



TOWN COUNCIL AGENDA SPECIAL MEETING “Preliminary Budget Workshop”

TUESDAY

JUNE 10, 2025 – 10:00 AM

TOWN COUNCIL CHAMBERS

4300 S. ATLANTIC AVENUE, PONCE INLET, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town’s various boards may attend and speak at this meeting.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Discussion – Capital Improvements and Level-of-Service.
5. Adjournment.

<p><i>Persons who require accommodation to attend this meeting should contact the Ponce Inlet Town Hall at 236-2150 at least 48 hours prior to the meeting to request such assistance.</i></p>

A complete copy of the materials for this agenda is available at Town Hall.



MEMORANDUM

Office of the Town Manager

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: June 3, 2025
Subject: Preliminary Budget Workshop – Capital Improvements and Level-of-Service

MEETING DATE: June 10, 2025

The purpose of this preliminary budget workshop is to discuss the priorities of the Town Council in terms of significant capital purchases, projects, and services for the next fiscal year. Purchases can be thought of as tangible equipment, such as new vehicles. Projects involve construction, such as the S. Peninsula sidewalk expansion or significant maintenance activities like roof replacement. Services can include professional work by the Town engineer or other consultants to develop designs for future construction, plans for long-term resiliency, or other tasks that cannot be completed by Town staff. The levels of service provided by the Town is a function of the purchases, projects, and staff levels budgeted each year.

The preliminary budget workshop will also review the assumptions that factor into the creation of the annual budget, including the Town's existing reserves, changes to the tax base, obligations, and projected cost increases.

This workshop does **not** include a discussion of a proposed millage rate, operational expenses, funding allocations, or other detailed budget information. The preliminary budget and tentative millage rate are dependent on revenue estimates and other information that will not be available until the beginning of July. The Town's initial draft budget will be presented for discussion at the second budget workshop on July 15, 2025. The Town Council will then establish a tentative millage rate at its regular meeting on July 17, 2025.

At its March 6, 2025 meeting, the Essential Services Advisory Board reviewed proposals from the Fire, Police, and Public Works Departments for FY 25-26 and FY 26-27 for new projects, equipment, and personnel. These proposals were then ranked in terms of budgetary priority (**Attachment 1**).

With this memo is a list of significant purchases, projects, and services from all departments (except Legislative) for FY 25-26 (**Attachment 2**). Many items on this were either prioritized by

the ESAB, recommended by the Cultural Services Board, tied to a Council goal, or were the part of a grant application. **Attachment 3** is a five-year look at future equipment and service needs, showing the replacement and maintenance cycles over time, as well as the design and construction of certain projects. The background reports reviewed by the ESAB in March are provided with **Attachment 4**. The background staff report for the March Cultural Services Board meeting is provided with **Attachment 5**.

Additional information will be provided as part of staff's presentation at the workshop.

Attachments

1. March 2025 ESAB Priority List
2. FY 25-26 Capital Purchases, Projects, and Services
3. Five-Year CIP
4. Supporting staff reports from the March ESAB meeting
5. Supporting staff report from the March CSB meeting

ATTACHMENT 1

FY 25-26 ESAB Capital Priority List

Priority	Request	Dept.	Cost	Comment	Previous Priority
1	Replacement backhoe – 416 Loader Caterpillar	PW	\$135,000	Replacing 20+ year backhoe. Cost to be split 50-50 with General Fund and Water Fund, or potentially Land Acquisition Fund	#1 for 25/26
2	Old Carriage Road exfiltration system (part of stormwater one-way valve installation, Phase 2)	PW	\$120,480	Cost includes \$44,338 carryover from FY 24/25 and \$76,142 new revenue. Contract and bid awarded by Town Council on 9/19/25	#1
3	Replacement patrol vehicle – 2025 Ford Explorer	PD	\$50,000	Replacing 2020 Dodge Durango	--
4	Preliminary needs evaluation for fire station	FD	\$50,000	Will be used to determine best location and prepare cost estimate for design and construction. Construction eligible for 50% match through Resilient Florida program	--

TOTAL COST: \$355,480

Requests that can be deferred to FY 26-27

Priority	Request	Dept.	Cost	Comment	Previous Priority
1	Public Works Building B	PW	TBD	Cost pending final design	--
2	Public Works parking lot expansion	PW	\$150,000	Examining options to include stormwater improvements for abutting roads and properties, along with grant opportunities.	#2 for 25/26

TOTAL COST: \$150,000+

NOT INCLUDED

	Fire Deputy Chief's vehicle	FD	\$50,000	Withdrawn. Originally presented to ESAB in March, 2023	
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Town of Ponce Inlet

ATTACHMENT 2

FY 25-26 CAPITAL IMPROVEMENTS PROGRAM - Purchases, Projects and Services

PROJECT	2025 Board Recommendation	Town Council goal	FUNDING SOURCE	FY 25-26	COMMENT
Cultural Services					
Resurface Pollard Park tennis court	✓	✓	GF	\$20,000	Existing court surface is cracked and will become unsafe if not addressed.
Fire					
Quint 75' ladder truck			LAF / CFE	\$209,839	Initial down payment in FY25-26. Financed w/ annual payments over 7 years per Council direction. Replacing 2009 fire engine. \$1,468,873 total cost
Site feasibility study for replacement fire station	✓		LAF	\$50,000	Needed to determine optimal location and site layout configuration. Staff is seeking additional grants funds for design.
Buy-out of leased vehicle (July 2026)	✓		GF	\$20,450	2023 Chevy Silverado
Planning & Development					
S. Peninsula sidewalk project	✓	✓	Carry-forward	\$1,175,000	The Town's 15% share of the total project cost = 100% of the costs for survey and design, plus Volusia County staff time. Survey is almost complete, with design to be finished by December 2025. \$82,663 spent to date. Remaining amount is in account reserves for FY 25-26.
Police					
Replacement patrol vehicle – 2025 Ford Explorer	✓		GF	\$50,000	Replacing oldest patrol vehicle (2020 Dodge Durango) including graphics and equipment
Public Works / Water					
416 Loader Caterpillar backhoe	✓		GF / Water	\$135,000	Replacing 20+ year backhoe.

Old Carriage Road exfiltration system (part of stormwater one-way valve installation, Phase 2)	✓		GF	\$76,100	Contract and bid awarded by Town Council on 9/19/25. Total cost = \$120,500, including \$44,400 in carry-forward funds from FY 24/25.
Police Department AC replacement		✓	GF	\$48,000	Replacing 19-year old unit installed with original construction of PD station.
Sewer System Upgrade (formerly septic-to-sewer) Phase 1	✓	✓	FDEP Loan	\$5,200,000	1st half of 2-year project. Construction funding from FDEP 100% forgiveness SRF loan.
Acquisition of undeveloped property for future stormwater improvements		✓	LAF	\$360,000	Will be used to expand existing stormwater capacity in the future. Staff is also seeking grants to match or reimburse costs.
Stormwater utility fee Phase 2 (Implementation) study	✓	✓	GF	\$50,000	Needed to finalize utility rates and credits and assist with implementation.
Buy-out of leased vehicles (July 2026)	✓		GF / Water	\$40,900	Two 2023 Chevy Silverados @ \$20,450 each
TOTAL				\$7,435,289	

PROJECT	Recommendation Board	Council Goal	FUNDING SOURCE	F/Y 25-26	F/Y 26-27	F/Y 27-28	F/Y 28-29	F/Y 29-30	5-YEAR TOTAL 24-29	COMMENT
Cultural Services										
Resurface Pollard Park tennis court	✓	✓	GF	\$20,000					\$20,000	Existing court surface is cracked and will become unsafe if not addressed.
Replace dog park chain-link fence								\$25,000	\$25,000	Fence is being repaired in FY 25-26
Fire										
Quint 75' ladder truck	✓		LAF / CFE	\$209,839	\$209,839	\$209,839	\$209,839	\$209,839	\$1,049,195	Initial down payment in FY25-26. Financed w/ annual payments over 7 years per Council direction. Replacing 2009 fire engine. \$1,468,873 total cost
Replacement Fire station	✓		LAF	\$50,000	\$1,000,000	?	?	?	\$1,050,000	FY 25-26 - Site feasibilty analysis. FY 26-27 - Design. Construction TBD, but is eligible for 50% match through Resilient FL program.
Buy-out of leased vehicles	✓		GF	\$20,450			\$5,724.86		\$26,175	
Replacement SCBA Cascade system	✓		GF		\$60,000				\$60,000	Current unit is over 20 years old and was originally purchased second-hand. Parts are hard to find.
Replacement mechanical compression devices (2)			GF		\$50,000				\$50,000	Should be purchased together, not split into separate years
Remount for 2009 ambulance			GF		\$150,000				\$150,000	Remount only
Replacement radio communication			GF				\$85,000		\$85,000	
Replace 2021 ambulance			GF			\$300,000			\$300,000	
Planning & Development										
S. Peninsula sidewalk project	✓	✓	Carry-forward	\$1,175,000	?	?			\$1,175,000	The Town's 15% share of the total project cost = 100% of the costs for survey and design, plus Volusia County staff time. Survey is almost complete, with design to be finished by December 2025. \$82,663 spent to date. Remaining amount is in account reserves for FY 25-26. Additional funds may be needed for County inspections during construction.
Buy-out of leased vehicles	✓		GF		\$15,666				\$15,666	FY 26-27 = 2023 Escape. FY 28-29 = 2024 Sierra.
Police										
Replacement patrol vehicle – 2025 Ford Explorer	✓		GF	\$45,000					\$45,000	Replacing 2020 Dodge Durango
Buy-out of leased vehicles	✓		GF		\$45,438		\$17,070		\$62,508	FY 26-27 = 2023 Escape and 2024 Sierra. FY 28-29 = 2024 Sierra and 2024 Expedition
Public Works / Water										
416 Loader Caterpillar backhoe	✓		GF / Water	\$135,000					\$135,000	Replacing 20+ year backhoe.
Old Carriage Road exfiltration system (part of stormwater one-way valve installation, Phase 2)	✓		GF	\$76,100					\$76,100	Contract and bid awarded by Town Council on 9/19/25. Total cost = \$120,500, including \$44,400 in carry-forward funds from FY 24/25.
Police Department AC replacement		✓	GF	\$48,000					\$48,000	Replacing 19-year old unit installed with orginal construction of PD station.

PROJECT	Board Recommendation	Council Goal	FUNDING SOURCE	F/Y 25-26	F/Y 26-27	F/Y 27-28	F/Y 28-29	F/Y 29-30	5-YEAR TOTAL 24-29	COMMENT
Sewer System Upgrade (formerly septic-to-sewer) Phase 1	✓	✓	FDEP Loan	\$5,200,000					\$5,200,000	1st half of 2-year project. Construction funding from FDEP 100% forgiveness SRF loan.
Stormwater utility fee Phase 2 (Implementation) study		✓	GF	\$50,000					\$50,000	Needed to finalize utility rates and credits, and assist with implementation.
Acquisition of undeveloped property for future stormwater improvements		✓	LAF	\$360,000	\$360,000	\$360,000	\$360,000		\$1,440,000	Will be used to expand existing stormwater capacity in the future. Staff is also seeking grants to match or reimburse costs.
Buy-out of leased vehicles	✓		GF / Water	\$40,900			\$15,300		\$56,200	FY 25-26 = Two 2023 Chevy Silverados @ \$20,450 each. FY 28-29 = 2024 Ford F-450
Replacement for Building B	✓	✓	Carry-forward / LAF		\$225,000				\$225,000	Includes site construction, construction, and landscaping. \$275,000 budgeted for FY 24-25, \$50,000 of which will be used for design, with the rest carried forward. Construction cost TBD pending design
Public Works parking lot expansion (design and const.)	✓		GF / Water		\$150,000				\$150,000	Existing facility has reached capacity for staff and safe maneuvering of equipment. Examining options to include stormwater improvements for abutting roads and properties, along with grant opportunities.
Sewer System Upgrade (formerly septic-to-sewer) Phase 2	✓	✓	FDEP Loan		\$5,200,000				\$5,200,000	FDEP 100% forgiveness SRF loan
PW Roof replacement		✓	GF / Water			\$45,000			\$45,000	
Old Carriage Road drainage improvements			?		\$250,000				\$250,000	Upgrading stormwater pipes, culverts, and inlets per Watershed Master Plan. Construction is eligible for 50% match through Resilient FL program.
Replacement dune walkover ramp at Ponce Preserve			LAF		\$250,000				\$250,000	Reconstruction of ADA-compliant pedestrian ramp destroyed by hurricanes in 2022. To be started after completion of Volusia County's beach restoration project.
Ponce Preserve living seawall			?			\$3,500,000			\$3,500,000	875 feet of park shoreline is currently exposed once the County's TrapBags are removed. Town is partnering with ERAU with a grant for the first 150 feet
Anchor Drive drainage improvements			?			\$250,000			\$250,000	Upgrading stormwater pipes, culverts, and inlets per Watershed Master Plan. Construction is eligible for 50% match through Resilient FL program.
Storm pipe cleaning - south half of Town		✓	GF			60,000			\$60,000	Completed FY 22/23 - repeat every 5 years, starting FY 27-28
Storm pipe cleaning - north half of Town		✓	GF				60,000		\$60,000	Completed in FY 23/24 - repeat every 5 years
TOTAL				\$7,430,289	\$7,965,943	\$4,724,839	\$752,934	\$234,839	\$21,108,844	



Meeting Date: March 6, 2025

Agenda Item: 7-A

Report to Essential Services Advisory Board

Topic: Review and Recommendation of Capital Budget Priorities for FY 25/26.

Summary: Department Directors will provide a report regarding proposed capital projects and equipment for FY 25/26.

1. Police Department – Chief Glazier
2. Fire Department – Chief Scales
3. Public Works – Mr. Wargo

Suggested motion: At the Board's discretion.

Requested by: Ms. Cherbano, Town Clerk

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Office of the Chief of Police

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
 From: Jeff Glazier, Chief of Police *JR*
 Date: February 27, 2025
 Subject: ESAB Report / Capital Purchase Request

MEETING DATE: March 6, 2025

The Ponce Inlet Police Department endeavors to maintain a modern, mission ready fleet with the latest safety features. In that effort, we wish to replace our oldest patrol vehicle.

Year	Model	Actual Miles	Idle Miles	Condition
2020	Dodge Durango	84,467	297,306	Fair

Estimated replacement cost: (See attachment)

2025 Ford Explorer	\$40,712
Computer Mount, Rifle Mount, Emergency Lights, Cage, Graphics, Radar, Electronics, Installation	<u>\$ 8,700</u>
Total	\$49,412



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	60467-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-273-1105	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
12/23/2024

QUICK QUOTE SHEET

REVISED QUOTE DATE
12/23/2024

REQUESTING AGENCY	PONCE INLET POLICE DEPARTMENT		
CONTACT PERSON	CHIEF JEFF GLAZIER	EMAIL	jglazier@ponce-inlet.org
PHONE		MOBILE	
		FAX	

SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF www.NationalAutoFleetGroup.com

MODEL	K8D 200A	MSRP	\$43,450.00
2025 FORD EXPLORER AWD ACTIVE			

CUSTOMER ID	CONTRACT PRICE	\$40,712.00
BED LENGTH		

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS

DESCRIPTION

A3	Space White Metallic	\$0.00
8H	Dark Gray/Onyx, Unique Heated Cloth Captain's Chairs	\$0.00
99H	Engine: 2.3L EcoBoost I-4	\$0.00
44T	Transmission: 10-Speed Automatic	\$0.00
200A	OPTIONS Equipment Group 200A Standard Package	\$0.00
25MY K8A	**NEW STD FEATURES** INTERIOR/COMFORT — Climate Control — Rear Aux A/C System — Dark Car — Red and White Dome Lamp in Cargo Area — Speedometer — New LCD 12.3" Display, Rear Camera On-Demand FUNCTIONAL — 100 Watt Siren/Speaker Prep Kit — UIS Upfitter Interface System — PAITRO output tied to liftgate release switch EXTERIOR — Tail Lamp Prep Kit — SAFETY/SECURITY BLIS® — Blind Spot Monitoring with Cross-traffic Alert — Cross Traffic Brake Assist — Police Perimeter Alert detects motion in an approximately 270-degree radius on sides and back of vehicle — Rearview Camera viewable on 8" Center Stack Screen	\$0.00

FACTORY OPTIONS \$0.00

CONTRACT OPTIONS

DESCRIPTION

EWD	EXTENDED WARRANTY DECLINED	\$0.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.	\$0.00

CONTRACT OPTIONS \$0.00

TRADE IN TOTAL COST \$40,712.00

YES WE TAKE TRADE INS ~~~~ ASK ABOUT MUNICIPAL FINANCING ~~~~

TOTAL COST LESS TRADE IN(S) QTY 1 \$40,712.00

Estimated Annual payments for 60 months paid in advance: \$9,360.53

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY ASHLEE WILSON GOVERNMENT ACCOUNT MANAGER Ashlee.Wilson@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



MEMORANDUM

Office of the Public Safety Director

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Essential Services Advisory Board
From: Daniel Scales, Public Safety Director
Date: February 20, 2025
Subject: Fire Department Capital Projects and Equipment Request for FY 25/26

MEETING DATE: March 6, 2025

This memo will provide the Essential Services Advisory Board with the fire department's final capital budget requests for fiscal year 25/26. The capital projects and equipment presented meet the threshold requiring review and recommendation of the Essential Services Advisory Board.

Priority 1 – Replacement Deputy Fire Chief Vehicle (including lighting and marking) - \$50,000

This proposal outlines the justification for replacing the Deputy Fire Chief's current 2013 SUV with a new 4x4 pickup truck. The replacement is essential to address reliability concerns, functional limitations, and the unique terrain challenges faced by our fire department.

Originally scheduled for replacement in FY 24/25, this vehicle's replacement was deferred. However, due to its critical operational role, we now consider it an immediate necessity and strongly recommend replacement in FY 25/26. Further delays increase the likelihood of costly repairs, unexpected failure, or a safety-related incident.

The 2013 SUV has shown clear signs of aging, with maintenance costs exceeding \$6,000 over the past three years and declining reliability. Frequent breakdowns have caused operational disruptions and represent the significant possibility of delayed response times in critical situations. Additionally, the vehicle lacks the necessary towing and payload capacity to meet the operational demands of the Deputy Fire Chief's role. Its limited cargo space restricts the efficient transport of essential personnel, equipment, and supplies, such as fire hoses, training props, and station materials. The current SUV configuration is not optimized for the diverse responsibilities of disaster response, training logistics, and emergency management, further underscoring the need for a more capable and reliable vehicle.

As a beach community, the Ponce Inlet terrain includes soft sand, steep inclines, and debris-strewn roads, particularly after storms or natural disasters. Having 4X4 capabilities help ensure that the vehicle can navigate these challenging conditions, minimizing delays and potential immobilization.

Benefits of a 4x4 Pickup Truck

A new pickup truck will reduce the likelihood of breakdowns and minimize maintenance costs. Incorporation of the latest automotive technology ensures improved durability and long-term performance. Enhanced towing capabilities allow for transporting trailers with equipment, supplies, and personnel during emergencies and training operations. A spacious truck bed supports the transportation of larger quantities of equipment and materials, addressing logistical challenges efficiently. The truck bed can also accommodate debris removal, emergency supplies, and other critical loads that the current SUV cannot handle.

The 4x4 drivetrain provides excellent traction on sand, mud, gravel, and other uneven surfaces, ensuring access to remote or difficult-to-reach locations. Increased ground clearance reduces risks of vehicle immobilization and damage from obstacles in disaster zones, rugged environments, or flooded streets. The pickup's robust design enhances its ability to perform in extreme conditions, including storm aftermath and flooding scenarios.

While the upfront cost of a 4x4 pickup truck is higher than a 2-wheeled drive vehicle, the long-term benefits significantly outweigh the initial expenditure. Reduced maintenance and repair costs compared to an aging vehicle, combined with improved fuel efficiency from modern engines, lower overall operating expenses. Additionally, a newer vehicle retains higher residual value and operational efficiency over time, providing better return on investment.

Priority 2 – Fire Station Preliminary Needs Evaluation and Design - \$50,000

This outlines the justification for seeking support from the Essential Services Advisory Board to fund a needs evaluation and preliminary design for a new fire station to replace the existing station. The proposed funding is crucial to accurately determine the costs for final design and construction for a new station that meets current and future operational demands.

Operational Needs & Current Limitations

The existing facility, constructed in 1980, was originally designed to house all municipal offices and functioned as the combined Ponce Inlet Town Hall and volunteer fire station. The structure was not purpose-built for fire department operations, providing an apparatus bay and a small volunteer meeting area. Renovations in 2006 only marginally increased its capacity to accommodate the daily staffing of 3 firefighters. Today, the fire department requires dedicated space for a daily staffing of 5 firefighters per shift, with the current facility falling short of these operational needs. The current facility does not meet modern building codes or safety standards for an emergency response facility. Beyond operational challenges, the location of the existing facility faces significant environmental risks. The station was built on low-lying land next to a marsh. A portion of the station building lies in a flood zone, for which the Town maintains flood insurance. Situated in a hurricane Category 1 storm surge zone, the building is vulnerable to flood and wind damage during severe weather events. The station parking lot already experiences flooding during extreme high tides and hurricane storm surges. The Town's Vulnerability Assessment and Watershed Master Plan both show the property will be increasingly susceptible to future flooding caused by sea level rise within the next

15-20 years, further compromising the safety of our operations and the reliability of emergency services. These current and future risk make the replacement and possible relocation of this critical asset a priority. Without a comprehensive evaluation of both the site and building, these issues will continue to impede our ability to provide effective emergency services to the community.

Importance of Evaluation and Preliminary Design

A station needs evaluation will provide a detailed assessment of our operational requirements, including personnel capacity, equipment storage, training facilities, and emergency response readiness. This assessment will identify deficiencies in the current setup and recommend solutions tailored to our specific needs. Preliminary design work will translate these findings into actionable plans, offering a clear and accurate projection of design specifications, timelines, and costs. Together, these steps ensure that the final design and construction phase proceeds efficiently and within budget.

Additionally, this process will establish a solid foundation for determining design, engineering, and construction costs. By providing precise cost estimates and project details, the evaluation will allow the town to explore and secure various funding opportunities, including grants, loans, and public-private partnerships.

Cost Considerations

While funding the evaluation and preliminary design requires an upfront investment, the long-term benefits include preventing costly revisions or delays during construction. By identifying precise needs and solutions early in the process, we reduce the risk of unforeseen expenses. Additionally, accurate cost projections from this process will enable the town to strategically pursue external funding sources, such as the Resilient Florida grant program, minimizing the financial burden on local taxpayers.

Conclusion

Funding the station needs evaluation and preliminary design is a critical step to ensure that our fire department operates from a facility that meets modern standards and supports our mission to protect the community now and in the future. This initial expenditure will enable us to create a facility tailored to the specific demands of modern fire operations and better positioned to address both current limitations and future environmental challenges. This initiative will provide the foundation for a well-planned, cost-effective construction or renovation project that addresses current deficiencies and prepares for future growth. Furthermore, the insights gained through this process will enable the town to secure necessary funding and ensure the project aligns with financial and operational goals.

Your support for this funding request is crucial as we work to safeguard our personnel and community through improved operational capabilities and risk mitigation.

Thank you.



MEMORANDUM

Public Works Department

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Essential Services Advisory Board
 From: Steve Wargo, Public Works Director
 Date: February 20, 2025
 Subject: Public Works Capital Projects and Equipment Preliminary Requests for FY 25/26

MEETING DATE: March 6, 2025

This memo will provide the Essential Services Advisory Board with the Public Works Department's preliminary capital budget requests. The projects are listed in priority order.

1. New 416 Loader Caterpillar Backhoe - \$135,000 (Split 50% with General Fund and Water Fund)

The department's backhoe, now over 20 years old, has become increasingly unreliable, with multiple breakdowns and costly repairs in 2023-2024, totaling over \$18,000. The latest fixes involved salvaging parts from other non-functional backhoes owned by Ring Power across several state locations. This equipment is essential for stormwater management, water systems maintenance, roadway repairs, and post-storm debris cleanup, making its reliability crucial. Given the mounting repair costs, a replacement is urgently needed. We've identified a cost-effective option through the Florida Sheriff's Association government buying contract offered by Ring Power. Funding will be split between the Water Operations and Maintenance Fund and the General Fund, reflecting its dual use.

This request was presented to the ESAB last year, which recommended it be deferred to FY 25/26 as the #1 priority.

2. Public Works Facility Building B – Withdrawn for FY 25/26

The department is withdrawing this request as originally presented to the ESAB in January. Additional time is needed to properly evaluate a design to accommodate the current and future needs of the department. Public Works will be using the funds currently budgeted this fiscal year to demolish the existing Building B, replace the failed backup generator, design the new facility, and obtain reliable cost estimates for its construction. To address immediate storage needs, a temporary storage unit will be put in place this fiscal year. Once the design for the new Building is completed, Public Works will have a clearer understanding of the budget required for its construction.

3. Public Works Parking Lot Expansion (Design and Construction) – Withdrawn for FY 25/26

The department is withdrawing this request, as we are looking into grant opportunities for funding.

The current Public Works property has outgrown its original design capacity due to the addition of field staff and the need for equipment and supplies. Parking has become a significant challenge, affecting the movability of our large equipment and supply storage. Public Works is proposing to utilize the vacant Town-owned lot to the south as a parking area, with proper screening from the adjacent neighborhood and providing added stormwater retention for the abutting streets. This request has been presented to the ESAB and Town Council for the previous two years but has been deferred given other priorities.

Last year the ESAB recommended this request be deferred to FY 25/26 as the #2 priority.

Thank you for your continued support of the Public Works Department.



MEMORANDUM
Public Works Department

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Essential Services Advisory Board
From: Steve Wargo, Public Works Director
Date: March 6, 2025
Subject: Public Works Capital Project Request – Old Carriage Road Exfiltration System - FY 25/26

MEETING DATE: March 6, 2025

This memo will provide the Essential Services Advisory Board with information about a capital project budget completion request.

1. Old Carriage Road Phase 2 Stormwater Improvements - \$120,480

The department is seeking the Board's recommendation for funding to complete the contracted work, which was planned in two phases. Phase 1, scheduled for the 24/25 fiscal year, included dredging the retention pond and installing one-way storm drain inlet valves along Old Carriage Road, Anchor Drive, and Beach Street. Phase 2, slated for the 25/26 fiscal year, involves the installation of a catch basin manhole at the west end of Old Carriage Road, along with the necessary drain lines to connect the existing stormwater inlet to the new catch basin manhole (see attached plans).

The bid and contract were approved at the Town Council meeting on September 19th, 2024. However, only the Phase 1 work was funded in the FY 24/25 budget, while Phase 2 was deferred to FY 25/26. Funding is expected to include a carryover of \$44,338 from the current fiscal year, and a request for an additional \$76,142 for next fiscal year.

Thank you for your continued support of the Public Works Department.

ATTACHMENT 1



Meeting Date: 9/19/2024

Agenda Item: 13-B

Report to Town Council

Topic: Acceptance of bid from Sea Level Development, LLC for the Ponce Inlet Stormwater Improvements Project, Bid No. 2024-01.

Summary: See attached staff report and supporting documents.

Suggested motion: Staff recommends the award of the contract for the Ponce Inlet Stormwater Improvements Project, Bid. 2024-01, to Sea Level Development, LLC in the total project amount of \$264,142.

Requested by: Chief Scales, Public Safety Director

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Office of the Public Safety Director

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
From: Daniel Scales, Public Safety Director
Date: September 11, 2024
Subject: Acceptance of bid from Sea Level Development, LLC for the Ponce Inlet Stormwater Improvements Project, Bid No. 2024-01

MEETING DATE: September 19, 2024

Purpose: Staff recommends the award of the contract for the Ponce Inlet Stormwater Improvements Project, Bid No. 2024-01, to Sea Level Development, LLC in the total project amount of \$264,142.

Background: The Town of Ponce Inlet issued an Invitation to Bid (ITB) for the Stormwater Improvements Project (Bid No. 2024-01), which includes three major components, split into two phases:

Phase 1 – FY 24/25

- **Part A:** Procure and install three CheckMate™ in-line backflow devices at designated locations on Old Carriage Road, Anchor Drive, and Front Street.
- **Part B:** Remove and dispose of muck and silt material that has accumulated in three wet detention ponds—two within the Inlet Point Subdivision and one located on Beach Street, west of S. Atlantic Avenue.

Phase 2 – FY 25/26

- **Part C:** Construction of an exfiltration drainage structure in the west cul-de-sac of Old Carriage Road.

The ITB was advertised with a submission deadline of August 26, 2024, at 2:00 PM. The bids were publicly opened on that date at Town Hall.

Discussion: After evaluating the submissions, Sea Level Development, LLC was determined to be the lowest responsible bidder. Their bid met all of the qualifications required, including the submission of a Certificate of Liability Insurance, Public Entity Crime Statement, Anti-

27 Collusion/Drug-Free Workplace Statement, and a W-9 form. No issues were raised during the
28 review of their qualifications, experience, and compliance with bid specifications.
29

30 **Recommendation:** Based on the review of the bids and consultation with relevant town staff, it
31 is recommended that the bid for the Ponce Inlet Stormwater Improvements Project be awarded to
32 Sea Level Development, LLC for the total amount of \$264,142.
33

34 **Budget Impact:** The project cost will be split into multiple parts, with the pond dredging and
35 installation of the backflow devices (Phase 1/Parts A and B) being completed in FY 24/25. The
36 total bid amount for the Phase 1 projects is \$143,662. Money will be available in the FY 24/25
37 budget in the amount of \$188,000 including \$138,000 being carried forward from FY 23/24 and
38 an additional \$50,000 being budgeted in FY 24/25. The exfiltration structure for Old Carriage
39 (Phase 2/Part C) will be budgeted in FY 25/26, at \$120,480. Funds for Phase 2 are anticipated to
40 include \$44,338 left over and carried forward from Phase 1, plus an additional \$76,480 that will
41 need to be budgeted.
42

43 **Action Requested:** Council approval of the bid award to Sea Level Development, LLC in the
44 amount of \$264,142 for the Ponce Inlet Stormwater Improvements Project.

Stormwater Project Summary

FY 24/25 Budget	
Pond Excavation	88,000.00
One-Way Valves - Phase 1	100,000.00
Total Budget	188,000.00

Sea Level Development, LLC Bid

Pond Excavation	103,840.00
One-Way Valves Phase 1 & 2	39,822.00
Total	143,662.00

FY 25/26 Budget

Amount to Carryover to 25/26	44,338.00	
Exfiltration System - Old Carriage	76,142.00	This was originally going to be \$100,000 for one-way valves phase 2
	120,480.00	

Sea Level Development, LLC Bid

Exfiltration System - Old Carirage	120,480.00
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INVITATION TO BID
PONCE INLET STORMWATER IMPROVEMENTS PROJECT
BID NO. 2024-01

Notice is hereby given that the **Town of Ponce Inlet** is accepting bids for the Construction of the **Ponce Inlet Stormwater Improvements, Bid No. 2024-01**. Bids will be accepted at Ponce Inlet Town Hall, 4300 S. Atlantic Avenue, Ponce Inlet, Florida until **2:00 P.M., on Monday, August 26, 2024**, at which time they will be opened in the Council Chambers and available for public inspection.

DESCRIPTION OF WORK:

Part A: Procure and install three **CheckMate™** In-line backflow devices at locations as shown on the plans and construct an exfiltration system on the western end of Old Carriage Drive.

Part B: The removal and proper disposal of silt material that has accumulated in three wet detention ponds. Two are in the Inlet Point Subdivision, and the third is located on the south side of Beach Street approximately 650 feet west of S. Atlantic Avenue.

The Town will accept qualified Bids for the combined projects included in Part A and Part B, or each sub-project separately. The Town may award contracts to the lowest Bidder or Bidders, based on the lowest responsible Bid or combinations of Bids submitted.

A non-mandatory pre-bid meeting will be held on-site at 2:00 P.M. on Thursday, August 30 2024.

Copies of the documents may be obtained from www.demandstar.com or www.ponce-inlet.org. Questions shall be directed in writing to Dan Scales, Public Safety Director, at dscales@ponce-inlet.org. **no later than 2:00 PM on Monday, August 26, 2024.**

NO bid shall be withdrawn for a period of ninety (90) days subsequent to the bid opening without the consent of the Town of Ponce Inlet, Florida. All bidders are required to complete and submit a Certificate of Liability Insurance, the Public Entity Crime Statement, the Anti-collusion / Drug- Free Workplace Statement, and a W-9.

No bids received after the time and date specified for the opening will be considered. The Town of Ponce Inlet ("Town") reserves the right to reject all bids. Grounds for such a rejection shall include, but shall not be limited to, the receipt of only one responsive bid to the solicitation, realization of overly restrictive specifications in the solicitation, unclear directions to bidders in the solicitation, inadequate number of responses to the solicitation, change in Town's needs after issuance of solicitation, all bids exceeding the allowed budget, and other grounds provided by law.

Award of the contract will be made to the lowest responsible bidder for the actual amount bid. Responsible bidder means a contractor who has the capability, in all respects, to fully perform the contract requirements and the integrity and reliability that will assure good faith performance or as otherwise provided by law.

Failure to submit any bid document or bid information with the bid, as specified, shall result in the bid being rejected as nonresponsive. The term "non-responsive" shall be defined to include, but not be limited to, submission of a subcontractor without required licensing, submission of incomplete forms or documentation, failure to demonstrate an ability to perform the contract, or

and any other reason provided by law. Further, any refusal by a contractor or subcontractor to respond to the Town's request for information or withdrawal of a subcontractor from consideration, either by the contractor or the subcontractor itself, shall be deemed as non-responsive and grounds for rejection of the bid.

Bids shall be addressed to Town Clerk, Town Hall, 4300 S. Atlantic Avenue, Ponce Inlet, Florida 32127 in a SEALED ENVELOPE plainly marked on the outside: **"PONCE INLET STORMWATER IMPROVEMENTS PROJECT — BID 2024-01"** and received by **2:00 P.M.** on Monday, **August 26, 2024.**

Kim Cherbano, CMC
Town Clerk

PONCE INLET STORMWATER IMPROVEMENTS

TOWN OF PONCE INLET - VOLUSIA COUNTY, FL
CIVIL IMPROVEMENTS

PROJECT DESCRIPTION:

THIS PROJECT INCLUDES:
THE CONSTRUCTION OF (3) BACKFLOW PREVENTERS WITHIN MULTIPLE EXISTING STORMWATER MANAGEMENT SYSTEMS
THE EXCAVATION OF MUCK WITHIN (3) WET DETENTION STORMWATER PONDS
AND THE INSTALLATION/REPLACEMENT OF A TYPE C INLET TO A STORMWATER EXFILTRATION SYSTEM.

SITE INFORMATION:	
SITE ADDRESS:	OLD CARRIAGE ROAD, PONCE INLET, FL 32127
SITE ADDRESS:	ANCHOR ROAD, PONCE INLET, FL 32127
SITE ADDRESS:	4894 FRONT ST, PONCE INLET, FL 32127

OWNER:

TOWN OF PONCE INLET
PUBLIC WORKS
FRED W. GRIFFITH
4875 S. PENINSULA DRIVE
PONCE INLET, FL, 32127
PHONE: (386) 322-6729
FGRIFITH@PONCE-INLET.ORG

CIVIL ENGINEER:

JOHN DILLARD
300 INTERCHANGE BLVD
ORMOND BEACH, FL, 32174
PHONE: (386) 677-2482
FAX: (386) 677-2505
ZEV COHEN & ASSOCIATES, INC
JDILLARD@ZEVCOHEN.COM

GEOTECHNICAL ENGINEER:

LOVE B. PATEL
605 WEST NEW YORK AVENUE
DELAND, FL, 32720
PHONE: (386) 734-8541
FAX: (386) 734-8541
BECHTOL ENGINEERING AND TESTING, INC.
CONTACT@BECHTOL.COM

SHEET INDEX:

C1	COVER SHEET
C2	CONSTRUCTION NOTES
C3-C5	PAVING, GRADING & DRAINAGE PLAN(S)
C6	CONSTRUCTION DETAILS



AERIAL MAP
SCALE: 1" = #'



AERIAL MAP
SCALE: 1" = #'

NOTE: THE SCALE OF THESE PLANS MAY HAVE CHANGED DUE TO REPRODUCTION.



CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

NO. DATE BY SUBMITTALS/REVISIONS

PONCE INLET STORMWATER
FINAL ENGINEERING PLANS
PRELIMINARY DRAFT

XX COUNTY, FLORIDA

CITY OF XX

PROJECT NO: ZC 23363
DESIGNED BY: JD
DRAFTED BY: RCC
CHECKED BY: JD
DRAWING FILE: 23363-COV

JOHN A. DILLARD, JR., P.E.
NOT VALID WITHOUT SEAL

SHEET: C1 OF C6


R:\33353 FINAL ENGINEERING PLANS\CONNOTES\33353-NOTES.DWG - PRINTED: 5/29/2024 10:55 AM

GENERAL NOTES

- ALL CONSTRUCTION, DRAINAGE STRUCTURES AND OTHER SITE IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD PLANS AND SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION OR THE CITY'S/COUNTY'S LAND DEVELOPMENT CODE REQUIREMENTS, STANDARD CONSTRUCTION DETAILS & STANDARD SPECIFICATIONS, WHICHEVER IS MORE STRINGENT.
- SHOP DRAWINGS AND CERTIFICATIONS FOR ALL MATERIALS AND STRUCTURES ARE REQUIRED. THE CONTRACTOR SHALL REVIEW AND SIGN SHOP DRAWINGS. THE CONTRACTOR SHALL SUBMIT REVIEWED SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL PRIOR TO ORDERING THE MATERIALS REQUIRED FOR CONSTRUCTION.
- CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL REQUIRED PERMITS. THE CONTRACTOR SHALL MAINTAIN COPIES OF ALL RELEVANT PERMITS AND CONSTRUCTION DOCUMENTS AVAILABLE ON THE JOB SITE AT ALL TIMES.
- CONTRACTOR TO MAINTAIN THE SITE IN A SAFE AND SECURE MANNER TO PROTECT PUBLIC SAFETY AND THE CONDITIONS OF THE IMPROVEMENTS.
- THE CONTRACTOR SHALL MAINTAIN, AT THE JOB SITE, A RECORD COPY OF ALL CONSTRUCTION DRAWINGS AND SPECIFICATIONS ON WHICH ALL FIELD CHANGES ARE TO BE SHOWN. THESE CHANGES ARE TO BE INCORPORATED IN THE "AS-BUILT" SURVEY FURNISHED TO THE ENGINEER.
- SHOULD CONDITIONS VARY FROM THOSE SHOWN ON THESE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF RECORD PRIOR TO CONTINUING CONSTRUCTION.
- ANY FIELD MODIFICATIONS OR DEVIATIONS TO THESE CONSTRUCTION PLANS REQUIRES APPROVAL BY BOTH THE ENGINEER OF RECORD AND THE CITY/COUNTY PRIOR TO PERFORMING THE WORK.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AN "AS-BUILT" SURVEY OF THE COMPLETED CONSTRUCTION. THE "AS-BUILT" SURVEY SHALL BE PREPARED IN ACCORDANCE WITH APPROPRIATE GOVERNMENTAL REGULATIONS AND ZCA REQUIREMENTS. THE "AS-BUILT" SURVEY SHALL BE PREPARED ON ZCA'S DESIGN/PERMITTED PLANS. ELECTRONIC AND PAPER COPIES OF THE AS-BUILT SURVEY SHALL BE PROVIDED TO THE ENGINEER OF RECORD. THE "AS-BUILT" SHALL BE SIGNED AND SEALED BY A FLORIDA REGISTERED PROFESSIONAL LAND SURVEYOR.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING VEHICULAR AND PEDESTRIAN TRAFFIC SAFELY THROUGH THE WORK ZONE AT ALL TIMES, IF APPLICABLE. ANY SIDEWALK, LANE OR ROAD CLOSURE REQUIRES REVIEW AND APPROVAL IN ADVANCE AND A SEVEN (7) DAY MINIMUM NOTICE TO THE JURISDICTIONAL AGENCY/VOLUSIA COUNTY TRAFFIC OPERATIONS (386-239-6535). THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REQUIRED COORDINATION.
- MAINTENANCE OF TRAFFIC WILL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAY CONSTRUCTION, MAINTENANCE AND UTILITY OPERATIONS AND THE FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD PLANS, LATEST EDITIONS.
- CONTRACTOR TO NOTIFY THE REGULATORY AGENCIES FORTY EIGHT (48) HOURS PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL SEND COPIES OF ALL TESTING REPORTS TO THE REGULATORY AGENCIES AND THE ENGINEER OF RECORD.
- SURVEY INFORMATION PROVIDED BY _____ DATED _____ ALL ELEVATIONS BASED ON **NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD 29) / NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88)** AND ARE SHOWN IN FEET. STATE PLANE COORDINATES ARE BASED UPON **NAD 83**.
- ALL PUBLIC LAND CORNERS AND MONUMENTS WITHIN THE LIMITS OF CONSTRUCTION ARE TO BE PROTECTED. THE CONTRACTOR SHALL EMPLOY A SURVEYOR, REGISTERED IN THE STATE OF FLORIDA, TO REPLACE/RESTORE ANY PROPERTY OR LAND MARKERS DISTURBED BY CONSTRUCTION ACTIVITIES.
- NO LAND SHALL BE CLEARED, EXCAVATED OR FILLED AND NO STRUCTURES SHALL BE ERECTED, REPAIRED OR DEMOLISHED WITHOUT PROPER PERMIT(S).
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS AS WELL AS THE REQUIREMENTS OF ST. JOHNS RIVER WATER MANAGEMENT DISTRICT AND E.P.A. (NPDES). CONTRACTOR SHALL ESTABLISH BEST MANAGEMENT PRACTICES AND EROSION CONTROL METHODS PRIOR TO COMMENCING ANY SITE CLEARING OR DEMOLITION AND SHALL MAINTAIN THOSE BARRIERS UNTIL FINAL ACCEPTANCE OF THE PROJECT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROJECT'S NPDES **PERMITTING**, INSPECTION AND REPORTING, IF APPLICABLE.
- ALL DELINEATED WETLAND AREAS SHALL BE STAKED AND FENCED WITH TYPE III SILT FENCING PRIOR TO CONSTRUCTION. FENCING SHALL NOT BE REMOVED UNTIL ALL CONSTRUCTION IS COMPLETED. LIMITS OF SILT FENCE SHOWN ON PLANS ARE APPROXIMATE AND ARE TO BE ADJUSTED AS NECESSARY TO MEET FIELD CONDITIONS AND/OR AS DIRECTED BY THE ENGINEER.**
- THE EROSION, SEDIMENT AND TURBIDITY CONTROL MEASURES DELINEATED HEREON ARE THE MINIMUM REQUIRED. ADDITIONAL CONTROLS MAY BE NEEDED, DEPENDING UPON THE ACTUAL SITE CONDITIONS. JURISDICTIONAL AGENCY PERMIT REQUIREMENTS AND CONSTRUCTION OPERATIONS. STAKED SILT FENCE SHALL BE UTILIZED TO CONTROL EROSION AND RELEASE OF SUSPENDED SOLIDS. SEDIMENT TRACKING CONTROL DEVICES SHALL BE USED TO PREVENT THE OFFSITE TRANSPORT OF SEDIMENT BY MOTORIZED VEHICLES. IF CONTROL MEASURES DO NOT PROVE SATISFACTORY, WORK SHALL CEASE UNTIL NEW MEASURES ARE ADOPTED WITH SATISFACTORY RESULTS.
- ALL EROSION AND SEDIMENT TRACKING CONTROL DEVICES SHALL BE INSPECTED DAILY AND IMMEDIATELY FOLLOWING A RAINFALL EVENT. REFER TO PROJECT'S STORMWATER POLLUTION PREVENT PLAN (SWPPP). ANY DEFICIENCIES FOUND IN THE EROSION CONTROL MEASURES SHALL BE REPAIRED IMMEDIATELY. THE CONTRACTOR SHALL KEEP A LOG BOOK DOCUMENTING THESE DAILY INSPECTIONS, DEFICIENCIES AND REMEDIAL ACTIONS.
- ALL UNSUITABLE SOILS AND UNSUITABLE MATERIALS (SUCH AS CLAY, ORGANICS, ROCK, CEMENTED COQUINA, DEBRIS, ETC.) SHALL BE REMOVED, DISPOSED OF IN A LEGAL MANNER AND REPLACED WITH DRY COMPACTED GRANULAR MATERIAL SATISFACTORY TO THE CITY/COUNTY. THE COST OF ALL WORK AND MATERIALS IS TO BE INCLUDED IN THE UNIT PRICE OF THE ASSOCIATED CONSTRUCTION ITEMS UNLESS OTHERWISE SHOWN IN THE PLANS.
- IN THE EVENT THAT WATER IS ENCOUNTERED DURING CONSTRUCTION, DEWATERING SHALL BE PERFORMED AS NEEDED. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE DESIGN, PERMITTING, INSTALLATION, OPERATION AND SUBSEQUENT REMOVAL OF DEWATERING SYSTEMS AND THEIR SAFETY AND CONFORMITY WITH APPLICABLE CODES AND REGULATIONS.
- PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE ELECTRIC, TELEPHONE, GAS, CABLE TELEVISION, COMMUNICATIONS, ETC. COMPANIES TO DETERMINE THE TYPE AND LOCATION OF ALL UNDERGROUND FACILITIES IN THE AREA OF CONSTRUCTION.
- ALL UNDERGROUND UTILITIES HAVE BEEN LOCATED HORIZONTALLY AND VERTICALLY BASED ON THE BEST INFORMATION AVAILABLE AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL ELEVATIONS OF EXISTING UTILITIES (PUBLIC AND PRIVATE) SHOWN OR NOT SHOWN PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE VARIOUS UTILITY COMPANIES TO MAKE THE NECESSARY ARRANGEMENTS FOR ANY RELOCATION, DISRUPTION OF SERVICE OR CLARIFICATION OF ACTIVITY REGARDING SAID UTILITY. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING NEAR OR CROSSING A UTILITY, WHETHER SHOWN ON THESE PLANS OR FIELD LOCATED. THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE AND NOTIFY THE UTILITY COMPANIES FOR UTILITIES WHICH NEED TO BE RELOCATED FOR THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE TO PAY FOR ANY REPAIR, RELOCATION OR TEMPORARY MEASURES NEEDED FOR EXISTING OR PROPOSED UTILITIES.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE AND AVOID ALL UTILITIES, OTHER STRUCTURES AND OBSTRUCTIONS BOTH ABOVE AND BELOW GROUND. ALL DAMAGE RESULTING FROM THE CONTRACTOR'S FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL NOTIFY ALL UTILITY PROVIDERS AT LEAST TWO (2) BUSINESS DAYS PRIOR TO ANY CONSTRUCTION.
- THE CONTRACTOR SHALL MAINTAIN UNINTERRUPTED SERVICE AT ALL SERVICE CONNECTIONS. THE MANNER IN WHICH THIS IS ACCOMPLISHED SHALL BE LEFT TO THE DISCRETION OF THE CONTRACTOR, SUBJECT TO THE REQUIREMENTS OF THE CONTRACT SPECIFICATIONS.
- ALL EXISTING DRAINAGE STRUCTURES AND UTILITIES WITHIN THE CONSTRUCTION LIMITS SHALL REMAIN, UNLESS OTHERWISE NOTED IN PLANS.
- ALL STATIONS AND OFFSETS REFER TO CENTERLINE CONSTRUCTION UNLESS OTHERWISE NOTED IN PLANS.**
- THE LENGTH OF ALL DRAINAGE PIPES AND LOCATION OF ALL DRAINAGE STRUCTURES ARE APPROXIMATE. THE LOCATION OF THE DRAINAGE STRUCTURE SHALL DETERMINE THE LENGTH OF PIPE.
- THE TOP OF CASTING ELEVATIONS (TC) OF ALL STRUCTURES ARE SHOWN. HOWEVER, THE CONTRACTOR SHALL INSTALL ALL FRAMES SO AS TO PROVIDE A SMOOTH SURFACE FOR VEHICULAR AND/OR PEDESTRIAN TRAFFIC.
- CONTRACTOR SHALL CONFIRM PROPOSED TOP OF CASTING (TC) ELEVATIONS WILL ALLOW POSITIVE DRAINAGE TO PROPOSED INLETS. IF POSITIVE DRAINAGE DOES NOT EXIST, CONTRACTOR TO COORDINATE WITH ENGINEER OF RECORD FOR SOLUTION AND ADJUST PROPOSED INLETS AS NECESSARY AT NO COST.
- CONTRACTOR SHALL CONFIRM ELEVATION OF EXISTING GRADE PRIOR TO PLACING DRAINAGE OUTFALL STRUCTURES. CONTRACTOR SHALL NOTIFY ENGINEER OF RECORD IF EXISTING GRADE DOES NOT MATCH PROPOSED OUTFALL INVERT. CONTRACTOR SHALL ADJUST OUTFALL STRUCTURE INVERT AND/OR STRUCTURE LOCATION AS DIRECTED BY ENGINEER OF RECORD AT NO COST.
- ANY DRAINAGE PROBLEMS CREATED BY CONSTRUCTION, OR EXISTING BEFORE CONSTRUCTION AND NOT ALLEVIATED, SHOULD BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD AT THE TIME OF DISCOVERY.
- ALL STORMWATER PIPES AND INLETS SHALL BE CLEANED OF DEBRIS AND ERODED MATERIALS AT LAST STAGES OF AND PRIOR TO COMPLETION OF CONSTRUCTION.

GENERAL NOTES

- SPECIAL ATTENTION IS DIRECTED TO THE FACT THAT PORTIONS OF SOME DRAINAGE STRUCTURES MAY EXTEND INTO THE STABILIZED PORTION OF THE ROADBED. EXTREME CAUTION WILL BE NECESSARY DURING COMPACTION AND STABILIZATION OPERATIONS AT THESE LOCATIONS TO AVOID DAMAGE AND ACHIEVE THE REQUIRED COMPACTION.
- DURING CONSTRUCTION, AN ALL-WEATHER ACCESSIBLE ROADWAY SHALL BE MAINTAINED AT ALL TIMES FOR FIRE ACCESS.
- ALL REQUIRED FIRE LINES & HYDRANTS SHALL BE INSTALLED IN ACCORDANCE WITH LOCAL & STATE REQUIREMENTS AND OPERATIONAL PRIOR TO THE START OF VERTICAL CONSTRUCTION.
- NONE OF THE EXISTING LIMEROCK BASE THAT IS REMOVED IS TO BE USED IN THE CONSTRUCTION OF THE NEW LIMEROCK BASE UNLESS OTHERWISE NOTED ON PLANS.**
- EXISTING DRIVEWAYS WITHIN THE LIMITS OF THIS PROJECT ARE TO BE REPLACED AT THE SAME LOCATION AND WIDTH WITH THE SAME TYPE OF MATERIAL, UNLESS OTHERWISE SHOWN IN THE PLANS.
- ALL RAMPS, SIDEWALKS AND ACCESSIBLE ROUTES ARE TO BE IN COMPLIANCE WITH CURRENT A.D.A. REQUIREMENTS.
- SIGNS THAT ARE REMOVED AND ARE TO BE RELOCATED SHALL BE STOCK PILED BY THE CONTRACTOR. ANY EXISTING SIGNS DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR AT HIS COST.
- ROADWAY AND PARKING SIGNAGE AND MARKINGS SHALL BE IN CONFORMANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, CURRENT EDITION.
- UNLESS OTHERWISE NOTED, PROPOSED GRADES SHOWN ARE FINISHED GRADES.
- OPERATION AND MAINTENANCE OF THE STORMWATER SYSTEM WILL BE PROVIDED BY THE OWNER OF PROPERTY. MAINTENANCE IS TO INCLUDE BI-WEEKLY MOWING OF SIDE SLOPES FOR VEGETATION CONTROL AND MONTHLY INSPECTION/CLEANING OF CULVERTS & STORM SYSTEMS.
- ALL DISTURBED AREAS SHALL BE SODED, UNLESS OTHERWISE SHOWN, AND SHALL HAVE SOD/ VEGETATED COVER ESTABLISHED PRIOR TO THE INSPECTION FOR THE CERTIFICATE OF OCCUPANCY.
- INSTALLATION OF THE REQUIRED STREET SIGNS, TRAFFIC SIGNS, PAVEMENT STRIPING, STREET LIGHTS AND SIDEWALKS ALONG WITH THE PAINTING OF THE FIRE HYDRANTS MUST BE COMPLETED PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF COMPLETION.
- CONTRACTOR IS RESPONSIBLE FOR INSPECTING AND PRE-TESTING PRIOR TO SCHEDULING A TEST OR WALK-THROUGH WITH THE UTILITY REPRESENTATIVES, MUNICIPAL REPRESENTATIVES AND ENGINEER OF RECORD. ANY COST ASSOCIATED WITH RETESTING SHALL BE PAID FOR BY THE CONTRACTOR.
- THE ENGINEER OF RECORD AND LOCAL UTILITY SHALL BE GIVEN SEVENTY-TWO (72) HOURS NOTICE OF ALL REQUESTED MEETINGS AND/OR TESTING MEASURES.
- CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE WITH THE REGULATORY REPRESENTATIVES TO DETERMINE THE INSPECTIONS NEED FOR THE PROJECT. CONTRACTOR SHALL PROVIDE PROPER NOTIFICATION TO INSPECTING AUTHORITIES BEFORE AND DURING CONSTRUCTION.
- ZEV COHEN AND ASSOCIATES, INC (ZCA) LIABILITY SHALL BE LIMITED TO THE COMPANY'S DESIGN OF SPECIFIC IMPROVEMENTS AS DEPICTED ON THE SITE INFRASTRUCTURE CONSTRUCTION DOCUMENTS. **FOR RESIDENTIAL SUBDIVISION DESIGN, ZCA SHALL NOT BE RESPONSIBLE OR HELD LIABLE FOR, EITHER LOT OR HOME IMPROVEMENTS PROPOSED TO BE CONSTRUCTED (OR ACTUALLY CONSTRUCTED) BY OTHERS AND/OR IMPROVEMENTS CONSTRUCTED AFTER CERTIFICATION OF COMPLETION OF THE SITE INFRASTRUCTURE. LOT IMPROVEMENTS INCLUDING, BUT NOT LIMITED TO, VERTICAL HOME CONSTRUCTION, INDIVIDUAL LOT DRAINAGE, GARAGES, DRIVEWAYS, SIDEWALKS, PATIOS, PORCHES, POOLS, POOL DECKS, SITTING AREAS, RETAINING WALLS, ETC. DESIGNED OR CONSTRUCTED BY THE HOMEOWNER, HOMEOWNER, HOA, CONTRACTORS OR OTHER DESIGN PROFESSIONALS, NOT EMPLOYED BY ZCA, SHALL NOT BE THE RESPONSIBILITY OF ZCA.**



STANDARD CONSTRUCTION DETAIL
STORM DRAINAGE DESIGN
AND CONSTRUCTION NOTES

FILE NAME:
CITYST4.DWG

DETAIL REF:
ST-4

- STORM DRAINAGE DESIGN AND CONSTRUCTION NOTES**
- ALL MATERIALS AND INSTALLATION METHODS USED FOR LAND DEVELOPMENT CODE REQUIRED IMPROVEMENTS FOR SUBDIVISIONS AND SITE PLANS SHALL BE IN CONFORMANCE WITH THE TOWN, FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION), AND THE FDOT ROADWAY AND TRAFFIC DESIGN STANDARDS (LATEST EDITION).
- ALL STORM SEWERS AND CULVERTS LOCATED IN ROADWAY RIGHTS-OF-WAY AND ROADWAY EASEMENTS SHALL BE A MINIMUM OF CLASS II REINFORCED CONCRETE PIPE. OUTSIDE OF ROADWAY EASEMENTS AND R.O.W., PIPE MAY BE MADE OF ALTERNATE MATERIALS INCLUDING:
 - SMOOTH INNER WALL HIGH DENSITY POLYETHYLENE (HDPE) IN ACCORDANCE WITH AASHTO M-224, AASHTO M7, ASTM D3350 AND ASTM D2412 FOR SIZES UP TO 42" IN DIAMETER **OR**
 - PVC IN ACCORDANCE WITH THE PROVISION NOTED IN THE "SEWER DETAILS" OF THESE SPECIFICATIONS.
 - ALL STORM SEWER PIPE JOINTS LOCATED IN ROADWAY RIGHTS-OF-WAY AND ROADWAY EASEMENTS SHALL BE ENTIRELY WRAPPED WITH FILTER FABRIC WITH A MINIMUM WIDTH OF 24" AND A MINIMUM OF 24" OVERLAP SECURED WITH PLASTIC OR STAINLESS BANDS. GASKETS ARE NOT PERMITTED AS AN EQUIVALENT SUBSTITUTE FOR MEETING THIS REQUIREMENT. THIS PRACTICE IS ENCOURAGED ON PRIVATE SITES. ADDITIONALLY, ALL JOINTS SHALL BE RUBBER GASKETED FOR BOTH ROUND AND ELLIPTICAL PIPE.
 - DEPTH OF COVER MEASURED TO THE TOP OF PIPE (NOT INCLUDING THE BELL JOINT) SHALL BE A MINIMUM OF 1 FOOT. DEVIATION FROM THIS REQUIREMENT MAY BE ALLOWED BY INCREASING THE PIPE'S STRUCTURAL CAPACITY. THIS DEVIATION MUST BE SPECIFIED ON THE PLANS APPROVED FOR CONSTRUCTION AND SUBSEQUENTLY REFLECTED ON THE SHOP DRAWINGS AND AS-BUILT PLANS.
 - ALL STORM DRAINAGE PIPES LOCATED IN ROADWAY RIGHTS-OF-WAY AND ROADWAY EASEMENTS SHALL BE A MINIMUM OF FIFTEEN INCH (15") DIAMETER OR EQUIVALENT AND BE DESIGNED FOR A MINIMUM OF A TWENTY-FIVE (25) YEAR STORM OF TWENTY-FOUR (24) HOUR DURATION. STORM DRAINAGE PIPES SMALLER THAN 15" ARE PERMITTED ON PRIVATE SITE PLANS PROVIDING THAT MAINTENANCE SHALL BE PERFORMED BY THE OWNER.
 - STORM INLETS, MANHOLES, AND CATCH BASINS SHALL BE EITHER POURED IN PLACE OR PRECAST REINFORCED CONCRETE. STRUCTURES SHALL BE REQUIRED AT EACH CHANGE OF PIPE SIZE OR CHANGE IN PIPE DIRECTION. ALL STRUCTURES SHALL BE IN COMPLIANCE WITH ASTM C-478 AND SHALL HAVE 8" THICK WALLS. 8" THICK WALLS MAY BE PERMITTED PROVIDING THAT THE PLANS SPECIFY INCREASED REINFORCEMENT IN ACCORDANCE WITH FDOT STANDARD INDEX NO. 201. IN ADDITION, THIS REQUIREMENT MUST BE REFLECTED ON BOTH THE SHOP DRAWING AND AS-BUILT PLANS.
 - STORM INLETS SHALL BE SPACED IN SUCH A MANNER AS TO ACCEPT ONE HUNDRED (100) PERCENT OF THE DESIGN STORM RUNOFF WITHOUT IMPEDING THE FLOW OF TRAFFIC. FOR ROADWAY SECTIONS WITH DESIGN SPEEDS OF 45 MPH AND LESS AND WITHOUT FULL WIDTH SHOULDERS, SPREAD RESULTING FROM A RAINFALL INTENSITY OF FOUR INCHES (4") PER HOUR SHALL NOT EXCEED ONE-HALF OF THE TRAVEL LANE ADJACENT TO THE GUTTER. FOR SITE PLANS, INLET SPACING SHALL BE DESIGNED TO ACCEPT ONE HUNDRED (100) PERCENT OF THE RUNOFF FROM A RAINFALL INTENSITY OF FOUR INCHES (4") PER HOUR WITHOUT RESULTING IN PONDING OF WATER AROUND THE INLET.
 - LAKE DEPTHS SHALL BE EIGHT FEET (8') MINIMUM TO FIFTEEN FEET (15') MAXIMUM, MEASURED FROM THE TOP OF BANK.

STORM DRAINAGE DESIGN AND CONSTRUCTION NOTES

- (CONTD.)**
- SOIL EROSION CONTROL MEASURES, SATISFACTORY TO THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT AND THE TOWN, SHALL BE EMPLOYED DURING CONSTRUCTION.
 - THE TOWN MAY REQUEST THAT THE DEVELOPER SUBMIT A REPORT BY A QUALIFIED HYDROLOGIST ON THE IMPACT THE LAKE WILL HAVE ON NEIGHBORING WATER TABLE ELEVATIONS BOTH DURING CONSTRUCTION AND AFTER LAKE COMPLETION. THE TOWN MAY REQUIRE GROUNDWATER MONITORING DURING THE LAKE EXCAVATION.
 - ADEQUATE MAINTENANCE EASEMENTS OR RIGHTS-OF-WAY AS APPROVED BY THE TOWN SHALL BE PROVIDED AROUND THE ENTIRE PERMETER OF ALL LAKES AND ASSOCIATED OUTFALLS DISCHARGING INTO AND OUT OF LAKES. APPLICABLE CROSS SECTIONS SHALL BE INCLUDED ON ALL FINAL DEVELOPMENT PLANS.
 - DEVELOPMENT PLANS FOR ALL STORMWATER MANAGEMENT SYSTEMS SHALL CONTAIN POP-OFF DATA (OVERFLOW), BOTTOM ELEVATION, NORMAL WATER LEVELS, MEAN ANNUAL SEASONAL HIGH WATER TABLE ELEVATION, TREATMENT VOLUME AND CORRESPONDING ELEVATION, 100 YEAR HIGH WATER LEVELS, AND THE DESIGN TAILWATER ELEVATION (IF APPLICABLE).
 - IN GENERAL, ALL RETENTION / DETENTION SITES MUST BE CONSTRUCTED ON ALL PROJECTS PRIOR TO ANY ROAD, PARKING LOT, OR BUILDING CONSTRUCTION COMMENCING OR AS CURRENT PERMIT CONDITIONS DICTATE. SEWER AND WATER MAINS MAY BE INSTALLED PRIOR TO RETENTION/DETENTION SITE CONSTRUCTION IF DEWATERING IS NOT REQUIRED.
 - THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ANY AND ALL DEWATERING PERMITS THAT MAY BE REQUIRED.
 - WHEN CULVERTS ARE INSTALLED TO MAINTAIN THE FLOW OF EXISTING DRAINAGE WAYS WHERE NEWLY PROPOSED ROADS WOULD OTHERWISE SEVER THE DRAINAGE WAY, THEN CULVERTS CROSSING RIGHTS-OF-WAY SHALL EXTEND FROM RIGHT-OF-WAY LINE TO RIGHT-OF-WAY LINE UNDER THE ROADWAY. CULVERTS SHALL BE DESIGNED TO ACCOMMODATE THE FLOW FROM THE 100 YEAR - 24 HOUR STORM EVENT WITHOUT FLOODING ADJACENT PROPERTY OR SURCHARGING THE SAID ROADWAY.
 - IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW AND MAINTAIN A COPY OF THE SURFMD PERMIT AT THE CONSTRUCTION SITE, AND ABIDE BY ALL CONDITIONS OF THE PERMIT.
 - LANDSCAPE PLANS SHALL CLEARLY DEPICT THE DESIGN LOCATION OF PLANTINGS RELATIVE TO THE LOCATION OF PUBLIC UTILITIES AND STORMWATER INFRASTRUCTURE IN ORDER TO EVALUATE POTENTIAL CONFLICTS.



STANDARD CONSTRUCTION DETAIL

STORM DRAINAGE DESIGN

AND CONSTRUCTION NOTES

FILE NAME:
CITYST6.DWG

DETAIL REF:
ST-6

STORM DRAINAGE DESIGN AND CONSTRUCTION NOTES

- (CONTD.)**
- FOR CONNECTIONS BETWEEN INLETS WITH PIPING 15" IN DIAMETER AND LARGER, THE MAXIMUM DISTANCES BETWEEN INLETS AND / OR CLEAN-OUT JUNCTION BOXES SHALL BE 300 FEET. CULVERTS SHALL BE SLOPED TO MAINTAIN A MINIMUM SELF-CLEANING VELOCITY OF 3 FEET PER SECOND USING A MANNING'S "n" OF 0.012. SPACING FOR CLEAN-OUTS AND INLETS FOR SMALLER PIPING SHALL BE REDUCED AND EVALUATED ON A CASE BY CASE BASIS.
 - THE MAXIMUM PERMISSIBLE SLOPE OF ANY NEW SITE GRADING IS 3:1 (HORIZONTAL:VERTICAL). THIS LIMIT SHALL BE APPLIED TO ALL AREAS EXCEPT STORMWATER CONVEYANCE AND TREATMENT SYSTEMS WHICH HAVE A MAXIMUM SLOPE OF 4:1 (EXCEPT BELOW THE WATER TABLE WHERE SHARPER SLOPES ARE PERMISSIBLE.)
 - ALL SWALES AND DITCHES SHALL HAVE A MAXIMUM PERMITTED SIDE SLOPE NOT GREATER THAN 4 TO 1 AT A MINIMUM. THE MAXIMUM PERMITTED BACKSLOPE SHALL BE 3:1, PROVIDED THAT A 2' WIDE BERM IS INSTALLED. DESIGN CENTERLINE AND TOP-OF-BANK ELEVATIONS SHALL BE NOTED AT INTERVALS OF 100'.
 - SWALES THAT ARE NORMALLY DRY AND INTENDED FOR CONVEYANCE OF STORMWATER RUNOFF AND ARE NOT INTENDED FOR RETENTION SHALL HAVE A MINIMUM DRAINAGE MAINTENANCE EASEMENT WIDTH MEASURING 15 FEET. SWALED AREAS INTENDED FOR RETENTION SHALL PROVIDE APPROPRIATE EASEMENT AREAS FOR ACCESS AND MAINTENANCE MEASURED UPLAND FROM THE TOP OF BANK. AT A MINIMUM, THE SAID EASEMENT SHALL MEASURE 10' FEET IN WIDTH FROM THE TOP OF THE SWALE.
 - PIPED STORMWATER SYSTEMS SHALL HAVE A MINIMUM DRAINAGE MAINTENANCE EASEMENT WIDTH OF 20 FEET, AND MAY BE INCREASED DEPENDING UPON THE SIZE AND DEPTH OF PIPE.
 - NORMAL ROADSIDE SWALES ARE PERMITTED TO BE CONSTRUCTED TO A MAXIMUM DEPTH OF 18" BELOW THE OUTSIDE EDGE OF PAVEMENT OR CONCRETE CURB.
 - CONCRETE EROSION CONTROL MUST BE PROVIDED WHERE SWALES OR CULVERTS INTERCEPT DRAINAGE DITCHES.
 - WHEN A LAKE IS INCORPORATED WITHIN A SUBDIVISION AND IS ABUTTED BY LOTS, SUCH ABUTTING LOT LINES SHALL BE EXTENDED INTO THE LAKE PROPORTIONATELY ENCOMPASSING ALL OF THE LAKE AREA.
 - LAKE INFLOW AND OUTLET STRUCTURES SHALL GENERALLY BE CONSTRUCTED WITH REINFORCED CONCRETE AND SHALL BE SUBJECT TO THE APPROVAL OF THE TOWN. SKIMMERS FOR WET PONDS SHALL BE CONSTRUCTED SUCH THAT THE BOTTOM EXTENDS 8" BELOW THE NORMAL WATER LEVEL AND 6" ABOVE THE OVERFLOW. FOR DRY PONDS, THE SKIMMER BOTTOM SHALL BE SET 6" BELOW THE LOWEST OVERFLOW ELEVATION AND 6" ABOVE THE HIGHEST POINT OF OVERFLOW. ALL SKIMMERS SHALL BE CONSTRUCTED OF MINIMUM 1/4" THICK ALUMINUM OR FIBERGLASS ADEQUATELY SUPPORTED TO PREVENT DEFLECTION.



STANDARD CONSTRUCTION DETAIL

STORM DRAINAGE DESIGN

AND CONSTRUCTION NOTES

FILE NAME:
CITYST5.DWG

DETAIL REF:
ST-5



WWW.ZEVCOHEN.COM

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

(BIR 4416) (LIC 62)

NO. DATE BY SUBMITTALS / REVISIONS

CONSTRUCTION NOTES
FINAL ENGINEERING PLANS
C2 - NOTES

CITY OF PONCE, FLORIDA
XXX COUNTY, FLORIDA

PROJECT NO.: 23363
DESIGNED BY: JD
DRAFTED BY: RCC
CHECKED BY: JD

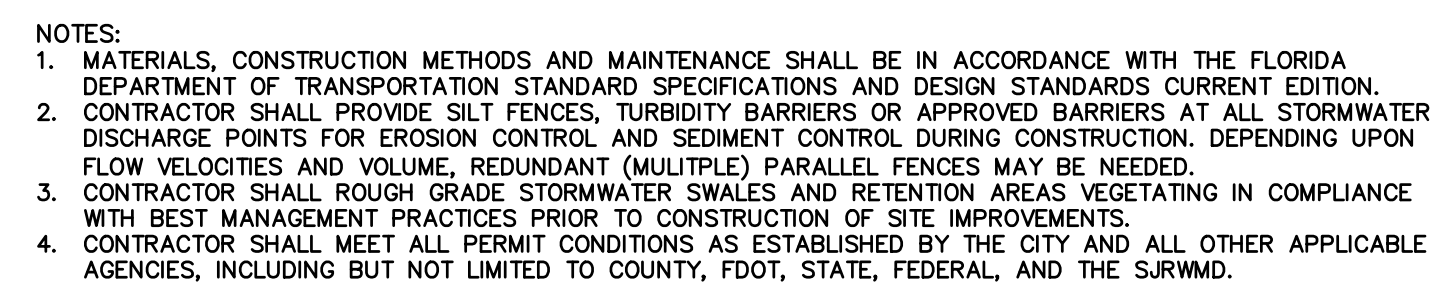
DRAWING FILE: 23363-NOT











Know what's below.
Call before you dig.

JOHN A. DILLARD, JR., P.E.
NOT VALID WITHOUT SEAL

SHEET: C2 OF C6



- | | | | |
|---|----|---|-------------------------------------|
|  | OR |  | STORMWATER INLET |
|  | | | STORMWATER MANHOLE |
|  | | | MES |
|  | | | YARD DRAIN |
|  | | | PROPOSED GRADE |
|  | | | PROPOSED MATCH EXISTING GRADE LABEL |
| E.G. | | | EXISTING GRADE LABEL |
|  | | | FLOW DIRECTION |



CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

[illegible]

PAVING, GRADING, DRAINAGE FINAL ENGINEERING PLANS C3 - PGD

[illegible]

PROJECT NO: 23363

DESIGNED BY: JD








DRAFTED BY: RCC

CHECKED BY: JD

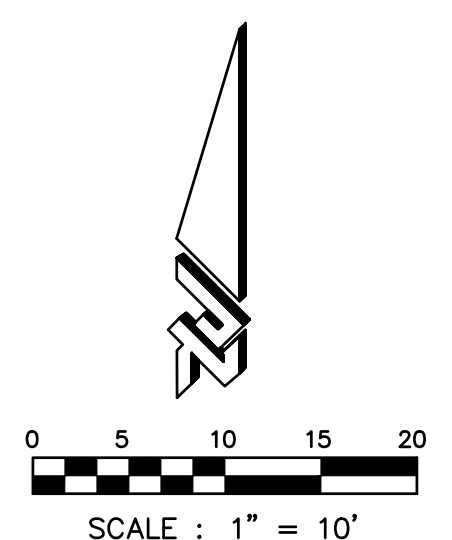
DRAWING FILE: 23363-PGD
XREF'S: 23363-BAS.DWG
XREF'S: XXXXX.DWG

JOHN A. DILLARD, JR., P.E.
NOT VALID WITHOUT SEAL



- | | |
|--|-------------------------------------|
|  OR  | STORMWATER INLET |
|  | STORMWATER MANHOLE |
|  | MES |
| | YARD DRAIN |
|  38.20 | PROPOSED GRADE |
|  M.E.G | PROPOSED MATCH EXISTING GRADE LABEL |
| E.G. | EXISTING GRADE LABEL |
|  | FLOW DIRECTION |

NOTES:
1. CONTRACTOR TO REFER TO GEOTECHNICAL REPORT FOR SOIL REQUIREMENTS AND RECOMMENDATIONS.



CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

**PAVING, GRADING, DRAINAGE
FINAL ENGINEERING PLANS
C4 - PGD**

PROJECT NO: 23363
DESIGNED BY: JD
DRAFTED BY: RCC
CHECKED BY: JD
DRAWING FILE: 23363-PGD XREF'S: 23373-BAS.DWG XREF'S: XXXXX.DWG

JOHN A. DILLARD, JR., P.E.
NOT VALID WITHOUT SEAL

SHEET: **C4** OF **C6**



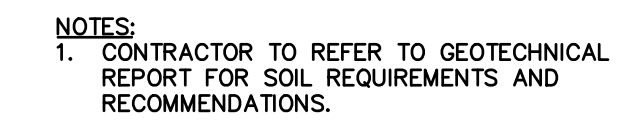
**ZEV COHEN
& ASSOCIATES, INC.**
300 INTERCHANGE BLVD., STE. C
ORLANDO BEACH, FL 32174
WWW.ZEVCOHEN.COM



TOTAL PROVIDED UNDERGROUND STORAGE = 197.68 C.F.



N.T.S.

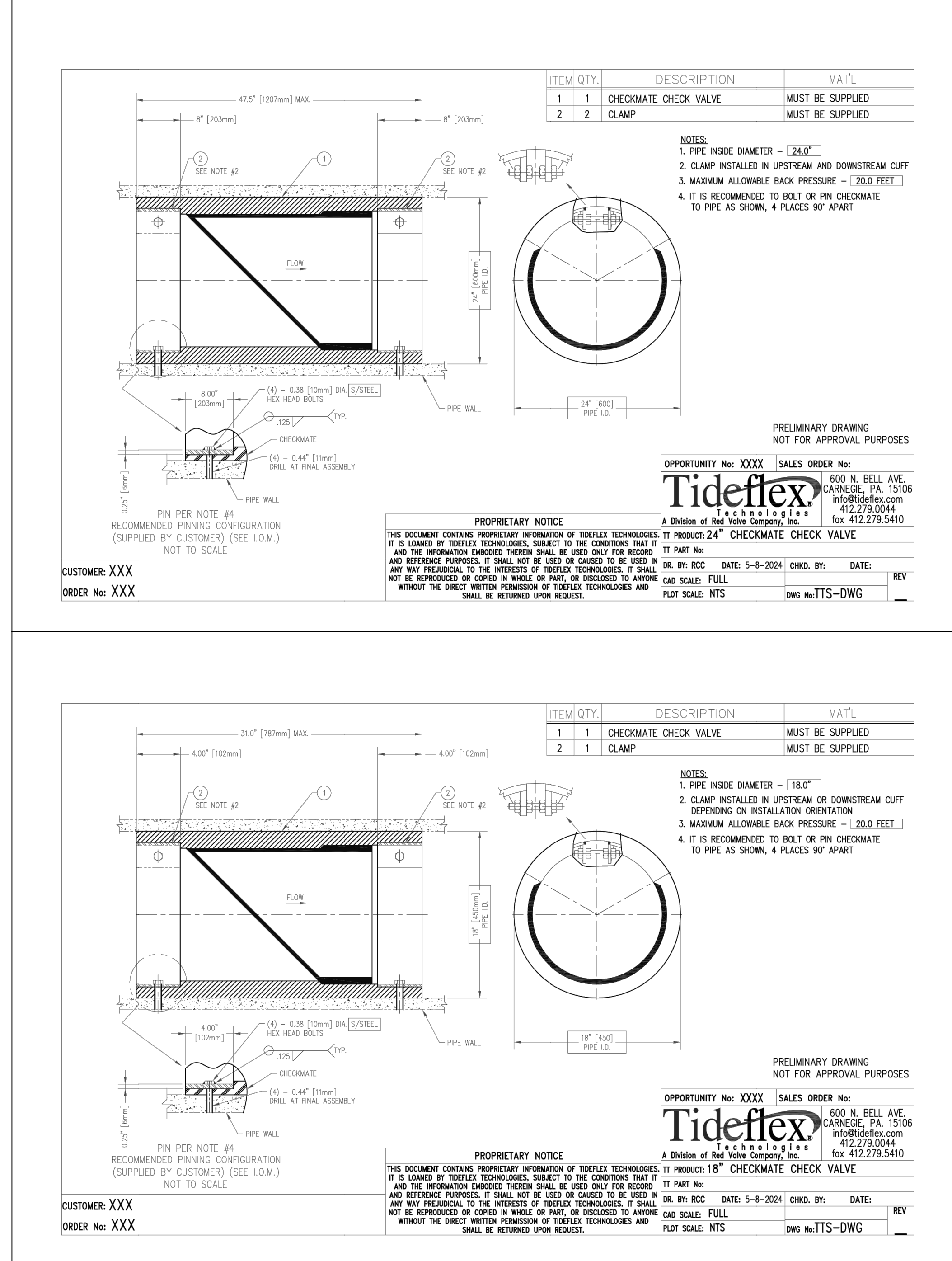
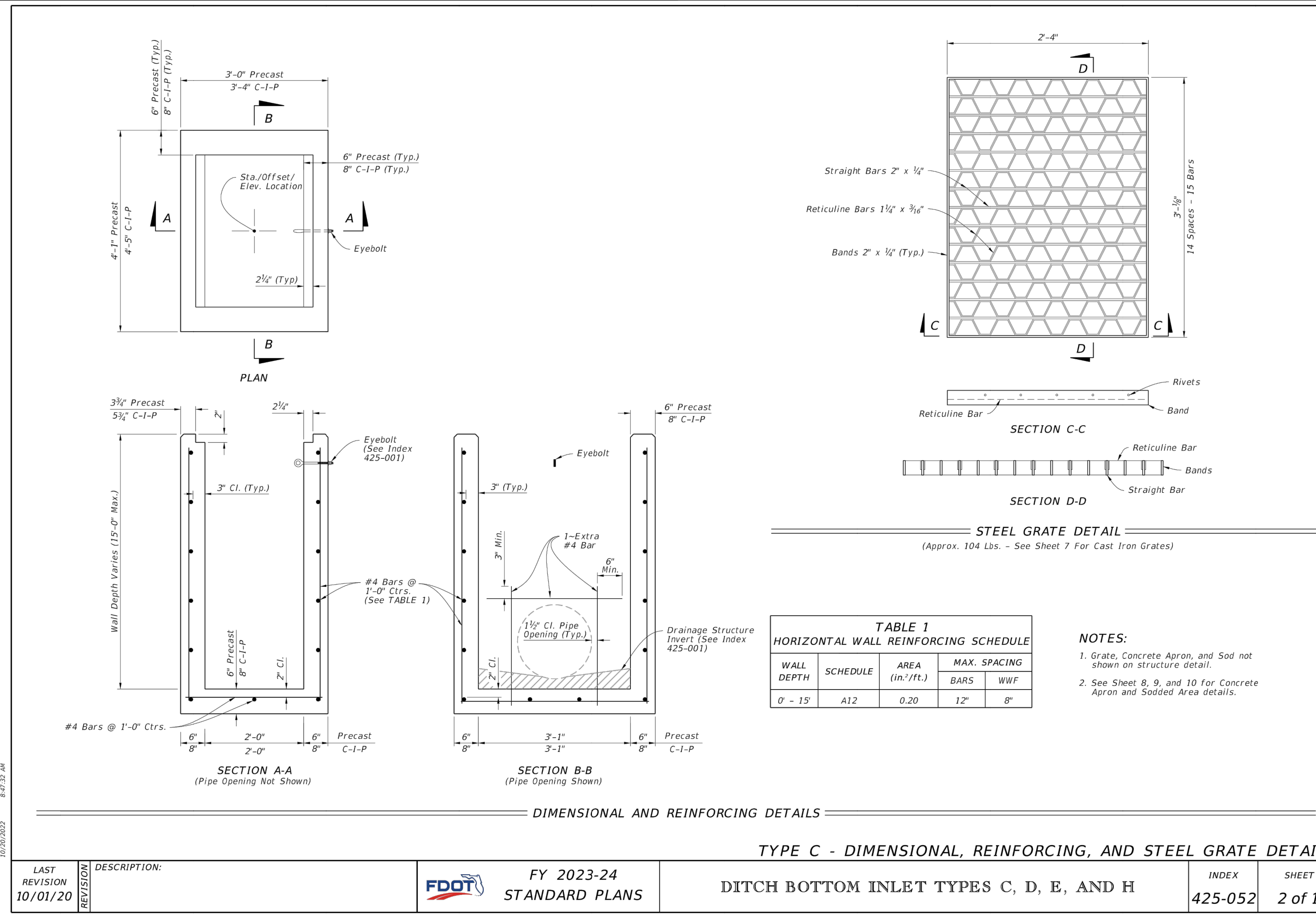
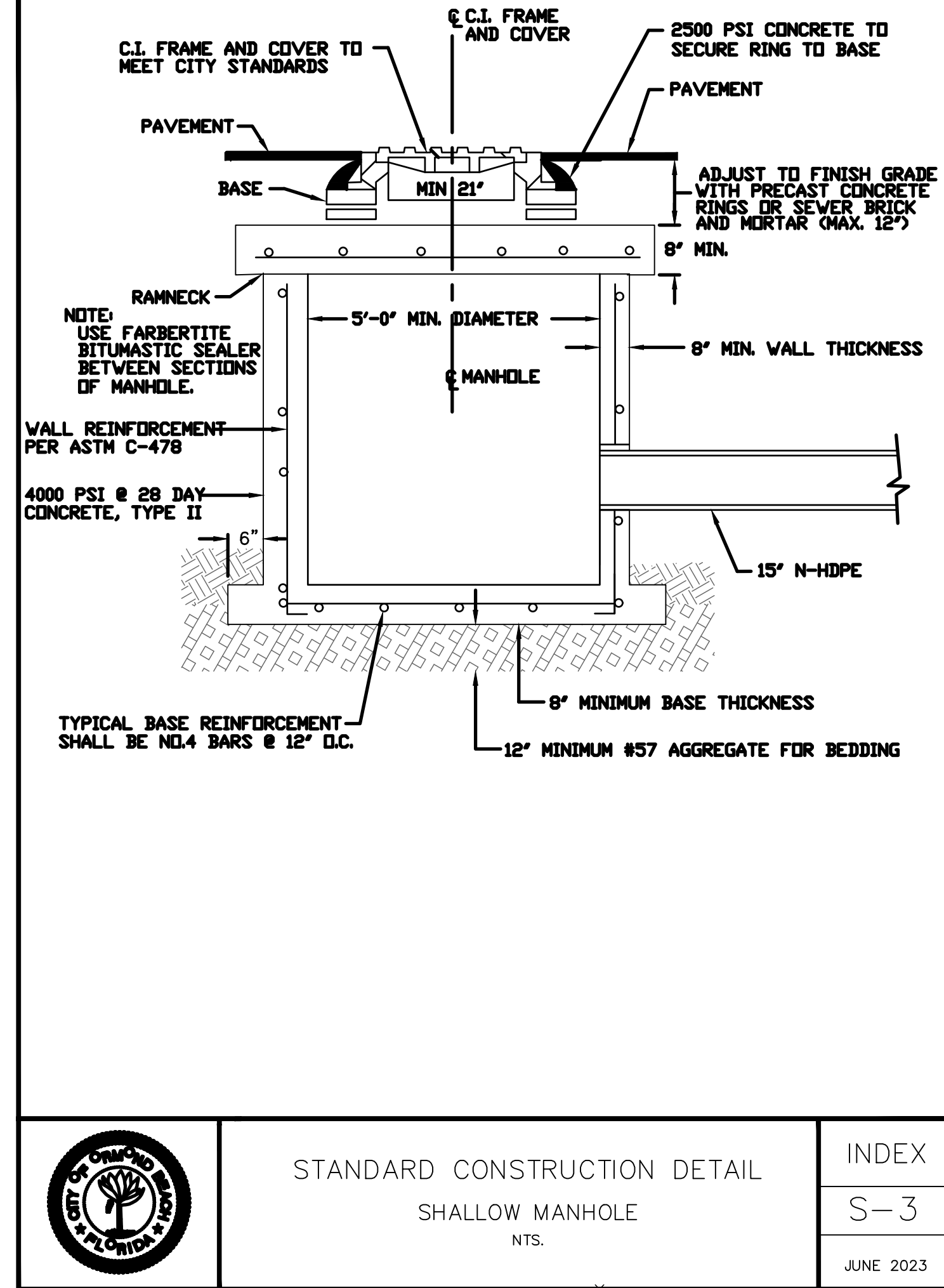
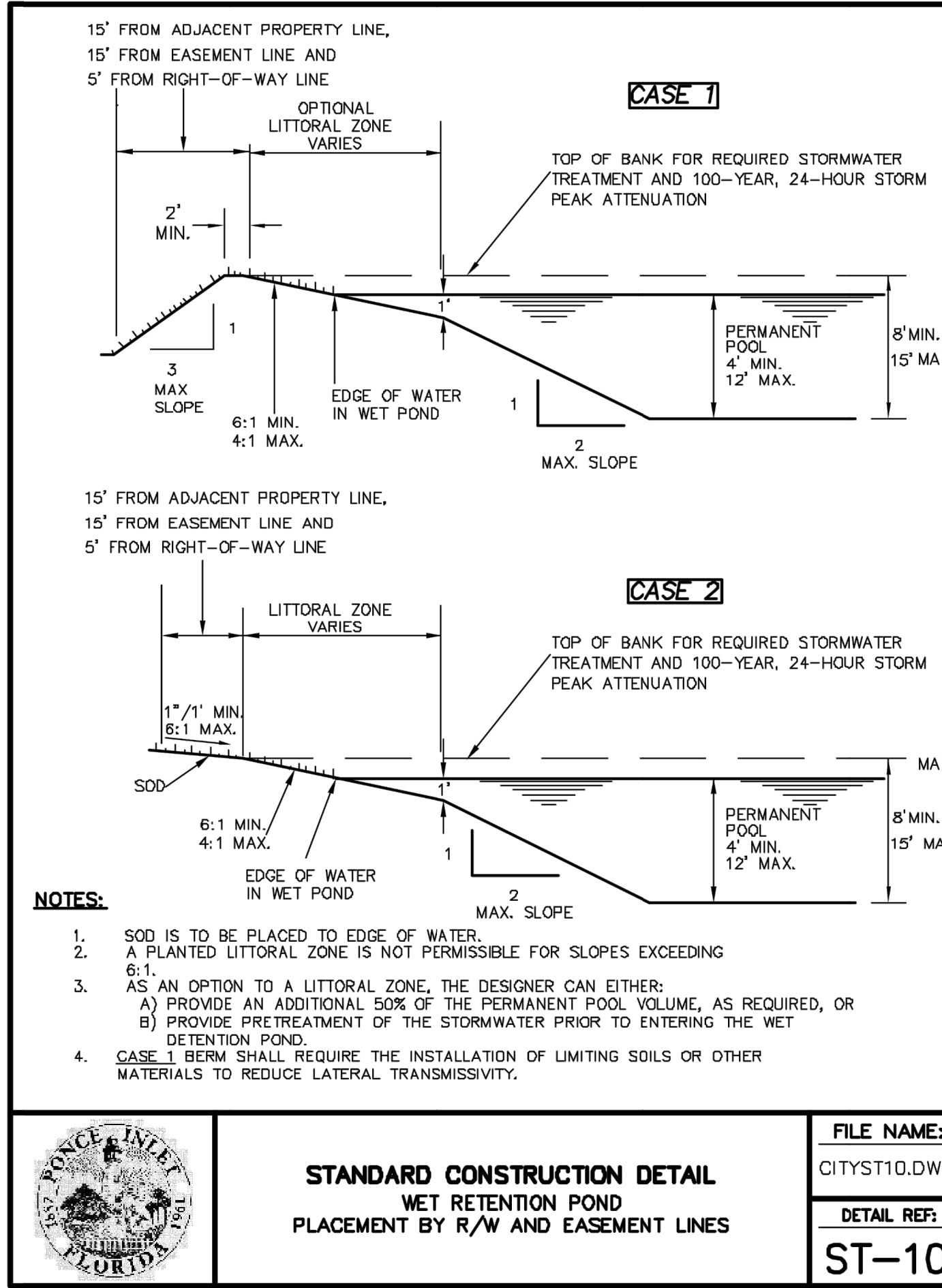
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PAVING, GRADING, DRAINAGE FINAL ENGINEERING PLANS C5 - PGD

[illegible]

PROJECT NO: 23363
DESIGNED BY: JD
DRAFTED BY: RCC
CHECKED BY: JD
DRAWING FILE: 23363-PGD XREFS: XXXXX.DWG XREFS: XXXXX.DWG

JOHN A. DILLARD, JR., P.E.
NOT VALID WITHOUT SEAL



ZEV COHEN & ASSOCIATES, INC.
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

1000 W. BROAD ST., SUITE 200
DALLAS, TEXAS 75201
WWW.ZEVCOHEN.COM

CONSTRUCTION DETAILS
FINAL ENGINEERING PLANS
C6 - DETAILS

PROJECT NO.: ZC 23363
DESIGNED BY: JD
DRAFTED BY: RCC
CHECKED BY: JD
DRAWING FILE: 23363-DET

JOHN A. DILLARD, JR., P.E.
NOT VALID WITHOUT SEAL

SHEET: C6 OF C6

BID

CONTRACTORS NAME Sea Level Development LLC LICENSE NO. SCC131152546

PROJECT IDENTIFICATION: PONCE INLET STORMWATER IMPROVEMENTS

CONTRACT IDENTIFICATION AND NUMBER: Bid No. 2024-01

THIS BID IS SUBMITTED TO:

(Name and Address of Owner)

Town of Ponce Inlet
Town Hall
4300 South Atlantic Avenue
Ponce Inlet, Florida 32127

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER to complete all, or part of the Work as specified or indicated in the Bid Package for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the plans and specifications.

2. BIDDER certifies that he has investigated the requirements to do business in the jurisdiction where the project is located, and that he is either qualified to do business or will obtain such prequalification prior to award of the contract.

3. BIDDER accepts all of the terms and conditions of the Invitation to Bidders including, without limitation, those dealing with the disposition of Bid Security, Public Entity Crimes, and Minority Policies. This Bid will remain open for 90 days after the day of Bid opening. BIDDER will sign the Agreement and submit the Contract security and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.

4. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

(a) BIDDER has examined copies of all the Contract Documents and of the following addenda:

<u>Date</u>	<u>Number</u>
<u>8/16/2024</u>	<u>Addendum #1</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

(receipt of all of which is hereby acknowledged) and also copies of the Advertisement to Bid and the Invitation to Bidder

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

(b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary.

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER; and

5. BIDDER will complete the Work for the following price(s):

BID SCHEDULE

Bid No.	ITEM DESCRIPTION	QTY	UNITS	Unit Price	Extension
101	Excavate and dispose of Dredged material Down to the Specified Elevation, Restore Pond Side Slopes				
	a. Pond No. 3, estimated material to be excavated (wet)	525	CY	80.00	42,000.00
	b. Pond No. 4, estimated material to be excavated (wet)	410	CY	80.00	32,800.0
	c. Pond No. 5, estimated material to be excavated (wet)	363	CY	80.00	29,040.0
102	Provide and Install In-TideFlex Checkmate Check Valves				
	a. 18-inch Checkmate Check Valve (Old Carriage Drive)	1	LS		11,031.00
	c. 18-inch Checkmate Check Valve (Anchor Drive)	1	LS		11,031.00
	d. 24-inch Checkmate Check Valve (Beach Street)	1	LS		12,860.00
103	Furnish and Install Exfiltration System on Old Carriage Drive.				
	a. Core Drill Existing Catchbasin for Exfiltration Pipe	1	LS		3,680.00
	b. Provide and construct Exfiltration System w/ 24" Manhole and Pavement Replacement	1	LS		116,800.00
104	Miscellaneous	1	LS		
	a. Replace Basin Grates on Double Section Basin at the end of Beach Street.	1	LS		4,900.00

TOTAL BID

\$ 264,142.00
 (Figures)

Two Hundred Sixty-Four Thousand One Hundred Forty Two Dollars and no cents
 (Words)

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

BIDDER acknowledges that the quantities are not guaranteed, and final payment will be based on actual quantities determined as provided in the Contract Documents.

BIDDER agrees that the Work will be substantially completed within 60 calendar days after the date when the Contract Time commences to run and completed within 90 calendar days after the date when the Contract Time commences to run.

BIDDER recognizes that time is of the essence to complete this Project and that OWNER may suffer financial loss if the Work is not substantially complete within the time specified above, plus any extensions thereof allowed by the Town. The BIDDER also recognizes the delays, expense and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by OWNER if the Work is not substantially complete on time. Accordingly, instead of requiring any such proof, OWNER has determined, and BIDDER agrees to accept that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER Dollars (\$250) for each calendar day that expires after the time specified above for substantial completion until the Work is substantially complete. After substantial completion, if CONTRACTOR shall neglect, refuse or fail to complete the remaining Work within the time specified above for completion and readiness for final payment or any proper extension thereof granted by OWNER, CONTRACTOR shall pay the OWNER an amount equal to all actual expenses incurred by the OWNER as a direct result of the CONTRACTOR'S negligence, refusal, or failure to so complete the remaining work. In the event the CONTRACTOR is terminated or abandons the work prior to the scheduled date for final completion, the CONTRACTOR may be liable for both liquidated damages attributable to delay and for excess completion costs.

6. The following documents are attached to and made a condition of this Bid:

- (a) Required Bid Security in the form of
 - (1) a certified check drawn in favor of the Town of Ponce Inlet in the amount of 5 percent of the total bid; or
 - (2) a Bid Bond in the amount of 5 percent of the total bid.
- (b) Equipment, Material, and Subcontractors List
- (c) All information required by the Trench Safety Act (Part VI, Chapter 553, Florida Statutes).
- (d) Drug Free Workplace Certificate
- (e) Conflict, Non-Conflict of Interest, Litigation Statement
- (f) Verification of Employment Status Using E-Verify System

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

7. Communications to the BIDDER concerning this Bid shall be addressed to:

Mailing Address: 2977 Turnbull Bay Road New Smyrna Beach, FL 32168
Street Address: 2977 Turnbull Bay Road
City, State, Zip Code: New Smyrna Beach FL 32168
Email: sealeveldevllc@gmail.com
Telephone No.: 386-314-6761 Fax No.: _____

8. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract DOCUMENTS have the meanings assigned to them in the General Conditions.

SUBMITTED on August 28, 2024.

If BIDDER is:

An Individual

By _____
(Individual's Name - Signature)

(Individual's Name - Typed or Printed) (SEAL)

doing business as _____

Business address: _____

Phone No.: _____

Fax No.: _____


BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

If BIDDER is:

A Partnership

By Sea Level Development LLC (SEAL)

(Firm Name)



(General Partner - Signature)

Arthur J Rockwell -Manager

(General Partner - Typed or Printed)

BusinessAddress: 2977 Turnbull Bay Road New Smyrna Beach FL 3216

Phone No.: 386-314-6761

Fax No.: _____

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

EQUIPMENT AND SUBCONTRACTORS LIST

List the names of the manufacturers whose product is proposed for use. No more than one manufacturer's name shall be inserted for each item of material and/or equipment listed. Failure to list materials and equipment supplier may result in the Bid being rejected as incomplete and nonresponsive. If any Subcontractors are proposed to be used for any portions of the Work, the names, addresses, phone numbers and work classifications of each such Subcontractor must be listed. The failure to list all Subcontractors proposed for the work may result in the Bid being rejected as incomplete and nonresponsive. If more than one manufacturer or subcontractor is listed, selection will be made by the OWNER. If none is listed, those listed as the "Basis for Design" will be used.

Materials and Equipment:

<u>Item</u>	<u>Supplier</u>
CAT Hydro Vac Truck	All Equipment owned and provided by Sea Level Development LLC
2022 Bobcat E60 Excavator	
John Deere 130 Excavator	
2024 CAT 908 Wheel Loader	
Sky Pump Truck	
Keyser Spider Excavator	
2018 Kenworth Rolloff Truck	
Hydrema 912 Dump	
Crisafulli 110 Dredge	
CAT Skid Steer	
Tideflex Checkmate Valves - as per plans	
All other materials as per plans	

Subcontractors:

Work Classification: _____

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA
TRENCH SAFETY STANDARDS

If this project includes trench excavation in excess of five (5) feet in depth, the following trench safety standards will be in effect during the period of construction of the project:

The Occupational Safety and Health Administration's excavation safety standards, 29 C.F.R.s. 1926.650 Subpart P, and any regulation promulgated there under are hereby incorporated as the standard for this project.

The Bidder hereby certifies that the Contractor performing the trench excavation will comply with the applicable trench safety standards.

The Bidder further certifies that the cost (which is included in his unit cost) of compliance with applicable trench safety standards is:

<u>ITEM</u>	<u>Estimated Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Estimated Price</u>
1. Trench Excavation	<u>260</u>	L.F.	<u>45.00</u>	<u>11,700.00</u>
2. Sheet piling/Shoring	<u>3,900</u>	S.F.	<u>5.00</u>	<u>19,500.00</u>



Name (signature) 8/28/2024

Date

Name (typed or printed)


Title

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

DRUG-FREE WORKPLACE CERTIFICATION

Identical Or "Tie" Bids: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal in respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.
- 3) Give each employee that engages in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
- 5) Impose sanctions on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.



Name (signature) 8/28/2024
Date

Name (typed or printed)

Manager

Title

BID (Cont'd.)

**PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA**

**CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT**

1.

- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients or contracts for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients or contracts for this project.

2.

- ☒ The undersigned firm has had no litigation on any project in the last five (5) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

Sea Level Development LLC
COMPANY NAME


AUTHORIZED SIGNATURE

Arthur J Rockwell
NAME (PRINT OR TYPE)

Manager
TITLE

08/28/2024
DATE

BID (Cont'd.)
PONCE INLET STORMWATER IMPROVEMENTS
TOWN OF PONCE INLET, FLORIDA

**VERIFICATION OF EMPLOYMENT STATUS USING E-VERIFY
SYSTEM**

1. Undersigned firm warrants it **is** currently registered with the U.S. Department of Homeland Security's E-Verify system **and** is compliant with the requirements of Sections 448.09 and 448.095, *Florida Statutes*.
2. Undersigned firm warrants it **has not** had any contracts terminated as a result of violations of Sections 448.09 or 448.095, *Florida Statutes*, that prohibit it from contracting with a public agency.
3. Undersigned firm warrants that if it enters into an agreement with a subcontractor, an express provision shall be included in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify employment eligibility of all new employees hired by the subcontractor during the contract term.
4. Undersigned firm understands that any subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and the contractor understands it shall maintain any such affidavits for the duration of the contract, and the contract with the subcontractor must be immediately terminated if the City has a good faith belief that the subcontractor knowingly violated Section 448.09 (1), *Florida Statutes*.
5. Undersigned firm understands that in the event the City has a good faith belief that the contractor has knowingly violated Section 448.09 (1), *Florida Statutes*, the City shall terminate the contract, and the contractor may not be awarded a public contract for a period of at least one (1) year after the date of termination. The contractor may be held liable for any additional costs incurred by the City as a result of termination of the contract.

Sea Level Development LLC

COMPANY NAME



AUTHORIZED SIGNATURE

Arthur J Rockwell -Manager

NAME (PRINT OR TYPE) TITLE

08/28/2024

DATE

END OF SECTION

AIA Document 310 - 2010 Bid Bond

CONTRACTOR (Name, legal status and address):

Sea Level Development LLC

2977 Turnbull Bay Rd

New Smyrna Beach, FL 32168

SURETY (Name, legal status and principal place of business):

Merchants National Bonding, Inc.

P.O BOX 14498

DES MOINES, IA 50306 - 3498

OWNER (Name, legal status and address):

Town of Ponce Inlet - Town Hall

4300 South Atlantic Avenue

Ponce Inlet, FL 32127

Bond Amount: 5% of Total Bid

PROJECT : (Name, location or address, and Project number, if any):

PONCE INLET STORMWATER IMPROVEMENTS

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters in to a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed by the Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of August, 2024

(Witness)

(Seal)

(Witness)

(Seal)

Sea Level Development LLC

(Principal)

(Seal)

(Title)

Merchants National Bonding, Inc.

(Surety)

Jo M. Chonko
(Title) Jo M. Chonko, Attorney-in-Fact

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Charles Lydecker; George Byron Norris; Jan Marie Nelson; Jo M Chonko; Michael W Brown; Robert Wagner

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



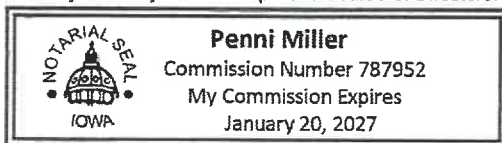
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of February 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

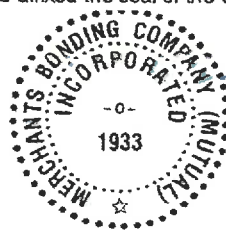


(Expiration of notary's commission does not invalidate this instrument)

Penni Miller
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 30th day of August, 2024.



William Warner Jr.
Secretary



Meeting Date: March 3, 2025

Agenda Item: 6-B

Report to the Cultural Services, Historic Preservation, and Tree Advisory Board

Topic: Continued discussion – Proposed budget items for FY 25/26.

Summary: The Cultural Services Board originally provided input on budgetary item proposals for fiscal year 2025/26 at its January 6, 2025 meeting. This discussion serves as the Board's final opportunity to provide input on whether to propose these items for next fiscal year.

Suggested Motion/Action: Staff requests the Board provide its final input on these proposed ideas and indicate which budget items to recommend to the Town Council for fiscal year 2025/2026.

Requested by: Ms. Alex, Cultural Services Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet residents obtain the greatest value for their tax dollar.

To: Cultural Services, Historic Preservation, and Tree Advisory Board
From: Jackie Alex, Cultural Services Manager
Date: February 20, 2025
Subject: Continued discussion on proposed budget items for FY 25/26

MEETING DATE: March 3, 2025

At the January 6, 2025, Cultural Services Board meeting, the Board provided input on budget proposals from the Cultural Services Department. Below are items researched and listed in order of recommended priority for the upcoming fiscal year. Staff will also assess budgetary items to determine which can be addressed within the current fiscal year. High-priority items will receive immediate consideration, while others may be planned for future funding.

The purpose of this discussion is to serve as the Board's final opportunity to provide input on *whether* to propose these items for next fiscal year, rather than reviewing specific design proposals or cost estimates.

Item #1: Town Playground Assessment

- A. A recent assessment was conducted of all the Town's playground equipment, and staff is developing a priority list of repairs for this fiscal year and the next.
 - i. Timothy Pollard Memorial Park has the highest degree of deterioration, most notably on the stairs and slide landing of the large playground. For this current fiscal year, the budget for maintenance at this park playground only includes paint. Staff's priority is determining the availability and cost of replacing these items this fiscal year to re-open it to the public. Staff has begun working on an annual playground inspection program with a repair and replacement schedule for all playground facilities.
- B. The Board recommended staff research installing additional fencing at Timothy Pollard Memorial Park.
 - i. Installation of additional fencing around the large playground can enhance safety and define the play area. Staff does not recommend a gate within the existing fence along the shared road of the park, so as to maintain current access and usability of the space.
 - ii. Staff estimates the costs associated with design and installation to be approximately \$10,000, consistent with other fencing within the park.

Item #2: Exterior improvements to Kay & Ayres Davies Lighthouse Park restroom and storage facilities

- A. The Board recommended staff research materials, costs, and maintenance options for painting the facilities or installing a brick façade.
 - i. Over time, painting requires less frequent upkeep and a lower initial investment, making it a more cost-effective option upfront and with long-term maintenance. As the paint is beginning to fade, staff recommends including painting these facilities in next year's budget proposal and awaiting future discussion on a community art project.
 - ii. Staff estimates the costs associated with painting to be \$8,000, compared to a brick veneer façade with an initial installation cost of approximately \$30,000 and an additional \$5,000 in maintenance every two years.

Item #3: New additional elements in decorating for the holiday season

- A. The Board recommended staff research the options of purchasing an artificial tree for the Town's Tree Lighting Ceremony at Pollard Park and hiring an outside consultant to decorate this park and other locations in the Town.
 - i. Currently, the town budgets \$5,000 for the Tree Lighting Ceremony, and \$3,000 for holiday decorations throughout Town. Given the recent history of hurricane damage to the two previous live trees used for this ceremony, staff recommends opting for an artificial tree to ensure durability and a reliable holiday display. Originally, a live tree was planted in Pollard Park in 2020 to utilize for the Tree Lighting Ceremony. The live tree sustained damage from hurricanes Ian and Nicole in 2022 and had to be replaced in 2023. This second live tree was then killed by Hurricane Milton 2024 just weeks before the ceremony and was replaced with a 12-foot artificial tree. Most cities across Florida utilize an artificial tree at their Tree Lighting Ceremony, many towering over 20 feet tall.
 - ii. To enhance the current holiday decorations both throughout town and for the Tree Lighting Ceremony, additional elements researched include renting an artificial tree at least 15 feet tall, along with additional lights and decorations throughout town for the season.
 - iii. Staff estimates the costs associated with decorating with the new additional elements using in-house personnel to be \$13,500, including approximately 100 man-hours for setup. This compares to hiring a consultant decorator for approximately \$10,000. The annual cost associated with this item for both in-house and a consultant would vary based on the required replacement of decorations and the consultant's fee that may fluctuate given the economy and demand.
 - iv. Staff recommends this item come back before this Board for recommendation of a subcommittee for feedback on decorating Pollard Park for the Town's Tree Lighting Ceremony.

Item #4: Resurfacing all athletic courts at Timothy Pollard Memorial Park

- A. The budget for this current fiscal year includes resurfacing the tennis court; however the cost has turned out to be significantly higher than originally estimated, based on recent quotes. Given other higher priority projects such as the Pollard Park playground, resurfacing the tennis court may be deferred to the next fiscal year. Staff has assessed the condition of all athletic courts within Pollard Park and recommends resurfacing them over a multi-year schedule to distribute costs more effectively.
- i. Below are the estimated costs and staff's proposed schedule:
 - FY 25/26- Tennis courts - \$15,000
 - FY 26/27- Pickleball courts - \$19,000
 - FY 27/28- Basketball courts - \$12,000

Item #5: Elbers Sunset Park, Wilbur Bay Wetlands, and Historical Museum improvements

- A. The Board recommended staff research additional signage and native plantings around Elbers Sunset Park, Wilbur Bay Wetlands, and the Ponce Inlet Historical Museum.
- i. Previous discussions have also been centered around planting native plants and additional items to define the Elbers Sunset Park boundaries. Staff has installed decorative perimeter rope on the parking bollards and will be installing signage this fiscal year. Adding native plants to this park as well as the Ponce Inlet Historical Museum would support the Town's goal of positively impacting the ecosystem and promoting the benefits of native plants. As Wilbur Bay Wetlands already has signage, staff does not recommend anything additional, in order to minimize the Town's ecological footprint.
 - ii. Staff estimates the costs associated with planting native plants at Elbers Sunset Park and the Ponce Inlet Historical Museum to be a total of \$5,000.

Item #6: Kayak staging area at the Jesse Linzy Boat Ramp

- A. The Board recommended staff research a natural kayak launch and a staging area at the boat ramp.
- i. On the agenda for the February 20th Town Council meeting, former Ponce Inlet Mayor and resident Tom Rutledge will present a different proposal on this topic. Staff will provide an update to the Board following that discussion.

Staff requests the Board provide its final input on these proposed ideas and indicate which budget items to recommend to the Town Council for fiscal year 2025/2026.