



City of Palm Coast

Agenda

CITY COUNCIL WORKSHOP

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 10, 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.
- > If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- > In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- > City Council Meetings are televised on Charter Spectrum Networks Channel 495 and on AT&T U-verse Channel 99.
- > All pagers and cell phones are to remain OFF while City Council is in session.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. After the Mayor calls for public participation each member of the audience interested in speaking on any topic or proposition not on the agenda or which was discussed or agendaed at the previous City Council Workshop, shall come to the podium and state their name. Each speaker will have up to three (3) minutes each to speak. The Mayor will advise when the three (3) minutes are up and the speaker will be asked to take a seat and wait until all public comments are finished to hear answers to all questions. Once all members of the audience have spoken, the Mayor will close public participation and no other questions/comments 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.

PRESENTATIONS

- 1 RESOLUTION 2018-XX APPROVING A MASTER SERVICE CONTRACT WITH LOSE DESIGN FOR THE RECREATION CENTER MASTER PLAN DESIGN**
- 2 RESOLUTION 2018-XX COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR 2018 ANNUAL ACTION PLAN**

WRITTEN ITEMS

- 3 RESOLUTION 2018-XX APPROVE AMENDMENTS TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP)**
- 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**
- 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: 7/10/2018

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 : 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		\$ <u>99,500.00</u>	
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

ATTEST:

MILISSA HOLLAND, MAYOR

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,

A handwritten signature in black ink, appearing to read "Whit Alexander", written in a cursive style.

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 may 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 charrette 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

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 feasibility 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



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, AS&ED 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
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Lose & Associates		73.75 pts
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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: July 10, 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: 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:		
<div>1) Benefit low- and moderate-income persons (LMI)</div> <div>2) Prevent or eliminate slum or blight</div> <div>3) Address urgent community development needs (Emergency)</div>		
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:		
<div><div>• Housing Programs,</div><div>• Public Services (Limited to 15% of Grant),</div><div>• Public Infrastructure/Facilities (In Qualified Areas based on Census or benefits area 51% or greater LMI Area),</div><div>• Economic Development, and</div><div>• Planning/Administration/Monitoring of the Program (limited to 20% of allocation).</div></div>		
In the City of Palm Coast, CDBG funds have been used to fund the following activities:		
<div><div>• Housing rehabilitation of owner-occupied units</div><div>• Public Services,</div><div>• Public Infrastructure (trails), and</div><div>• Planning/Administration/Monitoring of the program.</div></div>		
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:		
<div><div>-the Seminole Woods Neighborhood Multi-Use Path,</div><div>-rehabilitation of owner-occupied housing including program delivery activities such as certifying</div></div>		

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: Staff Recommends Approval

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

ATTEST:

MILISSA HOLLAND, MAYOR

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(I)

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(I))

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.
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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

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

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

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 throughout 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	
	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)

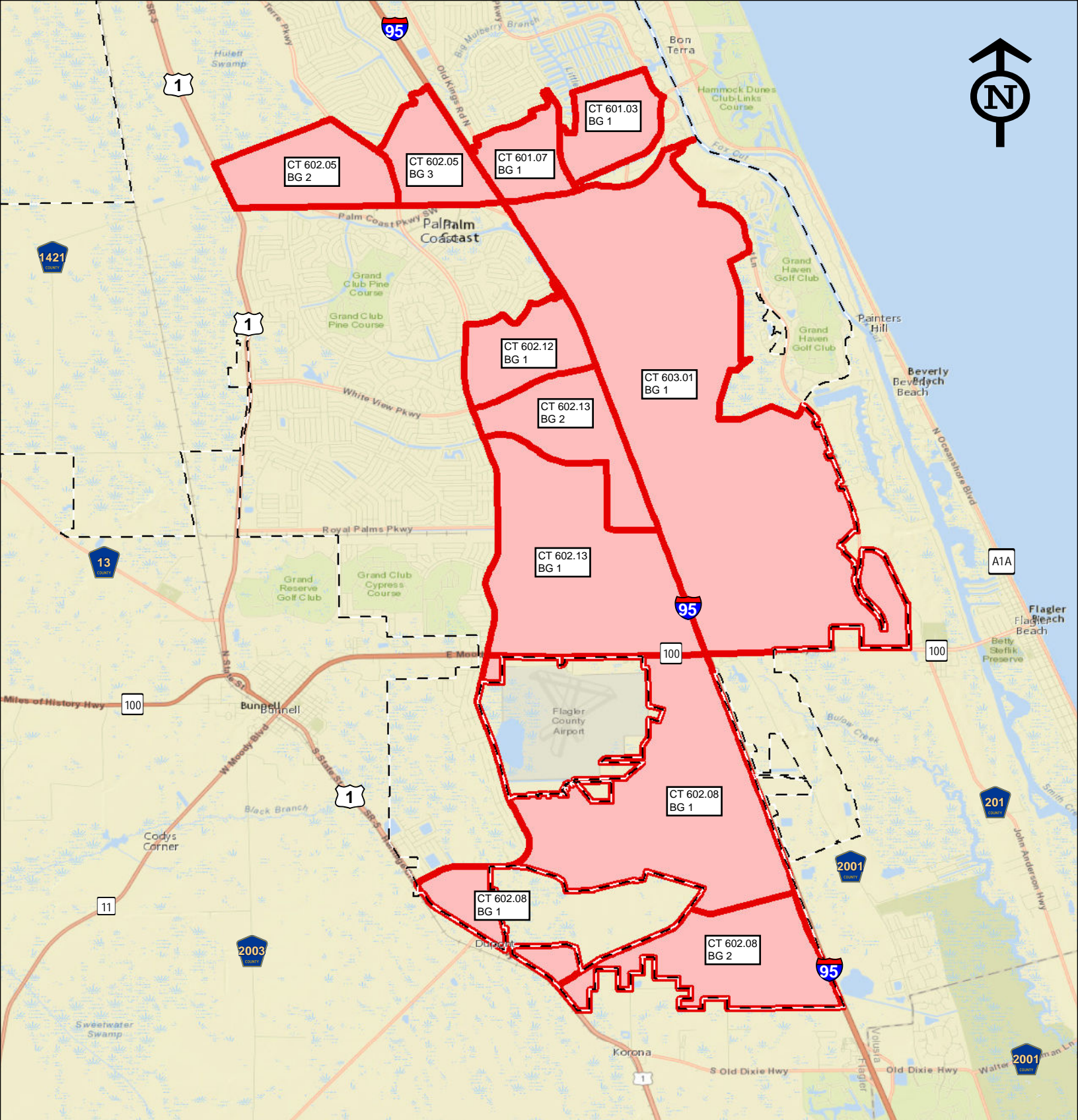
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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

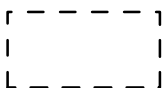
Other CDBG Requirements

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 Limits



Map Provided by the GIS Division

Date: 5/9/2017

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.

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City of Palm Coast, Florida

Agenda Item

Agenda Date: 7/10/2018

Department	PLANNING	Amount
Item Key	3755	Account
		#
Subject	RESOLUTION 2018-XX APPROVING AMENDMENTS TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP)	
Background: In 1992, the State Legislature passed the Sadowski Affordable Housing Act. This housing program is commonly known as the State Housing Initiatives Partnership or SHIP program. The affordable housing program is funded through documentary tax stamps on recorded deeds and may be used for a variety of affordable housing strategies. In April 2009, the City of Palm Coast and Flagler County entered into an Interlocal Agreement to create a Joint Local Housing Assistance Program. The ILA allows the City and Flagler County to coordinate on housing affordable activities including having Flagler County as the administrator and coordinator of the SHIP program. Per SHIP program rules, a recipient program must submit a one-, two-, or three-year Local Housing Assistance Plan (LHAP). An LHAP documents the strategies/activities to be funded with SHIP funds. The SHIP administrator has developed a set of amendments to the LHAP in coordination with the Affordable Housing Advisory Committee (AHAC). The proposed amendments are summarized as follows:		
<div>✓ Clarify Waiting List Priorities and Add Essential Services Personnel Category</div> <div>✓ Increase Purchase Price Limit for single-family home from \$189,682 to \$200,000</div> <div>✓ Add partnerships with St. Johns Housing Partnership and UF IFAS for homebuyer education, credit counseling, and budgeting</div> <div>✓ Emphasize Green Building and Sustainability Initiatives with specs</div> <div>✓ Describe 20% Special Needs Set-Aside and Efforts to Reduce Homelessness</div> <div>✓ Add new strategies for rental development and single-family new construction and tweak existing strategies</div> <div>✓ Technical revisions and cleanup</div>		
HOUSING STRATEGY	CURRENT	PROPOSED
Down Payment Assistance	No Short Sale Policy	Add Short Sale Policy
	Max Award: VLI: \$50,000/LI: \$40,000/MI: \$10,000	Max Award: VLI: \$40,000/LI: \$30,000/MI:\$20,000
Owner Occupied Rehab	Term: 7/10/13 years	Term: 15 years; Add Short Policy
Disaster Repair/Mitigation	Deductible only	Add Rental Assistance, Re non-insured homeowners
	Max Award: \$4,000	Max Award: \$10,000
Emergency Repair	Assist only on Rehab waiting list	Open to all in need and eli
	Max Award: \$10,000	Max Award: \$15,000
Rental Assistance	Administered by SHIP staff	Administered by Human S
	Max Award: \$5,000	Max Award: \$6,000
Rental Development (NEW)	None	Sponsor; Award up to \$50,000/\$100
Single Family New Construction (NEW)	None	Sponsor; Award up to \$25,000

As specified in the City of Palm Coast-Flagler County Interlocal Agreement for Joint Local Housing Assistance Program, the LHAP is approved by the governing bodies of Palm Coast and Flagler County.

The draft amendments were reviewed and recommended for approval by the Affordable Housing Advisory Committee (AHAC) on February 13, 2018.

Previous City Council action on this item included the approval of the Affordable Housing Incentives Report on October 6, 2015 and approval of the LHAP on February 16, 2016.

Recommended Action:

Adopt Resolution 2018-XX approving amendments to the State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP)

RESOLUTION 2018 - ____
SHIP PROGRAM - LOCAL HOUSING ASSISTANCE PLAN (LHAP) AMENDMENTS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AMENDMENTS TO THE LOCAL HOUSING ASSISTANCE PLAN, AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907 THROUGH 420.9079, FLORIDA STATUTES, AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Palm Coast and Flagler County Board of County Commissioners entered into an Interlocal Agreement for a Joint Local Housing Assistance Program on April 7, 2009; and

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, Sections 420.907 through 420.9079, Florida Statutes, and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; the methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, the Affordable Housing Advisory Committee (AHAC) has recommended approval of the amendments to the three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Council finds that it is in the best interest of the public to approve the Local Housing Assistance Plan.

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

SECTION 1. APPROVE AMENDMENTS TO LOCAL HOUSING ASSISTANCE PLAN. The City Council of the City of Palm Coast hereby approves the amendments to the Local Housing Assistance Plan, as attached hereto and incorporated herein by reference as Exhibit “A.”

SECTION 2. 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 3. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 4. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 5. 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

ATTEST:

MILISSA HOLLAND, MAYOR

VIRGINIA A. SMITH, CITY CLERK

Attachments: Exhibit “A” – Amended Local Housing Assistance Plan

Approved as to form and legality

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

SHIP LHAP Template 2009-001
Revised: 7/2015

Florida Housing
FINANCE CORPORATION



FLAGLER COUNTY

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2016-2017, 2017-2018, and 2018-2019

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E. The reservation of infrastructure capacity for housing for very low income persons, low income persons, and moderate income persons.	24/30
F. The allowance of affordable accessory residential units in residential zoning districts.	25/30
G. The reduction of parking and setback requirements for affordable housing.	25/30
H. The allowance of flexible lot configurations, including zero lot line configurations for affordable housing.	26/31
I. The modification of street requirements for affordable housing.	26/31
J. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.	27/32
K. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.	28/32
L. The support of development near transportation hubs and major employment centers and mixed use developments.	28/32
Section IV, Exhibits	33

- | | |
|---|--|
| A. Administrative Budget for each fiscal year covered in the Plan.
B. Timeline for Estimated Encumbrance and Expenditure.
C. Housing Delivery Goals Chart (HDGC) for each Fiscal Year covered in the plan.
D. Signed, LHAP Certification.
E. Signed, dated, witnessed or attested adopting resolution.
F. Ordinance: (if changed from the original creating ordinance).
G. Interlocal Agreement.
H. Flagler County Procurement Policy.
I. - Flagler County Replacement Home Guidelines.
J. -Flagler County Subordination Policy.
K. Glossary of Terms/Statute Definitions | |
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I. Program Description:

- A. Name of the participating local government:

Flagler County

Is there an Interlocal Agreement: Yes X No

If "Yes", name of participating local government(s) in the Interlocal Agreement:

City of Palm Coast

- B. Purpose of the program:
1. To meet the housing needs of the very low, low and moderate income households;
 2. To expand production of and preserve affordable housing; and
 3. To further the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal years covered by the Plan: 2016-2017, 2017-2018 and 2018-2019
- D. Governance:
 The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code.
 The SHIP Program does further the housing element of the local government Comprehensive Plan. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.
- E. Local Housing Partnership:
 Flagler County's SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups. Flagler County partners with [Flagler](#) Habitat for Humanity, the United States Department of Agriculture [Rural Development](#), and [Flagler](#)

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County Housing Authority, Section 8, Mid-Florida Housing Partnership, St. Johns Housing Partnership, and Flagler Housing Partnership.

F. Leveraging:

The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs such as the Florida Small Cities Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Low Income Housing Tax Credit (LIHTC).

G. Public Input:

Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability (NOFA).

H. Advertising and Outreach:

SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities:

A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan. Priorities for funding described here apply to all strategies unless otherwise stated in the strategy: The County will accept applications during the advertised "Application Period" which will be 30 days, unless specified differently in the NOFA. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt ~~and separated based on strategy applied for~~. When funds are available for a particular strategy, the applicants from the waiting list will be contacted ~~in order as described above~~ to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households as defined by Section 393.063, Florida Statutes, Section 420.0004(135) Florida Statutes, Section 420.0004(7) Florida Statutes, and Section 401.1451(13) Florida Statutes. These applicants will further be ranked as follows:

1. Special Needs Households
 - a) Very low
 - b) Low
 - c) Moderate

2. Essential Services Personnel (ESP)a) Very Lowb) Low2-3. After Special Needs Set-asides and ESP goals are met

a) Very Low

b) Low

c) Moderate

J. Discrimination:

In accordance with the provisions of Sections.760.20-760.37, Florida Statutes, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

K. Support Services and Counseling:

Support services are available from various sources ~~and~~ may include but are not limited to: The county will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, ~~and~~ Foreclosure Counseling, and Financial Coaching and Management through qualified HUD approved agencies. When funding is available the county will contract with HUD certified agencies to provide comprehensive housing counseling and education services to residents in need of affordable housing.

L. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

 X U.S. Treasury Department

 Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Chart (Exhibit C, found in Section IV of this Plan).

M. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, Florida Statutes. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30%

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of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

N. Welfare Transition Program:

Should an eligible sponsor be used, a qualification system and selection criteria for applications for awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal:

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$103,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. The City of Palm Coast & Flagler County finds that the monies deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.”

The City of Palm Coast and Flagler County has adopted the above findings in the resolution attached as Exhibit E.

Q. Program Administration:

Administration of the local housing assistance plan will be wholly performed and maintained by Flagler County.

- R. Project Delivery Costs: In addition to the administrative costs listed above, the county will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects, the recording of mortgages, and Owner & Encumbrance (O & E) reports generated by Title Companies. These fees will be charged to the homeowner as a grant and will not be included in the amount of the recorded mortgage and note. Furthermore, the county will charge a reasonable project delivery cost to cover maintenance/budget classes and underwriting fees provided by Mid-Florida Housing Partnership, St. Johns Housing Partnership, and other HUD-certified housing counseling agencies. These fees will also be charged to the homeowner as a grant and will not be included in the amount of the recorded mortgage and note.
- S. Essential Service Personnel Definition: For the purpose of SHIP funding, the county considers the following groups as Essential Services to our county: First Responders, Educators in K-12, health care personnel, tourism trades personnel, Active Military, and National Guard stationed in the county. Teachers, educators, other school district employees, community college employees, police, sheriff, fire personnel, health care personnel, skilled building trades personnel and government employees.
- T. -Describe efforts to incorporate Green Building and Energy Saving products and processes: Flagler County encourages the incorporation of sustainable, innovative design and energy and water conservation into new construction and rehabilitation projects for ongoing sustainability and affordability. The county will, when economically feasible, employ the following Green Building requirements on rehabilitation, emergency repairs, and new construction:
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
 2. Low-flow or high-efficiency water fixtures in bathrooms—Florida Water Star qualified or WaterSense labeled products or the following specifications:
 - a. Toilets: dual flush, 1.28 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.0 gallons/minute or less;
 3. Energy Star qualified water heater;
 4. Energy Star qualified refrigerator;
 5. Energy Star qualified dishwasher, if provided;
 6. Energy Star qualified washing machine, if provided in units;
 7. Energy Star qualified exhaust fans in all bathrooms; and
 8. Air conditioning: Minimum SEER of 15. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
 9. Attic (ceiling) insulation: Minimum of R-38
 10. Light Emitting Diode (LED) bulbs or Energy Star light bulbs
- In addition, Flagler County has obtained their Green Local Government Designation from the Florida Green Building Coalition. -Flagler County will adhere to the Florida Board Code Provision. Contractors working on SHIP rehabilitation and replacement homes will have to identify

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-from the most current Florida Green Building Coalition (F.G.B.C) checklist (Schedule A, Version 6)

-which items they are complying with.

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The City of Palm Coast adopted Resolution No. 2008-75 in May 2008 which positioned the City with a "Leading by Example" posture. With this resolution and in relation to housing, the City committed to evaluate green development incentives and mandatory land development regulations.

As a result of Resolution 2008-75, the City of Palm Coast adopted the Unified Land Development Code (Ordinance 2008-16), which incorporated fifty-seven green elements into the code. In addition, the City of Palm Coast City Council adopted the Green Development Incentive Program Ordinance (Ordinance No. 2009-22) and Green Incentive Fee Waiver Resolution (Resolution No. 2009-182). The Green Development Incentive Program facilitates a voluntary program that promotes established green certification programs through an incentive-based approach. This Program targets cost reductions as follows: Single-family (\$300), Commercial (\$1,000), and Development (\$2,500). In addition, this Program provides the following incentives: permit review fast tracking, 100% building permit review waiver, one (1) no-cost Florida Green Building Coalition (FGBC) certification review by City staff per Program Participant for new single-family homes, educational workshops for general public and program participants, and promotion of participants and associated projects through City media resources.

U. Describe efforts to meet the 20% Special Needs set-aside: The County will partner with social service agencies serving the designated special needs populations to achieve the goal of the special needs set-aside. The goals will be met through the owner-occupied rehabilitation, emergency repair and rental assistance strategies.

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V. Describe efforts to reduce homelessness: The County works with the local Continuum of Care (CoC) and agencies serving the homeless populations primarily through referrals and rental assistance to place these individuals or families in rental housing for the purpose of providing a stable housing situation for twelve months or more. The County uses SHIP funding to prevent homelessness through the foreclosure prevention and eviction prevention programs and to rehouse homeless households through the rental assistance strategy detailed below in Section II.

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Section II. LHAP Strategies:

A.

<u>Purchase-Down Payment Assistance</u> without rehabilitation Strategy	Code <u>1, 2</u>
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- a. Summary of the Strategy: SHIP funds will be awarded for down payment and closing costs to households to purchase a newly constructed or existing home. A newly constructed home must have received a certificate of occupancy within the last twelve months.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in the principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.,*

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award:

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—Very Low: \$~~5~~40,000

Low \$~~4~~30,000

Moderate \$~~4~~20,000

e. Terms:

1. Loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Term: 20 years-
4. Forgiveness/Repayment: Should the property be sold during the first ten years of the second mortgage, or the homeowner should refinance the first mortgage to use equity in the home within the first ten years, the entire balance will become due and payable. If a person should sell or refinance the home between years eleven (11) to twenty (20), there will be a reduction of 10% of the principal per year for each year of ownership between years eleven (11) and twenty (20). There will be no forgiveness period between years one (1) to ten (10). [Forgiveness occurs at the end of the loan term provided the homeowner does not default on the loan.](#)
5. Default/Recapture: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Any payoff funds due to the county must be repaid within 180 days.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable. Any payoff funds due to the county must be repaid within 180 days.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture repayment. [If the home must be sold as a short sale due to a catastrophic event or qualifying hardship \(i.e. loss of employment/income, death of household member, divorce, extended illness or disability\), the short sale policies and procedures governing the first mortgage shall prevail \(i.e. Fannie Mae, Freddie Mac, or FHA short sale guidelines\) and the county will make an effort to recapture funds according to the short sale guidelines. All repayments from this program will be considered program income.](#)

Flagler County reserves the right to buy a property that has a SHIP mortgage at a foreclosure or tax lien sale in order to protect its loan interest.

As per Flagler County Subordination Policy, an applicant may refinance the first mortgage loan to reduce the monthly payment through a lower interest rate and/or shorten the loan payoff period if approved by the Affordable Housing Advisory Committee. The applicant is not allowed any cash out from the refinance.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, [Essential Services Personnel](#), and income groups as described in section 4I. (4) of this plan.
- g. Sponsor Selection Criteria and duties, if applicable: N/A
- h. Additional Information: [Applicants must secure a first mortgage through an approved lending institution \(no private owner or seller financing\).](#) A prospective homeowner receiving down payment assistance may receive a monetary amount from a person in the form of a gift. There will not be a maximum limit on the dollar amount the applicant can receive. [Mobile home purchases are not eligible for assistance. Home must be located in Flagler County.](#)
 - ~~1. Flagler County SHIP funds may not be used to purchase manufactured housing/mobile homes, but modular homes okay.~~
 - ~~2. Applicants must contribute a minimum of \$500 for very low income, \$1,000 for low income and \$1,500 for moderate income towards the home purchase. These amounts can include paid out of closing (p.o.c.) amounts on the HUD settlement statement. Examples include: pest inspection, home inspection, real estate taxes, appraisal fees, and sweat equity for Habitat for Humanity applicants. Habitat for Humanity applicants contributes 250 hours per single person or 500 hours per couple of sweat equity in lieu of monetary assistance.~~
 - ~~3. A prospective homeowner is allowed to have a co-signor on their first mortgage.~~
 - ~~4. Applicants cannot take out any other type of lien on the property for the full period of SHIP assistance. The only exceptions are other State or Federal programs in which Flagler County SHIP program will take the subordinate lien position. This also includes Habitat for Humanity.~~
 - ~~5. Flagler County will not subordinate to or allow a Home Equity Loan Mortgage (HELOC) or a Reverse Mortgage.~~
 - ~~6. The SHIP amount shall be subject to 100% repayment under certain conditions (i.e. fraud, deception, etc). Such conditions shall be set forth in the loan documents.~~
 - ~~7. All purchase assistance applicants will be required to attend and complete a credit counseling session and an eight hour homebuyer education class through Mid Florida Housing Partnership, St. Johns Housing Partnership, or a HUD-certified housing counseling agency. Class certificates will become~~

~~invalid after two years from the date of the classes. Applicants must contractually agree to all SHIP program guidelines, and repayment provisions.~~

- ~~8. Applicants must secure a first mortgage by an approved lender, or Habitat for Humanity before submitting an application.~~
- ~~9. SHIP applicants shall not be eligible to reapply for SHIP assistance in the same category if funds were previously awarded to the applicant.~~
- ~~10. SHIP recipients may not receive SHIP assistance more than twice for the same property.~~
- ~~11. If there is a waiting list, a person on the waiting list who has not had any previous funding will always take precedence over an applicant who has had previous SHIP funding.~~
- ~~12. Homes with swimming pools cannot be purchased using SHIP funds.~~

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B.

Owner Occupied Rehabilitation Strategy	Code 3
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- a. Summary of the Strategy: SHIP funds will be awarded to households in need of repairs to correct code violations, health and safety issues, accessibility, electrical, plumbing, roofing, windows and other structural items. Cosmetic items may be included on rehabilitation projects if funds are available after completing all required repairs listed above.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$35,000.~~00~~
 If bids received exceed the maximum award amount any non-essential unnecessary items will be removed from the bid to keep the total cost under the maximum amount, unless homeowner has sufficient resources and chooses to pay for additional repairs.
- e. Terms
 1. Loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest rate: 0%.
 3. Term: 7/10/13/15 years. ~~If the cost of rehabilitation (including all costs) does not exceed \$10,000.00, the recapture period will be 7 years. If the cost of rehabilitation (including all costs) is more than \$10,000.00 but does not exceed \$20,000.00, the recapture period will be 10 years. If cost of rehabilitation (including all costs) is more than \$20,000 but does not exceed~~

~~\$35,000.00, the recapture period will be 13 years.~~

4. Forgiveness/Repayment: Should the property be sold during the first five years of the second mortgage, or the homeowner should refinance the first mortgage to use equity in the home within the first five years, the entire balance will become due and payable. If a person should sell or refinance the home between years six (6) to fifteen (15), there will be a reduction of 10% of the principal per year for each year of ownership between years six (6) and fifteen (15). There will be no forgiveness period between years one (1) to five (5). Forgiveness occurs at the end of the loan term provided the homeowner does not default on the loan.
5. Default/Recapture: The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur the outstanding balance will be due and payable. Any payoff funds due to the county must be repaid within 180 days.

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable. Any payoff funds due to the county must be repaid within 180 days.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture repayment. If the home must be sold as a short sale due to a catastrophic event or qualifying hardship (i.e. loss of employment/income, death of household member, divorce, extended illness or disability), the short sale policies and procedures governing the first mortgage shall prevail (i.e. Fannie Mae, Freddie Mac, or FHA short sale guidelines) and the county will make an effort to recapture funds according to the short sale guidelines. All repayments from this program will be considered program income.

Flagler County reserves the right to buy a property that has a SHIP mortgage at a foreclosure or tax lien sale in order to protect its loan interest.

As per Flagler County Subordination Policy, an applicant may refinance the first mortgage loan to reduce the monthly payment through a lower interest rate and/or shorten the loan payoff-period if approved by the Affordable Housing Advisory Committee. The applicant is not allowed any cash out from the refinance.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in section ~~4I.4)~~ of this plan.

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: The SHIP Office will follow the Flagler County Purchasing Procurement Policy for selecting contractors. Mobile homes are not eligible for assistance except through the demolition/reconstruction strategy. Home must be located in Flagler County.
- ~~1. The Flagler County SHIP program will continue to work with the Community Action Agency through the weatherization program whenever possible. SHIP contractors working on rehabilitation homes will have to identify from the Florida Green Building Coalition, Green Home Certification checklist, Schedule A, Version 6.00 as to which items they are complying with. If the County determines that a unit needs major rehabilitation, the County may qualify the homeowner for the Replacement Housing Strategy depending upon the availability of funding.~~
 - ~~2. Flagler County will not repair manufactured or mobile homes.~~
 - ~~3. Flagler County will not take any lien position with a Home Equity Loan mortgage (HELOC) or a Reverse Mortgage.~~
 - ~~4. Applicants cannot take out any other type of lien on the property for the full period of SHIP assistance. The only exceptions are other State or Federal programs in which the SHIP program will take the subordinate lien position. This also includes Habitat for Humanity.~~
 - ~~5. Flagler County SHIP program will take third place. This also includes Habitat for Humanity.~~
 - ~~6. The SHIP amount shall be subject to 100% repayment under certain conditions (i.e. fraud, deception, etc). Such conditions shall be set forth in the loan documents.~~
 - ~~7. Mortgage payments on the first mortgage must be current for any rehabilitation.~~
 - ~~8. The applicant must be the homeowner and the deed must be in the homeowner's name. Life estates/trusts are acceptable.~~
 - ~~9. The home to be repaired must be located in Flagler County.~~
 - ~~10. Home must have been occupied by the owner/applicant for the past 2 years and at the time of the application.~~
 - ~~11. The home must be covered by homeowners insurance before assistance and during the term of the SHIP mortgage and note. The only exception to this is if an insurance company will not insure the existing home prior to assistance and on condition that the home is insured after the assistance. **Any additional exception would have to be approved by the Affordable Housing Advisory Committee (AHAC) and the Board of County Commissioners (BCC).**~~
 - ~~12. The Flagler County SHIP program is to be included on the homeowner's insurance declarations page for notification of cancellation of insurance.~~
 - ~~13. The applicant must not be delinquent on any real property tax owed to Flagler County.~~
 - ~~14. SHIP applicants shall not be eligible to reapply for SHIP assistance in the same category if funds were previously awarded to the applicant.~~

- ~~15. SHIP recipients may not receive SHIP assistance more than twice for the same property.~~
- ~~16. If there is a waiting list, a person on the waiting list who has not had any previous funding will always take precedence over an applicant who has had previous SHIP funding.~~
- ~~17.1. All Rehabilitation home applicants will be required to attend and complete a budget counseling and home maintenance class with Mid-Florida Housing Partnership, St. Johns Housing Partnership, or a HUD-certified housing counseling agency at the commencement of the application process.~~

C.

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Demolition/Reconstruction Strategy**Code 4**

- a. Summary of the Strategy: SHIP funds will be awarded to applicants whose property ~~has hidden damage that was~~ is beyond repair as identified during a residential inspection by a licensed inspector, and the property will not qualify for rehabilitation and must be replaced. This includes mobile/manufactured homes. To be eligible, cost of rehabilitation of a conventionally constructed housing unit must exceed eighty percent (80%) of the cost of new construction. Cost of rehabilitation of a mobile/manufactured home must exceed fifty percent (50%) of the cost of a newly installed unit. The criteria for the demolition and replacement of a home is to correct health and safety issues and to correct code violations.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$~~125,000~~89,682. ~~If the cost of the replacement home should exceed \$158,000 but be less than the maximum purchase price for a new or existing home of \$189,682 for Flagler County, the approval of the Board of County Commissioners must be obtained for Replacement Housing candidates. If the cost of the Replacement home is less than \$158,000 additional Board of County Commissioner approval is not required.~~
- e. Terms
 1. Loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Term: 30 years
 4. Forgiveness/Repayment: Should the property be sold during the first ten years of the second mortgage, or the homeowner should refinance the first mortgage to use equity in home within the first ten years, the full loan will become due and

payable. If a person should refinance or sell the home between year eleven (11) and year thirty (30), there will be a reduction of 5% of the principal per year for each year of ownership ~~between year eleven (11) and year thirty (30)~~. There will be no forgiveness period of the principal between year one (1) and year ten (10). The loan will be determined to be in default if any of the following occurs during the Loan term: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Any payoff funds due to the county must be paid back within 180 days.

5. In cases where the qualifying homeowner(s) dies(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable. Any payoff funds due to the county must be paid back within 180 days.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture repayment. If the home must be sold as a short sale due to a catastrophic event or qualifying hardship (i.e. loss of employment/income, death of household member, divorce, extended illness or disability), the short sale policies and procedures governing the first mortgage shall prevail (i.e. Fannie Mae, Freddie Mac, or FHA short sale guidelines) and the county will make an effort to recapture funds according to the short sale guidelines. All repayments from this program will be considered program income.

Flagler County reserves the right to buy a property that has a SHIP mortgage at a foreclosure or tax lien sale in order to protect its loan interest.

As per Flagler County Subordination Policy, an applicant may refinance the first mortgage loan to reduce the monthly payment through a lower interest rate and/or shorten the loan payoff period. If approved by the Affordable Housing Advisory Committee, the applicant is not allowed any cash out from the refinance.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, and income groups as described in section 1. (1) of this plan.

In addition, selection shall be in accordance with the Flagler County Housing Replacement Guidelines and also in accordance with state SHIP rules, regulations, and HUD standards by family size. The Flagler County Board of County Commissioners adopted the Flagler County Housing Replacement Guidelines September 2, 1997 with amendments thereafter. These guidelines set forth eligibility requirements such as selection criteria, size of units and associated maximum unit costs. Owner-occupied dilapidated properties in Flagler County are eligible. Applicants living in areas targeted in either the Flagler County Comprehensive Plan or the Comprehensive Plans of any of the Municipalities within Flagler County as

areas of distressed housing shall be given priority over applicants living in other areas of the county.

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: The SHIP Office will follow the Flagler County Purchasing Procurement Policy for selecting contractors. Home must be located in Flagler County.

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- ~~1. Contractors will have to identify from the Florida Green Building Coalition, Green Home Certification checklist, Schedule A, Version 6.00 as to which items they are complying with.~~
- ~~2. Applicants cannot take out any other type of lien on the property for the full period of SHIP assistance. The only exceptions are other State or Federal programs in which Flagler County SHIP program will take third place. This also includes Habitat for Humanity.~~
- ~~3. Flagler County will not take any lien position with a Home Equity Loan mortgage (HELOC) or a Reverse Mortgage.~~
- ~~4. The SHIP amount shall be subject to 100% repayment under certain conditions (i.e. fraud, deception, etc). Such conditions shall be set forth in the loan documents.~~
- ~~5. The home must be located in Flagler County.~~
- ~~6. The applicant must be the homeowner and the deed must be in the homeowner's name.~~
- ~~7. The applicant must not be delinquent on any real property tax owed to Flagler County.~~
- ~~8. Home must have been occupied by the owner/applicant for the past 3 years and at the time of the application.~~
- ~~9. Home must be covered by homeowners insurance before assistance and during the term of the SHIP mortgage assistance. The Flagler County SHIP program is to be included on the homeowner's insurance declarations page for notification of cancellation of insurance. The only exception to this is if an insurance company will not insure the existing home prior to assistance and on condition that the home is insured after assistance.~~
- ~~10. Owner must produce current utility bills for the property at the time of the application.~~
- ~~11. The homeowner must reside in the home year round as indicated by homestead exemption.~~
- ~~12. SHIP applicants shall not be eligible to reapply for SHIP assistance in the same category if funds were previously awarded to the applicant.~~
- ~~13. SHIP recipients may not receive SHIP assistance more than twice for the same property.~~
- ~~14. If there is a waiting list, a person on the waiting list who has not had any previous funding will always take precedence over an applicant who has had previous SHIP funding.~~
- ~~15. Mortgage payments on the home's first mortgage must be current.~~
- ~~16. All Replacement Home applicants will be required to attend and complete a budget counseling and home maintenance class at the commencement of the~~

~~application process with Mid-Florida Housing Partnership, St. Johns Housing Partnership, or a HUD-certified housing counseling agency.~~
~~17. Flagler County will not pay relocation costs.~~

D.

Disaster Repair/Mitigation Strategy	Code 5, 13, 27
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- a. Summary of the Strategy: Funds will be awarded to applicants in need of short-term rental assistance or home repairs directly caused by a disaster that is declared by an Executive Order of the President or Governor. Repairs will be prioritized as follow:

1. Immediate threats to health and life safety (well, sewer, damaged windows, roofing) in cases where the home is still habitable.
2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.
3. Repairs necessary to make the home habitable.
- ~~4.~~ Repairs to mitigate dangerous situations (exposed wires)

In addition, SHIP disaster funds may be used for items such as, but not limited to:

- a. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
- b. Construction of wells or repair of existing wells where public water is not available;
- c. Payment of insurance deductibles for rehabilitation of homes covered under homeowner's insurance policies;
- d. Security deposit, rental assistance for the duration of the Executive Order for eligible recipients that have been displaced from their homes due to damage from the declared disaster;
- e. Repairs necessary to make the home habitable for non-insured homeowners;
- ~~4-f.~~ Other activities as proposed by the county and approved by Florida Housing.

~~Funds may also be used for payment of insurance deductibles for rehabilitation of homes covered under homeowner's insurance policies. The amount paid will be either cost of repair or amount of insurance deductible—whichever is the lesser amount.~~

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low, moderate.
- d. Maximum award: ~~\$410,000.00~~
- e. Terms:
 1. Loan/grant: Funds will be awarded as a grant with no recapture terms.

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2. Interest Rate: 0%
3. Forgiveness/Repayment: N/A
4. Default/Recapture: N/A

f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis with priority to seniors (62+ years old), special needs, and very low- and low income households. In addition, applicants must:

1. Provide proof of homeowner's insurance

2. File for and use proceeds from insurance as first option

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g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information: Funds for disaster mitigation will only be allocated from unencumbered funds or additional funds awarded through Florida Housing Finance Corporation for the disaster. Mobile homes are not eligible for repair assistance. Home must be located in Flagler County.

1. SHIP applicants shall not be eligible to reapply for SHIP assistance in the same category if funds were previously awarded to the applicant.

2. SHIP recipients may not receive SHIP assistance more than twice for the same property.

3. If there is a waiting list, a person on the waiting list who has not had any previous funding will always take precedence over an applicant who has had previous SHIP funding.

4. Must provide proof of homeowner's insurance.

E.

Emergency Repair Strategy

Code 6

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- a. Summary of the Strategy: Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately. This includes: damaged roofing that is leaking, damaged windows causing exposure to the elements, or electrical or plumbing problems that could cause damage (fire) to the home or is an immediate health hazard to the occupants. This strategy will only be used for an applicant who has applied for, but will not receive assistance through the owner-occupied rehabilitation strategy within the next three months. When an applicant who is on the rehabilitation strategy waiting list is assisted with emergency repairs, they will not lose their place on the rehabilitation waiting list. However, the amount of funds expended for the emergency repairs will be counted towards the maximum award if the applicant received subsequent assistance through the rehabilitation strategy. Funds may also be awarded to pay insurance deductibles for any emergency repairs covered by the homeowner's insurance policy.

- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low
- d. Maximum award: \$159,000
- e. Terms:
 - 1. Loan/grant: Funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Term: 5 years
 - 4. Forgiveness/Repayment: The loan will be forgiven on a prorated basis so that 20% is forgiven annually.
 - 5. Default/Recapture: The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable.
- 6. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable. Any payoff funds due to the county must be paid back within 180 days.

If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture repayment. If the home must be sold as a short sale due to a catastrophic event or qualifying hardship (i.e. loss of employment/income, death of household member, divorce, extended illness or disability), the short sale policies and procedures governing the first mortgage shall prevail (i.e. Fannie Mae, Freddie Mac, or FHA short sale guidelines) and the county will make an effort to recapture funds according to the short sale guidelines. All repayments from this program will be considered program income.

Flagler County reserves the right to buy a property that has a SHIP mortgage at a foreclosure or tax lien sale in order to protect its loan interest.

An applicant may refinance the first mortgage loan to reduce the monthly payment through a lower interest rate and/or shorten the loan payoff period. If approved by the Affordable Housing Advisory Committee, the applicant is not allowed any cash out from the refinance.

SHIP LHAP Template 2009-001

Revised: 7/2015



- f. Recipient Selection Criteria: Applicants will be selected on a first-qualified, first-served basis.
- g. Sponsor Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance. Home must be located in Flagler County. An applicant requesting an emergency repair will be required to:
 - 1. Allow the rehabilitation specialist to access the home for an inspection to determine the need for repair.
 - 2. Provide proof of homeowner's insurance policy and any proof whether or not the insurance will cover any part of the repair.
 - ~~3. SHIP recipients may not receive SHIP assistance more than twice for the same property.~~
 - ~~4. If there is waiting list, a person on the waiting list who has not had any previous funding will always take precedence over an applicant who has had previous funding.~~
 - ~~5. The homeowner must have resided in the property for at least two years.~~

F.

Foreclosure Prevention	Code 7
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- a. Summary of the Strategy: Funds will be awarded to homeowners that are in arrears on their first mortgage. The arrearage must be at least three months, but no more than six months and cannot be under an active foreclosure action.
- b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019
- c. Income Categories to be served: Very-low, low and moderate
- d. Maximum award: \$4,000-~~00~~
- e. Terms:
 - 1. Loan/grant: Funds will be awarded as a grant.
 - 2. Interest Rate: N/A
 - 3. Forgiveness/Repayment: N/A
 - 4. Default/Recapture: N/A
- f. Recipient Selection Criteria: In addition to being selected on a first-qualified, first-served basis, applicants must:
 - 1. Provide proof on the arrearage in the form of notification from the mortgage holder. This cannot be from a private mortgage holder.

2. Provide evidence of a hardship that caused the arrearage ~~(i.e. loss of employment/income, death of household member, divorce, extended illness or disability)~~ (health issue, loss of employment/income, death of household member, divorce, emergency home repair or car repair).
3. Provide a written statement as evidence of the ability to resume making payments after the assistance is used which includes an explanation of how the hardship has been overcome and an indication of the budget plan that will allow for resumption of payments.
4. Receive counseling from a HUD approved agency trained in foreclosure counseling as assigned by the county housing staff. The counseling agency must sign off on the budget plan.

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information: -Mobile homes are not eligible for assistance. Home must be located in Flagler County. Applicants may be required to apply to other foreclosure assistance programs (Hardest Hit Fund, Foreclosure Counseling Program) for assistance prior to being approved for assistance under this strategy.

- ~~1. SHIP Applicants shall not be eligible to reapply for SHIP assistance in the same category if funds were previously awarded to the applicant.~~
- ~~2. SHIP recipients may not receive financial assistance more than twice for the same property.~~
- ~~3.1. SHIP Applicants shall not be eligible to reapply for SHIP assistance in the same category if funds were previously awarded to the applicant.~~

G.

Rapid Re-housing Rental Assistance Strategy	Code <u>13, 23, 26</u>	Formatted Table
<p>a. a. Summary of the Strategy: The Rapid Rehousing Strategy is created to assist individuals or families who require temporary rental assistance in order to avoid homelessness as per Section 420.621 (5) Florida Statutes. The assistance is limited to a maximum of 3 months rental assistance including security deposits. SHIP funds will be awarded to renters that are in need of rent payments to assist with obtaining a lease on a rental unit and qualify under Section 420.9072 (7)(b), F.S. This may include utility deposits, security deposits, rent payments equal to no more than twelve months' rent, and rent payments in arrears limited to six months' rent.</p> <p>b. Fiscal Years Covered: 2016-2017, 2017-2018 and 2018-2019</p> <p>c. Income Categories to be served: Very-low, low.</p> <p>d. Maximum award: <u>Rent Assistance: \$65,000</u> <u>Eviction Prevention Assistance: \$3,000</u></p> <p>e. Terms:</p>		<p>Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.5"</p> <p>Commented [RR3]: I noticed this subsection expired July 1, 2017. Should I reference permanent statute, if any?</p> <p>Formatted: Highlight</p> <p>Formatted: Indent: First line: 0"</p> <p>Formatted: Highlight</p> <p>Formatted: Indent: Left: 2.5"</p>

1. Loan/grant: Funds will be awarded as a grant.
 2. Interest Rate: N/A
 3. Term: N/A
 4. Forgiveness/Repayment: N/A
 5. Default/Recapture: N/A
- f. Recipient Selection Criteria: Applicants will be referred by a lead or social service agency and be assisted based on priority level of need as evidenced by an assessment tool utilized by staff for each applicanta first qualified, first served basis. Individuals or families ~~(with preference given to Veteran's)~~ must either be homeless or at high risk of losing housing. ~~In addition, the household must not have sufficient available resources to obtain or support existing housing, no other sources of assistance have been identified and the household lacks an existing support network to provide housing assistance.~~
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Mobile homes are not eligible for assistance. Home must be located in Flagler County. Case management will be provided by Flagler County Social Services Department or referred to community social service agencies as needed. In addition:
1. A formal lease agreement must be executed by landlord and tenant~~The lease must be at least twelve months.~~
 2. Assistance will be provided directly to the housing provider as part of a lease agreement.
 3. ~~Recipients of assistance~~Applicants must go through an assessment provided by staff to determine likelihood of housing sustainability and stabilization once assistance period runs out.
 4. Recipients of other ongoing rental assistance (such as Housing Choice Voucher (formerly Section 8) may only be considered eligible for security deposits~~are not permitted under the SHIP program.~~
 5. ~~Assistance will be limited to a one time grant not to exceed \$65,000 per household~~

H.Rental DevelopmentCode 14, 21

g. Summary of Strategy: SHIP funds will be awarded to developers of affordable rental units that are awarded construction financing through other state or federal housing programs to construct or rehabilitate affordable rental units. This funding is intended to be used as gap financing required for the project.

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b. Fiscal Years Covered: 2016-2017, 2017-2018, 2018-2019 and 2019-2020

c. Income Categories to be served: Very Low, Low, and Moderate

d. Maximum award: For total development: \$50,000 for developments over 50 units; \$100,000 for developments with 50 units or less that include Special Needs (as defined by Section 420.0004(13) Florida Statutes) units

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e. Terms:

1. Repayment loan/deferred loan/grant: For for-profit developers, funds will be awarded as a loan secured by a recorded subordinate mortgage and note. For non-profit developers, funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.

2. Interest Rate: 0%

3. Years in loan term: 15 years

4. Forgiveness: Non-profits, the loan is forgiven on a prorated basis beginning in year six so that 10% of the loan is forgiven annually from years six (6) through fifteen (15).

5. Repayment: For-profits, the loan is due and payable at the end of the term unless the county negotiates an extended loan term to secure affordable rental units in the best interest of the county's residents.

6. Default: For all awards, a default will be determined as: sale, transfer, or conveyance of property; conversion to another use; failure to maintain standards for compliance as required by any of the funding sources. If any of these occur, the outstanding balance will be due and payable.

f. Recipient Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer or developer's management company for the development.

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g. Sponsor/Developer Selection Criteria: Developers will apply to the County through an RFQ process that is open year round. The RFQ will require proof of developer experience in providing affordable rental housing, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the County's housing element in the Comprehensive Plan.

The County reserves the right to select developments that meet all the above requirements and:

1. Are in areas of immediate need due to lack of available units.
2. Propose to preserve and improve existing units.

All funding awards will be subject to closing on other funding sources.

h. Additional Information: Developers will be required to meet compliance reporting requirements on the development necessary to meet the statutory requirements for monitoring of SHIP rental units. Development must be located in Flagler County.

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I. *Single-Family New Construction*

Codes 8, 10

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a. Summary of Strategy: Funds will be awarded to builders and developers of affordable single-family homes to help offset the upfront cost of infrastructure, permitting fees, impact fees and other development costs associated with construction. The subsidy amount must be passed on to the homebuyer through the purchase and sales agreement by way of seller credit, principal loan reduction, or county-approved method that will benefit the homeowner.

b. Fiscal Years Covered: 2017-2018, 2018-2019

c. Income Categories to be served: Very-low, low and moderate

d. Maximum award: \$25,000 per unit

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e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a forgivable loan secured by a recorded subordinate mortgage and note.

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2. Interest Rate: 0%

3. Years in loan term: Developer: 6 months after Certificate of Occupancy issuance
Homebuyer: 10 years

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4. Forgiveness: Developer: The loan is forgiven upon verification the subsidy was passed to the homebuyer during the sale of the home to an eligible buyer.

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Homebuyer: The loan is forgiven on a prorated basis so that 10% of the principal loan is forgiven annually.

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5. Repayment: Developer: The loan is due and payable at the end of the term unless home is sold to an eligible buyer and loan is forgiven.

Homebuyer: Not required as long as loan is in good standing.

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6. Default: For developer, a default will be determined as: failure to build and sell home to an eligible buyer; conversion to another use; failure to maintain standards for compliance as required. If any of these occur, the outstanding balance will be due and payable. For homebuyer, the default/recapture provisions in the Down Payment Assistance strategy will apply to the subsidy amount.

f. Recipient Selection Criteria: All applicants for residence in a SHIP-assisted unit must meet income qualifications of the program as determined and reported by the developer or developer's management company for the development.

g. Sponsor/Developer Selection Criteria: Developers will apply to the county through an RFO process that is open year round. The RFO will require proof of developer experience in providing affordable homeownership, proof of financial capacity, evidence of site control (or contract for sale), proof of ability to proceed once all funding is closed, and a housing unit design plan that meets with the county's housing element in the Comprehensive Plan.

The county reserves the right to select developments that are meet all the above requirements and:

1. Are in areas of immediate need due to lack of available units.
2. Propose to preserve and improve existing units.

All funding awards will be subject to closing on other funding sources.

h. Additional Information: When the home is sold to a qualified, eligible homebuyer as determined and approved by the county within six (6) months after the Certificate of Occupancy is issued, Developer and title agent shall coordinate loan closing with lender and closing agent to ensure the transfer of title from developer to homebuyer and to ensure the new construction subsidy is stated as a credit on the TRID (Truth-in-Lending Act [TILA] Real Estate Settlement and Procedures Act [RESPA] Integrated Disclosures), which reflects the new construction funding. The homebuyer may also receive Down Payment Assistance if eligible. Home must be located in Flagler County.

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III. LHAP INCENTIVE STRATEGIES FLAGLER COUNTY

Section 420.9071(16), F.S. Approved October 5, 2015 until December 31, 2018

A. Name of the Strategy: Expedited Permitting

The processing of approvals of development orders or permits, as defined in s.163.3164(15) and (16) for affordable housing projects is expedited to a greater degree than other projects.

In Flagler County, permits for affordable housing projects are expedited to a greater degree than other projects by standard custom and practice. All rehabilitation and replacement home construction projects were processed through the expedited permit strategy. At this time, the County's Housing Element of the Comprehensive Plan does not include any specific policies that pertain to expedited permitting; however, both Policies C.1.1.3 and C.1.1.4 foster the County's current practice to expedite affordable housing permits:

Policy C.1.1.4: Flagler County shall continue to use its Affordable Housing Advisory Committee to assess very low, low and moderate income housing needs and recommend programs that could be instituted to facilitate the implementation of the County's Housing Goals, Objectives and Policies.

Affordable housing projects will be processed in the next available Planning Board or Board of County Commissioners meetings regardless of the application closing date, provided the applications meet the legal notice requirements.

Affordable housing projects will be approved as priority projects. The affordable housing projects will be moved to the front of the agenda at the County Technical Review Committee and Planning Board meetings. Processing the affordable housing projects at the next available Planning Board or Board of County Commissioner meetings regardless of application closing dates will result in a reduction of five to fifteen days of time. This time reduction will result in measurable savings of project cost and interest.

B. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.

Impact fees and utility capacity charges are needed to provide revenue for constructing capacity producing capital improvements necessary to accommodate growth. Overall, this impact fee revenue partially funds construction of major roadways, libraries, schools, parks, correctional facilities, fire/EMS facilities, law enforcement facilities, and public buildings. Because these fees are based on fair share payments by the people benefiting from the capital improvements, impact fees and utility capacity charges cannot be waived or reduced for any individual group or category of construction. On the other hand, these fees increase the cost of housing and put a burden on the production of affordable housing projects. To lessen the impact on affordable housing projects, the cost of impact fees may be paid by other funding sources.

Flagler County presently has an exemption for low-income housing from educational facilities impact fees (excerpted below from Section 17-142 (c), Flagler County Code of Ordinances.

- (1) Dwelling units constructed or mobile homes installed for low- income and very low-income residents shall be exempt from the educational facilities impact fees.

- (2) As a condition of the exemption, the owner must agree to execute and record a lien against the property for a period of ten (10) years guaranteeing that the proposed dwelling unit will continue to be used for low-income and very low-income residents. The lien against the property shall be subject only to the lien for general taxes. In the event that the unit is no longer used for low-income or very low-income housing, then the county can compel the owner to pay the impact fee amount plus interest from which the owner or any prior owner was exempt. The interest rate is the prevailing interest rate applied against the original, exempted educational facilities impact fee amount at the time that the “unit is no longer used for low-income or very low-income housing”. The interest rate would be applied to the principal (the educational facilities impact fee amount) for the number of years (prior to the tolling of the ten (10) year period of the exemption) that the educational facilities impact fee exemption was claimed. The lien shall run with the land and apply to subsequent owners for a period of ten (10) years.
- (3) Any claim for an exemption must be made no later than the time of application for a building permit or a permit for a residential mobile home installation. Any claim not so made shall be deemed waived.
- (4) The county administrator shall be authorized to determine whether a particular dwelling unit falls within the exemption for low-income or very low-income housing pursuant to the provisions of this section. Determinations of the county administrator shall be subject to the appeals procedures set forth in section 17-147 below. (Ord. No. 04-20, § 13, 12-6-04)

Flagler County recently suspended the imposition of Transportation Impact Fees. Suspending or waiving impact fees does not eliminate the cost of the infrastructure that the impact fees are designed to pay for. Either new development or existing residents must pay the cost of needed infrastructure improvements. If new development, which puts additional demand on county facilities and services, does not pay its fair share of infrastructure cost through impact fees, then existing residents will have to pay those costs through higher fees or taxes.

Flagler County will modify impact fee requirements, including reduction of fees and alternative methods of fee payment for affordable housing from special funding sources.

C. Ongoing Review Process.

There is an ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Prior to the adoption of new land development regulations, the Planning and Development Board will review new regulations for consistency with the adopted Comprehensive Plan. The Long Range Planning Board and/or the County Housing Task Force will be used to review all policies.

Policy C.1.1.3: Continue to review ordinances, codes, and regulations and the permitting process for the purpose of eliminating excessive requirements, and amending or adding other requirements in order to increase private sector participation in meeting the housing needs,

while continuing to ensure the health, welfare and safety of the residents. The health, safety, and general welfare of the County's residents is preserved through the implementation of zoning and land development regulations. As a policy in the County's adopted Comprehensive Plan, Housing Element Policy C.1.1.3 as cited is implemented through the County's Land Development Code. The policy calls for a continuing review of "ordinance, codes, and regulations and the permitting process"; this is being achieved through the work of the Planning and Development Board and the Affordable Housing Advisory Committee, including other ad hoc committees as may be created by the Board of County Commissioners from time to time to accomplish this task.

D. The allowance of flexibility in densities for affordable housing.

Within Flagler County, the future land use map and zoning district designations establish a maximum density or intensity for all properties. Overall, density is an important factor in forming the character of a community and the preferred lifestyle of its residents. While higher densities may result in lower housing costs, higher across the board densities do not always translate into lower housing prices. Consequently, the preferred method for reducing housing costs through increased density is to provide affordable housing density bonuses associated with affordable housing projects. Currently, Housing Element Policy C.1.1.2 and the Article III, Section 3.09.02 Flagler County Land Development Code (LDC). Provide affordable housing projects up to an estimated 11% density bonus over the maximum density established by the underlying land use designation.

Currently, Housing Element Policy C.1.1.2 and Article III, Section 3.03.09.02(D)-(2) of the LDC provide for affordable housing density bonuses:

Policy C.1.1.2: Flagler County shall continue to encourage the private sector to provide affordable housing for very-low, low and moderate income families through the use of the Housing Density Bonus System.

The County's Affordable Housing Density Bonus Provisions are codified in Section 3.03.09.02(D)-(2) of the LDC, as follows:

2. Maximum density – Nine (9) units per acre with an affordable multifamily density bonus of an additional one (1) unit per acre for a total of ten (10) units per acre. The affordable multifamily density bonus is awarded provided the following criteria are met:

a. Definitions:

Affordable multifamily unit: A multifamily unit which is available to a household earning one hundred (100) percent or less of the county's median income, adjusted for family size, which can be rented or purchased in the market without spending more than thirty (30) percent of its income.

Land Use restriction agreement: A deed restriction which establishes the responsibilities of the developer and his successors.

Low income household: A household in the county which earns less than eighty (80) percent

of the county's median income, adjusted for family size.

Moderate income household: A household in the county which earns eighty (80) to one hundred (100) percent of the county's median income, adjusted for family size.

- b. At least ten (10) percent of the project's units must be designed as affordable multifamily units for low and moderate income households. A maximum of thirty (30) percent of the project's units may be designated as affordable housing for low income households and a maximum of thirty (30) percent of the project's units may be designated for moderate income households. A minimum of forty (40) percent of the units must remain market rate units.
- c. The maximum percentages listed above for low to moderate income units may not be exceeded for a minimum of a fifteen-year period. To insure compliance with this provision, the property owner shall execute a land use restriction agreement with the county, which specifies the low to moderate income occupancy requirements for the property, including the number of rental units which will be subject to affordability provisions, the rent limits, the income limits proposed, and the affordability period. The land use restriction agreement shall require the developer and his successors to submit an annual report to the county for the purpose of monitoring compliance with the agreement.

The allowance of an up to 11% density bonus for affordable housing projects provides for the development of affordable housing projects with higher densities and/or higher yields. These provisions are appropriate tools for providing density increases for affordable housing projects.

Though not typically used, the inclusion in the LDC of cluster housing provides an additional tool, through an accompanying Planned Unit Development zoning designation, to accomplish higher densities and preserve open space than would otherwise be accomplished through a standard zoning category within the LDC. It is anticipated that other options will be explored as part of the County's Comprehensive Plan update process and the update to the Land Development Code that will follow.

Flagler County will make an allowance of flexibility in densities for affordable housing in the land use planning process, subject to maintaining consistency with the County Comprehensive Plan and Florida Statutes.

E. The reservation of infrastructure capacity for housing for very-low income persons, low-income persons, and moderate-income persons.

The Flagler County Comprehensive Plan provides that no development, including housing development, shall be approved unless there is sufficient infrastructure capacity available to serve the development. These requirements are contained in Article VIII, Consistency and Concurrency Determination, of the County's LDC. This concurrency management requirement serves as the principal mechanism for ensuring that growth is managed in a

manner consistent with the provisions of the comprehensive plan. In Flagler County, there is only one type of concurrency certificate. The Certificate requires a payment of 25% of the impact fees to reserve the capacity.

Reserving infrastructure capacity upfront for a project is important if there are deficiencies in concurrency-related facilities. In Flagler County, there is sufficient capacity in all concurrency-related facilities to accommodate development projects. Therefore, reserving capacity upfront is not a critical issue at this time. To reserve capacity for one project, however, means that the reserved capacity is not available for other projects.

F. The allowance of affordable accessory residential units in residential zoning districts.

Through its Land Development Code, Flagler County permits the construction of a guest quarters in the Agriculture zoning district with Special Exception approval by the Planning Board.

Flagler County will make an allowance of affordable accessory residential units pursuant to Section 163.31771 Florida Statutes, for extremely-low-income, very-low income, low income, or moderate-income persons as (as defined in Section, 420.0004, Florida Statutes) in residential zoning districts in the upcoming revisions of the Flagler County Land Development Code, including making provisions for “mother-in-law” or “caretaker family suites.” (currently not included in all residential districts in the LDC and consistent with Board of County Commission action on February 1, 2010 amending Chapter 19 of the Flagler County Code). The latter would be in areas to be located within a single family home while the “affordable accessory residential units” would be a separate unit.

G. The reduction of parking and setback requirements for affordable housing.

As structured, the County’s Land Development Code (LDC) establishes minimum setback and lot size requirements for both single family residential zoning districts and multiple family residential zoning districts. These setback requirements provide a standard separation between houses and between houses and roadways. Certain zoning districts found within the LDC have smaller setbacks, some (R-1c and R-1d zoning districts) with zero lot line setbacks on the side property lines. Affordable housing projects could use those specific zoning districts to utilize the side setback requirement. There is also the option to rezone to the PUD zoning district, which gives you the ability to create customized setback and parking requirements.

While rear yard setbacks typically run from 20 feet to 15 feet, the minimum front yard setback on all single family homes from the edge of right-of-way is twenty five (25) feet. This setback distance allows for cars to be parked in the driveway and not block the sidewalk or impede pedestrian movement.

For residential uses, the county requires two parking spaces for each dwelling unit. This requirement is detailed in LDC Section 3.06.04 as follows:

A. Off-street parking space requirements.

1. Single and two-family dwellings: Two (2) spaces per dwelling unit.

2. Multi-family dwellings: One and one-half (1.5) spaces per dwelling unit (one bedroom units); one and three-quarters (1.75) spaces per dwelling unit (two-bedroom units); two (2) spaces per dwelling unit (three (3) bedrooms or more).
3. Planned unit development: Shall meet the space requirements of that particular occupancy. (Exception: The parking requirements of non residential uses in a PUD may be approved by the county commission)

To ensure health and safety, all residential development must meet current minimum parking and setback requirements (or received appropriate variances) for the appropriate zoning district as established in the County's LDC. For example, the County's 25 foot minimum front yard setback provides enough distance for parking a vehicle in a driveway without the vehicle projecting into the sidewalk. Reducing or eliminating parking requirements will force residents to park in roadway rights-of-way. This can create safety issues unless minimum mandatory widths are increased.

H. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.

Certain zoning districts are in existence to create smaller lot sizes. Flagler County does have the ability in the Land Development Code for zero lot lines as side yard setbacks in three zoning districts: R-1c, R-1d, and PUD. The PUD zoning district gives a developer the ability to create customized dimensional requirements, along with parking and setback requirements.

Generally, the PUD rezoning and site plan process serve as a mechanism whereby the county can approve projects with reduced setbacks and/or mixed uses. The advantage of using the PUD district instead of traditional zoning is that an applicant can increase or at least maximize his development project's density. In the PUD district, however, there are development required trade-offs, such as additional landscaping, which are required to gain the waivers for smaller lots and higher yield. These trade-offs can have the effect of off-setting any housing unit price reductions due to increasing yield.

Flagler County will consider including new language to expedite permitting through subdivision and site design when the Flagler County Land Development Code is rewritten.

I. The modification of street requirements for affordable housing.

As adopted, the County's existing sidewalk and street requirements provide for minimum construction standards to ensure public safety. Section 4.06.02(D) (2) (Subdivision Improvement and Design Standards) of the LDC sets the minimum right-of-way width for a local or residential street at 50 feet. However, minimum lane widths are 11 feet. The following is the county's current minimum right-of-way requirement:

4.06.02 Roads

- D. *Minimum Subdivision Road Right-of-Ways Widths.*

1. All subdivision roads shall be provided with sufficient right-of-way or easement width by dedication to contain their entire construction and their appurtenances, including drainage facilities, ditches, slopes, sight distance and traffic control devices.
2. The minimum right-of-way for vehicular travel is fifty (50) feet.
3. Specific right-of-way requirements are defined in the public works manual and are dependent upon the required typical section for anticipated traffic volume.
4. Subdivision roads shall be designed and constructed in accordance with Flagler County Standards and Specifications as contained in its public works manual.

As structured, the County's minimum street right-of-way width requirements are based on the minimum area needed to accommodate the various improvements that must be located in the right-of-way. Besides travel lanes, sidewalks, and drainage facilities, these improvements include water and sewer lines, gas lines, phone lines, cable lines, and others. Since the referenced improvements must be provided for in the road right-of-way, the County has determined that the minimum right of way width must be 50 feet.

At 50 feet, the County's minimum local road right-of-way width requirement is minimal. Consequently, no right-of-way width modification is necessary. County staff feels that the 50-foot minimum right-of-way width is already the minimum relieve that could be considered and still furthers the combined goals of protecting the health, safety, and general welfare while promoting the provision of affordable housing. In sum, the Statute appears to require that the County address a modification of street requirements and County staff feels that the minimum width already provided for within the County's Code is the minimum that can be considered, hence requiring no modification to the Code specific to reducing right-of-way width to promote the provision of affordable housing.

J. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

Each year, before the adoption of any new ordinances, local governments are to determine the amount of increase in the cost of affordable housing by adopting any new ordinance or updating an existing ordinance that may impact the provision of housing. Then the local government is to report annually to the State regarding how much the cost of housing had increased through these actions. Before adopting a new ordinance to increase impact fees, the local government is to advise the amount of additional cost of housing within their jurisdiction.

In Flagler County, this is typically accomplished through the staff report for Board consideration and action which accompanies each proposed action item, including ordinance adoption. The consideration of this requirement formalizes what already occurs as part of the staff review for Board of County Commissioner agenda items.

K. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

In 2006, the Florida State Legislature passed HB 1363 relating to affordable housing. One provision of that bill was that each local government must prepare an inventory of all real property that it owns within its jurisdiction that is appropriate for use as affordable housing.

Beginning in July 2007 then every three (3) years thereafter, Flagler County is required to prepare an inventory list of all real property within its jurisdiction to which the county holds fee simple title and is appropriate for use as affordable housing. The Board through their review of the inventory list and input from staff and the general public found that none of the county-owned properties were appropriate for affordable housing.

Consistent with state law, the Board of County Commissioners reviewed and approved an inventory list of county owned properties. Of all the properties on that list, none were determined to be appropriate for affordable housing.

However, the County recognizes and acknowledges that donating county-owned surplus lands to non-profit housing organizations would reduce the cost of affordable housing units on the donated properties and is an appropriate affordable housing tool and will continue to evaluate the inventory of county owned surplus properties for appropriate affordable housing sites.

L. The support of development near transportation hubs and major employment centers and mixed-use developments.

In Flagler County, the Future Land Use Map (FLUM) identifies areas appropriate for residential development and the appropriate density for those areas. The objective of the FLUM is to create a land use pattern that situates residential development in close proximity to schools, health care facilities, employment centers, and major roadways.

In Flagler County, the FLUM is an important tool in establishing appropriate locations for residential development. Generally, the map provides for residential development to be located near compatible land uses, existing neighborhoods, and proximate to public transportation, major employment centers, and community services. Ideally, affordable housing projects should be located near employment centers and transportation hubs for additional savings in terms of transportation cost and travel time. For that reason, the county supports locating affordable housing developments near transportation hubs, major employment centers and mixed use developments by expediting the permit process for these types of housing projects.

LHAP INCENTIVE STRATEGIES CITY OF PALM COAST

Section 420.9071(16), F.S. Approved October 6, 2015 until December 31, 2018

A. Name of the Strategy: Expedited Permitting

The processing of approvals of development orders or permits, as defined in

s.163.3164(7) and (8) for affordable housing projects is expedited to a greater degree than other projects.

Development Orders and Permits for affordable housing projects will be expedited to a greater degree than other projects by standard custom and practice. All rehabilitation and replacement home construction projects will be processed through the expedited permit strategy. The Community Development Director or designee will shepherd applications through each level of review that are considered an affordable housing project. For the purpose of the expedited permit process, affordable housing projects will be identified as those projects assisted with state or federal housing funds as confirmed by the Flagler County SHIP Administrator.

Specifically, Policy 3.1.1.4 notes that expedited site plan review and permitting should be considered as an action to promote affordable housing.

Expedite development orders and permits for affordable housing projects as described above.

B. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.

Impact fees are one-time charges applied towards new construction to obtain revenues necessary to make capital improvements. Overall, these impact fees increase the cost of housing. Legally, impact fees must be applied to all activities that create a demand for capital facilities. Consequently, impact fees cannot be waived or reduced.

Waiving impact fees does not eliminate the cost of the infrastructure that the impact fees are designed to pay for. Either new development or existing residents must pay the cost of needed infrastructure improvements. If new development, which puts additional demand on county facilities and services, does not pay its fair share of infrastructure cost through impact fees, then existing residents will have to pay those costs through higher fees or taxes. To lessen the impact on affordable housing projects, the cost of impact fees may be paid by other funding sources.

Staff notes that the Educational Facilities Impact Fee Ordinance (adopted Countywide, including the City of Palm Coast) includes an exemption for low-income housing from educational facilities impact fees, when certain conditions are met.

Changes to fully implement this incentive are not recommended at this time because any reductions to impact fees for affordable housing units would result in higher taxes and housing costs for the rest of the City's residents in order to provide the necessary infrastructure.

C. Ongoing Review Process.

Each year, before the adoption of any new ordinances, local governments are to determine the amount of increase in the cost of affordable housing by adopting any new ordinance or updating an existing ordinance that may impact the provision of housing. Then the local government is to report annually to the State regarding how much the cost of housing had increased through these actions. Before adopting a new ordinance to increase impact fees, the local government is to advise the amount of additional cost of housing within their jurisdiction.

Before adoption of any new regulations or policies, the City will determine the impacts of adopting such ordinance on the cost of housing. When applicable, staff will include an analysis of the impact of any policy, procedure, ordinance, regulation, or plan provision upon the cost of housing in the City.

As part of the staff report provided to City Council during the adoption review process for ordinances, an analysis is provided for benefit of the City Council and the public. This analysis is reviewed and included as part of the record, during a formal City Council public hearing process that results in consideration of all impacts of a proposed ordinance.

D. The allowance of flexibility in densities for affordable housing.

The future land use map and zoning district designations establish a maximum density or intensity for all properties. Overall, density is an important factor in forming the character of a community and the preferred lifestyle of its residents. While higher densities may result in lower housing costs, higher across the board densities do not always translate into lower housing prices. Consequently, the preferred method for reducing housing costs through increased density is to provide affordable housing density bonuses associated with affordable housing projects.

The City of Palm Coast Unified Land Development Code (ULDC) allows opportunities for flexible densities for affordable housing. One mechanism available to a potential developer is the use of the Master Planned Development (MPD) zoning district. This zoning district provides developers the flexibility to establish specific develop standards (such as lot sizes, setbacks, lot coverage, etc.) for specific projects.

Continue to encourage developers of affordable housing projects to utilize the MPD zoning district in order to allow for flexible densities.

E. The reservation of infrastructure capacity for housing for very-low income persons, low-income persons, and moderate-income persons.

Consistent with state law, the City's Comprehensive Plan provides that no development, including housing development, shall be approved unless there is sufficient infrastructure capacity available to serve the development. These requirements are also contained in Chapter 7, Concurrency Management System, of the City's ULDC. This concurrency management requirement serves as the principal mechanism for ensuring that growth is managed in a manner consistent with the provisions of the comprehensive plan.

Reserving infrastructure capacity upfront for a project is important if there are deficiencies in concurrency-related facilities. Like waiving impact fees, allowing reservation of capacities without payment for affordable housing projects is unfair to other development.

Changes to implement this incentive are not recommended at this time, since implementation would result in inequities.

F. The allowance of affordable accessory residential units in residential

zoning districts.

The City of Palm Coast Unified Land Development Code (ULDC) does not permit the construction of accessory residential units in any residential zoning district.

Changes to implement this incentive are not recommended at this time.

G. The reduction of parking and setback requirements for affordable housing.

The City's Unified Land Development Code (ULDC) establishes minimum setback and lot size requirements for both single family residential zoning districts and multiple family residential zoning districts. Each zoning district's setback varies from another; these variations depend on the minimum lot width and minimum lots size for that zoning district. Affordable housing projects should identify those specific zoning districts to identify the most favorable setback requirements for a particular project. Developers of affordable housing also have the option to rezone and utilize the Master Planned Development (MPD) zoning district. This zoning district allows great flexibility in customizing setback and parking requirements.

For residential uses, the City requires two parking spaces for each single-family dwelling, duplex, and townhouse unit. For multifamily dwellings, the ULDC requires the following:

- 1 space per efficiency unit,
- 1.5 spaces per 1 bedroom,
- 2 spaces per 2 bedrooms and over, and
- 1 space per 4 units for guest parking.

Affordable housing developers also have the option of utilizing the Master Planned Development (MPD) zoning district. This zoning district provides flexibility in the required number of minimum parking based on evidence that other standards would be more reasonable.

Continue to encourage developers of affordable housing projects to utilize the MPD zoning district in order to reduce parking and setback requirements.

H. The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.

The City of Palm Coast Unified Land Development Code (ULDC) allows opportunities for an affordable housing developer to provide zero lot line configurations for affordable housing. One mechanism available to a potential developer is the use of the Master Planned Development (MPD) zoning district. This zoning district provides developers the flexibility to establish specific develop standards (such as lot sizes, setbacks, lot coverage, etc.) for specific projects.

Additionally, the ULDC permits townhouse residential development. This type of development allows a developer to construct a minimum of three (3) attached units and a

maximum of eight (8) attached units per building.

Continue to encourage developers of affordable housing projects to utilize the MPD zoning district in order to allow for flexible lot configurations.

I. The modification of street requirements for affordable housing.

The City of Palm Coast Unified Land Development Code (ULDC) allows opportunities for an affordable housing developer to modify street requirements for affordable housing. One mechanism available to a potential developer is the use of the Master Planned Development (MPD) zoning district. This zoning district provides developers the flexibility to establish specific develop standards (such as lot sizes, setbacks, lot coverage, etc.) for specific projects.

Continue to encourage developers of affordable housing projects to utilize the MPD zoning district in order to modify street requirements.

J. Ongoing Review Process: The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.

Commented [RD5]: Ongoing Review Process

Each year, before the adoption of any new ordinances, local governments are to determine the amount of increase in the cost of affordable housing by adopting any new ordinance or updating an existing ordinance that may impact the provision of housing. Then the local government is to report annually to the State regarding how much the cost of housing had increased through these actions. Before adopting a new ordinance to increase impact fees, the local government is to advise the amount of additional cost of housing within their jurisdiction.

Before the adoption of any new regulations or policies, the City will determine the impacts of adopting such ordinance on the cost of housing. When applicable, staff will include an analysis of the impact of any policy, procedure, ordinance, regulation, or plan provision upon the cost of housing in the City.

Consider costs to housing when the City considers policies, procedures, ordinance, regulations, or plan provisions as described above.

K. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

In 2006, the Florida State Legislature passed HB 1363 relating to affordable housing. One provision of that bill was that each local government must prepare an inventory of all real property that it owns within its jurisdiction that is appropriate for use as affordable housing. The City of Palm Coast will compile a list of all real property within its jurisdiction to which the city holds fee simple title and is appropriate for use as affordable housing.

Prepare an inventory of all city-owned property for analysis and determination of its appropriateness for affordable housing.

L. The support of development near transportation hubs and major employment centers and mixed-use developments.

The City of Palm Coast does not have any identifiable transportation hub. However, the City's Comprehensive Plan and Future Land Use Map (FLUM) identify areas appropriate for mixed use development and appropriate for Village Center development. These village center areas are appropriate for developments with higher densities and intensities.

The purpose of the Mixed Use development designation is to provide opportunities for residents to work, shop, engage in recreational activities, attend school and religious services in reasonably close proximity to residential dwellings. Typically, affordable housing projects should be located strategically within proximity of services and employment opportunities. Development of affordable housing as part of a mixed use project or within proximity of available services and employment opportunities is encouraged and promoted by the comprehensive plan.

No changes recommended at this time.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance: (If changed from the original creating ordinance).Program Information Sheet.
- G. Interlocal Agreement.
- H. Flagler County Procurement Policy.
- I. Flagler County Replacement Home Guidelines.
- J. Flagler County Subordination Policy.

SHIP LHAP Template 2009-001

Revised: 7/2015



City of Palm Coast, Florida

Agenda Item

Agenda Date : 07/10/2018

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 :	At City Council’s request, attached is a proposed Ordinance amending Chapter 44, Traffic and Vehicles of the <i>Code of Ordinances</i> 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 <i>Code of Ordinances</i> .	
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 <i>Code of Ordinances</i> 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 F.S. § 320.0848 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.

(e)(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	<u>\$250.00</u>

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	<u>IV</u>

(b) The citations issued pursuant to this Chapter may be contested in County Court or

to the Civil Traffic Infraction Hearing Officer, pursuant to §44.38, *City Code of Ordinances*.

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

ATTEST:

MILLISSA HOLLAND, MAYOR

VIRGINIA A. SMITH, CITY CLERK

APPROVED AS TO FORM AND LEGALITY

WILLIAM E. REISCHMANN, JR. ESQ.

City of Palm Coast, Florida Agenda Item

Agenda Date: 7/10/201

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

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
Rick Staly, Sheriff

Date executed: 6/22/18

City of Palm Coast, Florida Agenda Item

Agenda Date : 07/10/2018

Department	CITY CLERK	Amount
Item Key	3759	Account
		#
Subject	RESOLUTION 2018-XX APPROVING THE NUISANCE ABATEMENT INITIAL ASSESSMENT	
Background : 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 Proffitt	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.		Lokvinton	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 Molohan 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 Dilleone	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 Friueroa & 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 Groszwith	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	Cincinnati	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	White 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	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.	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.	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	Maspee	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.	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	Flushing	NY	11355	500.00	Public Nuisance
07-11-31-7028-00130-0150	Mario, John, and Deividly 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 Gatlin 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.	Flushing	NY	11355	300.00	Public Nuisance
07-11-31-7029-00520-0100	Dorlene Staler	136	Ryberry Drive	2080 S Ocean Drive	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.	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-RP083-0000	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 & Yamiliet Rodriguez	30	Raemoor Drive	501 74th Street Apt 18		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 Pantan	25	Round Thorn Drive	992 Summer Street	Apt 58	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 & Seetalyann 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 Vaughn	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 Surrey	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 Entre 374 Transv Urb, Los Palos Grande	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		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	128 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 Oput & 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 & Via 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 Peblecreek 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-RPOC5-0000	MPC LOTS LLC		Rear Or 9 Lliowick 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

EXHIBIT B

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
160 Lake Avenue
Palm Coast, FL 32164

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

«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»

*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: 7/10/2018

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 : 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

ATTEST:

MILISSA HOLLAND, MAYOR

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

WORK ORDER # _____
PO #: _____



DATE: 06 / 12 / 20 18

Project Manager's Initials WPK

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** (chosed 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 (chosed one): ☒ UNIT BASED ☐ PERCENT OF FIXED FEE ___ %

3. **PRICING** (chosed one): ☐ ATTACHED ☒ INCLUDED IN CONTRACT

4. **SCHEDULE** (chosed one): ☐ AS NEEDED BASIS ☒ SHALL BE COMPLETED BY - 02 / 10 / 20 20

5. **DESCRIPTION OF SERVICES** (chosed 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: David A. Gierach

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**



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
May 4, 2018

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 from 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.



SCOPE OF SERVICES

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

Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services

May 4, 2018

- 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.



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
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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.



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
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- 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 CONSULTANT'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.



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
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- 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.**



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
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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,

SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
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- 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)



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Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
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- 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.



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Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
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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.



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- 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



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May 4, 2018

- 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).

Not Included

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



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
May 4, 2018

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



SCOPE OF SERVICES

Force Main and Sewer PS Improvements - Pine Lakes Pkwy and US 1
Survey, Design, Permitting, and Limited Bid Phase and Construction Phase Services
May 4, 2018

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
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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
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PERMIT APPLICATION FEES

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TOTAL		\$8,208.00

TOTAL (MAXIMUM INCLUDING TASKS THAT MAY NOT BE NEEDED)	\$385,238.00
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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 from 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 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").	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 CONSULTANT'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
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ATTACHMENT A
CPH, Inc.
FM and Sewer PS Improvements - Pine Lakes Pkwy and US 1

		Principal	Sr. Project Manager	Project Manager	Project Engineer	GIS Analyst	Senior CADD Technician	Clerical II	Estimated Expenses	Cost by Task
	DESCRIPTION									
	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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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

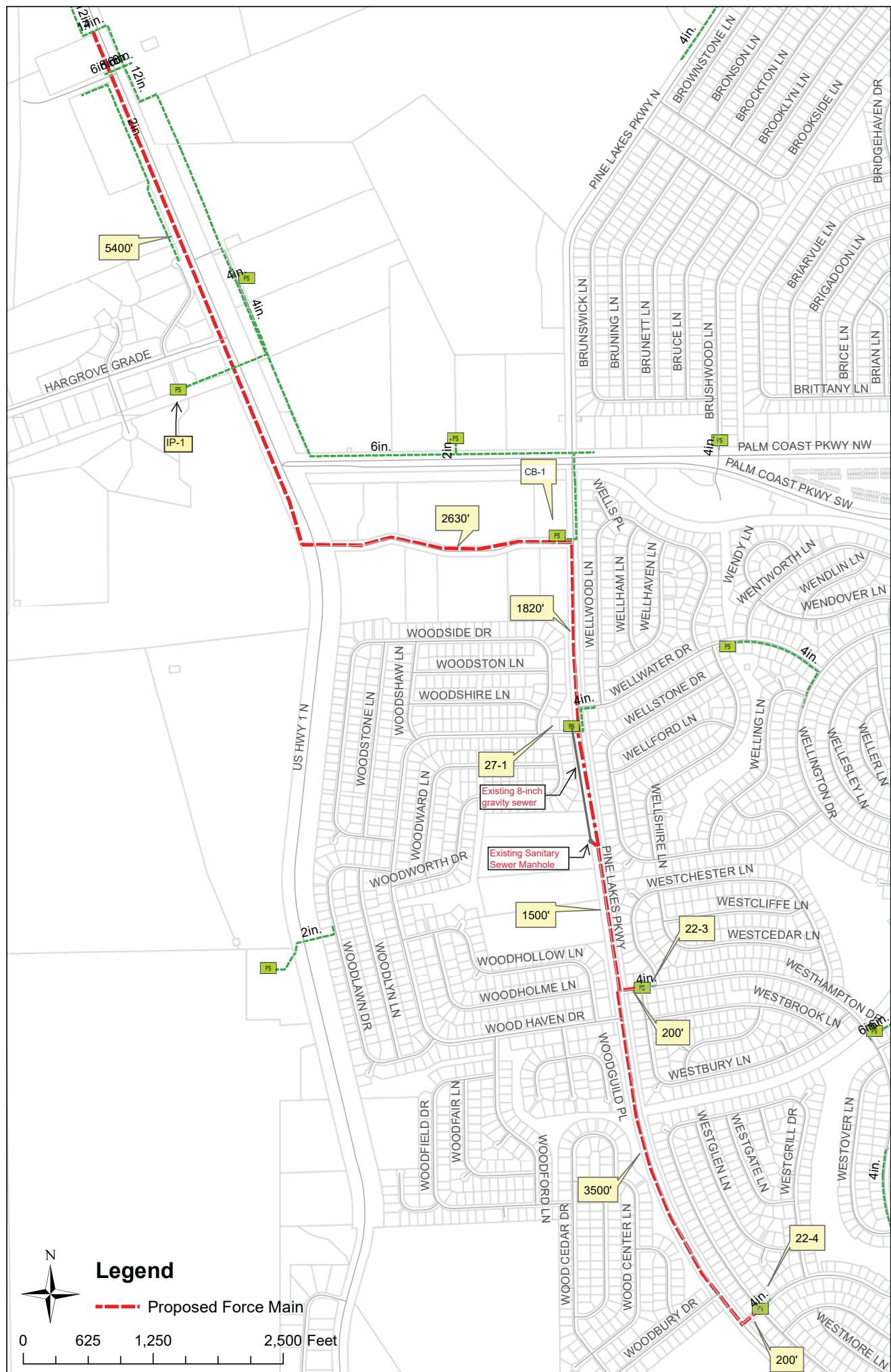
Total - Subconsultants

\$30,195.00

TOTAL (TASK 6) = \$95,205.00

ATTACHMENT B

Project Map



**Pine Lakes Pkwy-US1
Proposed Forcemain**

Legend

- Proposed Force Main
- Sewer
- Existing Sewer Force Main

0 1,250 2,500 5,000 Feet

City of Palm Coast, Florida

Agenda Item

Agenda Date : 7/10/2018

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 : 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		<u>\$150,000.00</u>	
Balance		<u>\$507,411.93</u>	
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

ATTEST:

MILISSA HOLLAND, MAYOR

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



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*




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palmcoastgov.com

CITY OF PALM COAST

STRICKLAND SOD FARMS, INC.

DocuSigned by:

Signature

Jim Landon
Print Name

Jun 12, 2017 | 12:07 PM EDT
Date

X 
Signature

Jim Strickland
Print Name

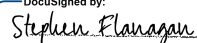
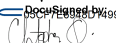
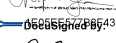
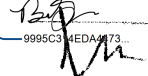
3/8/17
Date

WITNESS/ATTEST:

Virginia Smith, City Clerk

WITNESS/ATTEST:

X 

DocuSigned by:
 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
DocuSigned by:
 4/2/17
City Attorney



Master Agreement

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

NO. 850 70042 - 1

Page 1 of 1

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

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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 County of Volusia Terms and Conditions, the County's Terms and Conditions prevail. See reverse side for terms and conditions.

Attachment A
Pricing Sheet

SOD

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		
Florham 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

Attachment A
Pricing Sheet

SOD

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	\$ 0.23	\$ 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 : 7/10/2018

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 : 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			<u>\$32,500.00</u>
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

ATTEST:

MILISSA HOLLAND, MAYOR

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



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 (bfaigout@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.



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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

City of Palm Coast, Florida
Agenda Item

Agenda Date :

Department	CITY CLERK	Amount
Item Key	3762	Account
		#
Subject	CALENDAR	
Background :		
Recommended Action :		



Meeting Calendar for 7/10/2018 through 8/10/2018

7/10/2018 9:00 AM

City Council Workshop
City Hall

7/11/2018 10:00 AM

Code Enforcement Board
City Hall

7/11/2018 6:30 PM

Leisure Services Advisory Committee
City Hall

7/17/2018 9:00 AM

City Council Special Workshop-Budget
City Hall

7/17/2018 9:00 AM

City Council
City Hall

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



Meeting Calendar for 7/10/2018 through 8/10/2018

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

			Business 7/17/2018	
1		Resolution	Citation Boulevard Safety Improvement Design	Dvornikova
2		Resolution	Recreation Center Master Plan	Dvornikova
3		Resolution	IA Amendment Sheriff	Falgout
4		Resoluition	Initial Nuisance Abatement	Flanagan
5		Resolution	Pine Lakes Pkwy Forcemain Design/Const. Srvc	Kronenberg
6		Resolution	CDBG Annual Action Plan	Papa
7		Ordinance 1ST	Parking Regulations	Reischmann
8		Resolution	Seawall Installation Project - Elite Marine Construction	Schrager
9		Resolution	ITSC Field Improvements	Schrager
10		Resolution	Tennis Center Lease Agreement for Tower	Streichsbier
			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	Whiteview Design	Cote
3		Presentation	Finalize 5 Year CIP	Cote
4		Resolution	Approve Contract for Construction of Seminole Woods Northbound Turn-Lane @ SR.100	Cote
5		Resolution	Citation Boulevard Safety Improvement Design	Dvornikova
6		Presentation	2019 State Legislative Priorities	Falgout
7		Ordinance	Amend Utility Ordinance	Reischmann/Conceicao
8		Presentation	Security Camera at Parks Guidelines	Viscardi
			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
4		Resolution	Whiteview Design	Cote
3		Ordinance 2ND	Parking regulations	Reischmann
4		Ordinance 1st	Amend Utility Ordinance	Reischmann/Conceicao
			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

			Business 8/21/2018	
1		Resolution	OKR Special Assessment	Alves
2		Resolution	Final Nuisance Abatement	Flanagan
3		Ordinance 2nd	Amend Utility Ordinance	Reischmann/Conceicao
			Workshop 8/28/2018	
3		Resolution	Budget Workshop - Final Proposed Budget	Alves/Williams
			Future	
1		Resolution	Fee Structure	Adams
2		Resolution	Master Plan SCADA Telemetry Standardization	Adams/Hogan
2		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		Resolution	Interlocal Mala Compra Storm Drain Project	Blake/Kronenberg
9		Presentation	Street Resurfacing Update	Cote
10		Resolution	Bulldog Drive Maintenance Map	Cote
11		Resolution	Stormwater and Environmental Engineering Services WO	Cote/Peel
12		Resolution	CEI Services Seminole Woods turnaround	Cote
13		Resolution	Property Exchange NECGA	Falgout
14		Resolution	IA Flagler Schools Fire Truck Donation	Forte
15		Ordinance	Amend LDC Chapter 5 rewrite	Hoover
16		Presentation	Citizen's Academy Graduation-10/16 44	Lane
17		Ordinance 1st	Coastal Trace FLUM	Papa
18		Ordinance 1st	Coastal Trace Rezoning	Papa

City of Palm Coast, Florida
Agenda Item

Agenda Date :

Department	CITY CLERK	Amount
Item Key	3796	Account
		#
Subject ATTACHMENTS TO MINUTES		
Background :		
Recommended Action :		



Community Development Block Grant (CDBG)

FFY 2018 Annual Action Plan City Council Presentation

Find Your Florida

Presentation Outline

History & Background

**Required Planning and Procedures (Consolidated, Strategic,
Action)**

Findings

Proposed Activities

Next Steps



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).



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



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



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 FY Y 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 activities (meal program, wellness program, educational program)



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



Questions?

Find Your Florida



Recreation Center Master Plan Proposal

Find Your Florida

PARKS MASTER PLAN

- Recreation and Parks Facilities Master Plan (Parks Master Plan) Updated 3/27/2018
- Included a Satellite Recreation/Community Center Project (Multi-Generational Activity Center)
- Identified Potential to Combine projects that implement different elements of the Master Plan



STRATEGIC ACTION PLAN

- City Council adopted Additional Priorities on 4/17/18

“10. Evaluate Town Center and other locations within the southern part of the City with the potential to incorporate a future premier multi-purpose recreation center that all generations are served.”

CITY'S SELECTION PROCESS

- Four Member Employee Selection Team
- Eight Proposals Received and Ranked
- Three Highest Rated Firms Invited to be Interviewed by Team
- Team Selected Lose Design
- Team Negotiated a Fee for Services in the Amount of \$99,500



SCOPE OF SERVICES

- Programming
- Site Master Planning
- Preliminary Design
- Financial Feasibility Analysis
- Project Budget/Schedule

PUBLIC PROCESS

- City Council Contract Approval 7/17/18
- Public Input Meeting, Partnering Meeting Week of 8/13/18
- Public Input Survey Weeks of 8/13/18 - 8/27/18
- City Council Project Update 9/11/18
- Public Design Charrette Week of 10/1/18
- Public Review Meeting Week of 11/19/18
- Council Presentation Week of 12/10/18



DELIVERABLES

- Programming Report
- Site Master Plan Drawings
- Conceptual Building Floor Plans
- Financial Pro-Forma Report
- Project Budget and Schedule
- 3D Rendering

Discussion