

City of Palm Coast, Florida Agenda Item

Agenda Date: March 17, 2026

Department: STORMWATER AND ENGINEERING Division: CONSTRUCTION MGT AND ENGINEERING	Amount \$1,675,000.00 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 <p>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.</p> <p>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:</p> <ul style="list-style-type: none">• 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.

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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 Transfer to 54019000-063000	\$	<u>1,675,000.00</u>
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	\$	<u>1,675,000.00</u>
Balance	\$	-

Recommended Action:

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

Agenda Date: March 17, 2026

Department STORMWATER AND ENGINEERING Division CONSTRUCTION MGT AND ENGINEERING	Amount 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 Division PLANNING	Amount 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 Zabler, 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	

administrative official responsible for approving, approving with conditions, or denying proposed plats or replats.

Recommended Action:

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

Department STORMWATER AND ENGINEERING Division CONSTRUCTION MGT AND ENGINEERING	Amount 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

Department STORMWATER AND ENGINEERING Division ENGINEERING	Amount 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	

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Department STORMWATER AND ENGINEERING Division CONSTRUCTION MGT AND ENGINEERING	Amount 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: <ul style="list-style-type: none">• 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

Department	PUBLIC WORKS	Amount	Over \$50K
Division	FLEET MANAGEMENT	Org/Account #	65010071-052000
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:	<ol style="list-style-type: none">1. Resolution2. Piggyback Contract (available in the Clerk's office for review)		
Background:	<p>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.</p> <p>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).</p> <p>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.</p>		

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

Department: FINANCE Division: FINANCE	Amount Org/Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE FOR FEBRUARY 2026	
Presenter: Michael McGlothlin, City Manager	
Attachments: Emergency and Sole Source Purchase Report	
Background: 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: FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS	