATION - MARCH 2026 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH**

**3. PRESENTATION - RESIDENTIAL ROADWAY SPEED LIMIT REDUCTION**

### E. PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

(1) This agenda item has a thirty (30) minute limit.
(2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
(3) The Public may provide comments to the City Council relative to matters not on the agenda at

the times indicated in this Agenda. Following any comments from the public, there may be discussion by the City Council.
(4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
(5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
(a) make their comments concise and to the point;
(b) not speak more than once on the same subject;
(c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
(d) obey the orders of the Mayor or the City Council; and (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
(6) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit. Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting. Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

## F. APPROVAL OF MINUTES

**4. MINUTES OF THE CITY COUNCIL: MARCH 3, 2026, BUSINESS MEETING MARCH 10, 2026, WORKSHOP MEETING**

## G. APPOINTMENTS

**5. APPOINT MEMBERS AND ALTERNATES TO THE PARKS AND RECREATION ADVISORY BOARD (PRAB)**

## H. ORDINANCES FIRST READING

**6. ORDINANCE 2026-XX 56 HARGROVE GRADE ZONING MAP AMENDMENT, APPLICATION 6185**

## I. RESOLUTIONS

**7. RESOLUTION 2026-XX ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025 AS PRESENTED BY MAULDIN & JENKINS, LLC.**

**8. RESOLUTION 2026-XX APPROVING A CONSTRUCTION CONTRACT WITH PBM CONSTRUCTORS, INC., FOR WTP #1 WELLFIELD EXPANSION: EQUIP SW-147 AND SW-148 AND NEW RAW WATER MAIN**

**9. RESOLUTION 2026-XX APPROVING EXPENSES FOR THE 2 UTILITY DRIVE MODIFICATIONS PROJECT**

## J. CONSENT

**10. RESOLUTION 2026-XX APPROVING REPEALING RESOLUTION 2025-41 VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK AS RECORDED IN OFFICIAL RECORDS BOOK 3022, PAGE 1145 OF FLAGLER COUNTY**

**11. RESOLUTION 2026-XX DESIGNATING AN ADMINISTRATIVE AUTHORITY TO**

RECEIVE, REVIEW, AND PROCESS THE PLATS OR REPLATS SUBMITTED, INCLUDING DESIGNATING AN ADMINISTRATIVE OFFICIAL RESPONSIBLE FOR APPROVING, APPROVING WITH CONDITIONS, OR DENYING THE PROPOSED PLATS OR REPLATS SUBMITTED TO THE CITY OF PALM COAST

12. RESOLUTION 2026-XX APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OFFICIAL RECORDS MAP BOOK 37 PAGE 32

13. RESOLUTION 2026-XX APPROVING A RIGHT-OF-WAY MAP FOR THE MATANZAS WESTWARD EXPANSION PROJECT

14. RESOLUTION 2026-XX APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR DESIGN SERVICES ASSOCIATED WITH THE IMPROVEMENTS TO THE ACQUIRED WATERFRONT PROPERTY

15. RESOLUTION 2026-XX AMENDING RESOLUTION 2025-72 RELATING TO PIGGYBACKING THE FLORIDA SHERIFFS ASSOCIATION CONTRACT NO. FSA25-TRS27.0 WITH BOULEVARD TIRE CENTER

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

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

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

16. REPORTING OF EMERGENCY AND SOLE SOURCE FOR FEBRUARY 2026

N. ADJOURNMENT

17. AGENDA WORKSHEET AND CALENDAR

**Agenda Date:** March 17, 2026

| | | |
|---|---|---|
| **Department**<br>**Division** | CITY ADMINISTRATION | **Amount**<br>**Org/Account #** |
| **Subject:** | PROCLAMATION - FEBRUARY 28, 2026, AS RARE DISEASE DAY | |
| **Presenter:** | **Mayor and City Council** | |
| **Attachments:** | 1. Proclamation | |

**Background:**
The City of Palm Coast would like to proclaim February 28, 2026, as Rare Disease Day.

**Recommended Action:**
**PROCLAIM FEBRUARY 28, 2026 AS RARE DISEASE DAY**

**Agenda Date:** March 17, 2026

| | | |
|---|---|---|
| **Department**<br>**Division** | CITY ADMINISTRATION | **Amount**<br>**Org/Account #** |
| **Subject:** | PROCLAMATION - MARCH 2026 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH | |
| **Presenter:** | **Mayor and City Council** | |

**Attachments:**

1. Proclamation

**Background:**

The City of Palm Coast would like to proclaim March 2026 as Developmental Disabilities Awareness Month.

**Recommended Action:**

**PROCLAIM MARCH 2026 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH**

**Agenda Date:** March 17, 2026

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|---|---|
| **Department** STORMWATER AND ENGINEERING<br>**Division** CONSTRUCTION MGT AND ENGINEERING | **Amount**<br>**Org/Account #** |

**Subject:** PRESENTATION – RESIDENTIAL ROADWAY SPEEED LIMIT REDUCTION

**Presenter: Carl L Cote, Director of Stormwater and Engineering**

**Attachments:**

1. Presentation

**Background:**
**Council Priority:** Design and Implement a Citywide Plan for Road Repair and Road Safety

Staff will be presenting the outcome of a study evaluating lowering the speed limit to 25 MPH on residential streets. The presentation will include a summary of the study performed by Kimley-Horn along with the cost of installing speed limit signs and a heat map showing where accidents occur the most.

**Recommended Action:**
**FOR PRESENTATION AND DIRECTION**

# City of Palm Coast, Florida
# Agenda Item

**Agenda Date:** March 17, 2026

| | |
|---|---|
| **Department** CITY CLERK<br>**Division** CITY CLERK | **Amount**<br>**Org/Account #** |

**Subject:** MINUTES OF THE CITY COUNCIL: MARCH 3, 2026, BUSINESS MEETING MARCH 10, 2026, WORKSHOP MEETING

**Presenter:** **Kaley Cook, City Clerk**

**Attachments:**

1. Minutes (2)

**Background:**

**Recommended Action:**
**APPROVE MINUTES OF THE CITY COUNCIL: MARCH 3, 2026, BUSINESS MEETING MARCH 10, 2026, WORKSHOP MEETING**

**Agenda Date:** March 17, 2026

| | |
|---|---|
| **Department** CITY ADMINISTRATION<br>**Division** | **Amount**<br>**Org/Account #** |
| **Subject:** APPOINT MEMBERS AND ALTERNATES TO THE PARKS AND RECREATION ADVISORY BOARD (PRAB) | |
| **Presenter:** **Mayor and City Council** | |
| **Attachments:**<br>1. Applications (10) | |

**Background:**

On January 2, 2026, City Council adopted Resolution 2026-09 creating the Parks and Recreation Advisory Board (PRAB). The purpose of the PRAB is to consult with the city departments Parks and Recreation, Stormwater and Engineering, Community Development and advise and make recommendations to the City Council, City Manager and Parks and Recreation on matters relating to the arts, culture, history, recreation, and parks activities, and open space needs.

Per Resolution 2026-09, the City Council shall appoint a Parks and Recreation Advisory Board with five (5) members, with two at-large alternate members. Each member and alternate shall be appointed, respectfully, by the majority vote of the five (5) members of the City Council. Members of the Parks and Recreation Advisory Board shall be a resident of the City and appointments shall be made based on experience or interest in the subject matter jurisdiction of the advisory board. No elected official or employee of the City Government shall be appointed to serve on the board. At least one member from each of the City's four (4) City Council districts will be appointed to the board. The initial appointments to the board shall be two (2) years; and thereafter, the appointments to the board shall be for terms of two (2) years.

Staff received ten qualified applications and background checks were completed by Human Resources. The applicants are as follows:

| District | Name |
|---|---|
| 1 | Megan Rizzo |
| 2 | Agnes Lightfoot |
| 2 | DeAnna Oflaherty |
| 2 | Gary Kunnas |
| 3 | Amalia Goulbourne |
| 3 | John Subers |
| 3 | Kelsey McManus |
| 4 | Cathy Heighter |
| 4 | Julia Walthall |
| 4 | Philip McClure |

**Recommended Action:**
**APPOINT MEMBERS AND ALTERNATES TO THE PARKS AND RECREATION ADVISORY BOARD (PRAB)**

**Agenda Date:** March 17, 2026

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

**Subject:** 56 HARGROVE GRADE ZONING MAP AMENDMENT - APPLICATION # 6185

**Presenter: Michael Hanson, AICP, Senior Planner**

**Attachments:**

1. Power Point
2. Ordinance
3. Staff Report
4. Business Impact Estimate
5. Map Series
6. Survey and Title Opinion
7. Application
8. Applicant Cover Letter and Criteria Analysis
9. Applicant Submitted Traffic Report and City Intersection Evaluation Study
10. Applicant Environmental Report and Water Usage Email Correspondence with City Hydrologist
11. Public Notice
12. Applicant Proffered Deed Restrictions

**This is a quasi judicial item, please disclose any ex parte communication.**

**Background:**

Request: Michael Chiumento, III, as agent for Hard Rock Materials Inc., is proposing to rezone ±10.44 acres of vacant land located on the north side of Hargrove Grade from the Light Industrial and Warehousing (IND-1) zoning district to the Heavy Industrial (IND-2) zoning district in order for the property owner to develop the subject parcel with a proposed concrete batch plant.

Background: The property owner purchased the vacant subject property in April 2025 from Hargrove Mini Storage Inc. The subject property is part of the Hargrove Industrial Park and is currently zoned for IND-1 uses. It is designated as Industrial on the Future Land Use Map (FLUM).

The previous property owner recently received a development order for a recreational vehicle & boat storage facility with a total of ±150,988 square feet under Application #4859. The current rezoning application was submitted during the active period for the recent development order. At this time the new owner, Hard Rock Materials, proposes to rezone the site to accommodate a concrete batch plant on the site so that they can expand their business of selling ready-mix concrete to Palm Coast.

Project Description: Concrete batch plants are a specified heavy industrial use that is allowed within the IND-2 zoning district subject to the regulations provided by the Unified Land Development Code (LDC) Section 4.14 – Industrial Uses. This rezoning application is conceptual in nature, and if approved by the City Council the applicant will be required to submit for a Technical Site Plan prior to development to ensure compliance with the Comprehensive Plan, LDC, and any other local, state, or federal regulation or law.

Concrete is made by combining cement, aggregate material (typically gravel and crushed rock), and water. The proposed user would store the ingredients for making ready-mix concrete on site and would bring the necessary materials from another location. The applicant does not propose a cement manufacturing use on this site. Both cement manufacturing and concrete batch plants are separate uses; however, they are overall related in that they are both utilized in the production of concrete.

As rezonings are conceptual, the actual size of the proposed concrete batch plant will be determined during the subsequent Technical Site Plan (TSP) Application. TSP approval is required prior to the applicant receiving a development order, and during the TSP phase, the project submittal will be required to ensure compliance with all applicable laws and regulations pertaining to site development.

Public Participation: The applicant hosted a neighborhood meeting as required by Unified Land Development Code (LDC) Section 2.05.02 at 5:45 p.m. Monday August 11, 2025, in the meeting room of the Flagler County Public Library. The applicant also met the public notice requirements of LDC Section 2.05.03.

Only one member of the public attended the neighborhood meeting. Additionally, the applicant, project's engineer, and the staff planner attended. The attendee was concerned about fencing on the property and wanted to know about potential amount of traffic on Hargrove Grade. The applicant and engineer explained that the property owner would likely have about 15 truck trips per day.

Planning and Land Development Regulation Board Meetings: This item was originally scheduled for the August 20, 2025 Planning and Land Development Regulation Board (PLDRB) meeting. The item was requested to be continued by the applicant for one month prior to discussion. At the September 17, 2025 PLDRB meeting, the item was requested by the applicant for an additional one month continuation. At the October 15, 2025 PLDRB meeting, the item was initially heard by the PLDRB. During that meeting, eight individuals from the public spoke in opposition to this item. Planning Manager Phong Nguyen informed the PLDRB that the city was preparing the US-1 and Hargrove Grade Intersection Evaluation Study that was requested by City Council during its August 29, 2025 business meeting. The PLDRB asked for clarification based on the application materials indicating a daily draw of ±8,000 GPD compared to the applicant unilaterally proffered restrictive covenants that indicated a daily draw of up to ±25,000 GPD and then continued the item until its February 18, 2026.

The item was brought back to PLDRB on its February 18, 2026 meeting with the inclusion of City's intersection traffic report, the analysis of the ±25,000 GPD draw by the City's contracted hydrologist. During the February 18, 2026 meeting 10 members of the public spoke during public comment with four members offering opposition to the project and six members offering

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| support for the project. The PLDRB voted to recommend approval to City Council for the rezoning application with a vote of five to two. |
| **Recommended Action:**<br>**THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDED THAT THE CITY COUNCIL FINDS THAT THE PROPOSED REZONING (APPLICATION NO. 6185) IS CONSISTENT WITH THE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE TO REZONE ±10.44 ACRES FROM THE IND-1 ZONING DISTRICT TO THE IND-2 ZONING DISTRICT.** |

# City of Palm Coast, Florida
# Agenda Item

**Agenda Date:** March 17, 2026

| | | | |
|---|---|---|---|
| **Department**<br>**Division** | FINANCIAL SERVICES | **Amount**<br>**Account #** | |

**Subject:** RESOLUTION 2026-XX ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025 AS PRESENTED BY MAULDIN & JENKINS, LLC

**Presenter: Helena Alves, Director of Financial Services**

**Attachments:**

1. Annual Comprehensive Financial Report Fiscal Year Ending September 30, 2025

**Background:**

The annual audit has been completed by Mauldin & Jenkins, LLC, for the fiscal year ending September 30, 2025, and the Annual Comprehensive Financial Report has been prepared.

Daniel Anderson, CPA from Mauldin & Jenkins, LLC, will present the audit report for review and acceptance by City Council. A copy of the report is attached as Exhibit A.

**Recommended Action:**
**ADOPT RESOLUTION 2026-XX APPROVING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025, AS PRESENTED BY MAULDIN & JENKINS, LLC**

**Agenda Date:** March 17, 2026

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| **Department** UTILITY<br>**Division** UTILITY CAPITAL CME | **Amount** $1,217,425.00<br>**Org/Account #** 54029088-063010-81037<br>54029088-063010-81039 |

**Attachments:**

1. Resolution
2. Draft Contract
3. Notice of Intent to Award
4. Project Overview
5. Engineers Letter of Recommendation
6. Bid Tabulation

**Presenter: Alexander Blake, P.E., Utility Engineer**

**Subject:** RESOLUTION 2026-XX APPROVING A CONSTRUCTION CONTRACT WITH PBM CONSTRUCTORS, INC., FOR WTP #1 WELLFIELD EXPANSION: EQUIP SW-147 AND SW-148 AND NEW RAW WATER MAIN

**Background:**
**Council Priority: D. Sustainable Environment and Infrastructure**

Water Treatment Plant 1 (WTP 1) needs additional wells. These wells will be added to the current well rotation, increasing production, allowing extra time to rest existing wells, and increasing well recovery. City staff worked with consultants to determine two potential locations near WTP 1: SW-147 and SW-148. Connect Consulting, Inc., (CCI), has constructed and tested both wells at City staff's direction, and both are viable production raw water wells for WTP 1. In addition, McKim & Creed, a City-approved consulting engineering firm, to perform design and construction engineering services for wells SW-147 & SW-148. The project, ITB-UT-26-07, was advertised for bid on January 21, 2026, for construction services. Seven (7) bids were received on July 25, 2024. Bids ranged from $1,106,750.00 to $2,008,110.00. City staff recommend awarding the contract to the low-bidder PBM Constructors, Inc., of Jacksonville, Florida, for $1,106,750.00, with a contingency of $110,675.00, for a total of $1,217,425.00. The Notice of Intent to Award is attached. Funds for this project have been budgeted out of the Utility Capital Improvement Fund and are included in the 5-year Capital Improvement Plan.

**Source of Funds Worksheet 54029088-063010-81037**
Original Budget: $900,000.00
Total Expended/Encumbered to Date: $0.00
Pending Work Orders/Contracts: $0.00
Current (WO/Contract): $775,249.20
Balance: $124,750.80

**Source of Funds Worksheet 54029088-063010-81039**
Original Budget: $690,000.00

Total Expended/Encumbered to Date: $0.00
Pending Work Orders/Contracts: $0.00
Current (WO/Contract): $442,175.80
Balance: $247,824.20

**Recommended Action:**
**ADOPT RESOLUTION 2026-XX APPROVING A CONSTRUCTION CONTRACT WITH PBM CONSTRUCTORS, INC., FOR WTP #1 WELLFIELD EXPANSION: EQUIP SW-147 AND SW-148 AND NEW RAW WATER MAIN**

# City of Palm Coast, Florida
# Agenda Item

**Agenda Date:** March 17, 2026

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|---|---|
| **Department:** STORMWATER AND ENGINEERING<br>**Division**: CONSTRUCTION MGT AND ENGINEERING | **Amount** $1,675,000.00<br>**Org/Account #** 54019000-063000 |

**Subject:** RESOLUTION 2026-XX APPROVING EXPENSES FOR THE 2 UTILITY DRIVE MODIFICATIONS PROJECT

**Presenter: Brian Roche, Director of Utility**

**Attachments:**

1. Resolution

**Background:**
**Council Priority:**
**B. Safe and Reliable Services**

The COPC Utility Operations building, located at 2 Utility Drive, built in 1976, is one of the oldest buildings in Palm Coast. The facility houses approximately 100 personnel with 70 field staff primarily in the field utilizing 2 Utility Dr for locker room facilities. This central facility serves as the hub for the operations, inventory and administrative functions of the utility.

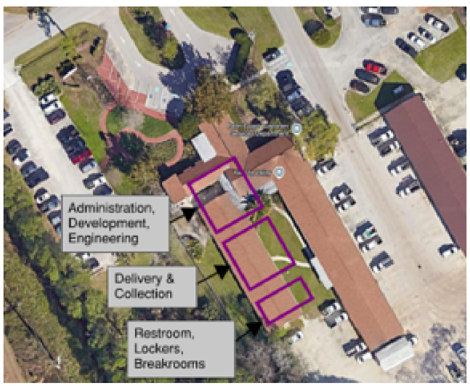
This building continues to have significant maintenance issues and costs making it no longer suitable for uninterrupted administrative and operational work activates. Serious maintenance problems occurred last year:

- Roof leaks and associated damage
- Plumbing failures – rest rooms, locker rooms, break rooms
- HVAC supply and return failures
- Interior finishes at end of serviceable life
- Nuisance pests
- Fire line leaks in the ceiling

Current - 2 Utility Dr.


Alternative

Three (3) Temporary Facilities Dr.




Solutions

I. Rehabilitate the Existing Structures

Extensive maintenance, repair and/or replacement work would be required prior to the MOC being completed.  Not all work or costs can be identified in advance as additional work needed will be uncovered during the ongoing building upkeep process.

| | Task | | Estimate |
|---|---|---|---|
| 1. | HVAC, ductwork and equipment | | $50K - $100K |
| 2. | Plumbing | | $50K - $75K |
| 3. | Ceiling in lab, conference room ceiling / walls | | $50K |
| 4. | Secure eaves | | $25K |
| 5. | Fire Line repair or replace | | $25K - $300K |
| 6. | Breakroom, restroom, locker room remodel | | $300K |
| 7. | Unknown contingency items | | $100K - $150K |
| | | TOTAL | **$600K - $1.0M** |

Pros

- Lower cost option during the time period prior to MOC completion.

Cons

- Inefficient work environment
- Constructed under early 1970's building codes
- $600K - $1 million cost with no salvage value
- Work and staff disruption/relocation during on-going repairs and renovations

Risks

- Unknown problems will continue to arise requiring additional expenses

## II. Alternative: Remove Existing Facilities, Replace with Temporary Facilities

Replace existing facilities with temporary facilities for 3 – 5 years while the MOC is being constructed. Work would be completed by Gilbane (MOC General Contractor) as a turn-key project; some work items would be completed by in-house staff as well as separate contracts for work including but not limited to electrical (Palmetto Electric existing service contract with city) and IT (data, card reader). The intent is to utilize existing items where feasible.

| | Initial Cost | | Estimate |
|---|---|---|---|
| 1. | Demolition of existing facilities | | $150K |
| 2. | Survey/Abatement | | $5K- $50K |
| 3. | Site/Civil Work/Landscaping | | $50K |
| 4. | Ramps/Sidewalks | | $50K |
| 5. | Plumbing | | $50K |
| 6. | Electrical Service | | $150K |
| 7. | 3 - wide portable for Locker/Restroom, Breakroom | | $250K |
| 8. | Installation of Trailers | | $150K |
| 9. | IT/Card Readers/Security | | $100K |
| 10. | Locker Room Facilities | | $50K |
| 11. | Worktables and Chairs | | $100K |
| 12. | Inventory Bay | | $100K |
| 13. | Permits | | $25K |
| 14. | Temporary Restrooms | | $25K |
| 15. | General Contractor | | $50K |
| 16. | Unknown Contingency Items | | $150K |
| | | TOTAL | **$1.5M** |

| | Annual/Lease Cost | | Estimate |
|---|---|---|---|
| 1. | 5 wide portable for Admin, Engineering & Development | | $75K |
| 2. | 5 wide portable for D&C Staff | | $75K |
| 3. | Other | | $25K |
| | | TOTAL | **$175K** |

Pros

- Utilizes existing site at 2 Utility Dr.
- Planned expenses
- Uninterrupted workspaces for utility admin and operations
- Hurricane 3 rated structures

Cons

- 60 – 90-day build-out plan
- $1.5 million-dollar initial cost with limited salvage value

Risks

- New temporary buildings should have less risk than the 50-year-old building.

City staff is recommending the Temporary Facility Alternative and seeking City Council approval for:

- Concurrence to proceed with the Temporary Facility Alternative.
- Approval of project expenses of $1,675,000.00.
- Approval to grant authority for the City Manager to enter into or increase any necessary contracts including those that are equal to or exceed $50,000.00 associated with the expenses related to the above-mentioned project. This includes new piggyback contracts as well as Lease Agreement for trailers.
-

The project will be funded utilizing a portion of the current budget year Utility transfer to the Capital Projects Fund for the Maintenance Operations Center (MOC) Project.

| **Source of Funds Worksheet FY 2026** | | |
|---|---|---|
| Interfund Transfer 54019099-091300 | $ | 2,800,000.00 |
| Budget Tranfer to 54019000-063000 | $ | 1,675,000.00 |
| **Balance** | $ | 1,125,000.00 |

| **Source of Funds Worksheet FY 2026** | | |
|---|---|---|
| Utility Admin Building 54019000-063000 | $ | - |
| Interfund Transfer 54019099-091300 | $ | 1,675,000.00 |
| Total Expenses/Encumbered to Date | $ | - |
| Pending Work Orders/Contracts | $ | - |
| Current contract | $ | 1,675,000.00 |
| **Balance** | $ | - |

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| **Recommended Action:**<br>**ADOPT RESOLUTION 2026-XX APPROVING EXPENSES FOR THE 2 UTILITY DRIVE MODIFICATIONS PROJECT** |

**Agenda Date:** March 17, 2026

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|---|---|
| **Department** STORMWATER AND ENGINEERING<br>**Division** CONSTRUCTION MGT AND ENGINEERING | **Amount**<br>**Org/Account #** |

**Subject:** RESOLUTION 2026-XX APPROVING REPEALING RESOLUTION 2025-41 VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK AS RECORDED IN OFFICIAL RECORDS BOOK 3022, PAGE 1145 OF FLAGLER COUNTY

**Presenter:** **Carl L Cote, Director of Stormwater and Engineering**

**Attachments:**

1. Presentation
2. Resolution

**Background:**

On March 18, 2025, City Council adopted Resolution 2025-41, vacating certain streets within the Municipal Operations Center (MOC) area. The streets identified for vacation included Parkgate Boulevard, Siding Court, and Park Square.

During subsequent work on the Westward Expansion project involving streets and rights-of-way, staff determined that an excessive portion of Parkgate Boulevard had been vacated. Additionally, it was discovered that the administrative process was not properly followed. To address these issues, staff is proposing to repeal the original resolution and advertise an ordinance to vacate the correct portion of Parkgate Boulevard, along with all of Siding Court and Park Square, in accordance with state statutes.

Separately, staff will also present a proposed right-of-way map for Council's consideration as part of the Westward Expansion project

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING REPEALING RESOLUTION 2025-41 VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK AS RECORDED IN OFFICIAL RECORDS BOOK 3022, PAGE 1145 OF FLAGLER COUNTY**

**Agenda Date:** March 17, 2026

| | |
|---|---|
| **Department** COMMUNITY DEVELOPMENT<br>**Division** PLANNING | **Amount**<br>**Org/Account #** |

**Subject:** RESOLUTION 2026-XX DESIGNATING AN ADMINISTRATIVE AUTHORITY TO RECEIVE, REVIEW, AND PROCESS THE PLATS OR REPLATS SUBMITTED, INCLUDING DESIGNATING AN ADMINISTRATIVE OFFICIAL RESPONSIBLE FOR APPROVING, APPROVING WITH CONDITIONS, OR DENYING THE PROPOSED PLATS OR REPLATS SUBMITTED TO THE CITY OF PALM COAST

**Presenter:** **John Zobler, Director of Community Development**

**Attachments:**

1. Resolution

**Background:**

In 2025, the State Legislature created Section 177.071, Florida Statutes, establishing procedures for the administrative approval of plats and replats by a designated county or municipal official. Pursuant to Section 177.071(1)(a), Florida Statutes, the City is required to designate an administrative authority to receive, review, and process plat or replat submittals, including identifying an administrative official responsible for approving, approving with conditions, or denying proposed plats or replats.

In Section 2.02.03 of the Unified Land Development Code, the code provides for the duties associated with the Land Use Administrator, which is the City Manager, as per Chapter 14 of the Unified Land Development Code.

The duties of the Land Use Administrator are as follows:

A. The Land Use Administrator shall review and act upon any and all applications for development orders and permits that are issued by any person or body other than the City Council or the Planning and Land Development Regulation Board in which cases the Land Use Administrator shall provide for reviews and recommendations as appropriate.

B. The Land Use Administrator is authorized to make necessary interpretations of this LDC and to interpret the permissible, prohibited, and special exception land uses listed in each zoning district upon a written request for an interpretation being submitted to the Land Use Administrator together with any prescribed fee. The request shall contain sufficient information to enable the Land Use Administrator to make the necessary interpretation.

C. The Land Use Administrator is authorized to interpret the zoning map and to act upon disputed questions of district boundary lines and similar questions upon an application for an interpretation being submitted to the Land Use Administrator together with any prescribed fee. The application shall contain sufficient information to enable the Land Use Administrator to make the necessary interpretation.

Given the similarity of the duties, staff is recommending the Land Use Administrator be designated as the administrative authority to receive, review, and process plat or replat submittals, including identifying an

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| administrative official responsible for approving, approving with conditions, or denying proposed plats or replats. |
| **Recommended Action:**<br>**ADOPT RESOLUTION 2026-XX DESIGNATING AN ADMINISTRATIVE AUTHORITY TO RECEIVE, REVIEW, AND PROCESS THE PLATS OR REPLATS SUBMITTED, INCLUDING DESIGNATING AN ADMINISTRATIVE OFFICIAL RESPONSIBLE FOR APPROVING, APPROVING WITH CONDITIONS, OR DENYING THE PROPOSED PLATS OR REPLATS SUBMITTED TO THE CITY OF PALM COAST** |

**Agenda Date:** March 17, 2026

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| **Department** STORMWATER AND ENGINEERING<br>**Division** CONSTRUCTION MGT AND ENGINEERING | **Amount**<br>**Org/Account #** |

**Subject:** RESOLUTION 2026-XX APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OFFICIAL RECORDS MAP BOOK 37 PAGE 32

**Presenter:** **Carl L Cote, Director of Stormwater and Engineering**

**Attachments:**

1. Resolution

**Background:**

As part of the Municipal Operations Center and the Westward Expansion Projects, it is necessary to vacate the following streets: a portion of Parkgate Boulevard, all of Siding Court, and Park Square, as dedicated by the 2009 plat of Palm Coast Park Tracts 18 and 20, Parcel Identification 28-10-30-4290-00000-00A1.

In accordance with Section 336.09, Florida Statutes, staff has advertised this Resolution in the local newspaper of general circulation in Flagler County at least 2 weeks prior to Council's consideration for adoption.

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OFFICIAL RECORDS MAP BOOK 37 PAGE 32**

**Agenda Date:** March 17, 2026

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| **Department**<br>**Division** | STORMWATER AND ENGINEERING<br>ENGINEERING | **Amount**<br>**Org/Account #** |

**Subject:** RESOLUTION 2026-XX APPROVING A RIGHT-OF-WAY MAP FOR THE MATANZAS WESTWARD EXPANSION PROJECT

**Presenter:** **Carl L Cote, Director of Stormwater and Engineering**

**Attachments:**

1. Resolution
2. Right-of-Way map

**Background:**

As part of the Matanzas Westward Expansion Project, staff has determined the necessity of a right-of-way map.

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING A RIGHT-OF-WAY MAP FOR THE MATANZAS WESTWARD EXPANSION PROJECT**

**Agenda Date:** March 17, 2026

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| **Department** STORMWATER AND ENGINEERING<br>**Division** CONSTRUCTION MGT AND ENGINEERING | **Amount**<br>**Org/Account #** |

**Subject:** RESOLUTION 2026-XX APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR DESIGN SERVICES ASSOCIATED WITH THE IMPROVEMENTS TO THE ACQUIRED WATERFRONT PROPERTY

**Presenter: Eric Gebo, Architect**

**Attachments:**

1.Resolution

**Background:**
**D. Sustainable Environment and Infrastructure**

Through an Agreement with the County, the city recently acquired a rare parcel of land along the intracoastal waterway, which includes a section of an existing City trail.

To support the findings presented in the Countywide Parks Master Plan of enhancing the connection to the local bodies of water, the City is requesting approval for the submission of a Florida Inland Navigation District (FIND) Waterways Assistance Program Application for the design of improvements to the parcel of land which would include:

- Fishing Pier / boardwalk
- Improvements to the existing trail
- Picnic Pavilions along the waterfront
- Restroom facilities
- Utilities and other essential infrastructure
- Shoreline stabilization along Intracoastal Waterway Trail

This project is part of City Council's goal to ensure a safe community for our citizens and visitors while providing affordable, and enjoyable options for cultural, educational, recreational and leisure-time events.

This agenda item is for approval to submit a FIND waterways assistance grant program application for the design of the park.

**Recommended Action:**
**ADOPT RESOLUTION 2026-XX APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR DESIGN SERVICES ASSOCIATED WITH THE IMPROVEMENTS TO THE ACQUIRED WATERFRONT PROPERTY**

**Agenda Date:** March 17, 2026

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| **Department** | PUBLIC WORKS | **Amount** | Over $50K |
| **Division** | FLEET MANAGEMENT | **Org/Account #** | 65010071-052000 |

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| **Subject:** | RESOLUTION 2026-XX AMENDING RESOLUTION 2025-72 RELATING TO PIGGYBACKING THE FLORIDA SHERIFFS ASSOCIATION CONTRACT NO. FSA25-TRS27.0 WITH BOULEVARD TIRE CENTER |
| **Presenter:** | **Matthew Mancill, Director of Public Works** |

**Attachments:**

1. Resolution
2. Piggyback Contract (available in the Clerk's office for review)

**Background:**

On May 6, 2025, City Council adopted Resolution 2025-72 approving piggybacking the Florida Sheriffs Association Contract No. FSA25-TRS27.0 with Boulevard Tire Center for the purchase of tires and related services. Following adoption, staff identified that the resolution included a not-to-exceed dollar amount within the legislative approval section.

The City's standard piggyback resolution template does not include expenditure amounts within the resolution itself, as funding is addressed through the approved annual operating budget and associated purchase orders. To ensure consistency with City procurement practices and to avoid unintentionally restricting the contract through a legislative spending cap, staff is requesting approval of an amended resolution removing the not-to-exceed amount from the legislative language. No changes to the vendor, contract terms, scope of services, or budgeted funding are being requested. The estimated annual expenditure remains approximately $156,000 and is funded through the approved Fleet Division operating budget (Account No. 65010071-052000).

This item utilizes a piggyback contract, allowing the City to adopt competitively solicited agreements established by other governmental entities. This method reduces administrative burden, accelerates procurement timelines, and provides access to pre-negotiated pricing, terms, and vendor performance standards. All piggyback contracts are reviewed by the City Attorney to ensure legal sufficiency and compliance with applicable laws. When the original contract originates from an agency outside the State of Florida, the City incorporates necessary provisions to ensure conformity with Florida law and local procurement requirements. This approach maintains compliance with state purchasing standards while promoting cost efficiency and enabling staff to focus on core service delivery.

**Source of Funds Worksheet**
Original Budget: $733,000.00
Total Expended/Encumbered to Date: $351,545.57
Pending Work Orders.Contracts:
Current (WO/Contract):
Balance: $146,480.02

**Recommended Action:**
**ADOPT RESOLUTION 2026-XX AMENDING RESOLUTION 2025-72 RELATING TO PIGGYBACKING THE FLORIDA SHERIFFS ASSOCIATION CONTRACT NO. FSA25-TRS27.0 WITH BOULEVARD TIRE CENTER**

**Agenda Date:** March 17, 2026

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| **Department:** FINANCE<br>**Division:** FINANCE | **Amount**<br>**Org/Account #** |
| **Subject:** REPORTING OF EMERGENCY AND SOLE SOURCE FOR FEBRUARY 2026 | |
| **Presenter: Michael McGlothlin, City Manager** | |
| **Attachments:**<br>Emergency and Sole Source Purchase Report | |
| **Background:**<br><br>Attached is a list of all emergency and sole source purchases for the month of February 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). | |
| **Recommended Action:**<br>**FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS** | |