City of Palm Coast
Agenda
CITY COUNCIL BUSINESS MEETING

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor Milissa Holland
Vice Mayor Robert G. Cuff
Council Member Nick Klufas
Council Member Vincent Lyon
Council Member Heidi Shipley

Tuesday, July 17, 2018 | **9:00 AM** | **CITY HALL**

City Staff
Jim Landon, City Manager
William Reischmann, City Attorney
Virginia A. Smith, 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.

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CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

PUBLIC PARTICIPATION
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the City Clerk and made part of the record. If anyone is interested in discussing an issue further or ask additional questions, individual Council Members and staff will be available after the meeting to discuss the matter and answer questions.

MINUTES

1 CITY COUNCIL MINUTES
June 19, 2018 Business Meeting
July 10, 2018 Workshop

PUBLIC HEARINGS

ORDINANCES FIRST READ

2 ORDINANCE 2018-XX AMENDING CHAPTER 44, TRAFFIC AND VEHICLES AND CHAPTER 2, SECTIONS 226 AND 227 OF THE CITY OF PALM COAST'S CODE OF ORDINANCES RELATING TO REGULATIONS AND CIVIL CITATIONS FOR HANDICAPPED PARKING

RESOLUTIONS

3 RESOLUTION 2018-XX COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR 2018 ANNUAL ACTION PLAN

CONSENT

4 RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH LOSE DESIGN FOR THE RECREATION CENTER MASTER PLAN DESIGN

5 RESOLUTION 2018-XX APPROVING FIRST AMENDMENT TO AGREEMENT WITH THE FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES

6 RESOLUTION 2018-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT

7 RESOLUTION 2018-XX APPROVING A WORK ORDER WITH CPH, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE FORCEMAIN AND SEWER PUMP STATION IMPROVEMENTS- PINE LAKES PARKWAY AND US1 PROJECT

8 RESOLUTION 2018-XX AUTHORIZING EXPENSES FOR INDIAN TRAILS SPORTS COMPLEX FIELD IMPROVEMENTS

9 RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH ELITE MARINE CONSTRUCTION FOR A SEAWALL INSTALLATION PROJECT

PUBLIC PARTICIPATION

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

DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

ADJOURNMENT

10 CALENDAR

ATTACHMENTS TO MINUTES

City of Palm Coast, Florida
Agenda Item

Agenda Date: 07/17/2018

Department	CITY CLERK	**Amount**	
Item Key		**Account**	

Subject CITY COUNCIL MINUTES
June 19, 2018 Business Meeting
July 10, 2018 Workshop

Background :

Recommended Action :

City of Palm Coast
Minutes
CITY COUNCIL
BUSINESS MEETING

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Tuesday, June 19, 2018 | **9:00 AM** | **CITY HALL**

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CALL TO ORDER

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

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

City Clerk Virginia Smith called the roll. All members were present.

PUBLIC PARTICIPATION

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Vince Ligouri expressed his concern and made suggestions regarding taxes and fee structures.

Mr. Neileback requested an update to the County Airport Commons Issue.

John Brady expressed his concerns regarding an increase in taxes..

Responses to Public Comments:
Mr. Landon reported staff is talking to the County and are in the process of setting up a meeting date.

MINUTES

Pass
Motion made to approve Motion to approve the minutes as presented. made by Vice Mayor Cuff and seconded by Council Member Shipley

Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland

1 CITY COUNCIL MINUTES:
June 5, 2018 Business Meeting
June 12, 2018 Workshop

PROCLAMATIONS AND PRESENTATIONS

2 PROCLAMATION – JULY AS PARK & REC MONTH

CM Lyon presented this Proclamation to representatives from Parks and Recreation.

3 PRESENTATION- PUBLIC HEALTH OF THE COMMUNITY BY THE DEPARTMENT OF HEALTH-FLAGLER

Mr. Bob Snyder of the Flagler Health Department presented Council with a PowerPoint presentation, which is attached to these minutes.

Public Comments:

Eddie Branquinho appreciates all the Health Department offers and offered his services to the Health Department on Police and Domestic Violence issues.

CONSENT

There were no public comments.

4 RESOLUTION 2018-XX APPROVING PRUDENTIAL AS THE RECORD-KEEPER FOR THE CITY'S EMPLOYEE RETIREMENT PLANS AND AUTHORIZE THE CITY MANAGER TO NEGOTIATE THE TERMS AND CONDITIONS OF THE CONTRACT

R20180081

Pass
Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Shipley

Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland

5 RESOLUTION 2018-XX APPROVING AN EASEMENT FROM AK HOTELS LLC FOR THE OLD KINGS ROAD NORTH WIDENING PROJECT

R20180082

Pass
Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Shipley

Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland

6 RESOLUTION 2018-XX RELATING TO DETERMINING THE NECESSITY AND PUBLIC PURPOSE FOR THE ACQUISITION OF PROPERTY BY EMINENT DOMAIN OR THROUGH NEGOTIATION FOR THE OLD KINGS ROAD NORTH WIDENING PROJECT

R20180083

Pass
Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Shipley

Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland

7 RESOLUTION 2018-XX APPROVING MASTER PRICE AGREEMENT WITH BIOREM ENVIRONMENTAL, INC. FOR PURCHASE OF BIOFILTRATION ODOR CONTROL UNITS

R20180084

Pass
Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Shipley

Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland

8 RESOLUTION 2018-XX APPROVING A CONTRACT WITH THE FLORIDA DEPARTMENT OF CORRECTIONS FOR AN ADDITIONAL INMATE LABOR WORK CREW

R20180085

Pass
Motion made to Adopt on consent made by Vice Mayor Cuff and seconded by Council Member Shipley

Approved - 4 - Vice Mayor Robert Cuff, Council Member Nick Klufas, Council Member Heidi Shipley, Mayor Milissa Holland

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

George Mayo spoke of a recent program regarding recycling and WastePro . It is his understanding that Flagler Schools has a property for sale and wondered if the City would be interested in purchasing the property.

Responses to Public Comments:
Recycling and WastePro- Mr. Landon provided an overview to the recycling WastePro currently provides to the City.

School property-Mr. Landon provided a brief overview to the property and potential development interest in that area. The City has not shown interest as it is good commercial property.

DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

CM Klufas-Congratulated all on a successful Portugal Day event.

CM Lyon requested that the City not take an adversarial position in the appeal case regarding, the dog, Cooper.

Mayor Holland spoke of a program taking place at Matanzas High School, construction teaching program. She would like to see if there is a way to partner with Habitat for Humanity to assist the students in acquiring practical trade experience.

DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

Mayor Holland requested the City Attorney respond to CM Lyon's comments about Cooper's Dangerous Dog appeal. Attorney Reischmann provided an overview to the Cooper appeal case.

Council held a discussion on the appeal and the process. Mr. Landon suggested we look to our lobbyists to change the law regarding dangerous dogs and the outcomes.

Attorney Reischmann asked for clarification on how to defend the case and reminded Council that he must defend state statutes and city code.

DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

Mr. Landon-Our Water Boys through Top Ops at the national level came in second. Lost by 2 points for the top position. They were the State champion and now 2 in the nation this year.

Internship program is in full speed. Green Cove Springs to present the Internship Progrtam to their Council this evening.

Food Truck Tuesday is tonight at 5pm at Central Park. July is Parks and Recreation month and there are a l lot of programs available at our Community Center for all ages.

The Council Meetings have been cancelled for June 26 and July 3.

ADJOURNMENT

The meeting was adjourned at 10:24 a.m.

Respectfully submitted by: Virginia A. Smith, MMC
City Clerk

9 CALENDAR/WORKSHEET

ATTACHMENTS TO MINUTES

City of Palm Coast
Minutes
CITY COUNCIL WORKSHOP

City Hall
160 Lake Avenue
Palm Coast, FL 32164
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Mayor Milissa Holland
Vice Mayor Robert G. Cuff
Council Member Nick Klufas
Council Member Vincent Lyon
Council Member Heidi Shipley

Tuesday, July 10, 2018	**9:00 AM**	**CITY HALL**

City Staff
Jim Landon, City Manager
William Reischmann, City Attorney
Virginia A. Smith, City Clerk

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CALL TO ORDER

Vice Mayor Cuff called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Kate Settle, Deputy City Clerk, called the roll. Mayor Holland was excused.

PUBLIC PARTICIPATION
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shall be heard. Council and staff will then respond to questions posed by members of the audience. Should you wish to provide Council with any material, all items shall be given to the City Clerk and made part of the record. If anyone is interested in discussing an issue further or ask additional questions, individual Council Members and staff will be available after the meeting to discuss the matter and answer questions.

Jack Carrall is not able to mow the swale in front of his home and now would like the City to maintain the swale. He was also concerned about the Sheriff's announcement of civilians becoming School Resource Officers.

Vince Ligouri suggested Council research Fire Incentive Tax. He gave his suggestion in writing to the Council and suggested they research it before the budget process begins.

Responses to Public Comments:
Mr. Landon-Property owners are responsible for the up keep of the swale in front of their homes. As far as the comment regarding the Sheriff's, the City of Palm Coast through an Interlocal Agreement with the Sheriff will be funding one School Resource Officer.

VM Cuff clarified the public may have received some misinformation regarding the budget. There has been no formal vote of the budget. Mr. Landon explained, when the budget is presented, various options will be presented to Council.

PRESENTATIONS

1 RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH LOSE DESIGN FOR THE RECREATION CENTER MASTER PLAN DESIGN

Mr. Landon gave a brief overview of this item. Carl Cote provided a PowerPoint presentation, which is attached to these minutes.

This item was continued to the next business meeting.

2 RESOLUTION 2018-XX COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR 2018 ANNUAL ACTION PLAN

Mr. Landon gave a brief overview of this item. Jose Papa provided a PowerPoint presentation, which is attached to these minutes.

This item was continued to the next business meeting.

WRITTEN ITEMS

3 RESOLUTION 2018-XX APPROVE AMENDMENTS TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP)

Mr. Landon gave a brief overview of this item. Mr. Reodica, the County SHIP Administrator explained the necessity for the amendment is to hopefully, streamline the process.

This item was continued to the next business meeting.

4 ORDINANCE 2018-XX AMENDING CHAPTER 44, TRAFFIC AND VEHICLES AND CHAPTER 2, SECTIONS 226 AND 227 OF THE CITY OF PALM COAST'S CODE OF ORDINANCES RELATING TO REGULATIONS AND CIVIL CITATIONS FOR HANDICAPPED PARKING

Mr. Landon gave a brief overview of this item. Attorney Reischmann spoke to the use for the ordinance to include better tools for Sheriff to be able to enforce a civil citation and a fine for violation of the handicap parking.

This item was continued to the next business meeting.

5 RESOLUTION 2018-XX APPROVING FIRST AMENDMENT TO AGREEMENT WITH THE FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES

Mr. Landon gave a brief overview of this item.

This item was continued to the next business meeting.

6 RESOLUTION 2018-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT

Mr. Landon gave a brief overview of this item. Attorney Reischmann explained that this is a beneficial tool for Code Enforcement and the neighborhoods.

This item was continued to the next business meeting.

7 RESOLUTION 2018-XX APPROVING A WORK ORDER WITH CPH, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE FORCEMAIN AND SEWER PUMP STATION IMPROVEMENTS- PINE LAKES PARKWAY AND US1 PROJECT

Mr. Landon gave a brief overview of this item.

This item was continued to the next business meeting.

8 RESOLUTION 2018-XX AUTHORIZING EXPENSES FOR INDIAN TRAILS SPORTS COMPLEX FIELD IMPROVEMENTS

Mr. Landon gave a brief overview of this item.

This item was continued to the next business meeting.

9 RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH ELITE MARINE CONSTRUCTION FOR A SEAWALL INSTALLATION PROJECT

Mr. Landon gave a brief overview of this item.

This item was continued to the next business meeting.

PUBLIC PARTICIPATION

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

Vince Ligouri reported the media had reported the tax increase.

Mr. Neidlebock asked for an update regarding Airport Commons.

Responses to Public Comments:

VM Cuff responded to Mr. Ligouri regarding the articles written.
Mr. Landon reported the meeting with the county was yesterday afternoon. It sounds like there might be an agreement the parties can work toward. The details are still being discussed.

DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

CM Klufas-There is an unusual amount of trash on Colbert for about a week and wondered if there had been any reports to the City about wild boars in the Woodland area. He also asked if the basketball courts throughout the City could be changed to use regulation size backboards. He also wondered if it were possible to incorporate cooling zones at the parks.

VM Cuff: Residents were surprised to see WastePro working on July 4th. He hoped the residents could be informed during holidays which holidays WastePro would be working.

Mr. Landon updated Council on the hogs. The hogs have been migrating from the Woodlands to Hidden Lakes. Code Enforcement has been working with a trapper to assist with the problem.

DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

Nothing at this time.

DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

July is Parks and Recreation Month and there are a lot of activities being offered. Movies in the Park is this Friday night.

September 11 Ceremony at Heroes Park. The time of the Workshop will be changed to 10:00 a.m. in order to accommodate the Council attending the ceremony.

Budget workshop planned for next Tuesday following the Business Meeting. On July 31, 2018, there will be a Special Meeting to set the TRIM rate.

ADJOURNMENT

Meeting adjourned at 11:18 a.m.

Respectfully Submitted,
Kate Settle, Deputy City Clerk

10 CALENDAR

ATTACHMENTS TO MINUTES

City of Palm Coast, Florida
Agenda Item

Agenda Date: 07/17/2018

Department	CITY CLERK	**Amount**	
Item Key	3761	**Account**	

Subject ORDINANCE 2018-XX AMENDING CHAPTER 44, TRAFFIC AND VEHICLES AND CHAPTER 2, SECTIONS 226 AND 227 OF THE CITY OF PALM COAST'S CODE OF ORDINANCES RELATING TO REGULATIONS AND CIVIL CITATIONS FOR HANDICAPPED PARKING

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. Upon final revisions with the City Attorney, additional changes, as shown in strikethrough and underline, have been completed. The appeal for a violation of Chapter 44 has been amended to be appealed to the City's Hearing Officer instead of the County Court. The latest version also incorporates the suggestion from the Flagler County Sheriff.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

At City Council's request, attached is a proposed Ordinance amending Chapter 44, Traffic and Vehicles of the *Code of Ordinances* relating to regulations and civil citations for handicapped parking. This amendment will provide continuity for the citation amount when a citation is issued by the Flagler County Sheriff's office for violating Section 44-37 City of Palm Coast *Code of Ordinances.*

Recommended Action :

Adopt Ordinance 2018-XX amending Chapter 44, Traffic and Vehicles and Chapter 2, Sections 226 and 227 of the City of Palm Coast's *Code of Ordinances* relating to regulations and civil citations for handicapped parking.

ORDINANCE 2018-____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CITY OF PALM COAST, FLORIDA; AMENDING CHAPTER 44, TRAFFIC AND VEHICLES, ARTICLE II, STOPPING, STANDING AND PARKING, BY ADDING A NEW SECTION 44-37(c), AND RELETTERING EXISTING SUBSECTION 44-37(c), TO ADD AN ADDITIONAL SECTION TO CLARIFY PARKING PROHIBITED IN CERTAIN AREAS; AND TO REVISE THE AMOUNT OF PENALTY; AMENDING ARTICLE V, BOARDS, COMMISSIONS AND COMMITTEES, SUBDIVISION 2 – CIVIL CITATION SYSTEM BY ADDING A VIOLATION FOR HANDICAPPED PARKING AND TO PROVIDE FOR A PENALTY AND CIVIL CITATION FOR VIOLATING HANDICAPPED PARKING; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, Section 44-37 of the City of Palm Coast Code of Ordinances currently provides that parking is prohibited in certain areas; and

WHEREAS, the City Council finds that it is necessary to amend Section 44-37 of the Code of Ordinances of the City of Palm Coast to prohibit parking in spaces marked for handicapped parking only.

WHEREAS, Section 2-227, Schedule of Violations, of the City of Palm Coast Code of Ordinances, currently does not provide for violations (citations) for handicapped parking; and

WHEREAS, the City Council finds that it is necessary to amend these Sections 44-37 and 2-227 of the Code of Ordinances of the City of Palm Coast to add an additional Code Prohibition and Penalty Classification regarding handicapped parking.

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

SECTION 1. Subsections (c) and (d) of Section 44-37 within Article II of Chapter 44, are hereby amended and replaced to read as follows:

Sec. 44-37. Parking prohibited in certain areas.

*****

(c) It shall be unlawful for any person to park, stop or stand a vehicle in any parking space designated in accordance with the provisions of Chapter 316, Florida Statutes, for use only by the disabled, unless the vehicle displays a parking permit issued pursuant to Florida Statutes §320.0848 or §316.1958 and

such vehicle is transporting a person eligible for such parking permit. Any person who is chauffeuring a disabled person shall be allowed, without need for an identification parking permit, momentary parking in such parking space for the purpose of loading or unloading a disabled person and no penalty shall be imposed upon the driver for such momentary parking.

~~(c)~~(d) Penalty. Any person who directly or indirectly violates the provisions of this section shall be guilty of a nonmoving violation and, in accordance with F.S. §316.1967 shall be subject to a fine of $100.00, or as otherwise designated in Section 2-227 for each offense.

SECTION 2. Section 2-226, Violation Classification and Civil Penalty, within Article V, Boards of Commissions and Committees, Subdivision 2, Civil Citation System, Subsection (a)(1) is hereby amended to revise the amount of civil penalty for Class IV violations as follows:

Class Violation	Amount
Class IV	$250.00

SECTION 3. Section 2-227, Schedule of Violations, within Article V, Boards of Commissions and Committees, Subdivision 2, Civil Citation System, is hereby amended to add a specification for violations of handicapped parking as follows and to clarify venues to contest issued citations:

(a)

Code Requirement	Class
****	***
Violation of Handicapped Parking	IV

(b) The citations issued pursuant to this Chapter may be contested ~~in County Court or~~ to the ~~Civil Traffic Infraction~~ City's Hearing Officer, pursuant to this section and §44.38, *City Code of Ordinances*.

SECTION 4. It is the intention of the City Council of the City of Palm Coast, Florida,

DRAFT

and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Palm Coast, Florida; that the Sections of this Ordinance and the Code of Ordinances may be renumbered or relettered to accomplish such intention; that the word, "Ordinance," may be changed to "Section", "Article", or other appropriate word.

SECTION 5. Conflicts: All ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 6. Severability: If any section, part of a section, paragraph, clause, phrase or word of this Ordinance is declared invalid, the remaining provisions of this ordinance shall not be affected.

SECTION 7. Effective Date: This Ordinance shall become effective immediately upon its passage and adoption.

APPROVED on first reading this 17th day of July, 2018.

ADOPTED on second reading after due public notice and hearing this 7th day of August, 2018.

CITY OF PALM COAST, FLORIDA

_____

MILLISSA HOLLAND, MAYOR

ATTEST:

_____

VIRGINIA A. SMITH, CITY CLERK

APPROVED AS TO FORM AND LEGALITY

_____

WILLIAM E. REISCHMANN, JR. ESQ.

DRAFT

City of Palm Coast, Florida
Agenda Item

Agenda Date: 07/17/2018

Department	PLANNING	**Amount**	
Item Key	3754	**Account**	

Subject RESOLUTION 2018-XX APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR 2018 ANNUAL ACTION PLAN

Background:

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

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
- Public Services,
- Public Infrastructure (trails), 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.

In previous years, the CDBG funds have been used for the following activities:

-the Seminole Woods Neighborhood Multi-Use Path,
-rehabilitation of owner-occupied housing including program delivery activities such as certifying participant income-qualification, title search, housing rehabilitation inspection services, on-going monitoring during rehabilitation period, and advertisements to solicit applicants to the program,
-youth activities (summer camp),
-other public service activities (Flagler Free Clinic), and
-overall planning, administration, and monitoring of the CDBG program.

The City is expected to receive $506,673 in CDBG funds for FFY 2018. Consistent with previous year's priorities the proposed FFY-2018 Action Plan will accomplish the following:

- complete the Seminole Woods Neighborhood Multi-Use Path
- continue financial assistance to homeowners for home repairs,
- provide funding for youth activities (summer camps, & swim lessons),
- provide grant opportunities for non-profit organizations, and
- fund activities to ensure that CDBG program remain compliant with federal regulations.

In addition to the activities funded above, an additional public service activity is proposed to be included in the Action Plan to provide senior community outreach program. This program will be provided by the City's Parks and Recreation Dept. and will expand the variety of available services for senior residents in Palm Coast. These services could include a meal program, educational opportunities, as well as fitness activities/programs.

In summary consistent with previous years' allocation, the proposed allocation for FFY 2018 is as follows:

Activity	**Allocation**
Financial Assistance for Home Repair Owner-Occupied Unit	$250,673
Seminole Woods Multi-Use Path	$175,000
Senior Community Outreach Program	$38,000
Youth Activities Program	$22,800
Public Service Grant	$15,200
Planning and Administration	$5,000
TOTAL ALLOCATION FOR FFY-2018 (FY 2018/19)	**$506,673**

Citizens Advisory Task Force Action
The CATF held a public hearing on June 7, 2018 and recommended that the allocation maximize the amount available for public service activities (15% of allocation - $76,000). The proposed allocations above reflect the recommendations of the CATF.

Recommended Action:
Adopt Resolution 2018-XX approving the Community Development Block Grant (CDBG) Federal Fiscal Year 2018 Annual Action Plan

RESOLUTION 2018-___
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FFY 2018 ANNUAL ACTION PLAN

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2018 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 2018 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 7, 2018, to hear public testimony of all interested parties regarding the FFY 2018 Annual Action Plan; and

WHEREAS, the CATF has reviewed and recommended that the City Council approve the FFY 2018 Annual Action Plan; and

WHEREAS, the 30-day comment period for the FFY 2018 Annual Action Plan was held from June 8, 2018 to July 8, 2018; and

WHEREAS, the City Council held a public hearing on July 17, 2018, to hear public testimony of all interested parties regarding the FFY 2018 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 2018 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 17th day of July 2018.

CITY OF PALM COAST, FLORIDA

_____
MILISSA HOLLAND, MAYOR

ATTEST:

_____
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – FFY 2018 Annual Action Plan

Approved as to form and legality

_____
William E. Reischmann, Jr., Esq.
City Attorney

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FEDERAL FISCAL YEAR (FFY 2018)
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 2018 is the second year of the City's 5-year Consolidated Action Plan (FFY 2017-2021). 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, public service activities, as well as planning and administration activities. The City intends to continue with the above named activities in FFY 2018.

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), 2035 Comprehensive Plan, the Recreation and Parks Facilities Master Plan, the Pedestrian and Bicycle Facilities Master Plan, and the City's Economic Development Plan, Prosperity 2021. Additionally, the City consults with various social service agencies including Flagler County Social Service Department, the Volusia/Flagler Continuum of Care and the Flagler County Free Clinic on public service needs 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.

To meet the three goals 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 Home Ownership and Reinvestment** by providing financial assistance programs for home repairs to retain the affordable housing stock. City will also identify opportunities to expand housing activities without duplicating services provided by other entities. Activities to be considered could include first time home buyer programs.

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**.**

Goal 4: Address urgent needs:

As a result of a declared emergency, identify potential use of CDBG funds to assist eligible persons and activities.

3. Evaluation of past performance

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

The City has received approximately $2.5 million in CDBG entitlement funds since 2012. These funds have been used to assist students to attend the City's summer camp, provide financial assistance to qualified home owners to repair and bring their homes to meet existing code requirements, and finally, to construct approximately 6 miles of multi-use paths to serve a low-moderate income neighborhood. The City seeks to continue these activities in an effort to assist low-moderate income households/families as well as providing improvements to low-moderate income neighborhoods.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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 housing and community development needs. 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 River to Sea 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.

TO BE FILLED IN AFTER PUBLIC PROCESS.

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

TO BE FILLED IN AFTER PUBLIC PROCESS.

7. Summary

TO BE FILLED IN AFTER PUBLIC PROCESS.

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 Community Development Department is the responsible entity for administering the CDBG program. 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 (Construction Management & 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

Jose Papa, AICP, Senior Planner
Community Development Department
160 Lake Ave.
Palm Coast, FL 32164
386-986-2469
jpapa@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). During the completion of this 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. Additionally, the City annually works with Mid-Florida Housing Partnership, the local Board of Realtors, local financial institutions, 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 home-ownership.

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 Volusia/Flagler County Coalition for the Homeless (VFCCH) is the lead agency for the Continuum of Care (CoC) which serves Flagler County. The CoC 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. As the lead agency to end homelessness in the Volusia/Flagler area, the Coalition is committed to implementing the following strategies:

- Provide fully transparent leadership in planning, policy making and implementation our community's response system to homelessness.
- Administer program monitoring, evaluation, and performance measurement with professionalism and neutrality
- Be guided by the mission of ending homelessness in its coordination and utilization of public and private resources
- Provide a highly skilled and experienced professional staff to implement and coordinate the CoC Plan.

The City in reviewing the 2015/16 CoC Strategic Action Plan recognizes the following objectives and actions identified in the plan.

Volusia-Flagler Continuum of Care (VFCoC) Objective 1: INCREASE RATE OF PEOPLE MOVING INTO PERMANENT HOUSING/ENDING HOMELESSNESS

VFCoC Objective 2: ***RAPID-REHOUSING /FAMILIES W/ CHILDREN AND INDIVIDUALS***

VFCoC Objective 3: INCREASE ACCESS TO MAINSTREAM BENEFITS & HOMELESS PREVENTION SERVICES

VFCoC Objective 4: ***ENHANCE EMERGENCY SHELTER TRANSITIONAL Housing / ACCESS TO FAMILIES AND INDIVIDUALS***

VFCoC Objective 5: ENHANCE COORDINATED ENTRY SYSTEM

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 VFCoC 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	**Agency/Group/Organization**	City of Palm Coast
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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, & Construction Management & Engineering Services to identify projects and needs that may be funded with CDBG funds.
2	**Agency/Group/Organization**	Northeast Florida Regional Council
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Northeast Florida Regional Council (NEFRC) completed the Comprehensive Economic Development Strategy (CEDS) for the 7 county region in Northeast Florida including Flagler County. Additionally, the NEFRC assisted the City in the completion of the Analysis of Impediments to Fair Housing (AI) and provided valuable input into ensuring that the analysis was pertinent to the needs of the City in determining housing needs and fair housing issues.
3	**Agency/Group/Organization**	FLAGLER COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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 process. 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 SHIP program is consulted to ensure that there is minimal duplication of programs and services between the City and the County.
4	**Agency/Group/Organization**	MID-FLORIDA HOUSING PARTNERSHIP
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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.
5	**Agency/Group/Organization**	VOLUSIA FLAGLER HOMELESS COALITION
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Volusia/Flagler County Coalition for the Homeless (VFCCH) 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.

Identify any Agency Types not consulted and provide rationale for not consulting

The City coordinated with a wide range of agencies in the completion of this CAP. Comments and consultation from all agencies were welcomed and considered during the process.

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 strategic plan incorporates the goals of the Coalition's Strategic Action Plan.

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 Consolidated Plan. These public hearings were held on June 7, 2018 with the Citizens Advisory Task Force, and the City Council on _____.

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

The draft FFY 2018 Action Plan was published for a 30-day comment period from June 8, 2018 to July 8, 2018. 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

The City of Palm Coast's allocation for FFY 2018 is $506,673. The City does not expect to receive any program income. The City anticipates receiving approximately the same amount of funds per year for the remainder of the Consolidated Plan Years (FFY 2019-2021) with a potential for a slight increase in allocation from year to year.

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 Admin and Planning Economic Development Housing Public Improvements Public Services	506,673	0	245,286	751,959	0	

Table 5 - Expected Resources – Priority Table

OMB Control No: 2506-0117 (exp. 06/30/2018)

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. Staff time is not charged to the CDBG program. Additionally, on infrastructure projects, the City will typically use in-house staff to design and construct the project. CDBG funds are used to purchase construction materials only.

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

Other than the use of public right-of-way for the construction of the Seminole Woods Neighborhood Multi-use Path, the City does not anticipate to use publically owned land or property to address needs identified in the plan.

Discussion

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
1	Provide Housing Assistance	2017	2021	Affordable Housing		Housing Programs	CDBG: $250,673	Homeowner Housing Rehabilitated: 4 Household Housing Unit
2	Provide Public Service Assistance	2017	2021	Homeless Non-Homeless Special Needs		Public Service	CDBG: $76,000	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
3	Infrastructure Projects	2017	2021	Non-Housing Community Development		Public Infrastructure	CDBG: $175,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7045 Persons Assisted
4	Maintain compliance with CDBG rules and regulation	2017	2021	Planning, Administration, and Monitoring			CDBG: $5,000	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

OMB Control No: 2506-0117 (exp. 06/30/2018)

1	**Goal Name**	Provide Housing Assistance
	Goal Description	Provide financial assistance for repair of owner-occupied housing units.
2	**Goal Name**	Provide Public Service Assistance
	Goal Description	The goal of this activity is to expand the availability of public services.
3	**Goal Name**	Infrastructure Projects
	Goal Description	Complete infrastructure projects in low-moderate income neighborhoods.
4	**Goal Name**	Maintain compliance with CDBG rules and regulation
	Goal Description	Maintain compliance through monitoring of CDBG activities.

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 Seminole Woods neighborhood multi-use path, summer camp/youth activities scholarships, community outreach activities targeted at the senior population (new activity), and grant program for non-profit organizations, and general planning, administration, and monitoring.

Projects

#	Project Name
1	Seminole Woods Neighborhood Multi-use Path
2	Housing Rehabilitation Program
3	Public Service Grant
4	Community Outreach Service Activities
5	Summer Camp Scholarships/Youth Activities
6	General Planning, Administration, and Monitoring of CDBG Program

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 a shortage of affordable housing units. Combined with an aging housing stock and a population that continues to be more elderly than the state average indicates the need to address the preservation of the existing units currently occupied by low-moderate income households. Additional input into priorities came from through the consultation and public input process, as well as the advisory committee.

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

to prevent the dilapidation of neighborhoods.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Seminole Woods Neighborhood Multi-use Path
	Target Area	
	Goals Supported	Infrastructure Projects
	Needs Addressed	Public Infrastructure
	Funding	CDBG: $175,000
	Description	Infrastructure project to construct multi-use path in the Seminole Woods neighborhood.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	7,045 persons in the Seminole Woods Neighborhood will directly benefit from the construction of a multi-use path on Sesame Blvd.
	Location Description	The infrastructure activity is within City of Palm Coast Census Tract 602.8 BG 1 and 2.
	Planned Activities	
2	**Project Name**	Housing Rehabilitation Program
	Target Area	
	Goals Supported	Provide Housing Assistance
	Needs Addressed	Housing Programs
	Funding	CDBG: $250,673
	Description	Financial assistance to repair owner-occupied housing units for low-moderate income households.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 4 low-moderate income families will benefit from this activity.
	Location Description	The rehabilitation program are on scattered sites througout the City.
	Planned Activities	
3	**Project Name**	Public Service Grant
	Target Area	
	Goals Supported	Provide Public Service Assistance

	Needs Addressed	Public Service
	Funding	CDBG: $15,200
	Description	Funding will be available for non-profit organizations to provide public service benefits to low-moderate income persons or households.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 38 low-moderate income persons may benefit from the proposed activities.
	Location Description	
	Planned Activities	
4	**Project Name**	Community Outreach Service Activities
	Target Area	
	Goals Supported	Provide Public Service Assistance
	Needs Addressed	Public Service
	Funding	CDBG: $38,000
	Description	Funding will be used to fund community outreach activities directed at the City's senior population (55+) from qualified low-moderate income households, such programs may include but not be limited to meals, learning activities, wellness assistance, etc.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that up to 150 low-moderate income persons may be assisted by the proposed activities.
	Location Description	Community outreach activities for seniors are likely to be provided at the City of Palm Coast Community Center.
	Planned Activities	
5	**Project Name**	Summer Camp Scholarships/Youth Activities
	Target Area	
	Goals Supported	Provide Public Service Assistance
	Needs Addressed	Public Service

	Funding	CDBG: $22,800
	Description	Financial assistance for qualified students to attend City of Palm Coast Summer Camp and recreational activities.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that up to 60 low-moderate income students may be assisted by the proposed activity.
	Location Description	The proposed activities will likely occur at the City of Palm Coast Community Center or the City-owned Frieda Zamba Aquatic Center.
	Planned Activities	
6	**Project Name**	General Planning, Administration, and Monitoring of CDBG Program
	Target Area	
	Goals Supported	Maintain compliance with CDBG rules and regulation
	Needs Addressed	
	Funding	CDBG: $5,000
	Description	Funds will be used to ensure program compliance with federal statutes and CDBG rules.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

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 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.

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.

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.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City intends to allocate a majority of the available CDBG funds to expand the available housing program in the City. The City's housing program is available to all low-moderate income homeowners.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	4
Special-Needs	0
Total	4

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	0
Total	4

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

Discussion

The City's housing rehabilitation assistance program is intended to provide financial assistance to low-moderate income families to bring existing housing up to minimum code standards.

AP-60 Public Housing – 91.220(h)

Introduction

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast.

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

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast.

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

The Flagler County Housing Authority does not manage any housing units 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

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast. However, it is important to note that the Flagler County Housing Authority is not designated as troubled.

Discussion

N/A

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, when appropriate, the City will coordinate with efforts of the CoC and social service agencies which provide assistance to 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, due to limited funding and institutional capacity, the City does not provide direct outreach service to the homeless.

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.

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

Due to limited funding availability and staff, the City does not directly provide services to address homeless programs that provide assistance for households that make the transition to permanent housing and independent living. As with other needs to assist the homeless, the City will coordinate with the CoC to ensure that the proper referrals and contacts are made to agencies who have the capacity to provide homeless services.

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.

As stated previously, In recognition of the following limitations for the City: limited funds are available through the CDBG program to address all the needs in the City, and limited capacity to provide social services. The City will focus on prevention or assisting households from becoming homeless as a step to eliminating chronic homelessness.

Discussion

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

Introduction:

As previously discussed, within the City of Palm Coast, the lack of a diverse housing supply is a challenge that can be linked to the availability of affordable housing. The low supply of rental housing presents a challenge for households to have a housing choice. As reported in the City's most recent Analysis of Impediments to Fair Housing Choice, the lack of a diverse housing supply provides a challenge not just in supply but also translates to the affordability of rentals or home-ownership.

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 strategy to remove or ameliorate the barriers to affordable housing is to provide the opportunities to diversify the housing supply. Diversification of housing supply not only comes with an increase in the amount of rental units in the city, but also through the diversification of lot sizes for single-family residential development. Smaller lot sizes can serve as a way of addressing the need for "starter" homes which was highlighted by anecdotal evidence from various sources during the completion of the Analysis of Impediments for Fair Housing Choice study.

Discussion:

N/A

AP-85 Other Actions – 91.220(k)

Introduction:

In recognition of the City's limited capacity to provide assistance for certain activities, the City seeks to partner with existing agencies to provide the assistance needed by segments of the population not covered by direct City activities.

Actions planned to address obstacles to meeting underserved needs

As previously stated, the main obstacle to meeting underserved need is funding and the limited capacity to provide social service. The City when appropriate can provide support and assistance to the CoC or social service agencies to carry out their mission.

Actions planned to foster and maintain affordable housing

The City's main activity for the use of CDBG funds is to provide financial assistance to repair owner-occupied housing units. The intent of this activity is the maintenance/preservation of housing units which are serving low-moderate income households.

Actions planned to reduce lead-based paint hazards

As specified within the Local Housing Assistance Plan for the CDBG program, the following process controls activities related to lead-based paint hazards:

In order for a house to be considered feasible for rehabilitation, the proposed rehabilitation scope of work (SOW) must:…

b) Provide interim controls or abatement for lead-based paint hazards as required by HUD and EPA for structures constructed prior to 1978. All houses built prior to 1978 will be tested for lead based paint. If lead based paint is found, interim control procedures will be used for all houses rehabilitated at or below $25,000. Houses above $25,000 will be rehabilitated using abatement procedures. The occupants will be notified of the hazards of lead-based paint, the symptoms and treatment of lead poisoning, how to avoid poisoning, lead level screening requirements, and appropriate abatement procedures;

Actions planned to reduce the number of poverty-level families

In addition to expanding economic opportunity through the City's Business Assistance Center, the City also uses the strategy of providing financial assistance to qualified homeowners to repair and rehabilitate their primary dwelling units. This strategy becomes more important as the City's housing stock begins to age and as the elderly population of the City continues to grow. Providing financial assistance for housing rehabilitation ensures that the City continues to have decent, and safe affordable

housing and that qualified households do not become overburdened with housing costs for repair and maintenance.

Actions planned to develop institutional structure

City staff participates in webinars to remain up-to-date to changes in CDBG rules as well as to keep informed of best practices in the administration of the CDBG program. Additionally, the city consults with local social service providers during the completion of the Annual Action Plan. This consultation process provides the opportunity to coordinate and dialogue on on-going and upcoming items for consideration in the City's CDBG activities.

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

City staff will continue to foster relationships with public and private housing and social service agencies to provide coordination and avoid duplication of services. Additionally, the City's Interlocal Agreement with Flagler County for a Joint Housing Program ensures that there is constant coordination between agencies.

Discussion:

City intends as required by the CDBG program to consult with various service providers in identifying community development needs in the City of Palm Coast. Furthermore, City staff responsible for the administration of the CDBG program regularly coordinates with other City departments to identify infrastructure projects which may qualify for CDBG funds.

Program Specific Requirements

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

Introduction:

The activities identified in the FFY 2018 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) are to be 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.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

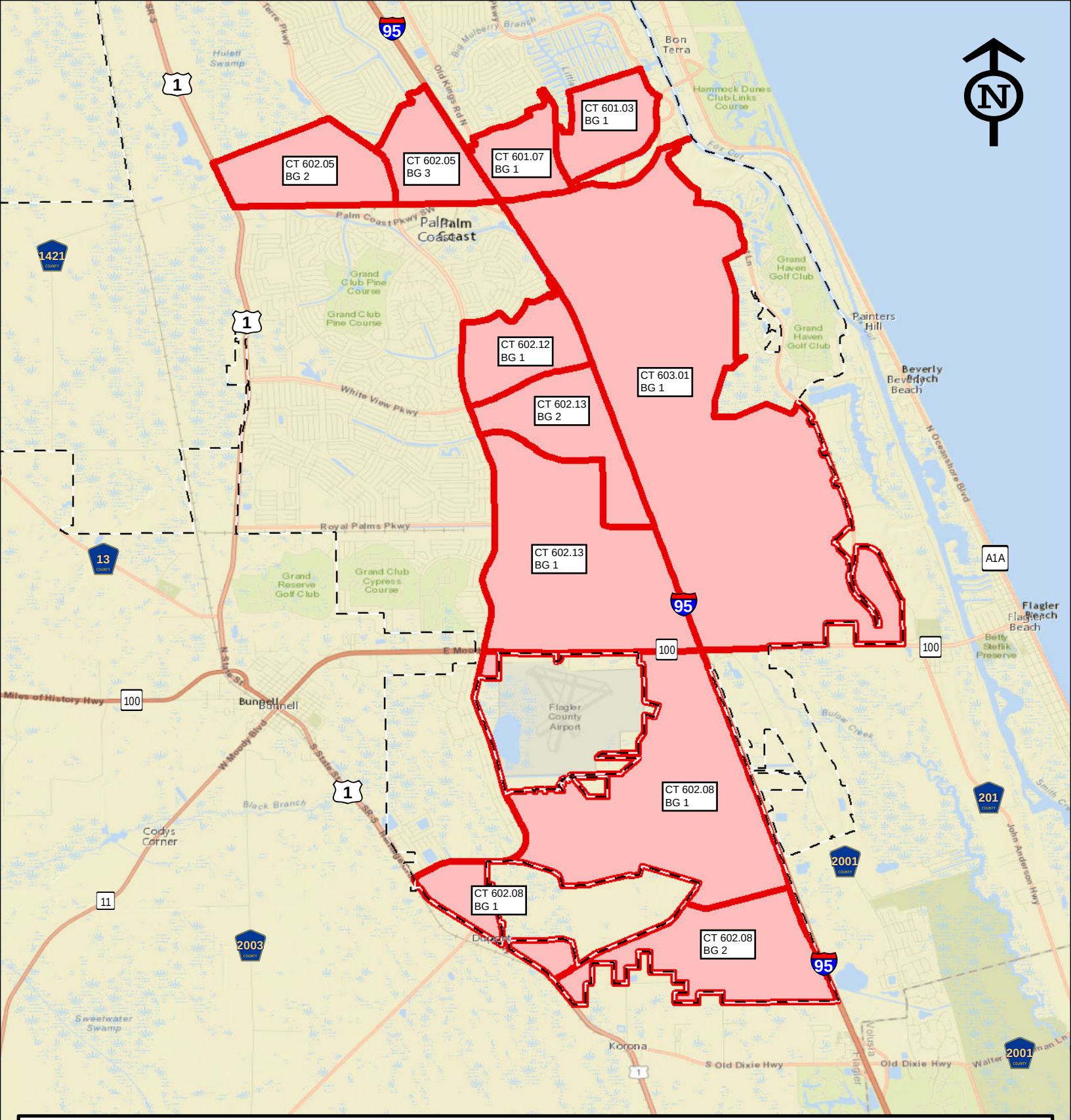
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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
Total Program Income:	**0**

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 2017 to FFY 2019.



Low-Moderate Income Tracts & Block Group In Palm Coast

Palm Coast City Limts

Map Provided by the GIS Division

Date: 5/9/2017

0 1 2 Miles

The City of Palm Coast prepares and uses this map/map data for its own purposes. This map/map data displays general boundaries and may not be appropriate for site specific uses. The City uses data believed to be accurate; however, a degree of error is inherent in all maps. This map/map data is distributed AS-IS without warranties of any kind, either expressed or implied including, but not limited to, warranties of suitability to a particular purpose or use. This map/map data is intended for use only at the published scale. Detailed on-the-ground surveys and historical analyses of sites may differ substantially from this map/map data.

City of Palm Coast, Florida
Agenda Item

Agenda Date: 07/17/2018

Department	Community Development	**Amount**	$99,500.00
Item Key	3758	**Account**	#21066015-034000

Subject RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH LOSE DESIGN FOR THE RECREATION CENTER MASTER PLAN DESIGN.

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

One of City Council's priorities is to develop a premiere multi-purpose recreation center to serve all generations of residents and visitors to the City of Palm Coast. The development of a recreation center is a strategic step in continuing to implement the City's Recreation and Parks Facilities Master Plan and can potentially implement a number of projects that are identified in the Plan such as: Satellite Community Center, tennis center expansion (including clubhouse), and aquatic center.

In accordance with the City's Purchasing Policy and the Competitive Consultants Negotiation Act (CCNA), City staff released a Request for Statements of Qualification (RFSQ). The City received eight (8) statements of qualification in response to the RFSQ publication. The qualification packages were reviewed and ranked by City staff. After evaluation and presentations by the top three firms, City staff ranked Lose Design as the top-ranked firm. The project bid overview and notice of intent to award are attached to this agenda item.

City staff negotiated a scope and fee not-to-exceed $99,500.00 with Lose Design. City staff have determined that the cost of the master plan design is reasonable and fair and consistent with this type of service for a project of this magnitude and scope. The Lose Design scope offers services inclusive of 3D rendering of the facility based on identification of programming needs and associated financial feasibility study.

SOURCE OF FUNDS WORKSHEET FY 2018

RECREATION CENTER MASTER FUND 21066015-034000	**$100,000.00**
Total Expenses/Encumbered to date	**$ 00.00**
Pending Work Orders/Contracts	**$ 99,500.00**
Balance	**$ 500.00**

Recommended Action :

Adopt Resolution 2018-XX approving a Master Service Contract with Lose Design for the Recreation Center Master Plan Design.

RESOLUTION 2018 -____
RECREATION CENTER MASTER PLAN

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A MASTER SERVICE CONTRACT WITH LOSE DESIGN FOR THE RECREATION CENTER MASTER PLAN DESIGN; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Lose Design, desires to complete a design of the recreation center master plan for the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to contract Lose Design, for the above referenced services.

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

SECTION 1. APPROVAL OF CONTRACT. The City Council of the City of Palm Coast hereby approves the terms and conditions of the contract with Lose Design., as referenced herein and attached hereto as Exhibit "A."

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the Contract as depicted in 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 17th day of July 2018.

CITY OF PALM COAST, FLORIDA

_____
MILISSA HOLLAND, MAYOR

ATTEST:

_____
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – Contract with Lose Design.

Approved as to form and legality

_____
William E. Reischmann, Jr., Esq.
City Attorney

June 26, 2018

Alena Y. Dvornikova
Project Coordinator
City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

Alena,

Thank you for your comments. Please see the revised proposal which answers several of them. Please feel free to use this document as an attachment to a standard city contract you may have.

If you have any questions, feel free to contact me or Steve Dickerhofe here in our office.

Sincerely,

Whit Alexander, ASLA, LEED® AP
Executive Vice President-CCO

SCOPE OF SERVICES

PROGRAM DEVELOPMENT

Initial Kickoff Meeting

To initiate the planning process, we will meet with designated staff and other officials (the Client team) as desired. Prior to the meeting, we will review zoning, setbacks, parking requirements, etc. We will review the FPL easement and will discuss opportunities in the meeting. At this meeting, we will discuss any new project goals, programs and any other specific issues or known concerns. We will begin gathering base data (boundary surveys, GIS topography and other information, existing environmental testing, etc.) that is already available.

We will also discuss potential partners that may want to be involved in the later partnering meeting and discuss whether it's best if we or City representatives invite them to attend.

Site Analysis

Immediately following the kickoff, we will begin the site analysis and inventory. Lose & Associates team members will visit the site to identify and analyze built and natural site features on the base map. We will contact representatives from Florida Power and Light regarding their easement and how it affects the site design (and will continue to coordinate with them as needed during design). We will document the existing condition of the facilities from a perspective of maintenance, safety, code compliance, remaining life span, ADA compliance, etc. Team civil engineers will review local water, sewer and electrical utilities to determine the extent that existing utilities will impact the development. We will meet with community planning and zoning staff to coordinate plan concepts with larger community planning efforts. We will also identify other opportunities and constraints presented by the physical characteristics of the site and analyze adjacent land uses. Concurrently, we will consult with requisite agencies regarding regulatory issues that may impact the plan and eventual construction.

After performing the analysis of the site's opportunities and constraints, Lose & Associates will prepare graphics that show constraints and opportunities related to site history, topography, geology, hydrology, potential wetlands, infrastructure, etc. and discuss with the Client team

refinements to the desired program based on site conditions. As part of the discussion we will provide an overview of where desired amenities have negative impacts on the site's sensitive natural features and potential alternatives to minimize these impacts.

Demographics and Program refinement

About this time, we will review demographic trends to gain an understanding for the facility's potential programming. Using the information gathered in the kickoff meeting, our research, and after our review of site conditions with the Client team, we will prepare a draft program for development, and will discuss with the Client team for refinement. We expect the program will include components of an approximate 100,000 SF recreation center, a potential trailhead (restroom and parking), and other supporting site amenities. We will call to discuss the program options and your desires for the center ahead of the first public input meeting.

Financial Feasibility Study

These following steps will largely be conducted by The Sports Facility Advisory company, administered by Lose Design. This process is optional…see fees.

The study will incorporate feedback from local stakeholders and partners that may help support the financial feasibility of the project. We define stakeholders or "partners" as any groups that my support the upfront capitalization and/or ongoing support of the project. This is not limited to, but may include: health and wellness organizations, sports teams/clubs, schools, non-profit organizations, and more. We will help to define local partners and conduct meetings to gauge their potential support for the project.

Step 1: Project Kick-Off Call

In this step, SFA will set up an initial phone call with Lose Design and Palm Coast representatives to discuss the financial feasibility effort.

Step 2: Existing Data Review & Market Analysis

In this step, SFA will review any existing data, documentation, and/or resources you provide related to your project. SFA will then conduct preliminary market research, which will encompass demographics, sports

participation in the region, and an analysis of existing service providers (competition).

Step 3: Remote Business Development Planning Session (BDPS)

The BDPS is a "deep-dive" planning and strategy session that will focus on defining success and refining your vision, value propositions, financial resources and core competencies, products and services, strategic alliances, and financial success metrics. During the BDPS, SFA will also share data from its preliminary market assessment, including key demographic and socioeconomic factors, participation rates, and other market insights. The BDPS will be facilitated remotely via a GoTo meeting.

Step 4: Detailed Financial Forecast (Pro Forma)

In this step, SFA will complete more in-depth research/analysis to produce a 5-year cash flow forecast and 20-year financial outlook. SFA's pro forma documents are detailed, institutional-grade financial forecasts used to support decision-making and financing.

The pro forma will provide insight into the financial potential of the project and will include projections related to construction and start-up costs, revenues/expenses by product/program, EBITDA, net income, facility utilization, and more.

We will breakdown each revenue stream and program area for the facility. This will include the breakout of "in-house" or internal programming and rental programming. For all programs, SFA will provide a detailed utilization chart that breaks down overall capacity and forecasted hours of usage. This ensures the facility is not "overbooked" in the financial analysis.

The pro forma will be provide you with detailed financial projections related to and based on:

- The ideal business model
- Realistic and/or recommended debt-to-equity mix and debt service
- Right-sized program spaces and space requirements
- Construction and start-up costs based on recent, comparable projects
- Recommended parking
- Revenue by product/program
- Direct/variable costs (Cost of Goods Sold)
- Facility and operating expenses

- Management and staffing model
- Utilization Projections

Once the final master plan is complete, we can provide a final pro forma once the overall master plan for the facility is complete. We will produce early draft materials that will remain in draft form until the final master plan is complete. Once complete, we will produce a final pro forma.

Step 5: Recommended Programming Report

In this step, SFA will produce a detailed an overview report for project programming. The report will feature the following sections:

- Market Overview
- Facility Overview
- Programs, Products, and Services
- Financial Performance Overview
- Professional Recommendations for next steps

We will focus on all community, recreation, fitness, and sports programming for the facility. This will include many areas outside of sports, such as: health/wellness, education, arts, music, life skills, community events and more. In order to forecast sports and non-sports programming, it will be helpful to have access to historical and current usage rates of other Community focused programs and a list of the desired activities for analysis. Additionally, we will utilize resources from National Recreation and Parks Association, Sports and Fitness Industry Association, Americans for the Arts, access to 400+ facility financials, and other proprietary data resources.

The report generated for Palm Coast will determine the highest and best use of space for programming and amenities. This will be determined by the overall vision, findings of the project, market analysis, and outcome of the financial analysis.

Open House Public Meeting (public meeting 1)

During the time of the financial feasibility study, we will continue with public input as well. We will hold a public input meeting in the form of an open-house input meeting. We will open the meeting with a brief presentation on potential ideas identified in the earlier programming phase, and then quickly move to boards at the back of the room where citizens can talk to us one-on-one about their ideas. We will provide citizens with comment cards and

the ability to "vote with sticker dots, on photo boards" for their favorite potential program elements.

Partnering meeting

During the visit to hold the first public input meeting, we will hold a joint meeting between potential outside partner groups (hospitals, private recreation providers, interest groups, etc.) to determine how they too might want to be involved in the operations of the facility.

Public Survey

At the same time as the open-house, we will also provide the same information in the form of a survey to provide an opportunity for additional input from people who cannot attend the meeting.

We will host an online survey, fully open to the public, promoted through the City's social media and other channels.

Results from this survey will be compared to previous surveys the city has performed, as well as our other means of public input, for incorporation in the facility programming.

Program refinement

Following the financial feasibility study, public meetings and partnering meeting, we will discuss program refinements with you prior to moving into the charette meeting.

Design Charrette (public meeting 2)

Following up on what we've heard so far, and after giving the public time to become more aware of the project, we will hold a public input meeting in the form of a Design Charrette where members of the community can take part in the design process in a hands-on setting. Typically, we will break the group into several smaller groups, where each smaller group explores an alternative design, and then at the end of the meeting, we synthesize the various ideas into one concept plan.

MASTER PLANNING

Alternative Concept Master Plans

Using the comments gathered the meetings, we will prepare 2 alternative concept master plans for the site and building in both graphic and narrative form. Alternative floor plans, site plans and elevations will be presented. Various options for the site and building features will be explored in a variety of graphic formats. Important issues to be addressed at this level include the scope and location of the elements to be added in the current phase, but also how the park and building can be expanded in future phases. ADA and CPTED (crime prevention through environmental design) compliance techniques will be employed. In an effort to expedite permitting of the future construction documents, we will discuss the preliminary master plan ideas with City staff to coordinate permitting issues so that the master plan recommendations are truly implementable.

We will also produce a preliminary opinion of probable cost for the designs that presents options on quality of development, potential phasing opportunities, etc.

We will present the 2 alternative concepts and opinions of probable cost to the Client team and gather their comments.

Open House Public Meeting (public meeting 3)

After refining the 2 alternative concepts from our review meeting with you, we will present them to the public in the form of another open-house meeting, where we will again take the public's input through conversations, comment cards, and voting options.

Final Master Plan

Using information gathered in the alternative concept plan presentations, and after discussions with your team on which option (or combination of options) to pursue, we will prepare a final master plan for development of the park and building, with phasing options, as well as another opinion of probable cost. Once again, site plans, floor plans and elevations will be prepared. We will also prepare a preliminary 3D rendering of the facility for use in discussions with public officials. It is understood that separate graphics will be prepared for the current development phase, as well as the overall master plan development.

Once the final plan is complete, we will share it first with the Client team and City Manager for any final refinements, and then present it to elected officials in a work session meeting. After receiving public officials' comments, we will make final revisions and provide the plan for adoption at a formal council meeting.

Once plans are fully complete, we will provide a final high-quality 3D rendering of the facility for your use in promotion of the development.

We anticipate that our project deliverables will consist of mounted boards of our plans, as well as bound reports of our findings, plans, implementation plans, and meeting minutes. We will provide bound copies of the draft and final copies, as well as electronic copies for your use. Printed copies can be provided to you at cost.

FEES

For the services outline in our approach, we will charge a lump sum fee of $89,500, inclusive of reimbursables, to be invoiced monthly as a percentage of completion.

This fee is inclusive of consultant services from Sports Facility Advisory/Sports Facility Management for the Financial Feasibility assessment portion of the facility programming. If you chose to not include this in the scope of work, it will reduce the overall fee by $29,000.

If additional services are requested, we will provide them towards an allowance of $10,000.00 per the following rate schedule. We will not proceed with additional services unless we receive your approval.

Professional Services Hourly Rate for Additional Service Requests

Senior Principal/President $240.00
Principal I/Vice President $220.00
Principal II/Vice President $200.00
Division Director I, President Emeritus, Associate $185.00
Division Director II $160.00
Sr. Environmental Biologist$125.00
Senior Landscape Architect, Architect, and Engineer $140.00
Certified Park & Recreation Specialist $110.00
Engineer Specialist/Project Coordinator $110.00
L A I, Architect I, Engineer I, Project Manager I $115.00
LA II, Architect II, Engineer II, Project Manager II $110.00
Land Planner I, Intern Architect I, Engineer in Training I
BIM Specialist, GIS Specialist I, Assistant Graphic Designer I.....$95.00
Land Planner II, Intern Architect II, Engineer in Training II
GIS Specialist II, Assistant Graphic Designer II $90.00
Technician $80.00
Technician II $75.00
Corporate Controller $95.00
Marketing Director.....$70.00
Assistant Accounts Manager, Administrative Assistant I.....$60.00
Administrative Assistant II.....$35.00

LOSE DESIGN
SPACES FOR LIFE.

Reimbursable Expenses for Additional Service Requests

Prints	cost
Postage and Shipping	cost
Mileage and Travel Expenses	cost
Copies	cost

January 1, 2018

NOTE: All the above-stated fees and expenses are to be billed monthly, and the invoices are due and payable upon receipt. Other reimbursable expenses not shown hereon will be invoiced at our cost plus 10%. These rates are current until January 1, 2019, at which time they may be adjusted by the Design Professional.

Project Schedule

RECREATION CENTER MASTER PLAN

Week of	7/23	7/30	8/6	8/13	8/20	8/27	9/3	9/10	9/17	9/24	10/1
Kickoff meeting, initial programming	◉										
Site review and analysis											
Demographic review											
Discuss revised programming			◉								
Financial feasbility analysis											
Initial Financial pro-forma						◉					
Public input meeting, partnering meeting				◉							
Public input survey											
Submit draft program						◉					
City to provide comments											
Submit revised program and financial pro-forma										◉	
Design Charette											◉
WEEK	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	
Develop alternative concept plans											
Meet to discuss concepts			◉								
City to provide comments											
Revise concepts											
Public review meeting							◉				
Develop final master plan, final pro-forma									◉		
Council Presentation, final 3d Rendering										◉	

◉ REFERS TO WEEK WITH A MEETING OR SUBMISSION

city of PALM COAST

Administrative Services & Economic Development
Central Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3730

NOTICE OF INTENT TO AWARD

Project: RFSQ-CD-18-43 Recreation Center Master Plan

Date: May 17, 2018

Appeal Deadline: Appeals must be Filed by 5:00 PM on May 21, 2018.

Firm	Ranking
Lose & Associates, Inc. Lawrenceville, GA	1
CPH, Inc. Palm Coast, FL	2
S&ME, Inc. Orlando, FL	3

The intent of the City of Palm Coast is to award RFSQ-CD-18-43 to Lose & Associates, Inc.

Cc: Contract Coordinator, Project Manager, ASED Director, Department Director

Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.

A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout (bfalgout@palmcoastgov.com) shall constitute a waiver of the protest proceedings.

RFSQ-CD-18-43 - Recreation Center Master Plan

Project Overview

Project Details	
Reference ID	RFSQ-CD-18-43
Project Name	Recreation Center Master Plan
Project Owner	Jesse Scott
Project Type	RFSQ
Department	Procurement
Budget	$0.00 - $0.00
Project Description	The purpose of this Request for Statement of Qualifications (RFSQ) is for The City of Palm Coast to receive responses from qualified firms capable of providing Master Planning Services for the ultimate development of city owned property located at 1290 Belle Terre Parkway. The existing currently has the Fire Station Administration Complex, Cell Tower site as well as the Palm Coast Tennis Center. An FPL Easement exists over a portion of the City property.
Open Date	Mar 21, 2018 8:00 AM EDT
Close Date	Apr 12, 2018 2:00 PM EDT

Awarded Suppliers	Reason	Score

Lose & Associates		**73.75 pts**

Seal status

Requested Information	Unsealed on	Unsealed by
RFSQ Proposal	Apr 12, 2018 2:00 PM EDT	Kelly Downey
Required Forms (A, B, 1 - 10)	Apr 12, 2018 2:00 PM EDT	Kelly Downey

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?
Alex Boyer	Apr 16, 2018 9:16 AM EDT	No
Carl Cote	Apr 18, 2018 8:37 AM EDT	No

Jose Papa	Apr 12, 2018 3:04 PM EDT	No
Jesse Scott	Apr 12, 2018 2:54 PM EDT	No
Alena Dvornikova	Apr 12, 2018 2:48 PM EDT	No

Project Criteria

Criteria	Points	Description
Proposal and Forms	Pass/Fail	Completed and submitted as requested
Project Team	40 pts	Provide organization chart and staffing plan, which clearly illustrates the key elements of the organizational structure of the entire team. Identify the project team members, including major and minor sub-consultants, and provide their contact information and technical resumes. Project management and key personnel shall be identified and past experience of each, as it relates to this project, shall be discussed. The City must approve any changes to the Project Management & Key Personnel. This section should include information only on the individuals who will perform work on this project. a. Credit shall be given for organization of the Proposer's team, including sub-consultants for the staffing of the project, including the key staff's experience (must denote specific roles & responsibilities with past projects) and skills relevant to the proposed assignments and teams that have worked together on previous projects.
Experience with Similar Projects	50 pts	Provide a listing of Master Plan Projects & Recreation/Multi-Generational Facilities, maximum of five, by a team member who is specifically part of the team proposed in the response. Identify the team member(s) specific role & responsibility on each project. Identify specific project details including but not limited to location, year, size, cost, and project description. Provide the contact

		information for the Owner. a. Each project will be awarded up to 8 points; more credit will be given for projects that are similar to the proposed project as well as more recently completed designs. b. Each Master Plan will receive up to 2 points.
Schedule and Availability	10 pts	Submit a proposed task schedule for proposed team members that identify anticipated milestones and their associated phasing: a. Credit shall be given based upon the availability of the proposed staff as well as for a realistic, comprehensive and logical schedule that minimizes contract duration. Proper attention should be provided to the project's critical path elements. b. Please refer to schedule included in the General Description section of this document.
Total	**100 pts**	

Scoring Summary

Active Submissions

	Total	Proposal and Forms	Project Team	Experience with Similar Projects	Schedule and Availability
Supplier	**/ 100 pts**	**Pass/Fail**	**/ 40 pts**	**/ 50 pts**	**/ 10 pts**
S&ME, Inc.	76.25 pts	Pass	32.75 pts	35 pts	8.5 pts
Lose & Associates	73.75 pts	Pass	31.25 pts	35.5 pts	7 pts
Castle Bay Design Studio	70.75 pts	Pass	28.75 pts	35.25 pts	6.75 pts
CPH, Inc.	70.25 pts	Pass	29.5 pts	33 pts	7.75 pts

	Total	Proposal and Forms	Project Team	Experience with Similar Projects	Schedule and Availability
Supplier	**/ 100 pts**	**Pass/Fail**	**/ 40 pts**	**/ 50 pts**	**/ 10 pts**
Marquis Latimer + Halback	68.75 pts	Pass	28.25 pts	32 pts	8.5 pts
Dix.Hite + Partners	68.25 pts	Pass	30.5 pts	30.75 pts	7 pts
Pond & Company	66.75 pts	Pass	30.5 pts	27.75 pts	8.5 pts
Bentley Architects + Engineers, Inc.	66 pts	Pass	25.25 pts	33.75 pts	7 pts

City of Palm Coast, Florida
Agenda Item

Agenda Date: 7/17/2018

Department	ADMINISTRATIVE SERVICES	**Amount**	
Item Key	3757	**Account**	

Subject RESOLUTION 2018-XX APPROVING FIRST AMENDMENT TO THE AGREEMENT WITH THE FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

The City has contracted with the Flagler County Sheriff for enhanced law enforcement services since 2000. The City of Palm Coast and the Flagler County Sheriff's Office current agreement for law enforcement services was executed on October 25, 2017. The current agreement provide that the Sheriff will provide one (1) School Resource Deputy for which the City shall compensate the Sheriff $110,535.00 annually.

Previously, the City, the Sheriff, and the Flagler County School Board entered into an Interlocal Agreement for School Resource Deputies, which provided terms and conditions for the one (1) School Resource Officer. This tri-party agreement expired June 30, 2018.

The Sheriff and the Flagler County School Board entered into a new Interlocal Agreement for the School Resource Deputy Program and School Crossing Guards on May 15, 2018. Since the City is no longer a party to that Agreement, the first amendment will incorporate relevant terms and conditions from the previous tri-party agreement into the current agreement between the City and the Sheriff. The first amendment does NOT affect any of the current key terms and conditions of the agreement between the City and the Sheriff.

Recommended Action: Approve Resolution 2018-XX approving First Amendment to the Agreement with the Flagler County Sheriff's Office for Law Enforcement Services.

RESOLUTION 2018- _____
FIRST AMENDMENT OF THE INTERLOCAL AGREEMENT
FLAGLER COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT SERVICES

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE FIRST AMENDMENT OF THE INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City desires to enter into the First Amendment of the Interlocal Agreement with the Flagler County Sheriff for Law Enforcement Services; and

WHEREAS, the Sheriff desires to enter into the First Amendment of the Interlocal Agreement for Law Enforcement Services with the City.

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

SECTION 1. APPROVAL OF INTERLOCAL AGREEMENT. The City Council of the City of Palm Coast hereby approves the terms and conditions of the First Amendment to the Interlocal Agreement for Law Enforcement Services with the Flagler County Sheriff's office, as incorporated herein by reference and attached hereto as Exhibit "A."

SECTION 2. AUTHORIZATION TO EXECUTE. The City Council of the City of Palm Coast hereby authorizes the Mayor to execute the First Amendment of the Interlocal Agreement with the Flagler County Sheriff's office for Law Enforcement Services.

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 actions 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 ___th day of _____ 2018.

CITY OF PALM COAST, FLORIDA

_____

ATTEST: MILISSA HOLLAND, MAYOR

_____

VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

_____

William E. Reischmann, Jr., Esq.
City Attorney

Attachment: Interlocal Agreement with the Flagler County Sheriff

FIRST AMENDMENT TO
AGREEMENT FOR LAW ENFORCEMENT SERVICES BY AND BETWEEN THE FLAGLER COUNTY SHERIFF'S OFFICE AND THE CITY OF PALM COAST

THIS FIRST AMENDMENT to the Agreement for Law Enforcement Services (hereinafter "First Amendment") is made and entered into this 22 day of June, 2018, by and between the Flagler County Sheriff's Office (hereinafter "SHERIFF"), a political subdivision of the State of Florida, whose mailing address is 160 Cypress Point Pkwy., Palm Coast, FL 32164, and the City of Palm Coast (hereinafter "CITY"), a municipal corporation of the State of Florida, whose mailing address is 160 Lake Avenue, Palm Coast, Florida 32164. (Collectively, hereinafter the SHERIFF and CITY may be referred to as the "Parties").

WITNESSETH:

WHEREAS, the Parties entered into the Agreement for Law Enforcement Services by and between the Flagler County Sheriff's Office and The City of Palm Coast, recorded on October 25, 2017 (hereinafter the "Agreement"); and

WHEREAS, the Parties' Agreement, provides on Exhibit "A" that the SHERIFF shall provide one School Resource Deputy for which the CITY shall compensate the SHERIFF $110,535.00 annually; and

WHEREAS, the CITY, the SHERIFF, and the Flagler County School Board previously entered into an Interlocal Agreement for School Resource Deputies (hereinafter "the Interlocal"), which recognized the Agreement and provided terms and conditions for the one School Resource Officer set forth and provided for in the Agreement's Exhibit "A"; and

WHEREAS, the Interlocal will expire on June 30, 2018; and

WHEREAS, the SHERIFF and the Flagler County School District (but not the CITY) entered into a new Interlocal Agreement for the School Resource Deputy Program and School

Crossing Guards, hereinafter the "New Interlocal", on May 15, 2018 (effective July 1, 2018).

NOW, THEREFORE, the Parties, for and in consideration of the premises and mutual covenants, terms and conditions hereinafter contained, hereby covenant and agree as follows:

SECTION 1. RECITALS. The foregoing recitals are true and correct and are fully incorporated by this reference.

SECTION 2. SHERIFF agrees that its obligations described in the New Interlocal shall apply to the School Resource Officer described in Exhibit "A" to the Agreement. Further, the SHERIFF agrees that the School Resource Officer provided by the CITY pursuant to the New Interlocal is to provide an increased level of youth related law enforcement services in Palm Coast neighborhoods when not assigned to Flagler County schools.

SECTION 3. This First Amendment shall supplement the Agreement and shall supersede the Agreement only to the extent of any conflict.

SECTION 4. TIME OF THE ESSENCE. Time is of the essence of the lawful performance of the duties and obligations contained in this First Amendment. The Parties covenant and agree that they shall diligently and expeditiously pursue their respective obligations set forth in this First Amendment.

SECTION 5. BINDING EFFECT. Each Party hereto represents to the other that it has undertaken all necessary actions to execute this First Amendment, and that it has the legal authority to enter into this First Amendment and to undertake all obligations imposed on it.

SECTION 6. RECORDING. The CITY shall be responsible for the recording of this

First Amendment in the Public Records (Land Records) of Flagler County, Florida. The costs of the recording shall be borne equally by the Parties.

SECTION 7. CAPTIONS/EXHIBITS. The headings or captions of the sections and subsections contained in this First Amendment are used for convenience and reference only, and do not, in themselves, have any legal significance and shall not be afforded any. They are in no way intended to describe, interpret, define or limit the scope, extent or intent of this First Amendment, or any provisions.

SECTION 8. COUNTERPARTS. This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

[This space intentionally left blank. Signature page to follow.]

INTERLOCAL AGREEMENT
SIGNATURE PAGE

CITY OF PALM COAST

By:_____
Milissa Holland, Mayor

Date executed:_____

ATTEST:

_____
Virginia Smith, City Clerk

Approved as to form and content:

_____
William E. Reischmann, Jr., Esq.

Return executed Agreement to:
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

INTERLOCAL AGREEMENT
SIGNATURE PAGE

OFFICE OF THE SHERIFF
FLAGLER COUNTY, FLORIDA

By: _____
Rick Staly, Sheriff

Date executed: 6/22/18

City of Palm Coast, Florida
Agenda Item

Agenda Date: 07/17/2018

Department	CITY CLERK	**Amount**	
Item Key	3759	**Account**	

Subject RESOLUTION 2018-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

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. 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 August 14, 2018 Workshop.

Recommended Action :

Adopt Resolution 2018-XX approving the nuisance abatement initial assessment

RESOLUTION 2018-__
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 TO BE ASSESSED FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2017; 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. 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, Florida Administrative Code, and as applied by the Property Appraiser attached hereto as Appendix D.

"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 2.05 hereof.

"Ordinance" means Ordinance No. 2010-03, the Public Nuisance Ordinance.

"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 provide for the creation of an Assessment Area and authorize the imposition of Nuisance Abatement Assessments to fund the Nuisance Abatement Assessed Cost to benefit property.

(D) The City Council desires to create the Nuisance Abatement Service Area as an Assessment Area and to fund the Nuisance Abatement Assessed Cost.

(E) The nuisance abatement services, facilities, and programs will provide a special benefit to all Tax Parcels located within the City, by protecting and enhancing the value, use and enjoyment of such property. The provision of nuisance abatement will preserve or enhance the property values and enhance the aesthetics, safety and access to property.

(F) The Nuisance Abatement Assessments to be imposed in accordance with this Initial Assessment Resolution provide an equitable method of funding the provision of nuisance abatement services, facilities, and programs by fairly and reasonably allocating the cost to specially benefitted property, based upon the cost of nuisance abatement attributable to each parcel or property in the manner hereinafter described.

(G) Each Tax Parcel within the proposed Nuisance Abatement Service Area will be benefitted by the City's provisions of the nuisance abatement services in an amount not less than

the Assessment imposed against such property, computed in the manner set forth in this Initial Assessment Resolution.

ARTICLE II
NUISANCE ABATEMENT ASSESSMENTS

SECTION 2.01. PROPOSED NUISANCE ABATEMENT SERVICE AREA.

(A) In accordance with Section 2.01 of the Ordinance, the City Council proposed to create the Nuisance Abatement Service Area, consisting of the entire City. For Fiscal Year commencing 2018, the specific properties to be assessed are attached as Appendix A:

(B) The Nuisance Abatement Service Area is proposed to provide beautification, and enhance safety and access to property, as well and preserve and/or enhance the value of all property therein through the provisions of nuisance abatement services.

SECTION 2.02. ESTIMATED NUISANCE ABATEMENT COST.

The estimated Nuisance Abatement Assessed Cost for properties listed in 2.01 are as follows for the Fiscal Year commencing October 1, 2018, as attached hereto and incorporated herein by reference as Appendix A. This Nuisance Abatement Assessed Cost will be funded through the imposition of Assessments against property located within the City in the manner set forth in Section 2.05 hereof.

SECTION 2.03. IMPOSITION OF NUISANCE ABATEMENT ASSESSMENTS.

The Nuisance Abatement Assessments shall be imposed against those Tax Parcels listed in Section 2.02 located within the Nuisance Abatement Service Area, and shall be computed in accordance with this Initial Assessment Resolution. When imposed, the Nuisance Abatement Assessments shall constitute a lien on those Tax Parcels pursuant to Section 2.05 of the Ordinance.

SECTION 2.05. COMPUTATION OF ASSESSMENTS. The Nuisance Abatement Assessment amount for the Fiscal Year commencing October 1, 2018, shall be calculated and apportioned based on the actual cost of nuisance abatement.

SECTION 2.06. 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 and in Resolution 2010-168. 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 2.07. 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 9:00 a.m., on August 21, 2018 at the City of Palm Coast, Community Wing, 160 Lake Avenue, Palm Coast, Florida, to consider imposition of the Nuisance Abatement 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. 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 17th day of July 2018.

ATTEST: CITY OF PALM COAST

_____ _____

Virginia A. Smith, City Clerk Milissa Holland, Mayor

Approved as to form and legality:

_____

William E. Reischmann, Jr., Esq.

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

EXHIBIT A

2018 Tax Roll

Parcel I.D.	Owner's Name	Street #	Property Address	Owner Address 1	Owner Address 2	City	State	Zip	Inv. Amount	Violation
07-11-31-7013-00090-0760	Egbert & Shirley Profitt	104	Bridgehaven Drive	127-14 101st Ave.		Richmond Hill	FL	11419	330.00	Public Nuisance
07-11-31-7019-00150-0030	John & Carmen Thompson	13	Watermill Place	6621 Adrian Street		New Carrollton	MD	20784	2,260.00	Public Nuisance
07-11-31-7028-00240-0050	Percy & Jacqueline Johnson	60	Ponce Deleon Drive	144-23 228th Street		Rosedale Queens	NY	11413	300.00	Public Nuisance
07-11-31-7028-00460-0070	VINCENT JR. & JEAN MARIE D'ANTONIO	13	Port Royal Drive	22 GIANT LANE		Levittown	NY	11756	$300.00	Public Nuisance
07-11-31-7029-00320-0020	TRACY & DARRYL FOSTER	13	Rydell Lane	310 WOODLAND DR. W.		Yorktown	PA	23692-3340	$400.00	Public Nuisance
07-11-31-7030-00380-0050	FRANCISCO F. CARBALLIDO & PALMIRA ROMERO DE	6	Radial Pl	0-9 CALLE 21 FAIR VIEW		San Juan	PR	09926	$200.00	Public Nuisance
07-11-31-7031-00380-0190	Constance B White	4	Richland Lane	2306 Mellow Court		Baltimore	MD	21209	300.00	Public Nuisance
07-11-31-7032-00780-0180	Korshavn Corporation, A Delaware Corporation	41	Rolling Fern Drive	PO Box 2		Chester	MD	21619	830.00	Public Nuisance
07-11-31-7034-01400-0130	Juarbe Hiram Alfaro & Alfaro & Willie Juarbe	117	Eric Drive	Bo Mora Avenida Militar		Isabela	PR	00662	500.00	Public Nuisance
07-11-31-7060-00410-0120	Joseph Winston	2	Squirrel Place	6 Hutch Court		Dix Hills	NY	11746	500.00	Public Nuisance
07-11-31-1040-00000-0100	Cheryle & Tajmir Ghafour	20	Lewiston Court	52 Francis Lane		Palm Coast	FL	32137	235.00	Public Nuisance
07-11-31-7001-00010-0330	Federal National Mortgage Asso	24	Faith Lane	14221 Dallas Pkwy Ste 1000		Dallas	TX	75254	1,540.00	Public Nuisance
07-11-31-7001-00010-0490	Kathryn Mollohan Nelson & Debby Robinson	86	Farragut Drive	86 Farragut Drive		Palm Coast	FL	32137	165.00	Public Nuisance
07-11-31-7001-00040-0020	Gary Metzger	72	Farragut Drive	2435 Bridge Ave	Apt. 3	Pt Pleasant	NJ	08742	990.00	Public Nuisance
07-11-31-7001-00060-0360	Harry W Miller Jr	21	Farrington Lane	226 East Barr Street		Macdonald	PA	15057	165.00	Public Nuisance
07-11-31-7002-00060-0030	Marek Lesczynski	2	Fernham Lane	2 Fernham Lane		Palm Coast	FL	32137	1,360.00	Public Nuisance
07-11-31-7003-00040-0010	Fernando & Olga Picado	54	Christopher Court South	Calle Lago Zupango 146, Privado Da Vinci #71	Cumbres Del Lago	Quertaro	Mexico	76230	164.00	Public Nuisance
07-11-31-7003-00060-0140	Guillermo Perez	28	Clearview Court S.	100 Bella Harbor Court	Unit 110	Palm Coast	FL	32137	165.00	Public Nuisance
07-11-31-7007-00050-0360	Paul Martinolich & Cassese Antony, C&M Acquisitions	4	Fountain Court	325 Main Street	Apt. 4C	White Plains	NY	10601	500.00	Public Nuisance
07-11-31-7007-00140-0590	Alexander & Jessica Coubrough	21	Fort Caroline Lane	510 Devon Circle		St Augustine	FL	32086-8704	330.00	Public Nuisance
07-11-31-7007-00210-0150	Charles Navas Jr. & Anne, Mary & Daniel O'Brien	25	Folcroft Lane	3 Hayden Avenue		Great Neck	NY	11024	300.00	Public Nuisance
07-11-31-7007-00290-0340	Orlando Henrique & Isabel Oliveira	113	Frankford Lane	137 Kendall Circle		Waterbury	CT	06708	600.00	Public Nuisance
07-11-31-7007-00360-0290	Ngai Po Wan aka Po Wan Poon & Oi Kong Ngai	54	Frontier Drive	622 Williams Street		Rockingham	NC	28379	1,500.00	Public Nuisance
07-11-31-7008-00020-0010	Antonio & Sandra Donzella	2	Casper Drive	Calle Cinaruco, Res Marquezal	Torre Beta, Apt 5-A	URB El Marquez, Caracas	Venezuela		50.00	Public Nuisance
07-11-31-7009 00320 0390	Aristides & Maria Sequeira	150	Fenimore Lane	75 Houston St		Newark	NJ	07105	600.00	Public Nuisance
07-11-31-7009-00320-0030	Jigar & Payal Patel	93	Fellowship Drive	4604 E Pnce DE Leon Ave	Clarkston	Atlanta	GA	30021	400.00	Public Nuisance
07-11-31-7009-00320-0040	Ralph & Delores Dileone	91	Fellowship Drive	13843 Brookdale Ave		Brook Park	OH	44142	300.00	Public Nuisance
07-11-31-7009-00320-0480	Joseph & Susan Comella	168	Fenimore Lane	2908 Main St		Coventry	CT	06238	300.00	Public Nuisance
07-11-31-7009-00410-0220	Marilyn Hatch Trustee	49	Fenwick Lane	6 Center Place		Palm Coast	FL	32137	300.00	Public Nuisance
07-11-31-7009-00420-0210	Malgorzata Lewinska & Boguslaw Lewinski	45	Fenwood Lane	50 Horseshoe Road		Seyerville	NJ	08872	600.00	Public Nuisance
07-11-31-7010-00200-0310	Aurora Perea	62	Felshire Lane	1140 NE 191 St, Apt D-11		Miami Beach	FL	33179	3,360.00	Public Nuisance
07-11-31-7010-00240-0170	Louise Atkins	34	Fellowship Drive	44735 Audubon Sq #529		Ashburn	VA	22213	1,000.00	Public Nuisance
07-11-31-7010-00250-0170	CARLOS RODRIGUES	37	Freeland Ln	81 BRIGHTON AVE		Kearny	NJ	07032	$800.00	Public Nuisance
07-11-31-7010-00250-0300	Almanac Group Inc.	11	Freeland Lane	2250 Old Moody Blvd.	#61	Bunnell	FL	32110	330.00	Public Nuisance
07-11-31-7010-00290-0130	Boris Chernousov	11	Fanbury Lane	3671 Casalta Circle		New Smyrna Beach	FL	32168	300.00	Public Nuisance
07-11-31-7011-00060-0160	SUSANNA E NGITNGIT	10	Becker Ln	PO BOX 17562		Wichita	KS	67217	$230.00	Public Nuisance
07-11-31-7011-00090-0200	Sharon Lynn Vallaster	37	Beaverdam Lane	42 Zinnia Trail		Palm Coast	FL	32164	230.00	Public Nuisance
07-11-31-7011-00110-0290	Gonzalo & Betty Chacon Higinio	102	Beauford Lane	Urb La Arbole-Calle Los Lirios	Eda-Sector D2e#4 San Antonio D	DE Los Altos Miranda	Venezuela	1204	1,370.00	Public Nuisance
07-11-31-7011-00130-0710	Mary Westerberg	37	Beacon Mill Lane	35 Beacon Mill Lane		Palm Coast	FL	32137	1,050.00	Public Nuisance
07-11-31-7012-00030-0760	FL PCM Holding LLC	144	Bayside Drive	7 Augusta Trail		Palm Coast	FL	32137	1,180.00	Public Nuisance
07-11-31-7012-00060-0620	Elizabeth Badurina	24	Bannerwood Lane	2192 Tremont Road		Columbus	OH	43221	800.00	Public Nuisance
07-11-31-7012-00120-0470	James Sr & Mary Crutchfield	32	Ballenger Lane	5343 Soundview Ave		St Augustine	FL	32080	360.00	Public Nuisance
07-11-31-7012-00130-0320	Walter & Gilda Brown	26	Beth Lane	89 Orchard Street		Keansburg	NJ	07734	580.00	Public Nuisance
07-11-31-7012-00150-0120	Giuseppe Gentile	23	Barrington Drive	14 Park Lane		Somers	NY	10589	650.00	Public Nuisance
07-11-31-7012-00170-0570	Michael & Laura Larocca	52	Barkwood Lane	52 Barkwood Lane		Palm Coast	FL	32137	165.00	Public Nuisance
07-11-31-7012-00180-0330	Delores Chambers	4	Barkley Lane	320 Coach Houch Lane		Milton	GA	30004	535.00	Public Nuisance
07-11-31-7012-00180-0420	JOSE & TERESA GARCIA	22	Barkley Lane	1501 ALGARDI AVENUE		Coral Gables	FL	33146	430.00	Public Nuisance
07-11-31-7013-00030-0200	Wael S. Karadsheh	56	Braddock Lane	P.O. Box 2012		Amman	Jordan	11181	750.00	Public Nuisance
07-11-31-7013-00190-0250	Theodore & Eva Graham	19	Bruning Lane	19 Bruning Lane		Palm Coast	FL	32137	615.00	Public Nuisance
07-11-31-7013-00200-0300	Margaret Bourke	95	Brunswick Lane	95 Brunswick Lane		Palm Coast	FL	32137	495.00	Public Nuisance
07-11-31-7017-00010-0150	Francis & Gail Kelly	29	Boston Lane	104 Carriage Hill Drive		Newington	CT	06111	1,050.00	Public Nuisance
07-11-31-7017-00010-0260	Wagdy Demian	51	Boston Lane	360 Tareek Et Gueish		Glem Alexandria	Egypt	21311	600.00	Public Nuisance
07-11-31-7017-00010-0620	Yaicin & Gulgun Dincman	153	Boulder Rock Drive	28200 Fairmount Boulevard		Pepper Pike	OH	44124	300.00	Public Nuisance
07-11-31-7017-00020-0300	Daniel & Barbara Palermo	57	Boulder Rock Drive	9285 Blackjack Lane		Rosewell	GA	30076	1,150.00	Public Nuisance
07-11-31-7017-00070-0140	Jose Firueroa & Ayala Asuncion	214	Boulder Rock Drive	RR 11 Box 3645	Cerro Gordo	Bayamon	PR	00619	735.00	Public Nuisance
07-11-31-7019-00200-0060	Margaret & Joseph Lubertine	78	Waters Drive	8723 NE 310 Avenue		Salt Springs	FL	32134	800.00	Public Nuisance
07-11-31-7020-00030-0100	Rodney & Pocahontas Clarke	11	Weymouth Lane	2754 Terrell Ridge Circle SE		Marietta	GA	20067	300.00	Public Nuisance
07-11-31-7020-00040-0190	JAMES ZHENG	12	Webner Pl	141-15 CHERRY AVE #2		Flushing	NY	11350	$550.00	Public Nuisance
07-11-31-7020-00170-0050	John Kolibas	336	Wellington Drive	559 Wood Avenue		Edison	NJ	08820	500.00	Public Nuisance
07-11-31-7021-00020-0220	FL PCM Holding LLC	29	Wellham Lane	29 Wellham Ln		Palm Coast	FL	32164	950.00	Public Nuisance
07-11-31-7021-00050-0200	Genowefa & Franciszek Glodziak & Malgorzata Glodziak-Dojnik	39	Wendy Lane	537 Dorchester Drive		River Valle	NJ	07675	600.00	Public Nuisance
07-11-31-7021-00150-0010	Sharon & Warren Cobbs	137	Wellstone Drive	203-18 116 Avenue		St. Albans	NY	11412	1,190.00	Public Nuisance
07-11-31-7022-00130-0400	Coyaba II LLC	42	Westglen Lane	4867 Palm Coast Pkwy	STE 4	Palm Coast	FL	32137	200.00	Public Nuisance
07-11-31-7022-00250-0140	Barry & Jean Groswith	21	Westmoreland Drive	1121 S Concord Road		West Chester	PA	19382	165.00	Public Nuisance
07-11-31-7022-00270-0480	Thomas & Georgia Douvikas	55	Westrobin Lane	1011 Highland Lane		Glenview	IL	60029	235.00	Public Nuisance
07-11-31-7022-00280-0250	SMP Property Holdings LLC	45	Westridge Lane	2379 Beville Road		Daytona Beach	FL	32119	300.00	Public Nuisance
07-11-31-7022-00360-0150	Daniel E & Aimee & Abigail Siegel	50	Westfield Lane	1224 Iran Bridge Drive		Mount Pleasant	SC	29466	330.00	Public Nuisance
07-11-31-7023-00020-0110	Robert Swanson Trustee	128	Whispering Pine Drive	123 Evergreen Street		Sterling	VA	20164	400.00	Public Nuisance
07-11-31-7023-00080-0130	Monica Perez	9	Whitcock Lane	9 Whitcock Lane		Palm Coast	FL	32164	165.00	Public Nuisance

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07-11-31-7023-00100-0080	James & Gertrude Banks	68	Whispering Pine Drive	3228 O Street S		Washington	DC	20020	975.00	Public Nuisance
07-11-31-7023-00100-0080	Gertrude & James Banks	6	Whispering Pine Drive	3228 O Street S		Washington	DC	32164	165.00	Public Nuisance
07-11-31-7023-00240-0270	Viktor & Olena Lysenko	13	Whittlesey Lane	36-09 Hillside Terrace		Fair Lawn	NJ	07410	400.00	Public Nuisance
07-11-31-7023-00290-0250	Jose & Paula Goncalves C/O Fran Costa	30	White Star Drive	9645 Baymeadows Rd		Jacksonville	FL	32256	370.00	Public Nuisance
07-11-31-7023-00400-0060	Slavik Minyaylo & Felix Epstein	24	White Hurst Lane	630 Race St		Cincinatti	OH	45202	230.00	Public Nuisance
07-11-31-7023-00480-0260	Christiana Trust Trustee C/O Rushmore Loan Management	4	White House Drive	7515 Irving Center Drive		Irvine	CA	92604	165.00	Public Nuisance
07-11-31-7023-00490-0080	Dulce Ravelo	18	Whte House Drive	5200 SW 97th Ave		Miami	FL	33165	300.00	Public Nuisance
07-11-31-7023-00650-0050	Leblanc Georges chez Mme Charrue	111	Wheatfield Drive	9 Rue Marguerite	78180 Montigny	Le Bretonneux	France		400.00	Public Nuisance
07-11-31-7024-00280-0100	Morris A Preston	31	Primrose Lane	31 Primrose Lane		Palm Coast	FL	32164	660.00	Public Nuisance
07-11-31-7024-00290-0050	Mikhail & Riva Kalendarev	73	Price Lane	1439 Ocean Ave.	Apt. C-11	Brooklyn	NY	11230	235.00	Public Nuisance
07-11-31-7024-00290-0130	CHUNG KWOK FU	57	Price Ln	2 DUNLOP COURT		Commack	NY	11725	$500.00	Public Nuisance
07-11-31-7024-00360-0030	Yong Sun & Liu Jihong	73	Presidential Lane	1823 Big Horn Drive		Houston	TX	77090	900.00	Public Nuisance
07-11-31-7024-00360-0050	Jean H Samuel	69	Presidential Lane	66 Woodmere Drive		Parlin	NJ	08859	300.00	Public Nuisance
07-11-31-7024-00450-0080	Palm Coast Land Management LLC	29	Prairie Lane	7205 Pebblecreek Rd		West Bloomfield	MI	48322	500.00	Public Nuisance
07-11-31-7024-00540-0210	Danilo S & Merlie C Guerrero	53	Providence Lane	545 Hastings Drive		Benicia	CA	94510	300.00	Public Nuisance
07-11-31-7024-RP0CC-0000	MPC LOTS LLC		Right Of 33 Prattwood Ln	2379 BEVILLE RD		Daytona Beach	FL	32119	$600.00	Public Nuisance
07-11-31-7025-00030-0270	Big Floor LLC	2	Pleasant Lane	7512 Dr. Phillips Blvd.	Ste 50-180	Orlando	FL	32819	400.00	Public Nuisance
07-11-31-7025-00090-0050	Emil & Olga Feldman	16	Pebble Wood Lane	260 Ocean Pkwy Apt#5-M		Brooklyn	NY	11218	500.00	Public Nuisance
07-11-31-7025-00090-0140	Dr Patricio Sonza	46	Pebble Wood Lane	8 Constitution Way		Flamington	NJ	08822	530.00	Public Nuisance
07-11-31-7025-00170-0070	Ivy Clark	8	Perch Place	620 Wekiza Crest Drive		Apopka	FL	32712	600.00	Public Nuisance
07-11-31-7025-00430-0040	Carlos Mario Quiroz	144	Putter Drive	2473 Coronado Way		Dunedin	FL	34698	300.00	Public Nuisance
07-11-31-7025-00440-0100	Amy Wolfe & James Diddle	56	Putter Drive	1616 Professional Circle		Ravenswood	WV	26164	215.00	Public Nuisance
07-11-31-7025-00450-0330	Lawrence & Norine Hill	35	Putter Drive	3 Masters Court		Masphee	MA	02649	300.00	Public Nuisance
07-11-31-7025-00470-0040	Alexander Gourin	64	Parkway Drive	64 Parkway Drive		Palm Coast	FL	32164	165.00	Public Nuisance
07-11-31-7025-00580-0050	Joseph & Jennetta Taylor	226	Parkview Drive	PO Box 351551		Palm Coast	FL	32135	530.00	Public Nuisance
07-11-31-7025-RP0J0-0000	MPC Lots LLC		Rear of 40 Perthshire Lane	2379 Beville Road		Daytona Beach	FL	32119	800.00	Public Nuisance
07-11-31-7026-00010-0220	Louis Rastelli & Pablo Cancel	45	Pine Grove Drive	586 East 182nd St		Bronx	NY	10457	300.00	Public Nuisance
07-11-31-7026-00010-0290	Haydee Britton-Forbes	34	Pine Hurst Lane	320 East 42nd St Apt 1304		New York	NY	10017	500.00	Public Nuisance
07-11-31-7026-00020-0130	Cecylia Chaber	25	Pine Hurst Lane	155 E 4th St, Apt 9d		New York	NY	10009	300.00	Public Nuisance
07-11-31-7026-00100-0140	Idalio Cancela	52	Pineland Lane	1167 St Louis Avenue		Hill Side	NJ	07205	1,300.00	Public Nuisance
07-11-31-7026-00170-0350	Paul Benz	29	Pine Crest Lane	Kirchli St 39, 9010 St Galen		Switzerland			235.00	Public Nuisance
07-11-31-7026-00190-0310	Ramon Ortiz	32	Pine Crest Lane	30 Birchshire Lane		Palm coast	FL	32137	1,990.00	Public Nuisance
07-11-31-7026-00280-0380	Kenneth & Carolyn Dawidowicz	231	Pine Grove Drive	439 Bradford Pl		Bolingbrook	IL	60490	400.00	Public Nuisance
07-11-31-7026-00400-0030	MAUNG PE THAN & SAO MYA NEW	79	Pickering Drive	1061 SW 75TH AVENUE		Plantation	FL	33317	$300.00	Public Nuisance
07-11-31-7026-00430-0090	Hermilo Lopina	19	Pillory Lane	58 Summit Ave		Newark	NJ	07112	230.00	Public Nuisance
07-11-31-7026-00550-0040	EDUARDO MEZA & SANDRA URIBIO	20	Pine Brook Drive	11 NORDEN PLACE, #L-4		Norwalk	CT	06855	$300.00	Public Nuisance
07-11-31-7026-00600-0130	John P. & Tonya Kegley	27	Pineash Lane	PO Box 4063		Cookeville	TN	38502	730.00	Public Nuisance
07-11-31-7026-00640-0380	SMP Property Holdings LLC	37	Pinell Lane	2379 Beville Road		Daytona Beach	FL	32119	370.00	Public Nuisance
07-11-31-7026-00660-0190	Suzanne M McCreery	10	Pinwheel Lane	4602 4th Road North		Arlington	VA	22203	600.00	Public Nuisance
07-11-31-7026-00700-0100	Sarote Paul & Carolyn Sarote	52	Pittman Drive	54 Pittman Drive		Palm Coast	FL	32164	300.00	Public Nuisance
07-11-31-7026-00760-0070	William D. Newman	16	Pittman Drive	16 Pittman Drive		Palm Coast	FL	32164	400.00	Public Nuisance
07-11-31-7027-00080-0130	Reginald & Hilda Grey	37	Woodside Drive	1616 SW 149th Ave		Pembroke Pines	FL	33027	230.00	Public Nuisance
07-11-31-7027-00270-0080	Robert Greene	27	Woodlawn Drive	27 Woodlawn Drive		Palm Coast	FL	32137	265.00	Public Nuisance
07-11-31-7027-00430-0010	Robert Wadkins	46	Wood Center Lane	43 Wood Center Lane		Palm Coast	FL	32164	165.00	Public Nuisance
07-11-31-7027-00560-0200	Elizabeth Blakney	34	Wood Amber Lane	37 Westmore Lane		Palm Coast	FL	32164	400.00	Public Nuisance
07-11-31-7027-RP0K1-0000	MPC Lots LLC		Rear of 23 Wood Ash Lane	2379 Beville Road		Daytona Beach	FL	32119	500.00	Public Nuisance
07-11-31-7028-00020-0070	M WEBER LLC	13	Philox Lane	94 CLUBHOUSE DR		DOUGLASVILLE	FL	32137	$235.00	Public Nuisance
07-11-31-7028-00690-0040	SYLVIA & JOHN SIDNEY	2	Poinette Pl	18 BURNING BUSH RD		Palm Coast	FL	32137	$300.00	Public Nuisance
07-11-31-7028-00110-0080	Joseph & Marilyn K Pacheco	46	Pony Express Drive	1056 Main Street S.	Apt. 22 B	Woodbury	CT	06798	1,000.00	Public Nuisance
07-11-31-7028-00120-0050	Mark & Gilda Demers	26	Ponderosa Lane	9942 N Sandree Dr		Citrus Springs	FL	34434	165.00	Public Nuisance
07-11-31-7028-00120-0220	Paul P. & James P. Lo	9	Pontiac Lane	103 Stevens Avenue		Hempstead	NY	11550	500.00	Public Nuisance
07-11-31-7028-00130-0090	Hua Yao Kung & Ming Jiar	18	Pontiac Lane	75 Butter Nut Lane		Basking Ridge	NJ	07920	1,400.00	Public Nuisance
07-11-31-7028-00130-0100	Hua Yao Kung & Ming Jiar	16	Pontiac Lane	41-10 Bowne Street	Apt 7V	Flushing	NY	11355	500.00	Public Nuisance
07-11-31-7028-00130-0150	Mario, John, and Deividy Costa	6	Pontiac Lane	PO Box 351181		Palm Coast	FL	32135	300.00	Public Nuisance
07-11-31-7028-00160-0270	Alberto Martos C/O Mercedes Martos	16	Poppy Lane	1723 Azalea Drive		N Brunswick	NJ	08902	860.00	Public Nuisance
07-11-31-7028-00280-0070	Romano Paolo Life Estate	15	Powder Horn Drive	12 Pamela Court		Plainview	NY	11803	235.00	Public Nuisance
07-11-31-7028-00440-0240	Kazushige & Mayako Takimoto % Sakai Trading new York Inc	9	Port Echo Lane	708 3rd Ave		New York	NY	10017	230.00	Public Nuisance
07-11-31-7028-00670-0040	Lynette Chrysostom	118	Point of Woods Drive	8913 Avenue A		Brooklyn	NY	11236	700.00	Public Nuisance
07-11-31-7028-00720-0190	Hyacinth Riley-Gordon	87	Point of Woods Drive	214-01 110th Ave		Queens Village	NY	11429	600.00	Public Nuisance
07-11-31-7028-00780-0100	Igor & Yevgeniya Chugunov	7	Pointer Place	19217 Gatllin Dr		Gaithesburg	MD	20879	165.00	Public Nuisance
07-11-31-7029-00150-0230	Tetiana Ursenko & Samoylenko Yaroslav	39	Ryan Drive	1853 Cropsey Ave Apt 4		Brooklyn	NY	11214	230.00	Public Nuisance
07-11-31-7029-00200-0070	CHERYL HAWRYLUK	51	Ryan Dr	124 CEDAR CREST CIRCLE		LAKE CITY	FL	32114	$370.00	Public Nuisance
07-11-31-7029-00200-0090	Rui Da Silva	55	Ryan Drive	922 Grand View Ave		Union	NJ	07083	300.00	Public Nuisance
07-11-31-7029-00390-0170	Li Hua	33	Ryberry Drive	14407 Sandford Ave.	Apt. 3G	Flushing	NY	11355	300.00	Public Nuisance
07-11-31-7029-00520-0100	Dorlene Staler	136	Ryberry Drive	2080 S Ocean Drive	Apt 210	Hallandale Beach	FL	33009	400.00	Public Nuisance
07-11-31-7029-00520-0290	Elsa & Skender Isaku	27	Ryker Lane	37305 Ryan Road		Sterling Heights	MI	48310	800.00	Public Nuisance
07-11-31-7029-00600-0250	James & Valerie Gentile	12	Ryall Lane	PO Box 1059		West Babylon	NY	11704	230.00	Public Nuisance
07-11-31-7029-00610-0070	LEONARDO, MARIO & OMAR MACIAS	18	Ryberry Drive	880 E. 38TH STREET		Hialeah	FL	33013	$1,000.00	Public Nuisance
07-11-31-7029-00630-0110	Winder Vi LLC	49	Ryarbor Drive	18305 Biscayne Blvd.	Suite 400	Aventura	FL	33160	230.00	Public Nuisance
07-11-31-7029-00670-0170	Robert Piech	92	Rymshaw Dr	1082 Bloor St		Mississauga Ontario	Canada	L4Y 2N4	200.00	Public Nuisance
07-11-31-7029-00690-0010	Peter & Christine Polo C/O Kenneth Polo	26	Rymsen Lane	32633 Natural Bridge Rd		Wesley Chapel	FL	33543	600.00	Public Nuisance

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07-11-31-7029-00760-0160	James Terrell Jr	32	Rymshaw Drive	1250 East 69th St		Chicago	IL	60637	235.00	Public Nuisance
07-11-31-7029-RP0B3-0000	MPC Lots LLC		Rear of 61 Ryecliffe Drive	2379 Beville Road		Daytona Beach	FL	32119	400.00	Public Nuisance
07-11-31-7030-00060-0180	EQUITY TRUST CO FBO BRADLEY WEAGLEY IRA	36	Raemoor Dr	1 EQUITY WAY		valley Stream	OH	44145	$400.00	Public Nuisance
07-11-31-7030-00060-0210	Angelo & Yamilet Rodriguez	30	Raemoor Drive	501 74th Street Apt 1B		Miami Beach	FL	33141	500.00	Public Nuisance
07-11-31-7030-00180-0090	Ignazio Amato	69	Raintree Place	5393 SW 90th Court		Miam	FL	33165	2,300.00	Public Nuisance
07-11-31-7030-00310-0490	Svetlana & Oleksandr Kaplan	30	Radcliffe Drive	2730 W 33 St # 9-C		Brooklyn	NY	11224	230.00	Public Nuisance
07-11-31-7030-00640-0070	William Bennett	2	Ranber Place	35 Woodhollow Lane		Palm Coast	FL	32164	200.00	Public Nuisance
07-11-31-7030-00710-0030	Zeshan Khan	30	Ramblewood Drive	4119 14th Avenue S		Seattle	WA	98108	1,900.00	Public Nuisance
07-11-31-7031-00110-0010	Funcoast Realty & Management LLC	12	Ripley Lane	119 S Palmetto Ave	#154	Daytona Beach	FL	32114	600.00	Public Nuisance
07-11-31-7031-00380-0120	Milton Reed Jr & William Micael Hayes	18	Richland Lane	18 Richland Lane		Palm Coast	FL	32164	825.00	Public Nuisance
07-11-31-7031-00550-0040	Carleton Ellis III	7	Rivera Lane	5 Bray St		Gloucester	MA	01930	200.00	Public Nuisance
07-11-31-7031-00570-0050	Elizabeth M Krawsek C/O Sandra M Georgianna	56	Riviera Drive	2685 St Andrews Drive		Clearwater	FL	33761	235.00	Public Nuisance
07-11-31-7031-00580-0360	Yuriy & Polina Binder	31	Riverside Lane	239 Dunhams Corner Road		East Brunswick	NJ	08816	300.00	Public Nuisance
07-11-31-7031-00590-0010	Lloyd Washington	42	Riverside Lane	19 Sterling Place		Brooklyn	NY	11217	700.00	Public Nuisance
07-11-31-7032-00040-0140	Kenneth Panton	25	Round Thorn Drive	992 Summer Street	Apt 5B	Stanford	CT	06905	1,100.00	Public Nuisance
07-11-31-7032-00140-0190	Rolando & Haydee Stewart C/O Cristina Verdeja Zaldivar & Et al	4	Round Tree Drive	707 President St, Apt 432		Baltimore	MD	21202	230.00	Public Nuisance
07-11-31-7032-00330-0120	Luis & Seetalynn Anderson	16	Rosepetal Lane	344 Old Plantation Dr		St. Augustine	FL	32086	300.00	Public Nuisance
07-11-31-7032-00420-0120	Eduardo Matos	2	Russell Drive	1919 McGraw Ave #11-B		Bronx	NY	10462	500.00	Public Nuisance
07-11-31-7032-00500-0060	Anderson Realty-Florida LP c/o Lewers & Assoc	26	Roxland Lane	8 Carlos Court		Palm Coast	FL	32137	300.00	Public Nuisance
07-11-31-7032-00500-0230	Ramos Rene Ayala	9	Roxanne Lane	544 W 49th Street Apt 8		New York	NY	10019	230.00	Public Nuisance
07-11-31-7032-00650-0090	Miguel Alberto-Rodriguez & Carmen Martinez-Diaz	5	Rolling Sands Drive	812 Jose B Acevedo URB Los Maestros		Rio Piedras	PR	00923	500.00	Public Nuisance
07-11-31-7032-00660-0440	Vicki Shaw	43	Rolling Sands Drive	43 Rolling Sands Drive		Palm Coast	FL	32164	277.00	Public Nuisance
07-11-31-7032-00730-0270	Lorla Lock	15	Rolling Lane	13088 Troy Loop		Woodbridge	VA	22192	200.00	Public Nuisance
07-11-31-7032-00780-0240	Thomas McCarren	53	Rolling Fern Drive	PO Box 58462		Cincinnati	OH	45258	700.00	Public Nuisance
07-11-31-7032-00890-0080	MARIE ELIZABETH VILLANUEVA	8	Robin Hood Lane	850 N. DEWITT PLACE, APT 9A		Chicago	IL	60611	$500.00	Public Nuisance
07-11-31-7033-00020-0030	Lena Morris & Clare Pinnock	14	Reine Place	PO Box 616		Odessa	FL	33556	230.00	Public Nuisance
07-11-31-7033-00140-0020	Marita Guzman	74	Red Mill Drive	38 Carolyn Court	Apt 906	Lake Zurich	IL	60047	600.00	Public Nuisance
07-11-31-7033-00190-0030	Eda B Martin	48	Regency Drive	120-7C Erskine Place		Bronx	NY	10475	2,025.00	Public Nuisance
07-11-31-7033-00240-0100	Hazel A Port C/O Walcutt	2	Reybury Lane	PO Box 69		Esopus	NY	12429	330.00	Public Nuisance
07-11-31-7033-00340-0180	Jessica Ferrari Cineas	14	Red Barn Drive	3805 Avenue Des Cerisiers		Brossard Quebec	Canada	J4Z3W7	500.00	Public Nuisance
07-11-31-7033-00410-0150	PRABHA SATHY, TRUSTEE	51	Renshaw Drive	7115 NORTH HAMLIN		Lincolnwood	IL	60645	$200.00	Public Nuisance
07-11-31-7033-00480-0250	American Estate&Trust FBO John Adcock Ira	13	Renn Lane	6900 Westcliff Dr. Ste 603		Las Vegas	NV	89145	300.00	Public Nuisance
07-11-31-7034-00600-0020	Johann & Ruth Kurzawe	12	Ellwood Lane	Moselufer 61 56073 Koblenz		GERMANY			300.00	Public Nuisance
07-11-31-7034-00810-0080	Douglas A. Graham	21	Eric Drive	497 Laurelwood Drive		Lanoka Harbor	NJ	08734	500.00	Public Nuisance
07-11-31-7034-00860-0020	Elizabeth Thuy-Tien Nguyen	115	Evans Drive	15 N Highland Street		Arlington	VA	22201	1,200.00	Public Nuisance
07-11-31-7034-00910-0180	BANK OF NEW YORK	20	Ethel Lane	3217 S DECKER LAKE DRIVE		SALT LAKE CITY	UT	84118	165.00	Public Nuisance
07-11-31-7034-01160-0030	Lucien Pirard	18	Edgely Place	10 Bruyere Des Berlus	B-1472	Vieux Genappe	Belgium		200.00	Public Nuisance
07-11-31-7034-01290-0120	Chuck & Shi Fun Lam Yee	69	Edward Drive	6 Shuman Circle		Newton	MA	02459	500.00	Public Nuisance
07-11-31-7034-01310-0310	Philippe Jacques De Coster	83	Edward Drive	326 Avenue Brugmann		1180 Brussels	BELGIUM		900.00	Public Nuisance
07-11-31-7034-01600-0010	Edward Velasco	206	Eric Drive	2849 W Dickens		Chicago	IL	60647	300.00	Public Nuisance
07-11-31-7035-00050-0020	Lewis E III & Sandra Showers	18	Burning Place	18 Burning Pl		Palm Coast	FL	32137	330.00	Public Nuisance
07-11-31-7035-00070-0150	Pedro Jr & Norma Dannug	36	Bird of Paradise Dr	436 S Nova Rd	Lot #52	Ormond Beach	FL	32174	300.00	Public Nuisance
07-11-31-7035-00160-0020	Leonid Tserlin	92	Burning Bush Drive	6309 23rd Ave, Apt E6		Brooklyn	NY	11204	400.00	Public Nuisance
07-11-31-7035-00160-0080	Chi Mei Chan	80	Burning Bush Drive	2020 W 8th Street	1st Pl	Brooklyn	NY	11223	500.00	Public Nuisance
07-11-31-7035-00230-0320	Nelia Obenza, c/o Diana Obenza-Liao	29	Burnaby Lane	1394 Bay Street		Staten Island	NY	10305	400.00	Public Nuisance
07-11-31-7035-00460-0070	Vadim Danilov	8	Bunker View Place	430 Ocean Pkwy.	Apt. 3G	Brooklyn	NY	11218	235.00	Public Nuisance
07-11-31-7035-00680-0060	Curtis Danzy Jr, Trustee	92	Buttonworth Drive	3414 W Arthington Street		Chicago	IL	60624	235.00	Public Nuisance
07-11-31-7035-00680-0100	Erlynn A Ardanas	84	Buttonworth Drive	1427 Good Ave		Park Ridge	IL	60068	235.00	Public Nuisance
07-11-31-7035-00700-0210	JAMES DUSSIAS	98	Burbank Dr	3s335 SHAGBARK LN		Glen Ellyn	IL	60137	$370.00	Public Nuisance
07-11-31-7035-00760-0100	William & Geraldine Eckstein Sr.	26	Buttonbush Lane	608 Washington Street	Apt B103	Cape May	NJ	08204	165.00	Public Nuisance
07-11-31-7035-00940-0050	George & Patricia Vaugn	10	Buffalo Bill Drive	233 S Landing Drive		Milford	DE	19963	300.00	Public Nuisance
07-11-31-7035-01450-0110	FunCoast Realty & Management LLC	195	Birchwood Drive	119 S Palmetto Ave.	#154	Daytona Beach	FL	32114	300.00	Public Nuisance
07-11-31-7035-01630-0080	ISB Construction	68	Birchwood Drive	107 Burroughs Drive		Palm Coast	FL	32137	230.00	Public Nuisance
07-11-31-7035-RP0E3-0000	MPC Lots LLC		Left of 22 Burnside Dr	2379 Beville Road		Daytona Beach	FL	32119	630.00	Public Nuisance
07-11-31-7037-00720-0100	Wilmington Savings Fund Society C/O Ira Scot Silverstein	22	Lindsay Drive	2900 W Cypress Creek Rd	Ste 6	Fort Lauderdale	FL	33309	160.00	Public Nuisance
07-11-31-7037-00950-0090	Weekly Homes LP c/o Harding & Carbone	4	Lake Charles Place	1235 North Loop West	Ste 205	Houston	TX	77008	200.00	Public Nuisance
07-11-31-7037-00980-0050	Pamela Broadwood	6	Lake Place	63 Dee Banks		Chester, Nova Scotia	Canada		1,100.00	Public Nuisance
07-11-31-7037-RP0G3-0000	MPC Lots LLC	46	Lancelot	2379 Beville Road		Daytona Beach	FL	32119	300.00	Public Nuisance
07-11-31-7057-00050-0180	Noel Hutchinson C/O Simone Bascombe	25	Utrillo Place	109 Lowry Crescent		Mitcham Surry	ENGLAND	CR43NX	500.00	Public Nuisance
07-11-31-7057-00110-0070	Ricardo Eugene Havill	10	Utide Place	2832 NW 41 Place		Gainesville	FL	32605	400.00	Public Nuisance
07-11-31-7057-00200-0140	Genevieve & Elvira Corrales	9	Uhlerleaf Court	95 Main Street	Apt. 2E	Sayreville	NJ	09972	400.00	Public Nuisance
07-11-31-7057-00500-0030	Mastropietro Krystle	18	Unicorn Court	P.O. Box 2152		Pawtucket	RI	02861	1,330.00	Public Nuisance
07-11-31-7057-00620-0120	RENATO O. ACUNA	63	Undershire Path	75 BANNBURY LANE		Plam Coast	FL	32137	235.00	Public Nuisance
07-11-31-7057-00670-0160	Teresa & William San Ramon	21	Ulster Court	78 Ramblewood Drive		Palm Coast	FL	32164	370.00	Public Nuisance
07-11-31-7057-00870-0080	Antonio & Gisela Creagh	59	Ullian Trail	8 White Oak Ridge Rd		Glen Hardner	NJ	08826	230.00	Public Nuisance
07-11-31-7058-00110-0060	SW Property Holdings LLC		Right of 11 Seven Oaks Pl	2379 Beville Road		Daytona Beach	FL	32119	635.00	Public Nuisance
07-11-31-7058-00390-0020	De Garcia Haydee Maradey Et Al Samuel Carcia Maradey	4	Serra Court	Resid Dana, Apto 2A, 2 Piso 2A	Ave, Entre 3y4 Transv Urb	Los Palos Grande	Venezuela		330.00	Public Nuisance
07-11-31-7058-00520-0130	Haydee Maradey DE Garcia & Samuel Carcia Maradey	9	Sedan Place	Resid Dana, Apto 2A, 2 Piso 2A Ave	Entre 374 Transv Urb, Los Palos Grande	Caracas	Venezuela		235.00	Public Nuisance
07-11-31-7058-00560-0110	Rinu Rajan	71	Selma Trail	9 Walter Court		Old Bethpage	NY	11804	270.00	Public Nuisance
07-11-31-7059-00060-0030	Tannous Jean Pierre	5	Sea Trail	PO Box 21816		Dubai	UAE		670.00	Public Nuisance

2018 Tax Roll

07-11-31-7059-00230-0230	Adeilson Reis	41	Seaton Valley Path	30 Bush Ave		Port Chester	NY	10573-3904	230.00	Public Nuisance
07-11-31-7059-00240-0300	Valeriy Seryy & Olga Seraya	5	Seathorn Path	12B Gorkogo	Apt. 117	Korolev Moskovskaya Region	RUSSIA	141073	230.00	Public Nuisance
07-11-31-7059-00240-0350	SW Property Holdings LLC	15	Seathorn Path	2379 Beville Rd		Daytona Beach	FL	32119	700.00	Public Nuisance
07-11-31-7059-00240-0390	SW Property Holdings LLC	23	Seathorn Path	2379 Beville Rd		Daytona Beach	FL	32119	300.00	Public Nuisance
07-11-31-7059-00250-0060	Celeste & Jose Serrano	38	Seathorne Path	438 Poplar Street		Lancaster	PA	17603	235.00	Public Nuisance
07-11-31-7059-00290-0090	Vera Mikhaylova	5	Sea Flower Path	377 Palm Coast Parkway SW, # 5		Palm Coast	FL	32137	165.00	Public Nuisance
07-11-31-7059-00320-0090	Joyce Ann Mastrangelo	131	Sea Trail	310 N Delaware Ave		No Massapequa	NY	11758	300.00	Public Nuisance
07-11-31-7059-00740-0030	Eric Opurt & Michelle Dulaney	5	Seward Trail W	5 Seward Trail West		Palm Coast	FL	32164	330.00	Public Nuisance
07-11-31-7060-00080-0060	Maronda Homes Inc	34	Slumber Path	5220 Shad Road Ste 202		Jacksonville	FL	32257	700.00	Public Nuisance
07-11-31-7060-00170-0140	Tatyana & Vla Dimir Gershman	19	Slipper Orchid Trail E	2430 Haring St Apt 1C		Brooklyn	NY	11235	200.00	Public Nuisance
07-11-31-7060-00240-0040	John & Marion Fusco	12	Slippery Rock Place	3106 Wissman Avenue		Bronx	NY	10465	500.00	Public Nuisance
07-11-31-7060-00260-0010	SW Property Holdings LLC		Left of 8 Slocum Path	2379 Beville Road		Daytona Beach	FL	32119	230.00	Public Nuisance
07-11-31-7060-00260-0030	Palm Coast Land Management LLC	6	Slocum Path	7205 Pebblecreek Road		West Bloomfield	MI	48322	360.00	Public Nuisance
07-11-31-7060-00270-0120	Wjh LLC	34	Slocum Path	3300 Battleground Avenue	STE 230	Greensboro	NC	27410	700.00	Public Nuisance
07-11-31-7060-00360-0130	Flagler PCP LLC		Right of 8 Slowdrift Turn	7587 Wilson Blvd.		Jacksonville	FL	32210	300.00	Public Nuisance
07-11-31-7060-00420-0170	RUBY & DOREEN IRONS	13	Squadron Place	18 Rame Close		London	ENGLAND	SW18 3 PH	$350.00	Public Nuisance
07-11-31-7060-00420-0190	SCOTT & TRACIE BARNETT	17	Squadron Place	53 OLD SELDEN STAGE ROAD		Selden	NY	11784	$600.00	Public Nuisance
07-11-31-7063-00020-0080	Sun State Custom Builder	6	Zorlou Court	946 Shadick Dr	`	Orange City	FL	32763	435.00	Public Nuisance
07-11-31-7063-00030-0210	Jennifer Clarke	9	Zoffer Court	7605 Glenwood Rd		Brooklyn	NY	11236	400.00	Public Nuisance
07-11-31-7063-00130-0050	John & Virginia Greene	11	Zodiacal Place	1172 Nathan Drive		Coulmbus	OH	43204	435.00	Public Nuisance
07-11-31-7063-00130-0070	7 Zociacal Place Trust	7	Zodiacal Place	PO Box 692		Interlachen	FL	32148	660.00	Public Nuisance
07-11-31-7063-00160-0030	Philip Classi C/O John Marino	20	Zonal Geranium Court	4 Greenway		Roslyn	NY	11576	400.00	Public Nuisance
07-11-31-7063-00320-0010	Cathy Clayton	14	Zammer Court	14 Zammer Ct		Palm Coast	FL	32164	495.00	Public Nuisance
07-11-31-7063-00620-0010	Maria Susi-Cenko Trustee	26	Zephyr Lily Trail	1973 Bayswater Dr		Columbus	OH	43235	750.00	Public Nuisance
07-11-31-7063-00740-0190	Kenneth L. Vanderschaaf	18	Zealand Place	18 Zealand Place		Palm Coast	FL	32164	660.00	Public Nuisance
07-11-31-7064-00050-0060	Aliena T Gianan	29	Lloshire Path	2329 N Merimac		Chicago	IL	60639	370.00	Public Nuisance
07-11-31-7064-00130-0109	Carlos A & Maria A Ramos	10	Rolland Lane	230 Somerset Street		W Hartford	CT	06110	1,500.00	Public Nuisance
07-11-31-7064-00200-0110	FLAGLER PCP LLC		Left OF 2 Lloleeta Path	7287 WILSON BLVD		Jacksonville	FL	32210	$300.00	Public Nuisance
07-11-31-7064-00210-0120	Edward C Leonard	6	Lloshire Path	755 N Ridgewood Ave.		Ormond Beach	FL	32174	300.00	Public Nuisance
07-11-31-7064-00220-0010	Deborah Winker	17	Lloshire Path	7716 Ligonier Court		Orlando	FL	32819	330.00	Public Nuisance
07-11-31-7064-00320-0060	Joseph & Mroseanna M. Maffei	23	Llestone Path	2 W Baybrook Lane		Oak Brook	IL	60523	300.00	Public Nuisance
07-11-31-7064-RP0C5-0000	MPC LOTS LLC		Rear Or 9 Llowick Court	2379 Beville Road		Daytona Beach	FL	32119	$300.00	Public Nuisance
07-11-31-7065-00120-0030	Arhur & Galina Yashayeva	4	Kaftan Court	6400 Winderest Drive	Apt 321	Plano	TX	75024	800.00	Public Nuisance
07-11-31-7065-00150-0050	Marjorie Abbott	20	Kashmir Trail	PO Box 305498 Pmb 253		St. Thomas	USVI	00803	300.00	Public Nuisance
07-11-31-7065-00150-0140	Virginia Ayala	11	Kashgar Court	170 Avenue C	Apt 9F	New York	NY	10009	700.00	Public Nuisance
07-11-31-7065-00180-0180	Ourania Pappas	85	Kashmir Trail	650 78th St		Brooklyn	NY	11209	200.00	Public Nuisance
07-11-31-7065-00300-0060	MICHELLE MIGUEL	11	Kaywood Place	PO BOX 51242		New Bedford	MA	51242	$600.00	Public Nuisance
07-11-31-7065-00400-0050	Kan-Lin Yen c/o Chrstine Chen	49	Kathleen Trail	415 E. North Water Street	#1101	Chicago	IL	60611	1,200.00	Public Nuisance
07-11-31-7081-00230-0170	Doris L Wanamaker	48	Blakemore Drive	2863 Hunter Mill Rd		Oakton	VA	22124	660.00	Public Nuisance
20-12-31-0650-000A0-0012	JTL Grand Landings Development LLC		Rear of 6 Llosee Court	16475 Dallas Parkway	Suite 1600	Dallas	TX	75248	600.00	Public Nuisance
29-10-31-5540-00000-0680	Marlborough Pension Trustees Limited	22	Sabal Bend	Albert House South Esplanade		St Peter Port	Guernsey, GB	GY13AJ	800.00	Public Nuisance
									$129,271.00	

EXHIBIT B

NOTICE TO BE PUBLISHED

To Be Published on August 25, 2018

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 9:00 a.m., or as soon thereafter as can be heard, on August 21, 2018, at the City of Palm Coast 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 City Clerk at (386) 986-3713, 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. 2018-___) 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 2018, 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 visit our website www.palmcoastgov.com, under Proposed Nuisance Abatement Assessment, for additional information and frequently asked questions or contact the City of Palm Coast 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

EXHIBIT C

*** * * * * NOTICE TO PROPERTY OWNER * * * * ***

CITY OF PALM COAST, FLORIDA

NOTICE OF HEARING
TO IMPOSE AND PROVIDE FOR
COLLECTION OF NUISANCE ABATEMENT
NON-AD VALOREM ASSESSMENTS

NOTICE DATE: July 25, 2018

City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

«Owners_Name»
«Owner_Address_1»
«Address_2»
«City», «StateCountry» «Zip»

Tax Parcel «Parcel_I_D»
Legal Description: Section «Section» Block «Block» Lot «Lot»
Property Address:«Property_Address»

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*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, 2018-September 30, 2019 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» for the Fiscal Year beginning October 1, 2018. 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» for the Fiscal Year beginning October 1, 2018.

A public hearing will be held at 9:00 a.m., or as soon thereafter as can be heard, on August 21, 2018, 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 City of Palm Coast City Clerk at (386) 986-3713, at least 48 hours prior to the date of the hearing.

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. 2018-___) 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 17, 2018** to avoid this payment being collected on your ad valorem tax bill for **2018. "Please send all payments to CODE ENFORCEMENT - CITY OF PALM COAST - 160 LAKE AVENUE - PALM COAST, FL 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 visit our website www.palmcoastgov.com, under Proposed Nuisance Abatement Assessment, for additional information and frequently asked questions or contact the City of Palm Coast 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: 7/17/2018

Department	Community Development	**Amount**	$385,238.00
Item Key	3753	**Account**	#54029082-063000-82003

Subject RESOLUTION 2018-XX APPROVING A WORK ORDER WITH CPH, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE FORCE MAIN AND SEWER PUMP STATION IMPROVEMENTS- PINE LAKES PARKWAY AND US1 PROJECT

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

The City of Palm Coast held the grand opening of the new Wastewater Treatment Plant on US-1. Wastewater needs to be conveyed to the new plant through an extensive network of force mains and pump stations. The City has identified areas where wastewater flows can be rerouted and improved. CPH has been tasked to design a sanitary sewer force main to improve wastewater flows to the new plant. The proposed force main is planned along Pine Lakes Parkway from Westminster Drive to Commerce Boulevard, west to US1 and north to the existing 12-inch force main north of the Public Works Facility on Wellfield Grade. The primary purpose of the proposed force main is to convey wastewater more directly to WWTP 2 while accommodating existing and future pump stations along the route; in particular, the Pine Lakes area of the City.

The total proposed route of the force main will be approximately three miles long, significantly reducing the distance wastewater needs to be pumped to WWTP2. Design of the proposed force main will also include analysis and design for modifications to the five existing stations: IP-1, CB-1, 27-1, 22-3 and 22-4, which will include upgrades in pumps, internal plumbing, control systems and telemetry.

Staff negotiated a scope of services with CPH, Inc., a continuing contract consultant for the City, to provide: engineering design, permitting, site survey, geotechnical exploration, field verification of existing utilities depth and location, environmental services, bidding and construction administration services, for a not-to-exceed fee in the amount of $385,238.00. Funds for this project are budgeted in the Utility 5-Year Capital Plan.

SOURCE OF FUNDS WORKSHEET FY 2018-2019

Utility Capital Project- 54029082-063000-82003	**$ 400,000.00**
Total Expenses/Encumbered to date	395.05
Pending Work Orders/Contracts	$ 385,238.00
Balance	**$ 14,366.95**

Recommended Action :

Adopt Resolution 2018-XX approving a work order with CPH, Inc. for engineering design and construction services for the Force Main and Sewer Pump Station Improvements- Pine Lakes Parkway and US1 Project.

RESOLUTION 2018-_____
PINE LAKES PARKWAY FORCE MAIN
AND SEWER PS IMPROVEMENTS CPH WORK ORDER

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING A WORK ORDER TO CPH, INC. FOR ENGINEERING SERVICES FOR THE PINE LAKES PARKWAY FORCE MAIN AND SEWER PUMP STATION IMPROVEMENTS PROJECT; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE WORK ORDER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, CPH, Inc., is engaged in a continuing services agreement to provide engineering services to the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to issue a work order under said contract to CPH, Inc., for the above referenced engineering services relating to the design and construction of the Pine Lakes Parkway Force Main and Sewer Pump Station Improvements project.

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

SECTION 1. APPROVAL OF WORK ORDER. The City Council of the City of Palm Coast hereby approves the terms and conditions of a work order to CPH, Inc., as attached hereto and incorporated herein by reference herein by reference as Exhibit "A."

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the work order as depicted in Exhibit "A."

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, is 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 17th day of July 2018.

CITY OF PALM COAST, FLORIDA

_____
MILISSA HOLLAND, MAYOR

ATTEST:

_____
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – Work Order with CPH, Inc.

Approved as to form and legality

_____
William E. Reischmann, Jr., Esq.
City Attorney

Clear Form

WORK ORDER # _____
PO #: _____

DATE: 06 / 12 /20 18

Project Manager's Initials MKK

SUPPLIER INFORMATION		BID DETAILS	
Name	CPH, Inc.	Project Title	Pine Lakes Force Main & Sewer PS Improvements
Street	520 Palm Coast Parkway SW, Suite 200	Bid #	RFQ-PW-U-14-05
City, State, Zip	Palm Coast, FL 32137	City Council Approval date	3/18/2014

TOTAL COST: $ 385,238.00
(must equal amount of Purchase Order)

1. **INCORPORATION BY REFERENCE** The provisions of the agreement dated April 1, 2014 ("Agreement") are hereby expressly incorporated by reference into and made a part of this Work Order.

2. **METHOD OF COMPENSATION (chose one):** ( ) **FIXED FEE** (•) **NOT TO EXCEED***
Fixed - *Amount Proposed is set amount for services – will not change regardless of time.* Not to exceed -: *Spend over time shall not exceed Total Cost without approved change order*

***If "NOT TO EXCEED", then TOTAL COST is (chose one):** (•) **UNIT BASED** ( ) **PERCENT OF FIXED FEE___%**

3. **PRICING (chose one):** ( ) **ATTACHED** (•) **INCLUDED IN CONTRACT**
4. **SCHEDULE (chose one):** ( ) **AS NEEDED BASIS** (•) **SHALL BE COMPLETED BY -** 02 / 10 /20 20
5. **DESCRIPTION OF SERVICES (chose one):** (•) **ATTACHED** ( ) **INCLUDED IN CONTRACT**
6. **OTHER ATTACHMENTS TO THIS WORK ORDER:** (•) **No** ( ) **Yes** **If yes, identify below:**

_____

_____

7. **TIME IS OF THE ESSENCE:** The obligation of Supplier to perform services shall commence upon execution of this Work Order and shall be completed as set forth above. Time is of the essence. Failure to meet the completion date shall be a material default and may be grounds for termination of this Work Order and the Agreement.

8. **CONFLICT.** In the event of a conflict between the terms and conditions of the Agreement and this Work Order, the terms of the Agreement shall govern unless otherwise agreed to in writing by all parties. In the event of a conflict between the terms and conditions of this Work Order and any attachments, the terms of this Work Order shall govern unless otherwise agreed to in writing by all parties.

WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of _____, 20_____, for the purposes stated herein.

SUPPLIER APPROVAL

By: _____

Print: David A. Gierach

Title: President

Date: 6/15/18

CITY APPROVAL

By: _____

Print Name: _____

Title: Assistant City Manager or Designee

Date: _____

SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Parkway and US 1

May 4, 2018

CPH, Inc.
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services

BASIC SERVICES OF THE CONSULTANT

1.1 CPH, Inc., herein identified as CONSULTANT agrees to perform professional engineering services in connection with the project as hereinafter stated.

1.2 The CONSULTANT shall serve as the CITY's professional engineering representative in those phases of the project to which this Scope of Services applies, and shall give consultation and advice to the CITY during the performance of its services.

1.3 The purpose of the project is rehabilitate four existing sewer pump stations, numbered Pump Station ("PS") IP-1, CB-1, PS 22-3, PS 22-4 (the rehabilitation work will include replacing the pumps and electrical control panels). A fifth sewer pump station, PS 27-1, will be upgraded with the upgrades including larger pumps and the addition of a generator. Also as part of the project, new sewer force main will be constructed from the southernmost of the four pump stations, PS 22-4, and will extend to the north along Pine Lakes Parkway, Commerce Blvd., and US 1, ending approximately 5400-ft north of Commerce Blvd., where it will connect to an existing 12" force main. Attachment B shows the CITY provided map of the project area including the five existing pump stations and new force main route.

1.4 The CONSULTANT agrees to perform professional engineering services in connection with the utility relocation project as hereinafter stated.

1.5 The CONSULTANT will serve as the CITY's professional engineering representative in those phases of the project to which this Scope of Services applies, and will give consultation and advice to the CITY during the performance of these services.

2.1 Task 1 - Surveying Services

2.1.1 The CONSULTANT will conduct topographic surveying consisting of the full right-of-way (R/W) of Westminster Dr. from east of the Westgrill Dr. Intersection to the west side of Pine Lakes Pkwy (Total Length of 330' +/-); full R/W of Westhampton Dr. from east of the Westbury Dr. Intersection to the west side of Pine Lakes Pkwy (Total Length of 350' +/-); approximately 60% R/W of Pine Lakes Parkway from Westminster Dr. to Commerce Blvd. (surveying will be from the west edge of pavement to the approximate west R/W line (west of the paved recreational path) (Total Length of 8000' +/-); one-half R/W of Commerce Blvd. from Pine Lakes Pkwy to the west side of US 1 (Total Length of 2675' +/-); and the west side of US 1 from the west edge of pavement (southbound lanes) to the approximate west R/W line form Commerce Blvd to the north (Total Length of 5400' +/-).

2.1.2 The topographic survey includes:

A. Locating improvements within the right-of-way including mailboxes, driveways, signs, fences and the edge of pavement.

B. Locating above ground visible utility components such as utility poles, traffic signal poles and controller cabinets, transformers, telecommunication service boxes, meter boxes, valve boxes, and hydrants. The survey will also depict underground utilities and test holes as provided by the utility locate and soft dig subconsultant, Southeastern Surveying and Mapping (a copy of Southeastern's proposal and a map showing the utility designation areas is contained in Attachment C).

C. Gravity type sanitary sewer pipeline inverts and diameters will be measured at visible and accessible sanitary sewer manholes. The horizontal locations and vertical top elevation measured at the manhole rim will also be surveyed.

D. Surveying up to ten (10) soil borings if completed at the time of survey.

E. Isolated trees with a trunk diameter of 24" diameter at breast height (dbh) and larger will be located; however, where there are thick stands of trees the tree line will be located.

F. The survey will show spot elevations including swales, edge-of-pavement and centerline at 50' cross sections, with additional spot elevations shown at structures and major changes in grade.

G. At the five existing sewer pump stations, the surveying includes the following:

1. Above ground visible pump station components such as the wet well, valve vault, manhole, electrical panel, control panel, utility poles, fencing, meter boxes, antennas, and valve boxes.

2. Flagged utilities, including City force mains and water mains flagged by the City if marked at the time of the field survey.

3. Gravity type sanitary sewer pipeline inverts and diameters will be measured at visible and accessible sanitary sewer manholes. The horizontal locations and vertical top elevation measured at the manhole rim will also be surveyed.

4. At the wet well and manhole at the pump station, once they have been opened and pumped down by the City, the invert of the wet well and manhole and connecting pipelines will be measured if completed at the time of the field survey.

5. At the valve vault, once it has been opened by the City, the lines in the vault will be surveyed (top of pipe elevation, orientation, and diameter).

2.1.3 As needed, the CONSULTANT will locate wetland lines as flagged by as part of the CONSULTANT's Environmental / Ecological Services conducted under Task 2 (this Scope is based on up to ten (10) wetland flags at up to ten (10) locations of a total of 100 wetland flags. The CONSULTANT will collect topographic data within dry/accessible wetland areas up to deep muck or water.

2.1.4 The CONSULTANT will hire a Title Company, American Government Services, Inc. ("AGS") to conduct a title search (70 year title search) on up to 10 parcels if needed in order to depict easements or other encumbrances on the survey. Note: It is unlikely Title Work will be needed, but an allowance is established in the event it is found to be necessary. The assumed AGS fee is $575 per parcel based on recent Title Work proposals from AGS.

2.1.5 Surveying related to the right-of-way and lot lines is as follows:

A. The survey will show the location of easements, lot lines, and rights-of-way based on plat maps and property appraiser's information.

B. Boundary work to establish the specific field location of property lines, easements, and right-of-way is not included.

C. The surveying includes field locating sufficient monumentation to determine the platted right-of-way along the route.

2.1.6 The project will be vertically based on the North American Vertical Datum 88 (NAVD 88). The project will be referenced to these published elevations by field locating published benchmarks. The National Geodetic Survey benchmarks will be researched and verified in the field. Horizontal and vertical control points both will be established for the project as required by the Standards of Practice of the State of Florida Rule Chapter 5J-17, Florida Administrative Code 5J-17.052 (3)(b)1b. and 5J-17.052 (3)(d) are as follows:.

A. "Horizontal control monumentation for road center-lines, right-of-way lines, reference lines or base lines shall be at least a minimum of two (2) points placed so that no point on the line being monumented is more than 700 feet from a control monument."

B. "Vertical control for linear type construction sites such as roads and sewer lines shall have a maximum of 1,100 feet between existent or established benchmarks."

2.1.7 The project coordinate system will be based horizontally on the North American Datum 83 (NAD83) (1990 adjustment). The project will be referenced to state plane coordinates by field locating published control points. The National Geodetic Survey control points will be researched and verified in the field. This base of reference will be used to establish the horizontal coordinate system (control points) for the project.

2.1.8 The CONSULTANT will coordinate with the subconsultants (Southeastern and the geotechnical subconsultant, Bechtol Engineering) and provide preliminary ACAD files upon request as needed for their services.

2.1.9 The following will be provided to the CITY at the completion of the surveying: A) ACAD files of the completed survey (ACAD Civil 3D 2012); b) PDF files of the completed survey (11" x17" half size and 22" x34" full size).

2.2 Task 2 - Environmental / Ecological Services

2.2.1 The CONSULTANT will conduct an ecological assessment of the Project construction areas. Throughout the project, the CONSULTANT will meet or participate in telephone conferences with the CITY and other project personnel as necessary to properly coordinate performance of the contracted tasks. All work associated with this project will be performed by CONSULTANT personnel that are a City of Palm Coast Qualified Environmental Professional ("QEP").

2.2.2 Once the utility locates have been conducted and proposed construction areas have been determined, the wetland lines and/or surface waters along the project corridor will be flagged by the CONSULTANT as one of the first environmental services tasks. All delineations will be based on a 20-ft wide corridor and will extend 25 feet outside project limits. The wetland boundaries will be delineated according to methodologies outlined in the 1987 Corps Wetland Delineation Manual and Supplemental documents and the Florida Unified Wetland Delineation Methodology (Chapter 62-340, F.A.C.). The wetland limits will be identified by numbered flagging and/or staking.

2.2.3 A preliminary wildlife survey will be conducted by one of the CONSUTLANT's QEP through general reconnaissance of the corridor and 25 feet on each side of the corridor as identified above for the north and south routes, for the occurrence or potential occurrence of protected species (threatened, endangered or species of special concern). The approximate location of all observed protected species will be identified on the FLUCFCS Map. The CONSULTANT shall provide advisement in a memorandum to the CITY documenting the findings of the wildlife survey. Species specific surveys are not included in this task but can be provide as an additional service.

2.2.4 For the Florida Department of Environmental Protection (FDEP) Environmental Resource Permit (ERP) process, this Scope assumes a General Permit will be required to obtain authorization for project construction.

2.2.5 The CONSULTANT will attend one (1) pre-application meeting with FDEP.

2.2.6 This Scope includes preparation of written response to one (1) Request for Additional Information (RAI) by the FDEP regarding elements of the ERP application prepared by the CONSULTANT.

2.2.7 The level of U.S. Army Corps of Engineers (ACOE) permitting required depends on the amount of wetland impacts. Impacts that are less than 0.5 acres can be permitted under the Nationwide Permit, which is a more simplified process. Where impacts are 0.5 acres or greater, more detailed ACOE permitting (ACOE individual permit) and coordination with ACOE is required. For the purposes of this Scope, it is assumed wetland impacts will NOT exceed 0.5 acres, and the design intent is that there will be no wetland impacts (wetlands will be crossed using directional drill construction, with entry and exit points located outside wetland areas). Based on the assumed no wetland impact design for the project, preparation of a Mitigation Plan is not included in this Scope of Services.

2.2.8 A completed ACOE data form for each upland community type and each enumerated wetland will be prepared by the CONSULTANT. The CONSULTANT will also conduct an on-site inspection with a representative of the ACOE to complete the Jurisdictional Determination to be submitted with the permit application.

2.2.9 The CONSULTANT will prepare and submit a letter request to the ACOE for issuance of a Nationwide Permit or a "no permit required" letter from the ACOE. This task includes the following: The CONSULTANT will provide such exhibits and graphics as may be necessary, including: Project boundaries on USGS quadrangle map; all wetlands and/or water bodies, proposed directional drill areas, and conceptual development plan; descriptions of the proposed project.

2.2.10 The CONSULTANT will prepare written responses to one (1) RAI by the ACOE regarding the Nationwide Permit / no permit required submittal packages prepared by the CONSULTANT.

2.3 **Task 3 - Gopher Tortoise Permitting and Relocations (If Needed). NOTE: It is unlikely that Gopher Tortoises are located within 25-ft of the proposed construction areas; however, until the construction areas have been determined, it is not possible to be certain as to the presence of active gopher tortoise burrows. This Task 3 will be conducted only if found to be necessary.**

2.3.1 According to Florida Fish and Wildlife Conservation Commission (FFWCC) regulations, project activities within 25 feet of a gopher tortoise burrow will require consultation and permitting to address the presence of the tortoise. The CONSULTANT will prepare and submit a gopher tortoise 10 or fewer tortoise permit application to the FFWCC for the capture and relocation of tortoises to an off-site protected long-term recipient area, conduct an on-site meeting with a representative of the FFWCC to review the permit application information, and will prepare additional information requested by FFWCC during permit application processing. All tortoise surveys, permitting, capture, and relocation activities are required by regulation to be conducted by a FFWCC Authorized Gopher Tortoise Agent (GTA). Several of the CONSULTANT's staff are GTA's and as such are qualified to conduct this work.

2.3.2 The CONSULTANT will conduct a gopher tortoise survey at least 72 hours prior to the scheduled relocation; notify the FFWCC of the survey results, inform FFWCC of the relocation date; coordinate with FFWCC regarding additional required noticing as specified in the tortoise relocation permit; capture and handle the tortoises to prepare tortoises for relocation to the recipient site; each captured healthy tortoise shall be sexed (adults only), measured and permanently and uniquely marked by scute-notching as required by the FFWCC; coordinate with the recipient site as required to relocate the tortoises; and will relocate captured healthy tortoises to the approved recipient site. This Scope of Services is based on the assumption that if gopher burrows are present within 25-ft of project construction related activities, that there will be ten (10) or fewer tortoise burrows requiring permitting and relocation.

2.4 Task 4 - Design and Permitting Services

2.4.1 The CONSULTANT will schedule and attend a kickoff meeting with the CITY and the electrical engineering subconsultant in order to review the project, the CITY's preference on pump station rehab requirements (such as coatings, electrical, and controls), and general CITY preference on construction areas.

2.4.2 The CONSULTANT will field review the completed survey to assess construction areas and add information to completed survey as necessary.

2.4.3 The CONSULTANT will hire a geotechnical subconsultant (Bechtol Engineering) to drill up to ten (10) soil borings along the construction areas,

generally located as shown in Attachment D. The CONSULTANT will review the geotechnical report and provide comments to the geotechnical subconsultant as necessary to address all construction requirements.

2.4.4 The CONSULTANT will review the CITY's hydraulic modeling of the sewer system and determine FM and pump sizing. Pump sizing information will be provided to the local Xylem/Flygt representative (including flows and pressures) for confirmation of pump selection and pricing for the new pumps at the five (5) pump stations.

2.4.5 The CONSULTANT will prepare 60% Design Drawings (60% plans). The 60% plans will consist of a Cover Sheet, plan and profile drawings showing the proposed force main, plus proposed valves, connection points and air release valve locations along the new force main. The CONSULTANT will also include in the 60% plans the Site Plan for PS 27-1 and the Plan View and Section of PS 27-1. The CONSULTANT will hire an electrical engineering subconsultant (Bailey Engineering Consultants) who will be responsible for the design of the project required electrical and controls. Sheets prepared by the electrical engineering subconsultant will also be added to the construction plans. Copies of Bailey Engineering Consultants' design, bid phase and construction phase proposals are contained in Attachment E.

2.4.6 Throughout the project, the CONSULTANT will coordinate with the electrical engineering subconsultant, review the provided electrical drawings and specifications, and incorporate these into the project construction documents for the submittals made to the CITY at 60%, 90%, and 100% submittals.

2.4.7 The CONSULTANT will submit the 60% plans to the CITY. The submittal will consist of the following: 60% Plans (one set full size 22"x34" and two sets half size 11"x17"), and one CD containing PDF files of the plans. The CONSULTANT will meet with the CITY to review the 60% plans, will make revisions as requested by the CITY, and provide written responses to the review comments to the CITY.

2.4.8 The CONSULTANT will prepare Final Construction Plans (90% complete) for the FM and Sewer Pump Station Improvements consisting of:

- Cover Sheet
- Summary of Quantities
- Key Sheet (3 Sheets)

- General Notes
- Plan and Profile - US 1 (9 sheets, 1"=20' scale)
- Plan and Profile - Commerce Blvd. (Incl. US 1 Crossing) (5 sheets, 1"=20' scale)
- Plan and Profile - Pine Lakes Pkwy (14 sheets, 1"=20' scale).
- Plan and Profile - Woodhaven Dr. and Westhampton Dr. (1 sheet, 1"=20' scale)
- Plan and Profile - Westminster Dr. (1 sheet, 1"=20' scale)
- Pump Station Site Plan (PS 27-1)
- Pump Station Plan View and Section (PS IP-1, CB-1, PS 27-1, PS 22-3, PS 22-4) (5 Sheets). Note: Sheets prepared by the electrical engineering subconsultant will also be added to the construction plans.
- Pump Station Details (1 Sheet)
- Utility Details (1 Sheet)
- General Details (1 Sheet)
- Traffic Control Details (1 Sheet)

2.4.9 Based on the 90% Plans, the CONSULTANT will prepare an Opinion of Probable Construction Cost (OPCC) and will incorporate into the OPCC the OPCC provided by the electrical engineering subconsultant for the electrical and controls.

2.4.10 The CONSULTANT will prepare a Project Manual consisting of Technical Specifications and front end bidding documents. Technical specifications prepared by the electrical engineering subconsultant will be incorporated into the Project Manual.

2.4.11 The CONSULTANT will submit the 90% plans, Project Manual and OPCC to the CITY. The submittal will consist of the following: 90% Plans (one set full size 22”x34”, two sets half size 11”x17”, and one set provided in PDF); and copies of the Project Manual and OPCC provided in PDF. The CONSULTANT will meet with the CITY to review 90% plans, Project Manual, and OPCC, will make revisions as requested by CITY, and provide written responses to the review comments to the CITY.

2.4.12 The CONSULTANT will fill out a Florida Department of Environmental Protection (FDEP) Permit Application for the force main and Pump Station 27-1 construction, and will submit the 90% plan sheets plus maps as required to FDEP for permitting.

2.4.13 The CONSULTANT will provide information to the CITY on CD so the CITY can apply for a Florida Dept. of Transportation (FDOT) Utility Permit application for the construction in US 1 Right-of-Way. The information provided to the CITY on CD will include a project description, utilities contacted, site photos, and a PDF of the plans (Cover Sheet, Key Sheet, General Notes, Plan and Profile (US 1), Details, and Traffic Control Details).

2.4.14 The CONSULTANT will provide written responses to FDEP and FDOT concerning requests for additional information. The CONSULTANT will revise the drawings in response to FDEP, County, and FDOT comments as needed (draft responses will be sent to the CITY for its review).

2.4.15 The CONSULTANT will submit the 100% plans, Project Manual and OPCC to the CITY. The submittal will consist of the following: 100% Plans (one set full size 22”x34”, two sets half size 11”x17”, and one set provided in PDF); and copies of the Project Manual and OPCC provided in PDF.

2.5 Task 5 - Bid Phase Services

2.5.1 The CONSULTANT will attend the CITY's Pre-Bid Meeting for the project that will be held at City Hall. The CONSULTANT will present information at Pre-Bid meeting and answer questions, and prepare Pre-Bid meeting notes for the CITY's use.

2.5.2 The CONSULTANT will prepare written responses to Bidder questions forwarded by the CITY and prepare addenda items for the CITY's use.

2.5.3 The CONSULTANT will review low bidder submitted information (references, bidder experience information), contact low bidder references, and make a written bid award recommendation to the CITY.

2.6 Task 6 - Limited Construction Phase Services

2.6.1 The CONSULTANT will prepare conformed documents incorporating issued addenda. The CONSULTANT will distribute up to eight (8) sets of the Conformed Construction Plans (4 Sets Full Size 22"x34" and 4 sets Half Size 11"x34"); and up to six (6) sets of the conformed Project Manual for CITY and Contractor use during construction. The CITY and Contractor will also be provided with CDs containing PDFs of the conformed documents and the Contractor will be provided with ACAD files for its use during construction.

One digitally signed and sealed set of the conformed documents will also be provided to the CITY at the start of construction for its records..

2.6.2 The CONSULTANT shall prepare the agenda, coordinate and attend the preconstruction meeting, and prepare and issue meeting notes.

2.6.3 The CONSULTANT shall review Shop Drawings and submittals, coordinate with the CITY on distribution of submittals and compilation of the submittal review comments of all parties (including the electrical engineering subconsultant), distribute reviewed submittals (including comments) to the Contractor.

2.6.4 The overall construction phase is anticipated to be three hundred fifty-five (355) calendar days from the Notice to Proceed to Substantial Completion and sixty (60) calendar days from Substantial Completion to Final Completion. The CITY shall, on a monthly basis, field review the Contractor's application for payment in terms of construction quantities and completion of items for which payment is requested. The CONSULTANT shall take CITY's reviewed construction quantities and review the payment application package submitted by the Contractor, and recommend approval in writing of payments to the Contractor in such amounts, in consultation with the CITY and in consideration of its own general knowledge of the status of work based on its field reviews, and based on its review of items such as required Releases of Lien. It is assumed there will be thirteen (13) Applications for Payment during construction.

2.6.5 The CONSULTANT will attend Progress Meetings during construction. It is assumed the Progress Meetings will be held once every two weeks during construction, starting approximately four (4) weeks after the Notice to Proceed and ending at Substantial Completion, covering a time period of forty-seven weeks. Based on this, it is assumed there will be twenty-three (23) progress meetings. For each Progress Meeting, the CONSULANT will prepare an agenda and issue meeting notes to attendees after each meeting.

2.6.6 During the field construction, inspection will be provided by the CITY. The CONSULTANT will conduct up to eleven (11) site visits during construction to review the overall project status and general on-going construction as requested by the CITY.

2.6.7 The CONSUTLANT will assist the CITY as requested by responding to requests for information (RFI) and requested changes as forwarded by the

CITY. The CONSULTANT will issue all instructions of the CITY to the Contractor and prepare routine Change Orders for the CITY's use as required. The budget for this Task is based on approximately six (6) hours per month for eleven (11) months between the start of construction and substantial completion.

2.6.8 The CONSUTLANT will attend start up along with representatives of the CITY, Contractor, and electrical engineering consultant for the five (5) sewer pump stations. The CONSULTANT will generate Punch Lists for each pump station, incorporating comments of the CITY and electrical engineering consultant based on the start-up and will issue the punch lists to the Contractor.

2.6.9 The CONSULTANT will attend a walk through of the constructed force main along with representatives of the CITY and Contractor. The CONSULTANT generate a Punch List incorporating CITY comments during the walk through and will issue the punch list to the Contractor.

2.6.10 The CONSULTANT will prepare Record Drawings based on survey information (ACAD files) provided by Contractor and information provided by the CITY inspectors. One digitally signed and sealed set of the record drawings plus PDF files and AutoCAD files of the record drawings will be provided to the CITY.

2.6.11 The CONSULTANT will prepare up to three certifications of completion of construction / request for clearance to FDEP for the force main (it is assumed two partial clearances and one final clearance request will be made to FDEP for the project.

<u>Not Included</u>

The following related services are not included in the Scope of Services, but can be provided at a later date at an additional fee, upon approval of the City:

1. Preparation of a Mitigation Plan
2. Performance of any additional field studies/surveys, site analysis or similar investigations if required by FDEP or ACOE.
3. A Section 7 or a Section 10 consultation for impacts to federally listed protected species
4. Field surveys, management plans and permitting for impacts to State listed protected species other than gopher tortoises.
5. Preparation of Easement documents

6. Preparation of Landscape plans for any of the pump station sites
7. Construction Layout
8. Note: Permit Application fees, mitigation contribution fees, and gopher tortoise recipient site fees contained in the Scope of Services are estimates. In the event the actual fees increase above what fees shown in this Scope of Services, the CONSULTANT will request a fee increase from the CITY to cover the unanticipated higher fees.

PAYMENT

3.1 Compensation paid the CONSULTANT for services described herein and rendered by principals and employees assigned to the project shall be based on the portion of work performed (percentage of Task complete) and are computed by multiplying the approved Standard Rates for each classification of employee directly engaged on the project, times the number of hours worked on the project.

3.2 The engineering fee for the services described herein will be as follows:

CONSULTANT SERVICES (PROVIDED BY CPH, INC.)

Task No.	Description	Fee
1	Surveying Services (Topographic Surveying)	$41,080.00
1	Surveying Services (Surveying up to 100 wetlands flags) (As Needed)	$1,300.00
2	Environmental / Ecological Services	$22,700.00
3	Gopher Tortoise Permitting and Relocations (If Needed)	$6,065.00
4	Design and Permitting Services	$141,210.00
5	Bid Phase Services	$4,790.00
6	Limited Construction Phase Services	$65,010.00
TOTAL		**$282,155.00**

SUBCONSULTANT SERVICES

Task No.	Description	Name of Subconsultant	Subconsultant Fee
1	Utility Designation	Southeastern Surveying & Mapping	$11,224.00
1	Utility Soft Digs (Total of 10) (If Needed)	Southeastern Surveying & Mapping	$12,396.00
1	Title Work (If Needed)	American Government Services, Inc.	$5,750.00
3	Gopher Tortoise Excavation (If Needed)	George Hand Jr.'s Backhoe Services	$1,300.00
4	Geotechnical Engineering	Bechtol Engineering and Testing, Inc.	$4,040.00
4	Electrical Engineering (Design and Bid)	Bailey Engineering Consultants	$29,970.00
6	Electrical Engineering (Construction Phase)	Bailey Engineering Consultants	$30,195.00
TOTAL			**$94,875.00**

PERMIT APPLICATION FEES

Task No.	Description	Fee
2	FDEP Environmental Resource Permit Application Fee	$250.00
3	FFWCC Application Mitigation Contribution (10 or Fewer Gopher Tortoises) (If Needed)	$208.00
3	Assumed Recipient Site Fee (Allowance) (If Needed)	$7,500.00
4	FDEP Sewer Permit (Up to Two)	$250.00
TOTAL		**$8,208.00**

TOTAL (MAXIMUM INCLUDING TASKS THAT MAY NOT BE NEEDED)	**$385,238.00**

ATTACHMENT A

Project Approach / Fee Schedule

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

CONSULTANT SERVICES (PROVIDED BY CPH, INC.)

Task No.	Description	Fee
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1	Surveying Services (Surveying up to 100 wetlands flags) (As Needed)	$1,300.00
2	Environmental / Ecological Services	$22,700.00
3	Gopher Tortoise Permitting and Relocations (If Needed)	$6,065.00
4	Design and Permitting Services	$141,210.00
5	Bid Phase Services	$4,790.00
6	Limited Construction Phase Services	$65,010.00
TOTAL		**$282,155.00**

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1	Utility Soft Digs (Total of 10) (If Needed)	Southeastern Surveying & Mapping	$12,396.00
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3	Gopher Tortoise Excavation (If Needed)	George Hand Jr.'s Backhoe Services	$1,300.00
4	Geotechnical Engineering	Bechtol Engineering and Testing, Inc.	$4,040.00
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6	Electrical Engineering (Construction Phase)	Bailey Engineering Consultants	$30,195.00
TOTAL			**$94,875.00**

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TOTAL		**$8,208.00**

TOTAL (MAXIMUM INCLUDING TASKS THAT MAY NOT BE NEEDED)	**$385,238.00**

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

ITEM	DESCRIPTION	Principal Surveyor	Sr. Professional Surveyor	Field Crew Coordinator	Survey Crew (2 Man)	Sr. Surveying CADD Tech	Administrative	Expenses	Cost by Task
	Hourly Rates	**$140.00**	**$125.00**	**$90.00**	**$130.00**	**$85.00**	**$70.00**		
TASK 1 - SURVEYING SERVICES									
1	The CONSULTANT will conduct topographic surveying consisting of the full right-of-way (R/W) of Westminster Dr. from east of the Westgrill Dr. Intersection to the west side of Pine Lakes Pkwy (Total Length of 330' +/-); full R/W of Westhampton Dr. from east of the Westbury Dr. Intersection to the west side of Pine Lakes Pkwy (Total Length of 350' +/-); approximately 60% R/W of Pine Lakes Parkway from Westminster Dr. to Commerce Blvd. (surveying will be from the west edge of pavement to the approximate west R/W line (west of the paved recreational path) (Total Length of 8000' +/-); one-half R/W of Commerce Blvd. from Pine Lakes Pkwy to the west side of US 1 (Total Length of 2675' +/-); the west side of US 1 from the west edge of pavement (southbound lanes) to the approximate west R/W line form Commerce Blvd to the north (Total Length of 5400' +/-).	13	48	40	137	124	16	$190.00	$41,080.00
2	As needed, the CONSULTANT will locate wetland lines as flagged by as part of the CONSULTANT's Environmental / Ecological Services conducted under Task 2 (this Scope is based on up to ten (10) wetland flags at up to ten (10) locations of a total of 100 wetland flags. The CONSULTANT will collect topographic data within dry/accessible wetland areas up to deep muck or water.				10				$1,300.00
TOTAL TASK 1		**13**	**48**	**40**	**147**	**124**	**16**	**$0.00**	**$42,190.00**

Task 1 Subconsultants

Southeastern Surveying and Mapping Corporation

Description	Fee
The utility locate and soft dig subconsultant (Southeastern Surveying and Mapping) will horizontally locate underground utilities and locate them by GPS and provide locate information to the CONSULTANT to depict on the survey. The nine locations that have been identified for horizontal utility locates are the following intersections. Utility locates are proposed at four Pine Lakes Pkwy intersections: Westminster Dr., Westhampton Dr., Woodhaven Dr., and Commerce Blvd. Utility locates are proposed at five US 1 intersections / locations: Commerce Blvd., Palm Coast Pkwy, Hargrove Grade, the southbound weigh station, and Wellfield Dr.	$11,224.00
The survey will also depict underground utilities and test holes as provided by the utility locate and soft dig subconsultant, Southeastern. For budgeting purposes, it is assumed soft digs will be required at up to 10 locations in dirt / grassed areas and up to 6 locations in paved areas	
Mobilization for Soft Digs (all required soft digs will be identified to Southeastern prior to the soft digs being conducted to avoid multiple trips and mobilization costs)	$898.00
Up to 10 Soft Digs in Dirt / Grassed Areas (The cost each is $408)	$4,080.00
Up to 6 Soft Digs in Paved (The cost each is $466 + $612 Lane Closure (if needed))	$6,468.00
Permitting (If Required) (Budget)	$950.00
Sub-total Soft Digs (Maximum Fee)	$12,396.00
Total Maximum Fee (Southeastern Surveying and Mapping Corporation)	**$23,620.00**

American Government Services, Inc. ("AGS") - If Needed

Description	Fee
The CONSULTANT will hire a Title Company, American Government Services, Inc. ("AGS") to conduct a title search (70 year title search) on up to 10 parcels if needed in order to depict easements or other encumbrances on the survey. Note: It is unlikely Title Work will be needed, but an allowance is established in the event it is found to be necessary. The assumed AGS fee is $575 per parcel based on recent Title Work proposals from AGS.	$5,750.00
Total Maximum Fee (American Government Services, Inc.)	**$5,750.00**

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

ITEM	DESCRIPTION	Principal Environmental Scientist	Sr. Environmental Scientist	GIS Analyst	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$145.00**	**$120.00**	**$100.00**	**$55.00**		
TASK 2 - ENVIRONMENTAL / ECOLOGICAL SERVICES							
1	The CONSULTANT will conduct an ecological assessment of the Project construction areas. Throughout the project, the CONSULTANT will meet or participate in telephone conferences with the CITY and other project personel as necessary to properly coordinate performance of the contracted tasks. All work associated with this project will be performed by CONSULTANT personnel that are a City of Palm Coast Qualified Environmental Professional ("QEP").	4	8	4	2	$30	$2,080.00
2	Once the utility locates have been conducted and proposed construction areas have been determined, the wetland lines and/or surface waters along the project corridor will be flagged by the CONSULTANT as one of the first environmental services tasks. All delineations will be based on a 20-ft wide corridor and will extend 25 feet outside project limits. The wetland boundaries will be delineated according to methodologies outlined in the 1987 Corps Wetland Delineation Manual and Supplemental documents and the Florida Unified Wetland Delineation Methodology (Chapter 62-340, F.A.C.). The wetland limits will be identified by numbered flagging and/or staking.		8	2	1.0	$50	$1,265.00
3	A preliminary wildlife survey will be conducted by one of the CONSUTLANT's QEP through general reconnaissance of the corridor and 25 feet on each side of the corridor as identified above for the north and south routes, for the occurrence or potential occurrence of protected species (threatened, endangered or species of special concern). The approximate location of all observed protected species will be identified on the FLUCFCS Map. The CONSULTANT shall provide advisement in a memorandum to the CITY documenting the findings of the wildlife survey. Species specific surveys are not included in this task but can be provide as an additional service.	2	16	6	4	$60	$3,090.00
4	For the Florida Department of Environmental Protection (FDEP) Environmental Resource Permit (ERP) process, this Scope assumes a General Permit will be required to obtain authorization for project construction.	16	16	6	4	$30	$5,090.00
5	The CONSULTANT will attend one (1) pre-application meeting with FDEP.		6		1	$50	$825.00
6	This Scope includes preparation of written response to one (1) Request for Additional Information (RAI) by the FDEP regarding elements of the ERP application prepared by the CONSULTANT.	8	14	4	2	$20	$3,370.00

ITEM	DESCRIPTION	Principal Environmental Scientist	Sr. Environmental Scientist	GIS Analyst	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$145.00**	**$120.00**	**$100.00**	**$55.00**		
7	The level of U.S. Army Corps of Engineers (ACOE) permitting required depends on the amount of wetland impacts. Impacts that are less than 0.5 acres can be permitted under the Nationwide Permit, which is a more simplified process. Where impacts are 0.5 acres or greater, more detailed ACOE permitting (ACOE individual permit) and coordination with ACOE is required. For the purposes of this Scope, it is assumed wetland impacts will NOT exceed 0.5 acres, and the design intent is that there will be no wetland impacts (wetlands will be crossed using directional drill construction, with entry and exit points located outside wetland areas). Based on the assumed no wetland impact design for the project, preparation of a Mitigation Plan is not included in this Scope of Services.						$0.00
8	A completed ACOE data form for each upland community type and each enumerated wetland will be prepared by the CONSULTANT. The CONSULTANT will also conduct an on-site inspection with a representative of the ACOE to complete the Jurisdictional Determination to be submitted with the permit application.	1	12	4	2	$30	$2,125.00
9	The CONSULTANT will prepare and submit a letter request to the ACOE for issuance of a Nationwide Permit or a "no permit required" letter from the ACOE. This task includes the following: The CONSULTANT will provide such exhibits and graphics as may be necessary, including: Project boundaries on USGS quadrangle map; all wetlands and/or water bodies, proposed directional drill areas, and conceptual development plan; descriptions of the proposed project.	2	15	6	2	$30	$2,830.00
10	The CONSULTANT will prepare written responses to one (1) RAI by the ACOE regarding the Nationwide Permit / no permit required submittal packages prepared by the CONSULTANT.	2	10	4	2	$25	$2,025.00
SUB-TOTAL TASK 2		**35**	**105**	**36**	**20**	**$325**	**$22,700.00**

PERMIT APPLICATION FEES

Description	Estimated Quantity	Units	Unit Cost	Total Cost
FDEP Env. Resource Permit Application Fee	1	EA	$250.00	$250.00

TOTAL (TASK 2) =	**$23,273.00**

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

Note: It is unlikely that Gopher Tortoises are located within 25-ft of the proposed construction areas; however, until the construction areas have been determined, it is not possible to be certain as to the presence of active gopher tortoise burrows. This Task 3 will be conducted only if found to be necessary.

ITEM	DESCRIPTION	Principal Environmental Scientist	Sr. Environmental Scientist	Environmental Scientist	GIS Analyst	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$145.00**	**$120.00**	**$90.00**	**$100.00**	**$55.00**		
TASK 3 - GOPHER TORTOISE PERMITTING AND RELOCATIONS								
1	The CONSULTANT will prepare and submit a gopher tortoise 10 or fewer tortoise permit application to the FFWCC for the capture and relocation of tortoises to an off-site protected long-term recipient area, conduct an on-site meeting with a representative of the FFWCC to review the permit application information, and will prepare additional information requested by FFWCC during permit application processing. All tortoise surveys, permitting, capture, and relocation activities are required by regulation to be conducted by a FFWCC Authorized Gopher Tortoise Agent (GTA). Several of the CONSULTANT's staff are GTA's and as such are qualified to conduct this work.	2	10		6	2	$110	$2,200.00
2	The CONSULTANT will conduct a gopher tortoise survey at least 72 hours prior to the scheduled relocation; notify the FFWCC of the survey results, inform FFWCC of the relocation date; coordinate with FFWCC regarding additional required noticing as specified in the tortoise relocation permit; capture and handle the tortoises to prepare tortoises for relocation to the recipient site; each captured healthy tortoise shall be sexed (adults only), measured and permanently and uniquely marked by scute-notching as required by the FFWCC; coordinate with the recipient site as required to relocate the tortoises; and will relocate captured healthy tortoises to the approved recipient site. This Scope of Services is based on the assumption that if gopher burrows are present within 25-ft of project construction related activities, that there will be ten (10) or fewer tortoise burrows requiring permitting and relocation.	1	19	16			$125	$3,865.00
SUB-TOTAL TASK 3		**3**	**29**	**16**	**6**	**2**	**$235**	**$6,065.00**

SUBCONSULTANTS

Description	Estimated Quantity	Units	Unit Cost	Total Cost
Gopher Tortoise Excavation Subcontractor (Backhoe Rental and Operator) - George Hand Jr.'s Backhoe Services	1	DAY	$1,300.00	$1,300.00

PERMIT APPLICATION FEES (MITIGATION CONTRIBUTION AND RECIPIENT SITE FEES)

Description	Estimated Quantity	Units	Unit Cost	Total Cost
FFWCC Application Mitigation Contribution (10 or Fewer Gopher Tortoises) - For Tortoises Relocated to a FFWCC Approved Long Term Protected Area	1	EA	$208.00	$208.00
Assumed Recipient Site Fee (Allowance)	10	EA	$750.00	$7,500.00
TOTAL				**$7,708.00**

TOTAL (TASK 3) =	**$15,314.50**

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

ITEM	DESCRIPTION	Principal	Sr. Project Manager	Project Manager	Project Engineer	GIS Analyst	Senior CADD Technician	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$155.00**	**$145.00**	**$135.00**	**$110.00**	**$100.00**	**$80.00**	**$55.00**		
TASK 4 - DESIGN AND PERMITTING SERVICES										
1	The CONSULTANT will schedule and attend a kickoff meeting with the CITY and the electrical engineering subconsultant in order to review the project, the CITY's preference on pump station rehab requirements (such as coatings, electrical, and controls), and general CITY preference on construction areas.		5	10				2	$25	$2,210.00
2	The CONSULTANT will field review the completed survey to assess construction areas and add information to completed survey as necessary.		1	8	8	1	4		$15	$2,540.00
3	The CONSULTANT will hire a geotechnical subconsultant (Bechtol Engineering) to drill up to ten (10) soil borings along the construction areas, generally located as shown in Attachment D. The CONSULTANT will review the geotechnical report and provide comments to the geotechnical subconsultant as necessary to address all construction requirements.		4				1	2		$770.00
4	The CONSULTANT will review the CITY's hydraulic modeling of the sewer system and determine FM and pump sizing. Pump sizing information will be provided to the local Xylem/Flygt representative (including flows and pressures) for confirmation of pump selection and pricing for the new pumps at the five (5) pump stations.	1	8	48	30		5	2	$10	$11,615.00
5	The CONSULTANT will prepare 60% Design Drawings (60% plans). The 60% plans will consist of a Cover Sheet, plan and profile drawings showing the proposed force main, plus proposed valves, connection points and air release valve locations along the new force main. The CONSULTANT will also include in the 60% plans the Site Plan for PS 27-1 and the Plan View and Section of PS 27-1.	1	12	16	40	2	80	1	$25	$15,135.00
6	Throughout the project, the CONSULTANT will coordinate with the Electrical Engineer, review the provided electrical drawings and specifications, incorporate these into the project construction documents for the submittals made to the CITY at 60%, 90%, and 100% submittals.		8	16	2		4	8		$4,300.00
7	The CONSULTANT will submit the 60% plans to the CITY. The submittal will consist of the following: 60% Plans (one set full size 22"x34" and two sets half size 11"x17"), and one CD containing PDF files of the plans. The CONSULTANT will meet with the CITY to review the 60% plans , will make revisions as requested by the CITY, and provide written responses to the review comments to the CITY.		8	8	16		8	4	$225	$5,085.00
8	The CONSULTANT will prepare Final Construction Plans (90% complete) for the FM and Sewer Pump Station Improvements consisting of:									
	Cover Sheet					1	2		$10	$270.00
	Summary of Quantities		1	1	4		2		$10	$890.00
	Key Sheet (3 Sheets)				1		3		$30	$380.00
	General Notes		1	2	2		2	1	$10	$860.00
	Plan and Profile - US 1 (9 sheets, 1"=20' scale)		18	36	54		72	6	$90	$19,590.00

	Plan and Profile - Commerce Blvd. (Incl. US 1 Crossing) (5 sheets, 1"=20' scale)		10	20	30		40	6	$50	$11,030.00
	Plan and Profile - Pine Lakes Pkwy (14 sheets, 1"=20' scale).		26	52	78		104	6	$140	$28,160.00
	Plan and Profile - Woodhaven Dr. and Westhampton Dr. (1 sheet, 1"=20' scale)		2	4	6		8	6	$10	$2,470.00
	Plan and Profile - Westminster Dr. (1 sheet, 1"=20' scale)		2	4	6		8	6	$10	$2,470.00
	Pump Station Site Plan (PS 27-1)	1	2	8	12		8		$10	$3,495.00
	Pump Station Plan View and Section (PS IP-1, CB-1, PS 27-1, PS 22-3, PS 22-4) (5 Sheets) Note: Sheets prepared by the electrical engineering subconsultant will also be added to the construction plans.	1	10	40	30		40		$40	$13,545.00
	Pump Station Details (1 Sheet)		1	2	4		8		$10	$1,505.00
	Utility Details (1 Sheet)				2		2		$10	$390.00
	General Details (1 Sheet)				1		2		$10	$280.00
	Traffic Control Details (1 Sheet)				1		2		$10	$280.00
9	Based on the 90% Plans, the CONSULTANT will prepare an Opinion of Probable Construction Cost (OPCC) and will incorporate into the OPCC the OPCC provided by the electrical engineering subconsultant for the electrical and controls.		8	8	15		15	2		$5,200.00
10	The CONSULTANT will prepare a Project Manual consisting of Technical Specifications and front end bidding documents.		4	6	12		2	2	$10	$2,990.00
11	The CONSULTANT will submit the 90% plans, Project Manual and OPCC to the CITY. The submittal will consist of the following: 90% Plans (one set full size 22"x34", two sets half size 11"x17", and one set provided in PDF); and copies of the Project Manual and OPCC provided in PDF. The CONSULTANT will meet with the CITY to review 90% plans, Project Manual, and OPCC, will make revisions as requested by CITY, and provide written responses to the review comments to the CITY.		4		4		4	2	$250	$1,700.00
12	The CONSULTANT will fill out a Florida Department of Environmental Protection (FDEP) Permit Application for the force main and Pump Station 27-1 construction, and will submit the 90% plan sheets plus maps as required to FDEP for permitting.		4		2	2		2	$15	$1,125.00
13	The CONSULTANT will provide information to the CITY on CD so the CITY can apply for a Florida Dept. of Transportation (FDOT) Utility Permit application for the construction in US 1 Right-of-Way. The information provided to the CITY on CD will include a project description, utilities contacted, site photos, and a PDF of the plans (Cover Sheet, Key Sheet, General Notes, Plan and Profile (US 1), Details, and Traffic Control Details).		2	2	1	1	2	1	$15	$1,000.00
14	The CONSULTANT will provide written responses to FDEP and FDOT concerning requests for additional information. The CONSULTANT will revise the drawings in response to FDEP, County, and FDOT comments as needed (draft responses will be sent to the CITY for its review).		6		4			4	$10	$1,540.00
15	The CONSULTANT will submit the 100% plans, Project Manual and OPCC to the CITY. The submittal will consist of the following: 100% Plans (one set full size 22"x34", two sets half size 11"x17", and one set provided in PDF); and copies of the Project Manual and OPCC provided in PDF.						1	1	$250	$385.00
SUB-TOTAL TASK 4		**4**	**147**	**291**	**365**	**7**	**429**	**64**	**$1,300**	**$141,210.00**

SUBCONSULTANTS

Description	Estimated Quantity	Unit Cost	Total Cost
Geotechnical Subconsultant (Bechtol Engineering)	1	LS	**$4,040.00**
Electrical Engineering Subconsultant (Bailey Engineering)	1	LS	**$29,970.00**
Total - Subconsultants			**$34,010.00**

PERMIT APPLICATION FEES

Description	Estimated Quantity	Unit Cost	Total Cost
FDEP Sewer Permit	1	$250.00	$250.00
TOTAL			**$250.00**

TOTAL (TASK 4) =	**$176,754.35**

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

	DESCRIPTION	Principal	Sr. Project Manager	Project Manager	Project Engineer	GIS Analyst	Senior CADD Technician	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$155.00**	**$145.00**	**$135.00**	**$110.00**	**$100.00**	**$80.00**	**$55.00**		
TASK 5 - BID PHASE SERVICES										
1	The CONSULTANT will attend the CITY's Pre-Bid Meeting for the project that will be held at City Hall The CONSULTANT will present information at Pre-Bid meeting and answer questions, and prepare Pre-Bid meeting notes for the CITY's use.		6	6	4	1		4	$30	$2,470.00
2	The CONSULTANT will prepare written responses to Bidder questions forwarded by the CITY and prepare addenda items for the CITY's use.		4	1	1			2		$935.00
3	The CONSULTANT will review the Low Bidder submitted information (references, bidder experience information), contact low bidder references, and make a written bid award recommendation to the CITY.		4	1	2			8	$10	$1,385.00
SUB-TOTAL TASK 5		**0**	**14**	**8**	**7**	**1**	**0**	**14**	$40	**$4,790.00**

ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

	DESCRIPTION	Principal	Sr. Project Manager	Project Manager	Construction Field Representative II	Senior CADD Technician	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$155.00**	**$145.00**	**$135.00**	**$95.00**	**$80.00**	**$55.00**		
TASK 6 - LIMITED CONSTRUCTION PHASE SERVICES									
1	The CONSULTANT will prepare conformed documents incorporating issued addenda. The CONSULTANT will distribute up to eight (8) sets of the Conformed Construction Plans (4 Sets Full Size 22"x34" and 4 sets Half Size 11"x34"); and up to six (6) sets of the conformed Project Manual for CITY and Contractor use during construction. The CITY and Contractor will also be provided with CDs containing PDFs of the conformed documents and the Contractor will be provided with ACAD files for its use during construction. One digitally signed and sealed set of the conformed documents will also be provided to the CITY at the start of construction for its records.		2			1	2	$325	$805.00
2	The CONSULTANT shall prepare the agenda, coordinate and attend the preconstruction meeting, and prepare and issue meeting notes.		12	4	4		4	$50	$2,930.00
3	The CONSULTANT shall review Shop Drawings and submittals, coordinate with the CITY on distribution of submittals and compilation of the submittal review comments of all parties, distribute reviewed submittals (including comments) to the Contractor.		1	24	42		8	$25	$7,840.00
4	The overall construction phase is anticipated to be three hundred fifty-five (355) calendar days from the Notice to Proceed to Substantial Completion and sixty (60) calendar days from Substantial Completion to Final Completion. The CITY shall, on a monthly basis, field review the Contractor's application for payment in terms of construction quantities and completion of items for which payment is requested. The CONSULTANT shall take CITY's reviewed construction quantities and review the payment application package submitted by the Contractor, and recommend approval in writing of payments to the Contractor in such amounts, in consultation with the CITY and in consideration of its own general knowledge of the status of work based on its field reviews, and based on its review of items such as required Releases of Lien. It is assumed there will be thirteen (13) Applications for Payment during construction.		13	7	26		26	$130	$6,860.00
5	The CONSULTANT will attend Progress Meetings during construction. It is assumed the Progress Meetings will be held once every two weeks during construction, starting approximately four (4) weeks after the Notice to Proceed and ending at Substantial Completion, covering a time period of forty-seven weeks. Based on this, it is assumed there will be twenty-three (23) progress meetings. For each Progress Meeting, the CONSULANT will prepare an agenda and issue meeting notes to attendees after each meeting.			92			34	$220	$14,510.00

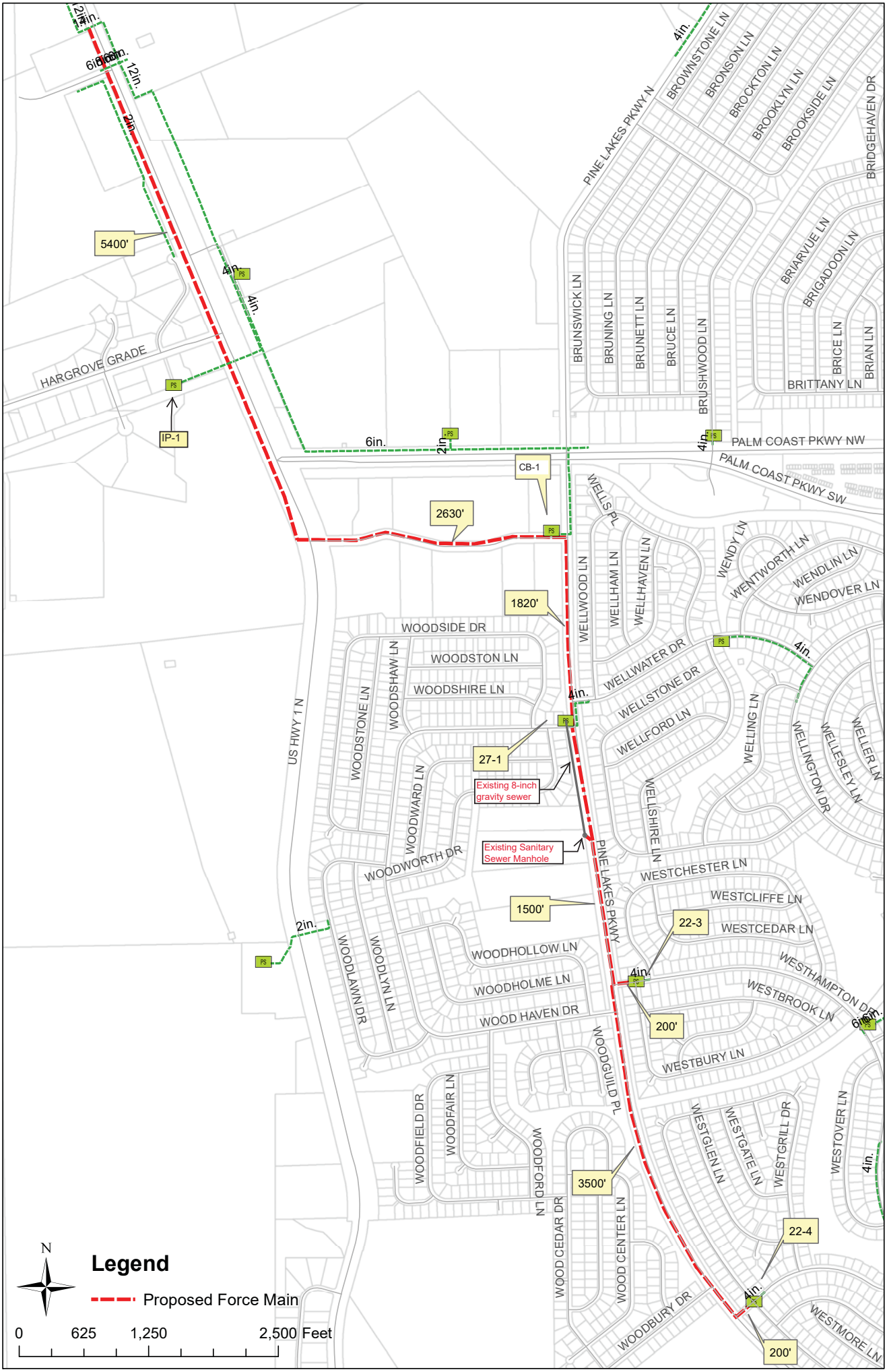
	DESCRIPTION	Principal	Sr. Project Manager	Project Manager	Construction Field Representative II	Senior CADD Technician	Clerical II	Estimated Expenses	Cost by Task
	Hourly Rates	**$155.00**	**$145.00**	**$135.00**	**$95.00**	**$80.00**	**$55.00**		
6	During the field construction, inspection will be provided by the CITY. The CONSULTANT will conduct up to eleven (11) site visits during construction to review the overall project status and general on-going construction as requested by the CITY.			44				$110	$6,050.00
7	The CONSUTLANT will assist the CITY as requested by responding to requests for information (RFI) and requested changes as forwarded by the CITY. The CONSULTANT will issue all instructions of the CITY to the Contractor and prepare routine Change Orders for the CITY's use as required. The budget for this Task is based on approximately six (6) hours per month for eleven (11) months between the start of construction and substantial completion.			33	33	5	11	$55	$8,650.00
8	The CONSUTLANT will attend start up along with representatives of the CITY, Contractor, and electrical engineering consultant for the five (5) sewer pump stations. The CONSULTANT will generate Punch Lists for each pump station, incorporating comments of the CITY and electrical engineering consultant based on the start up and will issue the punch lists to the Contractor.			40			8	$80	$5,920.00
9	The CONSULTANT will attend a walk through of the constructed force main along with representatives of the CITY and Contractor. The CONSULTANT generate a Punch List incorporating CITY comments during the walk through and will issue the punch list to the Contractor.			16			2	$20	$2,290.00
10	The CONSULTANT will prepare Record Drawings based on survey information (ACAD files) provided by Contractor and information provided by the CITY inspectors. One digitally signed and sealed set of the record drawings plus PDF files and AutoCAD files of the record drawings will be provided to the CITY.		2	4	32	48	1	$200	$7,965.00
11	The CONSULTANT will prepare up to three certifications of completion of construction / request for clearance to FDEP for the force main (it is assumed two partial clearances and one final clearance request will be made to FDEP for the project.		3		6		3	$20	$1,190.00
SUB-TOTAL TASK 6		**0**	**33**	**264**	**143**	**54**	**99**	**1235**	**$65,010.00**

Description	Estimated Quantity	Unit Cost	Total Cost
Electrical Engineering Subconsultant (Bailey Engineering)	1	LS	**$30,195.00**
Total - Subconsultants			**$30,195.00**

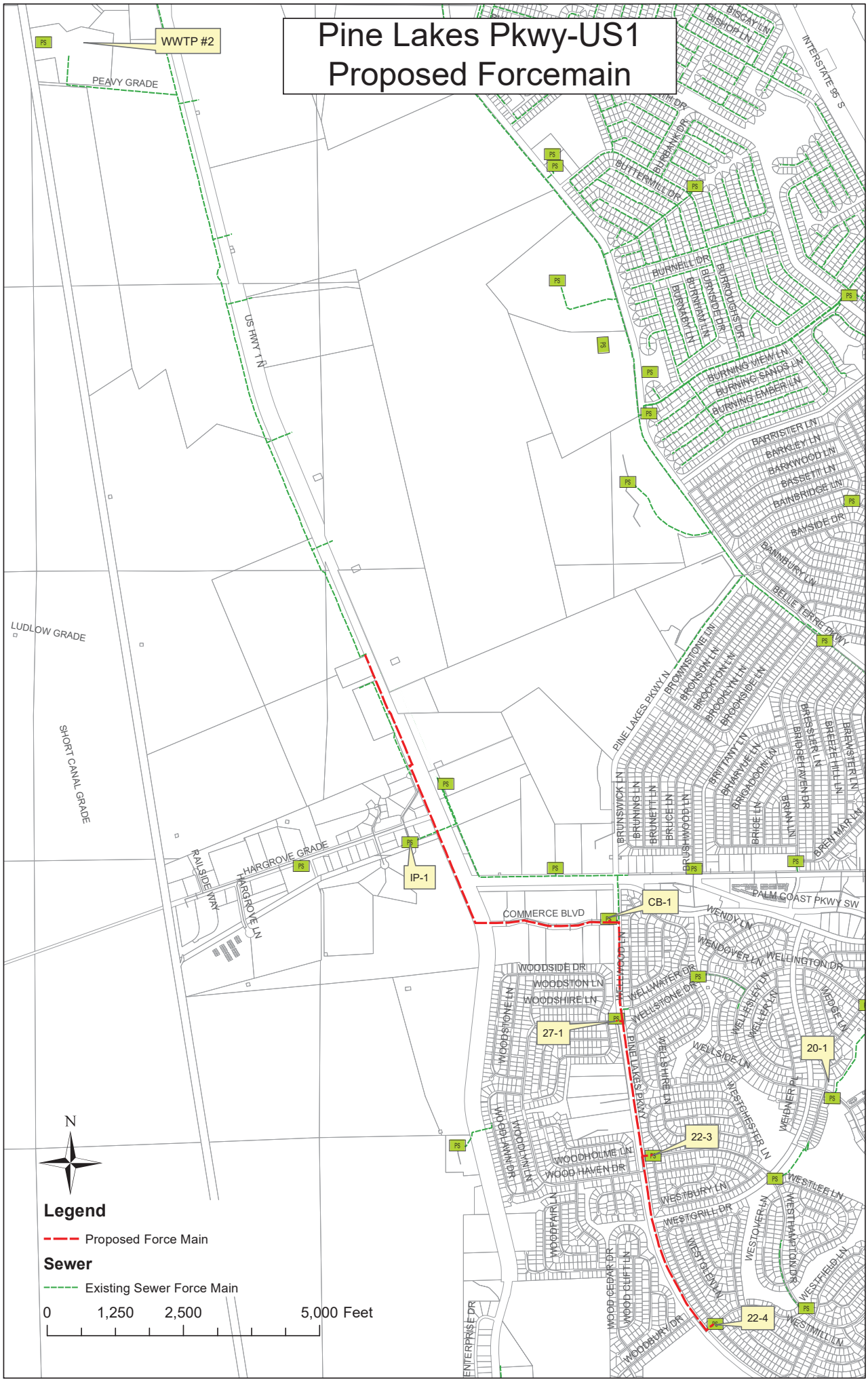
TOTAL (TASK 6) =	**$95,205.00**

ATTACHMENT B

Project Map


5400'
IP-1
HARGROVE GRADE
US HWY 1 N
2630'
CB-1
1820'
27-1
Existing 8-inch gravity sewer
Existing Sanitary Sewer Manhole
1500'
22-3
200'
3500'
22-4
200'
PALM COAST PKWY NW
PALM COAST PKWY SW
PINE LAKES PKWY
PINE LAKES PKWY N
BROWNSTONE LN
BRONSON LN
BROCKTON LN
BROOKLYN LN
BROOKSIDE LN
BRIDGEHAVEN DR
BRIARVUE LN
BRIGADOON LN
BRITTANY LN
BRICE LN
BRIAN LN
BRUNSWICK LN
BRUNING LN
BRUNETT LN
BRUCE LN
BRUSHWOOD LN
WELLS PL
WELLWOOD LN
WELLHAM LN
WELLHAVEN LN
WENDY LN
WENTWORTH LN
WENDLIN LN
WENDOVER LN
WELLWATER DR
WELLSTONE DR
WELLFORD LN
WELLING LN
WELLINGTON DR
WELLESLEY LN
WELLER LN
WELLSHIRE LN
WOODSIDE DR
WOODSTON LN
WOODSHIRE LN
WOODSHAW LN
WOODSTONE LN
WOODWARD LN
WOODWORTH DR
WOODLAWN DR
WOODLYN LN
WOODHOLLOW LN
WOODHOLME LN
WOOD HAVEN DR
WOODGUILD PL
WOODFIELD DR
WOODFAIR LN
WOODFORD LN
WOOD CEDAR DR
WOOD CENTER LN
WOODBURY DR
WESTCHESTER LN
WESTCLIFFE LN
WESTCEDAR LN
WESTHAMPTON DR
WESTBROOK LN
WESTBURY LN
WESTGLEN LN
WESTGATE LN
WESTGRILL DR
WESTOVER LN
WESTMORE LN
6in.
12in.
2in.
4in.
PS
N
Legend
Proposed Force Main
0
625
1,250
2,500 Feet

Pine Lakes Pkwy-US1 Proposed Forcemain



City of Palm Coast, Florida
Agenda Item

Agenda Date: 7/17/2018

Department	Community Development	**Amount**	$150,000.00
Item Key	3756	**Account**	#43000099-063000-66008

Subject RESOLUTION 2018-XX AUTHORIZING EXPENSES FOR INDIAN TRAILS SPORTS COMPLEX FIELD IMPROVEMENTS

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

The City has included funding in the current fiscal year Capital Improvement Budget to complete field improvements for multi-use sports field #1 & #2 at the Indian Trails Sports Complex (ITSC). The ITSC complex is an existing facility located at 5455 Belle Terre Parkway and is a host site of local, regional and state lacrosse, soccer and other tournaments. The complex is also home for local recreation and competitive teams. The original complex was completed in 2005 and due to the usage and age; the sod needs to be replaced. During the sod replacement, an additional underdrainage system will be added to alleviate drainage issues, allow for quicker return of field playability, and minimize damage to sod.

City staff has completed the design in-house and will complete the work using City staff. The work will include removal of existing sod, installation of the underdrain system, modification of the irrigation system as necessary, and preparation of the area for the placement of new sod.

City staff is requesting approval of piggybacking the Volusia County contract #850700421 expiring March 26, 2020 with Strickland Sod Farm for the purchase and placement of sod for this project. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally more competitive than what the City could obtain on its own and the City does not incur the expense and delay of bid solicitation. In addition, Strickland Sod Farm is a local vendor. City staff estimates that the City will expend $110,000.00 for sod under this piggyback. Additional funds, in the amount of $40,000 are requested for additional expenses such as irrigation materials, drainage and stormwater improvements as well as miscellaneous construction expenses.

SOURCE OF FUNDS WORKSHEET FY 2018

CAPITAL PROJECTS FUND 43000099-063000-66008	**$805,000.00**
Total Expenses/Encumbered to date	**$147,588.07**
Pending Work Orders/Contracts	**$150,000.00**
Balance	**$507,411.93**

Recommended Action :

Adopt Resolution 2018-XX authorizing the expenses for Indian Trails Sports Complex Field Improvements and approving piggybacking the Volusia County contract with Strickland Sod Farm, Inc.

RESOLUTION 2018 -____
ITSC IMPROVEMENTS PROJECT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AUTHORIZING THE EXPENSES FOR THE INDIAN TRAILS SPORTS COMPLEX IMPROVEMENTS PROJECT; APPROVING PIGGYBACKING THE VOLUSIA COUNTY CONTRACT WITH STRICKLAND SOD FARM, INC. FOR SOD; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Coast desires to purchase materials and make construction improvements to the Indian Trails Sports Complex (ITSC), in the amount of $150,000.00, utilizing in-house staff and contractors; and

WHEREAS, the City Council of the City of Palm Coast desires to piggyback the Volusia County contract with Strickland Sod Farms, Inc. for sod for the ITSC improvement project; and

WHEREAS, Strickland Sod Farms, Inc., desires to provide and install the sod needed as for the ITSC improvement project.

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

SECTION 1 AUTHORIZATION OF EXPENSES. The City Council of the City of Palm Coast hereby authorizes City staff to purchase materials and associated expenses, in the amount of $150,000.00, for the ITSC improvement project.

SECTION 2. APPROVAL OF PIGGYBACK CONTRACT. The City Council of the City of Palm Coast hereby approves the terms and conditions of piggybacking the Volusia County Contract #850700421 with Strickland Sod Farms, Inc., for sod for the ITSC improvement project. which is 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 Contract as depicted in Exhibit "A."

SECTION 4. 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 5. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of 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 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 17th day of July 2018.

CITY OF PALM COAST, FLORIDA

_____
MILISSA HOLLAND, MAYOR

ATTEST:

_____
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – Piggyback Contract with Strickland Sod

Approved as to form and legality

_____
William E. Reischmann, Jr., Esq.
City Attorney

DocuSign Envelope ID: 7863292D-0258-4FCE-B8EC-048BFC75CC4C

city of PALM COAST

Administrative Services & Economic Development
Central Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3730

March 30, 2017

Shannon Strickland
Strickland Sod Farm, Inc.
PO Box 1998
Bunnell, FL 32110

RE: Engagement Letter authorizing piggyback of Volusia County Contract Master Agreement # 850 70042-1 for the purchase of Sod and Installation.

Dear Shannon Strickland:

The City of Palm Coast, Florida requests permission to utilize the services of Strickland Sod Farm, Inc.in accordance with the pricing, terms and conditions of the above Volusia County Contract for Sod and Installation which expires on March 26, 2020. If agreed, please indicate approval by signing below and returning this letter to my email address KLittle-Downey@Palmcoastgov.com.

All invoices should be sent to the Accounts Payable Department, City of Palm Coast, 160 Lake Avenue, Palm Coast, Florida 32164, or to ap@palmcoastgov.com. Likewise, legal notices should be sent to the attention of the City Manager at the same address.

If you should have any questions, please don't hesitate to contact me.

Sincerely,

Kelly Little-Downey

Kelly Little-Downey
Purchasing Coordinator

See attached
3/30/17

DocuSign Envelope ID: 7863292D-0258-4FCE-B8EC-048BFC75CC4C

CITY OF PALM COAST

DocuSigned by:

Signature

Jim Landon
Print Name

Jun 12, 2017 | 12:07 PM EDT
Date

WITNESS/ATTEST:

Virginia Smith, City Clerk

STRICKLAND SOD FARM, INC.

X

Signature

C. Strickland
Print Name

3/2/17
Date

WITNESS/ATTEST:

X

DocuSigned by:
Stephen Flanagan Jun 12, 2017 | 9:05 AM EDT Department Head

DocuSigned by:
Jun 8, 2017 | 1:08 PM EDT Finance Director

DocuSigned by:
Jun 8, 2017 | 10:39 AM EDT Central Services

4/2/17 City Attorney

DocuSign Envelope ID: 7863292D-0258-4FCE-B8EC-048BFC75CC4C

Volusia County
FLORIDA

Master Agreement

NO. 850 70042 - 1

TERM: 2017-03-17 to 2020-03-26

Date Issued: 03/22/17

Vendor contact: Name: SHANNON STRICKLAND Phone: 386-437-0062 Ext.: E-mail:	**County contact:** Name: WILLIAM DAILY Phone: 386-822-6422 Ext.: E-mail: BDaily@volusia.org	**Bill To:** County of Volusia AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720
Vendor Name: STRICKLAND SOD FARM, INC P.O. BOX 1998 BUNNELL, FL 32110	**Vendor No.** 01072600070	**Ship To:** AS REQUIRED BY USING DEPARTMENT VOLUSIA COUNTY, FL 32720

Solicitation Number: 17-B-59KT **Award Date:** 2017-03-16 **Award Authorization:** COUNCIL	**Purchasing Analyst:** Kendrick Thomas **Phone:** 386-626-6624 **Ext.:** **E-mail:** kthomas@volusia.org **Payment Terms:** Net 45 Days, FOB Dest, Freight allowed

Document Description: Sod

Line Item	Commodity Code	Unit	Description	Unit Price or Contract Amount
1	79050	EA	In accordance with 17-B-59KT	0.000000

Jeaniene Jennings CPPB
Purchasing & Contracts Director

County of Volusia
Sales Tax Exemption Number
85-8012622393C-9

Remainder of page is blank

A delivery order is required for the release of items / services from the referenced Master Agreement. If a solicitation number is referenced then the terms and conditions of said solicitation become part of the Master Agreement. Deviation from prices stated is not permitted without a signed corrected Change Order.

If vendor terms and conditions conflict with Count of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

DocuSign Envelope ID: 7863292D-0258-4FCE-B8EC-048BFC75CC4C

Item Description	Cut Sod			Rolled Sod		
	Picked Up	Delivered	Installed	Picked Up	Delivered	Installed
Bahia Pensacola	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
2001 - 4000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
4001 - 6000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
6001 - 10,000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
Over 10,000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
Bahia Argentine	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
2001 - 4000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
4001 - 6000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
6001 - 10,000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
Over 10,000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
St. Augustine Palmetto	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
2001 - 4000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
4001 - 6000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
6001 - 10,000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
Over 10,000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
St. Augustine Seville	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
2001 - 4000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
4001 - 6000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
6001 - 10,000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
Over 10,000 sq ft	$ 0.20	$ 0.25	$ 0.30	NOT AVAILABLE		
Floratam St. Augustine	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
2001 - 4000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
4001 - 6000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
6001 - 10,000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
Over 10,000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
Centipede	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
2001 - 4000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
4001 - 6000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
6001 - 10,000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
Over 10,000 sq ft	$ 0.15	$ 0.20	$ 0.26	$ 0.15	$ 0.20	$ 0.26
Common Bermuda	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
2001 - 4000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
4001 - 6000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
6001 - 10,000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22
Over 10,000 sq ft	$ 0.10	$ 0.16	$ 0.22	$ 0.10	$ 0.16	$ 0.22

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Celebration

	Sports Turf					
	Cut Sod			Rolled Sod		
	Picked Up	Delivered	Installed	Picked Up	Delivered	Installed
Celebration Bermuda	All Prices Per Square Foot					
0 - 2000 sq ft	$ 0.25	$ 0.32	$ 0.40	$ 0.25	$ 0.32	$ 0.40
2001 - 4000 sq ft	$ 0.25	$ 0.32	$ 0.40	$ 0.25	$ 0.32	$ 0.40
4001 - 6000 sq ft	$ 0.25	$ 0.32	$ 0.40	$ 0.25	$ 0.32	$ 0.40
6001 - 10,000 sq ft	$ 0.25	$ 0.32	$ 0.40	$ 0.25	$ 0.32	$ 0.40
Over 10,000 sq ft	$ 0.25	$ 0.32	$ 0.40	$ 0.25	$ 0.32	$ 0.40
Latitude 36 Bermuda	All Prices Per Square Foot					
0 - 2000 sq ft	NOT AVAILABLE			NOT AVAILABLE		
2001 - 4000 sq ft	NOT AVAILABLE			NOT AVAILABLE		
4001 - 6000 sq ft	NOT AVAILABLE			NOT AVAILABLE		
6001 - 10,000 sq ft	NOT AVAILABLE			NOT AVAILABLE		
Over 10,000 sq ft	NOT AVAILABLE			NOT AVAILABLE		

***ALL PRICES AND PRODUCTS ARE SUBJECT TO AVAILABILITY AND WEATHER CONDITIONS
***BIODEGRADABLE STAPLES PURCHASED AND INSTALLED ARE AVAILABLE
***CLEAN/CLEAR/RIP OUT SERVICES ARE AVAILABLE
***$100. FREIGHT CHARGE FOR PARTIAL LOADS LESS THAN 4000 SQ. FT.

City of Palm Coast, Florida
Agenda Item

Agenda Date: 7/17/2018

Department	Community Development	**Amount**	$32,500.00
Item Key	3694	**Account**	#54225511-063000-55230

Subject RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH ELITE MARINE CONSTRUCTION FOR A SEAWALL INSTALLATION PROJECT

Background :

UPDATE FROM THE JULY 10, 2018 WORKSHOP

This item was heard by City Council at their July 10, 2018 Workshop. There were no changes suggested to this item.

ORGINAL BACKGROUND FROM JULY 10, 2018 WORKSHOP

Annually the Construction Management & Engineering Division budgets for the installation of one Seawall on City property or ROW at a saltwater canal end. Currently 15 of the City's 23 locations have seawalls.

In accordance with the City's Purchasing Policy, City staff issued a Request for Quotes for the construction of a seawall and all associated work, along the North side of Club Field Dr. between Clarendon Ct. N. and Christopher Ct. N. The City received three (3) quotes. The low quote was by Elite Marine Construction, Inc. with a quote of $32,500.00, which was deemed to be responsive and responsible. The project bid overview and notice of intent to award are attached to this agenda item.

SOURCE OF FUNDS WORKSHEET FY 2017-2018

STORMWATER FUND – 54225511-063000-55230	**$50,000.00**
Total Expenses/Encumbered to date	$10,175.00
Pending Work Orders/Contracts	$32,500.00
Balance	**$ 7,325.00**

Recommended Action :

Adopt Resolution 2018-XX approving a master service contract with Elite Marine Construction for a seawall installation project.

RESOLUTION 2018 -____
SEAWALL INSTALLATION PROJECT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A MASTER SERVICE CONTRACT WITH ELITE MARINE CONSTRUCTION FOR A SEAWALL INSTALLTION PROJECT; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Elite Marine Construction will provide construction services for the installation of a seawall along the North side of Club Field Drive between Clarendon Court, North and Christopher Court, North, City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to contract with Elite Marine Construction, for the above referenced services.

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

SECTION 1. APPROVAL OF CONTRACT. The City Council of the City of Palm Coast hereby approves the terms and conditions of the master services contract with Elite Marine Construction, as attached hereto and incorporated herein as Exhibit "A."

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the contract as depicted in 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 17th day of July 2018.

CITY OF PALM COAST, FLORIDA

_____
MILISSA HOLLAND, MAYOR

ATTEST:

_____
VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" –Master Service Contract with Elite Marine Construction.

Approved as to form and legality

_____
William E. Reischmann, Jr., Esq.
City Attorney

city of PALM COAST

Administrative Services & Economic Development
Central Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3730

NOTICE OF INTENT TO AWARD

Project: RFQ-CD-18-46 – Seawall Installation Project

Date: May 2, 2018

Appeal Deadline: Appeals must be Filed by 5:00 PM on May 7, 2018

Firm	Quote
Elite Marine Construction	$32,500.00
Sieg & Ambachtsheer, Inc.	$88,000.00
S. E. Cline Construction, Inc.	$120,618.00

The intent of the City of Palm Coast is to award RFP-CD-18-465 to Elite Marine Construction.

Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Central Service Division's Bid Protest procedures.

A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Administrative Services and Economic Development Director, Beau Falgout (bfalgout@palmcoastgov.com) shall constitute a waiver of the protest proceedings.

Any decision of the Administrative Services and Economic Development Director may be appealed to the City Manager by filing a written appeal to the City Manager within seven (7) days of the Administrative Services and Economic Development Director's decision. Any decision of the City Manager may be appealed to the City Council by filing a written appeal to the City Clerk within seven (7) days of the City Manager's decision. The same procedures as above shall apply to contest the award of the contract.

RFQ-CD-18-46 - Seawall Installation

Project Overview

Project Details	
Reference ID	RFQ-CD-18-46
Project Name	Seawall Installation
Project Owner	Kelly Downey
Project Type	RFQ
Department	Procurement
Budget	$0.00 - $0.00
Project Description	This Request for Quotes is issued for the purpose of obtaining quotes from qualified vendors for the installation of a seawall. The vendor must be able to provide all materials, manpower and equipment to perform for the seawall installation.
Open Date	Apr 13, 2018 8:30 AM EDT
Close Date	Apr 27, 2018 2:00 PM EDT

Awarded Suppliers	Reason	Score
Elite MArine Construction		**100 pts**

Seal status

Requested Information	Unsealed on	Unsealed by
Quote	Apr 27, 2018 2:08 PM EDT	Kelly Downey
License and Insurance	Apr 27, 2018 2:08 PM EDT	Kelly Downey
Addenda	Apr 27, 2018 2:08 PM EDT	Kelly Downey

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?
Kelly Downey	Apr 27, 2018 2:09 PM EDT	No
Donald Schrager	May 01, 2018 3:13 PM EDT	No
Rose Conceicao	May 02, 2018 1:59 PM EDT	No

Project Criteria

Criteria	Points	Description
Seawall Installation Pricing	100 pts	Seawall Installation Pricing
Addenda	Pass/Fail	Addenda
Licenses	Pass/Fail	Licenses
Total	**100 pts**	

Scoring Summary

Active Submissions

	Total	Seawall Installation Pricing	Addenda	Licenses
Supplier	**/ 100 pts**	**/ 100 pts**	**Pass/Fail**	**Pass/Fail**
Elite MArine Construction	100 pts	100 pts ($32,500.00)	Pass	Pass
SIEG & AMBACHTSHEER, INC.	36.93 pts	36.93 pts ($88,000.00)	Pass	Pass
S.E. Cline Construction, Inc.	26.94 pts	26.94 pts ($120,618.00)	Pass	Pass

Meeting Calendar for 7/18/2018 through 8/17/2018

7/18/2018 5:30 PM
Planning & Land Development Regulation Board
City Hall

7/26/2018 5:00 PM
Beautification and Environmental Advisory Committee
City Hall

7/31/2018 9:00 AM
City Council Workshop
City Hall

7/31/2018 9:00 AM
City Council Special Meeting-Budget
City Hall

8/1/2018 10:00 AM
Code Enforcement Board
City Hall

8/7/2018 10:00 AM
Animal Control Hearing
City Hall

8/7/2018 10:00 AM
Animal Control Hearing
City Hall

8/7/2018 6:00 PM
City Council
City Hall

Meeting Calendar for 7/18/2018 through 8/17/2018

8/10/2018 8:30 AM
Volunteer Firefighters' Pension Board
Fire Station #25

8/14/2018 9:00 AM
City Council Workshop
City Hall

8/15/2018 5:30 PM
Planning & Land Development Regulation Board
City Hall

#	File #	Item	Title	Staff
			Business 7/17/2018	
1		Resolution	Recreation Center Master Plan	Dvornikova
2		Resolution	IA Amendment Sheriff	Falgout
3		Resoluiton	Initial Nuisance Abatement	Flanagan
4		Resolution	Pine Lakes Pkwy Forcemain Design/Const. Srvcs	Kronenberg
5		Resolution	CDBG Annual Action Plan	Papa
6		Resolution	LHAP	Papa
7		Ordinance 1st	Parking Regulations	Reischmann
8		Resolution	Seawall Installation Project - Elite Marine Construction	Schrager
9		Resolution	ITSC Field Improvements	Schrager
			Special Budget Workshop (follow Business Meeting) 7/17/2018	
1		Presentation	General Fund and TRIM Rate	Alves/Williams
			Workshop 7/31/2018	
1		Resolution	Fixed Base Meter Reading	Adams/Zaleski
2		Resolution	Interlocal Mala Compra Storm Drain Project	Blake/Kronenberg
3		Resolution	Whiteview Design	Cote
4		Presentation	Finalize 5 Year CIP	Cote
5		Resolution	Construction of Seminole Woods Northbound Turn-Lane @ SR.100	Cote
6		Resolution	Citation Boulevard Safety Improvement Design	Dvornikova
7		Resolution	Lakeview Blvd. MUP LAP Supplemental Agreement	Dvornikova
8		Presentation	Draft RFP Security Assessment Master Plan	Falgout
9		Presentation	2019 State Legislative Priorities	Falgout
10		Ordinance	Amend Utility Ordinance	Reischmann/Conceicao
11		Resolution	Tennis Center Lease Agreement for Tower	Streichsbier
			Special Budget Meeting (prior to workshop) 7/31/2018	
1		Resolution	Proposed Millage Rate	Alves/Williams
			Business 8/7/2018	
1		Resolution	Fixed Base Meter Reading	Adams/Zaleski
2		Resolution	Interlocal Mala Compra Storm Drain Project	Blake/Kronenberg
3		Resolution	Whiteview Design	Cote
4		Resolution	Construction of Seminole Woods Northbound Turn-Lane @ SR.100	Cote
5		Resolution	Citation Boulevard Safety Improvement Design	Dvornikova

6		Resolution	Lakeview Blvd. MUP LAP Supplemental Agreement	Dvornikova
7		Ordinance 2nd	Parking regulations	Reischmann
8		Ordinance 1st	Amend Utility Ordinance	Reischmann/Conceicao
9		Resolution	Tennis Center Lease Agreement for Tower	Streichsbier
			Workshop 8/14/2018	
1		Resolution	OKR Special Assessment	Alves
2		Presentation	Proprietary and Special Revenue Funds	Alves/Williams
3		Resolution	Final Nuisance Abatement	Flanagan
4		Resolution	IA Flagler Schools Fire Truck Donation	Forte
			Business 8/21/2018	
1		Resolution	OKR Special Assessment	Alves
2		Resolution	Final Nuisance Abatement	Flanagan
3		Resolution	IA Flagler Schools Fire Truck Donation	Forte
4		Ordinance 2nd	Amend Utility Ordinance	Reischmann/Conceicao
			Workshop 8/28/2018	
1		Resolution	Budget Workshop - Final Proposed Budget	Alves/Williams
			Business 9/4/2018	
1		Presentation	Photo Contest Winners	Lane
			Business 9/5/2018 PROPOSED SPECIAL BUDGET 5:05 PM	
			Workshop 9/11/2018 @ 10:00 am	
			Business 9/18/2018	
1		Proclamation	Pink Army	Lane
			Business 9/19/2018 PROPOSED SPECIAL BUDGET 5:05 PM	
			Future	
1		Resolution	Fee Structure	Adams
2		Resolution	Master Plan SCADA Telemetry Standardization	Adams/Hogan
3		Resolution	Annual Fire Inspection Fees	Alves
4		Resolution	Reuse Master Plan	Ashburn
5		Resolution	Permit compliance with NECGA (MOU and Conservation easement)	Bevan
6		Resolution	Purchase/Installation Ozone Odor Control Unit WWTP #1	Blake
7		Resolution	Purchase/Installation Primary Clarifier Process Equipment WWTP #1	Blake
8		Presentation	Street Resurfacing Update	Cote
9		Resolution	Bulldog Drive Maintenance Map	Cote
10		Resolution	Stormwater and Environmental Engineering Services WO	Cote/Peel

11		Resolution	CEI Services Seminole Woods turnaround	Cote
12		Resolution	Property Exchange NECGA	Falgout
13		Ordinance	Amend LDC Chapter 5 rewrite	Hoover
14		Proclamation	Diabetes Awareness 8/6	Lane
15		Presentation	Citizen's Academy Graduation-10/16 44	Lane
16		Ordinance 1st	Coastal Trace FLUM	Papa
17		Ordinance 1st	Coastal Trace Rezoning	Papa

City of Palm Coast, Florida
Agenda Item

Agenda Date : 07/17/2018

Department	CITY CLERK	**Amount**	
Item Key	3863	**Account #**	

Subject ATTACHMENTS TO MINUTES

Background :

Recommended Action :

Community Development Block Grant (CDBG)

FFY 2018 Annual Action Plan
City Council Public Hearing

Find Your Florida

Presentation Outline

History & Background

Required Planning and Procedures (Consolidated, Strategic, Action)

Findings

Proposed Activities

Next Steps

Palm Coast
Find your Florida

CDBG Program – History & Background

Federal Program that started in 1974, to provide funding for community development.

Program provides discretion to grantee on CDBG activities.

Activities **must meet one** of the National Objectives of the Program:

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

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CDBG Program – History & Background

To receive funding, the following needs to be completed:

Consolidated Plan –

Document intended to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, & expanded economic opportunities

Strategic Plan –

Plan covering 3 or 5 year period that describes how jurisdiction intends to provide services that address CDBG goals

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CDBG Program – History & Background

Annual Action Plan

1 year plan describes actions to occur over the coming year.

Other documents:

Analysis of Impediments to Fair Housing Choice (AI)

Comprehensive Annual Performance and Evaluation Report (CAPER) – end of year report

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CDBG Program – History & Background

CDBG Example Project/Programs

- Housing Related Activities
- Public Services (Limited to 15% of Grant allocation)
- Economic Development
- Infrastructure Improvement (In qualified area or LMI census tracts)
- Planning/Administration/Monitoring for Program (limited to 20% of allocation)

CDBG Program – History & Background

CDBG funded activities in City:

- Infrastructure Project in LMI Area
- Financial Assistance to LMI Households for home-repair
- Youth services through recreational programs (e.g. summer camp, swim lessons)

Annual Action Plan FFY 2018 – Proposed Allocation

Citizens Advisory Task Force held public meeting on June 7 and recommended the following:

Continue with on-going activities:

- Complete Seminole Woods Neighborhood Multi-use Path
- Continue homeowner repair assistance
- Continue youth activities (summer camp/swim lessons/other recreational activities)
- Public service grants

New activity

- Senior oriented activities (meal program, wellness program, educational program)

Palm Coast
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Annual Action Plan FFY 2018 – Proposed Allocation

Activity	Proposed Allocation
Housing Program	$250,673
Infrastructure (Seminole Woods Neighborhood – Multi-use Path)	$175,000
Public Service (maximum 15% of allocation) Youth Services - $22,800 Senior Services - $38,000 Grants - $15,200	$76,000
Planning, Administration, & Monitoring (maximum 20% of allocation)	$5,000
TOTAL ALLOCATION FOR FFY 2018	**$506,673**

Annual Action Plan-Next Steps

- 30-day comment period (June – July)
- City Council Workshop (July)

- **City Council Public Hearing**

- Action Plan Submittal to HUD (Aug. 15 Deadline)

Palm Coast
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Questions?

Find Your Florida