

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 9, 2024

<b>Department</b> CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>
<b>Division</b>	<b>Account #</b>
<b>Subject:</b> PRESENTATION - SALTWATER CANAL UPDATE	
<b>Presenter:</b> Carmelo Morales, Stormwater Engineer	
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Scope of Work</li></ol>	
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b> <b>5. Develop a plan for maintenance of the saltwater canals</b>  On January 17, 2023, Council approved a contract with Taylor Engineering, Inc., (RFSQSWE-22-33) for design, permitting, and engineering services to dredge approximately 26 miles of the saltwater canal system.  On August 8, 2023, Staff shared Taylor Engineering's three (3) phased approach to the project and shared with Council Phase I findings:  Phase I – Initial Investigation <ol style="list-style-type: none"><li>1. Permit and Design Review</li><li>2. Data Collection</li><li>3. Identify and Evaluate Potential Funding Sources</li></ol> Phase II – Design and Permitting Phase III – Construction Administration  This presentation will provide a recap and update for Council's comments on Phase I findings, along with the next steps for Phase I and Phase II of the Saltwater Canal Study.	
<b>Recommended Action:</b> <b>PRESENTATION FOR COUNCIL REVIEW AND DIRECTION</b>	



# STORMWATER & ENGINEERING DEPARTMENT

## SALTWATER CANAL STUDY UPDATE & NEXT STEPS

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## Phase I: Initial Investigation – Completed during FY23

Task 1: Review of Permits and Canal Design

Task 2: Data Collection

Task 2.1: Seawall Assessment

Task 2.2: Bathymetric Survey

Task 2.3: Preliminary Sediment Sampling and Analysis

Task 2.4: Evaluate Feasibility of Additional Dredging

Task 2.5: Develop Preliminary Assessments for Dredging and Dredge Material Management

Task 2.6: Prepare Presentation Materials for City Council and Public

Task 3: Identify and Evaluate Potential Funding Sources

## Task 4: Permit Pre-Application and Canal Evaluation

### Task 4.1: Pre-Application Meeting

- FDEP , USACE, City of Palm Coast, and Consulting Engineer Firm
- Construction documents to demonstrate original design.
- Establish dredging depth

### Task 4.2: Canal Evaluation

- Use Bathymetric Survey obtained in Phase I
- Identify navigational restrictions in the canal system
- Evaluate typical navigation use per canal type
- Recommend maintenance depth per canal group based on use, canal width and navigation restrictions.
- Recommend dredging options for property owner's responsibility.

### Task 4.3: Prepare Presentation Materials for City Council and Public

## Next Steps – Phase II Pre-Application



## Task 4: Permit Pre-Application and Canal Evaluation

### Schedule:

Phase II Project Schedule			
Task	Description	Duration (Days)	Days from NTP
<b><u>Phase II: Permit Pre-Application and Canal Evaluation</u></b>			
4.1	Preapplication Meeting	90	90
4.2	Canal Evaluation	60	60
4.3	Presentation for City Council and Public	30	120

## Next Steps – Phase II Pre-Application



## Task 5: Preliminary Design

### Task 5.1: Dredge Design Template

- Priority areas
- Provide cross sections and dredging volume

### Task 5.2: Dredged Material Management Area (DMMA) Reconnaissance and Preliminary Design

- Conduct site visits DMMA FL-3 and FL-8 for:
  - Field observations
  - Photo documentation
  - Potential environmental issues
  - Potential pipeline corridors
  - Staging areas

## Task 6: Environmental Permitting

### Task 6.1: Sediment Sample Collection and Testing

- Create Sampling and Analysis Plan (SAP) for FDEP approval
  - Number of samples
  - Location of samples
  - Analyses to be performed
- Provide sediment collection services per approved SAP
- Coordinate with appropriate laboratories for testing

### Task 6.2: Environmental Resource Permit Application

- Permit Application Completion (as needed) for:
  - Florida Department of Environmental Protection
  - US Army Corps of Engineers
  - US Fish and Wildlife Services
  - National Marine Fisheries Service
  - City of Palm Coast

## **Task 6.3: Requests for Additional Information**

- Respond to Requests for Additional Information during permitting process with agencies identified on 6.2

## **Task 6.4: Evaluate and Apply for Potential Funding**

- Funding Sources are Limited
- FIND Waterways Assistance Program

## **Task 6.5: Develop Long Term Dredging Management Plan**

- Establish specific intervals to perform bathymetric surveys to determine sedimentation rates,
- Identify areas of high sedimentation,
- Recommend methods to reduce sedimentation within the canal system,
- Identify long term dredge material management and placement options,
- Determine a recommended dredging cycle.



## Task 7: Final Design, Technical Specifications, and Bid Documents

- 60%, 90%, 100% Submittals
- Signed and Sealed Construction Drawings
- Prepare Bid Package with Schedule of Values

Phase III and IV Project Schedule		
Task	Description	Duration (Days)
5	Preliminary Design	150
6	Environmental Permitting	270
7	Final Design, Technical Specifications, and Bid Documents	90
8	Bidding and Construction Phase Services (Not to Exceed Task)	TBD*



## Task 8: Bidding and Construction Phase Services

### Task 8.1: Bid Assistance

- Requests for Information
- Reviews

### Task 8.2: Construction Phase Services

- Attend Pre-Construction Meeting
- Bi-Weekly Site Visits
- Observe and Monitor Construction
- Progress Reports
- Pay Request Reviews



## Design & Estimated Construction Costs

PHASES II - IV PROFESSIONAL SERVICES COSTS SUMMARY TABLE		
PHASE	Task	Cost
Phase II: PreApplication Meeting	4.1	\$13,616.00
	4.2	\$20,714.00
	4.3	\$12,238.00
	<b>Subtotal</b>	<b>\$46,568.00</b>
Phase III: Design & Permitting	5.1	\$32,764.00
	5.2	\$49,032.80
	6.1	\$52,096.80
	6.2	\$33,438.00
	6.3	\$36,570.00
	6.4	\$10,008.00
	6.5	\$25,064.00
	7	\$70,108.00
	<b>Subtotal</b>	<b>\$309,081.60</b>
Phase II & III	<b>Subtotal</b>	<b>\$355,649.60</b>
Phase IV: Bidding & Construction Services	8.1	\$16,406.00
	8.2	\$98,666.00
	<b>Subtotal</b>	<b>\$115,072.00</b>
<b>TOTAL</b>		<b>\$470,721.60</b>
Phase V: Construction	<b>Dredging</b>	<b>\$10,000,000 - \$58,000,000</b>

FY-25

Fiscal Year 2025

Fiscal Year 2026

FY-26

Dredge Depth (Feet NAVD88)	Miles to be Dredged	Approximate Dredge Volume (cy)		Cost Estimate	
		Minimum	Maximum	Minimum	Maximum
0 to -6	13	250,000	500,000	\$10,000,000	\$20,000,000
0 to -8	24	700,000	1,450,000	\$28,000,000	\$58,000,000



1. Do you live on a saltwater canal in the City of Palm Coast?

- Yes     No

2. On a scale of 1 to 5, how often do you utilize the city's canal system for recreational activities (e.g., boating, fishing, kayaking)?

- Never     Rarely     Occasionally  
 Frequently     Regularly

3. How satisfied are you with the current condition of the canals in Palm Coast?

- Very satisfied     Satisfied     Neutral  
 Dissatisfied     Very dissatisfied

4. Have you noticed any issues with the depth or navigability of the canals in Palm Coast?

- Yes     No     Not Sure

5. Do you believe that dredging the canals in Palm Coast is necessary to maintain their functionality and appeal?

- Strongly agree     Agree     Neutral  
 Disagree     Strongly disagree



February 23, 2024

### **Palm Coast Saltwater Canal Dredging Pre-Application and Canal Evaluation Phase Services**

Taylor Engineering (Taylor) is pleased to offer this scope of work (scope) and cost estimate to the City of Palm Coast (City) for the above-referenced project. We developed this scope based on our understanding of the project as follows:

This scope builds on the previously completed Phase I work completed by Taylor for the City. The current scope covers the remaining Phases II, III, and IV as described below. The proposed work addresses regulatory permitting activities, evaluation of previously collected data to determine optimum dredging depths of approximately 26 miles of saltwater canal system, permitting, design, and construction administration. The Palm Coast Saltwater Canal system was constructed prior to the existence of modern regulatory authorities. Accordingly, no permitting history for construction or maintenance activities is available. The scope of services will include pre-application activities with regulatory authorities to establish permissible dredging depth, evaluation of existing data and a presentation of conclusions. The results of these tasks will provide required information for future permitting and design tasks.

#### **Assumptions**

- Taylor does not guarantee, warranty, or otherwise ensure that the regulatory agencies will authorize the requested permits or authorize dredging of all areas shown in the permit application.
- A joint (FDEP+USACE) pre-application meeting at a single location or virtual participation is most effective. We have assumed a single meeting with full attendance, or at least teleconference by those who cannot attend in person. If this is not possible, we will submit an amended proposal for this subtask to conduct a second meeting.
- Taylor assumes no responsibility for all real estate and property issues associated with the project including but not limited to potential damage to shorelines, shoreline structures, docks, vegetation, and other items that property owners may perceive as potential or realized effects of the dredging design.
- Dredging may be performed in conjunction with dredging in the Intracoastal Waterway (IWW) performed by others. Dredging and dredge material placement location and methods may have to be adjusted to coordinate with IWW dredging methods. Since the IWW dredging methods are not known at this time, they are not included in this scope.
- This scope assumes that any proposed dredged material management area (DMMA), will be considered to be temporary transfer sites, will not require an environmental resource survey. Also, the scope assumes that Taylor will not provide topographic and boundary survey data for DMMA sites. Upon selection and design of the DMMA sites, the technical specifications will require that the contractor provide such data.

– SCOPE OF SERVICES –

**Phase II: Permit Pre-application and Canal Evaluation**

**Task 4.1 – Pre-application Meeting**

Taylor will coordinate and take part in a joint pre-application meeting with FDEP, USACE, and the City. The meeting will give the agencies a clear, understanding of the project. Similarly, the meeting will attempt to provide the City with clear recommendations for the type, form, and content of permit applications for the project and establish clear lines of communication for the permit application process. Since no previous permitting history is available, the permissible dredge elevation of the canals must be established. Taylor will present construction documents demonstrating the originally constructed dimensions and bottom elevation of the Palm Coast Saltwater Canals with the goal of establishing the maximum permissible maintenance dredging depth of the canals that will be advantageous to the City. Dredging areas that are the property owners' responsibility will be included in the application.

At least one week prior to the meeting, Taylor will provide attendees a project presentation that summarizes the construction history of Palm Coast and outlines proposed dredging areas. The meeting will include the presentation followed by discussion of and recommendations regarding establishing permissible dredge depth and foreseeable permit application issues and agency recommendations for application type, contents, and organization. We will produce written summaries of the meeting documenting any feedback from the agencies. After review by the City's project manager, we will distribute the summary to all relevant parties in both state and federal lead regulatory agencies.

**Task 4.2 - Canal Evaluation**

Different areas of the Saltwater Canal System are subject to different types of vessel traffic. For example, canals with physical navigation restrictions (i.e. bridges) may require less water depth than canals with unrestricted access. Accordingly, it may be appropriate that different canals be dredged to different elevations appropriate for the vessel traffic in the canal. Taylor will evaluate the canal system to recommend maintenance dredging elevations that are appropriate for current navigation use. This evaluation will include:

- Correlate elevation surveyed in NAVD88 to water depth to provide navigational information based on existing tide station data; no physical measurements are anticipated or included.
- Identify and characterize navigational restrictions in the canal system.
- Evaluate typical navigation use per canal type or group. Previously collected drone and aerial imagery will be used to identify types of vessels moored in different canal areas.
- Recommend optimal maintenance depth per canal group based on use, canal width and navigation restrictions.
- Provide order of magnitude opinions of probable cost for different dredging scenarios.
- Recommend dredging options for the 0-20 ft area from property lines that fall under property owner's responsibility.

Task 4.3 – Prepare Presentation Materials for City Council and Public

Taylor will prepare presentation materials with the results of the permitting and canal evaluations for review by City staff. Upon receiving input, Taylor will finalize the presentation for inclusion in the Council agenda. We will provide presentations to the City Council and the public at one Council meeting. We will prepare a presentation outlining the pre-permitting outcome and permissible dredging depth, recommended dredging depth, cost estimates, and other pertinent information identified during the course of the evaluation. Additional presentations, if required, will be addressed through a change order.

**SCHEDULE**

We can begin work on Phase II upon receipt of your execution of this agreement. A preliminary schedule for each task is as follows.

<b>Phase II Project Schedule</b>			
<b>Task</b>	<b>Description</b>	<b>Duration (Days)</b>	<b>Days from NTP</b>
<b><u>Phase II: Permit Pre-Application and Canal Evaluation</u></b>			
4.1	Preapplication Meeting	90	90
4.2	Canal Evaluation	60	60
4.3	Presentation for City Council and Public	30	120

**Phase III: Design and Permitting**

**Task 5: Preliminary Design**

Task 5.1 - Dredge Design Template

Taylor will develop a three-dimensional AutoCAD-based digital terrain model of the project area. Taylor will advance the dredging design on a canal-by-canal basis. We will establish priority areas for dredging based on existing vs. original cross-sections, use, access, cost, and other limiting factors. Taylor will identify cuts and reaches for each canal and identify the dredge volume by cut and reach. Taylor will apply side slopes for the preliminary dredging template which we may revise after reviewing geotechnical data. We will develop dredging strategies, including phasing, recommendations, estimated construction cost, and priority areas. We will submit the dredging plan view, cross-section, and total required dredging volume by individual channel cut and basin areas dredging plans for City staff review.

Based on other similar permitting efforts, Taylor expects that the regulatory agencies will require a buffer of at least 5 ft for vegetated natural shorelines. Canal maintenance within 20 ft of each homeowner’s property line is the responsibility of the property owner. Using these general criteria and the data previously collected, these buffers will be incorporated to the extent practical. Agency requirements after review of the designs may alter these buffers.

### Task 5.2 - DMMA Reconnaissance and Preliminary Design

Taylor will perform a detailed investigation of the potential DMMA sites FL-3 and FL-8 to assess the most practical placement area for the proposed dredging method. This investigation will include Taylor will collect aerial imagery to approximate the available space and storage capacity for each site. We will conduct a site visit to the DMMA sites to collect field measurements, photo documentation, comment on onsite environmental issues, identify potential pipeline corridors if applicable, and staging areas. We will consider potential dewatering and material handling techniques to develop a volume capacity per DMMA based on dewatering technique. Taylor will also identify potential permanent dredge material placement locations. We will summarize advantages and disadvantages of each placement area and identify potential regulatory issues (including resource impacts and possible mitigation). This scope assumes that wetland identification and mitigation, archeological or geotechnical investigation, overflow weirs and stormwater treatment will not be required for permitting and development of the placement area.

### Task 5.3 – Bathymetric Survey (Optional and Not to Exceed)

Taylor will complete a new bathymetric survey of the 26 miles of canals if required due to significant changes to the site conditions since the 2023 survey. The survey will be designed to efficiently cover the areas of interest within the canal system. The result will be a survey with sufficient data density to produce elevation contours of the canals and calculate the volume of the proposed dredge material. Taylor will locate the shoreline, bulkheads, seawalls, riprap, limits of existing docks, and other structures within the entire project area using existing imagery from FDOT or Labins. Taylor will prepare digital and hard copies of the draft survey results for incorporation into the design drawings. A total of \$35,314.80 is budgeted for bathymetric surveys.

## **Task 6: Environmental Permitting**

### Task 6.1 - Sediment Sample Collection and Testing:

#### Assumptions:

- Sediment will be collected using grab samples, coring will not be required (note, FDEP may require coring based on existing sediment elevation and project dredge depth).
- We expect FDEP to require coring if canal deepening beyond original construction depth is proposed.
- Taylor will negotiate with FDEP to minimize the number of samples required. We have assumed one sample per mile of canal length (26 samples total) for price estimating.
- Anticipated sediment analysis requirements are those required by FDEP per “SLERP Guidance for Requesting Sediment Sampling for Dredge Projects”.

Taylor will provide the necessary sediment collection services and will coordinate with the appropriate labs for chemical analysis of the proposed dredge material. A Sampling and Analysis Plan (SAP) will be developed and approved by FDEP prior to sample collection. This SAP will define the number of samples to be collected, sample locations, and analyses to be performed. Taylor will collect grab samples using a petite Ponar™ or similar grab sampler and containerize the material for transportation to the laboratory for analysis. We will perform laboratory grain-size analyses on each sample at our geotechnical laboratory in Jacksonville. Taylor will select the most appropriate analytical laboratory to perform chemical analysis of the proposed dredge material. Elutriate analysis is not



anticipated or included. The results of these analyses will define whether the sediments are safe for general disposal or whether they require disposal in specific facilities.

#### Task 6.2 - Environmental Resource Permit Application

We believe that both state and federal agencies will need to authorize the project. We expect to develop an Environmental Resources Permit Application for review by state and federal authorities. After the pre-application meeting, Taylor will prepare an environmental resource permit application with all necessary forms and attachments, including digital permit-level plan, cross-sectional, and detail drawings of the proposed maintenance dredging template and associated temporary DMMAs and other required information. We will supply the City with an electronic copy of the application package and include preliminary permit drawings in hard-copy and digital (AutoCAD and PDF) formats.

During development of the application, we expect to coordinate with the regulatory agency lead permit application reviewers to minimize review-based requests for additional information. After review by the City, Taylor will submit the package for agency review.

#### Task 6.3 - Requests for Additional Information (RAI) and Coordination (Not to Exceed Subtask)

After review of the permit application, the FDEP and USACE will likely respond with requests for additional information (RAIs). Such requests typically ask for explanation or clarification of environmental and engineering issues.

A complete response may involve extensive effort. A discussion with the reviewer is often the best way to minimize the necessary effort. Taylor will actively coordinate with state and federal agencies' staff during the application process. These agencies may include, but are not limited to, the FDEP, USACE, U.S. Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FWC), and National Marine Fisheries Service (NMFS). We will also meet or correspond with City staff regularly to inform them of the project progress and will request review of all draft RAI responses.

We will bill this task on a time and materials basis and keep the city closely aware of the expenditures. A total of \$36,570 is budgeted for this task. If response to RAI's and agency coordination require significant effort beyond this limited budget, Taylor will confer with the City and if appropriate request a modification to the contract to expand the subtask scope of work and cost.

#### Task 6.4 – Evaluate and Apply for Potential Funding:

Previous investigation indicates that potential funding sources applicable to canal dredging are limited. The Waterways Assistance Program (WAP) by Florida Inland Navigation District (FIND) may be applicable to the portions of the canal system that intersect with the Intracoastal Waterway. Taylor will investigate the areas that may be eligible for WAP funding and recommend appropriate areas that may be eligible for funding. Taylor will assist the City to prepare the application provide and coordination with FIND.

#### Task 6.5 – Develop Long Term Dredging Management Plan

Taylor will prepare a long-term dredging management plan to reduce the overall cost of canal maintenance. This plan will include:

- Establishing specific intervals to perform bathymetric surveys to determine sedimentation rates,
- Identifying areas of high sedimentation,
- Recommended methods to reduce sedimentation within the canal system,
- Identify long term dredge material management and placement options,
- Determining a recommended dredging cycle.

#### **Task 7: Final Design, Technical Specifications, and Bid Documents**

Taylor will prepare final design documents and digital construction drawings for the various project elements. As construction drawings are developed, Taylor will provide copies to the City for review at the 60%, 90% and 100% levels. Taylor will incorporate City comments into the drawings. Construction drawings will provide plan, cross-sectional, and detail views of the dredging areas and pertinent details (i.e. pipeline corridor, contractor staging area, equipment and/or geotextile tube locations, discharge area, etc.) of the DMMA(s). Design of dike and weir facilities are not anticipated and not included this scope. We will produce construction drawings in hardcopy and digital (AutoCAD) formats, as well as record drawings signed and sealed by a Florida Registered Professional Engineer.

Taylor will incorporate City Contract Documents and prepare Technical Specifications to construct the project. We will also provide an opinion of probable construction costs and provide a memorandum summarizing those costs for City review as part of the final design deliverable package.

Taylor will prepare a bid package (including contract documents, technical specifications, and bid schedule) with estimated quantities for all bid items. To give interested bidders immediate access to the bid package, Taylor will provide an electronic copy of the final drawings and specifications for City staff to upload onto its FTP site or website. Taylor will provide the City with a record set of drawings and specifications signed and sealed by a Florida Registered Professional Engineer.

#### **Phase IV: Construction Administration**

#### **Task 8: Bidding and Construction Phase Services (Not to Exceed Task)**

##### Task 8.1 – Bid Assistance:

Taylor will assist the City with bid advertisement. We will coordinate and attend one mandatory pre-bid meeting with City staff and prospective bidders. In addition, we will assist the City in responding to up to ten (10) contractors' requests for information (RFIs) related to the technical aspects of the project. Upon receipt of the bids, we will review technical aspects of all bid packages, prepare a bid tabulation, rank order the bids based on contractor experience and price, and recommend a bid for award. The City will be responsible for evaluating bonds and contractor financing. A total of \$16,406.00 is budgeted for bid assistance.

Task 8.2 - Construction Phase Services:

Upon contractor award, we will attend a pre-construction kick off meeting with City staff and the contractor to walk through the DMMA site(s) and discuss any outstanding questions or concerns. Taylor will review the contractor's pre-construction submittals. These submittals may include (among others) an updated schedule of values, list of subcontractors, signature authority, construction schedule, submittal register, environmental protection plan, and quality control plan.

Taylor will conduct weekly construction site visits during dredging (up to 2 days per week for 26 weeks). Taylor's observers will ascertain whether work is progressing in general conformance with permit conditions, project drawings, and specifications. Our visits will include observing the work and monitoring the contractor's means, methods, and sequence. Taylor will observe project progress to verify conformance with or note discrepancies from the project contract drawings, specifications, and environmental permits. Following each week's site visits, Taylor will prepare a weekly construction observation progress report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events. As part of construction administration, we will review all payment requests and make payment recommendations to City staff. A total of \$98,666.00 is budgeted for construction phase services.

**Notably, Taylor will not direct the contractor's means, methods, or sequencing of construction. Taylor is not responsible for jobsite safety.**

Taylor will also attend on-site bi-monthly project meetings to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include representatives from the construction contractor, City staff and Taylor. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, definable features of work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship [per ASTM standards], pending contract modifications, changes and substitutions of materials, and other business, as appropriate. Taylor personnel will attend each of the on-site meetings and will clarify, if required, the design intent of various project design elements.

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the City, we will transmit this list to the contractor. Upon completion of outlined items, we will certify the project substantially complete. We have budgeted for one on-site meeting during this stage of the project. We will collect and review the following information from the contractor before project closeout: (1) final waiver and release of lien from all subcontractors and suppliers, (2) final pay application, (3) post-construction/as-built survey, (4) final contractor certification, and (5) final contractor affidavit.

We will help the City staff coordinate permit-related submittals. Following completion of the project, we will prepare a statement of completion and a certification in accordance with the FDEP and USACE permit requirements, if applicable.

**SCHEDULE**

We can begin work on this project upon receipt of your execution of this agreement. A preliminary schedule for Phase III and IV tasks is as follows. In this schedule, Tasks 5 and 6 will be performed concurrently.

<b>Phase III and IV Project Schedule</b>		
<b>Task</b>	<b>Description</b>	<b>Duration (Days)</b>
5	Preliminary Design	150
6	Environmental Permitting	270
7	Final Design, Technical Specifications, and Bid Documents	90
8	Bidding and Construction Phase Services (Not to Exceed Task)	TBD*

\*Bid assistance and construction phase services schedule is dependent upon City schedule for bid advertisement, bid timeframe allowance, and issuance of contractor’s notice to proceed.

**FEE ESTIMATE**

Taylor Engineering will perform the services described in Phases II, III and IV for a Not to Exceed fee of \$506,036.40 as outlined in ATTACHMENT A.

**– END SCOPE OF SERVICES –**

**TAYLOR ENGINEERING, INC.**  
**COST SUMMARY BY TASK**

<b>TASK 4.1: Preapplication Meeting</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	2.0	924.00	
Principal	\$294.00	2.0	588.00	
Senior Advisor/QC/Editor	\$312.00	2.0	624.00	
Senior Professional	\$211.00	40.0	8,440.00	
Project Professional	\$170.00	8.0	1,360.00	
Staff Professional	\$130.00	8.0	1,040.00	
Admin/Document Prep	\$80.00	8.0	640.00	
		<b>Total Labor Hours</b>	70.0	
		<b>Total Labor Cost</b>		<b>13,616.00</b>

**Total Task 4.1** **\$13,616.00**

<b>TASK 4.2: Canal Evaluation</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	7.0	3,234.00	
Principal	\$294.00	4.0	1,176.00	
Senior Professional	\$211.00	48.0	10,128.00	
Project Professional	\$170.00	16.0	2,720.00	
Sr. CAD/GIS	\$196.00	16.0	3,136.00	
Admin/Document Prep	\$80.00	4.0	320.00	
		<b>Total Labor Hours</b>	95.0	
		<b>Total Labor Cost</b>		<b>20,714.00</b>

**Total Task 4.2** **20,714.00**

<b>TASK 4.3: Prepare Presentation Materials for City Council and Public</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	10.0	4,620.00	
Principal	\$294.00	2.0	588.00	
Senior Professional	\$211.00	24.0	5,064.00	
Sr. CAD/GIS	\$196.00	8.0	1,568.00	
Admin/Document Prep	\$80.00	4.0	320.00	
		<b>Total Labor Hours</b>	48.0	
		<b>Total Labor Cost</b>		<b>12,160.00</b>
<b>Other Direct Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Cost</b>	
Mileage	120.0	0.65	78.00	
<b>Total Other Direct Costs</b>				<b>78.00</b>

**Total Task 4.3** **12,238.00**

<b>TASK 5.1: Dredge Design Template</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	4.0	1,848.00	
Principal	\$294.00	2.0	588.00	
Senior Advisor/QC/Editor	\$312.00	4.0	1,248.00	
Senior Professional	\$211.00	40.0	8,440.00	
Staff Professional	\$130.00	32.0	4,160.00	
Sr. CAD/GIS	\$196.00	80.0	15,680.00	
Admin/Document Prep	\$80.00	10.0	800.00	
Total Labor Hours		172.0		
Total Labor Cost				32,764.00
<b>Total Task 5.1</b>				<b>32,764.00</b>

<b>TASK 5.2: DMMA Reconnaissance and Preliminary Design</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	6.0	2,772.00	
Principal	\$294.00	6.0	1,764.00	
Senior Advisor/QC/Editor	\$312.00	20.0	6,240.00	
Program Manager	\$253.00	4.0	1,012.00	
Senior Professional	\$211.00	112.0	23,632.00	
Project Professional	\$170.00	16.0	2,720.00	
Staff Professional	\$130.00	16.0	2,080.00	
Sr. CAD/GIS	\$196.00	40.0	7,840.00	
Admin/Document Prep	\$80.00	10.0	800.00	
Total Labor Hours		230.0		
Total Labor Cost				48,860.00
<b>Other Direct Costs</b>				
Mileage (Truck)	120.0	0.54	64.80	
Mileage (Truck)	200.0	0.54	108.00	
Total Other Direct Costs				172.80
<b>Total Task 5.2</b>				<b>49,032.80</b>

**TASK 5.3: Bathymetric Survey (Optional and NTE)**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	2.0	924.00	
Principal	\$294.00	4.0	1,176.00	
Senior Professional	\$211.00	16.0	3,376.00	
Project Professional	\$170.00	70.0	11,900.00	
Staff Professional	\$130.00	60.0	7,800.00	
Sr. CAD/GIS	\$196.00	24.0	4,704.00	
Admin/Document Prep	\$80.00	8.0	640.00	
		<b>Total Labor Hours</b>	184.0	
		<b>Total Labor Cost</b>		30,520.00

<i>Other Direct Costs</i>	Quantity	Unit Cost	Cost	
Meals/Lodging	12.0	155.00	1,860.00	
Rental Car	7.0	110.00	770.00	
Mileage (Truck)	120.0	0.54	64.80	
Vessel	7.0	300.00	2,100.00	
		<b>Total Other Direct Costs</b>		4,794.80

<b>Total Task 5.3</b>	<b>\$35,314.80</b>
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**TASK 6.1: Sediment Sample Collection and Testing**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	1.0	462.00	
Principal	\$294.00	4.0	1,176.00	
Senior Professional	\$211.00	64.0	13,504.00	
Project Professional	\$170.00	32.0	5,440.00	
Staff Professional	\$130.00	36.0	4,680.00	
Admin/Document Prep	\$80.00	10.0	800.00	
		<b>Total Labor Hours</b>	147.0	
		<b>Total Labor Cost</b>		26,062.00

<i>Other Direct Costs</i>	Quantity	Unit Cost	Cost	
Meals/Lodging	2.0	155.00	310.00	
Mileage (Truck)	120.0	0.54	64.80	
Vessel	4.0	300.00	1,200.00	
Expendable Supplies	4.0	25.00	100.00	
Overnight Shipping	1.0	1,000.00	1,000.00	
Sample Chemical Analysis	32.0	650.00	20,800.00	
Grain Size Analysis	32.0	80.00	2,560.00	
		<b>Total Other Direct Costs</b>		26,034.80

<b>Total Task 6.1</b>	<b>52,096.80</b>
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**TASK 6.2: Environmental Resource Permit Application**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	4.0	1,848.00	
Principal	\$294.00	1.0	294.00	
Senior Advisor/QC/Editor	\$312.00	2.0	624.00	
Program Manager	\$253.00	4.0	1,012.00	
Senior Professional	\$211.00	60.0	12,660.00	
Project Professional	\$170.00	40.0	6,800.00	
Staff Professional	\$130.00	12.0	1,560.00	
Sr. CAD/GIS	\$196.00	40.0	7,840.00	
Admin/Document Prep	\$80.00	10.0	800.00	
		Total Labor Hours	173.0	
		Total Labor Cost		33,438.00

<b>Total Task 6.2</b>	<b>33,438.00</b>
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**TASK 6.3: Requests for Additional Information (RAI) and Coordination (NTE)**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	8.0	3,696.00	
Principal	\$294.00	1.0	294.00	
Senior Advisor/QC/Editor	\$312.00	4.0	1,248.00	
Program Manager	\$253.00	4.0	1,012.00	
Senior Professional	\$211.00	80.0	16,880.00	
Project Professional	\$170.00	20.0	3,400.00	
Staff Professional	\$130.00	12.0	1,560.00	
Sr. CAD/GIS	\$196.00	40.0	7,840.00	
Admin/Document Prep	\$80.00	8.0	640.00	
		Total Labor Hours	177.0	
		Total Labor Cost		36,570.00

<b>Total Task 6.3</b>	<b>36,570.00</b>
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**TASK 6.4: Evaluate and Apply for Potential Funding:**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	4.0	1,848.00	
Senior Advisor/QC/Editor	\$312.00	4.0	1,248.00	
Senior Professional	\$211.00	32.0	6,752.00	
Admin/Document Prep	\$80.00	2.0	160.00	
		Total Labor Hours	42.0	
		Total Labor Cost		10,008.00

<b>Total Task 6.4</b>	<b>10,008.00</b>
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**TASK 6.5: Develop Long Term Dredging Management Plan**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	2.0	924.00	
Principal	\$294.00	6.0	1,764.00	
Senior Advisor/QC/Editor	\$312.00	4.0	1,248.00	
Senior Professional	\$211.00	56.0	11,816.00	
Project Professional	\$170.00	16.0	2,720.00	
Sr. CAD/GIS	\$196.00	32.0	6,272.00	
Admin/Document Prep	\$80.00	4.0	320.00	
		Total Labor Hours	120.0	
		Total Labor Cost		25,064.00

<b>Total Task 6.5</b>	<b>\$25,064.00</b>
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**TASK 7: Final Design, Technical Specifications, and Bid Documents**

<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	10.0	4,620.00	
Principal	\$294.00	8.0	2,352.00	
Senior Advisor/QC/Editor	\$312.00	9.0	2,808.00	
Program Manager	\$253.00	38.0	9,614.00	
Senior Professional	\$211.00	134.0	28,274.00	
Project Professional	\$170.00	12.0	2,040.00	
Sr. CAD/GIS	\$196.00	100.0	19,600.00	
Admin/Document Prep	\$80.00	10.0	800.00	
		Total Labor Hours	321.0	
		Total Labor Cost		70,108.00

<b>Total Task 7</b>	<b>70,108.00</b>
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<b>TASK 8.1: Bid Assistance (NTE)</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	2.0	924.00	
Principal	\$294.00	4.0	1,176.00	
Senior Advisor/QC/Editor	\$312.00	4.0	1,248.00	
Senior Professional	\$211.00	60.0	12,660.00	
Admin/Document Prep	\$80.00	4.0	320.00	
		Total Labor Hours	74.0	
		Total Labor Cost		16,328.00
<b>Other Direct Costs</b>				
	Quantity	Unit Cost	Cost	
Mileage	120.0	0.65	78.00	
		Total Other Direct Costs		78.00
<b>Total Task 8.1</b>				<b>16,406.00</b>
<b>TASK 8.2: Construction Phase Services (NTE)</b>				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
President	\$462.00	13.0	6,006.00	
Principal	\$294.00	26.0	7,644.00	
Senior Advisor/QC/Editor	\$312.00	26.0	8,112.00	
Senior Professional	\$211.00	208.0	43,888.00	
Staff Professional	\$130.00	208.0	27,040.00	
Admin/Document Prep	\$80.00	24.0	1,920.00	
		Total Labor Hours	505.0	
		Total Labor Cost		94,610.00
<b>Other Direct Costs</b>				
	Quantity	Unit Cost	Cost	
Mileage	6,240.0	0.65	4,056.00	
		Total Other Direct Costs		4,056.00
<b>Total Task 8.2</b>				<b>98,666.00</b>
<b>Project Total</b>				<b>\$506,036.40</b>



**Memo**

To: Carmelo Morales, P.E, C.F.M, City of Palm Coast

From: Terence Cake, P.E.

Date: Friday, February 23, 2024

Re: City of Palm Coast Approximate Dredge Material Volume for Canal Dredging

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Following is a summary of estimated dredge volume and dredge cost per depth of the Palm Coast Saltwater Canal system. A precise measurement of dredge quantity cannot be calculated at this time because the sediment surface elevation is irregular and dredging the outside 20’ of each canal are not part of the City’s responsibility. Because of these variables, detailed dredging cuts must be designed for each canal to accurately delineate the dredge prism and determine the volume of dredge material to be removed. This design is included in Task 5 of the Scope of Work to be performed.

The following estimate is intended to bracket the dredge volume expected when dredging the entire canals system to -6’ NAVD88 and -8’ NAVD88. Dredging costs can fluctuate significantly in response to dredging demand following storm activity and the cost of diesel. This estimate is based on a dredging cost of \$40 per cubic yard (cy).

Dredge Depth (Feet NAVD88)	Miles to be Dredged	Approximate Dredge Volume (cy)		Cost Estimate	
		Minimum	Maximum	Minimum	Maximum
0 to -6	13	250,000	500,000	\$10,000,000	\$20,000,000
0 to -8	24	700,000	1,450,000	\$28,000,000	\$58,000,000

Task 4.2 in the Scope of Work to be performed will evaluate the canal system to determine the optimal dredge depth. For example, there may be little benefit from dredging some of the canals to -8’ if large vessel navigation to those canals is restricted due to bridge clearance. As such, the optimal dredge depths may be a mix of -6’ in some canals and -8’ in other canals. Other depths may also be considered during the evaluation.

I am available to discuss the above at your convenience.

Terry

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 9, 2024

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>	
<b>Division</b>	PLANNING	<b>Account #</b>	
<b>Subject:</b> RESOLUTION 2024-XX APPROVING AMENDING RESOLUTION 2009-114 BY INCREASING THE LAND DEVELOPMENT SITE PERMITTING AND INSPECTION FEES; AMENDING RESOLUTION 2004-44 BY INCREASING THE RENTAL REGISTRATION FEES			
<b>Presenter:</b> Phong Nguyen, Senior Planner and Virginia Smith, Land Development Administrator			
<b>Attachments:</b>			
<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Resolution</li> <li>3. Exhibit A - Fee Schedule</li> </ol>			
<b>Background:</b>			
<b>This is a legislative item.</b>			
<p>In 2023, City Council requested City Staff to review the Land Development Fee Schedule and Site Permitting and Inspection Fee Schedule.</p> <p>In 2009, City Council adopted Resolution 2009-114 Land Development Fee Schedule and the Site Permitting and Inspection Fee Schedule, and the Resolution was amended by Resolutions 2010-108 and 2010-169. It is important to note the fees have not increased since 2009.</p> <p>Development trends for the City of Palm Coast slowed down from 2009 through 2012. A regrowth occurred again after 2012. Growth remained at slow steady rate over the next eight years. Then came the COVID years, and the trend again slowed from 2020 through 2021. The City has seen another growth spurt since 2021 to present.</p> <p>Since Council requested staff to review the planning fee schedule, staff studied the fees of the surrounding area and reviewed costs, and determined the increased fees more accurately reflect City costs and inflation. Staff proposes to keep with fees charged by similar local governments by increasing the rates by the CPI index since 2009 of 43.4%. Although this is a high percentage value, this is a modest increase in dollar value. Staff is also recommending several new fees for Council’s consideration to keep with fees charged by similar local governments as shown in the agenda item.</p> <p>In addition, at Council’s request, this item includes the proposal to increase rental registrations fees. This item also proposes to amend Resolution 2004-44 by increasing the rental registration fee previously adopted by City Council from \$5.00 to \$35.00 annually for each rental registration.</p>			

Both Section 2.05.01D of the Land Development Code and City Code Section 17-39(e) provide that City Council is authorized to set these fees by resolution. The proposed increases would not be effective until 60 days from Council's approval.

**Recommended Action:**

**ADOPT RESOLUTION 2024-XX AMENDING RESOLUTION 2009-114 BY INCREASING THE LAND DEVELOPMENT SITE PERMITTING AND INSPECTION FEES; AMENDING RESOLUTION 2004-44 BY INCREASING THE RENTAL REGISTRATION FEES**

# City of Palm Coast



Land Development Fee Schedule,  
Site Permitting and Inspection Fee  
Schedule, and Rental Registration Fee

**Community Development Department**

**Presented by:**

**Phong Nguyen, Senior Planner and**

**Virginia Smith, Land Management Administrator**

## Fee Schedules

- In 2009, Council adopted Resolution 2009-114 Land Development Fee Schedule and the Site Permitting and Inspection Fee Schedule, as amended by Resolutions 2010-108 and 2010-169.
- In 2004, City Council adopted Resolution 2004-44 Rental Registration Fees.
- **Fees have not increased since 2009 and 2004 respectively.**
- In 2023, City Council requested Staff review the Land Development Fee Schedule and Site Permitting and Inspection Fee Schedule.



## Proposed new fees

- In accordance with Sec. 2.05.01 (D) City Council provided authority to the Land Use Administrator to bring forth a resolution for Council to consider fee adjustments, as needed, from time-to-time.
- Per CPI index 43.4% increase from 2009 schedule based on staff comparison of near localities.





## II. DEVELOPMENT REVIEW FEES

### City of Palm Coast current fees

### Proposed Fees Consumer Price Index (CPI) Increase from 2009

#### Description

<p>A Master Site Plans</p>	<p>\$400 + \$3.00/1,000 sq. ft. over 10,000 sq. ft. Commercial building floor area            \$400 + \$3/ dwelling unit - Multifamily with more than 20 dwelling units            \$400 Multifamily with 20 dwelling units or less.</p>	<p>\$574.00 plus \$4.50 per 1,000 sq. ft. over 10,000 sq. ft.            Commercial building floor area            \$574.00 plus \$4.50 per dwelling unit - Multifamily with More than 20 dwelling units            \$574.00 Multifamily with 20 dwelling units or &lt;</p>
<p>B Technical Site Plans</p>	<p>\$400. Commercial buildings with 10,000 sq. ft. of area or less            \$400 plus 3.00 per 1,000 sq. ft. over 10,000 sq. ft: Commercial buildings with more than 10,000 sq. ft. of floor area            \$400 plus \$3 per dwelling unit - Multifamily with</p>	<p>\$574.00 Commercial buildings with 10,000 sq. ft. of area or &lt;.            \$574.00 plus \$4.50 per 1,000 sq. ft. over 10,000 sq. ft:            Commercial buildings with more than 10,000 sq. ft. of floor area</p>
<p>C Subdivision Master Plan</p>	<p>\$250 or \$25 per acre whichever is greater</p>	<p>\$359 or \$36 per acre whichever is greater</p>

**Proposed New Categorical Fees for Council's consideration currently performed by City staff**



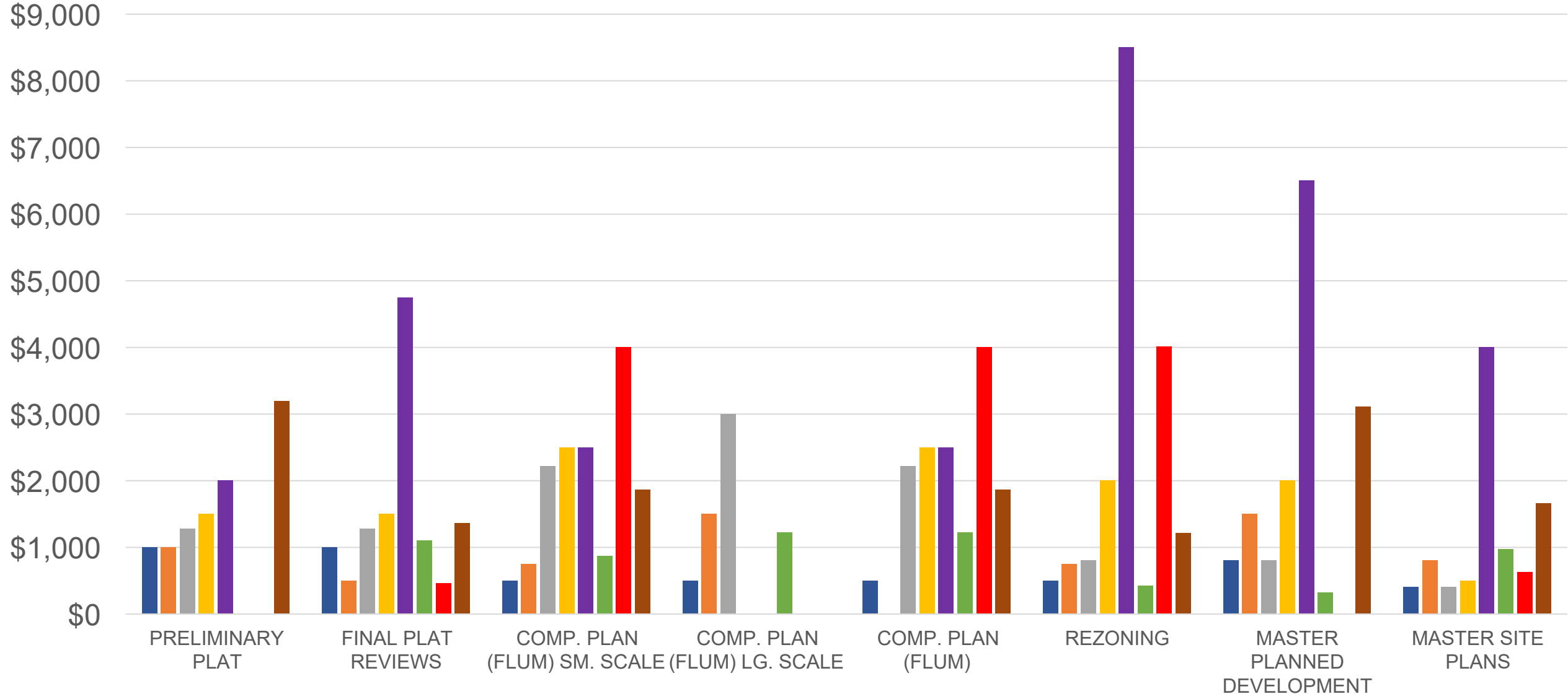
	Proposal of New Fees Description	Proposed New Fee
	I. Administrative Fees	
A	Attorney Fees (Plat reviews, land transactions-agreements, deeds/easements)	Actual cost
B	Second party Surveyor Fees	Actual Cost
C	Rental Registration	<del>\$5.00</del> -\$35.00

III. Land Use Application Fees		
A	Annexation	\$1,000.00
B	License Agreements/Right-of-Way Utilization Agreements	\$75.00
C	Community Development Districts creation	\$15,000 (per Statutes)
D	Community Development District modification	\$15,000 (per Statutes)
E	DRI Essentially Buildout Agreement	\$1,150 plus \$36/acre *excludes conservation lands

**COMPARISON FEES WITH  
CURRENT AND A CPI INDEX  
INCREASE FOR CITY OF  
PALM COAST**

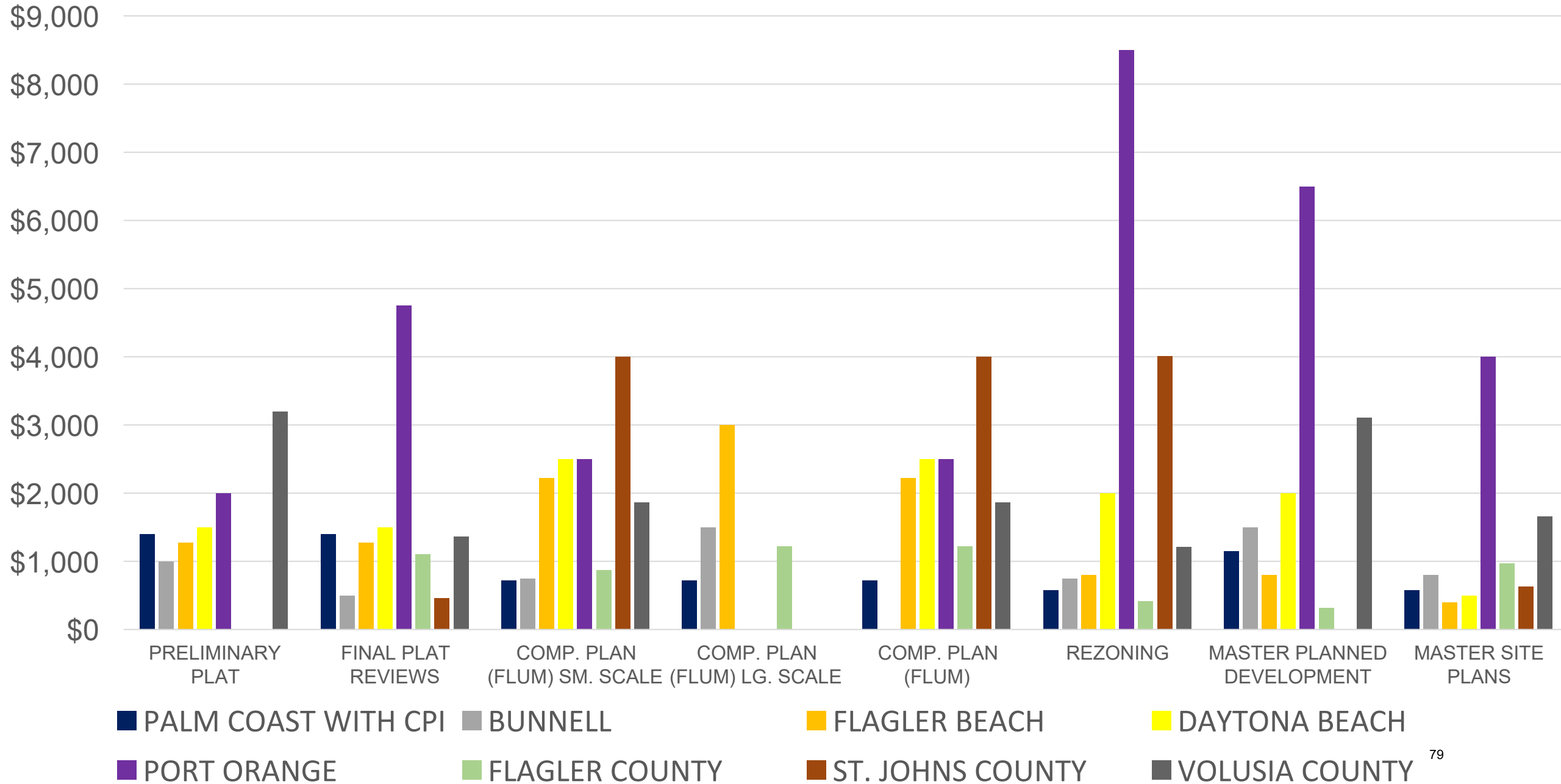


# CURRENT REVIEW FEES COMPARISON



- PALM COAST 2009
- BUNNELL
- FLAGLER BEACH
- DAYTONA BEACH
- PORT ORANGE
- FLAGLER COUNTY
- ST. JOHNS COUNTY
- VOLUSIA COUNTY

# PROPOSED REVIEW FEES WITH CPI INDEX INCREASE



## Staff Recommendation:

City Staff recommends City Council adopt Resolution 2024-XX approving the revised Fee Schedule with a CPI index along with newly proposed Fees and the Rental Registration Fee increase as proposed and increase the fees annually based upon an annual CPI index.





**RESOLUTION 2024-\_\_\_\_**  
**AMENDING LAND DEVELOPMENT FEE SCHEDULE, SITE PERMITTING,**  
**INSPECTION FEE SCHEDULE, AND RENTAL REGISTRATION FEE**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AMENDING RESOLUTION 2009-114 BY INCREASING THE LAND DEVELOPMENT, SITE PERMITTING AND INSPECTION FEES; AMENDING RESOLUTION 2004-44 BY INCREASING THE RENTAL REGISTRATION FEES; PROVIDING FOR ANNUAL CONSUMER PRICE INCREASES; PROVIDING FOR SEVERABILITY, CONFLICTS, IMPLEMENTING ACTIONS, AND AN EFFECTIVE DATE**

**WHEREAS**, the City of Palm Coast desires to amend Resolution 2009-114 relating to the land development fee schedule and the site permitting and inspection fee schedules, and Resolution 2004-44 regarding rental registration fees; and

**WHEREAS**, the City of Palm Coast has the authority to impose fees as established in the City of Palm Coast Land Development Code Section 2.02.01(f) and

**WHEREAS**, Section 2.05.01D of the Land Development Code and City Code Section 17-39(e) provide that City Council is authorized to set these fees by resolution; and

**WHEREAS**, the City has studied the fees and determined that the increased fees more accurately reflect City costs and inflation, and are in keeping with fees charged by similar local governments; and

**WHEREAS**, the City of Palm Coast desires to increase the fees on an annual basis based upon the annual Consumer Price Index, which reflects the City's increased costs due to inflation; and

**WHEREAS**, the City of Palm Coast desires to provide at least 60 days from the date of this Resolution before implementing the new proposed fees stated in this Resolution.

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

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

**SECTION 2. INCREASING THE LAND DEVELOPMENT, SITE PERMITTING, AND RENTAL REGISTRATION FEES.**

A. The City Council of the City of Palm Coast hereby approves amending Resolution 2009-114 relating to the fee schedules for the land development fees and site permitting and inspection fees, as attached hereto and incorporated herein by reference as Exhibit “A.”

B. The City Council of the City of Palm Coast hereby approves amending Resolution 2004-44 by increasing the rental registration fee previously adopted by City Council from \$5.00 to \$35.00 annually for each rental registration, as attached hereto and incorporated herein by reference as Exhibit “A.”

C. The City Council of the City of Palm Coast hereby approves increasing the fees on an annual basis based upon the annual Consumer Price Index.

**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, including Resolutions 2004-44 and 2009-11, 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 become effective 60 days from adoption.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 16<sup>th</sup> day of April 2024.

ATTEST:

CITY OF PALM COAST

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

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY

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

Attachment: Exhibit “A” – Land Development Fees and Site Permitting Inspection Fee Schedule and Rental Registration

	<b>I. ADMINISTRATIVE FEES</b>	<b>City of Palm Coast current fees</b>	<b>Proposed Fees Consumer Price Index (CPI) Increase from 2009</b>
	<b>Description</b>		
A	Abated Application	\$100.00	\$144.00
B	<del>Home Occupation Development Order</del>	<del>\$100.00</del>	
B	Home Occupation Review		\$20.00
C	Binding Lot/Recission	\$50.00	\$72.00
D	State Application Zoning Review (i.e. Alcoholic Beverage License, ALF Licenses, etc.)	\$40.00	\$57.00
E	Flood Zone Determination Letter	\$40.00	\$57.00
F	Land Use Verification Letter (per lot/property)	\$40.00	\$57.00
G	Recording Fees (per Clerk of Court)	\$10 first page \$8.50 each additional page	No change <u>Plat recordings \$50.00 + Clerk of Court fees</u>
H	Continuance requested by Applicant	\$50.00	\$72.00
I	Rental Registration	\$5.00 annual	\$35.00 annual
J	Non Compliance Inspection for rental registration	\$50.00 per reinspection per unit	\$50.00 per reinspection per unit

	<b>II. DEVELOPMENT REVIEW FEES</b>	<b>City of Palm Coast current fees</b>	<b>Proposed Fees Consumer Price Index (CPI) Increase from 2009</b>
	<b>Description</b>		
A	Master Site Plans	\$400 + \$3.00/1,000 sq. ft. over 10,000 sq. ft. Commercial building floor area \$400 + \$3/ dwelling unit - Multifamily with more than 20 dwelling units \$400 Multifamily with 20 dwelling units or less.	\$574.00 plus \$4.50 per 1,000 sq. ft. over 10,000 sq. ft. Commercial building floor area \$574.00 plus \$4.50 per dwelling unit - Multifamily with More than 20 dwelling units \$574.00 Multifamily with 20 dwelling units or <.
B	Technical Site Plans	\$400.Commercial buildings with 10,000 sq. ft. of area or less \$400 plus 3.00 per 1,000 sq. ft. over 10,000 sq. ft: Commercial buildings with more than 10,000 sq. ft. of floor area \$400 plus \$3 per dwelling unit - Multifamily with	\$574.00 Commercial buildings with 10,000 sq. ft. of area or <. \$574.00 plus \$4.50 per 1,000 sq. ft. over 10,000 sq. ft: Commercial buildings with more than 10,000 sq. ft. of floor area
C	Subdivision Master Plan	\$250 or \$25 per acre whichever is greater	\$359 or \$36 per acre whichever is greater
D	Subdivision Preliminary Plat	1,000 plus \$25 per lot	\$1400 plus \$36 per lot
E	Subdivision Final Plat	1,000 plus \$15 per lot	\$1400 plus \$22 per lot
F	Subdivision Nonstatutory	\$250 or \$25 per acre whichever is greater	\$359 or \$36 per acre whichever is greater

G	Pre-application Compliance Review	\$1,500.00	\$2,200.00
H	Resubmittal Fees	25% of original application fee; after 2nd submittal	25% of original application fee; after 2nd submittal
I	Development Order	Part of Application Packet	Part of Application Packet
J	Development Order Modification	25% of original application fee	25% of original application fee
K	Development Order Extension	\$200.00	\$287.00
L	Minor Site Plan	\$125. Administrative \$20 Site plan \$40 Inspection	\$179 Administrative \$29.00 Site Plan \$57.00 Inspection
M	Appeals	\$500 - Refundable if overturned	\$700.00
N	Developments of Regional Impact (DRI)	\$1,500 plus \$25 per acre or additional fraction thereof plus \$5 per dwelling unit	\$2,151. plus \$36.00 per acre or additional fraction thereof plus \$7.00 per dwelling unit
O	Future Land Use Map Amendment Large Scale	\$500 plus \$5 per acre when total land area is greater than 1.00 acre or less \$500 plus \$5 per acre when total land area is greater than 1.00 acre but less than 10 acres \$1,000 plus \$20 per acre when total land area is 10.00 acres or greater	\$717.00 plus \$7.00 per acre when total land area is greater than 1.00 acre or less \$717.00 plus \$7.00 per acre when total land area is greater than 1.00 acre but less than 10 acres \$1,434.00 plus \$29.00 per acre when total land area is 10.00 acres or greater

	<b>III. Land Use Application Fees</b>	<b>City of Palm Coast current fees</b>	<b>Proposed Fees Consumer Price Index (CPI) Increase from 2009</b>
	<b>Description</b>		
A	Special Exception	\$200 plus \$25 per acre	\$287 plus \$36 per acre
B	<u>Creation/Vacation of Easement/Street/Plat</u>	\$500.00	\$717.00
C	Variance	\$200.00	\$287.00
D	Administrative Deviation of Development Standards	\$250.00	\$359.00
E	Zoning Map Amendment	\$400 when total land area requested for rezoning is 1.0 acre or <. \$400 plus \$25 per acre or any fraction thereof when total land area requested or rezoning is 1.01 acres or more.	\$574.00 when total land area requested for rezoning is 1.0 acre or <. \$574.00 plus \$36.00 per acre or any fraction thereof when total land area requested or rezoning is 1.01 acres or more.
F	Zoning Map Amendment - Master Planned Development (MPD)	\$800 plus \$25 per acre	\$1,150 plus \$36 per acre
G	Amendment MPD	\$400 plus \$25 per acre or any additional fraction thereof impacted by proposed change.	\$574 plus \$36 per acre of applicable amendment area
H	Resubmittal Fees	25% of original application fee; after 2nd submittal	25% of original application fee; after 2nd submittal

	<b>IV. Concurrency</b>	<b>City of Palm Coast current fees</b>	<b>Proposed Fees Consumer Price Index (CPI) Increase from 2009</b>
	<b>Description</b>		
A	Concurrency Application/Modification	\$250.00	\$360.00
B	School Concurrency Proportionate Share Mitigation Agreement	As determined by Flagler Schools as set by Interlocal Agreement	As determined by Flagler Schools as set by Interlocal Agreement
C	Deferral Affidavit or Evaluation	\$125.00	\$170.00
D	Proportionate Fair Share Agreement Application	\$500.00	Option A \$4,093 Fee will be assessed at the Option B or C fee prior to application and/or during application review if determined by the County substantial review is necessary to accommodate waiver and/or special request \$8,186 plus cost of advertising



	<b>V. Field Compliance Review and Technical Service</b>	<b>City of Palm Coast current fees</b>	<b>Proposed Fees Consumer Price Index (CPI) Increase from 2009</b>
	<b>Description</b>		
A	Environmental/Arborist/Landscape Services	\$30/50 per hour	75.00 per hour
B	Technical Review for FEMA Map Revisions and Base Flood Elevations	\$500.00	\$717.00
C	Tree Bank Fund	\$275 Sabal Palm \$220 Shade Tree (2" cal) or Understory (1-1/2" cal) 30 gal \$580 Shade Tree (3-1/2" cal)	At market price for Sabal Palm, Shade Tree (2" cal) or Understory (1-1/2" cal) 30 gal and (3-1/2" cal)
D	Sidewalk Fund	\$35 per linear foot	\$50.55 per linear foot
	<b>Site Development Permitting Fee Schedule</b>	<b>City of Palm Coast current fees</b>	<b>Proposed Fees Consumer Price Index (CPI) Increase from 2009</b>
	<b>Description</b>		
A	Administrative	\$125.00	\$179.00
B	Site Plan	\$20.00	\$29.00
C	Inspection	\$40.00	\$57.00

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 9, 2024

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> AGENDA WORKSHEET AND CALENDAR	
<b>Presenter:</b> Kaley Cook, City Clerk	
<b>Attachments:</b> 1. Worksheet 2. Calendar	
<b>Background:</b>	
<b>Recommended Action:</b>	

	<b>APRIL 16, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Proclamation	Sexual Assault Awareness Month	Cook
Proclamation	Community Volunteer Month	Cook
Proclamation	Military Appreciation Month	Kershaw
Proclamation	Walk Against Violence in Honor of Curtis Gray	Kershaw
Appointment	Residential Drainage Citizen Advisory Committee	Smith
Appointment	Volunteer Firefighter Pension Board	Berryhill
Appointment	BEAC	Smith
Ordinance 1st	Neighborhood Meeting Increase to 500 ft	Smith
Resolution	Amendment to Resolution 2009-114, Increasing Fees	Nguyen
Resolution	Flagler Village Phase 1 Final Plat	Lens/Leap
Resolution	Colbert Landings Phase 1 Final Plat	Lens/Leap
Resolution	Matanzas Cove Final Plat	Lens/Leap
Resolution	Somerset Phase 1 Final Plat	Lens
Resolution	Piggyback for Generator Maintenance and Repairs	Roussell
Resolution	Approval of LMS Submission for HMGP Funding	Rogers
Resolution	FDOT Agreement for Belle Terre Safety Improvements	Cote
Resolution	FDOT Agreement for Old Kings Road North Phase 2 Widening	Cote
	<b>APRIL 23, 2024 SPECIAL BUDGET WORKSHOP</b>	<b>PRESENTER</b>
Presentation	Review of Year-To-Date Budget	Alves
Presentation	Department Overview: Parks & Recreation	Departmental
Presentation	Strategic Action Plan	Johnston
	<b>MAY 7, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Proclamation	National Preservation Month	Cook
Proclamation	Water Safety Month	Hirst
Proclamation	National Tennis Month	Hirst
Proclamation	Elks National Youth Week	Cook
Resolution	Southern Recreation Center USTA Grant and Court Expenses	Gebo
Presentation	Citizens Academy Graduation	Kershaw
Ordinance 2nd	Neighborhood Meeting Increase to 500 ft	Smith
	<b>MAY 14 , 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Comprehensive Plan	Tyner/Consultant
Presentation	Community Center Parking Expansion Update	Cote
	<b>MAY 21, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Work Order with Wright-Pierce for Water Treatment Facility #3 Expansion Design	Blake
	<b>MAY 28, 2024 SPECIAL BUDGET WORKSHOP</b>	<b>PRESENTER</b>
Presentation	Flagler County Sheriff's Office	FCSO
Presentation	Department Overview: Utility, Public Works, Stormwater	Departmental
	<b>JUNE 4, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Strategic Action Plan Priorities	Johnston
	<b>JUNE 11, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Wireless Master Plan	Akins/Lens
Presentation	Comprehensive Plan	Tyner
	<b>JUNE 18, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>JUNE 25, 2024 SPECIAL BUDGET WORKSHOP</b>	<b>PRESENTER</b>
Presentation	Strategic Action Plan Q3 Council Priority Update and Presentation	Johnston
Presentation	Revenue Restrictions and Overview of Property Taxes and TRIM	Alves
Presentation	Comprehensive Plan	Tyner

	<b>JULY 2, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>JULY 9, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Proposed General Fund, Facilities, IT Budget, and TRIM Rate Discussion	Alves
	<b>JULY 16, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>July 23, 2024 SPECIAL BUDGET WORKSHOP</b>	<b>PRESENTER</b>
Presentation	Presentation of Proposed Water and Wastewater Utility, Stormwater, Collection and Sanitation, IT Enterprise & Building Fund Budgets	Departmental
	<b>AUGUST 6, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>AUGUST 13, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Capital, Fleet, Special Revenue, Proposed Budget for All Remaining Funds	Departmental
	<b>AUGUST 20, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>AUGUST 27, 2024 SPECIAL BUDGET WORKSHOP</b>	<b>PRESENTER</b>
Presentation	Final Proposed Budget for FY 2024 (All Funds)	Alves
	<b>SEPTEMBER 3, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Certifying the 2024 Primary Election Results	Cook
	<b>SEPTEMBER 5, 2024 SPECIAL BUSINESS MEETING - TENTATIVE BUDGET</b>	<b>PRESENTER</b>
Resolution	Tentative Millage Rate Resolution and Budget Resolution	Alves
	<b>SEPTEMBER 10, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>SEPTEMBER 17, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>SEPTEMBER 18, 2024 SPECIAL BUSINESS MEETING - FINAL BUDGET HEARING</b>	<b>PRESENTER</b>
Resolution	Final Millage Rate Resolution, Budget Resolution, Fleet Resolution	Alves
	<b>OCTOBER 1, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>OCTOBER 8, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>OCTOBER 15, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>NOVEMBER 5, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Presentation	Citizens Academy Graduation	Kershaw
Proclamation	World Sanfilippo Awareness Day	Kershaw
	<b>NOVEMBER 12, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>NOVEMBER 19, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>DECEMBER 3, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Approving the Final 2024 General Election Results	Cook
Oath	Oath of Office for Newly Elected Council Members	Cook
Appointment	Vice Mayor Appointment	Cook
Appointment	Council Liaison Appointments	Cook
	<b>DECEMBER 10, 2024 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>DECEMBER 17, 2024 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>Future</b>	<b>PRESENTER</b>

Resolution	Contract for Data Services for Flagler Schools A1A Facility	Akins
Presentation	Stormwater Equipment Loan	Alves/Cote
Resolution	Cleaning and Rehabilitation of Ground Storage Tank at Waste Water Plant 1	Ashburn
Resolution	Reuse Distribution System Filtration Upgrades	Ashburn
Resolution	Above Ground Piping Rehab for Water Treatment Plant 1	Ashburn
Resolution	Waste Water Plant #1 Service Pump Upgrades	Ashburn
Resolution	Accepting a Donation from Knights of Columbus/Lease Agreement for a Baby Box	Berryhill/Juliano
Resolution	Work Order with McKim & Creed for Utility Pump Station 57-4 Design Services	Blake
Resolution	Old King's Road Design Force Main to Water Treatment Plant 1	Blake
Resolution	Construction Contract for the Old Kings Road Force Main to Waste Water Treatment	Blake
Resolution	Construction Contract for the Water Treatment Plant 1 Generator Project	Blake
Resolution	Construction Contract for the Equip Wells SW-1, SW-2 & SW-3 for Water Treatment	Blake
Resolution	Construction Contract for the Waste Water Treatment Plant 1 Sludge Dewatering pr	Blake
Resolution	Construction Contract for Old Kings Road Widening North Phase 2	Cote
Resolution	Matanzas/ Belle Terre Intersection (Right of Way)	Cote
Resolution	OKR South Phase 2 - Engineering Design Services	Cote
Resolution	FDOT Agreement for Old Kings Road South Phase 2 Study	Cote
Resolution	FPL Relocation Agreement for Matanzas Woods/Palm Coast Parkway Connector Lo	Cote
Resolution	Construction Contract for Whiteview Parkway Improvements	Cote
Resolution	Construction Manager Agreement for Matanzas Woods/Palm Coast Parkway Conne	Cote
Resolution	Matanzas Woods/Palm coast Parkway Connector Loop CM Agreement Guaranteed Maximum Price Amendment for Phase 1 Construction	Cote/Crawford
Resolution	Guaranteed Maximum Price Amendment for the Maintenance Operations Center	Cote/Gebo
Resolution	Occupational Services	Fuller
Resolution	Grant Agreement for Fire Station 26	Gebo
Resolution	Palm Coast Parkway Banners - Childhood Cancer Awareness	Gonzalez
Resolution	Code Board Attorney Services	Grossman
Ordinance	No Smoking Ordinance	Hirst
Resolution	Colbert Landings Phase I	Leap/Lens
Ordinance	Sawmill Branch Phase 6	Lens
Resolution	Flagler Village Final Plan	Lens/Leap
Resolution	Reverie at Palm Coast Phase II	Lens/Leap
Resolution	Hammock at Palm Harbor	Lens/Leap
Resolution	Seminole Palms Phase I	Lens/Leap
Resolution	Retreat at Town Center Phase II	Lens/Leap
Resolution	Sawmill Branch Phase 7A Final Plat	Lens/Leap
Resolution	Installation Of New and Replacement PEP Tanks	Melley
Resolution	K-Section Drainage Improvements Additional Design	Morales
Resolution	Blare and Colbert Culvert Crossing Upgrades	Morales
Resolution	Grant Agreement for P-1 Weir Replacement	Morales
Ordinance	Atlee Annexation	Nguyen
Resolution	Tract 8 Town Center	Nguyen
Resolution	The Station at Town Center - TH - Town Center Tracts 18B & 18C	Nguyen/Lens
Ordinance	Lakeside Estates Future Land Use Map	Papa
Resolution	Pre-Annexation Agreement for Airport Commons II	Papa
Presentation	Update to LHAP	Papa/Gonzales
Resolution	800 Matanzas Woods Parkway Easement	Smith
Resolution	Code Hearing Officer Contract	Smith
Resolution	Reverie Plat	Smith
Presentation	Exterior Paint Colors	Tyner



**Meeting Calendar for 4/16/2024 through 8/1/2024**

**4/16/2024 9:00 AM**

City Council Business Meeting  
City Hall

**4/17/2024 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**4/23/2024 9:00 AM**

City Council Special Budget Workshop  
City Hall

**4/25/2024 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**5/1/2024 10:00 AM**

Code Enforcement Board  
City Hall

**5/7/2024 6:00 PM**

City Council Business Meeting  
City Hall

**5/14/2024 9:00 AM**

City Council Workshop  
City Hall

**5/15/2024 5:30 PM**

Planning & Land Development Regulation Board  
City Hall



**Meeting Calendar for 4/16/2024 through 8/1/2024**

**5/21/2024 9:00 AM**

City Council Business Meeting

City Hall

**5/23/2024 5:00 PM**

Beautification and Environmental Advisory Committee

City Hall

**5/28/2024 9:00 AM**

City Council Special Workshop

City Hall

**6/4/2024 10:00 AM**

Animal Control Hearing

City Hall

**6/4/2024 6:00 PM**

City Council Business Meeting

City Hall

**6/5/2024 10:00 AM**

Code Enforcement Board

City Hall

**6/11/2024 9:00 AM**

City Council Workshop

City Hall

**6/18/2024 9:00 AM**

City Council Business Meeting

City Hall



**Meeting Calendar for 4/16/2024 through 8/1/2024**

**6/18/2024 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**6/25/2024 9:00 AM**

City Council Special Workshop  
City Hall

**6/27/2024 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**7/2/2024 6:00 PM**

City Council Business Meeting  
City Hall

**7/3/2024 10:00 AM**

Code Enforcement Board  
City Hall

**7/9/2024 9:00 AM**

City Council Workshop  
City Hall

**7/16/2024 9:00 AM**

City Council Business Meeting  
City Hall

**7/17/2024 5:30 PM**

Planning & Land Development Regulation Board  
City Hall





**Meeting Calendar for 4/16/2024 through 8/1/2024**

**7/23/2024 9:00 AM**

City Council Special Workshop

City Hall

**7/25/2024 5:00 PM**

Beautification and Environmental Advisory Committee

City Hall