

City of Palm Coast, Florida Agenda Item

Agenda Date: February 13, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	ENGINEERING	Account #
Subject: PRESENTATION - INFILL LOT UPDATE		
Presenter: Lynn Stevens, Deputy Director of Stormwater & Engineering and Carl Cote, Director of Stormwater & Engineering		
Attachments: <ul style="list-style-type: none">1. Presentation2. Board Application3. Draft Resolution		
Background: Council Priority: D. Sustainable Environment and Infrastructure During the December 12, 2023, and January 16, 2024, Council workshop meetings, City Council provided staff direction to provide information on historical, current, and future information on the issues of flooding in Palm Coast. This included a 3-pronged approach: infill lot fact gathering, technical manual modifications, and funding sources. In addition, staff was asked to provide recommendation on creating a Citizens Committee for residential flooding issues. This report provides the information.		
Recommended Action: FOR PRESENTATION AND DIRECTION FROM COUNCIL		



Infill Lot Drainage

Stormwater & Engineering
Department

February 13, 2024

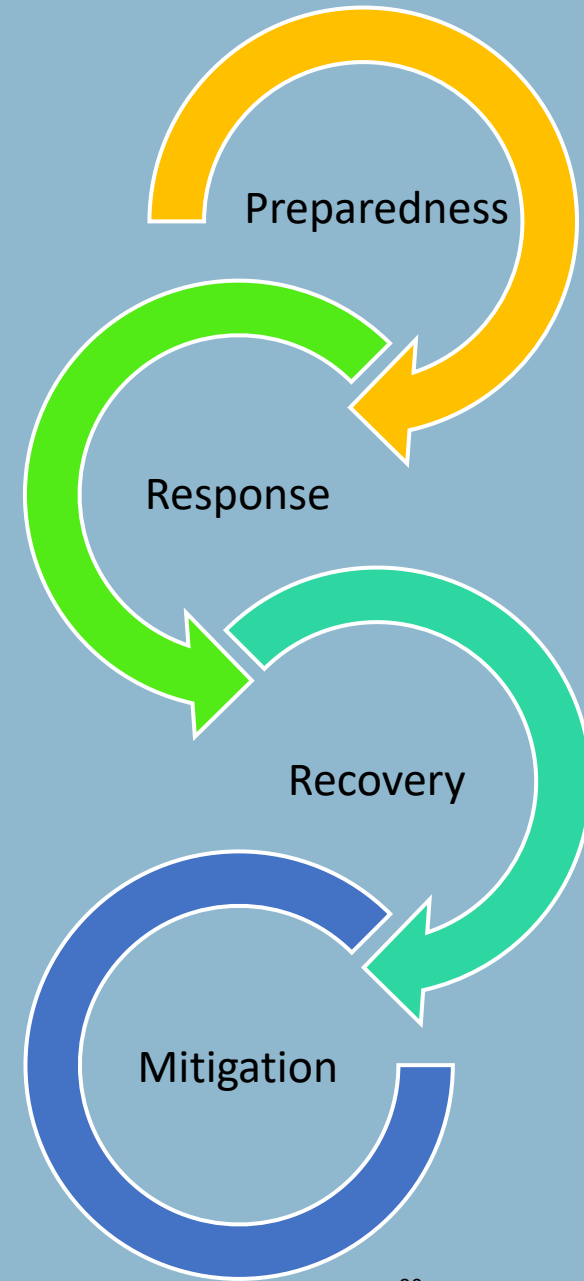
Agenda

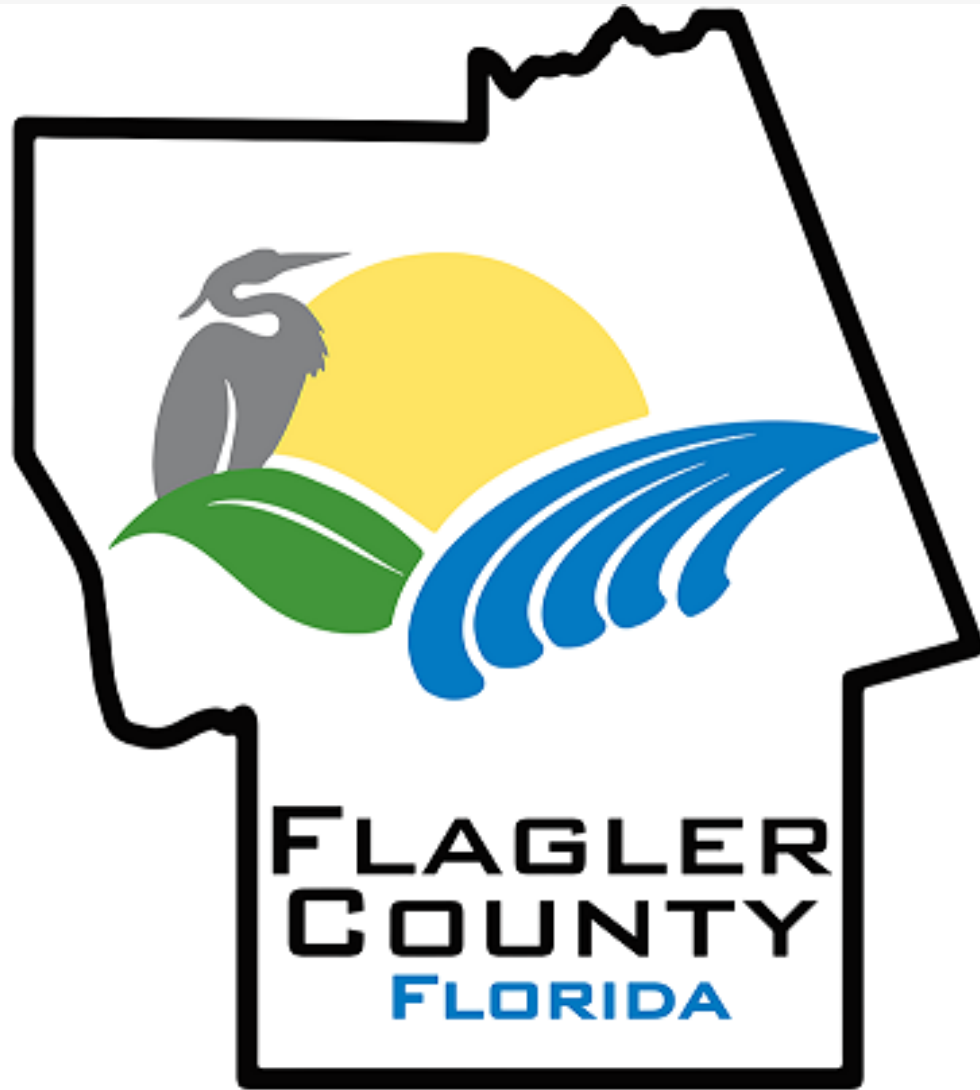
- Emergency Management
- Stormwater Modeling
- Task Force
 - Infill Lot Assessment Data
 - Technical Manual
 - Codes & Ordinances
- Citizen Committee
 - Formation
 - Goals / Tasks
 - Findings
 - Recommended Remedies
 - Funding Sources & Grants
- Next Steps



Emergency Management

- Purpose
- Weather Patterns and Current Conditions
- Definition of Flooding & Flood Insurance
- Local Mitigation Strategy (LMS)
- Flagler County Vulnerability Assessment
- Community Rating System (CRS)





**FLAGLER
COUNTY**
FLORIDA

EMERGENCY MANAGEMENT

Flooding from an Emergency Management Perspective

February 2024

Flagler County Emergency Management

www.FlaglerCounty.gov/emergency

EOC@FlaglerCounty.gov - 386.313.4200

Climate - Rainfall



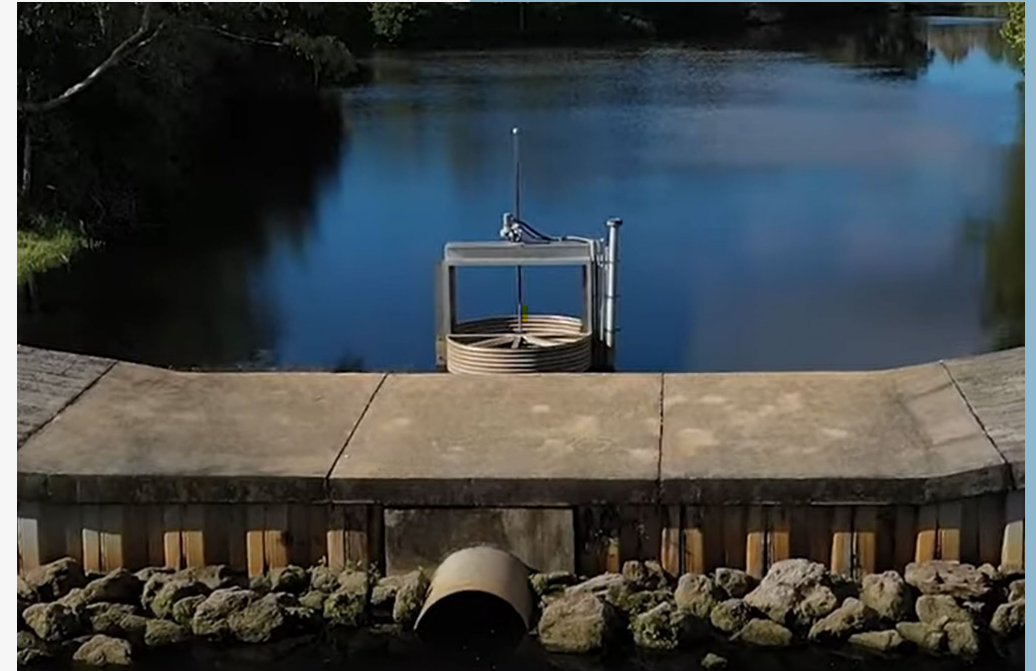
- 25 Year Average (50" – 63")
- 10 Year Average (57" – 67")
- 5 Year Average (56" – 66")
- Notable Years over 70"
 - WTP 1: 01, 13-14, 17-18, 22-23
 - WTP 2: 05, 17, 18
 - EOC: 17,
- Generally, more rain than 25 years ago
- Sea-level rise impacts waterfront properties and storm system draining.

Flooding becomes an
Emergency Management issue
when it threatens lives.



Flood Management

- Stormwater Management
 - Key to community safety, not just protecting lives but property too.
 - Palm Coast has a very proactive stormwater program that includes canals, pumps, and even swales.
 - All programs have limitations - \$\$\$
- NFIP / Community Rating System
 - Federal program with incentives
 - Provides NFIP policy discounts
 - Palm Coast is a Class 4 (30% discount) on NFIP policies
- Grants
 - Participating communities
 - Impacted property owners with NFIP policies



Even if you aren't required to have flood insurance:
All Floridians should have it!



Looking Forward



- For all Florida communities, worsening flooding is a concern
 - Sea Level Rise
 - Increased Rainfall
 - Growth & Development
- Building Codes and Property Elevation
 - Needed for community resiliency
 - Older / lack-of codes did not adequately protect for the future.
 - Enforcement is key to limit impacts on existing properties and to secure the future
- Resiliency & Mitigation Programs
 - Growing national focus (\$1 → \$6)
 - Federal Incentives FEMA: Local Mitigation Strategy
 - Hazard Mitigation Grant Program
 - Flood Mitigation Grant Program
 - Building Resilient Infrastructure & Communities
 - Safeguarding Tomorrow through On-going Risk Mitigation Loan Program
 - EPA
 - Safe Drink Water
 - Community Change Equitable Resilience
 - NOAA
 - Coastal Resilience Funds
 - Many more ...





THANK YOU

Are there any questions?

Flagler County Emergency Management
www.FlaglerCounty.gov/emergency
EOC@FlaglerCounty.gov - 386.313.4200

Emergency Management



WHAT DOES MY FLOOD INSURANCE COVER?

The following provides a general overview of items covered by your flood insurance policy; it is not a comprehensive list. Review your policy for complete coverage and exclusion information.

What's covered

- The insured building and its foundation
- The electrical systems
- Central air-conditioning equipment, furnaces and water heaters
- Refrigerators, cooking stoves and built-in appliances such as dishwashers
- Permanently installed carpeting over an unfinished floor
- Permanently installed paneling, wallboard, bookcases and cabinets
- Window blinds
- Debris removal

IF CONTENTS COVERAGE HAS BEEN PURCHASED

Contents coverage can be purchased separately from building coverage.

What's covered

- Personal belongings such as clothing, furniture and electronic equipment
- Curtains
- Portable and window air conditioners
- Portable microwave ovens and portable dishwashers
- Carpeting not included in building coverage
- Clothes washers and dryers
- Food freezers and the food in them
- Certain valuable items such as artwork, furs and jewelry (up to \$2,500)

4

Definition of Flooding

According NFIP:

- Flooding is a general or temporary condition of partial or complete inundation of 2 or more acres of normally dry land area OR
- 2 or more properties from unusual and rapid accumulation or runoff of surface waters from any source



Emergency Management

Mitigation: the action of reducing the severity, seriousness, or painfulness of something.



Flagler County Local Mitigation Strategy (LMS)

A unified, multi-jurisdictional strategy to identify hazards, list goals, objectives, strategies, and actions to reduce/eliminate long-term risk to life and property



Town of Beverly Beach



flaglerschools
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Emergency Management

NFIP BY THE NUMBERS

- There are nearly **5 million NFIP policies** in force in more than **22,600 communities** across all 50 states and six territories.
- The NFIP has an **\$18.3 billion capacity to pay claims**, alongside FEMA which has \$2.5 billion of total reinsurance coverage for qualifying NFIP flood losses from a single event.
- More than **1,500 communities** opt into the Community Rating System (CRS), implementing mitigation, floodplain management and outreach activities that exceed minimum NFIP requirements. These communities account for over 70% of all NFIP policies, with more than **3.6 million policyholders**.



Community Rating System

- The City of Palm Coast currently has a Class 4 rating with the CRS
 - translates into a 30% discount on flood insurance policies for those with homes inside the Special Flood Hazard Area (SFHA) and 10% for those outside of the SFHA
- There are only 26 out of 1,505 communities with a Class 4 or higher ranking
- In Florida there are 245 participating communities
 - 5 with a Class 4 or better

Emergency Management

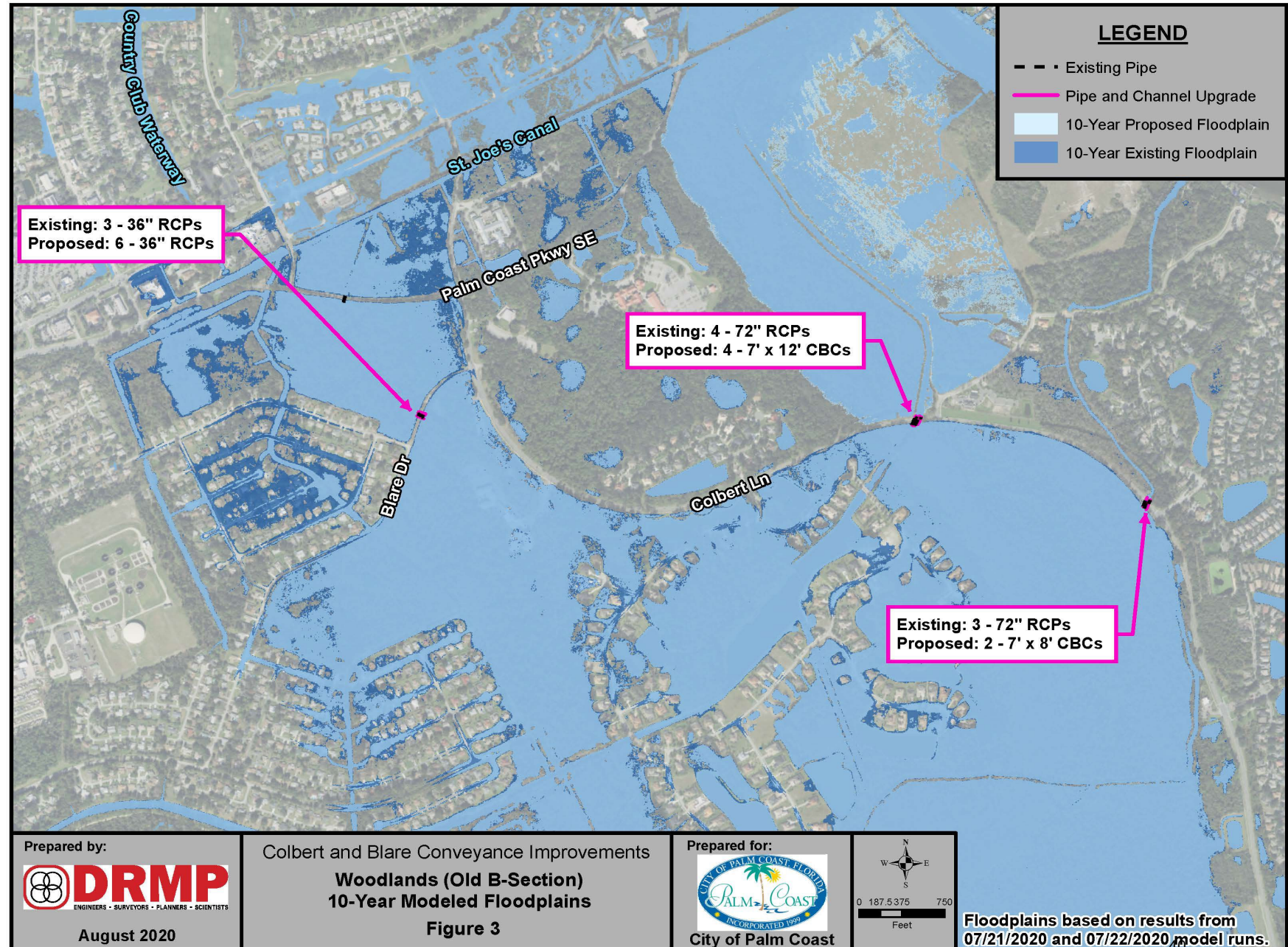
Flagler County Vulnerability Assessment

- Currently underway and aims to identify how critical facilities are affected by storm surge and sea-level rise.
- Fuel the adaptation plan; which provides opportunities to apply for Florida Resilient Grants



Modeling

- By original design, Roads are part of conveyance
- Modeling is used to identify impacts from capital improvements



Task Force

- Comprised of top leadership and experts in stormwater, floodplains, and building codes
- The group meets weekly
- Discusses cases and updates City Council

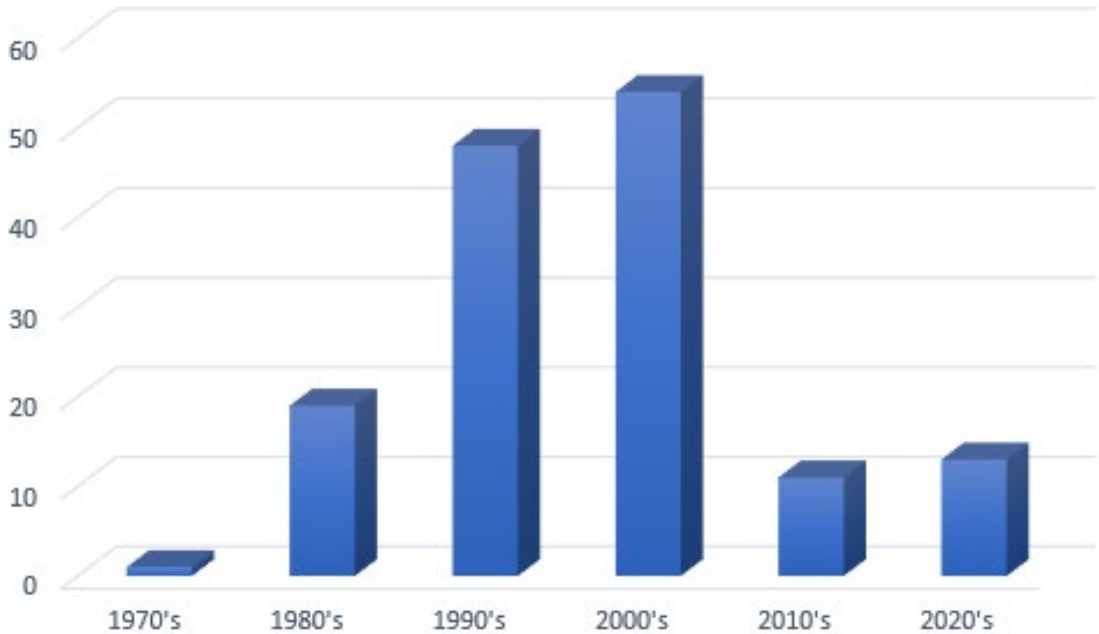
- Task Force Members:
 - Denise Bevan, CFM, City Manager
 - Lauren Johnston, Assistant City Manager
 - Jason DeLorenzo, Chief of Staff
 - Carl Cote, Director of Stormwater & Engineering
 - Lynn Stevens, Deputy Director of Stormwater & Engineering
 - Brittany Kershaw, Director of Communications
 - Carmelo Morales, CFM, P.E., Stormwater Engineer
 - Patrick Buckley, CFM, Chief Building Official
 - Jordan Myers, CFM, Stormwater Operations Manager
 - Robert Gross, Stormwater Operations Supervisor
 - Melissa Hill, Citizen Resource & Outreach Coordinator



Infill Lots

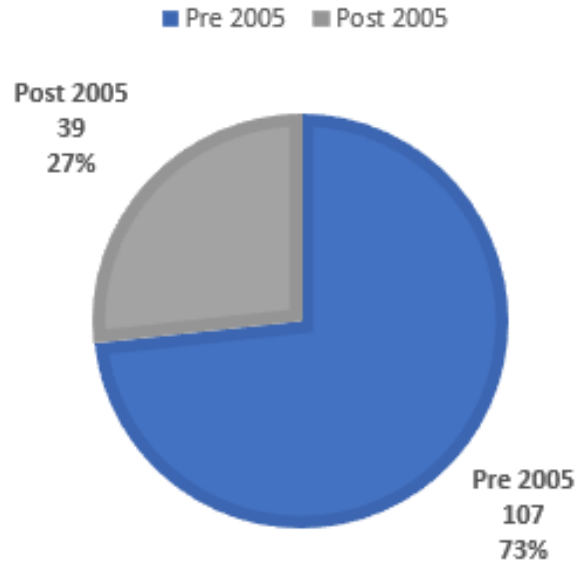
Houses by decade

Year Built



Houses Pre and Post 2005

YEAR BUILT



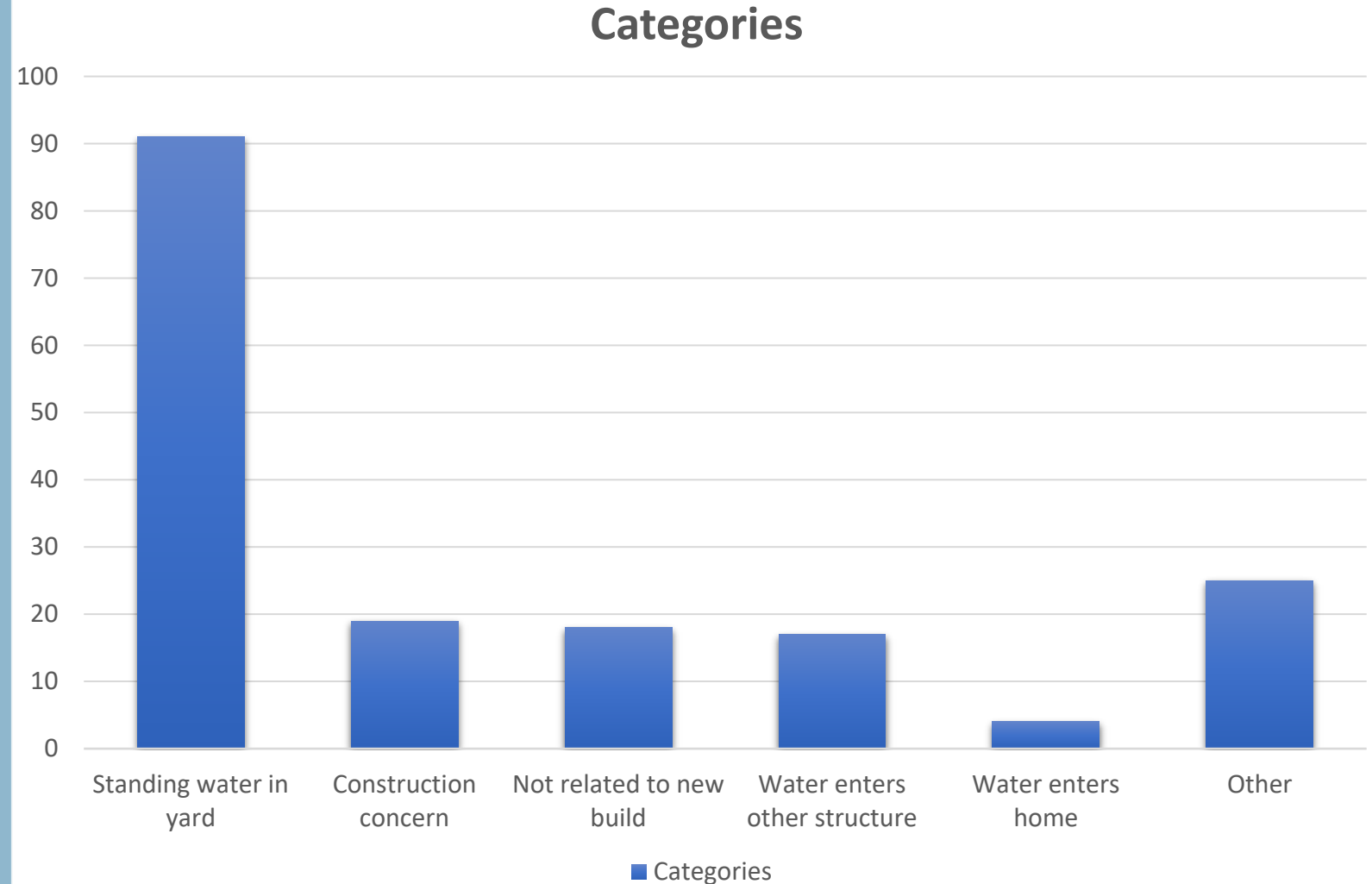
Infill Lots

List of categories

- Standing water in yard
- Construction concern
- Concern not related to new build
- Water enters other structure
- Water enters home
- Other
 - Scheduled for site visit/waiting for resident response



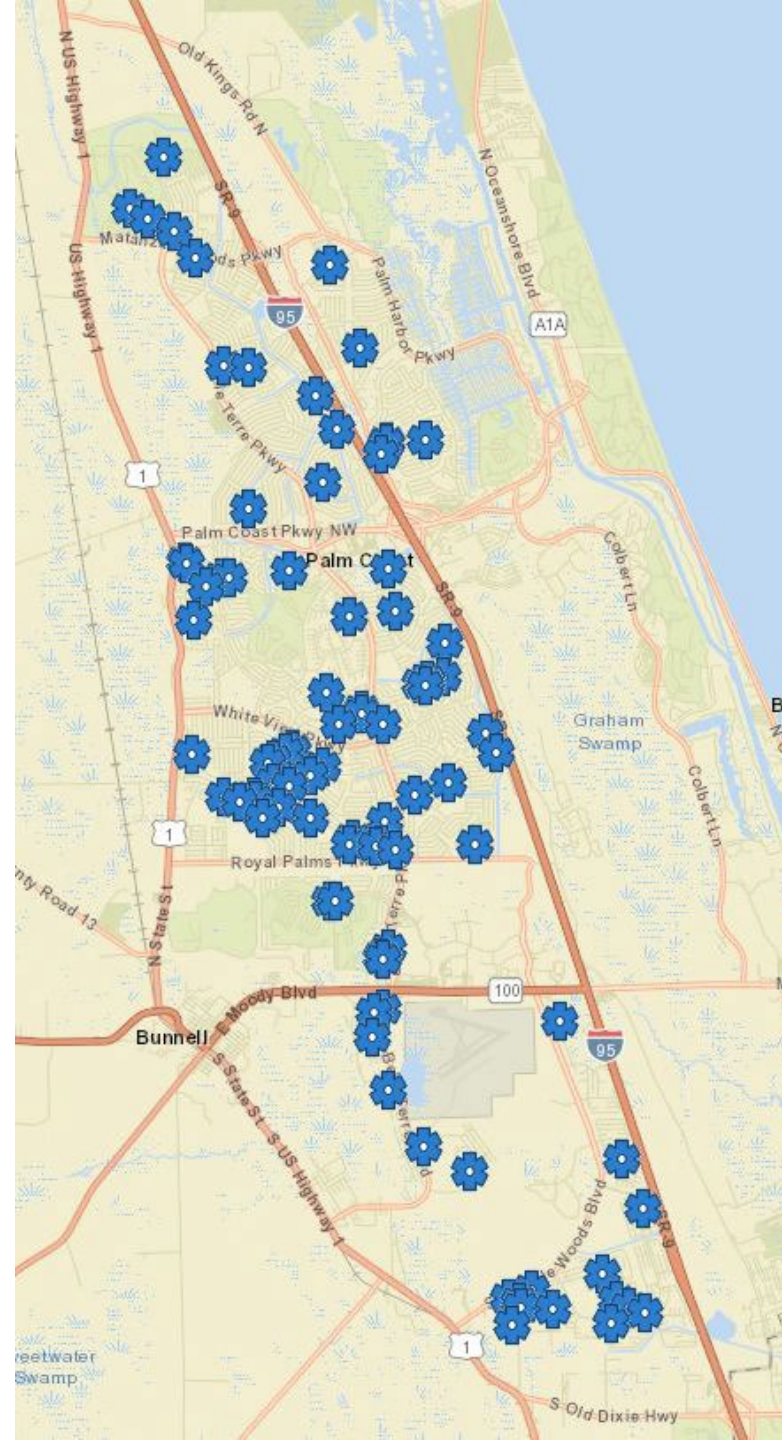
Data as of 2/8/24



Infill Lots

Standing Water
in Yard

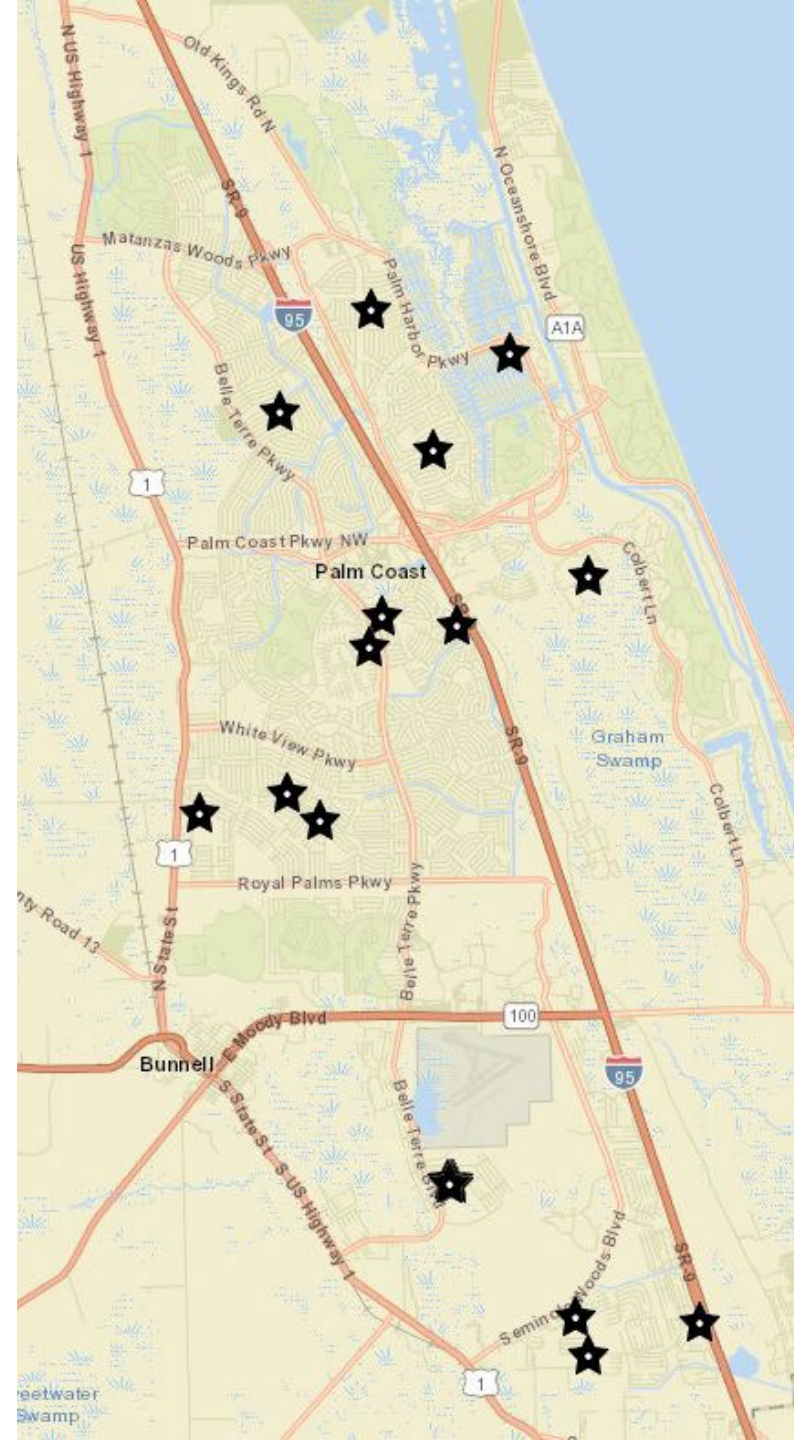
- Total Cases: 91



Infill Lots

Construction Concern

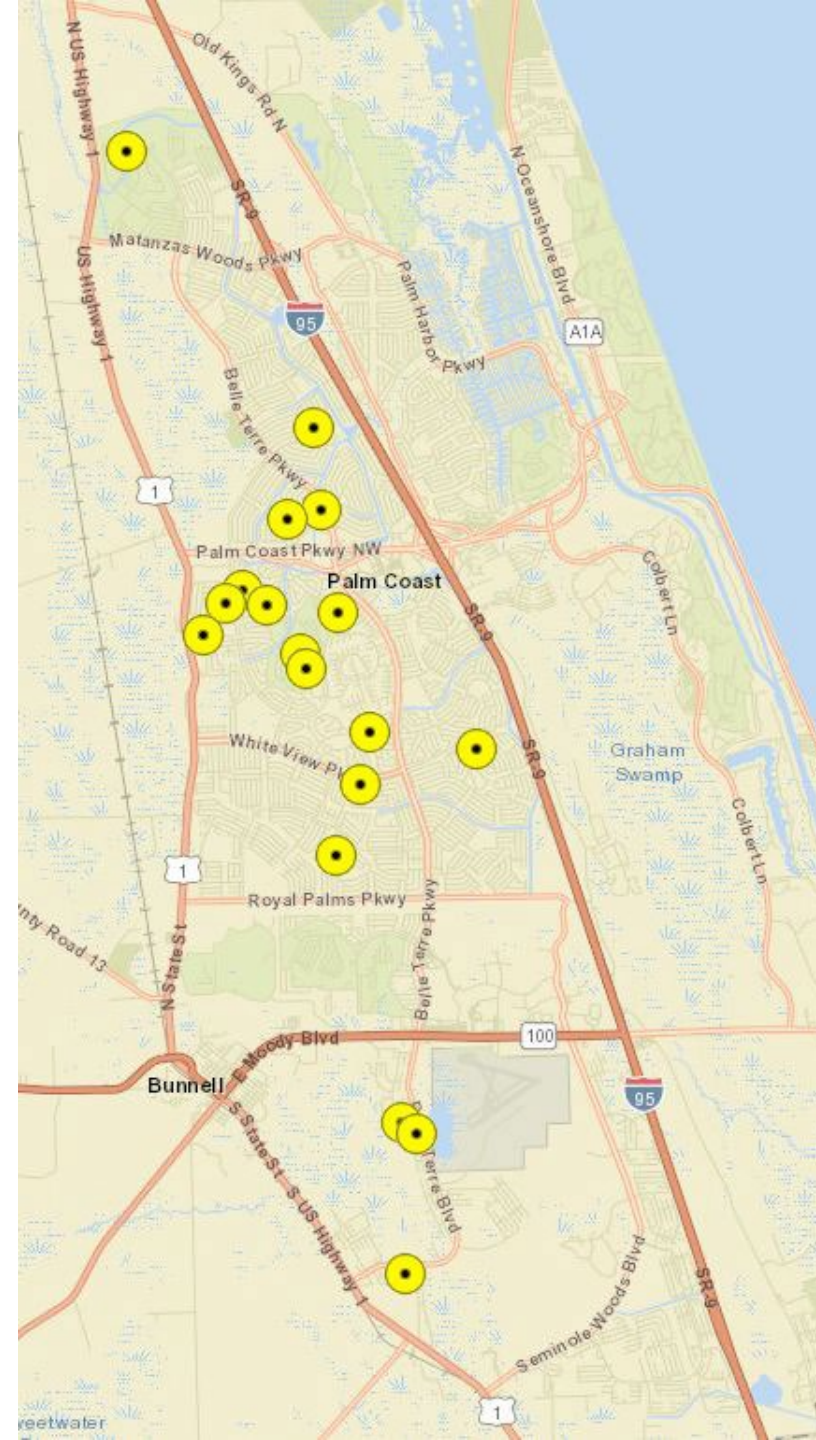
- Construction has not started, lot has just been cleared, worried about drainage impacts, or worried about height of new build
- Total Cases: 19



Infill Lots

Concern not related to new build

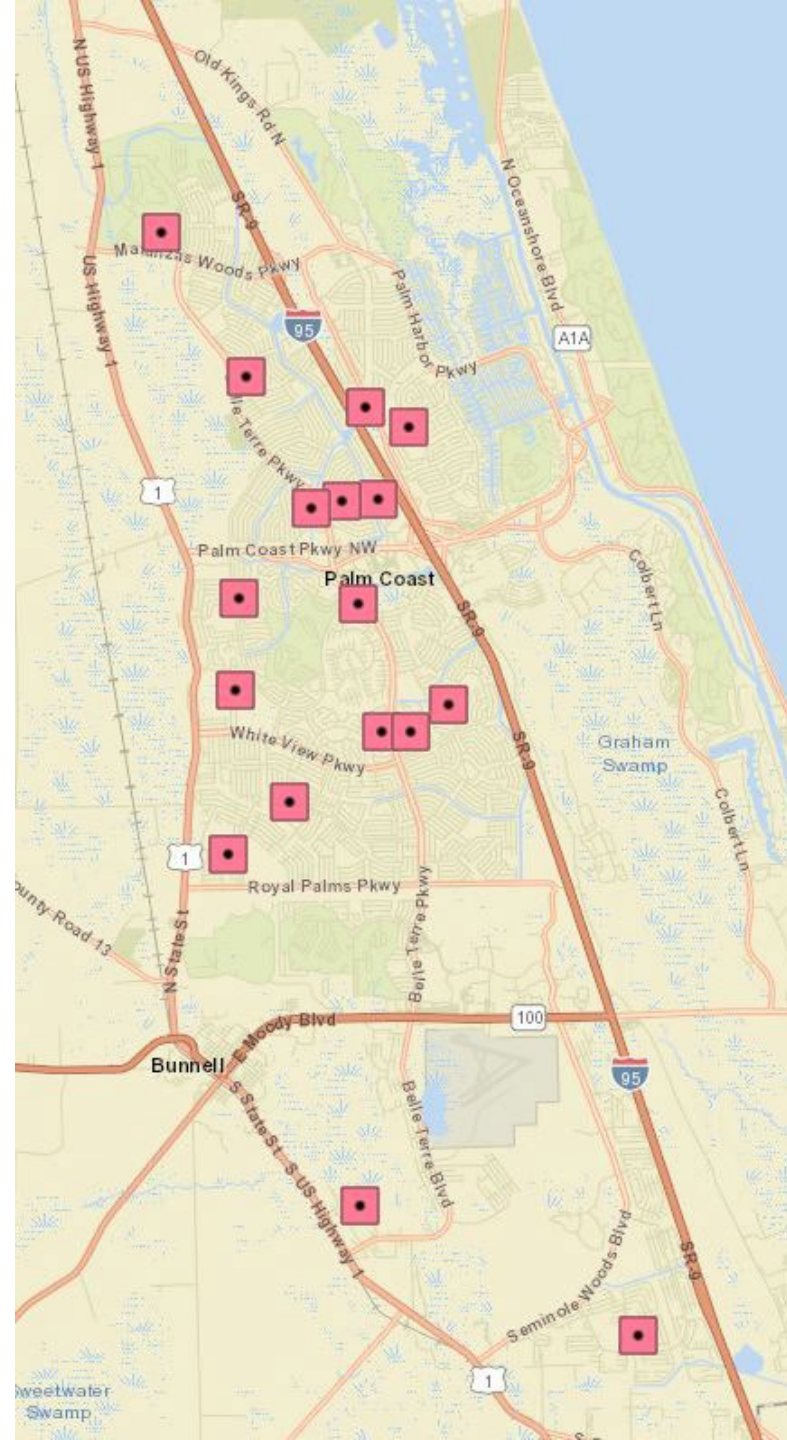
- Concern is related to unusual grading on citizen's own lot or from another feature nearby
- Total Cases: 18



Infill Lots

Water enters structure (not house)

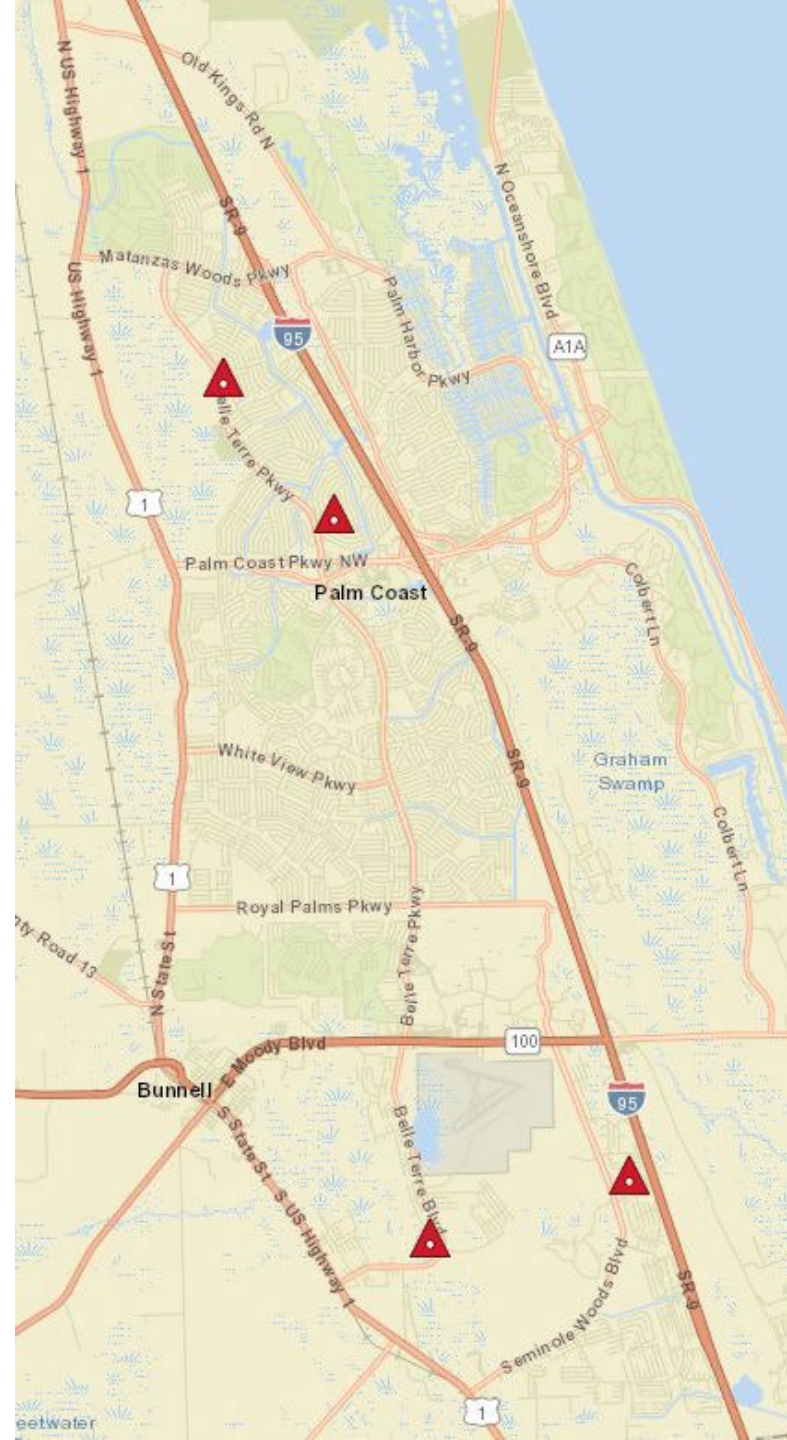
- Shed, patio, pool, or other structure
- Total Cases: 17



Infill Lots

Water enters house

- Total Cases: 4



Technical Manual Updates



CITY OF PALM COAST TECHNICAL MANUAL ENGINEERING DESIGN STANDARDS

SECTION 300 STORMWATER PERMIT REQUIREMENTS

Section 300.01 Residential Lot Application (Unimproved Properties)

A. INITIAL PERMIT APPLICATION

1. The [Right of Way Access Application](#) must be accompanied by:
 - a. Driveway Detail Plan.
 - (1) Plans must be equivalent in detail to the City of Palm Coast [Residential Culvert Detail](#).
 - b. Topographic Survey to include, at a minimum:
 - (1) The Topographic Survey shall be signed, dated, and sealed by an actively Licensed Florida Professional Surveyor - Mapper.
 - (2) Finished Floor Elevation (FFE) of the living area of all improved structures on adjacent lots.
 - (3) The elevations on all adjacent properties at a minimum of 20-foot intervals on a 10-foot offset outside the property lines.
 - (4) The elevations at 20-foot intervals along all property lines. There must be sufficient elevation shots to indicate the proposed drainage pattern.
 - (5) The interior elevations at no greater than a 20-foot grid.
 - Shots at the corners, along the sides, rear of the building, and 10 feet off of the building are required in addition to the 20-foot grid.
 - (6) The road centerline (RCL) and edge of pavement (EOP) elevations for roadways adjacent to and along all property lines, including EOP in cul-de-sacs at 9, 12, and 3 o'clock positions.
 - (7) The elevations and/or inverts of all drainage structures within 100 feet of the property lines, including culverts, inlets, swales, weirs, etc. both upstream and downstream of the property. This includes the ditch bottom and top of bank of ditches located on the property or in Reserved Parcels adjacent to the property.
 - (8) All hard elevations are to be expressed to nearest 0.01 foot, all soft/ground elevations may be expressed to the nearest 0.1 of a foot.
 - (9) An on-site, easily identifiable benchmark referenced to NAVD 1988 (e.g., fire hydrant, nail in power pole [1 nail per power pole], and manhole covers). Pavement nails will be accepted if the above locations are not available on site. (The benchmark must be maintained throughout the construction cycle and will be used in the [swale plan](#) and Final Survey). NAVD 1988 data sheets are available <http://www.ngs.noaa.gov>.
 - c. [Lot Grading Plan](#). The [Lot Grading Plan](#) may be superimposed on the Topographic Survey; however, to include, at a minimum:
 - (1) Depict the driveway width at the property line (minimum 10 feet) and the edge of pavement (EOP) (minimum 16 feet). A driveway near an intersection on the same side as a stop sign must be a minimum of 65 feet from the intersection centerline to the flare of the driveway.
 - Type and size of culvert pipe to be installed must be indicated on plans.
 - Should there be a change in the type or size, the contractor must contact the City to revise the Swale Plan Diagram.
 - (2) All flatwork, i.e., sidewalks, walkways, air-conditioning (AC) pads, patios or other hardscaping must be shown on the [Lot Grading Plan](#) (LGP).
 - These items must not impact the drainage flow or maximum slope of the drainage conveyance. This may result in these items being placed in the back of the structure.



CITY OF PALM COAST TECHNICAL MANUAL ENGINEERING DESIGN STANDARDS

- Location of PEP tank shall not impede the drainage conveyance.
- (3) For residential construction including one- and two-family dwellings, the proposed FFE (Finished Floor Elevation) of the structure shall demonstrate compliance with Florida Building Code-Residential (current edition) Sections R401.3 "Drainage", R403.1.7.3 "Foundation Elevation", R404.1.6 "Height above finished grade" and R318.7 "Inspection for termites" (note Exceptions).
 - Elevation at the front property line shall match the edge of pavement elevation.
 - NOTE: FFE shall not be less than 12 inches above the crown of the road or meet R403.1.7.3 whichever is greater.
 - NOTE: FFE shall be at the lowest elevation necessary to obtain stormwater conveyance but no higher than 22 inches over the crown of the road, unless specifically reviewed and approved by the City Engineer.
 - NOTE: FFE shall be no more than 10 inches different than the lowest adjacent (left and right side) lot's FFE, unless specifically reviewed and approved by the City Engineer.
 - NOTE: FFE of homes within newly platted subdivisions shall be within 0.2 of a foot of the COPC approved Preliminary Plat, unless specifically reviewed and approved by the City Engineer.
 - (4) Proposed swale and culvert elevations must meet the minimum requirements of the swale plan.
 - (5) The proposed elevations shall be shown at all locations of existing elevations per the topographic survey.
 - (6) Identify how the rear yard will be drained. The rear yard is required to drain to the front yard swale, unless the Topographic Survey/Lot Grading Plan demonstrates a rear yard drainage system with an appropriate outfall. Draining onto adjacent properties will not be allowed outside of the platted 5' drainage easement.
 - (7) All hard elevations are to be expressed to the nearest 0.01 foot. All soft/ground elevations can be expressed to the nearest 0.1 foot.
 - (8) The proposed slopes on the property shall not exceed 4:1 and all slopes must adjoin existing property lines at no greater than a 4:1. Slopes along developable vacant lots shall have a stabilized slope of no greater than 2:1 in expectation that the vacant lot will be graded to match the adjoining property elevation (Common Swale).
 - Where an adjacent developed lot does not have a clearly defined swale along the edge of the property, the new lot must utilize a "W" swale as part of their proposed grading plan.
 - (9) Backfilling against existing fencing on an adjacent or rear property is not permitted.
 - (10) The [Lot Grading Plan](#) must identify how any low spots on the property (including property lines) are drained.
 - (11) A grade elevation profile drawing is required when the proposed structure is on a saltwater canal lot.
 - (12) Permanent Flat work, i.e., slabs, walkways, hardscaping, patios, or any other obstructions to the drainage flow are not allowed in the 5-foot utility easement.
- d. Foundation Survey
- (1) Signed and sealed Foundation Survey, which states the FFE, and the benchmark elevation used on the topographic survey/lot grading plan (LGP).
 - (2) The FFE must be within 0.2 of a foot of the FFE that was approved and stated on the LGP.
- *Future inspections are contingent upon an approved Foundation Survey***



Codes & Ordinances

Land Development Code

- Gutter requirement (pending FBC approval)
- Erosion control required on every new home construction regardless of lot features
- Builder's certificate that the drainage plan will work

Code of Ordinances

- Sec. 24-158. - Lot grading.
- Proposed SOP for reporting

Florida Building Code

- The first statewide building code was put into place on 3/1/2002.
- R401.3 Drainage
- R403.1.7.3 Foundation elevation



Citizen Committee



VOLUNTEER BOARDS AND COMMITTEES

January 2016

The formation of this committee requires a Resolution to be approved by City Council

- Draft attached

Goals

- To address drainage issues related to existing lots
- To research potential resolutions to identified issues
- To identify potential funding sources for resolutions identified
- Provide written and oral reports to City Council of findings



Citizen Committee



VOLUNTEER BOARDS AND COMMITTEES

January 2016

Meetings

- at least monthly initially but may be reduced
- conducted utilizing Roberts Rules of Order

Members

- 5 members appointed by City Council
 - Volunteer Committee, no salary
 - Application forms to City Clerk office
 - May assign one or more additional members that possess expertise in engineering, hydrology, geology, surveying, and/or stormwater conveyance systems
- 1 staff member appointed by City Manager



Potential Grants

Staff will work with Citizen Advisory Committee on potential Grant Opportunities

- Hazard Mitigation Grant Program (HMGP)
- Building Resilient Infrastructure and Communities (BRIC)
- Flood Mitigation Assistance (FMA)
- Florida Resiliency Grant
- Community Development Block Grant (CDBG)



Potential Mitigation Strategies



Next Steps





VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

Please be advised that background screening of all applicants is required.

Résumés may be attached.

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/>	Beautification & Environmental Advisory Committee *	<input type="checkbox"/>	Planning & Land Development Regulation Board * ** ♠
<input type="checkbox"/>	Code Enforcement Board *	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board *
<input type="checkbox"/>	Citizen's Advisory Committee	<input type="checkbox"/>	Bicycle and Pedestrian Advisory Committee
<input type="checkbox"/>	Citizen Residential Drainage Committee		
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry		

* Appointees must file a Financial Disclosure Form 1 at time of appointment and **ANNUALLY** thereafter with the Florida State Commission on Ethics.

** Appointees will also serve on the Citizens' Advisory Task Force

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: _____ E-mail address _____

Residence Address: _____ District # _____

City: _____ State: _____ Zip: _____

Mailing Address (If Different from Residence): _____

Home Phone _____ Business Phone: _____

Date of Birth: _____ Place of Birth: _____

How long have you been a permanent resident of Palm Coast? _____

What year did you become a continuous resident of the City of Palm Coast? _____

List all places of residence for the last five years.

Address

City & State

From

To

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

What is your understanding of the relationship of this Board or Committee to the City Council?

7. REFERENCES – Please list three references (business and/or personal)

Name, Address & Telephone Number

Name, Address & Telephone Number

Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

Yes

No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

Signature

Date

NOTE: If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact Virginia Smith.

RETURN TO: Virginia Smith
City of Palm Coast
160 Lake Ave.
Palm Coast, Florida 32164

PHONE: 386-986-2570
EMAIL: vsmith@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

*Should you not be selected at this time, your application will be kept on file for consideration for six (6) months.
Should you wish to be considered for another board, committee, or task force during that time,
you must contact Virginia Smith and request reconsideration.*

RESOLUTION 2024 - ____
RESIDENTIAL DRAINAGE CITIZEN ADVISORY COMMITTEE

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA; ESTABLISHING A RESIDENTIAL DRAINAGE CITIZEN ADVISORY COMMITTEE; PROVIDING FOR QUALIFICATIONS FOR MEMBERSHIP OF THE COMMITTEE; ESTABLISHING RESPONSIBILITIES AND REPORTING REQUIREMENTS; PROVIDING FOR LEGAL AND STAFF ASSISTANCE TO THE COMMITTEE PROVIDING AUTHORIZATION TO EXECUTE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, there has been an expression of interest among the City Council, City Officials, and members of the public for a review of issues related to construction upon original ITT platted lots and the potentially related effects thereof upon adjacent properties; and

WHEREAS, given the reported effects upon property owners and residents, the City Council desires that the circumstances be further researched and evaluated, and for the identification of potential resolution of identified issues; and

WHEREAS, the City Council desires that the City provide ample opportunity for the public to participate in such process; and

WHEREAS, the City Council deems it appropriate that a Residential Drainage Citizen Advisory Committee be established for the purpose of researching and evaluating such issues and providing reports to the City Council on its findings and recommendation as to the issues, such that the City Council may fully evaluate same.

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

SECTION 1. COMMITTEE. A Residential Drainage Citizen Advisory Committee (“Committee”) is hereby established, which shall be an ad-hoc committee composed of five (5) members. Each of the five (5) members of the City Council shall appoint one (1) member to the Committee. The appointments shall be announced and spread upon the Minutes of the

City Council meeting at which the appointments are made. The members shall serve for the duration of the Committee as provided herein. Any vacancy created by the incapacity, resignation or otherwise of a member shall be filled at the next regular or special meeting of the City Council upon selection by the original appointing Council Member. Members shall serve in an uncompensated, volunteer capacity.

SECTION 2. QUALIFICATIONS. Citizen Advisory Committee membership shall be open to all members of the City’s community, to include but not be limited to concerned citizens, affected residents and owners, and current or past professionals of the construction industry or those with expertise in hydrology, geology, surveying, and/or stormwater conveyance systems. The City Council shall confirm that members are willing to serve and are available to attend all required meetings and carry out the responsibilities of the Citizen Advisory Committee as provided by this Resolution. Persons interested in Committee membership shall submit to the City Clerk prior to appointment a completed application form. Members of the Citizen Advisory Committee shall abide by the City Brochure and Ordinances on Boards & Committees.

SECTION 3. COMMITTEE RESPONSIBILITIES. The Committee shall meet at least once monthly until otherwise directed by the City Council. The Committee shall evaluate and identify issues related to construction upon original ITT platted lots and the potentially related effects thereof upon adjacent properties. The Committee shall research potential resolutions to identified issues. The Committee shall identify potential funding sources for identified resolutions. The Committee shall formulate findings and recommendations in relation to potential assistance and remedies for identified damages.

SECTION 4. REPORTING REQUIREMENTS. On a regularly scheduled basis, or as otherwise requested by the City Council, the Citizen Advisory Committee shall provide written and oral reports to the City Council. The Committee shall present its final report and recommendations to the City Council no later than the City Council's meeting in _____ of 2024. The City Council, upon receipt of the final report of findings and recommendations of the Citizen Advisory Committee, shall review same and determine what action, if any, to be taken by the City.

SECTION 5. RESERVATION OF RIGHT TO TAKE NO ACTION.

Establishment of the Committee does not create an obligation of the City to take any particular action in relation to the findings and recommendations provided to the City Council by the Committee's reports. Further, establishment of the Committee does not thereby create nor intend to create any liability against the City in relation to any issues being researched and evaluated by the Committee.

SECTION 6. LEGAL AND STAFF ASSISTANCE. The Citizen Advisory Committee shall be assisted by a City staff member as designated by the City Manager to attend Committee meetings, and the City Clerk's Office, with participation by the City Manager and the City Attorney, as needed. The designated City staff member shall offer guidance and advice in relation to the process of applying for any identified grants or funding assistance. The designated City staff member shall also assist with identifying or coordinating with current or past professionals of the construction industry or those with expertise in hydrology, geology, surveying, and/or stormwater conveyance systems, or others, to utilize offered expertise, skills, or talents to assist with identified issues. The City Council may appoint one City Council member to act as an additional liaison to the City Council. Such City Council member shall report to the City Council as to progress or difficulties faced by the Committee.

SECTION 7. DISSOLUTION OF COMMITTEE. The Citizen Advisory Committee shall be dissolved by majority vote of the City Council.

SECTION 8. All meetings of the Citizen Advisory Committee shall be noticed and open to the public as provided by Florida Law. The Committee shall have minutes of each meeting taken, and such minutes shall be open to public inspection. Meetings shall be conducted in accordance with Robert's Rules of Order.

SECTION 9. 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 10. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 11. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 12. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

[Signature page follows]

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this ____ day of _____ 2024.

ATTEST:

CITY OF PALM COAST

KALEY COOK, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

City of Palm Coast, Florida Agenda Item

Agenda Date: February 13, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,050,000.00
Division	ENGINEERING	Account #	21055011-034000- 54104
Subject: RESOLUTION 2024-XX APPROVING A PIGGYBACK CONTRACT WITH HERNANDO COUNTY, FLORIDA, AND ASPHALT PAVING SYSTEMS, INC. AND EXPENSES RELATED TO GLOBAL TREATMENT SERVICES			
Presenter: Carl Cote, Director of Stormwater & Engineering			
Attachments:			
<ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. Engagement Letter 4. Proposal 			
Background:			
Council Priority:			
D. Sustainable Environment and Infrastructure			
<p>City staff and Transmap have put together a 5-Year Pavement Management Plan based on from City Council to only utilize current funding sources; no new funding source was approved to provide the necessary funding shortfall in the pavement management program. Staff will utilize the use of global treatments to reduce the current \$10 million-dollar annual funding shortfall. Various factors, the recommendation for Arterial and collector roadways is to utilize milling and resurfacing with full-depth repair where needed with a budget to maintain a 73 PCI over the upcoming outlook. For Local Residential Roadways, the plan would introduce global treatments with additional funds from maintaining the arterial network utilizing global treatments where possible.</p> <p>Staff is recommending piggybacking the Hernando County, Florida contract (#23-T00029) with Asphalt Paving Systems, Inc. through May 9, 2026, for global treatment services. Piggybacking competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the City does not incur the expense and delay of soliciting a bid.</p> <p>This item is to approve a piggyback contract with Hernando County, Florida, and Asphalt Paving Systems, Inc., and expenses in the amount of \$955,210 to provide global treatment services. Staff recommends the approval of a contingency of \$94,790 for a total amount of \$1,050,000. Funds for these project are budgeted for out of the Street Improvement fund.</p>			