

**DESTIN CITY COUNCIL MEETING  
NOVEMBER 18, 2024  
ANNEX COUNCIL CHAMBERS  
6:00 PM**

***\*\*Core Value of the Month - Teamwork\*\****

**CALL TO ORDER**

**\* INVOCATION**

**PLEDGE OF ALLEGIANCE**

**APPRECIATION TO OUTGOING CITY COUNCIL MEMBERS**

**INAUGURATION OF NEWLY ELECTED CITY COUNCIL MEMBERS**

**ELECTION OF MAYOR PRO TEM**

**AGENDA APPROVAL** *(Matters not specifically listed on the agenda may be added and acted upon with a super-majority vote of the Council members present and eligible to vote on the matter)*

**1. PROCLAMATIONS / RECOGNITIONS / SPECIAL / \*\*PUBLIC PRESENTATIONS / ANNOUNCEMENTS**

A. Destin Dolphins Football Team - Recognition

**2. PUBLIC COMMENTS (Section 5 - Public Hearings has separate public comments time for these items)** (Note: Individual speakers will be limited to 3 minutes. At the discretion of the mayor, this 3 minute allowance may be adjusted depending on the level of business coming before the City Council)

**3. \*\*\* CONSENT AGENDA**

A. Utility Undergrounding Coordination Agreement

B. Boardwalk Under the Bridge/PD&E/Stahlman Intersection - scope of work change

C. Park Master Plan - Bid Committee recommendation

D. Design and Permitting for Morgan Sports Center projects

E. Approval of minutes of October 28, 2024, City Council Workshop - LDC Rewrite

**4. CITY MANAGER REPORTS**

A. Undergrounding Project Update from Utility Consultants of Florida

B. State Appropriation Requests

C. Trash Can Enforcement Update and Request for Future Code of Ordinances Amendments

D. Pickleball - Bid Committee recommendation

E. Building Permit Fees Update

F. Mobility Fee Study

G. TDC Monthly Report - **Informational Only**

H. Minutes from Standing Boards & Committees - **Informational Only**

I. Announcements

**5. PUBLIC HEARINGS**



- A. First reading of Ordinance 24-22-CN - Amending appropriations for certain expenditures, expenses, capital improvements, and certain indebtedness for the City of Destin for the fiscal year beginning October 1, 2023 and ending September 30, 2024.

**6. COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, AND CITY ATTORNEY**

- A. Councilmember Braden
- B. Councilmember Trammell
- C. Councilmember Destin
- D. Councilmember Bagby
- E. Councilmember Hebert
  - 1) State Lobbyist
- F. Councilmember Geile
  - 1) Projects status/updates
- G. Councilmember Schmidt
- H. Mayor Wagner
- I. City Attorney

**7. PUBLIC COMMENTS** (Comments from the public on any matters considered at the meeting, or on any matters not on the agenda)

**8. ADJOURN**

***\*\*\* Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council, or the City staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.***

Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 837-4242 in advance. Hearing Impaired: TTY: 711. Assistance also available through Human Resources, Title VI Coordinator, at (850) 837-4242.

Personas con discapacidades que necesitan asistencia o personas que necesiten ayuda con un idioma para participar en las reuniones de la ciudad, deberán notificar la oficina de la Secretaria Municipal al (850) 837-4242 antes de la reunión. Discapacidad auditiva: TTY: 711 (Solicitar Espanol CA). La ayuda tambien está disponible por Recursos Humanos, Coordinador del Título VI, al (850) 837-4242.

CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024

**TYPE OF AGENDA ITEM:** Presentation

**AGENDA OUTLINE NUMBER:** 1.A.

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**TO:** City Council

**THRU:**

**FROM:**

**DATE:**

**SUBJECT:** Destin Dolphins Football Team - Recognition

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**I. BACKGROUND:**

**II. DISCUSSION:**

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB):

C. Level of Service (LOS):

D. Legislative Sponsor:

**III. CONCLUSION:**

**IV. RECOMMENDED MOTION:**

Attachments:

None

## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 3.A.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Jeffrey Cozadd, Projects, Grants and Contracts Manager

**DATE:** 11/5/24

**SUBJECT:** Utility Undergrounding Coordination Agreement

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**I. BACKGROUND:** The undergrounding of utilities project is an initiative identified as part of the City's Strategic Plan.

Utility carrier (NextCity) desires to contract with ADS to have their infrastructure undergrounded while the city undergrounds the existing infrastructure on the poles in the Phase 1 area. This work will be done at no cost to the city. Coordination and Cooperation Agreement will be executed to support these efforts.

**II. DISCUSSION:** This agenda item brings forward the necessary coordination & cooperation agreement for the utility undergrounding project.

Coordination and Cooperation Agreements:

NextCity

The COORDINATION & COOPERATION AGREEMENT REGARDING INSTALLATION OF UNDERGROUND UTILITY FACILITIES will apply to and govern the relationship between NextCity and the City in connection with the installation of NextCity's facilities in the City's Phase I Utility Underground Conversion Project Area.

Basically, it says that the parties will coordinate and cooperate with each other as appropriate, that NextCity will engage ADS for the installation work pursuant to a separate agreement with ADS, the city will authorize use city rights-of-way and will assist with permitting, and that NextCity will ensure (through contract or through its own efforts) that all work is done in compliance with applicable laws, rules, and good engineering practice, and that NextCity will ensure timely completion of the installation of its facilities.

**A. Link to Strategic Goals / Objectives:** 1.3 Underground Utilities

**B. Effect on Budget (EOB):** No effect on budget.

- C. **Level of Service (LOS):** Level of service will be increased.
- D. **Legislative Sponsor:**

**III. CONCLUSION:** Staff recommends the council approve the attached coordination & cooperation agreement. This will allow the contractor to begin construction activities.

**IV. RECOMMENDED MOTION:** I move that Council approve the NextCity Coordination Agreement and authorize the City Manager to execute.

Attachments:

1. Coordination Cooperation Agreement.NEXTCITY NETWORKS.EXECUTED.(GBG 11-05-24)

## **COORDINATION & COOPERATION AGREEMENT REGARDING INSTALLATION OF UNDERGROUND UTILITY FACILITIES**

This COORDINATION & COOPERATION AGREEMENT REGARDING INSTALLATION OF UNDERGROUND UTILITY FACILITIES (“Coordination Agreement” or “Agreement”) is entered into by and between NEXTCITY NETWORKS, LLC, a Delaware limited liability company (“Carrier” or “NEXTCITY”), and the City of Destin, Florida, a municipal corporation of the State of Florida (“City”), this 5<sup>th</sup> day of November, 2024. NEXTCITY and City may be referred to individually as a “Party” and collectively as the “Parties” to this Agreement.

### **RECITALS**

**WHEREAS**, to promote the public health, safety, and welfare, as well as to promote the reliability of all utility services within the City of Destin, the City has adopted Article V, UNDERGROUNDING OF UTILITY FACILITIES, within Section 18 of the City’s Code of Ordinances, which provides that all facilities for providing electrical power, telecommunications, video, cable television, internet, broadband, and similar services located in the City are to be installed underground; and

**WHEREAS**, the City has approved and is in the process of conducting, executing, and implementing a project for the conversion of existing aerial utility facilities within a designated area of the City (the “Project Area” as defined below), such project identified by the City as the Phase I Utility Underground Conversion Project (hereinafter, the “Project”); and

**WHEREAS**, the City has engaged Accurate Drilling Systems, Inc. (“ADS” or “City’s Contractor”) to install conduit and related facilities in connection with the conversion of existing aerial utility facilities in the Project Area; and

**WHEREAS**, Carrier plans to develop, and is in the process of developing, telecommunications facilities for the purpose of providing service to customers in the City of Destin; and

**WHEREAS**, Carrier wishes to take advantage of the opportunity to have its telecommunications facilities (“Carrier’s Facilities” or “Facilities”) installed in the Project Area in a coordinated effort with the City’s Project; and

**WHEREAS**, the City is willing to cooperate and coordinate with the Carrier regarding Carrier's installation of its Facilities, so as to ensure that both the City's Project and the Carrier's Facilities are installed in the most efficient and cost-effective manner possible, and further to ensure that Carrier's Facilities are installed with minimum disruption to the normal activities of the City's residents, businesses, and visitors; and

**WHEREAS**, Carrier and the City wish to memorialize their mutual commitments to ensure that both the City's Project and the installation of the Carrier's Facilities are accomplished with maximum efficiency and with minimum disruption;

**NOW, THEREFORE**, in consideration of the foregoing Recitals, all of which are incorporated herein, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both Parties, Carrier and the City agree as follows.

### **Summary of the City's Project and Principal Terms of Agreement**

1. The City's Project is the conversion of all existing overhead electric, telecommunications, video, internet, broadband, and similar utility facilities in the Project Area to underground; the Project Area includes that part of the City along and in the vicinity of U.S. Highway 98, also known as Harbor Boulevard, from the Marler Bridge to Airport Boulevard in Destin, Florida. Carrier plans to install underground facilities for the provision of its services to customers in the Project Area and in other parts of Destin.

2. To accomplish both the City's Project and the Carrier's installation of its Facilities with maximum efficiency and minimum disruption, Carrier will enter into a separate agreement with ADS, pursuant to which ADS will install Carrier's conduit and related facilities as set forth in that separate agreement between ADS and Carrier. As set forth more specifically below, Carrier and City will cooperate and coordinate with each other, and with other utilities and participants in the City's Project to ensure that the installation of Carrier's Facilities is executed with maximum efficiency for all affected parties and with minimum disruption to the normal activities of the City's residents, businesses, visitors, and employees.

## **Responsibilities of the Parties**

3. Joint Responsibilities of the Parties. The Parties agree to cooperate fully and to use commercially reasonable efforts to ensure the efficient, orderly, safe, and timely completion of their respective activities in connection with the installation of underground facilities as part of the City's Project and the installation of Carrier's Facilities. Each Party will cause its agents and contractors and subcontractors to cooperate and coordinate with each other, and with other entities whose facilities are being installed contemporaneously with the City's Project, to ensure the timely, orderly, safe, and efficient completion of all such utility installation work.

4. City's Covenants and Responsibilities. The City hereby grants to Carrier the right to use the City's rights-of-way for Carrier's Facilities. The City has engaged Utility Consultants of Florida ("UCoF") to be its Project Manager for the Project, and the City has engaged ADS as its prime contractor for the conversion of all existing overhead utility facilities located in the Project Area to underground, subject to the specific agreements between the City and those other utility providers. The City will require UCoF and ADS to cooperate fully with Carrier in the design, planning, and construction of all aspects of the installation of Carrier's Facilities so as to ensure that Carrier's Facilities are installed as expeditiously as is reasonably practicable within the context of the City's Project activities.

5. Carrier's Covenants and Responsibilities. Carrier will contract with ADS for installation of conduit and other equipment and facilities, as may be agreed upon between Carrier and ADS. Regardless of the scope of the agreement between Carrier and ADS, Carrier shall be responsible for the installation (whether by ADS, by Carrier, or by another contractor engaged by Carrier for the purpose) of all conduit, equipment, fiber, cable, and related hardware and materials associated with Carrier's Facilities. Carrier will cooperate and coordinate with ADS, the City's Project Manager, and City personnel as designated, throughout the installation of Carrier's Facilities; this responsibility to coordinate includes attending regular weekly or bi-weekly meetings with ADS, the City's Project Manager, and City personnel for the purpose of coordinating the activities of all utilities, contractors, and subcontractors in connection with the City's Project and the installation of Carrier's Facilities. Carrier will ensure that all work associated with the installation of its Facilities is done in compliance with all applicable laws, rules, standards, and good engineering practices. Recognizing that the installation of its Facilities is being done in conjunction with the City's Project, Carrier will ensure timely completion of Carrier's installation of its Facilities. Carrier will grant City "step-in" rights that will

enable City, through ADS or otherwise, to ensure timely completion or termination and closing of work areas related to the installation of Carrier's Facilities in the event that Carrier abandons its work. Carrier will own all of Carrier's Facilities, including all equipment, conduit, facilities, and other materials and supplies used and installed as part of the City's Project.

### **Permitting**

6. Carrier will have the responsibility to apply for and obtain all permits necessary for the installation of Carrier's Facilities from the Florida Department of Transportation ("FDOT") and from any other state agency or governmental authority having permitting authority; in addition, Carrier shall have the responsibility to apply for any permits required by the City, provided that the City will expedite the processing and issuance of such permits and the City will waive any fees for processing Carrier's permit applications and issuing permits to Carrier. Further, the City will cooperate with Carrier and support Carrier's applications for permits from the FDOT and from any other state agency or governmental authority, as necessary.

### **Ownership and Responsibility for Underground Facilities**

7. The Carrier shall be solely responsible for Carrier's Facilities (including but not limited to any necessary maintenance of such Facilities) throughout the entire term of this Agreement, subject to any other arrangements that Carrier and ADS may agree to in their separate agreement. The City will not at any time have any ownership interest in or responsibility for Carrier's Facilities.

### **Indemnification**

8. To the extent permitted by applicable law, Carrier will indemnify and defend the City, its affiliates, employees, invitees, contractors, subcontractors, agents, representatives and servants from and against any losses, costs, damages, claims, or expenses of whatever kind, including, but not limited to, any additional costs incurred by the City arising directly or indirectly from (a) Carrier's installation and maintenance of its Facilities, including any acts or failures to act by Carrier's contractors or subcontractors, (b) the use or occupancy of the space occupied by Carrier's Facilities, or (c) Carrier's failure to perform under this Agreement. This indemnification will be limited to such claims or damages that arise from the sole or partial negligence, actions, or inaction of Carrier or Carrier's affiliates, employees, invitees, contractors, subcontractors, agents, representatives, and servants. Such



indemnification shall include any attorneys' fees and court costs that the City is required to incur or to pay as a result of such negligence, action, or inaction by Carrier or its affiliates, employees, invitees, contractors, subcontractors, agents, representatives and servants. The provisions of this paragraph 8 shall survive the completion of the installation of the Carrier's Facilities and any termination of this Agreement.

9. Nothing in this Agreement may be construed as a waiver of the City's sovereign immunity or of any other immunity, defense, privilege, rights, or limits of liability enjoyed by the City pursuant to Section 768.28, Florida Statutes. This paragraph 9 shall survive the termination of this Agreement.

### **Term and Termination**

10. This Agreement shall become effective upon the Effective Date as provided hereinbelow and shall, unless otherwise agreed in writing by the Parties, continue in effect until the installation of Carrier's Facilities is complete or until December 31, 2026, whichever comes first. Upon any termination of this Agreement due to Carrier's abandonment of its installation efforts, the remedy set forth in paragraph 11 shall immediately vest in City.

11. In the event of termination, the City may opt to "Step-In" to the shoes of the Carrier and finish the installation of the Carrier's Facilities by providing the Carrier a "Step-In Notice" within fourteen (14) days of the effective date of termination. The Step-In Notice shall specify the date the City intends to Step-In to the Project and perform the remaining work to either accomplish the installation of Carrier's Facilities or to close whatever areas have been disturbed by such installation work up to the point of termination. The City may hire ADS or any other duly qualified contractor to perform such work. Carrier shall be liable to City for the City's full costs in performing all such work. In the event that City exercises the Step-In rights provided by this paragraph 11, Carrier shall not have any rights to use the Facilities completed by the City pursuant to this Step-In provision until full payment for the City's work has been received by the City. This remedy is intended to be cumulative, in addition to, and without prejudice to any other remedy the City may have in equity, in law, or otherwise.

### **Force Majeure**

12. As used in this Agreement, an event of "**Force Majeure**" shall mean a cause or event beyond the reasonable control of and without the fault or negligence

of the affected Party and such Party has been unable by the exercise of reasonable efforts to overcome or mitigate the effects of such act or event, including, without limitation, natural acts of God (e.g., earthquakes, flood, lightning, tornado, ice storms, unusually severe weather); acts of a public enemy; foreign and domestic acts of terror or terroristic threats; civil or military conflicts; acts of the government or quasi-governmental agency in either its sovereign or contractual capacity; delays directly attributable to government or quasi-governmental agencies' failure to timely act upon issues that directly affect the efficiency of the Parties' ability to perform their respective obligations; fires; floods; epidemics; quarantine restrictions; freight embargoes; and strikes and labor disturbances. Force Majeure shall not include the financial or monetary constraints or inability of either Party to pay its debts as they come due. The burden of proof as to whether a Force Majeure event has occurred shall be upon the Party claiming that a Force Majeure event has prevented or impaired its performance under this Agreement. Excluding the City's payment obligations, if either Party is rendered wholly or partly unable to perform its obligations under this Agreement because of a Force Majeure event, that Party will be excused from whatever performance is affected by the Force Majeure event to the extent so affected, provided that: the non-performing Party, within ten (10) days after knowing of the occurrence of the Force Majeure event, gives the other Party written notice describing the particulars of the occurrence; the suspension of performance is of no greater scope and of no longer duration than is reasonably required by the Force Majeure event; and the non-performing Party uses all reasonable efforts to expeditiously overcome or mitigate the effects of such occurrence.

### **Insurance**

13. During the period of any work being performed by Carrier or Carrier's agents or contractors under this Agreement, Carrier shall procure and maintain the minimum insurance coverage required as set forth in Attachment "A" attached hereto and incorporated herein, to protect the City and Carrier against all loss, claims, damages and liabilities caused by Carrier, its agents, contractors, or employees.

### **Entire Agreement; Inconsistencies; Interpretation**

14. This Agreement contains the entire agreement of the Parties, and may be amended, waived, changed, modified, extended or rescinded only in writing signed by the Parties. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any attachment attached hereto, any document or events referred to herein, or any document incorporated into this

Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given superior effect and priority over any conflicting or inconsistent term, statement, requirement or provision contained in any other document or attachment. This Agreement shall not be more strictly construed against either Party hereto by reason of the fact that one Party may have drafted or prepared any or all the terms and provisions hereof.

### **Severability**

15. If any term or condition of this Agreement shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full force and effect; provided, the Parties will ask the court to interpret the terms hereof to give the greatest effect to the Parties' intentions in entering into this Agreement, and the Parties will negotiate in good faith to amend this Agreement in a manner that reflects the Parties' original intentions and complies with the court's decisions.

### **Warranties of Authority to Enter into Agreement**

16. Each Party hereby warrants to the other Party that the execution of this Agreement by the Parties' representatives and their performance hereunder (a) has been duly authorized by requisite action, (b) will not require any additional approval on the part of the Parties, and (c) will not violate any provision of law, any regulation or any contract or other obligation.

### **Governing Law, Venue and Waiver of Jury Trial**

17. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The Parties agree and accept that jurisdiction of any dispute or controversy arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder shall be brought exclusively in the First Judicial Circuit in and for Okaloosa County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either Party may claim by virtue of its residency or other jurisdictional device. In the event it becomes necessary for the City to file a lawsuit to enforce any term or provision under this Agreement, then the City shall be entitled to its costs and attorney's fees at the pretrial, trial and appellate levels. **BY ENTERING INTO THIS AGREEMENT, CARRIER AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL**

**BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.**

**Effective Date**

This Agreement shall become effective as of the date on which the second Party signing the Agreement has thus signed.

APPROVED AND AGREED TO:

NEXTCITY NETWORKS, LLC

By:  Digitally signed by Gregory Brad Gunter  
Date: 2024.11.05 08:51:07 -05'00'  
(Signature)

Name: Gregory Brad Gunter

Title: Sr. Dir - Engineering & Construction

Date: 05 November 2024

APPROVED AND AGREED TO:

City of Destin, Florida

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024

**TYPE OF AGENDA ITEM:** Action Item

**AGENDA OUTLINE NUMBER:** 3.B.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Jeffrey Cozadd, Projects, Grants and Contracts Manager  
Tina Deater, Community Development Director

**DATE:** 11/7/24

**SUBJECT:** Boardwalk Under the Bridge/PD&E/Stahlman Intersection - scope of work change

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**I. BACKGROUND:** At the October 21, 2024 City Council meeting it was agreed that Baskerville-Donovan will calculate the cost of the PD&E study, focusing specifically on the intersection of Stahlman Avenue and US Highway 98.

**II. DISCUSSION:** Baskerville has provided an updated task order reducing Division II Task 4 by \$3,126.

The original Task Order included the following description:

The resulting project aims to connect pedestrian routes to the recently acquired One Harbor Parcel and design a multi-use path that provides pedestrian access to the north and south sides of US 98 under the Marler Bridge. Additionally, the project will analyze existing transportation routes along US 98 and produce a report outlining preferred short- and long-term recommendations. The transportation analysis will extend from the Stahlman Avenue intersection to **Airport Road**.

The Updated Task Order revised the description as follows:

Division II Task 4 will incorporate staff comments from the draft report and will specifically focus on the Stahlman Avenue intersection and areas west of Palmetto Street. **No analysis will be included for areas east of this boundary**. Additionally, an independent third-party traffic planner will also conduct a high-level analysis to provide additional insights and validation of the findings of the proposed traffic configuration. This external analysis will focus on broader traffic impacts and recommendations for the project area. **Cost estimates will be excluded from the final report**. The final document will then be submitted to city staff for review, followed by a presentation to the city council.

The updated task order has excluded any analysis of Highway 98 impacts east of Palmetto Street.

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB):

| Budget Impact                  |                |
|--------------------------------|----------------|
|                                | 30558500 CRH60 |
|                                | HRBR BOARDWALK |
| FY 24 Adopted Budget*          | 282,763        |
| Revised Budget                 | 282,763        |
| Previous Expenses/Encumbrances | (238,138)      |
| Available Program Budget       | 44,625         |
| Potential Agreement +(-)       | 3,126          |
| FY 24 Remaining Program Budget | \$ 47,751      |

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION: I move that Council approve the Baskerville Donovan Task Order dated November 5, 2024.

Attachments:

1. Proposal Rev\_4\_11-06-2024

November 05, 2024

Larry Jones City Manager  
City of Destin  
4100 Indian Bayou Trail  
Destin, FL 32541

Re: Calhoun Ave Area Pedestrian Route Improvements Project – **Revision 4**  
Destin, FL

Dear Mr. Jones:

Baskerville-Donovan, Inc. is pleased to offer this revised proposal for the referenced project that combines components from the Zerbe Street – Calhoun Avenue Harbor Boardwalk/Multimodal Improvements project and the US 98/Stahlman Ave Study.

The resulting project aims to connect pedestrian routes to the recently acquired One Harbor Parcel and design a multi-use path that provides pedestrian access to the north and south sides of US 98 under the Marler Bridge. Additionally, this proposal includes an updated scope for traffic analysis, which now focuses specifically on the Stahlman Avenue intersection and areas west of Palmetto Street, with no analysis east of this boundary. As part of this revision, we have excluded cost estimates from the final report and retained the analysis by a third-party traffic planner.

For this revised scope and fee proposal, we have reduced our manhour estimate under Division II Task 4 by \$3,126

The following scope items are divided into Division I and II. Division I detail the pedestrian underpass and connecting pedestrian routes along Calhoun and Sibert. Division II outlines the traffic analysis and report of findings covering the Stahlman Avenue intersection.

### **Division I Tasks**

#### **Task 1 - Update Topographic Survey**

An update to the survey will be conducted to establish baseline controls and topography within the One Harbor Parcel, the right of way limits along Calhoun Ave, and the Harborview dock area where the pedestrian path will connect. The survey will include the extents of concrete and riprap adjacent to the bulkhead and trees located along the proposed route within the parcel. Vertical and horizontal controls will be established at the site for construction operations. The vertical controls will be referenced to NAVD 88 datum and horizontal controls will be referenced to State Plane Coordinates (NAD 83).

#### **Task 2 - Pre-Design and Background**

Task 2 includes various critical pre-design studies and information gathering beginning with initial meetings with city staff to develop an overall vision, discussions on concrete removal, and coordination

among stakeholders for repair and connection to private property. This phase also includes determining the extents of lighting and security parameters desired by the city. Subsequently, this task will involve the Florida Department of Transportation (FDOT) with a focus on under-bridge connections, modification of the drainage structure, and gain information on the Marler Bridge replacement timeline. A geotechnical subsurface investigation and Cultural Resources Assessment Survey will be completed under this task.

**Task 3 - Conceptual Design (30% Plans)**

Task 3 involves several key elements to advance the project. This phase includes establishing protection measures for existing trees, bridge piles, and accessing the adjacent roads and sidewalks to determine the safest and most usable routes for pedestrians. These routes are anticipated to include Sibert Street south to Calhoun starting just north of the existing public parking area. The process further entails the establishment of horizontal alignment, the development of ADA compliance overviews and ramping where necessary, and the creation of conceptual designs for subsequent review by staff and council.

**Task 4 - Design Development (60% Plans)**

Task 4 involves critical steps to advance the project. Initial priorities include incorporating feedback received during the prior review process and establishing vertical alignment, development of a table of contents for specifications, coordination with the electrical and structural engineer, and design of path sections with consideration for grading, drainage, landscaping, site lighting, and security. Pre-application meetings with FDEP/ACOE/FWC/City of Destin will be scheduled and attended to determine any design constraints and anticipated permit conditions. Additionally, the task includes planning for a removable boardwalk involving further coordination with FDOT maintenance staff. The reconstruction plan for the wood-framed boardwalk at Harborview is also developed in this phase. The final components encompass the layout and design of connecting pedestrian routes, landscape considerations, and the development of a preliminary wayfinding plan.

**Task 5 - Construction Documents (90% Plans)**

Task 5 involves incorporation of review comments from the 60% submittal, preparation of 90% construction plans, and preparation/submittal of permit applications for FDEP/ACOE/FWC/City of Destin, followed by submission and responsive communication with permit stakeholders to secure the necessary approvals. The final design for path sections will be established along with considerations for sidewalks, wayfinding, site lighting, and security. The final stages involve completion of wayfinding, landscaping, site lighting, and security plans, and a project update to council, if requested.

**Task 6 - Construction Documents (100% Plans)**

Task 6 will incorporate both review comments from the 90% submittal as well as any comments that arise out of the permitting process, and preparation of final civil, structural, electrical, and specifications. A final QA/QC review will be performed before submittal to city staff.

**Task 7 - Bidding Services**

Bidding services will include preparation of contractor bidding forms, attendance of the pre-bid conference, response to contractor RFIs and a final review of contractor bids for accuracy.

**Task 8 - Construction Services**



Task 8 includes attendance of the pre-construction conference, review of contractor submitted shop drawings, responses to contractor RAIs, review of contractor pay requests, inspection services as requested or needed for permit certifications, attendance of periodic contractor coordination meetings, and engineer of record preparation and submittal of permit close out documents.

## **Division II Tasks**

### **Task 1 – Summarize Previous Concepts**

Task 1 involves compiling the data collection efforts from the previous contract into a report of findings. Recommendations and analysis from meetings, reports, and studies will be summarized into a report of findings and submitted to city staff for review and discussion. Additionally, under this task meetings with City Council on Intelligent Transportation Systems (ITS) will be conducted.

### **Task 2 – Evaluate US 98 Transportation Alternates**

Task 2 will evaluate transportation alternatives along US 98 from Stahlman Avenue to Airport Road. The analysis will focus on impacts from the Cross-Town Connector, internal and field review of adjacent routes, evaluation of driveways, left turns, signals, and congestion points. Evaluation of conflicts with one way traffic, assessment of traffic counts on one-way streets, constraints and advantages will be developed and further coordination with FDOT will be conducted.

### **Task 3 – Present Draft Report**

Task 3 will develop data and analysis from tasks 1 & 2 into a draft report including computations, concepts, and photos. The draft report will include an executive summary and will be divided into short- and long-term plans to be implemented. The report will then be submitted to city staff for review and comment.

### **Task 4 – Final Report submittal**

Task 4 will incorporate staff comments from the draft report and will specifically focus on the Stahlman Avenue intersection and areas west of Palmetto Street. No analysis will be included for areas east of this boundary. Additionally, an independent third-party traffic planner will also conduct a high-level analysis to provide additional insights and validation of the findings of the proposed traffic configuration. This external analysis will focus on broader traffic impacts and recommendations for the project area. Cost estimates will be excluded from the final report. The final document will then be submitted to city staff for review, followed by a presentation to the city council.

We offer to perform this work based on the following tasks, fee, and delivery schedule:

| Task                                         | Fee             | Anticipated Schedule |
|----------------------------------------------|-----------------|----------------------|
| <b>Division I</b>                            |                 |                      |
| Task 1 – Update Topographic Survey           | \$ 15,110 (LS)  | 60 days from NTP     |
| Task 2 – Pre-Design and Background           | \$ 9,775 (LS)   | 60 days from NTP     |
| Task 3 – Conceptual Design (30% Plans)       | \$ 16,840 (LS)  | 45 days from Task 2  |
| Task 4 – Design Development (60% Plans)      | \$ 55,960 (LS)  | 60 days from Task 3  |
| Task 5 – Construction Documents (90% Plans)  | \$ 35,120 (LS)  | 60 days from Task 4  |
| Task 6 – Construction Documents (100% Plans) | \$ 15,840 (LS)  | 45 days from Task 5  |
| Task 7 – Bidding Services Budget             | \$ 7,040 (Cost) | As requested         |

|                                       |                      |                        |
|---------------------------------------|----------------------|------------------------|
| Task 8 – Construction Services Budget | \$ 38,900 (Cost)     | As Requested           |
| CRAS Budget                           | \$ 10,250 (T&M +10%) | 60 days from Task 2    |
| Lighting/Security Design Budget       | \$ 11,250 (T&M +10%) | Concurrent w/Tasks 1-6 |

**Division II**

|                                                   |                |                     |
|---------------------------------------------------|----------------|---------------------|
| Task 1 – Summarize Previous Concepts              | \$ 13,440 (LS) | 60 Days from NTP    |
| Task 2 – Evaluate US 98 Transportation Alternates | \$ 17,860 (LS) | 45 Days from Task 1 |
| Task 3 – Present Draft Report                     | \$ 18,390 (LS) | 45 Days from Task 2 |
| Task 4 – Final Report submittal                   | \$ 9,714 (LS)  | 60 Days from Task 3 |

Construction services are offered on an hourly basis with an estimated budget that includes the necessary items to achieve acceptance of work and prepare permit certifications.

The following items are not included in our scope of work:

- Permit Fees and Impact Fees
- Phase 1 and 2 Environmental Assessment (EA)
- Mitigation Plans
- Detailed Traffic Studies
- Coastal Flushing Analysis
- Landscape and Irrigation Design
- Rough Order Magnitude Cost Estimates

Other items may not be included if not specifically stated above.

Thank you for considering Baskerville-Donovan. We look forward to your review of our proposal.

Sincerely,

**BASKERVILLE-DONOVAN, INC.**



Jason Frick, PE  
Project Manager

\\pensacolafs2\netdrive\482 city of destin\48200.00\48207.01 boardwalk under the bridge and pd&e study\2. contracts\contract revision\proposal rv-4\_1-5-2024\proposal rev\_4\_11-05-2024.docx

## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 3.C.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Jeffrey Cozadd, Projects, Grants and Contracts Manager  
Lisa Firth, Parks & Rec Director

**DATE:** November 12, 2024

**SUBJECT:** Park Master Plan - Bid Committee recommendation

---

**I. BACKGROUND:** RFP 24-03-REC was opened on September 26, 2024.

**II. DISCUSSION:** The bid committee met on October 24, 2024 to consider the proposals for RFB 24-03-REC. Draft bid committee minutes are attached.

Three bids were received:

|                             |           |
|-----------------------------|-----------|
| Perez Planning & Design LLC | \$131,500 |
| Kimly Horn                  | \$200,000 |
| Berry Dunn                  | \$190.091 |

The bid committee evaluated all proposals and found each to be responsible and responsive. Perez Planning scored the highest of the three bids and offered the lowest price. Perez Planning has vast experience preparing Master Plans for city and county governments in Florida. Perez Planning proposes a ten-month schedule to complete the Master Plan including a presentation to Council.

Bid Committee score totals:

|                |     |
|----------------|-----|
| Perez Planning | 537 |
| Kimley Horn    | 501 |
| Berry Dunn     | 443 |

### City Council's Options

Pursuant to the RFP and to the City's Procurement Manual, the Bid Committee has now forwarded its rank-ordered list of the proposals received in response to the RFP. Also, pursuant to the RFP and the Procurement Manual, the City Council now has the task of

deciding which proposal Council wants City Staff to pursue negotiations with. The Council has several options for this decision, as follows:

1. Adopting the scoring of the Bid Committee and direct City Staff to negotiate toward a contract with the proposal ranked highest by the Bid Committee;
2. Re-scoring by each individual Council Member of all three proposers, using the same scoring criteria and calculations as applied by the Bid Committee pursuant to the RFP; or
3. Ranking the proposers on the basis of which proposers will, in the opinion of each Council Member and based on all available information, best meet the City's needs for the Clement Taylor Park Project. This ranking would be done by applying a 1-2-3 scoring by each Council Member, with a value of "1" being highest or best and a value of "3" being lowest; the scores assigned by the Council Members would then be added together, with the lowest total points score being deemed the proposal with whom City Staff would be directed to negotiate toward a contract.
4. The Council also has the right to reject any and all Proposals or portions thereof, to waive minor defects and informalities in the process, to re-advertise Proposals, to accept the Proposal or award multiple Proposals or take any other actions deemed by the City to be in the City's best interest.
  - A. **Link to Strategic Goals / Objectives:** 1.9 Parks Master Plan
  - B. **Effect on Budget (EOB):** Effect on Budget will determined once a contractor has been selected.
  - C. **Level of Service (LOS):**
  - D. **Legislative Sponsor:**

**III. CONCLUSION:** The bid committee ranked Perez Planning the highest of all proposals and recommend them for council approval.

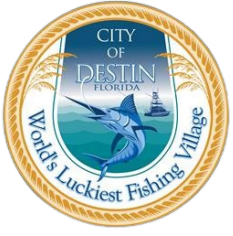
**IV. RECOMMENDED MOTION:** I move that the City Council adopt the scoring of the Bid Committee and direct City Staff to negotiate toward a contract with the proposal ranked highest by the Bid Committee and bring back a contract for council consideration.

Attachments:

1. 1. Parks & Rec Master Plan Bid results
2. Perez Planning PRMP-RFP NO.24-03-REC\_PPD
3. Kimley-Horn Submittal for RFP No.24-03-REC 1
4. BerryDunn\_DestinFL\_Final
5. Bid Committee Scoring
6. PARKS-REC MASTERPLAN RFP 24-03-REC executed
7. 10-24-24-24 Sp. Bid Committee Mtg (002)







# Parks and Recreation Master Plan Consultant

**Request for Proposals (RFP) NO. 24-03-REC**  
September 26, 2024





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# 1. Letter of Submission

September 23, 2024

City of Destin  
ATTN: City Clerk  
4200 Indian Bayou Trail  
Destin, Florida 32541

Dear Mr. Bailey and Bid Committee,

This is a very exciting time for the City of Destin as it embarks on developing a Parks and Recreation Master Plan! Over the last few years, parks and recreation systems have experienced tremendous interest. It is clearer now than ever before the important role that parks and recreation systems serve in communities. Across the Country, more people are turning to parks and recreation system to relieve stress and enjoy the health benefits of access to nature and open space, than ever before. In fact, more people are recognizing that parks, trails, and robust recreational and fitness programming are not “nice-to-have” community amenities; they are vital physical, environmental, economic, and social infrastructure.

Additionally, extensive funding from the Federal Government associated with active-transportation and parks have led to agencies across the Country to leverage their local funding with these Federal funds to maximize impacts in their local communities, especially related to resiliency needs. These opportunities make it an ideal time for the City of Destin to work towards the completion of this important plan that will help prepare the City for a more resilient and sustainable city!

For these reasons, the Perez Planning + Design, LLC Team (PP+D Team) is excited to submit our qualifications for the City's consideration to become partners in completing the City's first Parks and Recreation Master Plan!

There is no better team that is more experienced and qualified to collaborate with the City on this important project. The PP+D Team is comprised of local, regional, and national thought leaders and experts on the various topics requested by the City's Request for Proposal:

- **Perez Planning + Design, LLC** – Parks System Planning, Urban Design, and Landscape Architecture
- **PROS Consulting, LLC** – Parks and Recreation Operations, Management, Marketing, and Programming
- **ETC Institute** – Statistically Valid Survey
- **RMPK Funding** – Funding Alternatives

The PP+D Team has a comprehensive and proven approach for completing Parks and Recreation Master Plans. ***Our process is based on our collective Team's unparalleled experience in completing over four-hundred (400) Parks and Recreation Master Plans throughout the United States.*** The PP+D Team's approach is grounded in a time-tested and proven approach to Parks and Recreation Master Planning as well as research into innovative methods and the latest thinking in the parks and recreation industry, and our responsive and collaborative Client service.

The following proposal provides detailed information regarding our Team's qualifications, proposed approach, schedule, and references. This introduction to our proposal also attests that the information herein is accurate and that the PP+D Team has the capabilities to perform the variety of analytical and product development tasks found in the RFP. We are excited about the opportunity to be considered to collaborate with the City of Destin and its residents to prepare its first Parks and Recreation Master Plan and look forward to the opportunity to discuss our ideas with you in more detail.

Sincerely,



Carlos F. Perez, PLA - President and Authorized Person to Represent the Proposer  
A. 878 Peachtree Street, NE, Suite 827, Atlanta, GA 30309  
M. 404.416.0114 | F. 404.393.2029 | E. cperez@perezpd.com | W. www.perezpd.com







## 2. Background of the Team and Personnel Assigned to the Engagement

The Perez Planning + Design (PP+D) Team is comprised of national, regional, and local thought leaders in parks and recreation system planning and design. With a collective **unparalleled experience in completing over 400 parks and recreation master plans throughout the United States, including over 55 in the State of Florida alone**, there is no better Team that is more experienced and cohesively qualified to collaborate with the City on this important project. Following are the qualifications of the PP+D Team.

### PEREZ PLANNING + DESIGN, LLC

**Perez Planning + Design, LLC (PP+D)** is a research-based planning and design firm that lives at the intersection of people, space, and the built and natural environment. We focus on

working collaboratively with our clients and community to thoughtfully and strategically integrate these key elements to plan, design, and implement a public realm that is viable, responsive, dynamic, and resilient. Stated simply, we work collaboratively with our clients in Re+Defining the Public Realm.

PP+D is one of the leading parks and recreation master planning firms in the United States. PP+D staff have completed over 100 comprehensive parks and recreation master plans and park planning projects for cities and counties throughout United States including Seattle, Washington; Washington, D.C.; Raleigh, North Carolina; Atlanta, Georgia; and Miami, Florida. In Southwest Florida, the PP+D Team has worked on Parks and Recreation Master Plans for the following communities:

- City of Cape Coral
- City of Fort Myers
- City of Naples
- City of New Port Richey
- City of North Port
- City of Sarasota
- Village of Estero
- Hillsborough County
- Pasco County
- Pinellas County
- Manatee County
- Sarasota County

PP+D is currently working with the City of Marco Island on their Parks and Recreation Master Plan, which has many similarities to the City of Destin, especially as it relates to beaches and the difference in year population versus tourist season population. The plan is currently on

schedule to be completed in October 2024. Additionally, earlier this summer PP+D worked closely with City of Fort Myers Parks and Recreation Department Staff to have the City of Fort Myers Parks and Recreation Master Plan unanimously adopted by the City of Fort Myers Council.

Firm leader Carlos Perez regularly shares his experience and expertise speaking in state and national planning and parks planning conference, and serves on industry committees and organizations. In fact, Carlos will be speaking at the NRPA Conference in Atlanta in October.

PP+D also specializes in Active Transportation Planning and Design and has worked on a multitude of bicycle, pedestrian, trail, and greenway projects in the Southeast United States. Currently, PP+D is working on one of the largest trail and trail-related redevelopment projects in the United States - the Atlanta BeltLine in Atlanta, GA.

PP+D has been in business for 10-years. Since PP+D's inception in 2014, the firm has grown to six staff with a main office in Midtown Neighborhood of Atlanta, Georgia that focuses on parks and recreation planning and design projects similar to the City of Destin Parks and Recreation Master Plan.

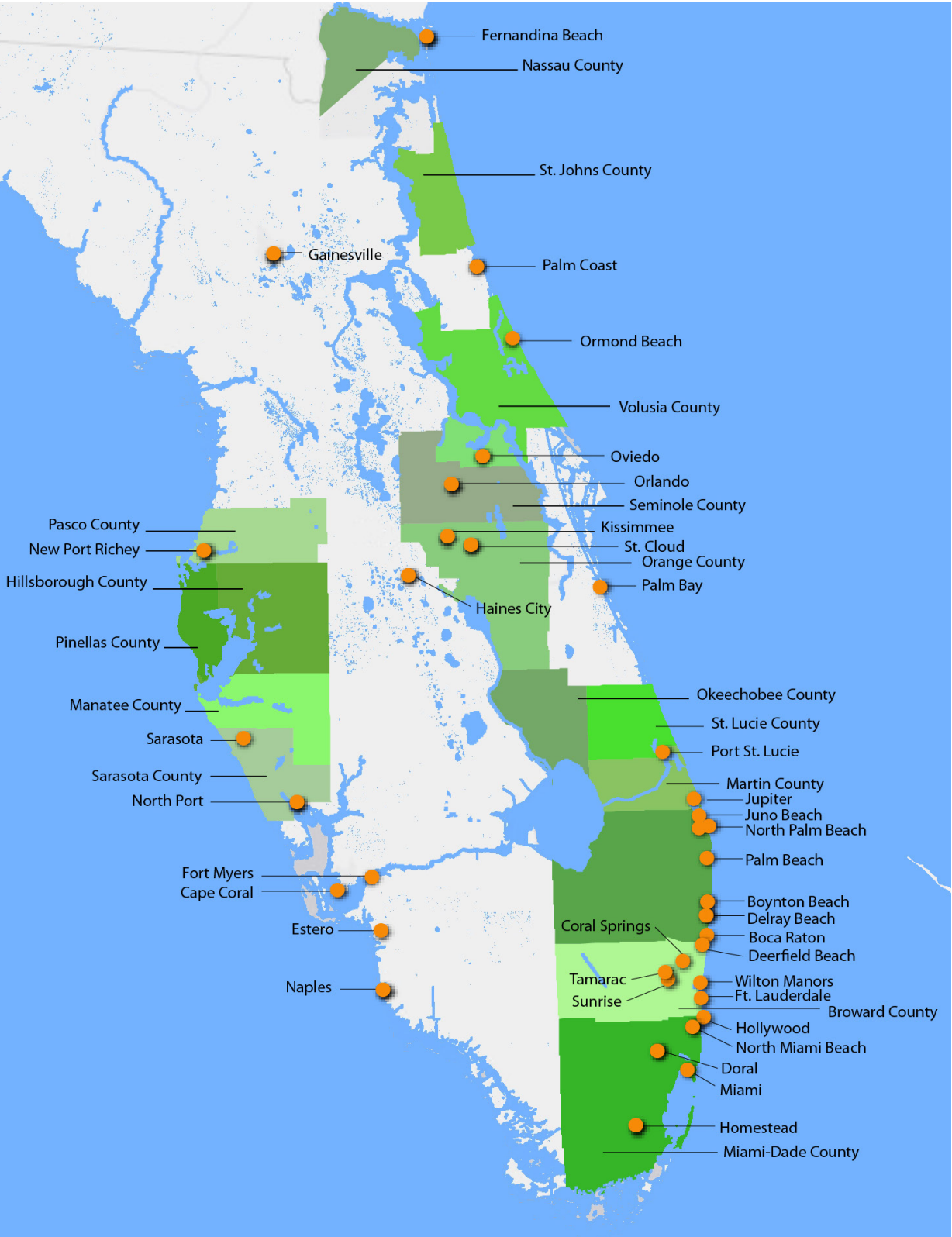
PP+D is a Minority Business Enterprise (MBE), certified by the City of Atlanta and Georgia Department of Transportation.

Services provided by PP+D include:

- Parks and Recreation System Planning
- Parks Planning and Design
- Active-Transportation Planning + Design
- Urban Design
- Landscape Architecture

***PP+D will serve as the Project Manager for the project and lead Master Planning, Parks Planning, Landscape Architecture, Capital Improvement, and Funding tasks.***

The PP+D Team has collectively completed over 400 Parks and Recreation Master Plans throughout the United States; over 55 in the State of Florida alone. The map below illustrates the work that members of PP+D’s Team have completed in the State of Florida, many of which manage beaches and have similar harbor characteristics as the City of Destin.



Parks and Recreation Master Plans Completed by PP+D Staff





**PROS Consulting** is a small firm with a big presence in the field of management consulting for parks and recreation public

entities and non-profit organizations. With a team of highly professional and experienced consultants, PROS is a flexible firm that is agile to evolving dynamics of the social, economic, and political environments clients operate in. They are experts and will assist with Operations, Management, and Programming. PROS has been working with PP+D Staff for over 18 years.

The firm's areas of focus include:

- **Operations, Maintenance and Organizational Development** – completed over 450 plans that involved operations, maintenance and organizational development components.
- **Financial Planning and Management** – PROS is most renowned for providing the most innovative and proven methods for financial planning and management in the public sector with direct experience with over 150 proven ways to fund public parks and park systems.
- **Customer Service Training** – completed customer service excellent training for municipalities across the country. The training is customized to each agency's goals and outcomes and range from single day work sessions to multi-year culture change processes.

The firm is headquartered in Brownsburg, Indiana.

*PROS Consulting will lead all Parks and Recreation Programs, Services, and Organizational Structure tasks.*



**ETC Institute** is the absolute leading national authority on parks and recreation surveys and benchmarking. ETC has worked with PP+D Staff for over 18 years. They have conducted

over 600 Parks and Recreation Surveys, and maintain a data base of over 70,000 surveys and benchmarking data bases. The firm is headquarter in Olathe, Kansas.

*ETC Institute will lead the development of the Statistically Valid Survey.*

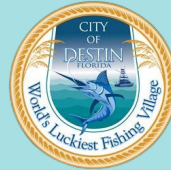


**RMPK Funding** specializes in identifying additional funding sources to help implement projects in Parks and Recreation Master Plans. They have

successfully acquired over \$200 million in funding for public agencies, including numerous grants for park facilities, recreation services, land acquisitions, and cultural facilities projects. They understand federal, state and local grant sources and creatively "stack" grants to allow existing grants to serve as leverage for additional funding. RMPK Funding has been working with PP+D Staff for 18 years. The firm is headquartered in Jupiter, Florida.

*RMPK Funding will identify alternative funding sources to help implement future projects.*

## Organizational Chart



### Destin Parks and Recreation Department

**Carlos F. Perez, PLA** (PP+D - Atlanta, GA)  
Officer-in-Charge/ Client Service Manager

**Nick Stephens**  
(PP+D -Atlanta, GA)  
Deputy Project Manager

Parks and Trail System Planning, Park and Facility Needs, Capital Improvements

**Carlos Perez** (PP+D-Atlanta, Georgia)  
**Nick Stephens** (PP+D-Atlanta, Georgia)  
**Yan Duan** (PP+D-Atlanta, Georgia)

Parks Operations, Management, Programming, Marketing, Financial Analysis

**Leon Younger** (PROS-Brownsburg, Indiana)  
**Philip Parnin** (PROS-Brownsburg, Indiana)

Public Engagement

**Carlos Perez** (PP+D-Atlanta, Georgia)  
**Nick Stephens** (PP+D-Atlanta, Georgia)

Public Engagement Statistically Valid Survey  
**Jason Morado** (ETC-Olathe, Kansas)

Alternative Funding Specialist  
**Ryan Ruskay** (RMPK-Jupiter, Florida)



## CARLOS F. PEREZ, PLA (PP+D)

### Project Manager / Parks Planner, Landscape Architect, Urban Designer

Carlos Perez is a planner, urban designer, and landscape architect who specializes in parks and recreation planning and design and active-transportation planning and design. He founded PP+D in 2014 after over a decade with Glatting Jackson/AECOM where he co-led the Parks and Recreation Planning practice. Carlos has worked with over 100 communities throughout the United States on parks and recreation planning and design projects including Seattle, WA; San Diego, CA; Washington, D.C.; Atlanta, GA; Norfolk, VA; Raleigh, NC; Orlando, FL; and Miami, FL. He is also a Board Member of the City Parks Alliance, Atlanta BeltLine Partnership, University of Florida College of Design Construction and Planning, and Georgia Institute of Technology College of Design. Carlos will serve as the Project Manager for the project.

#### EDUCATION

Master in City and Regional Planning  
Specialization in Transportation  
Georgia Institute of Technology, 2015

Master of Science in Urban Design  
Georgia Institute of Technology, 2015

Bachelor of Landscape Architecture  
University of Florida, 2004

#### PROFESSIONAL REGISTRATIONS

Landscape Architect, Florida #6666902  
Landscape Architect, Georgia #001824

#### TOTAL YEARS OF EXPERIENCE

20 years

#### RELEVANT RECENT EXPERIENCE

##### City of Marco Island Parks and Recreation Master Plan

Marco, FL | On-going  
Role: Project Manager + Parks Planner

##### City of Fort Myers Parks and Recreation Master Plan

Fort Myers, FL | 2024  
Role: Project Manager + Parks Planner

##### City of Miami Parks and Recreation System Master Plan

Miami, FL | 2023  
Role: Project Lead + Parks Planner

##### City of Boynton Beach Parks and Recreation System Master Plan

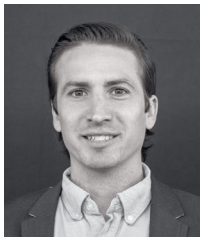
Boynton Beach, FL | 2023  
Role: Project Manager + Parks Planner

##### City of Ormond Beach Parks Master Plan

Ormond Beach, FL | 2021  
Role: Project Manager + Parks Planner

##### City of Hollywood Parks Master Plan

Hollywood, FL | 2021  
Role: Deputy Project Manager



## NICK STEPHENS (PP+D)

### Deputy Project Manager + Parks Planner

Nick Stephens is an urban planner who is dedicated to planning and designing park systems that enrich communities, encourage active transportation, and strengthen the local ecology. With a diverse academic and professional background, Nick's experience supports a passion for creating vibrant, walkable and bikable urban areas. Since joining PP+D, he has collaborated on over a dozen parks and recreation system plans and active transportation projects. Nick is an Atlanta native and a board member of Atlanta's Grant Park Conservancy. He will serve as the Deputy Project Manager and Parks Planner for the project.

#### EDUCATION

Master in City and Regional Planning  
Specialization in Urban Design  
Georgia Institute of Technology, 2019

Bachelor of Arts in Anthropology,  
Columbia University, 2009

#### TOTAL YEARS OF EXPERIENCE

5 years

#### RELEVANT RECENT EXPERIENCE

##### City of Marco Island Parks and Recreation Master Plan

Marco, FL | On-going  
Role: Parks Planner

##### City of Fort Myers Parks and Recreation Master Plan

Fort Myers, FL | 2024  
Role: Deputy Project Manager + Parks Planner

##### Henry County Parks and Recreation Master Plan

Henry County, GA | 2024  
Role: Deputy Project Manager + Parks Planner

##### City of Miami Parks and Recreation System Master Plan

Miami, FL | 2023  
Role: Deputy Project Manager + Parks Planner

##### City of Boynton Beach Parks and Recreation System Master Plan

Boynton Beach, FL | 2023  
Role: Deputy Project Manager + Parks Planner

##### City of Decatur Parks and Recreation System Master Plan

Decatur, GA | 2023  
Role: Deputy Project Manager + Parks Planner



## YAN DUAN, AICP (PP+D)

### Urban Designer + Parks Planner

Yan Duan is a planner and urban designer with over 7 years of experience in planning and community design projects. Yan's expertise is in research, design, and visual communications. She combines these three strengths to develop thoughtful, practical, and innovative parks planning and design solutions. Yan will work collaboratively with the Team and will serve as a Parks Planner for the project. She will assist with qualitative and quantitative research tasks including, preparing exhibits for public virtual or in-person public engagement, GIS mapping, analysis, and development of exhibits and deliverables for the project.

#### EDUCATION

University at Buffalo, the State University of New York (SUNY Buffalo) School of Architecture and Planning, Master of Urban Planning with Specialization in Urban Design and Physical Planning, 2016

Xi'an University of Technology, Xi'an, P.R., China School of Civil Engineering and Architecture, Bachelor of Engineering in Urban Planning, 2013

Summer Program, Harvard University, 2007

#### TOTAL YEARS OF EXPERIENCE

8 years

#### RELEVANT RECENT EXPERIENCE

##### City of Marco Island Parks and Recreation Master Plan

Marco, FL | On-going  
Role: Parks Planner

##### City of Fort Myers Parks and Recreation Master Plan

Fort Myers, FL | 2024  
Role: Parks Planner

##### Henry County Parks and Recreation Master Plan

Henry County, GA | 2024  
Role: Parks Planner

##### City of Miami Parks and Recreation System Master Plan

Miami, FL | 2023  
Role: Parks Planner

##### City of Boynton Beach Parks and Recreation System Master Plan

Boynton Beach, FL | 2023  
Role: Parks Planner

##### City of Decatur Parks and Recreation System Master Plan

Decatur, GA | 2023  
Role: Parks Planner







## LEON YOUNGER (PROS)

### President

Leon is the founder and President of PROS Consulting. He has more than 40 years in parks, recreation, and leisure services. Leon is a recognized leader in applying innovative approaches to managing parks and recreation organizations. He has held positions as Director of Parks and Recreation in Indianapolis, IN; Executive Director of Lake Metroparks in Lake County, OH (Cleveland area); and Director of Parks and Recreation in Jackson County, MO (Kansas City). Leon is routinely invited to present his management and development philosophies at conferences, workshops, and training across the United States. He is co-creator of the Community Values Model, a business model that synthesizes community & stakeholder input into a strategic plan. Leon has been collaborating with Carlos for over 18 years. He will provide oversight on all park programming, services, and organizational tasks.

#### EDUCATION

M.P.A., University of Kansas, 1988

Bachelor of Science, Kansas State University, 1975

#### TOTAL YEARS OF EXPERIENCE

40 years

#### RELEVANT RECENT EXPERIENCE

##### **City of Fort Myers Parks and Recreation Master Plan**

Fort Myers, FL | 2024

Role: Recreation + Management Planner

##### **City of South Fulton Parks, Recreation, and Cultural Affairs Master Plan**

City of South Fulton, GA | 2022

Role: Recreation + Management Planner

##### **City of Las Vegas Parks and Recreation Master Plan**

Las Vegas, NV | 2022

Role: Recreation + Management Planner

##### **City of Fremont Parks and Recreation Master Plan**

Fremont, CA | 2022

Role: Recreation + Management Planner

##### **City of Atlanta Comprehensive Parks and Recreation Master Plan**

Atlanta, GA | 2022

Role: Recreation + Management Planner

##### **City of Hollywood Parks and Recreation Master Plan**

Hollywood, FL | 2021

Role: Recreation + Management Planner



## PHILIP PARNIN (PROS)

### Recreation + Management Planner

Philip Parnin has 25 years of experience in the field of parks, recreation, and leisure services. He has managed and led park development and sustainable operations at the executive level for over 16 years (including over a decade as director). In his leadership role, Philip established standards for improved efficiencies and operations by developing system-wide business plans, enterprise fund business plans, strategic master plans, recreation plans, marketing plans, site master plans, capital improvement plans, maintenance plans, trails and greenways plans, emergency action plans, and feasibility studies. His approach to planning helps agencies transform ideas into successes that can be leveraged for even greater success. Philip has been collaborating with the PP+D Team for the last 3 years. He will lead all park programming, services, and organizational tasks.

#### EDUCATION

B.S. Recreation and Parks Management  
Indiana University

#### TOTAL YEARS OF EXPERIENCE

25 years

#### RELEVANT RECENT EXPERIENCE

##### **City of Fort Myers Parks and Recreation Master Plan**

Fort Myers, FL | 2024

Role: Recreation + Management Planner

##### **City of Miami Parks and Recreation System Master Plan**

Miami, FL | 2023

Role: Recreation + Management Planner

##### **City of Las Vegas Parks and Recreation Master Plan**

Las Vegas, NV | 2022

Role: Recreation + Management Planner

##### **City of Fremont Parks and Recreation Master Plan**

Fremont, CA | 2022

Role: Recreation + Management Planner

##### **City of Atlanta Comprehensive Parks and Recreation Master Plan**

Atlanta, GA | 2022

Role: Recreation + Management Planner

##### **City of Hollywood Parks and Recreation Master Plan**

Hollywood, FL | 2021

Role: Recreation + Management Planner



**RYAN RUSKAY (RMPK)**  
**Alternative Funding Specialist**

Ryan Ruskay has more than 18 years of extensive experience in the evaluation and management of various state and federal funding programs, obtaining \$135 million in the past nine years. He has worked with a wide range of local governments to find and obtain the funding necessary to make their capital projects a success. His projects consistently place in the top percentages of funding programs on the local, state, and federal level. In addition to assisting local communities in obtaining funding for capital projects, Ryan has developed Capital Improvement and Strategic Funding Plans for many of their clients. Ryan has been collaborating with Carlos for 18 years. He will identify alternative funding sources for capital improvements.

**EDUCATION**

Bachelor of Science, Political Science  
Florida State University

**TOTAL YEARS OF EXPERIENCE**

18 years

**RELEVANT RECENT EXPERIENCE**

**City of Fort Myers Parks and Recreation Master Plan**

Fort Myers, FL | 2024  
Role: Alternative Funding Specialist

**Henry County Parks and Recreation Master Plan**

Henry County, GA | 2024  
Role: Alternative Funding Specialist

**Currie Park**

West Palm Beach, FL | On-going  
Role: Alternative Funding Specialist

**City of Decatur Parks and Recreation System Master Plan**

Decatur, GA | 2023  
Role: Alternative Funding Specialist

**City of Hollywood Parks Master Plan**

Hollywood, FL | 2021  
Role: Alternative Funding Specialist

**City of Doral Parks and Recreation Master Plan**

Doral, FL | 2017  
Role: Alternative Funding Specialist



**JASON MORADO (ETC)**  
**Survey Manager + Designer**

Jason Morado has over 17 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 500 local government organizations throughout the US. He is experienced in all phases of project management of market research studies, including survey design, developing sampling plans, quantitative and qualitative analysis, interpretation of results and presentation of findings. His areas of emphasis include citizen satisfaction surveys, parks and recreation needs assessment surveys, community planning surveys, business surveys, and transportation studies. Jason has been collaborating with Carlos for 17 years. Jason will lead the development of the survey for this project.

**EDUCATION**

Master of Business Administration  
Webster University, 2009  
  
Bachelor of Science, Business Administration/  
Marketing  
Avila University, 2000

**TOTAL YEARS OF EXPERIENCE**

17 years

**RELEVANT RECENT EXPERIENCE**

**City of Fort Myers Parks and Recreation Master Plan**

Fort Myers, FL | 2024  
Role: Survey Manager

**Henry County Parks and Recreation Master Plan**

Henry County, GA | 2024  
Role: Survey Manager

**City of Miami Parks and Recreation System Master Plan**

Miami, FL | 2023  
Role: Survey Manager

**City of Boynton Beach Parks and Recreation System Master Plan**

Boynton Beach, FL | 2023  
Role: Survey Manager

**City of Decatur Parks and Recreation System Master Plan**

Decatur, GA | 2023  
Role: Survey Manager

**City of Ormond Beach Parks Master Plan**

Ormond Beach, FL | 2021  
Role: Survey Manager





### 3. Approach and Timeline for Preparation

The PP+D Team understands that the City of Desitn would like to develop a Parks and Recreation Master Plan (PRMP). As noted in the RFP, the plan should inventory the current parks and recreation system, including facilities, personnel, services, customer base, equipment, and management practices. It should also establish a roadmap for balanced facilities and amenities, aligned with the City's Comprehensive Plan 2020. Additionally, PP+D understands that the City would like the plan set achievable goals, policies, guidelines, and priorities, and include a Capital Improvement Plan, a Facility and Grounds Maintenance and Management Plan, and a funding options analysis.

The PP+D Team has reviewed the Scope of Work included in the City's RFP and finds it consistent with the Scope of Work that the PP+D Team has used to collectively complete over 400 Parks and Recreation Master Plans for agencies throughout the United States.

We have organized all of the City's proposed scope items under our typical, five phase approach that is time-tested, proven, and based on the research and the latest thinking in the parks and recreation industry. *For the City's consideration, we have also recommended adding a few tasks that we have found to be important. These are shown in green italic fonts.*

Prior to commencing the project, should the PP+D Team be fortunate to be selected for the project, we would conduct a "Scoping Workshop" - at no cost to the City - to review and discuss the project scope to make sure that it meets the City's specific needs.

PP+D takes pride in being very flexible and nimble with our Clients. If throughout the project the City learns that it is more beneficial for the project that we move, replace, remove, or adjust tasks, we are happy to do it to ensure that the City achieves their ultimate goal of having the plan adopted.

#### Scope of Work

##### Phase 1 – Context Analyses

Phase I is designed to establish a strong foundation for the master planning process through the analysis of three Contexts:

- Planned Context - Review of previous City planning studies.
- Demographic Context - Review of City's existing and projected demographics.
- Park System Context - Assessment of the existing state of the City's parks and recreation system.

Following are the tasks that PP+D proposes to complete for the Context Analyses Phase.

**1.1 Project Management + Coordination:** PP+D will coordinate our work with the City's Project Manager. PP+D will hold regular bi-weekly meetings with City staff depending on the phase of the project to review progress, present information, and discuss the direction of remaining portions of the project. In an effort to

keep the project on schedule, we have found that pre-scheduling project milestone dates such as deliverable submittal dates, City review periods, public engagements, presentations, etc., is key to the project remaining on schedule. We will work with the City to develop this schedule and will review it during each review meeting to maintain momentum and/or make any revisions deemed necessary.

**1.2 Project Branding:** We have found that developing a brand for the project enhances awareness and public input for the project. PP+D proposes to develop three project brand options for the City including logos, fonts, and colors and submit them to the City for review. PP+D will revise one of the selected options per the City's comments and develop a final brand for the project. PP+D will then use the logo to develop business cards for the project that can be distributed to encourage participation in the planning process. Additionally, the project brand will be included in all project documents.

**1.3 Interactive Project Website:** *PP+D propose to develop an interactive project website for the project. We propose using third party providers such as Publicinput.com or Social Pinpoint or similar that allow the project to not only have a presence in the internet, but also allow visitors to provide feedback about the process as desired by the City in multiple languages.*

**1.4 Project Kick-Off Meetings:** PP+D will complete Kick-Off Meetings with City Staff and the Parks and Recreation Advisory Board. The purpose of the kick-off meeting will be to establish and discuss any technical and/or policy issues, objectives for the project, including confirming roles and responsibilities and finalizing the project methodology, scope of services, timeline and format and content of deliverables. PP+D will develop a meeting summary and submit to the City for review.

**1.5 Review of Existing Conditions:** Parks and Recreation Master Plans are never completed in a vacuum. PP+D will complete an existing plan and context review for all relevant surveys, studies, and planning documents from the City that may influence the plan. PP+D will provide a brief summary of the documents to identify relevant data that may include, but may not be limited to existing and proposed goals, objectives, policies, initiatives, standards, and projects.

**1.6 Demographic and Trends Analysis:** PP+D and PROS Consulting will also review demographic data for the City the latest trends in the parks and recreation industry. This data is important for providing the City with a data-driven, analytical framework. This framework is particularly important for understanding implications associated with existing and future park land, recreational facilities, program needs, operations, and maintenance.

**1.7 Inventory + Base Map:** PP+D will work collaboratively with staff to compile a comprehensive inventory of the existing and planned parks, trails, open spaces, and facilities. PP+D will also develop a GIS-based map that will illustrate the location, and type of each park. PP+D will

submit the base map and inventory for the City's review to ensure accuracy and consistency and will revise the map and inventory per the City's written comments.

- 1.8 Park Site Evaluation:** PP+D will spend four (4) days visiting parks using our custom Parks Evaluation Form as a starting point. Prior to these visits, we will work with the City to modify our Parks Evaluation Form to analyze the City's parks and recreation amenities (playgrounds, ball fields, trails, natural areas, special facilities, etc. for connectivity, functionality, accessibility, condition, comfort, and convenience, from both resident and visitor perspectives, based on community values. The form is a result of our experience in completing over four-hundred Parks and Recreation Master Plans nationwide. This evaluation helps us develop a "baseline" understanding of how well the current system functions and meets the community's need from both a resident and visitor perspective.

Lastly, while completing park evaluations, we will randomly interview park users, dog walkers, joggers, and other residents/visitors we encounter.

- 1.9 Program Analysis and Departmental Fee Philosophy:** PROS Consulting will provide an assessment and analysis of the Parks and Recreation Department's current level of programs and revenue sites. This analysis will include inventory programmatic facilities, current and future personnel needs, and current and proposed services.

PROS will also review fees and develop a departmental fee philosophy, based on the City's Cost Recovery Program, through benchmarking best practices in comparable cities, community, and departmental input, etc. PROS will also complete a review of the fee structure for activities and programs to determine if fees can sustain the programs while remaining affordable and avoiding a decline in participation and program viability. Findings from this analysis will be used in Phase 3-Vision, to develop recommendations.

- 1.10 Facility Maintenance Management Plan:** PROS Consulting will complete a facility maintenance and management plan for Recreation/ Community Centers and other built structures within the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

- 1.11 Grounds Maintenance Management Plan:** PROS Consulting will prepare a Grounds Maintenance Management Plan for the grounds maintained by the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

- 1.12 Existing Conditions Summary Document:** PP+D will compile all the information and data completed for Phase

### PP+D's Proven Needs + Priorities Assessment Process

We approach needs assessments using a triangulated approach based on three different techniques: anecdotal, quantitative, and qualitative. Using the statistically valid survey as a baseline, where the findings from these three techniques intersect are where the priorities of the community lie.



I and will develop a summary document of the Existing Conditions. The Existing Conditions Summary will identify major issues, concerns, challenges, opportunities, and constraints. PP+D will submit the summary document to the City for review and will make revisions per the City's written comments.

#### Phase 1 Deliverables:

- Existing Conditions Summary Document
- Meeting Minutes + Summaries

#### Phase 2 – Needs + Priorities Assessment

We approach needs assessments using three different techniques: anecdotal, quantitative, and qualitative. The anecdotal techniques were covered in Phase 1 - Task 1.8: Park Site Evaluations. Phase 2 will focus on the qualitative and quantitative techniques. Following are specific types of public engagement techniques that we would recommend to gain public support for the project.

The following public engagement techniques are all based on PP+D's philosophy for public engagement:

***"Bring me in early, and I'm your partner. Bring me in late, and I'm your judge"***

Our process aims to develop partners that can help the City achieve its goals and objectives, including gathering specific information about services, use, preferences, and any agency strengths, weaknesses, opportunities, and threats; and implement well-organized and directed activities, techniques and formats that will ensure that a positive, open, and proactive public participation process is achieved.

- 2.1. Engaging In-Person Public Workshops:** PP+D will conduct three (3) public meetings. We have found that including a multitude of exercises in various stations







## Engaging + Dynamic Public Workshops

Public workshops are typically the most visible qualitative technique method. In order to ensure that we not waste resident's time but rather make residents feel like they have effectively contributed to the process, we strive to provide a variety of engaging exercises in our public workshops.

Each of our public meetings begins with a brief 5 to 10 minute Power Point Presentation that provide attendees with a brief overview of the project and public workshop process.

Following the presentation, the public workshop transitions into a public open house format where residents have at least five (5) different exercise stations that they can visit to provide input. These typically include the following:

- **Facility Needs and Priorities Matrix** – Attendees are given dots to place on photos of facilities that they feel are most important, but not being adequately provided by the City.
- **Programmatic Needs and Priorities Exercise** – Attendees are given dots to place on photos of programs that they feel are most important, but not being adequately provided by the City.
- **Funding Priority Buckets Exercise** – Buckets are placed on a table, each with different capital and programmatic funding priorities. Attendees are given 2 sets of ten coins, each worth \$10 and are asked to distribute the \$100 in the funding priorities that they feel are most important.
- **Open Discussion with the Director(s)** – Flip charts are placed in a corner of the room where the Director(s) and representative of the PP+D Team stand to speak and document whatever topic is on an attendees mind.
- **Improvements to Specific Parks** – Aerial photographs of parks are printed on 24" x 36" plots and placed throughout the room. Residents are asked to provide comments on Posted-Notes of the park improvements they would like to see happen on each of the parks and are asked to place those improvements on the specific location of the park that they would like to see the improvement happen.

We have also found a way to complete similar exercises virtually using platforms such as Zoom, Social Pinpoint, and Mentimeter.

Findings from these qualitative technique methods are then compared with the findings from our anecdotal and quantitative techniques to see where we repeatedly hear and see specific patterns. The needs that we see and hear repeatedly throughout the various techniques are typically indicative of the priority needs. Using this transparent, engaging, and dynamic approach has helped us maximize public support for our Client's plans.



positioned throughout the room keeps attendees engaged while allowing the City to collect important information (See green text box on the following page). PP+D will develop a meeting summary and submit to the City for review.

### 2.2. One-on-One Interviews + Focus

**Group Meetings:** PP+D will conduct up to sixteen (16) one-on-one interviews with key stakeholders including elected officials, the City Manager, and other key stakeholders. We have found that one-on-one meetings are invaluable for obtaining candid information and insights that help inform and address the priority parks and recreation needs and opportunities within the community. PP+D will also meet with Focus Groups intended to expand the overall number of participants and age range of participants including, but not limited to businesses, visitors, Destin Parks Foundation, seniors, children, youth, young adults, families, ethnic groups, etc. PP+D will develop meeting summaries and submit them to the City for review.

**2.3. Statistically Valid Survey:** PP+D will work with ETC Institute to create a statistically valid mail-in and telephone survey. PP+D and ETC will work with the City to develop a questionnaire that is appropriate for the City. Once approved by the City, ETC Institute will conduct a statistically valid community-wide needs assessment to determine needs, desires, and willingness to pay. ETC will evaluate the nature in which City of Marco Island's existing parks, facilities, and recreation programming meet, or do not meet user demands and expectations.

**2.4. Online Survey:** PP+D will complete an online survey via "Survey Monkey" or a similar on-line survey platform that the City is comfortable with, to expand the reach of public engagement. PP+D will use a slightly modified version of the statistically-valid survey for the online survey. PP+D will compile the findings from the online survey into a summary report of findings, and provide the City both with the summary as well as the raw survey results.

**2.5 Special Events Input:** *PP+D proposes to attend up to two (2) special events during the Needs + Priorities Assessment phase of the project to collect additional input. In preparation for these events, PP+D will work with the City to provide the City with necessary graphical files for the City to print large banners, Step-And-Repeats, shirts, and other promotional elements that can be used to promote the project during the events. We have found that attending these events allows*

us reach people that otherwise may have not attended a public workshop.

**2.6 Virtual Community Meetings:** PP+D propose to conduct (2) virtual community meetings. PP+D will work with the City to determine the appropriate exercises to conduct during the virtual meetings, which will be based on the exercises completed during the In-Person Community Meetings. PP+D will develop a meeting summary and submit to the City for review.

**2.7 Existing Level of Service Analysis:** Unlike other planning disciplines such as transportation, waste water, potable water, etc., there are no standards or guidelines for the Level of Service (LOS) that parks and recreation departments should provide their residents. In order to assist the City in developing appropriate LOS standards, PP+D will analyze existing LOS for the following elements to establish a baseline understanding of the City's current LOS:

- **Acreage LOS** – Acreage in a ratio to the community's population (acres per 1,000).
- **Indoor Recreation Center and Aquatics Space LOS** – Quantity of square footage of indoor recreation center and aquatics facilities space per capita.
- **Facilities/Amenities LOS** – Facility/amenity capacity in a ratio to the community's population, and comparing against a standard or guideline. PP+D proposes to conduct Facilities/Amenities LOS for key facilities/amenities in the system based on the priorities identified in the Statistically-Valid Survey.
- **Access LOS** – Travel distances to parks and individual facilities such as playgrounds, ball fields, trails, natural areas, special use facilities, etc. The best Access LOS analysis uses the exiting roadway to determine access, rather than "as the crow flies" radii around facilities. Additionally, we identify physical barriers, both man-made and natural, to provide a realistic access level service area. These barriers may include roads that while containing sidewalks, may not be safe to cross due to a variety of factors that, through our experience, we have identified to be important in determining a streets' crossability.
- **Quality LOS** – Quality of facilities across the community.
- **Funding LOS** – Parks and recreation operations and maintenance spending, capital spending, and total parks and recreation spending per park and non-park acre.
- **Staffing LOS** – Staff in a ratio to the community's population (FTE's per 10,000).

PP+D will then benchmark LOS findings to available standards such as National Recreation and Parks Association (NRPA) Park Metrics standards. PP+D will produce a series of maps and tables that illustrate this data and analysis. Findings will be particularly important for tasks outlined in the Phase 3-Vision and Phase 4-Implementation.

**2.8. Needs + Priorities Assessment Summary Document:** PP+D will compile all the information and data completed for Phase 2 and combine the findings with the findings from Phase 1-Context Analyses and develop a summary document.

PP+D will develop a Power Point Presentation that summarizes the findings from Phase 2 and combines it with the presentation from Phase 1. PP+D will submit the summary document and Power Point Presentation to the City for review and will make revisions per the City's written comments.

**2.9. Parks and Recreation Advisory Board Presentation:** PP+D will present the findings from the Context Analyses and Needs and Priorities Assessment to the Parks and Recreation Advisory Board and update it based on approved comments from the City.

**2.10. One-on-One Interviews with Elected Officials:** PP+D has learned that taking the time to meet one-on-one with the elected officials in specific and key phases of the project, is critical to receiving final City Council acceptance and approval of a plan. These one-on-one interviews encourage candid and invaluable input that help garner support for the project. PP+D will complete virtual one-on-one interviews with the elected officials to share with them the findings from the existing conditions and needs and priorities assessment.

**2.11. City Council Presentation:** PP+D has learned that presenting to the City Council at key points in the process is critical to receiving final approval of the plan. To that end, PP+D proposes to share the findings from the Context Analyses and Needs and Priorities Assessment with the City Council.

#### **Phase 2 Deliverables:**

- *Digital files of Needs + Priorities Assessment Summary Document and Power Point Presentation including maps, charts, and tables*
- *Meeting Minutes + Summaries*

#### **Phase 3 – Vision**

**This Visioning Phase is unique to our process and was developed based on our extensive parks and recreation system master planning experience.** PP+D believes that cities can achieve multiple benefits for residents through a collaboratively parks and recreation visioning process. Local residents, stakeholders, and City staff provide invaluable and intimate knowledge of the public realm that enriches the vision for the City and makes it more relevant, implementable, and sustainable. This phase begins with a Visioning Workshop. These workshops can be small staff-focused session or public and stakeholder-based efforts.

Regardless of the scale of the Visioning Workshop that the City may desire, it will provide an additional opportunity for City staff and/or residents and stakeholders to get involved in the planning process. Following are the tasks that PP+D proposes to complete for the Visioning Phase.

**3.1. Parks and Recreation System Visioning Workshop:** PP+D will complete a one (1) day Visioning Workshop to develop appropriate responses, goals, and objectives that articulate a clear vision and "road map" and model for the Parks and Recreation system. This will include, but may not be limited to: Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined





as appropriate; Identifying the best possible providers of community and recreation services and recommend ways to minimize duplication and enhance partnerships where appropriate; Develop a definitive program for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future; Provide a clear plan for development of programming direction based on standards and demand analysis.

Additionally, PP+D will consider the following elements in the vision:

- Improve trail connectivity and walkability between facilities.
- Sports Tourism Expansion.
- Eco Tourism Expansion.
- Sustainability

### 3.2. City-wide Parks and Recreation System Vision

**Summary Document:** Based on the findings from Phase 1-Context Analysis, Phase 2 -Needs + Priorities Assessment, and Task 3.1: Visioning Workshop, PP+D will refine and finalize recommendations. PP+D will submit the summary document to the City for review and will make revisions per the City's written comments.

### 3.3. Order of Magnitude Capital and Operations Costs

**Estimate:** PP+D will prepare an order of magnitude, planning level cost estimate for parks and recreation recommendations (unadjusted for inflation to prevent future cost sprawl). Costs will include order of magnitude capital and operations costs. PP+D will submit the costs estimate to the City for review and will revise per the City's written comments.

### 3.4. Parks and Recreation Advisory Board Presentation:

PP+D will present the Parks and Recreation System Vision to the Parks and Recreation Advisory Board. PP+D will develop a meeting summary and submit to the City for review. PP+D will collect input and will make revisions as deemed appropriate by the City.

#### **Phase 3 Deliverables:**

- *Parks and Recreation System Vision Summary Document + Power Point Presentation*
- *Order of Magnitude Capital and Operations Costs Estimate*
- *Meeting Agendas + Meeting Minutes*

### Phase 4 – Implementation Strategy

Critical to realizing a vision is establishing a thoughtful and phased implementation strategy. Different from the vision, the implementation strategy will take elements from the vision and based on the findings from the needs assessment, suggest a phased, multi-year approach to implementing the vision. Following are the tasks that PP+D proposes to complete for the Implementation Phase.

#### 4.1. Funding Options:

PP+D will coordinate with the City's Finance Department to determine realistic future funding opportunities and amounts. This will include the following:

- A review of property and sales tax flows within the City and County, and how these support the City General

Fund, aiming to balance funding needs with the City's millage rate cap.

- A review of the City's chartered millage rate cap, comparing it to similar cities in Florida and exploring its long-term consequences (both positive and negative).
- An exploration of methodologies for setting Development Impact Fees for future use by the City.

Additionally, RMPK Funding will identify a variety of different alternative funding sources, programs, and strategies that have been used by park systems in Florida and across the U.S. to leverage and stretch the City's available funding.

#### 4.2. Prioritization Strategy and Project Scoring:

PP+D will work with the City to develop a CIP Prioritization Strategy that aligns with the findings from Phase-1 Context Analysis, Phase 2-Needs + Priorities Assessment, and Phase 3-Vision. It is envisioned that this prioritization strategy will include criteria, metrics, and weights to score proposed projects. PP+D will score the projects and share a draft list of the projects with the City for review and will make revisions per the City's written comments.

Each project will include a description, cost estimate the percentage of capacity increase (eligible for Development Impact Fee usage), future maintenance burden, and priority (high, medium, low). The plan will be formatted for easy transfer to Excel and will inform the 5-Year Capital Improvement Plan, guiding City Council's decisions on Development Impact Fee rates and funding strategies.

#### 4.3. Implementation Strategies Summary Document:

Based on findings from Phase 1-Context Analysis, Phase 2 - Needs + Priorities Assessment, Phase 3-Vision, Task 4.1: Funding Options, and Task 4.2: Prioritization Strategy and Project Scoring, PP+D will develop an implementation strategy that includes strategies, priorities, budget support, and funding mechanisms for the short-term, mid-term, and long-term. The Implementation Strategy will be organized around the following topics:

- Funding Options
- Prioritization Strategy
- Prioritized CIP Projects
- Staff Actions

#### **Phase 4 Deliverables:**

- *Digital files of Implementation Strategy including maps, charts, and tables*
- *Meeting Minutes + Summaries*

### Phase 5 – Final Report + Approval

Phase 5 gathers all the information developed during the project and compiles it into one holistic and comprehensive document. Following are the tasks that the PP+D Team proposes to complete for the Final Report + Approval phase.

#### 5.1. Draft Final Report + Executive Summary + Power Point Presentation:

PP+D will compile the summary documents from Phases 1 through 4 into a draft final document for the City to review. PP+D will complete



a standalone executive summary and PowerPoint Presentation that summarizes key findings from the plan.

PP+D will submit the draft report, executive summary, and PowerPoint presentation to the City for review make revisions per the City's written comments.

## 5.2. Parks and Recreation Advisory Board and Local Planning Agency Draft Final Master Plan Presentation:

PP+D will present the Draft Final Master Plan to the Parks and Recreation Advisory Board and Local Planning Agency (LPA). PP+D will develop a meeting summary and submit to the City for review. PP+D will collect input and will make revisions as deemed appropriate by the City.

## 5.3. One-on-One Interviews with Elected Officials:

PP+D will complete virtual one-on-one interviews with the elected officials to review the Draft Final Master Plan.

**5.4. City Council Draft Final Master Plan Presentation:** After updating the Draft Final Master Plan based on the input from the Parks and Recreation Advisory Committee, the Planning Board, and the one-on-one interviews with the elected officials, PP+D will present the Final Master Plan to staff and City Council for approval.

### Phase 5 Deliverables:

- Digital files of PowerPoint Presentation and a color version of the Draft Master Plan Report
- Digital files of PowerPoint Presentation and a color version of the Final Master Plan Report
- Digital files of the Executive Summary document

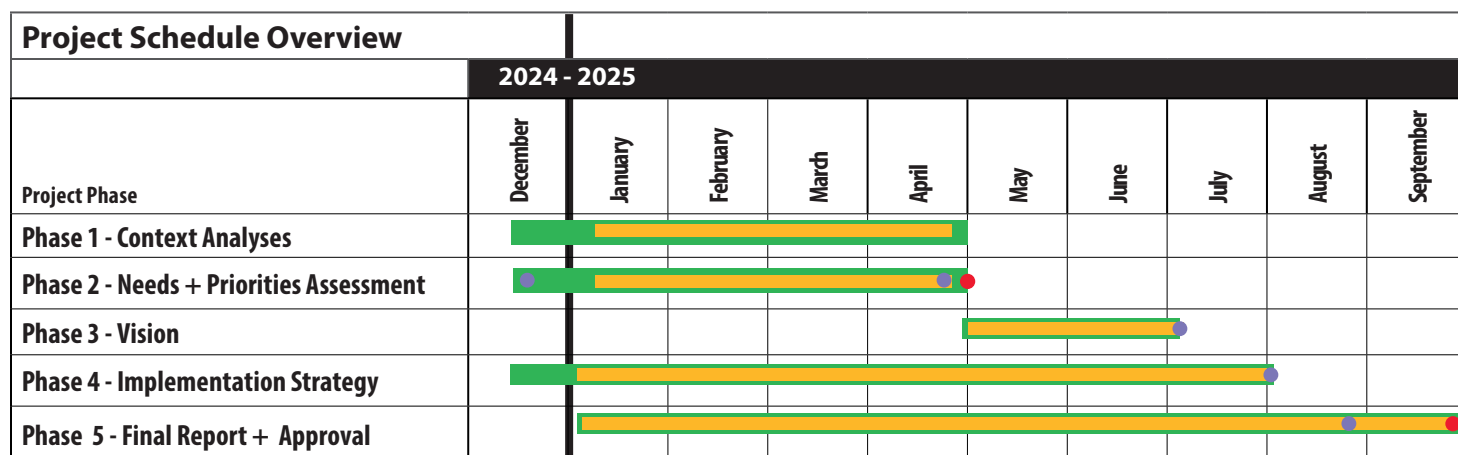
## Project Schedule

The PP+D Team understands that the City of Destin Parks and Recreation Department would like to present to the City Council for Approval and Adoption of the Parks and Recreation Master Plan by May 5, 2025 with a final Project Closeout Meeting on May, 14, 2025.

Assuming that the project begins December 18, 2024, it would give the PP+D Team in collaboration with the City 5 months to complete all the technical and public engagement work of the project. Given our experience in working on Parks and Recreation Master Plans with similarly sized agencies, we believe this is a very aggressive schedule; especially considering the Holiday Season, which can present challenges from a public engagement standpoint. Additionally, it is important to note that and Statistically Valid Survey alone typically takes 3-4 months to complete.

Depending on the time of year when these projects are accomplished, we typically recommend a 8-12 month schedule. We recommend pre-scheduling project milestone dates such as deliverable submittal dates, City review periods, public engagement dates, presentations, etc. to help keep momentum. Additionally, we would recommend scheduling bi-weekly review meetings to keep the project moving.

The figure below illustrates a preliminary simplified project schedule for a 10 moth project schedule. We welcome the opportunity to speak with the City regarding the proposed project schedule in more detail and adjusting it per the City's desires.



### Schedule Legend

- Task Completion Period
- Interviews, Surveys, Public Meetings, Project Website
- City Council Presentation
- Parks and Recreation Advisory Board Meeting





## 4. INSURANCE COVERAGE, COPY OF APPROPRIATE STATE, COUNTY, OR CITY LICENSES

### Business State Registration

## STATE OF GEORGIA

Secretary of State  
Corporations Division  
313 West Tower  
2 Martin Luther King, Jr. Dr.  
Atlanta, Georgia 30334-1530

### ANNUAL REGISTRATION

\*Electronically Filed\*  
Secretary of State  
Filing Date: 1/20/2024 3:15:34 PM

#### BUSINESS INFORMATION

**CONTROL NUMBER** 14030485  
**BUSINESS NAME** Perez Planning + Design, LLC  
**BUSINESS TYPE** Domestic Limited Liability Company  
**EFFECTIVE DATE** 01/20/2024  
**ANNUAL REGISTRATION PERIOD** 2024

#### PRINCIPAL OFFICE ADDRESS

**ADDRESS** 878 Peachtree Street, NE, Suite 827, Atlanta, GA, 30309, USA

#### REGISTERED AGENT

| NAME            | ADDRESS                                                      | COUNTY |
|-----------------|--------------------------------------------------------------|--------|
| Carlos F. Perez | 878 Peachtree Street, NE, Suite 827, Atlanta, GA, 30309, USA | Fulton |

#### AUTHORIZER INFORMATION

**AUTHORIZER SIGNATURE** Carlos Perez  
**AUTHORIZER TITLE** Manager

## Proof of Insurance



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/31/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                               |  |                                                                                                                                                                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>RSC Insurance Brokerage, Inc.<br>1745 N. Brown Road<br>Suite 250<br>Lawrenceville GA 30043 |  | <b>CONTACT NAME:</b> Lacey Frahm<br><b>PHONE (A/C, No. Ext):</b><br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> lfrahm@risk-strategies.com                                                                                                                                        |  |
| <b>INSURED</b><br>Perez Planning + Design, LLC<br>878 Peachtree St NE<br>Ste 827<br>Atlanta GA 30309          |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Travelers Property Casualty Company of America<br><b>INSURER B:</b> Travelers Casualty Ins.Co of America<br><b>INSURER C:</b> XL Specialty Insurance Company<br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                                               |  | <b>NAIC #</b><br>25674<br>19046                                                                                                                                                                                                                                                       |  |

**COVERAGES** **CERTIFICATE NUMBER:** CL2452955925 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                              | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | 6802J831868   | 07/07/2024              | 07/07/2025              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>Hired/borrowed \$ 1,000,000 |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                             |           |          | BA3T496498    | 07/07/2024              | 07/07/2025              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                                           |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$                                                                               |           |          | CUP1N900075   | 07/07/2024              | 07/07/2025              | EACH OCCURRENCE \$ 3,000,000<br>AGGREGATE \$ 3,000,000<br>\$                                                                                                                                                                                                              |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                  | Y/N       | N/A      |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                          |
| C        | Professional Liability                                                                                                                                                                                                                                                                                         |           |          | 108077766     | 07/07/2024              | 07/07/2025              | Each claim \$ 2,000,000<br>Aggregate \$ 4,000,000<br>Deductible \$ 5,000                                                                                                                                                                                                  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SAMPLE

#### CERTIFICATE HOLDER

SAMPLE

#### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*RSC Insurance Brokerage Inc.*

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## Proof of Insurance



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                                         |                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Doug Jones (Justworks)<br>c/o Artex Risk Solutions, Inc.<br>P.O. Box 13838<br>Scottsdale, AZ 85267                                   | <b>CONTACT NAME:</b> Justworks Customer Success<br><b>PHONE (A/C, No, Ext):</b> (888) 534-1711 <b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> support@justworks.com                                                     |  |
|                                                                                                                                                         | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> American Zurich Insurance Company <b>NAIC #</b> 40142<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
| <b>INSURED</b><br>Justworks Employment Group LLC Alt. Emp: Perez Planning + Design, LLC<br>PO Box 7119 Church Street Station<br>New York, NY 10008-7119 |                                                                                                                                                                                                                          |  |

#### COVERAGES

CERTIFICATE NUMBER: 24NY017993847

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                           | ADDL INSD                    | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------|-----------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |                              |          |                 |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$                  |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY           |                              |          |                 |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                     |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED \$ RETENTION \$                                                                                                                       |                              |          |                 |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                               | Y/N <input type="checkbox"/> | N/A      | WC 00-94-236-08 | 06/01/2024              | 06/01/2025              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 2,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 2,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 2,000,000 |
|          | <b>Location Coverage Period:</b>                                                                                                                                                                                                                            |                              |          | 06/01/2024      | 06/01/2025              | <b>Client#</b> 41725-FL |                                                                                                                                                                                                           |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SAMPLE

#### CERTIFICATE HOLDER

#### CANCELLATION

|        |                                                                                                                                                                |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SAMPLE | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|        | AUTHORIZED REPRESENTATIVE<br>                                              |

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## Florida Landscape Architecture License



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF LANDSCAPE ARCHITECTURE**

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE  
 PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**PEREZ, CARLOS FRANCISCO**  
 878 PEACHTREE STREET NE UNIT 827  
 ATLANTA GA 30309

**LICENSE NUMBER: LA6666902**

**EXPIRATION DATE: NOVEMBER 30, 2025**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 12/01/2023

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



## Business License



**CITY OF ATLANTA**  
 55 Trinity Avenue SW  
 Suite 1350  
 Atlanta GA 30303

**OCCUPATION TAX REGISTRATION CERTIFICATE**  
 VALID ONLY WHEN OCCUPATION REGISTRATION TAX  
 REQUIREMENTS ARE PAID

**Business Name:** PEREZ PLANNING & DESIGN LLC

**Business Location:** 878 PEACHTREE ST NE UNIT 827  
ATLANTA, GA 30309

**Owner:**

**License Number:** LGB-164714-2020

**Issued Date:** 2/15/2024

**Expiration Date:** 12/31/2024

**Business Type(s):** 541611 Administrative Management and General Management Consulting Services

**Mailing Address:** 878 PEACHTREE ST NE UNIT 827  
ATLANTA, GA 30309

**License Type:** General Business License

**Classification:** Other Services except Public Administration



Mohamed Balla, Chief Financial Officer

DISPLAY THIS CERTIFICATE IN A CONSPICUOUS PLACE AT BUSINESS LOCATION. NOT VALID IF BUSINESS LOCATION DOES NOT COMPLY TO CITY ZONING REQUIREMENTS. NOT VALID UNLESS ACCOMPANIED BY STATE OF GEORGIA LICENSE(S), IF REQUIRED. CERTIFICATE NOT TRANSFERABLE IF BUSINESS TERMINATES OR CHANGES OWNERSHIP DURING CERTIFICATE PERIOD. CALL THE BUSINESS LICENSE OFFICE AT 404-330-6270. THIS CERTIFICATE IS SUBJECT TO ALL APPLICABLE ORDINANCES AND LAWS.

TO BE POSTED IN A CONSPICUOUS PLACE







## 5. REFERENCES

### CITY OF FORT MYERS PARKS AND RECREATION MASTER PLAN

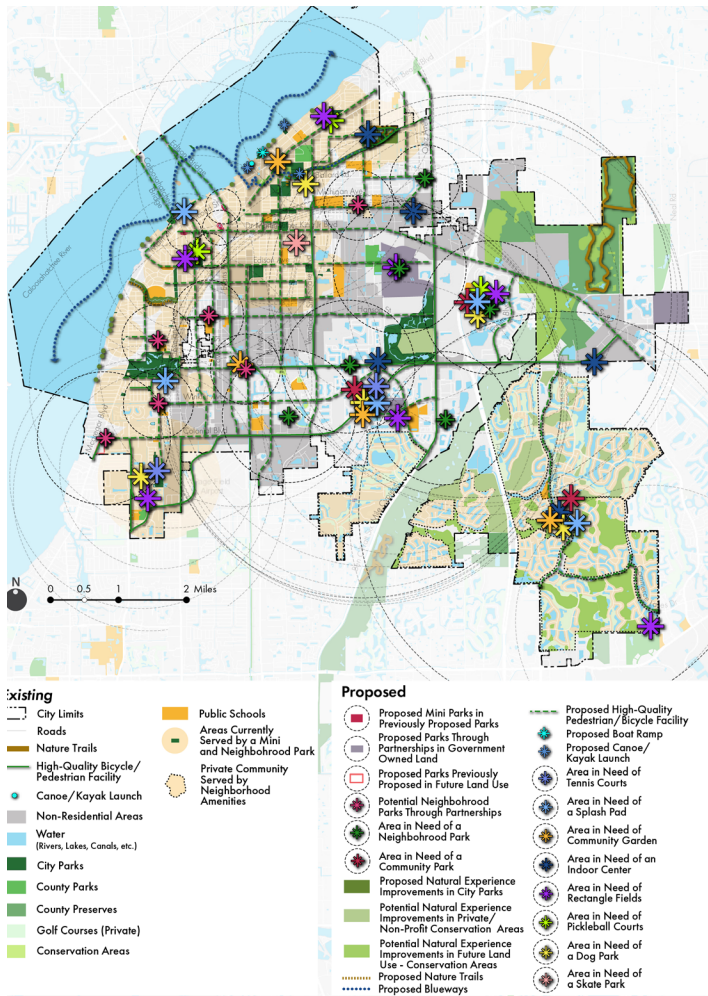
**Contact Person:** Elgin Hicks -  
Director  
W: (239) 321-7533  
E: ehicks@cityftmyers.com

**Project Budget:** \$235,000  
**Project Completion Date:** 2024

Perez Planning + Design, LLC (PP+D) was selected by the City of Fort Myers to complete the City's Parks and Recreation Master Plan. The purpose of the plan was to update the Parks and Recreation Master Plan completed in 2006; assist the City's new Director to restructure the Department, and develop a prioritized Capital Improvement Plan to inform the pursuit of a General Obligation Bond.

PP+D used its proven 5-phase approach to completing the project including Phase 1-Context Analysis; Phase 2-Needs and Priorities Assessment; Phase 3 - Vision; Phase 4 - Implementation; and Phase 5 - Final Plan and Adoption. The Team used a variety of public input strategies to receive input from the public including a mailed Statistically Valid Survey, an Online Survey, In-Person Public Meetings, Special Events, Focus Groups, and a Project Website.

The planning process led to the recommendation of four major Goals - 1) Revitalize. 2) Connect. 3) Expand. 4) Invest. Additionally, these goals included 52 supporting actions and 160 steps with Key Performance Indicators. The City is currently in the process of using the findings for the Master Plan to pursue a \$75 Million General Obligation Bond in the November 2024 election. The Plan was adopted unanimously by the City of Fort Myers City Council.



### CITY OF MIAMI PARKS AND RECREATION MASTER PLAN

**Contact Person:** Chris Evans -  
Director  
W: (305) 416-1300  
E: CEvans@miamigov.com

**Project Budget:** \$499,000  
**Project Completion Date:** 2023

Perez Planning + Design, LLC (PP+D) served as the Project Lead for the City of Miami Parks and Recreation System Master Plan.

Branded as Reimagine Parks Miami, the purpose of the Parks and Recreation Master Plan was to assess the existing conditions of the parks and recreation system including programs, services, staffing, and funding; Identify parks and recreation trends, needs, and priorities; Provide strategic and resilient recommendations for the improvement and provision of facilities, programs, services, park land acquisition, and development; and meet the requirements for the Commission of Accreditation of Parks and Recreation Agencies (CAPRA) for the re-accreditation of the Department, which the Department achieved.

PP+D used its proven 5-phase approach to completing the project including Phase 1-Context Analysis; Phase 2-Needs and Priorities Assessment; Phase 3 - Vision; Phase 4 - Implementation; and Phase 5 - Final Plan and Adoption. Public Engagement was a critical part of the project and the Team received public input through a variety of techniques include a mailed Statistically Valid Survey, an Online Survey, In-Person Public Meetings, Virtual Public Meetings, Focus Groups, a Project Website, and an App.

The planning process led to the recommendation of four major Goals with 72 supporting actions and 150 steps with Key Performance Indicators for the City's Parks System - 1) Renew existing facilities programs, and services. 2) Connect the park system seamlessly into the community. 3) Grow the parks system (collaboratively, creatively, and aggressively) to catch-up with the city's growth. 4) Innovate to maximize equitable impact in the community. The Plan was adopted unanimously by the City of Miami Commission.





## CITY OF ORMOND BEACH PARKS AND RECREATION MASTER PLAN

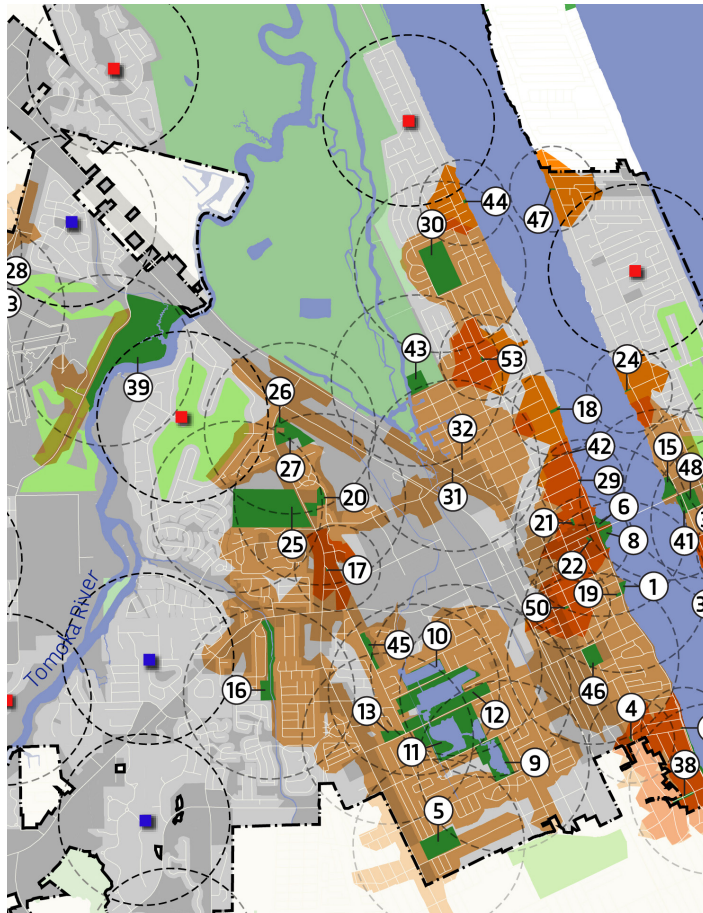
**Contact Person:** Robert Carolin -  
Director  
W: (386) 676-3279  
E: Robert.Carolin@ormondbeach.org

**Project Budget:** \$125,000

**Project Completion Date:** 2022

Carlos Perez served as the Project Manager for the City of Ormond Beach Parks Master Plan. The purpose of the Plan was to establish a vision for the continued enhancement and development of the parks and recreation system of the City of Ormond Beach, including the City's Beach Parks.

The Plan followed a 4-step planning process that consisted of an analysis of the City's existing Context, a Needs and Priorities Assessment, a Long Range Vision, and an Implementation Strategy. The Needs and Priorities Assessment process included a variety of quantitative, qualitative, and anecdotal techniques including One-on-One Interviews with Elected Officials and Stakeholders, a Joint Advisory Board, Hybrid In-Person and Virtual Public Meetings, Focus Group Meetings, Site Evaluations, an Online Survey, a Statistically Valid Mail Survey, a variety of Level of Service (LOS) Analyses and Benchmarking. Over 1,100 individuals participated in the process that led to a consensus of the high-priority parks and recreation needs of the community. These needs led to a Visioning Workshop with staff and stakeholders which informed a City-wide Parks and Recreation System Vision and Implementation Strategy with recommendations. These recommendations included prioritized Capital Improvements with implementation costs, operation costs, and staff actions currently being implemented by the City. The Plan was adopted unanimously by the City of Ormond Beach Commission.



## CITY OF SARASOTA PARKS AND RECREATION MASTER PLAN

**Contact Person:** Jerry Fogle -  
Director  
W: (941) 954-2683  
E: Jerry.Fogle@sarasotaFL.gov

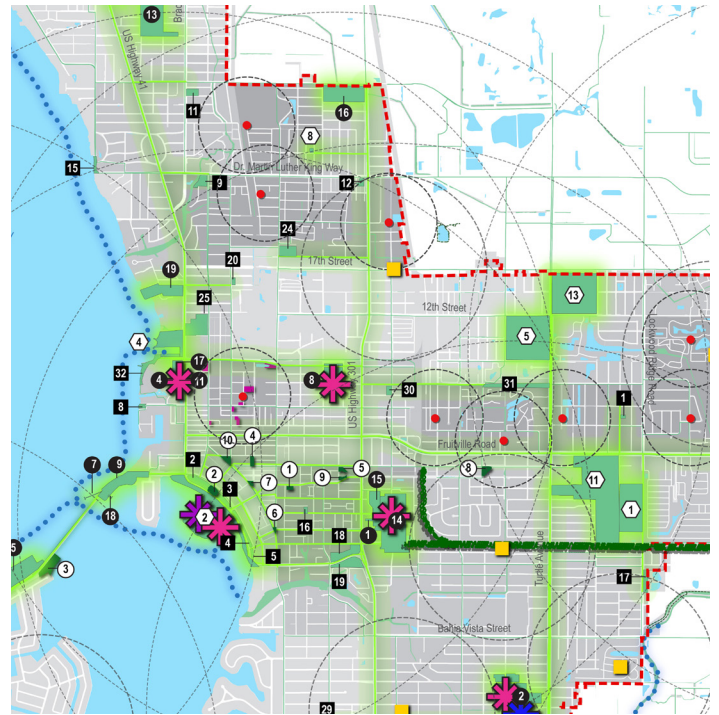
**Project Budget:** \$140,000

**Project Completion Date:** 2018

Sarasota's natural beauty, thriving arts scene, and reinvigorated downtown have been getting noticed: in the past years, it has ranked near the top of the list of the "Best Small Cities in America"; one of the "Top 100 Best Places to Live 2018"; among "The South's Best Cities," and one of its "Prettiest Cities".

However, the City's glittering reputation and amenities belie the existence of a population that is struggling. Homelessness continues to be a major challenge, safety concerns in some of the City's poorer neighborhoods make certain recreation prohibitive, and many of the City's parks and recreation facilities are in need of improvements. While a Parks and Recreation Master Plan is not a panacea for all the issues facing the City, it can help create a "framework" for a more livable, sustainable, and resilient community that leads to a degree of societal change as well as improving the quality of everyday life for Sarasota's residents.

Carlos Perez served as the Project Manager and Parks Planner for the project. The planning process consisted of four phases, including an evaluation of the existing system, a needs assessment, the development of a long-range vision, and an implementation strategy. The Parks and Recreation Master Plan was completed on schedule, on budget, and adopted unanimously by the City.



"The City of Sarasota has worked with Carlos Perez and his Team for the past year on a Parks and Recreation Master Plan. I can attest that the level of services provided is of the highest quality."

"The Team was timely in their work and have been readily available and easy to contact to answer our questions. They are also very knowledgeable, professional, and personable. I highly recommend the exemplary service of the Team."  
- **Jerry Fogle, Director**





## CITY OF BOYNTON BEACH RECREATION AND PARKS MASTER PLAN

**Project Budget:** \$180,000

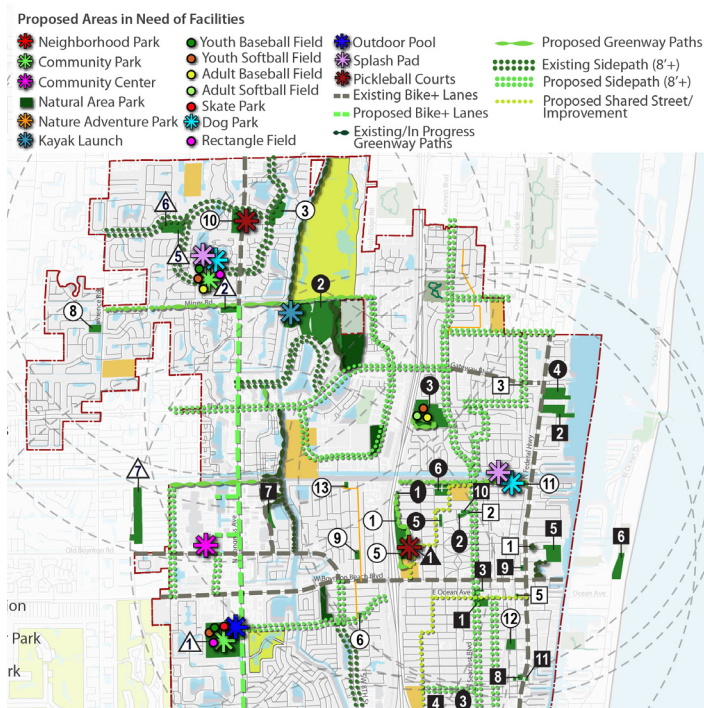
**Project Completion Date:** 2023

Perez Planning + Design, LLC (PP+D) led the development of the City of Boynton Beach Recreation and Parks Master Plan.

A key outcome of the Recreation and Parks Master Plan was to achieve accreditation from the Commission of Accreditation of Parks and Recreation Agencies (CAPRA), which the Department achieved. Related to this requirement, the Recreation and Parks Master Plan assessed the existing conditions of the parks and recreation system including programs, services, staffing, and funding; Identify parks and recreation trends, needs, and priorities; And provide recommendations for the improvement and provision of facilities, programs, services, park land acquisition, and development, including improvements to their Beach Park.

PP+D used its proven 5-phase approach to completing the project including Phase 1-Context Analysis; Phase 2-Needs and Priorities Assessment; Phase 3 - Vision; Phase 4 - Implementation; and Phase 5 - Final Plan and Adoption. The Team used a variety of public input strategies to receive direction from the public including a mailed Statistically Valid Survey, an Online Survey, In-Person Public Meetings, Virtual Public Meetings, Focus Groups, and a Project Website.

The planning process led to the recommendation of four major Goals - 1) Grow Awareness. 2) Enhance What We Have. 3) Connect Our Recreation and Parks System. 4) Expand Our Recreation and Parks System. Additionally, these goals included 23 supporting actions and 146 steps with Key Performance Indicators. The City is currently in the process of using the findings for the Recreation and Parks Master Plan to advocate for the continuation of the Palm Beach County Surtax in the future. The Plan was adopted unanimously by the City of Boynton Beach Commission.



**Contact Person:** Kacy Young -  
Director  
W: (561) 742-6236  
E: YoungK@bbfl.us

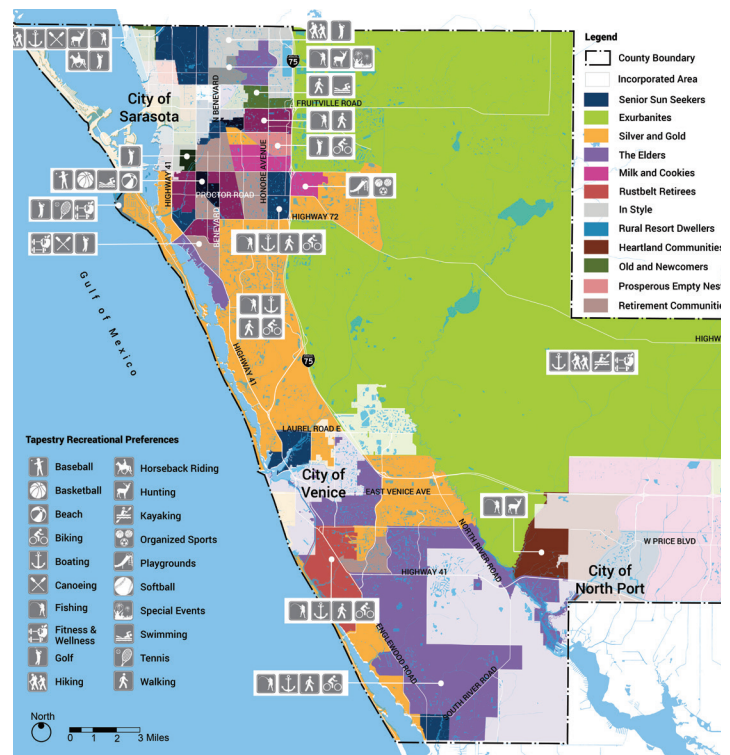
## SARASOTA COUNTY PARKS, PRESERVES, AND RECREATION SYSTEM STRATEGIC PLAN

**Project Budget:** \$300,000

**Project Completion Date:** 2016

Carlos Perez served as the Project Manager / Parks Planner for the Sarasota County Parks, Preserves, and Recreation Strategic Plan (PPRSMP). Similar to the City of Destin Parks and Recreation Master Plan, the purpose of the PPRSMP was to create a clear set of goals, policies and objectives that provide County leaders and the Parks, Recreation and Natural Resources Department (PRNR) with direction for the development, redevelopment and enhancement of the County's parks, trails, natural areas, beaches, and civic spaces for the next 20 years.

During the planning process, it was determined that the traditional suburban classification system for parks and open spaces (e.g. neighborhood, community, and regional parks) has become obsolete and does not reflect the needs of urbanizing communities such as Sarasota County. Carlos and the Team developed a new, three-tiered classification system for each of Sarasota's subsystems. The plan has allowed the County to prepare for a future bond referendum that would facilitate improvements to the County's parks, recreation, natural lands, and beaches.



"Carlos and his Team worked tirelessly with internal staff, external stakeholders, organizations and the public...to develop implementation strategies within a "doable" Parks, Preserves, and Recreation Strategic Master Plan that provides focus and guidance over the course of many years into the future. [They] achieved all the project objectives and through their dedication, responsiveness, patience and professionalism exceeded our expectations."

- Carolyn Brown, Former, Recently Retired Director



## 6. COST FOR SERVICES

Based on the Approach previously discussed, the PP+D Team proposes to complete the project for one-hundred and thirty-one thousand, five hundred dollars (\$131,500). The chart on the right illustrates the fee broken down per task as well as the costs for the additional tasks proposed.

We propose a firm, fixed-fee inclusive of all time, materials, and travel. If additional time or work is required to deliver the proposed scope of services, PP+D is committed to doing "whatever it takes" to complete the task to the City's satisfaction, with no cost increases to the City.

PP+D takes pride in providing assistance in a form that truly meets our Clients' needs and building a detailed project approach around a firm, fixed fee to negate any discussion related to change orders. While project needs may evolve during a project, PP+D is always committed to adapting and finding creative solutions that lead to our Client's satisfaction and the project's overall success. We encourage you to ask our References about our commitment to success and our lack of change orders.

Lastly, as we do with all our Clients, we are available to serve in a trusted advisory role after the project's formal conclusion and answer follow-up questions for a successful, long-term implementation.

As noted previously, prior to commencing the project, should the PP+D Team be fortunate to be selected for the project, we would conduct a "Scoping Workshop" - at no cost to the City - to review and discuss the Approach to make sure that it meets the City's specific needs and make any necessary changes. We have never lost a project due to our fees as we are always happy to discuss the scope in detail with our Clients to adjust the fees accordingly to their needs. PP+D takes pride in being very flexible and nimble with our Clients.

If throughout the project the City learns that it is more beneficial for the project that we move, replace, remove, or adjust tasks, we are happy to do it to ensure that the City achieves their ultimate goal of having the plan adopted.

| Perez Planning + Design, LLC<br>PROJECT FEE BUDGET |                                                                    |                  |
|----------------------------------------------------|--------------------------------------------------------------------|------------------|
| ACTIVITY                                           |                                                                    |                  |
| <b>Phase I</b>                                     | <b>PROJECT KICKOFF + CONTEXT ANALYSIS</b>                          |                  |
| 1.1                                                | Project Management Support + Coordination                          |                  |
| 1.2                                                | Project Branding                                                   | \$700            |
| 1.4                                                | Project Kick-Off Meeting                                           | \$3,500          |
| 1.5                                                | Review of Existing Conditions                                      | \$1,800          |
| 1.6                                                | Demographic and Trends Analysis                                    | \$3,200          |
| 1.7                                                | Inventory + Base Map                                               | \$1,850          |
| 1.8                                                | Park Site Evaluation                                               | \$7,200          |
| 1.9                                                | Program Analysis and Department Fee Philosophy                     | \$8,600          |
| 1.10                                               | Facility and Management Plan                                       | \$5,900          |
| 1.11                                               | Ground Maintenance Management Plan                                 | \$9,000          |
| 1.12                                               | Existing Conditions Summary Document                               | \$6,000          |
|                                                    | <b>Subtotal</b>                                                    | <b>\$47,750</b>  |
| <b>Phase 2</b>                                     | <b>NEEDS AND PRIORITIES ASSESSMENT</b>                             |                  |
| 2.1                                                | Community Meetings (3)                                             | \$5,500          |
| 2.2                                                | One-on-One Interviews + Focus Group Meetings (16)                  | \$2,200          |
| 2.3                                                | Statistically Valid Survey                                         | \$16,000         |
| 2.4                                                | Online Survey                                                      | \$2,000          |
| 2.7                                                | Existing Level of Service Analysis                                 | \$2,000          |
| 2.8                                                | Needs + Priorities Assessment Summary Document                     | \$5,550          |
| 2.9                                                | Advisory Board Needs + Priorities Assessment Findings Presentation | \$3,000          |
| 2.10                                               | One-on-One Interviews with Elected Officials                       | \$1,100          |
| 2.11                                               | City Council Needs + Priorities Assessment Findings Presentation   | \$1,100          |
|                                                    | <b>Subtotal</b>                                                    | <b>\$38,450</b>  |
| <b>Phase 3</b>                                     | <b>VISIONING</b>                                                   |                  |
| 3.1                                                | Parks and Recreation System Visioning Workshop (1-Day)             | \$9,300          |
| 3.2                                                | City-wide Parks and Recreation System Vision Summary Document      | \$8,800          |
| 3.3                                                | Order of Magnitude Capital and Operations Costs Estimates          | \$4,000          |
| 3.4                                                | Advisory Board Vision Presentation                                 | \$1,700          |
|                                                    | <b>Subtotal</b>                                                    | <b>\$23,800</b>  |
| <b>Phase 4</b>                                     | <b>IMPLEMENTATION</b>                                              |                  |
| 4.1                                                | Funding Options                                                    | \$5,200          |
| 4.2                                                | Prioritization Strategy and Project Scoring                        | \$3,300          |
| 4.3                                                | Implementation Strategies Summary Document                         | \$4,200          |
|                                                    | <b>Subtotal</b>                                                    | <b>\$12,700</b>  |
| <b>Phase 5</b>                                     | <b>FINAL REPORT + ADOPTION</b>                                     |                  |
| 5.1                                                | Draft Final Report + Executive Summary + PowerPoint Presentation   | \$5,000          |
| 5.2                                                | Advisory Board and LPA Draft Final Master Plan Presentation        | \$1,600          |
| 5.3                                                | One-on-One Interviews with Elected Officials                       | \$1,100          |
| 5.4                                                | City Council Draft Final Master Plan Presentation                  | \$1,100          |
|                                                    | <b>Subtotal</b>                                                    | <b>\$8,800</b>   |
|                                                    | <b>TOTAL FEE</b>                                                   | <b>\$131,500</b> |

| ADDITIONAL PROJECT FEES |                             |         |
|-------------------------|-----------------------------|---------|
| 1.3                     | Interactive Project Website | \$7,500 |
| 2.5                     | Special Events Input (2)    | \$6,800 |
| 2.6                     | Virtual Public Meetings (2) | \$4,800 |

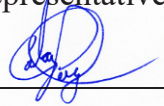




# 7. FORMS

**Signature and Certification:**

Name and Title of Authorized Representative: Carlos Perez - President  
(Print or Type)

Signature: 

Date of Bid: September 23, 2024

**Note: See RFP Section III, Bid Requirements, and attach all required information to Bid form.**

The City of Destin reserves the right to reject all Proposals or portions thereof, to waive minor defects in the process and to accept the Proposal or any combination of Proposal Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Proposer based upon their proposal or negotiation as may be necessary to meet grant funding or completion requirements.



SWORN STATEMENT UNDER SECTION 287.133 (3) (A)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract
2. This sworn statement is submitted Perez Planning + Design, LLC whose business address is 878 Peachtree Street NE, Suite 827, Atlanta, GA 30309 and (if applicable) Federal Employer Identification Number (FEIN) is 46-5212000. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
3. My name is Carlos Perez and my relationship to the entity named above is President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person"





includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
(Signature)

Date: September 23, 2024  
STATE OF GEORGIA  
COUNTY OF Fulton

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 23rd day of September, 2024, and is personally known to me, or has provided as identification.

  
Notary Public  
My Commission expires:



## ATTACHMENT #2

### CITY OF DESTIN, FLORIDA REQUEST FOR BIDS (RFP) NO. 24-03-REC,

#### DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

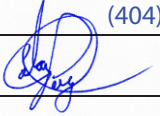
As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Perez Planning + Design, LLC

ADDRESS: 878 Peachtree Street, NE, Suite 827

CITY: Atlanta STATE: GA ZIP CODE: 30309

TELEPHONE NUMBER: (404) 416-0114

SIGNATURE:  DATE: September 23, 2024

NAME (TYPED OR PRINTED): Carlos Perez

TITLE: President







# Parks and Recreation **MASTER PLAN CONSULTANT**

RFP No. 24-03-REC ———



*Prepared for:*  
**CITY OF DESTIN**

*Prepared by:*  
**Kimley»Horn**



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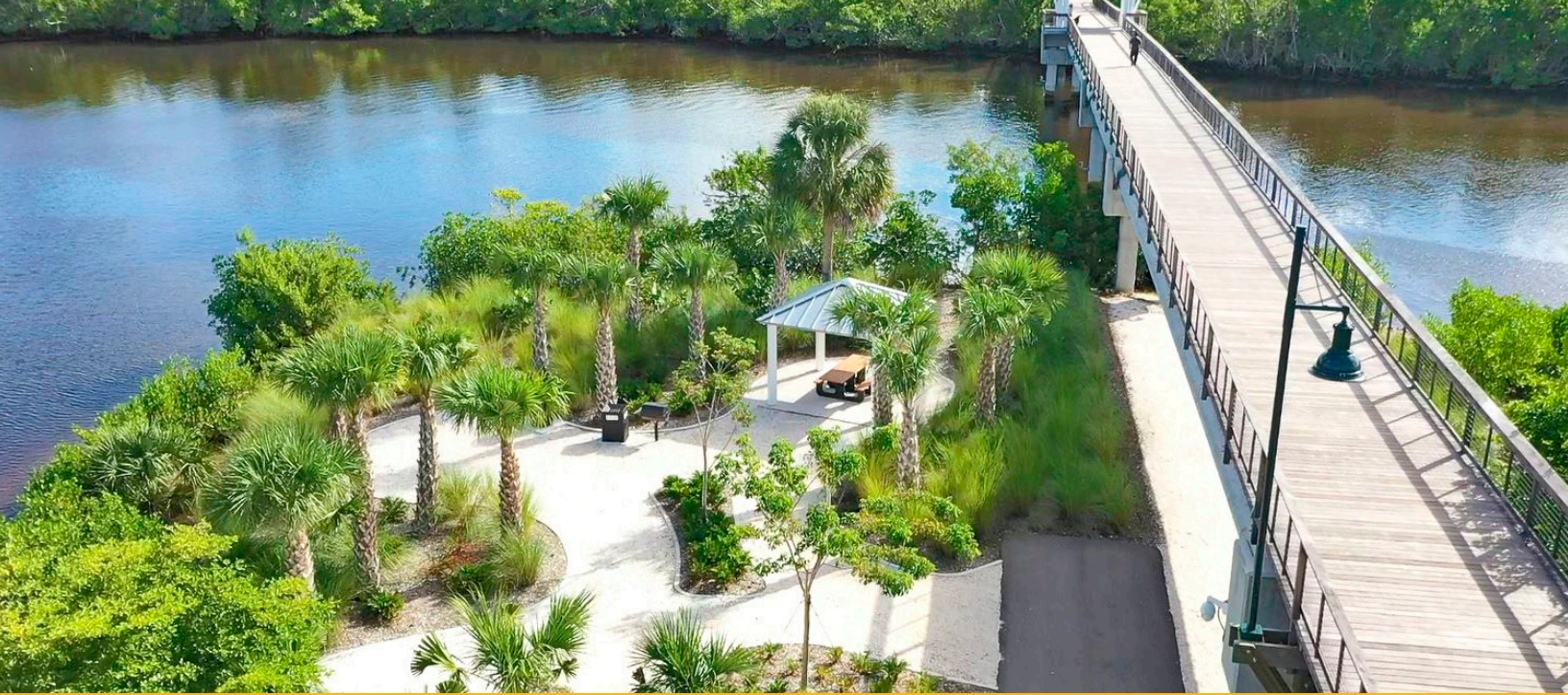
**43**

# 01

## LETTER OF SUBMISSION

LPFLTALL001672.2024





September 26, 2024

City of Destin  
ATTN: City Clerk  
4200 Indian Bayou Trail  
Destin, FL 32541

Kimley-Horn and  
Associates, Inc.  
2619 Centennial Boulevard  
Suite 200  
Tallahassee, FL 32308

## **RE:** City of Destin, Parks and Recreation Master Plan Consultant; RFP No. 24-03-REC

### **Dear Mr. Bailey and Members of the Selection Committee,**

Undertaking a parks and recreation system plan can be a complex process – navigating competing interests and pressures, listening deeply to the community, and imagining a vision for a more resilient future. As a national leader in the field of parks and recreation planning and design, Kimley-Horn is thrilled to guide you through this pursuit.

When undertaking a systemwide plan, there are inherent efficiencies and benefits that can be achieved by planning an effort for the City that defines a bold vision for the system by answering critical questions about where we are today, where we want to be, and how we get there.

Our project manager, **Hadley Peterson, AICP**, has delivered similar master plans for cities like Denver, Colorado and Vancouver, Canada, connecting people with equitable access to recreation and nature. Our deputy project manager, **Nick Kuhn**, has worked with clients across the nation on parks and recreation master plans and knows firsthand the opportunities and challenges associated with meeting community needs. Along with our subconsultants **ETC Institute, Ballard\*King and Associates, and DAG Architects, Inc.**, the Kimley-Horn team is ready to serve you in all aspects of this project. The following qualifications demonstrate our ability in assisting the County:

**WE UNDERSTAND YOUR GOALS.** We understand the impact tourism, an increasing cost of living, and a larger daily and seasonal population has on a community, and we appreciate the need to preserve and reflect the quality of life in the city of Destin. Over the years, our projects have reflected this philosophy—be it planning for family-oriented communities, the transformation of a vehicular corridor into a pedestrian-friendly walkway and streetscape, providing effective and sustainable infrastructure for coastal communities, or completing community-wide conservation strategies across Florida. Kimley-Horn understands the overall impact that every design has on the built environment and community and is committed to working with the City of Destin to deliver a plan for a diverse parks and recreation system with opportunities and experiences for all.

“**Kimley-Horn can deliver all the needed information, recommendations, and plans for the City of Destin, without the need to compromise on quality and thoroughness.**”



**A PROVEN TRACK RECORD.** Kimley-Horn's roots in the Panhandle of Florida and with the City of Destin run deep. Over the past 24 years, we have served the City and surrounding communities, building and strengthening our relationship with the community. We have a deep understanding of the local landscape, the challenges it presents, and an extensive network of resources.

In addition, Kimley-Horn has a proven track record of successful master plans for family-oriented and beach communities in Florida and throughout the United States. Our methodology draws upon years of experience and has been lauded by elected officials as, "a model for the entire country." Our team members regularly write and speak on park planning and design topics as active practitioners and leaders in the field.

**FLEXIBILITY.** The planning process for a systemwide plan can be flexible to meet funding availability. We recommend utilizing our depth of knowledge in crafting successful parks and recreation system plans to benefit the City by creating a multi-phased planning process. Kimley-Horn can deliver all the needed information, recommendations, and plans for the City, without the need to compromise on quality and thoroughness.

**ENHANCED FUNDING OPPORTUNITIES.** An adopted plan can easily provide multiple times for return on investment by directing broad prioritization, needs, and coordination that matches the fiscal reality of the City by potentially elevating grant opportunities ahead of the pack. Furthermore, the public's needs for recreation have experienced rapid changes in the last several years, necessitating a parks and recreation system plans that evaluates existing needs, forecasts future needs, and grounds these in implementation with a strong understanding of fiscal and operational constraints.

**BEGINNING WITH THE END IN MIND.** Kimley-Horn will work with the City to identify common goals – one of which we already know – the desire to create an actionable roadmap for parks and recreation that will guide the City of Destin towards a sustainable future that enhances the quality of life for residents while still enhancing tourism opportunities. Being able to have an actionable, implementable plan that identifies realistic steps needed for the next year, next five-years, next ten-years, and beyond, will allow the City to catch up to growth and plan for the future better.

Kimley-Horn is pleased to submit the following proposal to the you for consideration. Our included approach is consistent with guidelines for Park and Recreation System Plans outlined by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) as a best practice. We look forward to the opportunity to discuss this information further and thank you for your time.

Respectfully yours,

**Kimley-Horn and Associates, Inc.**



**HADLEY PETERSON, AICP**  
Project Manager



**SHAWN KALBLI, PLA**  
Principal-in-Charge and Authorized Signer



**SHAWN KALBLI, PLA**

*Shawn Kalbli, PLA is authorized to legally represent the firm.*



2619 Centennial Boulevard, Suite 200, Tallahassee, FL 32308



Shawn.Kalbli@kimley-horn.com



850.583.5687



# 02

## FIRM BACKGROUND

LPFLTALL001672.2024



## FIRM BACKGROUND

Founded in 1967, Kimley-Horn is a full-service engineering, landscape architecture, design, planning, and environmental consulting firm with more than 8,000 employees in over 130 offices nationwide, including 20 offices in Florida. Our experienced staff delivers work you can depend on and projects that can be successfully implemented on time and within budget, taking advantage of the industry's best-proven techniques and technologies.

## PARKS AND RECREATION DESIGN AND PLANNING

Kimley-Horn has over 320 landscape architects and certified planners and is a national leader in master planning, parks and recreation needs assessments, and design. Our professionals have helped hundreds of communities identify needs and priorities for parks and recreation as well as plan, develop, and implement successful master plans and designs. Our team brings a background full of potential ideas and solutions supported by lessons learned from working with communities across the country.

Our landscape architecture and planning team specializes in open space planning and design, recreational planning and design, feasibility studies, master planning, streetscape design, multiuse and shared-use paths, hardscape design, and site planning. Our team emphasizes the development of a functional, pleasing visual atmosphere, meaningful theme, distinctive image, and a strong connection to the environment while being sensitive to budget, sustainability, resource conservation, and long-term maintenance. Kimley-Horn has the capabilities and resources to develop a PRMP for the City of Destin that exceeds expectations.

## BROAD RANGE OF EXPERTISE

Kimley-Horn has worked on similar master plans in Florida and throughout the country that include passive recreation, athletic facilities, waterfront and coastal development, and greenway and trail systems. Our portfolio of public projects that include hundreds of built parks and trails is folded into preparing realistic implementation plans for our system master plans. Our resilient parks and recreation planning and design services include:

- + System master planning and needs assessments
- + Parks, open space, and greenway planning and design
- + Site-specific master planning and design
- + Public participation programs
- + Environmental planning, design, and permitting
- + Public participation programs
- + Roadway, utility, and drainage design
- + Construction documentation, bid evaluation, and observation
- + Coastal engineering
- + Resiliency
- + Marina planning and design
- + Waterfront and coastal development

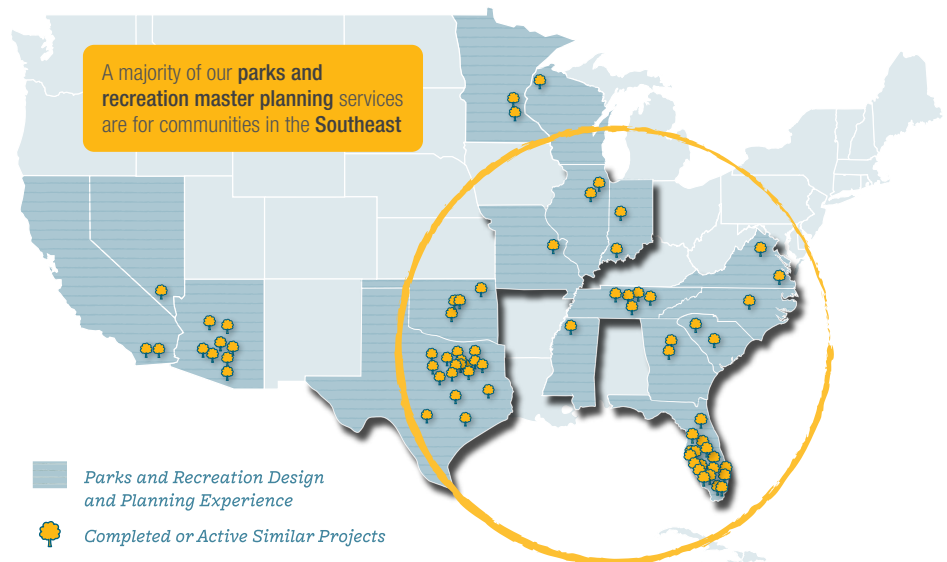
With strong local ties as well as parks and trails design experience, members of our team also bring a national perspective from designing parks across the US. As outlined in the adjacent map, we have ample experience providing similar services to many clients.

### KIMLEY-HORN BY THE NUMBERS

**100+**  
COMMUNITIES SERVED WITH COASTAL COMPONENTS

**500+**  
PORT PROJECTS

**1000+**  
RESILIENCY PROJECTS



## PROJECT EXPERIENCE

The Kimley-Horn team has provided park and recreation master planning services to communities throughout the country for over two decades. We know the challenges from staff's perspective because we have been in your shoes. We understand the issues associated with developing an implementable master plan. Our process is tailored to each community's needs and is specifically developed to meet the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation requirements. The list below demonstrates a selection of our successful parks and recreation master plans and other similar endeavors.

### FLORIDA

City of Winter Haven Parks and Recreation Master Plan

Manatee County Parks, Recreation, and Open Spaces Master Plan

Village of Pinecrest Parks and Recreation Master Plan

City of Parkland Parks and Recreation Master Plan (subconsultant role)

City of Lauderdale Lakes Parks and Recreation Master Plan (subconsultant role)

### NATIONWIDE

City of Greenville (NC) Recreation and Park Master Plan

Buncombe County (NC) Parks and Recreation Master Plan

Buncombe County (NC) Greenways and Trails Master Plan

Buncombe County (NC) Open Space Plan

Town of Pineville (NC) Parks and Recreation Master Plan

Fairfax County (VA) PROSA Strategic Plan

Mecklenburg County (TN) P&R Master Plan (Meck Playbook)

City of Clarksville (TN) Parks and Recreation Master Plan

State of Tennessee State Comprehensive Outdoor Recreation Plan

State of Mississippi State Comprehensive Outdoor Recreation Plan

State of Tennessee State Parks Master Plan (subconsultant role)

Chesterfield County (VA) Comprehensive Parks and Recreation Master Plan

City of Phoenix (AZ) Parks Master Plan

City of Virginia Beach (VA) Parks System Needs Assessment

Town of Vienna (VA) Parks and Recreation Master Plan

Town of Matthews (NC) Parks and Recreation Master Plan

Albemarle County (VA) Parks and Recreation Needs Analysis

King George County (VA) Parks and Recreation Master Plan

Pittsylvania County (VA) Parks and Recreation Master Plan Update

Warren County (VA) Parks and Recreation Master Plan

City of Norwalk (CT) Recreation and Parks Master Plan

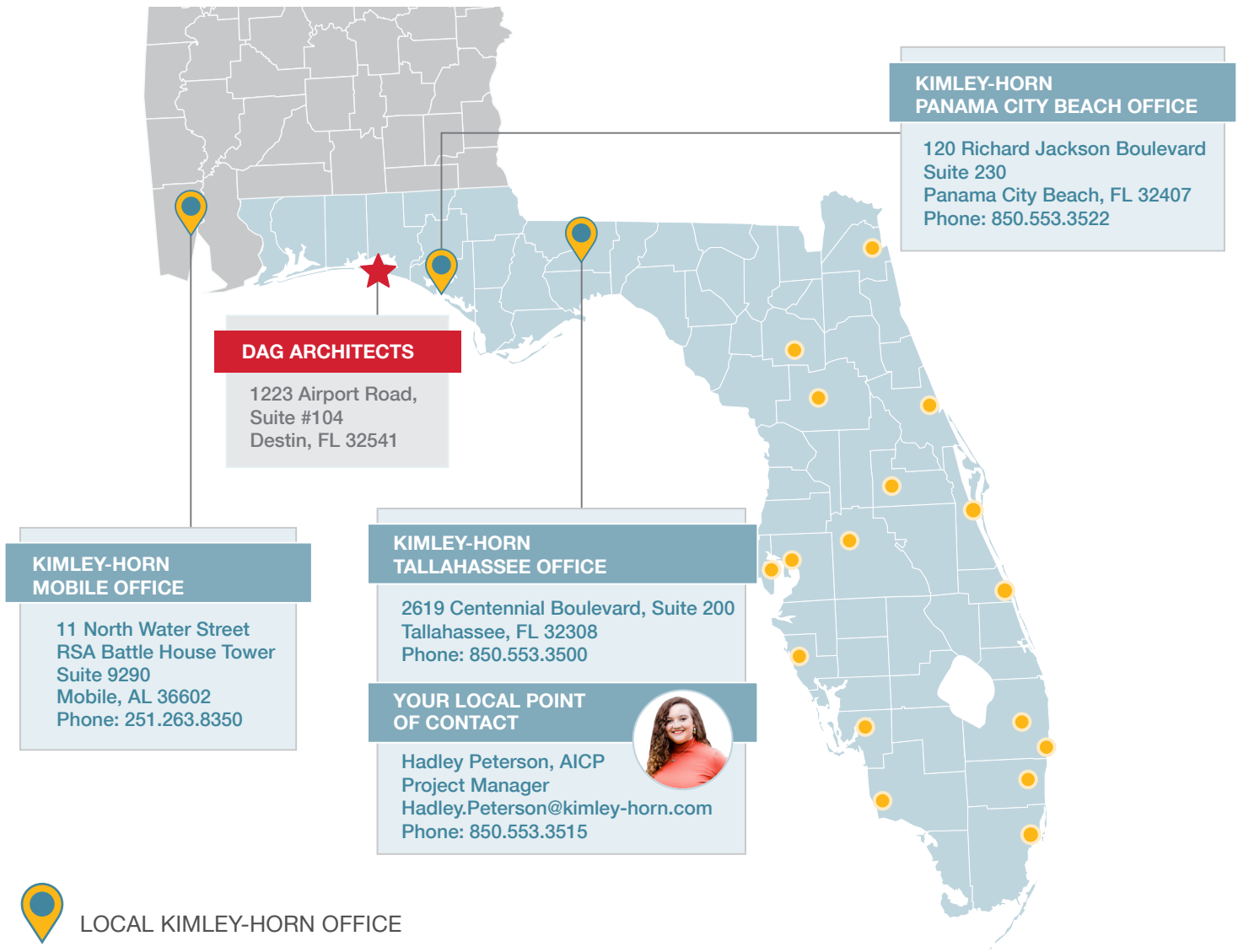
Town of Silverthorne (CO) Parks and Recreation Facilities Assessment

Hamilton County (OH) Great Parks Master Plan

City of Spring Hill (TN) Parks Master Plan

## LOCAL OFFICE

Our **Tallahassee** office will serve as the primary office for this contract and offers you a dedicated staff with decades of parks and recreation master planning experience along with all the resources of a national, award-winning firm. Kimley-Horn is proud to have a continuous presence in Tallahassee since 1996. Similarly we are proud of Kimley-Horn's one-profit-center approach that encourages regional collaboration with nearby offices like Mobile and Panama City Beach. We will work diligently, encouraging open communication to keep you informed about project activity and primary schedule achievements. If specialized services are required, we will supplement this team with our staff of experts across the nation.



## SUBCONSULTANTS



ETC Institute is recognized as the national leader in the design and administration of market research studies for local government organizations. Since 1982, ETC Institute has completed research projects for organizations in 49 states. ETC Institute has designed and administered more than 2,500 statistically valid surveys and our team of professional researchers has moderated more than 1,500 focus groups and panels and over 2,000 stakeholder interviews. ETC Institute also uses the most up-to-date and innovative analytical tools that will help the City understand and use their survey data.

ETC Institute's most senior professionals will be managing this project on a daily basis. By having experienced senior personnel lead the day-to-day management of each study, ETC Institute will ensure your organization receives the highest level of service possible and that high standards of quality control are maintained. We routinely go beyond the contractual requirements of a project to ensure the goals and objectives of our clients are achieved.



ARCHITECTS

DAG Architects began as two designers in a local Destin, Florida office in 1981. Today, we are a full-service design firm employing over 70 architecture professionals in six offices across the southeast. We are a regional architecture leader, delivering design excellence for developers, tenants, local governments, school districts, and many other client types.

Our professionals include Florida registered architects with NCARB and AIA certifications, LEED Accredited Professionals, certified CPTED Practitioners, WELL Accredited Professionals, and other specialists. Our broad range of expertise provides outstanding resources and exceptional depth for all our clients.

Our projects are functional, meet budget expectations, and last for generations. Our portfolio includes award-winning mixed use, multi-family, hospitality, community buildings, public safety facilities, healthcare, libraries, offices, K-12 Schools, Higher Education, and private residences.

Our design expertise is applied through master planning, programming, feasibility studies, schematic design, design development, interior architecture, and construction administration and management.

DAG Architects is proud to be honored twice as the AIA Florida Firm of the Year (2007 and 2020). Our commitment to elevated design, to our community, and to our clients earned us these accolades.



Ballard\*King & Associates was established in 1992 by Ken Ballard and Jeff King in response to the need for market-driven and reality-based planning for recreation facilities. B\*K has achieved 28 years of success by realizing that each client's needs are specific and unique. With over 70

combined years of facility management and planning experience in the collegiate, public, non-profit and private sector, our consulting firm has completed over 700 projects in 50 states and has working relationships with more than 100 architects coast-to-coast. We are also honored to be the recipient of five Athletic Business Facilities of Merit Awards.

B\*K forms a consulting team that provides a variety of pre-and post-design services for clients who are considering the construction of a sports, recreation, aquatic, or wellness facility. Our vast practical experience enables us to guide clients through the challenges of planning, constructing, opening and operating a facility. From pinpointing specifics to broad visions, B\*K provides services to ensure the long-term success of your project.





# PROJECT APPROACH



LPFLTALL001672.2024



## PROJECT APPROACH

With a deep intimate understanding of the Florida, Okaloosa County, and other coastal communities in the Panhandle, Kimley-Horn is excited about the opportunity to work with the City of Destin to imagine the future of their parks and recreation system. We understand the pressures that tourism can have on quality of life and look forward to ideating with the City on ways to meet the often-competing needs of tourists and residents. Kimley-Horn has worked with communities around the country to assess and visualize big ideas like connectivity with trails and blueways, expanded access to recreation for youth and retirees, the potential of eco-tourism or expanded sports tourism, and the sustainability of a system that must work to balance their existing assets while expanding to meet the growing needs and pressures of the community.

### PRIOR TO STARTING THE WORK

Kimley-Horn will work with the City to identify data needs and become familiar with current information, plans, maps, and studies regarding the City's parks, recreation department facilities, staffing hierarchy, budgets, etc. This could include the following:

1. City of Destin Comprehensive Plan, including the Future Land Use Map
2. 2022 Citizen's Survey
3. Applicable transportation, trails, and mobility plans
4. Inventory of all City parks and natural lands
5. Inventory of City trails, bikeways, and blueways
6. Inventory of non-City owned facilities used for City-run recreation programs (schools, churches, etc.) and associated partnerships
7. List of current recreation programs
8. List of active private and public sports leagues
9. Applicable sections of the Land Development Regulations
10. City historic and cultural resources
11. Sustainability policies and/or environmental policies
12. Current Capital Improvement Program as well as the previous 10 years
13. Park, trail, streetscape, or similar recreation-related plans in development
14. Department budgets
15. Operations and maintenance budgets
16. Current grant program activity
17. GIS shapefiles that relate to the above



## INVENTORY OF CURRENT PARKS AND RECREATION SYSTEM

### KICK-OFF WORKSHOP

Key members of the Kimley-Horn team will attend an in-person kick-off meeting with members of City staff to review project goals, engagement methods, key deliverables, and the proposed project schedule. This meeting will provide the opportunity to identify known issues and concerns, to gain an overview of the City's resources, and to discuss specific areas that may require special attention during the planning process. During this meeting, priority projects, programs, areas, and enhancements will be discussed and/or identified. Target dates will be set for City interviews, public meetings, delivery of the preliminary reports and recommendations, submission of comments by the City, and preparation of the final document for publication. Kimley-Horn's project manager will also work with the City's Project Team on a biweekly call, monthly progress reports, and monitor the project's workplan schedule and progress.

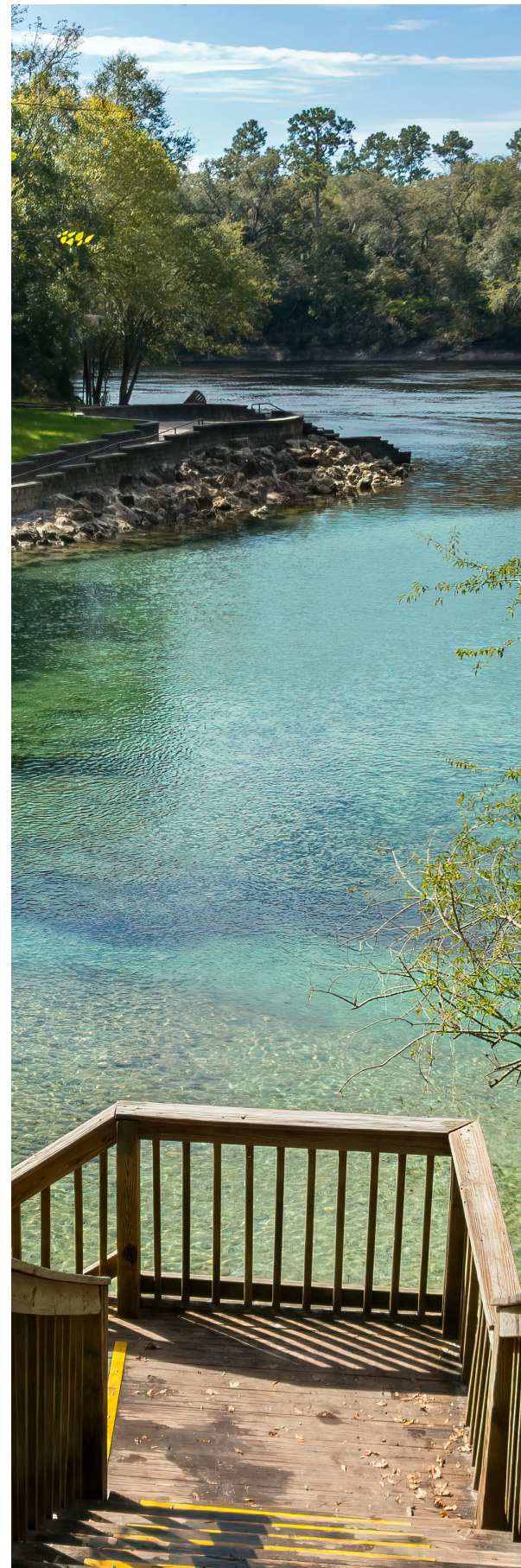
### GUIDING DOCUMENTS AND DATA REVIEW

Utilizing the information and data shared from the City, Kimley-Horn will review guiding documents and data to compile an analysis of relevance to existing efforts. Kimley-Horn will prepare a digital GIS base file in the MXD file format for the project study area (the study area is determined by expanding the City's limits by one mile in each direction unless otherwise decided with the City) which shall include relevant City layers and those of containing information regarding adjacent municipal facilities that are used by residents. Kimley-Horn will use data obtained to prepare a graphic map suitable for use in the Master Plan report and for public display. Data to be provided by City should include vacant or undeveloped City-owned parcels in addition to existing City owned or managed park sites and facilities. Sources for the GIS data shall be public and may include:

- + Municipal data
- + Adjacent municipality data
- + Private; HOA

### DEMOGRAPHIC ANALYSIS

To fully reflect the community for the City of Destin, the Kimley-Horn team will utilize current and projected demographic and sociological factor data, including population composition, seasonal and resident populations, population growth projection and trends, economic factors, and land-use patterns to prepare charts and graphs illustrating the City's actual growth, as well as projected growth. We will use available data from the City, County, and State as well as population estimates from the University of Florida Bureau of Economic and Business Research and/or Shimerberg Clearinghouse. We can look at the data both citywide and by census tract when evaluating service areas. We will also apply the demographics analysis to the service area of the parks to determine how each park serves the surrounding current and future population. All data projection methodologies and data will be documented and vetted through the City to rationalize source and figures. Kimley-Horn will review, identify, and summarize trends, and graphically depict key findings in charts, graphs or maps that have specific relevance for park and recreation planning.





## PARK AND RECREATION FACILITY EXISTING EVALUATION + INVENTORY

This task serves to provide a baseline understanding of the parks, facilities, recreation programs, and revenue-generating sites. The Kimley-Horn team will visit each City recreation facility to inventory park amenities, assess condition, and gain a firsthand understanding of the City's level-of-service and maintenance practices. The Kimley-Horn team will document our observations relating to physical conditions of equipment and facilities, making specific notes on areas of safety concerns and accessibility. We will also document circulation, lighting, aesthetics, surrounding land uses, drainage, urban canopy, and issues related to sustainability and park safety.

Using a criteria adapted from Project for Public Spaces (PPS) methodology for evaluating the effectiveness and performance of the public space, the criteria focuses on elements that promote placemaking and high-quality lifestyles for communities. The specific criteria used for the City will be developed with input from City staff. Elements may include:

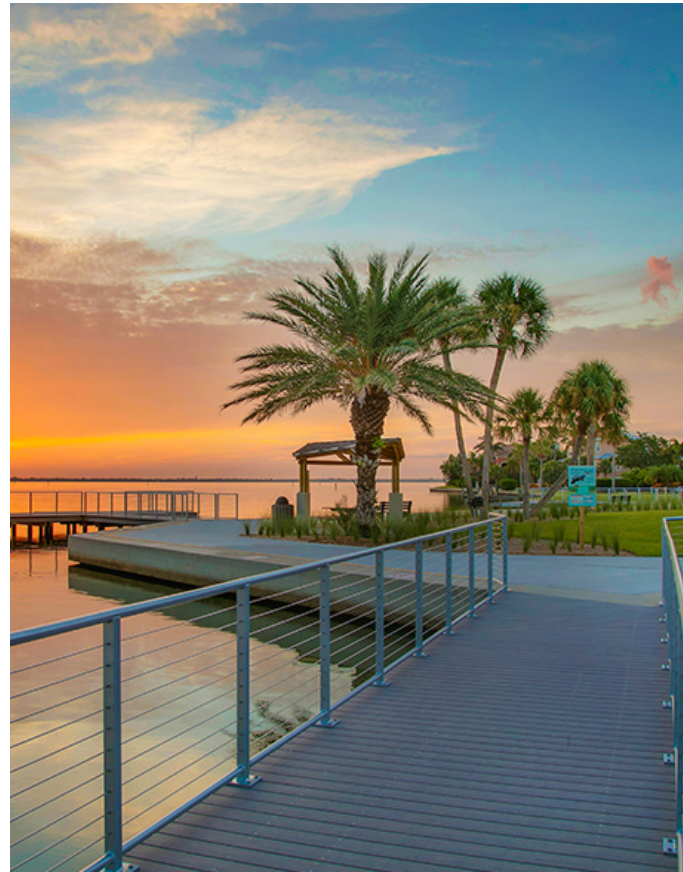
- + **DESIGN AND MATERIALS:** Includes observations of the quality of design, materials, use of standards and incorporation of current codes or requirements and the durability of a space.
- + **USE:** Includes the observation of users or evidence of users of a space, range of offerings, balance of activities and contextual consistency.
- + **MAINTENANCE:** Includes observations of the quality of upkeep of a space, general condition and life cycle, evidence of pride of users and maintenance, and presence of deferred improvements.
- + **COMFORT:** Includes observation of a space's first impression, comfort of users, visual attractiveness, and perception of safety.
- + **ACCESS AND CONNECTIVITY:** Includes observation of universal accessibility barriers, multi-modal connectivity, dominance of the space by a transportation use other than pedestrian and bicycles and ease of access from surrounding areas.
- + **SUSTAINABILITY:** As a three-part category, observations focus on social interactions and connections to surrounding neighborhoods, environmental considerations and promotion that result in net positive contributions, and economic viability and contributions.

The inventory will include the review of the following:

- |                                                                                            |                                                                                            |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| + Park Name and Facility addresses (to be provided by City)                                | + Acreage (to be provided by City)                                                         |
| + Existing park type/classification and functionality description (to be provided by City) | + Inventory of amenities (based upon observations)                                         |
|                                                                                            | + Capacity of amenities based upon industry standards and national Facility LOS benchmarks |

The evaluation will use observational-based information collected to rate the performance of each park or trail, providing summaries of key successes, and opportunities for improvements. Existing conditions of park amenities will be identified and combined with observations to outline recommended capital and operational improvements tied to documented needs and community priorities. Inventory data will include the identification of other existing public parks or recreation facilities available to residents.

Members of the Kimley-Horn team will assess and make recommendations for improvements. Facility inventories will be dissected to provide evaluations and recommendations for the comparative analysis of benchmark communities and to develop recommendations for future improvements.



## RECREATION PROGRAM ASSESSMENT + TRENDS

The Kimley-Horn team will evaluate the City's recreation programs and services through recreation assessment process and inventory. This process offers detailed insight into the existing program and service menu and helps to identify strengths, challenges, and opportunities for future program direction. The intended outcomes for the recreation assessment will be to develop a strategic vision for the recreation program delivery process, identify any program gaps, and make recommendations for strengthening program and service offerings. The intent of this analysis is to provide information on services, customer base, equipment, and current management practices while considering maintenance, asset lifecycle management, performance measures, and staffing.

The recreation assessment process will begin with a staff workshop to review gather input on issues, challenges, strengths, and weaknesses of programs and services. The process is highly collaborative with an intended result of strengthening programs and services. A series of analyses will then assist in the evaluation of the County's recreation program services, including:

### + Program Evaluation:

- ◆ Age Segment Analysis
- ◆ Program inventory
- ◆ Core Program Identification
- ◆ Program Lifecycle Analysis

### + Supply/Demand Analysis:

- ◆ Three-year review of program registration and revenues
- ◆ Program evaluation process review
- ◆ Similar provider analysis
- ◆ User fee/Cost recovery analysis
- ◆ Identification of potential strategic partners
- ◆ Identification of gaps in service and program offerings
- ◆ Recommendations for organizational structure and/or staffing

### + Trends

- ◆ Applicable trends data analysis

Additionally, the Kimley-Horn team will evaluate and provide recommendations for department staff structure. Recommendations will be developed for staff organization, titles, planning and programming divisions, and new staff needed to operate and maintain new park programs and facilities. These recommendations will be made to provide for the delivery of recreation services and programs. Budgeting projections for new staff and future staff at new facilities will be provided along with estimates for operational expenses for each basic park (using per-acre cost) and for all major facilities.

As part of this evaluation, the planning team will look at which staff positions will optimize service delivery by full-time City staff and which positions can be contract positions. For example, many parks and recreation agencies routinely utilize part-time staff and contract staff to direct programs, oversee entire facilities, and as part of the overall maintenance operation.

As part of this assessment, we will review the carrying capacity of the department based on current staffing levels to determine sufficiency relative to implementing best management practices. We will identify resources both in terms of staff, operational policies, and funding that are needed to expand recreation opportunities, as well as maintain and operate facilities for the next five to ten years.





Findings from this task will inform the Funding Analysis deliverables.

## LEVEL OF SERVICE GAP ANALYSIS

A critical element of the planning and evaluation service will be developing level-of-service maps with service area boundaries for existing parks using GIS base information provided by the City. These maps will then be overlaid with other community data, such as location of libraries, schools and school playgrounds, colleges, large private recreation facilities, and state or federal park facilities, to determine access to park facilities on a community-wide basis. Additional layers could be used based on community priorities – such as the need to preserve scenic vistas, tourist destinations, or crosswalks/sidewalks to ensure connectivity.

These maps will allow the planning team to determine where service gaps are located and the relationship of facilities to major population centers within the City. This data will be critical to developing recommendations for new or expanded park facilities as well as applying level-of-service standards to individual facilities or facility types. Completed maps and data will be formatted to be compatible with the format preferred by the City.

As part of the park distribution gap analysis, we will analyze the impact of the desired growth patterns on existing parks and identify where new parks, greenways, and open space will be needed to provide a well-rounded system as growth and new development patterns develop. The analysis will look at travel times and impediments to travel that limit access to existing and proposed facilities. Short- and long-term recommendations will be made to minimize the gaps in service and create more connectivity through greenway and sidewalk development.

Kimley-Horn will work with City staff to verify existing park level of service standards in coordination with current NRPA and SCORP standards as well as with the City's currently adopted Comprehensive Plan and its Data Inventory and Analysis. The Level of Service (LOS) gap analysis will include acreage and facility level of service comparisons using demographic projections analyzed before. Kimley-Horn will prepare estimated park acreage and facility needs for 5, 10 and 15-year increments.

Using a combination of the demographics analysis and the park distribution analysis, we will develop a scoring strategy that outlines areas of the City based on how well they are served and how future demographic trends will affect these levels of service.

## ACCESS AND CONNECTIVITY ANALYSIS

As part of the overall parkland assessment, the team will look at access routes to parks that provide opportunities beyond driving individual vehicles to parks. We know that the City of Destin is seeking to provide safer connections through alternative, non-vehicular transportation systems, including transit, greenway corridors, sidewalks, and on-street bicycle paths. This assessment will include a review of transit access, sidewalks, existing greenways, and trails, and those proposed as part of the long-range master plans for this type of system. This will allow the team to determine the potential for expanded systems to link parks, neighborhoods, and community facilities.



The Kimley-Horn team will assess the overall connectivity of the community to determine areas where connectivity is limited and improved community access is needed. The team will also look at the potential to link surrounding communities to maximize overall connectivity within the region. Kimley-Horn has recently completed Bike-Ped Master Plans and Greenway/Blueway Master Plans for local and coastal communities, including Leon City, Tallahassee, St. Pete Beach, Ocala, Clearwater, and Marion City; and is currently working with the Emerald Coast Regional Council on similar efforts. We will draw upon the technical expertise and community feedback gained from preparing these plans towards this effort.

After the analysis of connectivity and environmental benefits has been completed, the team will prepare a connectivity map and prioritized recommendations that detail existing transit stops, sidewalk inventories, bike lanes, greenways, and other alternative transportation systems along with recommended facilities.

## NEEDS ASSESSMENT

The Kimley-Horn team will review existing facilities relative to expandability, existing design standards, and levels of maintenance. In addition to the above site-based assessment, the distribution of facilities relative to travel times and population served will be developed. Facilities will also be categorized using established park standards (mini-park, neighborhood, community, open space, greenway – unless otherwise directed by the City) to analyze the makeup of the parks within the system relative to national standards for park facilities. Use and overuse of facilities based on program registrations and community input will be evaluated to aid in the development of recommendations. Strategies and policy recommendations will be made to enhance existing facilities and to maximize recreation opportunities.

We will identify where additional focused (individual park) studies may be needed to further develop the Master Plan's recommendations related to park amenities, operation, and maintenance. We will analyze these factors to determine their carrying capacity and if they have reached, or are near reaching, that capacity.

We will utilize national standards published by the National Recreation and Park Association (NRPA), data collected by the Kimley-Horn team during interviews and research, and benchmark community comparisons to develop standards and recommendations specific to Destin. The proposed standards will be tailored to achieve the consensus goals, objectives, and vision identified in the planning process; it is understood the proposed standards will consider local and national trends based on other communities of similar size, population, and demographics.

## BENCHMARKING ANALYSIS

Kimley-Horn will complete a comparative analysis of the City's parks system with a selection of up to five peer communities based on City staff input. Categories of comparison will be decided with the City of Destin but could include staffing, funding levels, level of service, maintenance, demographics, or sustainability metrics. Figures will be compared to peer and national average where possible. Additional benchmarking will be done as part of the Funding Analysis to evaluate how other park systems and communities are leveraging and utilizing development impact fees and their millage rates.







## COMMUNITY AND VISION ALIGNMENT

Kimley-Horn will conduct a proactive, consensus-driven engagement process that will include a series of focus group meetings, leadership interviews, pop-up events, and communitywide meetings to gather qualitative information regarding needs and priorities from residents. Efforts will be made to reach diverse segments of the community including underserved populations, tourists, businesses, youth, elderly, and disabled park users and non-users to obtain input for the System Plan regarding park improvements, services, program offerings, usage, and preferences. A written summary of What We Heard will be provided at the conclusion of all engagement. Additionally, a cumulative summary of What We Heard and the data used in the Inventory task will be created to craft a “Needs and Priorities Assessment Summary.”

**The public engagement and visioning process may include the following:**

- + **Communitywide Meetings:** Three public meetings held in different geographic areas of the City to connect with different users and non-users. The first meeting will be focused on boldly visioning with community, the second dialing in on implementation, and the third on presenting a draft plan. For example, the implementation workshop agenda may include:
  - ◆ Presentation of the Needs Assessment findings
  - ◆ Discussion of alternative “responses” to needs and priorities, including alternative roles for the City as provider, partner and/or facilitator
  - ◆ Development of 5-year and 10-year goals and objectives with long-term 15+-year goals identified
  - ◆ Review and discuss LOS gaps and standards and alternatives for parks and facilities
  - ◆ Potential partnership and alternative funding opportunities
  - ◆ Park, recreation facilities, and greenway improvement recommendations
- + **Focus Groups:** Three focus groups will be held to specifically connect with and target input from residents and HOAs, local businesses, and the tourism industry.
- + **Leadership Interviews:** Kimley-Horn will hold up to eight virtual interviews with key stakeholders such as members of the Destin Parks Foundation to dive deeper into their needs, hopes, desires, and ideas for improvement.
- + **Pop-Up Events:** Up to two (2) in-person hands-on pop-up tents/booths at local community events to meet people where they are.

- + Parks and Recreation Advisory Board Meetings: Kimley-Horn will attend and facilitate two meetings with this group to gather information on services, use, preferences, and identify strengths, weaknesses, opportunities, and threats, and then to present the plan.
- + Statistically Valid Survey: Working with ETC Institute, leaders in data-driven decision-making, Kimley-Horn will:
  - ◆ Work with the City to discuss their goals for the survey and review sample surveys for similar projects.
  - ◆ Conduct pilot testing of the survey to ensure the questions are understood by residents.
  - ◆ Design and develop the survey instrument.
  - ◆ Administer the survey by a combination of mail and online. ETC Institute will mail the survey and a cover letter (on City letterhead) to a random sample of households in the City. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The City will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it on-line.
  - ETC Institute will follow-up with residents who receive the mailed survey by sending texts, postcards, and a second mailing (if needed) to maximize participation in the survey. ETC Institute's fees including printing and mailing up to 3,000 surveys and 3,000 postcards. The goal will be to obtain completed surveys from 300 residents. A sample of 300 completed surveys will provide results that have a margin of error of +/-5.6% at the 95% level of confidence at the City level. ETC Institute will ensure a statistically valid number of responses is collected from up to five geographic areas within the City. All respondents who complete the survey online will be required to provide their home address when they finish the survey. ETC Institute will match addresses from respondents who complete the survey online to the addresses that were selected for the random sample to ensure the participant is part of the random sample. If a respondent does not provide an address or the address is not part of the random sample, it will not be included. ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the City about geographic dispersion, age, gender, race/ethnicity, and other factors. ETC Institute will weigh the data as needed if one or more demographic groups is over/underrepresented relative to recent Census estimates for the City's population.
  - ◆ ETC Institute will promote awareness of the survey using social media ads on Facebook and Instagram to encourage participation.
  - ◆ Provide a copy of overall results for each question on the survey.
  - ◆ Create a formal report that includes a summary of the methodology, major findings, Priorities-Investment Rating analysis that will identify the facilities and programs that should receive the highest priority for investment from the City, and cross-tabulations that show the results for key demographic groups, geographic areas defined by the City, and other variables as desired by the City.







## IMPLEMENTATION PLANNING

This phase of the project is focused on providing a detailed Capital Improvements Plan as well as a Facility and Grounds Maintenance and Management Plan. These elements will be housed within a 10-Year Action Plan to be integrated into the Final System Plan that may also include:

- + An order of magnitude estimates of overall implementation and operations/maintenance costs for the full System Plan.
- + Overall takeaways from the Funding Analysis.
- + Identification of short-term (1-5 years); mid-term (6-10 years) and long-term (10+ years) recommendations and priorities into five-year increments through 2033+
- + Development of policies for public, private, and non-profit partnerships opportunities
- + Recommendations for updates to the Comprehensive Plan or land development regulations.

The **Capital Improvements Plan** will be a prioritized list of capital projects (parks and facilities) based on established goals, performance evaluations, community input and trends for the parks and recreation into a 10-Year Capital Improvement Program (CIP) including suggested timelines. Projects must meet the City's criteria for inclusion in the CIP. This section will also include recommendations for implementing changes using partnering agencies (schools, private groups, community organizations, etc.) to carry some of the responsibility to provide facilities. Recommendations will be based on actionable, not theoretical, methods of funding and will consider possibilities such as fees, foundations, dedicated sales tax, or millage increases, grants and endowments, etc. The projects in this Capital Improvements Plan will be formatted in Excel to easily be used by the City in guiding their 5-Year CIP development as well as funding decisions.

The **Facility and Grounds Maintenance and Management Plan** will be completed in partnership with DAG Architects and will include prioritized recommendations for the maintenance and renovation of parks, trails, and facilities and cover topics such as preventative maintenance, work management, asset lifecycle management, and other topics as it supports the overall Action Plan.





## FUNDING ANALYSIS

### FISCAL ANALYSIS

Kimley-Horn's award-winning planning and economic development professionals will review property and sales tax flows within the City and evaluate how they are currently supporting the General Fund with the understanding of the need to balance funding needs against the millage rate. Additional analysis may be done once receiving the data from the City. This will also include a more detailed look into the parks budgets to determine the current level of per capita spending by the City to determine the percentage of total City budget. This assessment will also look at areas to increase internal revenue production based on the current fees and charges. We acknowledge that Destin would like programs to remain affordable to avoid a decline in participation, but also needs to balance that desire with program viability and sustainability.

### BENCHMARKING: IMPACT FEES AND MILLAGE RATE

Kimley-Horn's team includes economic development specialists and fiscal analysts who will lead a benchmarking analysis to perform a two-prong analysis:

- + How does the City's chartered millage rate cap compare to up to four similar communities in Florida and what are the long-term consequences?
- + How do the City's Development Impact Fees compare to up to four similar communities in Florida and what other methodologies are there that still utilize a dual-rational nexus test to fund the development of park and trail facilities?

### FUNDING ALTERNATIVES

Our in-house grants team has extensive expertise in grant writing, grant administration, and community development and will lead this task. Kimley-Horn's economic development specialists and grant team has helped clients receive more than \$275 million in grants and outside funding for their projects. We have a system for researching funding opportunities and can prepare a Matrix of Funding Opportunities of potential funding pursuits that would assist in offsetting the cost of specific projects. The Matrix provides information such as the name of the funding source, a description of the possible use of the funds, the grant or loan, specific terms and conditions, as well as the deadline for the submittal. We know how critical this is in the implementation of a System Plan and will work to integrate other alternative funding and financing strategies such as partnerships, sponsorships, event revenue, tourism development tax, etc.

### ACQUISITION RECOMMENDATIONS

Leveraging our understanding of fiscal reality and the data-driven needs assessment, Kimley-Horn will identify areas of future potential expansion. Through mapping and fiscal analysis, we will identify potential target areas for parks, open spaces, trails, and facilities that align with the community vision. It is anticipated this will include prioritized recommendations for potential additional sporting venues to encourage sports tourism in Destin as well as assets that would support the growing eco-tourism industry in the Panhandle. These recommendations will be prioritized and include mapping visualization, potential partnership strategies, and the development of criteria for future acquisition consideration.



## PLAN DRAFTING

The Kimley-Horn team will present the preliminary recommendations and findings in the form of a Draft Plan to the City to gain their feedback on the recommendations. We will also conduct a public meeting in accordance with this task to gather feedback. We will provide the City with a PDF copy of the preliminary Master Plan report. It is anticipated this report will include the following, but will be revised and iterated with City staff to ensure it meets the needs of Destin:

- + Documentation of findings related to demographic and socioeconomic factors
- + Identification of service areas and service area gaps
- + Comparisons to other agencies of comparable size and service areas
- + Comparisons to National Standards and benchmark communities
- + Needs analysis based on new community standards
- + Program and facility recommendations
- + Recommendations for capital expenditure, opinions of probable costs, renovation and new park facilities with concept plans for park facilities
- + A 5-year (near-term) and years 6-10 (future) capital expenditure prioritization
- + Policies, goals, and objectives to implement the vision for the department
- + Organization charts with recommended future staff additions
- + Opinion of probable cost of staff and financial impacts on operation budgets
- + Identification of additional park maintenance staff needed for each type of park
- + Identification of policy changes and partnership opportunities
- + Recommendations on needed department policies and operations needs
- + Implementation action statements
- + Funding and revenue recommendations, options, and alternatives

After presenting the Draft Plan to the public, Local Planning Agency, Parks and Recreation Advisory Board, and City Council, the Final Plan will be crafted addressing any comments. Kimley-Horn will present the Final Master Plan to City Council for review, discussion, and recommendation for approval/adoption. Kimley-Horn will provide the final report in PDF format for posting to the City's website with an executive summary incorporated. Kimley-Horn will provide up to two (2) flash drives with project files to include MXD, InDesign, MS Word, and PDF files of the report, meeting notes, and graphic files.



# 04

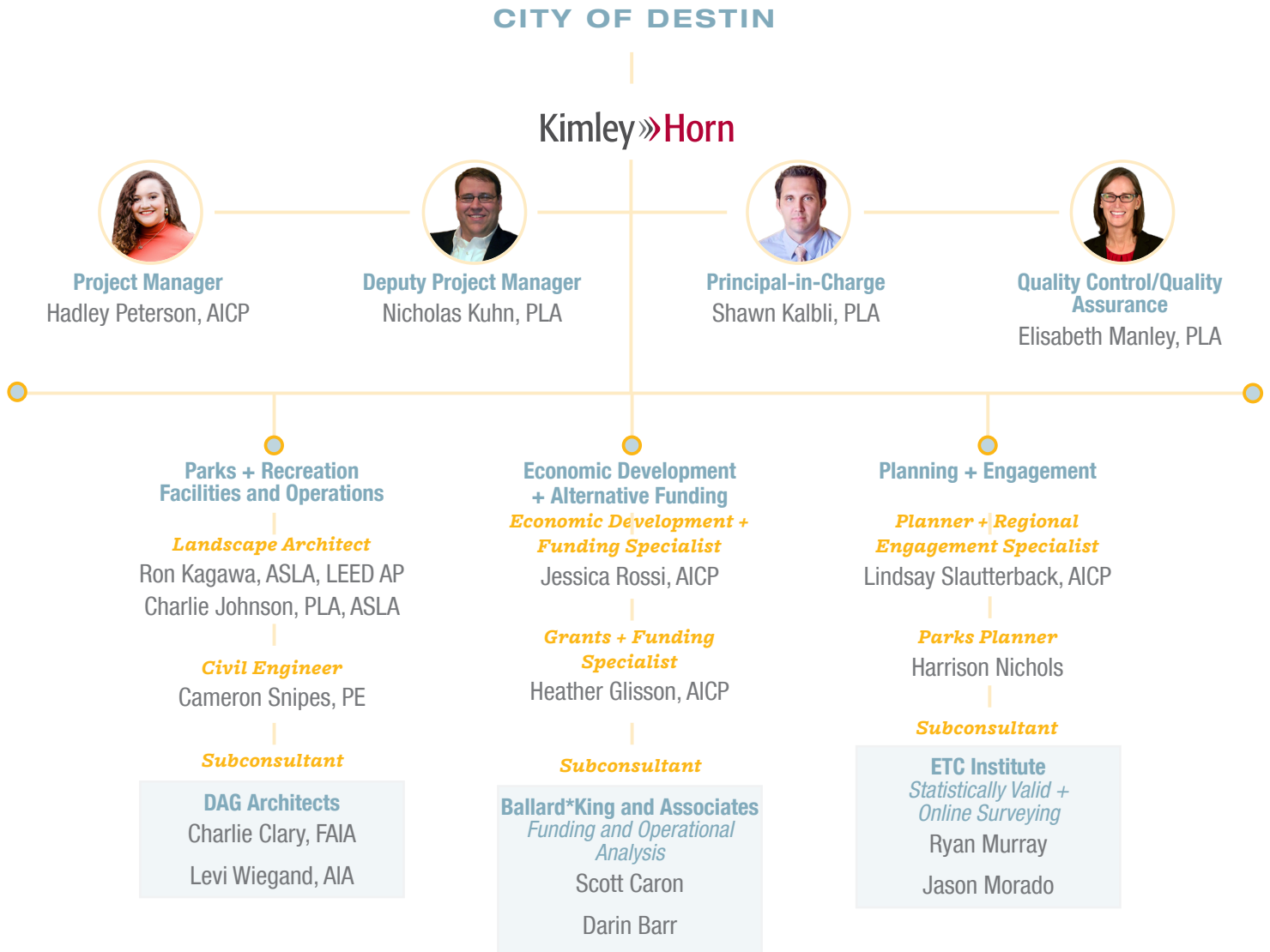
## KEY PERSONNEL

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# KEY PERSONNEL

## ORGANIZATIONAL CHART



Kimley-Horn understands the value of assembling a dynamic project team and has selected a team of parks and recreation master planning experts. Below we have provided a snapshot of their holistic expertise as it relates to the project's scope of services.

| STAFF EXPERTISE                           | KEY STAFF             |                |                                  |                       | SUPPORT STAFF       |                            |                    |                     |                       |                            |                  |                     |                   |             |              |             |            |
|-------------------------------------------|-----------------------|----------------|----------------------------------|-----------------------|---------------------|----------------------------|--------------------|---------------------|-----------------------|----------------------------|------------------|---------------------|-------------------|-------------|--------------|-------------|------------|
|                                           | Hadley Peterson, AICP | Nick Kuhn, PLA | Shawn Kalbli, PLA (SC, OH), ASLA | Elisabeth Manley, PLA | Ron Kagawa, LEED AP | Charlie Johnson, PLA, ASLA | Cameron Snipes, PE | Jessica Rossi, AICP | Heather Glisson, AICP | Lindsay Slautterback, AICP | Harrison Nichols | Charlie Clary, FAIA | Levi Wiegand, AIA | Ryan Murray | Jason Morado | Scott Caron | Darin Barr |
| 3D Renderings                             |                       |                | X                                | X                     | X                   | X                          |                    |                     |                       |                            |                  |                     |                   |             |              |             |            |
| Capital Improvement Planning              |                       | X              | X                                | X                     |                     |                            | X                  |                     |                       | X                          | X                |                     |                   |             |              | X           | X          |
| Community Engagement                      | X                     | X              |                                  |                       | X                   | X                          |                    |                     |                       | X                          | X                |                     |                   |             |              |             |            |
| Conceptual Planning and Design            | X                     | X              | X                                | X                     | X                   | X                          | X                  |                     |                       |                            |                  |                     |                   |             |              |             |            |
| Cost Estimating                           |                       | X              | X                                | X                     | X                   | X                          | X                  |                     |                       |                            |                  |                     |                   |             |              | X           | X          |
| Economic Development and Funding Analysis | X                     |                |                                  |                       |                     |                            |                    | X                   | X                     |                            |                  |                     |                   |             |              | X           | X          |
| Facility Maintenance and Management       |                       | X              | X                                | X                     | X                   |                            |                    |                     |                       |                            |                  | X                   | X                 |             |              | X           | X          |
| GIS                                       | X                     |                |                                  |                       |                     |                            |                    |                     |                       | X                          | X                |                     |                   |             |              |             |            |
| Grantwriting and Administration           | X                     |                |                                  |                       |                     |                            |                    |                     | X                     | X                          |                  |                     |                   |             |              |             |            |
| Impact Fees                               | X                     |                |                                  |                       |                     |                            |                    | X                   |                       |                            |                  |                     |                   |             |              |             |            |
| Inventory and Evaluation                  | X                     | X              |                                  | X                     | X                   |                            |                    |                     |                       | X                          | X                | X                   | X                 |             |              |             |            |
| Needs Assessments                         | X                     | X              | X                                |                       | X                   | X                          |                    |                     |                       | X                          | X                | X                   | X                 |             |              |             |            |
| Operational Analysis                      | X                     | X              |                                  | X                     |                     | X                          |                    |                     |                       |                            |                  |                     |                   |             |              | X           | X          |
| Recreational Trends and Opportunities     | X                     | X              | X                                | X                     | X                   | X                          |                    |                     |                       |                            |                  |                     |                   |             |              |             |            |
| Stakeholder Outreach and Facilitation     | X                     | X              | X                                |                       | X                   | X                          |                    | X                   |                       | X                          | X                |                     |                   | X           | X            |             |            |
| Statistically Valid Survey                | X                     | X              |                                  |                       |                     |                            |                    |                     |                       |                            | X                |                     |                   | X           | X            |             |            |
| Tourism Development                       | X                     |                |                                  |                       | X                   |                            |                    | X                   |                       |                            |                  |                     |                   |             |              |             |            |
| Waterfront Development                    | X                     |                | X                                | X                     | X                   |                            | X                  |                     |                       |                            |                  | X                   | X                 |             |              |             |            |



## HADLEY PETERSON, AICP

### PROJECT MANAGER

Hadley is an experienced project manager focused on parks and recreation master planning projects that engage communities around actionable goals for their needs. An animated people connector and storyteller, Hadley is focused on creating sustainable places for future generations to thrive while elevating and leveraging the voices of community members who are often left out of the conversation. With national and local experience, she develops innovative and impactful solutions for urban public spaces and destinations. Integrating thoughtful advocacy and outreach into every project, her experience ranges from developing form-based code to county-wide comprehensive planning and tourism development to economic development initiatives.

### PROFESSIONAL CREDENTIALS

- Masters, Urban and Regional Planning, Florida State University
- Bachelors, International Studies, University of Mississippi
- American Institute of Certified Planners, #35325

### RELEVANT EXPERIENCE

**City of Fort Walton Beach Downtown Design Guidelines, Fort Walton Beach, FL** — Deputy project manager. Kimley-Horn is working with the City of Fort Walton Beach to create design guidelines for their downtown. Based on existing conditions, future redevelopment, and community conversations these guidelines will reimagine public spaces, streetscapes, and buildings in downtown. Hadley has led the public engagement efforts consisting of an online survey, stakeholder interviews, visioning workshops, and small group facilitation. By listening to the community, Kimley-Horn is able to balance the needs of tourists and residents with existing realities to design a family-friendly, accessible, and sustainable public realm.

**Crestview Comprehensive Plan Update, Tallahassee, FL** — Project planner. Kimley-Horn was selected to evaluate and update the City's comprehensive plan. Tasks to successfully complete this evaluation include public workshops; current plan analysis; a brand-new data collection, inventory, and analysis (DIA); updating GOPs; presentations to the Local Planning Agency (LPA) and City Council; as well as finalizing the documents for transmittal and adoption. This update is being completed on an eleven-month schedule.

**Oakland Park Comprehensive Plan Rewrite, Oakland Park, FL** — Project planner. Kimley-Horn was selected to update the City of Oakland Park's comprehensive plan. After robust, inclusive public engagement and analyzing the data, Kimley-Horn began drafting policy that envisions a sustainable, thriving future for the City of Oakland Park until 2045. The adopted Comprehensive Plan includes elements such as sustainability and resiliency, recreation and open space, coastal management, and conservation that work together to create resilient public spaces for a diverse, growing population. Hadley led the planning for these elements to ensure a bold, green vision for Oakland Park in 2045.

### ADDITIONAL PROJECTS

- + **City of Oxnard Parks and Recreation Master Plan** — Oxnard, CA\*
- + **VanPlay: Parks and Recreation Services Master Plan** — Vancouver, Canada\*
- + **Parks and Recreation Strategic Acquisition Plan** — Denver, CO\*
- + **City of Hollywood Comprehensive Plan** — Hollywood, FL
- + **Oakland Park Comprehensive Plan** — Oakland Park, FL
- + **City of Mary Esther Parks and Recreation System Plan** — Mary Esther, FL
- + **City of Ocala Vision Plan and Comprehensive Plan** — Ocala, FL

*\*Completed prior to joining Kimley-Horn*



## NICK KUHN, PLA

### DEPUTY PROJECT MANAGER

Nick brings two decades of experience as a project manager, providing responsive, high-quality services to numerous public agencies and municipalities nationwide. Specializing in the planning and design of the public realm, his portfolio of projects ranges from development of design guidelines for Miami-Dade County Parks, Recreation and Open Spaces Department, and City of Raleigh Parks and Recreation Department, to streetscape design standards for the Town of Holly Springs and the Research Triangle Park (RTP). Nick's design experience includes over 10,000 acres of public spaces, miles of streetscapes, and more than 50 miles of greenways.

### PROFESSIONAL CREDENTIALS

- Masters, Landscape Architecture, North Carolina State University,
- Bachelors, Landscape Architecture, Ohio State University
- Professional Landscape Architect in Florida, #6667065
- Professional Landscape Architect in South Carolina, #1401
- Professional Landscape Architect in North Carolina, #1703

### RELEVANT EXPERIENCE

**Village of Pinecrest Comprehensive Parks and Recreation Master Plan, Village of Pinecrest, FL** — Project manager and lead park planner. The Village-wide Parks and Recreation Master Plan analyzed the existing parks system and created a new vision for the Villages future. Major components of the plan included an analysis and assessment of previously developed studies and reports, a Village-wide and neighborhood demographics analysis; existing system analysis; a needs and priorities assessment that includes public workshops, interviews with elected officials and key stakeholders, focus group interviews, a statistical survey, and a level of service valuation. The plan also includes a parks system vision, a cost estimate and implementation strategy with a strategic plan component.

**City of Norwalk Recreation and Parks Masterplan Update, Norwalk, CT** — Project manager. Kimley-Horn prepared an update to their Recreation and Parks Master Plan. In the 25+ years since the last master plan was completed, the City has experienced population growth and shifts in demographics. The update provides a 10-year outlook and vision for City of Norwalk parks, recreation facilities, programming, open space, and trails. The project has consisted of analyzing existing facilities and programs, assessing community needs and priorities, developing a long-range vision for parks and recreation services for the next 10+ years, and creating an implementation plan. The implementation plan includes one-and five-year action plans, and a 20-year implementation framework plan.

**City of Portsmouth, City Park Master Plan, Portsmouth, VA** — Landscape architect. Kimley-Horn is assisting the City with creating a master plan that will guide future improvements to the 90-acre waterfront destination. Kimley-Horn was retained by the City to develop options based upon public input and sound analysis of the existing conditions, performance, and long-term needs of the park. Plans include replacing an executive nine-hole golf course with a driving range, an outdoor event space with performance stage, reorienting existing boat launches to address tidal and storm impacts, replacing several buildings, replacing a barrier-free playground, and developing a network of paved trails.

### ADDITIONAL PROJECTS

- + **Parks and Open Spaces System Master Plan** — Miami-Dade County, FL\*
- + **Community Recreation Needs Assessment** — Miami-Dade County, FL\*
- + **Recreation Program Master Plan** — Miami, FL\*
- + **Parks and Recreation System Master Plan** — Fort Lauderdale, FL\*
- + **Parks and Open Spaces Master Plan Update** — Fort Myers, FL\*

*\*Completed prior to joining Kimley-Horn*





## SHAWN KALBLI, PLA

### PRINCIPAL-IN-CHARGE

Shawn has 25+ years of experience in landscape architecture and land planning. His areas of expertise include parks and recreation master planning and design, for both passive and active projects, throughout the Southeast and Midwestern United States. Shawn's expertise includes project management, public outreach and engagement, project programming, resiliency and sustainable design, cost estimating, construction documentation, and construction administration. He has provided leadership for the design of several award-winning parks and recreational facilities for clients including The Trust for Public Land, the Florida Department of Environmental Protection, the Atlanta Beltline, Leon County, City of Tallahassee, and the Blueprint Intergovernmental Agency (BIA).

### PROFESSIONAL CREDENTIALS

- Masters, Landscape Architecture, Ohio State University
- Bachelors, Interdisciplinary Studies, Florida State University
- Professional Landscape Architect in Ohio, #LA.2201626
- Professional Landscape Architect in South Carolina, #1445, SC

### RELEVANT EXPERIENCE

**Northeast Park Facilities Needs Assessment, Tallahassee, FL** — Landscape architect. Kimley-Horn was selected by BIA to assist in the development of the 39.5-acre Northeast Park. This included conducting a level of service assessment, project programming, master planning, and construction document preparation. The process began with engaging interested stakeholder groups to identify desired active and passive program elements. Kimley-Horn's services included community engagement/outreach, site design, hardscape, landscape, drainage, structural, and utility design for the park. The resulting design incorporates open-air pavilions, walking paths, baseball fields, pickleball courts, sand volleyball courts, a multi-purpose field, and a multi-purpose sports court.

**Apalachee Regional Park Master Plan, Leon County, FL\*** — Principal-in-Charge who worked with Leon County on the Park Master Plan to identify current and future needs for this 600-acre site known as Apalachee Regional Park. The site formerly was used as a landfill back in 2012 and now will transform into a park and recreation space with a focus on hiking, biking, and disc golf. The course is nationally recognized as the premier facility in collegiate Cross-Country events and will host the 2021 NCAA National Cross-Country Tournament.

**Great Parks of Hamilton County, Great Miami River & Whitewater River Blueway Regional Trail Network Master Plan, Cincinnati, OH** — Landscape architect. Kimley-Horn is providing master planning services for this \$20-million regional blueway and shared use trail system along 30 miles of the Great Miami River and 10 miles of the Whitewater River corridors. Collectively, the project will create a coordinated destination for pedal/paddle adventures and programming opportunities for paddling instruction, river excursions, and overnight camping experiences.

### ADDITIONAL PROJECTS

- + **Leon County Fairgrounds Indoor Multipurpose Facility Market and Needs Analysis**, — Leon County, FL
- + **Lynn Haven Bayou Park and Preserve** — Lynn Haven, FL
- + **Captain Leonard Destin Park** — Destin, FL\*
- + **Historic Fourth Ward Park** — Atlanta, GA\*

*\*Completed prior to joining Kimley-Horn*



## ELISABETH MANLEY, PLA

### QUALITY CONTROL/QUALITY ASSURANCE

Elisabeth has 25+ years of experience designing public and private site improvement projects throughout Florida. Her experience includes providing project management, public facilitation, sustainability calculations, and the full spectrum of landscape architectural services, including master planning and hardscape, landscape, and irrigation design.

### PROFESSIONAL CREDENTIALS

- Masters, Landscape Architecture, University of Florida
- Bachelors, Biology, Florida State University
- Professional Landscape Architect in Florida, #6666722

### RELEVANT EXPERIENCE

**Cherry Lake Park, Groveland, FL** — Project manager. Kimley-Horn co-led a visioning and master planning process for this 40-acre park including facilitating public meetings, gaining input from the City's Recreation Advisory Board, and presenting to Council. The resulting park included a destination playground, event space, a gymnasium, splash pad, multipurpose recreation fields, dog park, and walking trails. Our professionals then provided project management and landscape architectural services for "Phase 2", which included the destination playground, event lawn, and associated walks, parking, landscaping, irrigation, and lighting.

**Gaffney Park, Groveland, FL** — Project manager. Roland Sefton Gaffney Memorial Park is an existing, 7.5-acre City of Groveland Park located within the Marina del Rey subdivision. Existing improvements include a memorial to Specialist Gaffney, a dog park, restroom, trails, and parking. Kimley-Horn is providing landscape architectural services for schematic planning to add new, priority amenities into the park as determined by public input and as identified within the City's Parks Master Plan. Our professionals have led visioning and programming, presented to and gained input from the City's Recreation Advisory Board, facilitated an on-site public workshop, and worked side by side with City Staff to produce schematic designs.

**Wooton Wonderland Playground, Taveres, FL** — Lead designer and project manager. The City of Taveres's much-loved all wood playground, 'Wooton Wonderland', needed replacement due to age, maintenance issues, and safety concerns. Our professionals led a visioning process for a complete playground replacement that would provide a destination playground themed around the City's active and unique Sea Plane base, also within Wooton Park and on the shores of Lake Dora. Proposed play equipment includes swings, spinners, musical elements, climbers, and a toddler area with graphics and theming elements to support the seaplane land base concept. The City's adjacent Wooton Park splash pad was also fully renovated as part of this project. The City received a CDBG grant to fund proposed elements that would improve accessibility, including new seating terraces, connecting sidewalks, and accessible play surfacing.

### ADDITIONAL PROJECTS

- + **Massey Park Playground** — Gainesville, FL
- + **Coleman Parks** — Coleman, FL
- + **Bulow Creek Headwaters Regional Park** — Flagler County, FL
- + **Crystal River Kings Bay Park Paddlecraft Improvements** — Crystal River, FL
- + **Boulware Springs Park** — Gainesville, FL



## RON KAGAWA, ASLA, LEED AP

### LANDSCAPE ARCHITECT (PARKS + RECREATION FACILITIES AND OPERATIONS)

Ron brings 42 years of urban design, planning, and design experience that relates project implementation through design and operational sustainability. His work emphasizes the integration of planning, design, executing and implementing complex projects with life cycle operations. Ron's career dossier includes more than 25 design awards from organizations including the Urban Land Institute, American Institute of Architects, Virginia Recreation and Parks Society, US Conference of Mayors and is highlighted by a Centennial Medal from the American Society of Landscape Architects for the Virginia Eastern Shore Reserve as one of the 100 most influential landscape architecture projects of the 20th Century.

#### PROFESSIONAL CREDENTIALS

- Masters, Architecture, Virginia Polytechnic Institute and State University
- Bachelors, Landscape Architecture, University of Texas
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- American Society of Landscape Architects in TX, #1564 and MD, #905

#### RELEVANT EXPERIENCE

- + Blackman Park (formerly West Park) — Murfreesboro, TN
- + Jennie Dean Park — Manassas, VA
- + City Park Master Plan — Portsmouth, VA
- + Park System Master Plan — Vienna, VA
- + Metro Nashville Parks Project Management and Design Services (A&E) — Nashville, TN
- + Mulberry Nature Center (aka Alafia Wetland Park) Community Visioning, Grant Funding, and Park Restoration Project — Mulberry, FL
- + Franklin Parks Design and Consulting Services, Franklin, TN



## CHARLIE JOHNSON, PLA, ASLA

### LANDSCAPE ARCHITECT (TRAILS AND PUBLIC SPACES)

Charlie has 20 years of experience specializing in park design, urban design, landscape architecture, permitting, and site construction observation. His strengths include environmental analysis, design and planning, public presentations, design workshops, municipal plan approvals and permitting, cost estimating, and construction documentation and observation. For over two decades, Charlie has provided these services for park projects, including trails, greenways, and active/passive recreation facilities. He has significant experience working with Blueprint Intergovernmental Agency (BIA), City of Tallahassee, Leon County, and Florida Department of Transportation (FDOT).

#### PROFESSIONAL CREDENTIALS

- Bachelors, Landscape Architecture, University of Georgia
- Professional Landscape Architect in Florida, #LA6667402
- Professional Landscape Architect in Georgia, #LA001928
- Board Member, Florida Greenways and Trails Foundation

#### RELEVANT EXPERIENCE

- + Issac Byrd Park — Bay County, FL
- + Coal Chute Pond Park — Tallahassee, FL
- + Florida Capitol Complex Landscape Master Plan — Tallahassee, FL
- + Lynn Haven Bayou Park and Preserve — Lynn Haven, FL\*
- + Captain Leonard Destin Park — Destin, FL\*
- + Innerarity Point Park — Escambia County, FL\*

\*Completed prior to joining Kimley-Horn



## CAMERON SNIPES, PE

### CIVIL ENGINEER (PARKS + RECREATION FACILITIES, COASTAL PARKS)

Cameron has 19 years of civil engineering experience and has been involved in both private and public sector projects from initial planning to project close out. He has been directly responsible for stormwater design, pump station design, utility coordination, and plans production on numerous projects throughout Northern Florida. Cameron possesses an extensive familiarity with local codes and regulations, having served as project manager on various projects throughout the Pandhandle over the past several years, including several current projects.

#### PROFESSIONAL CREDENTIALS

- Masters, Civil Engineering, University of Florida
- Bachelors, Civil Engineering, Florida State University
- Professional Engineer in Florida, #75465, FL
- Professional Engineer in Georgia, #PE049987

#### RELEVANT EXPERIENCE

- + **Lynn Haven Bayou Park and Preserve** — Lynn Haven, FL
- + **Mashes Sands and Woolley Park** — Wakulla County, FL
- + **Captain Leonard Destin Park** — Destin, FL
- + **Innerarity Point Park** — Escambia County, FL
- + **Island View Park** — Franklin County, FL
- + **Mulberry Nature Center (aka Alafia Wetland Park) Community Visioning, Grant Funding, and Park Restoration Project** — Mulberry, FL
- + **Issac Byrd Park** — Lynn Haven, FL



## JESSICA ROSSI, AICP

### ECONOMIC DEVELOPMENT + FUNDING SPECIALIST

With 20 years of real estate market research, economic impact, policy and finance experience, Jessica works on a wide variety of planning and economic development projects. She regularly provides socioeconomic, land use, and real estate data points in order to determine land use demand and development opportunities for planning projects and to choose specific concepts to maximize economic development, marketability, and value. She specializes in identifying and quantifying market opportunities for real estate developments and acquisitions, forecasting land demand for comprehensive planning initiatives, preparing financial analyses, and conducting cost/benefit analyses for local governments.

#### PROFESSIONAL CREDENTIALS

- Masters, Community and Regional Planning, University of Rhode Island
- Bachelors, Environmental Studies, Alfred University
- American Institute of Certified Planners, #164330

#### RELEVANT EXPERIENCE

- + **Tri-City Special Area Plan (SAP)** — Largo, FL
- + **EAR and Comprehensive Plan Amendments** — Oakland Park, FL
- + **Groveland CRA Market Analysis** — Groveland, FL
- + **Union Central District Plan** — St. Petersburg, FL
- + **Asheville in Motion: Mobility Plan** — Asheville, NC
- + **Strategic Mobility Plan** — Charlotte, NC
- + **Manatee County Parks and Recreation Master Plan** — Manatee County, FL





## HEATHER GLISSON, AICP

### GRANTS + FUNDING SPECIALIST

Heather has six years of experience in municipal planning and grant writing. Since joining Kimley-Horn, she has worked on a variety of grant applications, such as Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Safe Streets and Roads for All (SS4A), Building Resilient Infrastructure and Communities (BRIC), Community Planning Technical Assistance Grant (CPTAG), and Recycling Education and Outreach (REO). Prior to Kimley-Horn, Heather worked in the Planning Department at the City of Green Cove Springs. Her combined planning experience includes comprehensive plan updates, evaluation and appraisal reports, small- and large-scale land use amendments, rezonings, land development code updates, and community redevelopment areas. She has substantial experience in ArcGIS Pro, research, data gathering, data analysis, and narrative writing.

#### PROFESSIONAL CREDENTIALS

- Masters, Urban and Regional Planning, University of Florida
- Bachelors, Language and Linguistics, University of Florida
- Amer Institute of Certified Planners, #35003

#### RELEVANT EXPERIENCE

- + **Reconnecting Communities and Neighborhoods Grant Preparation** — Oakland Park, FL
- + **Charging and Fueling Infrastructure Grant Preparation** — Mesa, AZ
- + **Building Resilient Infrastructure and Communities Grant Preparation** — Palm Beach, FL
- + **Community Planning Technical Assistance Grant Preparation** — Carrabelle, FL
- + **National Scenic Byway Program Grant Preparation** — Green Mountain, FL



## LINDSAY SLAUTTERBACK, AICP

### PLANNER + REGIONAL ENGAGEMENT SPECIALIST

Lindsay is a planner with nine years of experience in a variety of areas, most notably environmental and transportation services. She has significant experience in materials development and coordination of public engagement events. She is experienced in ArcGIS software. She provides technical support for projects that involve multimodal improvements to existing and planned transportation networks. Notable projects that Lindsay has assisted with include the Tallahassee-Leon County Bicycle and Pedestrian Master Plan, the Southwest Area Transportation Plan, Connections 2045 Regional Mobility Plan, and the Midtown Area Transportation Plan.

#### PROFESSIONAL CREDENTIALS

- Masters, Planning, Florida State University
- Bachelors, Environmental Studies, Florida State University
- American Institute of Certified Planners, #31951

#### RELEVANT EXPERIENCE

- + **SR 10 (US 90) Complete Streets Corridor Assessment from SR 83 (US 331S) to 1st Street** — Defuniak Springs, FL
- + **Tallahassee Community Resilience Plan** — Tallahassee, FL
- + **History & Culture Trail Community Gathering Space** — Tallahassee, FL
- + **Pensacola "In Motion" Active Transportation Plan** — Pensacola, FL
- + **Oakland Park Comprehensive Plan Rewrite**, — Oakland Park, FL



## HARRISON NICHOLS

### PARKS PLANNER

Harrison has five years of experience in a variety of planning projects and activities, including park planning, resilience planning, GIS analysis, and public meeting facilitation. Raised in Fort Walton Beach, Harrison is committed to developing meaningful connections and thoughtful planning solutions that improve the quality of life for local communities.

### PROFESSIONAL CREDENTIALS

- Masters, Urban and Regional Planning, Florida State University
- Bachelors, Political Science, Auburn University

### RELEVANT EXPERIENCE

- + **Downtown Fort Walton Beach Design Guidelines** — Fort Walton Beach, FL
- + **Sarasota/Manatee MPO Resiliency Study** — Sarasota and Manatee County, FL
- + **Community Engagement, FDOT Office of Policy Planning** — FDOT Central Office
- + **Community and Rural Planning, FDOT Office of Policy Planning** — FDOT Central Office
- + **Ochlocknee River State Park and Bald Point State Park Unit Management Plan** — Wakulla County, FL\*
- + **Northeast District 2 Regional Management Plan** — Florida\*

*\*Completed prior to joining Kimley-Horn*







## CHARLIE CLARY, FAIA

### ARCHITECT

Charlie's perspective not only as an architect but as a former Florida State Senator brings an added dimension to his involvement with our clients. Throughout his 47-year career, Charlie has contributed to the architectural profession and to the State of Florida's legislative process, and his efforts have been recognized by numerous professional service awards. As the founding principal of DAG Architects, he is involved in overseeing all of the firm's higher education.

#### PROFESSIONAL CREDENTIALS

- Bachelor of Design, Architecture, Auburn University
- Bachelor of Arts, Environmental Design, Auburn University
- Architecture in Florida, #AR0009694

#### RELEVANT EXPERIENCE

- + WaterColor Beach Club Expansion — Santa Rosa Beach, FL
- + Bluewater Fitness Conceptual Planning — Niceville, FL
- + Beasley Park — Fort Walton Beach, FL
- + NatureWalk Gathering Place/Pool and Clubhouse Design — Seagrove Beach, FL
- + Fort Walton Beach Downtown Streetscape and Beal Park Projects — Florida
- + EDC of Okaloosa County Research and Education Campus Master Plan — Fort Walton Beach, FL
- + Regions Bank / Main Street Office Building/Bank Master Plan — Destin, FL



## LEVI WIEGAND, AIA

### ARCHITECT

Levi joined DAG in 2018 and serves as a Design Architect and Project Manager. Often thought of as one with a good eye for design, Levi is a dependable leader with a keen understanding for the project's overall goals as envisioned by the client. With an underlying philosophy that the quality of a project is a direct result of the quality of the design team, Levi strives to push for excellence throughout every aspect of the project. As a result, several of Levi's projects have been recognized by his peers for excellence in design and delivery.

#### PROFESSIONAL CREDENTIALS

- Bachelor of Design, University of Florida
- Vicenza Institute of Architecture, Vicenza, Italy
- Master of Arts in Architecture & Master of Science in Architecture Pedagogy, University of Florida
- Architect in Florida, #AR100595

#### RELEVANT EXPERIENCE

- + Landmark Office Center Master Planning — Fort Walton Beach, FL
- + Inlet Beach Mixed Use Development — Santa Rosa Beach, FL
- + Myrtle Beach Hangout (sub-consultant) — Myrtle Beach, SC
- + Zeke's Marina — Orange Beach, AL
- + Hurricane Michael Office Evacuation/Damage Mitigation — Florida
- + Okaloosa Gas District New Office — Valparaiso, FL
- + The Alley — Branson, MO

## RYAN MURRAY



### PROFESSIONAL CREDENTIALS

- Bachelors, Public Administration, University of Kansas

### STATISTICALLY VALID + ONLINE SURVEYING

Mr. Murray has over 15 years of experience in survey administration, development, supervision, and research analysis. Throughout his tenure at ETC Institute, Mr. Murray has had the pleasure of working on survey projects that cover a wide variety of topics, including parks and recreation, community planning, customer satisfaction, transportation, employee, library, comprehensive planning, parks and recreation master plans, water and utility, and business development. His current role as Assistant Director of Community Research includes survey design, developing sampling plans, quantitative and qualitative data analysis, interpretation of results, and presentation of findings. In his previous role he planned, coordinated and supervised the administration of large-scale origin-destination transportation studies on over a dozen projects throughout the country. Mr. Murray has worked as a Project Manager on projects for over 200 state, county, local, and private sector clients.

### RELEVANT EXPERIENCE

- + Parks and Recreation Survey — Cape Coral, FL
- + Parks and Recreation Survey — Coconut Creek, FL
- + Parks and Recreation Survey — Dania Beach, FL
- + Parks and Recreation Survey — Estero, FL
- + Parks and Recreation Survey — Sarasota, FL
- + Parks and Recreation Survey — Miami, FL

## JASON MORADO



### PROFESSIONAL CREDENTIALS

- Master of Business Administration, Avilla University
- Bachelors, Business Administration, Avilla University

### STATISTICALLY VALID + ONLINE SURVEYING

Jason has more than 20 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for more than 700 local governmental organizations nationwide. Jason is experienced in all phases of project management of market research studies. His areas of emphasis include citizen satisfaction, parks and recreation needs assessment, community planning, business surveys, and transportation studies.

### RELEVANT EXPERIENCE

- + Parks and Recreation Survey — Greenville, NC
- + Parks and Recreation Survey — Chatham County, NC
- + Parks and Recreation Survey — Davie County, NC
- + Parks and Recreation Survey — Fayetteville-Cumberland County, NC
- + Parks and Recreation Survey — Harnett County, NC
- + Parks and Recreation Survey — Mecklenburg County, NC
- + Parks and Recreation Survey — Rowan County, NC



## DARIN BARR

### PRESIDENT

Darin's passion for the parks and recreation industry has allowed him to successfully serve agencies nationwide. Darin utilizes a multi-layer approach when working on projects and believes in the importance of listening to stake holders, agency administration and staff members. During his tenure with B\*K, Darin has completed master plans, feasibility studies, and operational assessments and provided operational and management solutions to numerous clients nationwide.

Prior to joining B\*K in 2007, Darin held leadership roles in the municipal, private, and university sectors, all within the parks and recreation industry. This broad background of practical and operational experience, combined with his experience as a consultant, helps shape the approach Darin brings to each project. He understands that each community and their goals are unique, as is the process by which they attain these goals. The end result is success and diversity in delivering parks and recreation services and programs, with solutions that are tailored to each community and agency.

Darin's client-focused approach, attention to detail, and depth of knowledge provide clients comprehensive insight to help guide them through their projects.

### RELEVANT EXPERIENCE

- + Comprehensive Recreation & Parks Master Plan — Greenville, NC
- + Pricing & Cost Recovery Study — Mecklenburg County, NC
- + Parks & Recreation Master Plan — Richmond, VA



### PROFESSIONAL CREDENTIALS

- Master Of Arts In Public Administration, State University of New York
- Bachelor Of Science In Parks, Recreation & Tourism, University of Missouri

## SCOTT CARON

### SENIOR ASSOCIATE

Scott began working with Ballard\*King & Associates in 2017 and brings over 25 years of experience in parks and recreation. Prior to joining B\*K, Scott held several positions while working within a wide variety of different governance, including recreation commissions, park districts, and municipalities. As a former Parks and Recreation Director, Scott led the approval, design, and construction of projects in excess of \$50 million and managed both indoor and outdoor facilities.

Scott's approach as a recreation professional and consultant melds analytical data with preferences and options. He recognizes decisions need to be made balancing needs and wants while taking into consideration organizational and local preferences. In addition to working on numerous master plans and feasibility studies, Scott has managed recreation facilities for over 25 years. Scott recognizes that the planning process must allow for all involved to determine a mutual vision of success. This allows the project to make meaningful decisions that result in opportunities to enrich and enhance options for the community to be served.

### RELEVANT EXPERIENCE

- + Alexander Island Master Plan — DeBary, FL
- + Parks & Recreation Master Plan — Homestead, FL
- + Parks & Recreation Master Plan — Pembroke Pines, FL



### PROFESSIONAL CREDENTIALS

- Bachelor Of Science/ Parks, Recreation & Tourism, University of Missouri
- Certified Parks & Recreation Professional

# 05

## PROPOSED TIMELINE

LPFLTALL001672.2024

# PROPOSED TIMELINE

## CITY OF DESTIN - PARKS SYSTEM MASTER PLAN

|                                                      |      | DECEMBER |   | JANUARY |   | FEBRUARY |    | MARCH |    | APRIL |    | MAY |    |
|------------------------------------------------------|------|----------|---|---------|---|----------|----|-------|----|-------|----|-----|----|
|                                                      | WEEK | 1        | 3 | 5       | 7 | 9        | 11 | 13    | 15 | 17    | 19 | 21  | 23 |
| <b>DELIVERABLE</b>                                   |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Project Kick-Off Meeting                             |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Inventory of the Current Parks and Recreation System |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Community and Vision Alignment                       |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Communitywide Meetings                               |      |          |   |         |   |          | X  |       |    | X     |    | X   |    |
| PRAB Meeting                                         |      |          |   |         |   |          |    | X     |    |       | X  |     |    |
| Capital Improvement Plan                             |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Facility and Grounds Maintenance/Management Plan     |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Funding Analysis                                     |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Draft Plan                                           |      |          |   |         |   |          |    |       |    |       |    |     |    |
| Local Planning Agency Meeting                        |      |          |   |         |   |          |    |       |    |       | X  |     |    |
| City Council Approval and Adoption of Master Plan    |      |          |   |         |   |          |    |       |    |       |    | X   |    |
| Project Closeout Meeting                             |      |          |   |         |   |          |    |       |    |       |    |     | X  |



DELIVERY



WORK PERIOD



REVIEW

## KIMLEY-HORN INSURANCE

Kimley-Horn's professional liability and errors and omission insurance covers all requirements set forth by the City of Destin and in accordance with the laws of the state of Florida.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                |  |                                                                                                                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Edgewood Partners Ins. Center/Greyling<br>3780 Mansell Rd. Suite 370<br>Alpharetta GA 30022 |  | <b>CONTACT</b><br>NAME: Jerry Noyola<br>PHONE (A/C, No. Ext): 7702207699<br>FAX (A/C, No.):<br>E-MAIL: greylingcerts@greyling.com<br>ADDRESS:                                                                                                                                                      |  |
| <b>INSURED</b><br>Kimley-Horn and Associates, Inc.<br>421 Fayetteville Street, Suite 600<br>Raleigh, NC 27601  |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> National Union Fire Ins Co of Pittsburg<br><b>INSURER B:</b> Allied World Assurance Co (U.S.) Inc.<br><b>INSURER C:</b> New Hampshire Insurance Company<br><b>INSURER D:</b> Lloyd's of London<br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                                                |  | <b>NAIC #</b><br>19445<br>19489<br>23841<br>85202                                                                                                                                                                                                                                                  |  |

## COVERAGES

CERTIFICATE NUMBER: 2080884375

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                  | ADDL SUBR INSD WVD | POLICY NUMBER                         | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Contractual Liab<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: |                    | GL5268169                             | 4/1/2024                | 4/1/2025                | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                                              |                    | CA4489663 (AOS)<br>CA2970071 (MA)     | 4/1/2024<br>4/1/2024    | 4/1/2025<br>4/1/2025    | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                   |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                                                                                 |                    | 03127930                              | 4/1/2024                | 4/1/2025                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$                                                                                                                                                                                      |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                  | N/A                | WC015893685 (AOS)<br>WC015893686 (CA) | 4/1/2024<br>4/1/2024    | 4/1/2025<br>4/1/2025    | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 2,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 2,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 2,000,000                                         |
| D        | Professional Liability                                                                                                                                                                                                                                                                                                                                                             |                    | B0146LDUSA2404949                     | 4/1/2024                | 4/1/2025                | Per Claim \$2,000,000<br>Aggregate \$2,000,000                                                                                                                                                                                                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Evidence of Coverage

## CERTIFICATE HOLDER

Sample Certificate

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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# 06

## REFERENCES

LPFLTALL001672.2024

## REFERENCES



### *Parks, Recreation, and Open Spaces Master Plan*

#### **MANATEE COUNTY, FL**

Kimley-Horn prepared an update to the County's Parks and Recreation Master Plan. We led the team that reviewed the County's existing master plans, growth and demographic projections, capital improvements plan(s), as well as operations and maintenance programs. Phase 1 of the project consisted of a robust community outreach and public involvement plan that included community-wide and neighborhood workshops, as well as an online survey for residents' input. Activities undertaken by our team in preparation for the Master Plan included:

- + Visits to existing parks and recreations facilities to gain a hands-on
- + understanding of the County's level of service
- + A GIS-based demographic analysis of the County
- + An environmental review of existing habitats and listed species → Parks operations and maintenance assessments
- + Stakeholder interviews and a Recreational Lifestyle Analysis
- + An existing conditions and needs assessment summary document

Phase 2 consisted of public outreach meetings, surveys, and web-based input. Phase 3 included a parks workshop to develop guiding principles for the Master Plan and opinions of probable costs for improvements. Phase 4 included implementation strategies and recommendations. Phase 5 of the project included development of the Final Master Plan document.

#### **REFERENCE**

**Charlie Hunsicker** | Manatee County  
941.742.5923 | [charlie.hunsicker@mymanatee.org](mailto:charlie.hunsicker@mymanatee.org)





## Oakland Park Comprehensive Plan Rewrite

### CITY OF OAKLAND PARK, FL

Kimley-Horn was selected to update the City of Oakland Park's comprehensive plan with a complete community engagement element that was initiated in the winter of 2022, on the tail of the COVID-19 pandemic. The plan update first began with a robust public outreach effort, including several community meetings open to the public involving stakeholders and "project champions." The virtual engagement was simultaneously kicked off with a state-of-the-art website created specifically for the City's comprehensive plan update project. After meeting with stakeholders and analyzing the data, Kimley-Horn began drafting policy that envisions a sustainable, thriving future for the City of Oakland Park until 2045. The adopted Comprehensive Plan includes elements such as sustainability + resiliency, recreation and open space, coastal management, and conservation that work together to create resilient public spaces for a diverse, growing population. By updating park provision level of service, evaluating potential facility expansion, and refining the idea of public access to beaches, waterways, and dunes – the City of Oakland Park has policies and goals to guide them towards a greener future.

### REFERENCE

Rick Buckeye, AICP | Senior Planner, City of Oakland Park  
954.630.4345 | [rickb@oaklandparkfl.gov](mailto:rickb@oaklandparkfl.gov)





### *Evaluation and Appraisal Report and Comprehensive Plan Update*

#### **CITY OF HOLLYWOOD, FL**

Kimley-Horn is assisting the City of Hollywood with an Evaluation and Appraisal Report (EAR) and Comprehensive Plan Update. The last Comprehensive Plan update occurred in 2008—the new Plan will guide visionary growth and development through 2050, addressing new trends and challenges, setting strategic goals in key areas, and ensuring compliance with evolving state laws. Our tasks have included visioning and project branding; inclusive public engagement and outreach; data inventory and analysis; and assessment of existing plans, studies, and policies. Particular attention has been given to the increasing pressure of a growing resident population in a built-out city - How will the City of Hollywood continue to manage their destination assets, like their beaches? How will the City of Hollywood balance conservation with the increased demand for recreation access? How will the City of Hollywood innovatively address intensifying storm events and sea level rise? Kimley-Horn is working hand-in-hand with the City to craft goals, objectives, and policies to address the aforementioned issues and more.



#### **REFERENCE**

Anand Balram, MCIP, BES | Planning Manager, City of Hollywood  
954.967.4357 | [abalram@hollywoodfl.org](mailto:abalram@hollywoodfl.org)





## Downtown Design Guidelines

### CITY OF FORT WALTON BEACH, FL

Kimley-Horn is working with the City of Fort Walton Beach to create Downtown Design Guidelines that will create the desired look and feel in the public realm of Downtown while providing flexibility to existing property owners and new developers. The Downtown Design Guidelines are intended to enhance the success of the broader CRA (Community Redevelopment Area) efforts and concentrate the focus on improving the vibrant economic potential of the downtown area. Particular attention has been given to the connectivity of Downtown to existing parks, open spaces, and greenways; as well as expanding waterfront accessibility throughout Downtown through thoughtfully and intentionally designed streetscapes, plazas, and boardwalks.

### REFERENCE

Chris Frassetto, AICP, CFM, CPM | Growth Management Director,  
City of Fort Walton Beach  
850.833.9604 | cfrassetto@fwb.org







## ADDITIONAL WATERFRONT REFERENCE FOR THE PROJECT MANAGER:

The below serves as an additional reference project completed before our project manager, **Hadley Peterson, AICP**, joined Kimley-Horn.

### *Vancouver's Park and Recreation Services Master Plan (VanPlay)*

#### VANCOUVER, CANADA

As deputy project manager, Hadley helped to create VanPlay, the decision-making guide for parks and recreation service provision in Vancouver. VanPlay represents a strong commitment to equitable delivery of excellent parks and recreation opportunities in a connected, efficient manner which celebrates the history of the land, place, and culture. Together, the suite of VanPlay documents provides a 100-year vision, 25-year outlook, and 10-year implementation plan. The plans provide:

- + Strategies to respond to increased and changing demand for parks and recreation services
- + A comprehensive parks and recreation policy framework to advance resiliency, wellness, and social inclusion
- + Methods for prioritizing the development and renewal of parks and recreation facilities and amenities in a rapidly developing coastal area.



## REFERENCE

**Katherine Howard** | Previously with the City of Vancouver  
+61 3 9063 1300 | [kat@katherinehoward.net](mailto:kat@katherinehoward.net)



# 07

**PREVIOUSLY COMPLETED  
MASTER PLAN**

LPFLTALL001672.2024

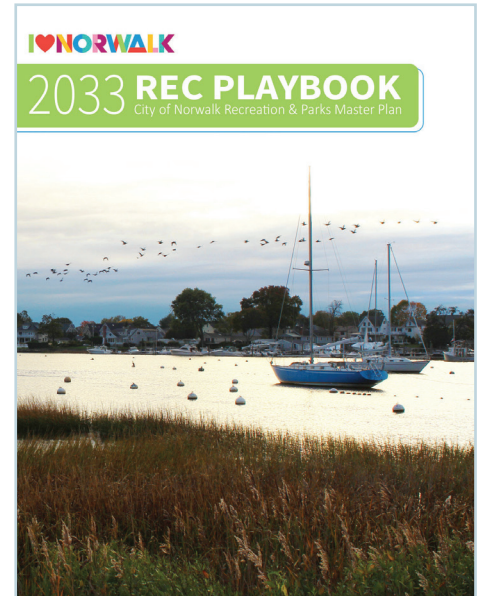
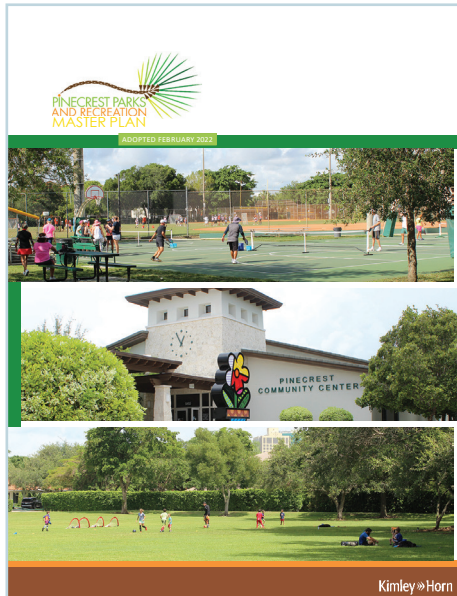
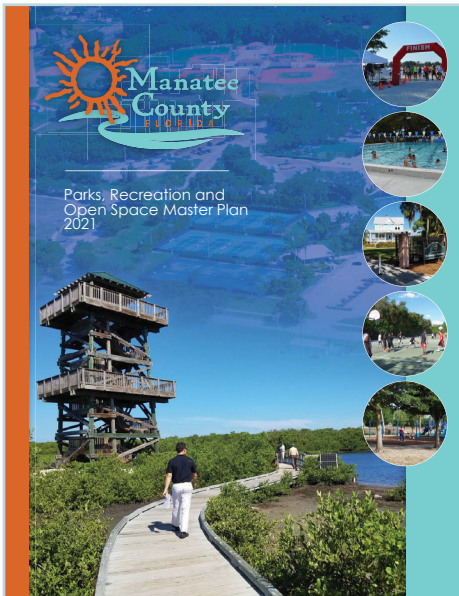
## PREVIOUSLY COMPLETED MASTER PLANS

Kimley-Horn has worked with communities around the country to craft parks and recreation system plans that meet the needs and desires of the clients we serve. We will work with the City of Destin to build a thorough understanding of the community's goals and needs to create a realistic vision. Kimley-Horn will work with you to understand your vision and imagine the possibilities of a bold parks and recreation system for the 21st century.

Our planners and landscape architects collaborate with our other disciplines to integrate fiscal reality, effective infrastructure, and operational constraints into our recommendations to ensure better outcomes. We have done this with coastal communities throughout the country including those who manage beaches in Florida.

- + In 2021, Kimley-Horn completed the Parks, Recreation and Open Space Master Plan for Manatee County, Florida.
- + In 2021, Kimley-Horn completed the Pinecrest Parks and Recreation Master Plan for the Village of Pinecrest.
- + In 2023, Kimley-Horn completed the 2033 Recreation and Parks Master Plan (aka 2033 Rec Playbook) for the city of Norwalk, Connecticut.

Please refer to the USB to view an electronic copy of these plan documents.







## PROJECT COST

| TASK               | FEE TYPE                                         | FEES             |
|--------------------|--------------------------------------------------|------------------|
| Task 1             | Project Management                               | \$8,000          |
| Task 2             | Inventory of Current Parks and Recreation System | \$35,000         |
| Task 3             | Community and Vision Alignment                   | \$70,000         |
| Task 4             | Implementation Planning                          | \$34,000         |
| Task 5             | Funding Analysis                                 | \$25,000         |
| Task 6             | Plan Documentation                               | \$28,000         |
| <b>Total Fees:</b> |                                                  | <b>\$200,000</b> |



# LICENSES

## State of Florida Department of State

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on April 3, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-fourth day of April,  
2024*



*[Signature]*  
Secretary of State

Tracking Number: 2703192226CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

dbpr Florida Department of Business & Professional Regulation

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ABAT Delinquent Invoice & Activity List Search

**LICENSEE DETAILS**

**Licensee Information**

Name: KIMLEY-HORN & ASSOCIATES, INC. (Primary Name)  
Main Address: 421 FAYETTEVILLE STREET  
SUITE 600  
RALEIGH North Carolina 27601  
County: OUT OF STATE  
License Mailing: 421 FAYETTEVILLE STREET  
SUITE 600  
RALEIGH NC 27601  
County: OUT OF STATE

**License Information**

License Type: Engineering Business Registry  
Rank: Registry  
License Number: 696  
Status: Current  
License Date: 05/10/1977  
Expires:

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

dbpr Florida Department of Business & Professional Regulation

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Unlicensed Activity Search  
ABAT Delinquent Invoice & Activity List Search

**LICENSEE DETAILS**

**Licensee Information**

Name: MINGONET, MILTON SCOTT (Primary Name)  
Main Address: KIMLEY-HORN AND ASSOCIATES INC (DBA Name)  
200 SOUTH ORANGE AVENUE  
SUITE 600  
ORLANDO Florida 32801  
County: ORANGE

**License Information**

License Type: Registered Landscape Architect  
Rank: Landscape Arc  
License Number: LA0001428  
Status: Current/Active  
License Date: 10/14/1991  
Expires: 11/30/2025

Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: LB696  
Expiration Date February 28, 2025

**Professional Surveyor and Mapper Business License**  
Under the provisions of Chapter 472, Florida Statutes

KIMLEY-HORN AND ASSOCIATES, INC.  
421 FAYETTEVILLE ST STE 600  
RALEIGH, NC 27601-1777

*[Signature]*  
WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

This certificate hereby qualifies

**Hadley Peterson**

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 35325



*[Signature]*  
Joel Albizo, FASAE, CFP  
Chief Executive Director

*[Signature]*  
Mitchell J. Silver, FASAE  
President



Verify: <http://www.aicp.org/go/verify>

## National Recreation and Park Association

Let it be known that

**NICHOLAS KUHN**

has met the requirements of the standards set forth by the  
National Certification Board  
and is hereby granted certification as a

**Certified Park and Recreation Professional**

*[Signature]*  
CHAIRPERSON  
*[Signature]*  
NRPA PRESIDENT AND CEO



March 02, 2024  
DATE CERTIFIED

10360993  
CERTIFICATION NUMBER

March 01, 2026  
EXPIRATION DATE

NRPA NATIONAL RECREATION AND PARK ASSOCIATION





## STATE OF OHIO

BE IT KNOWN THAT

**Shawn Christopher Kalbli**

Having qualified as required by law is hereby  
 ADMITTED to PRACTICE  
 LANDSCAPE ARCHITECTURE  
 in the State of Ohio on  
**December 07, 2022**  
 Under the title of  
**LANDSCAPE ARCHITECT**  
 Until December 31<sup>st</sup> of the current renewal period and  
 thereafter upon the biennial renewal of this certificate,  
 and is, therefore a REGISTERED LANDSCAPE ARCHITECT.

In witness whereof this  
 CERTIFICATE OF  
 QUALIFICATION No.  
**LA.2201626**

Is hereby issued by the

OHIO  
 LANDSCAPE ARCHITECTS  
 BOARD

*Gwen Chaff* President  
*James A. ...*  
*Michael J. ...*  
*John ...* Secretary

BLC 1735055

South Carolina Department of Labor, Licensing and Regulation  
 Board of Landscape Architectural Examiners

License Type  
 Landscape Architect

License Number  
 LSA . 1445

**SHAWN CHRISTOPHER KALBLI**

Effective Date  
 12/30/2022

Expiration Date  
 01/31/2025

## The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

**Jessica L. Sick**

as a member  
 with all the benefits  
 of a Certified Planner and  
 responsibility to the  
 AICP Code of Ethics  
 and Professional Conduct.

Certified Planner Number: 021531

March 23, 2007

*Jessica L. Sick*  
 PRESIDENT

*Paul Farn*  
 EXECUTIVE DIRECTOR



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA  
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

## BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE  
 PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**MANLEY, CLAIRE ELISABETH**

MANLEY DESIGN, LLC  
 3462 NW 13TH AVE  
 GAINESVILLE FL 32605

LICENSE NUMBER: LA6666722

EXPIRATION DATE: NOVEMBER 30, 2025

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ISSUED: 11/14/2023

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA  
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

## BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE  
 PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**JOHNSON, CHARLES A**

633 E BREVARD ST  
 TALLAHASSEE FL 32308

LICENSE NUMBER: LA6667402

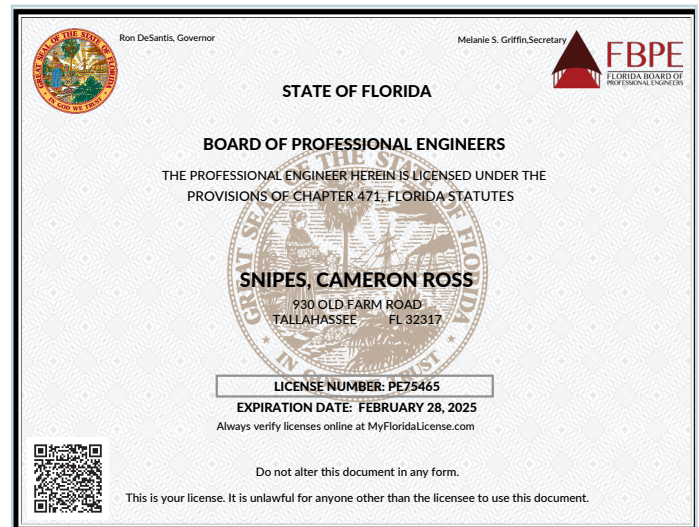
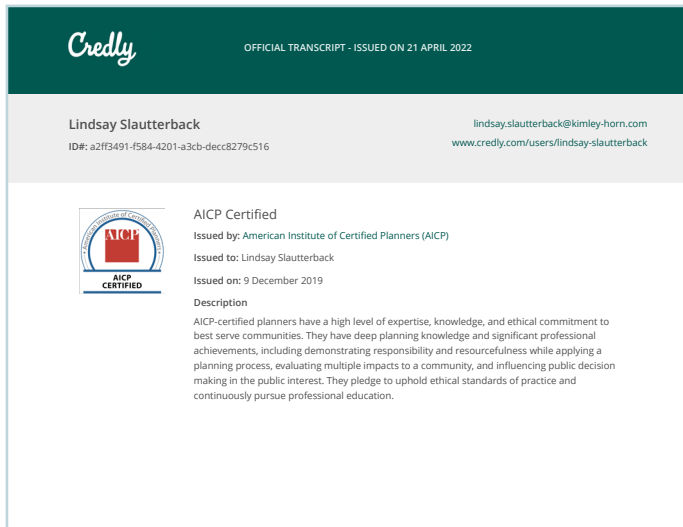
EXPIRATION DATE: NOVEMBER 30, 2025

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# 10 FORMS

LPFLTALL001672.2024

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract
2. This sworn statement is submitted Kimley-Horn and Associates, Inc. whose business address is 2619 Centennial Boulevard, Suite 200, Tallahassee, FL 32308 and (if applicable) Federal Employer Identification Number (FEIN) is 56-0885615 If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
3. My name is Shawn Kalbli, PLA and my relationship to the entity named above is Associate
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person"



includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

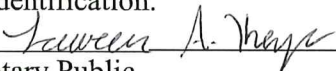
☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

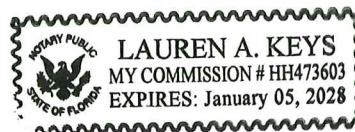
☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
(Signature)

Date: 9/26/24  
STATE OF FLORIDA  
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 26<sup>th</sup> day of September, 2024, and is personally known to me, or has provided as identification.

  
Notary Public  
My Commission expires:



ATTACHMENT #2

CITY OF DESTIN, FLORIDA  
REQUEST FOR BIDS (RFP) NO. 24-03-REC,

**DRUG-FREE WORKPLACE CERTIFICATION**

The below signed Bidder certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Kimley-Horn and Associates, Inc.

ADDRESS: 2619 Centennial Boulevard, Suite 200

CITY: Tallahassee STATE: FL ZIP CODE: 32308

TELEPHONE NUMBER: 850.553.3500

SIGNATURE:  DATE: 9/26/24

NAME (TYPED OR PRINTED): Shawn Kalbli, PLA

TITLE: Associate

**Signature and Certification:**

Name and Title of Authorized Representative: Shawn Kalbli, PLA, Associate

(Print or Type)

Signature: 

Date of Bid: September 26, 2024

**Note: See RFP Section III, Bid Requirements, and attach all required information to Bid form.**

The City of Destin reserves the right to reject all Proposals or portions thereof, to waive minor defects in the process and to accept the Proposal or any combination of Proposal Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Proposer based upon their proposal or negotiation as may be necessary to meet grant funding or completion requirements.

# PROPOSAL

PROPOSAL TO

## City of Destin, Florida

TO PROVIDE

### Parks and Recreation Master Plan Consultant

RFP #24-03-REC

**BerryDunn**

2211 Congress Street  
Portland, ME 04102

**Chad Snow** | Project Principal  
csnow@berrydunn.com

**Tom Diehl** | Project Manager  
tom.diehl@berrydunn.com

Submitted September 26, 2024



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## Letter of Submission

September 26, 2024

City of Destin  
Attention: Rey Bailey, City Clerk  
4200 Indian Bayou Trail  
Destin, Florida 32541

Dear Rey Bailey and Members of the Bid Committee:

On behalf of Berry, Dunn, McNeil & Parker, LLC (BerryDunn), I would like to thank you for the opportunity to submit this proposal in response to the City of Destin's (the City's) request for proposals (RFP) #24-03-REC for a Parks and Recreation Master Plan.

BerryDunn is an independent management and consulting firm that has experienced sustained growth throughout its 50-year history. **Focused on inspiring clients to transform and innovate, we formed a specialized practice dedicated to serving the needs of clients in the parks, recreation, and libraries industry.** BerryDunn's Parks, Recreation, Libraries Practice provides master and strategic planning, programming and financial analysis, feasibility studies, change management, service quality assessments, and more—offering clients deep expertise built upon decades of experience working in and with agencies on comparable projects. We deliver exceptional experiences to organizations like the City as they seek to achieve their visions, offer innovative services and facilities to their constituents, and determine the actions necessary to make consistent progress toward desired outcomes. We appreciate the opportunity to guide that process and co-author the direction to be taken to best serve the City, and we hope for the chance to be the City's selected partner on this initiative. We feel we are the best at what we do.

### Our Trusted Subcontracting Partnerships

BerryDunn has carefully assembled a highly qualified project team intended to help the City achieve its goals and objectives for this important initiative. In partnership with Miller Legg and ETC Institute, we will contribute tailored and valuable insights, lead thorough information-gathering activities, and develop recommendations in alignment with current and future needs and in conformance with best practices defined by national, regional, and local associations. Below, we highlight our subcontracting partnerships for the master planning process.



*Contributing inventory of parks and facilities, level of service, and capital improvement plan costs*



*Contributing statistically valid survey design and implementation*

## Why Choose the BerryDunn Team?

We feel confident that we are best suited to assist the City with this parks and recreation master planning effort, and we ask that you consider the following reasons why the BerryDunn-led team would be the ideal partner on this planning initiative.



**We have firsthand experience serving clients in the State of Florida (the State) and bring locality through our project team members.** We take pride in our long history serving organizations like the City on similar initiatives. In fact, we have conducted more than 40 relevant projects in the State, including for City of Fort Lauderdale, City of Tampa, and Miami-Dade County, among others. We also have several employees who reside locally, including our proposed engagement manager, Lisa Paradis. These individuals and others will provide unique insights and lessons learned from their years of service and relevant project work to help ensure master planning success for the City.



**We understand how to innovate within public-sector parameters because we have held similar positions.** Each of our proposed team members has decades of experience working in local government park and recreation agencies. We leverage these experiences to provide best practices and coaching related to developing high-performance teams, delivering remarkable customer experiences, improving and maintaining level of service, and more.



**We have carefully assembled a team to meet your needs.** Our proposed project manager, Tom Diehl, is a recreation and athletics management professional with 38 years of experience serving both public and private institutions. He has concentrated on program and facility enhancement, and his expertise includes strategic and master planning, feasibility studies, capital and operational planning, budgeting, resource management, procurement/contract administration, equipment specifications, construction management, and historical renovations. Unified with Miller Legg and ETC Institute, we are well-positioned to deliver an unmatched consulting experience, lead a sound master planning process, and help ensure desired project outcomes to the City.



**We offer a proven yet flexible approach.** We will work closely with the City and its community to thoroughly understand the current environment and develop realistic and implementable recommendations to guide strategic progress. Our team will review outcomes from previous planning efforts to effectively engage the City's leadership, staff, and community members and consider various data elements to inform our efforts and help the City efficiently run its parks and recreation system. Our efforts are performed through an equity lens, as well as focused on delivering high-quality services to residents and visitors alike.

As a principal in BerryDunn's Local Government Practice Group and chief operating officer of BerryDunn's Consulting Services Team, I am authorized to bind BerryDunn to the commitments made therein. If you have any questions related to this proposal or updates during the evaluation process, please consider me the City's primary point of contact and feel free to connect with me directly using the information provided below. We have read the City's request and reviewed its terms, conditions, and contents presented therein. Our proposal is a firm and irrevocable offer valid for 90 calendar days from the proposal due date of September 26, 2024.

Sincerely,

**Chad Snow, Project Principal**

BerryDunn, 2211 Congress Street, Portland, ME 04102  
Tel/Fax: 207.541.2294 | Email: [csnow@berrydunn.com](mailto:csnow@berrydunn.com)



# INTRODUCING BERRYDUNN

**BerryDunn's Parks, Recreation, Libraries Practice** offers clients deep industry expertise in parks, open space, and natural areas built upon decades of experience working in and with agencies on:

- **Master Planning**
- Strategic Planning
- Needs Analyses
- Financial Analyses
- Cost Recovery

All our Parks, Recreation, Libraries consultants are former industry practitioners and seasoned advisors, and our proposed project team consists of professionals with many years of experience operating the assets the City manages. Collectively, our team of more than 20 professionals have completed over 650 related planning projects, working with local, state, and national government agencies, as well as private-sector organizations, as they seek to make progress toward a shared vision.

Looking beyond the industry, we strive to deliver high-quality services by understanding expectations up front, developing a reasonable and achievable project approach, gaining concurrence on project tasks and timing, and using appropriate staff for each engagement. Supported by a wider team of over 335 consultants dedicated to serving nearly all aspects of local and state government, we offer a holistic approach to the City's initiative. It is through our firsthand experience in parks and recreation and our broader team's well-rounded perspective that we bring tailored insights to the government operations and community needs that impact every project.

Whatever your plans may be, **we will be with you at each step.**

## Firm Information

**Company Name** | Berry, Dunn, McNeil & Parker, LLC  
(BerryDunn)

**Founded and Incorporated** |  
1974 in Maine

**Headquartered** | 2211  
Congress Street, Portland, ME  
04102

**Locations** | Arizona,  
Connecticut, Hawai'i, Maine,  
Massachusetts, New  
Hampshire, Puerto Rico, and  
West Virginia

**Business Type** | Limited  
Liability Company (LLC)

**Employees** | 875+ nationwide

**Website** | [www.berrydunn.com](http://www.berrydunn.com)



To gain inside perspective of our Parks, Recreation, Libraries Practice, listen to our practice leaders by scanning the QR code.



## How Do We Share Ideas?

Our Parks, Recreation, Libraries team is dedicated to the industry, regularly learning about and sharing trends and relevant information at conferences and events. Our commitment to the industry includes involvement with the National Recreation and Park Association (NRPA). Through this, we stay apprised of trends and best practices at the local, regional, and national levels and share them with our clients to promote industry alignment and innovative thinking.

We are on faculty at several NRPA schools, we attend and often speak at NRPA's annual conference, as well as local and regional events. Some of our most recent NRPA speaking sessions include:

*"Master & Strategic Planning: How Parks and Recreation Can Support Mental Health Challenges"*

*"Leading to Create Organizational Excellence"*

*"Engage the Silent Voices"*

*"The Case of Cost Recovery: Why, How and Does It Work?"*

*"Measuring Operational Performance"*

*"Impact Fees and Cost of Service"*

### *Upcoming 2024 Presentations:*

*"Parks Level of Service - How a data-driven approach can help create a more equitable park system"*

*"Communication Disconnection - Are you marketing services how your patrons want you to?"*

*"Excellent Operations: Dashboards, Data, and Smart Decisions"*

*"Planting the Seeds of Success: Cultivating a Positive Workplace Culture, Strategically!"*

*"Squirrel!!" ...staying focused with a coworker who has ADHD"*



Want to know more about  
BerryDunn's innovative approach?



### Practical Uses for AI in Parks and Recreation

In this episode, we're talking all things AI. Host Becky Dunlap welcomes Ryan Hegreness, an experienced parks and recreation professional and the current Deputy Director of Business Services at South Suburban Parks and Recreation. They discuss AI both in broad terms and in the parks and recreation setting, how parks and recreation agencies can utilize it now, and potential uses for AI in the future.



### Innovation in Parks and Recreation

In this episode, Becky Dunlap hosts Shane Mize, Parks and Recreation Director in Pflugerville, Texas. Nikki Ginger and Jason Genck join the conversation to discuss Shane's leadership approach and innovation in parks and recreation.

## Introducing Our Subcontracting Partners

When composing the ideal project team for the City, we looked for partners who bring the right skillsets, experience, and background necessary to complement those the BerryDunn team possesses. We believe that the City will see the value our subcontracting partners provide as it relates to this master planning project, and we are pleased to introduce them in the sections that follow.

### Miller Legg

Miller Legg is a statewide award-winning consulting firm that brings together the elements of planning, landscape architecture and urban design, engineering, surveying, environmental wetlands consulting, environmental engineering and geographic information systems services. Miller Legg works successfully to improve communities and create environments for a variety of clients. Client sectors include municipal and county government such as parks and recreation departments, transportation, healthcare, education, federal and international. This offers their clients a firm of seasoned professionals who are leaders in the Florida consulting industry. Miller Legg is attuned to unique municipal features of parks and recreation facilities such as those found in Martin County, including open space, greenways and trails, community, recreational, and neighborhood parks, as well as Americans with Disabilities Act (ADA) compliance.

The firm's landscape architecture services include parks, recreation and open space planning, commercial planning, urban design, streetscape, signage design, graphic design, planting, hardscape, irrigation, project theming, contract administration, construction observation services, plan review, horticultural consulting, and arboriculture.

The firm's planning services include land planning, comprehensive planning, community planning, development plans review, redevelopment planning, landscape architecture, urban design, parks, recreation and open space planning and design, site planning design and processing, development of regional impact (DRI) studies, land use plan amendments, rezoning applications, concurrency studies, due diligence studies, community relations, grant writing assistance and applications, and plan preparation and processing.

### ETC Institute

ETC Institute is a market research firm that specializes in the design and administration of market research for governmental organizations. Their major areas of emphasis include citizen satisfaction surveys, parks and recreation surveys, community planning surveys, business surveys, transportation surveys, employee surveys, voter opinion surveys, focus groups, and stakeholder interviews. Since 1982, ETC Institute has completed research projects for organizations in 49 states. ETC Institute has designed and administered more than 3,500 statistically valid surveys and their team of professional researchers has moderated more than 1,000 focus groups and 2,000 stakeholder meetings. During the past five years alone, ETC Institute has administered surveys in more than 850 cities and counties across the United States. ETC Institute has conducted research for more major U.S. cities and counties than any other firm.

# RELEVANT EXPERIENCE

## Demonstrated Commitment to Serving Clients in the State

We have demonstrated our commitment to serving clients in the State through recent or ongoing consulting engagements with the following clients:

- Alachua County
- BHG Financial
- City of Aventura
- City of Boca Raton
- City of Boynton Beach
- City of Cape Coral
- City of Cooper City
- City of Coral Springs
- City of Fernandina Beach
- City of Fort Lauderdale
- City of Gainesville
- City of Groveland
- City of Homestead
- City of Largo
- City of Lauderdale Lakes
- Town of Scarborough, ME
- City of Lauderhill
- City of Margate
- City of Miami Beach
- City of New Smyrna Beach
- City of North Lauderdale
- City of Ormond Beach
- City of Palm Coast
- City of Parkland
- City of Plantation
- City of Port Orange
- City of Port St. Lucie
- City of Sanibel
- City of Sarasota
- City of Tampa
- City of Zephyrhills
- College of Central Florida
- Collier County
- IntegraConnect
- Manatee County
- Martin County
- Miami-Dade County
- Monroe County
- Pasco County
- St. John's County
- Suwannee County
- Town of Davie
- Town of Jupiter
- Town of Longboat Key
- Treasure Coast Hospice
- University of Florida
- Village of Palm Springs
- Village of Pinecrest

This—along with our involvement in the State's industry associations—will help ensure we bring firsthand knowledge; insights; and industry, regional, and national best practices to this project.

# Master, Strategic, and Comprehensive Planning

With the BerryDunn-led team, the City will be served by a firm with experience conducting hundreds of master planning projects. Through this, we have refined our approach, engagement strategies, analyses, and recommendations development to help ensure master planning processes are participatory and inclusive, innovative and creative, industry-aligned and community-centric, and reflective of the clients we serve. The City can trust that we will leverage lessons learned and best practices from past engagements and prior public service to customize our approach to the requested work effort to best address the goals and objectives for this project.

Below, we highlight our parks and recreation master, strategic, and comprehensive planning clients from the last several years conducted by the BerryDunn team.

- Adams County, CO
- Athens-Clarke County, GA
- Avondale, AZ
- Buncombe County, NC
- Cabarrus County, NC
- Calvert County, MD
- Charles County, MD
- Charleston County, SC
- City/County of Denver, CO
- City of Aurora, CO
- City of Bozeman, MT
- City of Boynton Beach, FL
- City of Burlington, NC
- City of Cedar Park, TX
- City of Commerce City, CO
- City of Crestwood, MO
- City of Denver, CO
- City of Ferguson, MO
- City of Fort Lauderdale, FL
- City of Greeley, CO
- City of Iowa City, IA
- City of Irving, TX
- City of Kennewick, WA
- City of Lauderdale Lakes, FL
- City of Lynchburg, VA
- City of Jersey City, NJ
- City of Manhattan, KS
- City of Mebane, NC
- City of Mesa, AZ
- City of Montrose, CO
- City of Nampa, ID
- City of Norwalk, CT
- City of Novato, CA
- City of Owensboro, KY
- City of Palm Coast, FL
- City of Palmdale, CA
- City of Parkland, FL
- City of Pflugerville, TX
- City of Plantation, FL
- City of Port St. Lucie, FL
- City of Raleigh, NC
- City of Roanoke, VA
- City of Rock Springs, WY
- City of Sandpoint, ID
- City of Tampa, FL
- City of Unalaska, AK
- City of Wilsonville, OR
- County of Dinwiddie, VA
- DeKalb County, GA
- El Paso County, CO
- Elmhurst Park District, IL
- Evergreen Park and Recreation District, CO
- Howard County, MD
- Hyland Hills Park and Recreation District, CO
- Illinois Park and Recreation Association
- Iredell County, NC
- Jackson County, MSJurupa Area Recreation and Park District, CA
- Johnson County, KS
- Loudoun County, VA
- Maricopa County, AZ
- Martin County, FL
- MD National Capital Park Planning Commission
- Mecklenburg County, NC
- Peninsula Metropolitan Park District, WA
- Pittsylvania County, VA
- San Luis Obispo County, CA
- Town of Davie, FL
- Town of Erie, CO
- Town of Gilbert, AZ
- Town of Groton, CT
- Town of Jupiter, FL
- Town of Manchester, CT
- Town of Morrisville, NC
- Town of Sahuarita, AZ
- Town of Timnath, CO
- Town of Wilbraham, MA
- Township of Canton, MI
- Valdosta-Lowndes County, GA
- Vermont State Parks
- Village of Ardsley, NY
- Village of Downers Grove, IL
- Village of Lincolnwood, IL
- Village of Palm Springs, FL
- Village of Pinecrest, FL
- Washington Township, OH
- Washoe County, NV
- Western DuPage Special Recreation Association, IL
- Wheeling Park District, IL
- Willamalane Parks and Recreation District, OR
- Wilmette Park District, IL





# PROJECT TEAM

## Organizational Structure

Our team members bring valuable perspectives from their experiences leading parks and recreation agencies, as well as supporting agencies through master planning, strategic planning, and cost recovery projects. Figure 1 illustrates our team's organization, leadership, support, and partnerships.

Figure 1: Project Team Organizational Structure



## Roles, Responsibilities, and Qualifications

Below and on the following page(s), we introduce our proposed project team members, describe their roles and responsibilities, and detail their qualifications as they relate to delivering projects of this nature. [Full resumes can be reviewed in Appendix A.](#)



**Lisa Paradis, MBA, CPRP | Engagement Manager**

Lisa Paradis is a senior manager in our Parks, Recreation, Libraries Practice. She has more than 25 years of experience as a park and recreation director, most recently for the Town of Brookline, Massachusetts. Lisa has helped many organizations and communities embrace systemic challenges through action-oriented strategic planning and financial and organizational management. Her approach involves creating and implementing strategic plans, cost recovery plans, feasibility studies, and organizational assessments. She understands the importance of a thoughtful, mission driven, community-centric, and implementable approach.

As **engagement manager**, Lisa will work closely with our proposed project manager, Tom Diehl, providing oversight for the engagement. She will monitor project progress, track the initiation and completion of tasks and milestones, and manage the master planning process.



**Tom Diehl, MS, CPRP | Project Manager**

Tom Diehl is a manager in our Parks, Recreation, Libraries Practice. He is a recreation and athletics management professional with 38 years of experience serving both public and private institutions. He has concentrated on program and facility enhancement, and his expertise includes strategic and master planning, feasibility studies, capital and operational planning, budgeting, resource management, procurement/contract administration, equipment specifications, construction management, and historical renovations. He has extensive experience with recreation and athletics programming, community relations, and special events management. He has successfully overseen capital projects valued up to \$60 million.

As **project manager**, Tom will serve as the City's primary point of contact. He will monitor project progress, track the initiation and completion of tasks and milestones, and manage the master planning process.



**Art Thatcher, MPA, CPRP | Subject Matter Expert**

Art Thatcher is a manager in our Parks, Recreation, Libraries Practice. He is a Certified Parks and Recreation Professional (CPRP) with over 40 years of experience in parks and recreation operations, programming and administration, volunteer board leadership, facility design and operations, and community engagement. He frequently leads our strategic and master planning initiatives, operations and facility management planning, and outdoor adventure recreation development and programming.

As **subject matter expert**, Art will contribute specialized expertise throughout all aspect of the projects, particularly as it relates to programming and administration.



**James Mickle, CPRP, CPSI | Subject Matter Expert**

James Mickle is a senior consultant in our Parks, Recreation, Libraries Practice. He has over 20 years of experience in recreation operations, programming, and administration; volunteer board leadership; and community and employee engagement. Prior to joining BerryDunn, he served in positions of progressive responsibility, including bureau manager, division head, and facilities manager, for the City of Norfolk, Virginia's Recreation and Leisure Activities. He is committed to supporting underserved communities and holds a Certificate in Diversity, Equity, and Inclusion (DEI) from eCornell.

As **subject matter expert**, James will contribute specialized expertise throughout all aspect of the projects, particularly as it relates to DEI.



**Jeff Milkes MS, CPRP | Subject Matter Expert**

Jeff is a senior consultant in BerryDunn's Park, Recreation, Libraries Practice. He is a successful parks and recreation professional with over 35 years of progressively responsible experience with municipalities, special districts, and military recreation organizations. He has evaluated finances for multiple agencies and developed cost recovery strategies to help agencies run more sustainably. His work has also focused on leadership development, performance management, non-traditional financing opportunities, and the provision of athletic and special events.

As **subject matter expert**, Jeff will contribute specialized expertise throughout all aspect of the projects, particularly as it relates to finances and funding opportunities.

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**Michael Kroll, RLA, FASLA** has been actively involved in projects ranging from parks master plans to large scale habitat restoration and international urban redevelopment projects. Mr. Kroll's diverse professional experience has led to projects that successfully integrate environmental, planning and landscape architectural services. Under his leadership, Miller Legg develops project solutions that respond to the natural environment, respect the social fabric, and create sustainable aesthetic spaces.

**Jack Kardys, MS** is a parks and recreation Subject Matter Expert (SME), having earned numerous awards that recognize his leadership and achievements. He was Director of the Miami-Dade Parks, Recreation and Open Space (PROS) Department for 10 years, as well as serving in other capacities including Assistant Director for Operations and Region Manager. He is a Past Chairman of the Board of the National Recreation and Park Association (NRPA) and has been involved with the Florida Recreation and Parks Association (FRPA), including multiple times as a speaker and panelist at the annual conferences.

**Liudmila Fuentes, MLA** is a Recreation Planner supporting the firm's projects, primarily leading parks and recreation master planning, active and passive park design, roadway landscape design and hardscape design. In addition to municipal parks and recreation planning, other public-sector clients include county agencies, municipalities and the Florida Department of Transportation.

**Michael Bradley, RLA** is a Landscape Architect supporting the firm's projects including those in the public sector such as municipal parks and recreation master plans, park landscape, hardscape and irrigation design, educational facilities as well as streetscape for the Florida Department of Transportation.

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**Jason Morado** has over 20 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 600 local governmental organizations throughout the U.S. Jason is experienced in all phases of project management of market research studies, including survey design, developing sampling plans, quantitative and qualitative analysis, interpretation of results and presentation of findings. His areas of emphasis include citizen satisfaction surveys, parks and recreation needs assessment surveys, community planning surveys, business surveys, and transportation studies. He has also led the coordination and facilitation of focus groups and stakeholder interviews for a wide range of topics.





# REFERENCES

Below and on the following pages, we provide reference information for clients who can speak well to the quality and satisfaction we provide when delivering master planning services.

## Martin County, Florida

### Countywide Parks and Recreation Master Plan

Prior to merging with BerryDunn, GreenPlay worked with Martin County to develop a Countywide Parks and Recreation Master Plan. Martin County is home to over 150,000 residents and attracts over 200,000 tourists per year. The Martin County Parks and Recreation Department provides many diverse services and programs to these people, comprising 75 varying parks and facilities, which include nine miles of public beaches.

The project consisted of community-wide public engagement, including focus groups and stakeholder interviews, as well as a MindMixer online engagement site. The team conducted an inventory and level of service analysis, trends and demographics analysis, and a programming and maintenance analysis. Resulting information was compiled and analyzed to produce an action and implementation plan that would assist the Department in provision of services with short-, mid-, and long-term goals. Our team involved the community throughout the development of this project. This will result in realistic and justifiable recommendations, as well as an accurate assessment of potentially unmet needs in the system. The project also consists of an inventory and level of service analysis, development of an action plan and recommendations, and an overview financial analysis of the Department.

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## Mebane, North Carolina

### Recreation and Parks Comprehensive Master Plan and Bike and Pedestrian Plan

BerryDunn is working with the City of Mebane to develop a Recreation and Parks Comprehensive Master Plan and a Bicycle and Pedestrian Transportation Plan. Our team is completing both planning processes concurrently to maximize inventory, community and stakeholder engagement, and other tasks that can be completed. The City of Mebane's Recreation and Parks Department maintains six parks totaling over 300 acres and offers programs for youth and adults. The Department also hosts special events and creates partnerships with local businesses to create a healthy, happy community. Since adopting the 2014 Recreation and Parks Master Plan and 2015 Bicycle and Pedestrian Transportation Plan, the City's corporate limits and geography have changed. This plan will assess population growth to address potential gaps in service. Our team is completing an inventory and level of service analysis, a community engagement process that includes a variety of online and in-person outreach, a detailed needs assessment, and development of recommendations and implementation strategies.

Aaron Davis  
Director of Mebane Recreation and Parks  
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919.475.5580 | [adavis@cityofmebane.com](mailto:adavis@cityofmebane.com)

## City of Palm Coast and Flagler County, Florida

### Recreation and Parks Comprehensive Master Plan and Bike and Pedestrian Plan

The City of Palm Coast and Flagler County engaged BerryDunn to evaluate the distribution of parks and recreation facilities, programs, and services. The goal was to analyze the parks and recreation system to deliver the highest-quality parks and recreation experiences for everyone living within the service area. Leveraging a five-phase approach, we partnered with the City and County to conduct data collection and analysis, facilitate public involvement, identify and recommend a long-term vision, formulate an action plan and implementation strategy, and develop a final report and accompanying presentation.

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# City of Hoover, Alabama

## Recreation Needs Assessment

The City of Hoover is primed with unique opportunities to provide and enhance parks, trails, water experiences, and recreational opportunities within the community that create local, regional, and national impact. A successful parks and recreation system in Hoover will bolster and celebrate the social, built, natural, and economic environment of the community, and can help propel the City forward to meet the goals set by the 2040 Future Hoover Comprehensive Plan. As the City grows, it is critical that the overall strategy of the parks system, including its operations, maintenance, and programming, is fine tuned and keeps pace to ensure the community's needs are being met. To that end, the City contracted with LandDesign and BerryDunn to develop a plan that establishes a shared vision for parks and recreation for the next 20 years.

The Comprehensive Plan lays the groundwork for the efforts completed for the Master Plan. Because parks, greenways, and public spaces serve as the face of Hoover, improving the system will move the City closer to achieving larger goals outlined in the 2040 Plan. The Master Plan celebrates Hoover's collection of neighborhoods and serve as the organizing element for the community. The goal of the Hoover Parks and Recreation Master Plan is to engage the community in reimagining park and recreation spaces to better meet the community's and its vision for growth and quality of life. This includes adopting community-prioritized standards, enhancing connections to the City's natural resources, diversifying programs and offerings, and helping ensure accessibility and inclusivity are provided to residents and visitors, no matter their age or ability.

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# APPROACH

## Project Understanding

The City of Destin seeks an encompassing and strategic approach to developing its Parks and Recreation Master Plan, designed to align with the City's Comprehensive Plan 2020. Destin's parks and recreation system faces unique challenges due to its geography, with over 27 miles of shoreline and a location bordered by the Gulf of Mexico, East Pass, and Choctawhatchee Bay. The City's year-round population of approximately 14,000 people swells to nearly 100,000 during the tourist season, placing significant pressure on its existing infrastructure and recreational services. The plan will require a system-wide evaluation, taking stock of current facilities, personnel, services, equipment, and management practices. The ultimate goal is to provide a balanced, sustainable roadmap for future growth and service delivery.

BerryDunn is uniquely positioned to handle this project due to its extensive experience in parks and recreation planning, having successfully partnered with municipalities across the nation to develop comprehensive master plans tailored to their unique needs. Our firm is equipped with the expertise necessary to conduct a thorough inventory of Destin's parks and recreational system, develop realistic goals, and provide actionable solutions. With our in-depth knowledge of demographic analysis and demand forecasting, we can help the City of Destin address the challenges of managing its facilities to meet the needs of both a growing permanent population and the seasonal influx of visitors.

A key aspect of the plan will involve identifying the current and future needs of Destin's parks and recreation system. Our firm's experience in funding options analysis will help ensure the City Council has the financial strategies required to make informed decisions. BerryDunn's holistic approach, which includes deep community engagement and data-driven solutions, makes us the ideal partner to guide Destin toward achieving its long-term vision for parks and recreation.

## Work Plan

Below and on the following pages, we present our work plan intended to achieve the City's goals and objectives for this important initiative. We look forward to discussing our approach with the City and further customizing our work plan to best accommodate the City's master planning needs.



**Phase 1.**  
Discovery



**Phase 2.**  
Inventory of the  
Current Parks  
and Recreation  
System



**Phase 3.**  
Community and  
Vision Alignment



**Phase 4.**  
Comprehensive  
Planning and  
Management



**Phase 5.**  
Departmental  
Fee Philosophy



**Phase 6.**  
Final Master Plan

## 1. DISCOVERY

**1.1 Facilitate a kickoff presentation.** We will conduct an on-site kickoff presentation with the City's project team that will serve as an opportunity to introduce our project team members, discuss project goals, present our project approach and methodology, review the final schedule of key project dates, and answer any questions the City's project team may have. While on-site, we will also tour areas of the system and relevant parks, recreation facilities, open space, and trails resources. This tour will give us a grounded exposure to physical resources, user experience, and staff environments.

**1.2 Analyze trends.** Our team will lead a strategic trends analysis that will consider demographic shifts and their impact on future parks, waterways, open space, and trails. This analysis will identify interest and participation levels for a variety of activities and assess how services are provided through both administrative and planning trends, including technology and customer service. This process also includes strategic analysis of local, state, and national best practices, along with the latest parks and recreation industry trends.

**1.3 Conduct status update meetings.** We will conduct status update meetings with the City's project managers on a weekly or biweekly cadence to communicate current and anticipated project management needs, provide updates on project progress and the schedule, and discuss potential risks and issues.

⇒ *Deliverable 1: Detailed Project Plan*

## 2. INVENTORY OF THE CURRENT PARKS AND RECREATION SYSTEM

**2.1 Conduct facility inventory and resource mapping.** We will inventory facilities, personnel, services, customer base, equipment, and current management practices (including preventive maintenance, work management, asset life cycle management, customer feedback, performance

measurements, staffing levels, and equipment management). This will include a comparative analysis of similar-sized communities using nationally accepted standards. We will also evaluate each amenity (playgrounds, ball fields, trails, natural areas, special facilities, etc.) for capacity, connectivity, functionality, accessibility, condition, comfort, and convenience, from both resident and visitor perspectives, based on community values.

**2.2 Compile an inventory and assessment of existing parks, trails, open spaces, and facilities with City staff assistance.** Our team will utilize all available base geographic information systems (GIS) materials to compile an updated assessment of parks, outdoor facilities, trails, and park amenities within the City. We will supplement the inventory with various tasks including but not limited to research, mapping, and personal inspection and conditions of key parks, open spaces, and trails as needed.

**2.3 Identify the best possible providers** of community and recreation services and recommend ways to minimize duplication and enhance partnerships where appropriate.

**2.4 Prepare an inventory and analysis of programs.** We will develop an inventory of existing programs for youth, adults, and seniors and subsequently compare the inventory to feedback collected during the Parks and Recreation Master Plan. This will help ensure program offerings are aligned appropriately with community needs. The program and services inventory will be matched up to the parks and open space inventory and analysis to help ensure there are appropriate spaces for the future program menu. We will also compare current program offerings with identified community needs expressed in the engagement process.

The analysis process will begin with an interactive workshop with City staff to review issues, challenges, strengths, and weaknesses of programs and services. An inventory of core programs will be developed and analyzed according to program life cycle distribution, gap analysis, and age segment analysis. Other areas of review may include:

- Listing of the program inventory for the most recent year
- Programming alignment with community needs



- Programming trends within offerings as well as regional and national trends
- Assessing an equitable distribution of programs
- Developing key performance measures based on national best practice approaches

We will review program performance trends and consider their impact on the City, and we will conduct a participation analysis and financial performance review. These activities will help establish the level of equitable distribution of programs as well as alignment with community need. Based on our data review, we will develop mapping visuals illustrating where the City's programs and services are offered, with the intent of informing our gap analysis. We will compare our findings to community feedback gathered on recreation programming and desired changes or improvements. This feedback will help inform our recommendations for future program offerings.

⇒ **Deliverable 2: Inventory of the Current Parks and Recreation System**

### 3. COMMUNITY AND VISION ALIGNMENT

**3.1 Create a detailed community engagement plan.** To reach a broader section of community members, we have proposed a hybrid approach for this master planning project. We chose this approach for the following reasons:

- An interactive, virtual project site can give residents a “home base” to give opinions and check on ongoing events. This consistent access to project communication will support our stated goal to engage the community throughout the engagement.
- In-person events will play a key role in reaching disconnected community groups or groups with limited access to technology.
- Multiple channels of engagement will support efforts to include users and non-users within the City's system.

As we develop a detailed community engagement plan with the City, we will discuss both virtual and in-person options, identify and describe methods of community involvement, identify key stakeholders, create a schedule for public input events and surveys, develop a schedule for the promotion and coordination of stakeholder input events, and identify specific stakeholder interview and focus group questions. The detailed engagement strategy will also be developed with the City's culture and identity in mind.

**3.2 Facilitate stakeholder meetings.** To gather information related to needs and interests, we will hold two meetings with

key stakeholders composed of community leaders from the City, school district representatives, user groups, homeowner associations, neighborhood associations, friends groups, alternative providers, and other groups or individuals as identified.

**3.3 Host public input sessions.** Our team will facilitate two focus groups and three public meetings to collect input from key community stakeholders. We will seek input from businesses, nonprofits, public agencies, and volunteer partners, as well as any neighborhood alliances and representatives. Further, we will routinely reach out to representatives of identified under-represented population groups and engage them in the assessment and recommendations development process, helping to ensure an inclusive and equitable engagement process.

The assigned groups, community activities, and locations are suggestions; we anticipate working with the City to identify which groups and individuals will participate in engagement activities.

Our team aims to anticipate obstacles to participation, which might include technology barriers, special needs, child care, language barriers, and work schedules. During our strategy development, we will work with the City to organize events that are child-friendly; physically accessible for those with hearing, vision, or mobility challenges; and scheduled at a variety of times to widen attendance. Additionally, we will leverage Social Pinpoint's language feature to provide multiple language options on the project site.

**3.4 Conduct a statistically valid survey.** BerryDunn is a strong proponent of including surveys as part of all planning projects to reflect the quantitative needs of a community most accurately. While stakeholder meetings, focus groups, and public meetings allow us to draw in interested parties and users, a statistically valid survey is the only defensible mechanism that provides feedback from non-users, who are most likely taxpayers.

We will work with ETC to create a geographically diverse survey to be mailed to a representative sample of households within the City. The survey will provide critical information in determining community values, satisfaction levels, needs and priorities, preferred marketing channels, level of awareness, current usage levels, and demographic information for long-range planning efforts.

⇒ **Deliverable 3: Community and Vision Alignment**

## 4. COMPREHENSIVE PLANNING AND MANAGEMENT

**4.1 Prepare a Capital Improvement Plan.** Our team will update/develop the Capital Improvement Plan (CIP) including development of a long-range prioritized capital projects list and recommendations for developing a capital replacement program. The CIP development will incorporate identified priorities for parkland acquisitions, as well as current capital costs for components and elements provided by BerryDunn as recommendations in the master plan including trail improvements and potential park infill. Our team will assess current park impact fee calculations and methodology in relation to probable capital project costs. The plan will be formatted for easy transfer to Excel and will inform the five-year CIP, guiding City Council's decisions on development impact fee rates and funding strategies.

⇒ *Deliverable 4: Capital Improvement Plan (CIP)*

**4.2 Develop recommendations to improve trail connectivity and walkability.** BerryDunn will develop a set of prioritized recommendations for interconnecting walking/biking pathways between City parks (and other City facilities) making it a desirable means of accessing the facilities while encouraging healthy physical activities. These recommendations will:

- Prioritize recommendations for needs regarding acquisition and/or development of additional sporting venues to encourage sports tourism in Destin.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, open space, and recreation facilities to encourage eco-tourism in Destin.
- Develop a set of prioritized recommendations for maintenance and renovation of parks, trails, and recreation facilities, which shall be clear from the CIP and maintenance plan.

**4.3 Prepare an operations and maintenance assessment.** We will assess the performance of City parks and recreation properties and facilities to look for potential efficiencies, including an analysis of current policies, procedures, processes, and business planning efforts. We will also analyze available previous planning efforts; historical perspective of parks, open space, recreation, and trails in the community; customer satisfaction; retention; and other performance indicators. This process will help ensure efficient organization of City resources.

Among the key activities of an effective planning process is the intentional effort to analyze the operational structure of the system related to maintenance. We will assess the City's maintenance capacity, synergies, efficiencies, growth areas,

and other important characteristics that can be enhanced or improved. This will help our team identify opportunities for strengthening future service development and delivery and, ultimately, quality of service, and community impact. We will also assess current equipment and projected future equipment needs. This will involve reviewing equipment and vehicle inventories, equipment replacement plans and schedules, capital investment into new equipment, maintenance and repair processes, and training for equipment use. The maintenance system will also be reviewed, including regular and preventive maintenance schedules, equipment management systems, and work request processes. Woven through the assessment will be the utilization of technology and opportunities to better-leverage technological advances. The resulting plan will help guide future service levels and inform future fiscal needs.

⇒ *Deliverable 5: Facility and Grounds Maintenance and Management Plan*

## 5. DEPARTMENTAL FEE PHILOSOPHY

**5.1 Analyze financial and funding resources.** We realize that recommendations mean nothing without examining the financial resources necessary to move forward. We will consider the implications and possibilities at all stages. BerryDunn will conduct an overview analysis of existing funding to understand how the City is meeting current needs and based on recommended improvements, determine if current funding sources are sufficient for both capital and operational costs. Based on the strategic recommendations that arise out of the needs assessment, we will identify probable operating, maintenance, and capital costs and recommendations for potential funding sources and mechanisms for the next 10 years. This includes but is not limited to:

- A review of property and sales tax flows within the City and County, and how these support the City General Fund, aiming to balance funding needs with the City's millage rate cap.
- A review of the City's chartered millage rate cap, comparing it to similar cities in Florida and exploring its long-term consequences (both positive and negative).
- An exploration of methodologies for setting development impact fees for future use by the City.
- A review of the fee structure for activities and programs to determine if fees can sustain the programs while remaining affordable, avoiding a decline in participation and program viability.

BerryDunn brings extensive experience in evaluating options for alternative funding. Alternative funding typically includes grants, donor programs, and/or partnerships. Our project team

will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area.

*Note: This task does not include procurement of alternative funding, but this can be addressed separately if desired.*

We will review fees and develop a departmental fee philosophy, based on the City's Cost Recovery Program, through benchmarking best practices in comparable cities, community, and departmental input, etc.

For the Funding Analysis, the plan will analyze funding options for transitioning the City to the desired future state, including:

- A review of property and sales tax flows within the City and County, and how these support the City General Fund, aiming to balance funding needs with the City's millage rate cap.
- A review of the City's chartered millage rate cap, comparing it to similar cities in Florida and exploring its long-term consequences (both positive and negative).
- An exploration of methodologies for setting development impact fees for future use by the City.
- A review of the fee structure for activities and programs to determine if fees can sustain the programs while remaining affordable, avoiding a decline in participation and program viability.

⇒ *Deliverable 6: Funding Analysis*

## 6. FINAL MASTER PLAN

**6.1 Prepare a draft plan.** We will summarize and synthesize all research and stakeholder input and develop recommendations and priorities into a Draft Parks and Recreation Master Plan. We will work with the City's project team to prioritize recommendations, balancing needs and cost/benefit analyses, capacity of the City, and potential budgetary realities. The result will be a set of recommendations phased into immediate, near-term, and long-term time frames that address goals and action strategies.

**6.2 Facilitate a review session.** After applying first-round edits, we will facilitate a review session with the City to discuss feedback and recommendations within the plan. We are extremely interested and experienced in working with City staff to successfully implement master plans. We will plan to include a section in the updated Parks and Recreation Master Plan that will provide a detailed sequence of steps needed for successful implementation, as well as review techniques to

effectively deploy the plan with the City:

- Securing funding sources
- Capital project review
- Identification of a plan champion or team of champions
- Visual management techniques
- Ongoing employee engagement and plan adjustments
- Reporting mechanisms and communication
- Internal marketing
- Institutionalizing the process by documenting the steps in the process and continuous improvement of the process
- Connection to the community, City management and elected officials, and employees

⇒ *Deliverable 7: Final Master Plan Submission to City Council*

**6.3 Deliver a final presentation.** We will present the updated Parks and Recreation Master Plan to the public to provide an opportunity for them to ask questions and request final edits.

⇒ *Deliverable 8: Present Draft Parks and Recreation Master Plan for Community Feedback*

**6.4 Finalize the plan.** After implementing edits and submitting to the City for review after our presentation, we will develop the Final Parks and Recreation Master Plan. The final plan will be placed on the City's website for public access, and we will encourage additional public announcement and communication with residents about ongoing implementation updates to continue progress toward the City's desired future.

⇒ *Deliverable 9: City Council Approval and Adoption of Final Parks and Recreation Master Plan*



# SCHEDULE

Below, we provide our anticipated schedule for completing the City’s requested scope of work. We expect this project to take approximately five months, and we look forward to working in collaboration with the City to formalize this schedule. We are happy to expedite or elongate this process as necessary to accommodate the City’s needs, while maintaining momentum throughout the work effort.

| PHASE                                                         | MONTHS |   |   |   |   |
|---------------------------------------------------------------|--------|---|---|---|---|
|                                                               | 1      | 2 | 3 | 4 | 5 |
| Phase 1: Discovery                                            |        |   |   |   |   |
| Phase 2: Inventory of the Current Parks and Recreation System |        |   |   |   |   |
| Phase 3: Community and Vision Alignment                       |        |   |   |   |   |
| Phase 4: Comprehensive Planning and Management                |        |   |   |   |   |
| Phase 5: Departmental Fee Philosophy                          |        |   |   |   |   |
| Phase 6: Final Master Plan                                    |        |   |   |   |   |





# COST

Table 1 presents our proposed costs for completing the City’s requested scope of work. We propose a firm, fixed fee inclusive of all time, materials, and travel.

These costs were developed based on the following factors:

- Our detailed work plan narrative presented in our proposal
- Our staffing plan and resource allocation, which provides the City with the appropriate number of resources and the ideal level of expertise to complete the tasks defined in the scope of work
- Our experience conducting projects of similar scope and size

Table 1: Proposed Costs by Phase

| PHASE                                                         | COSTS     |
|---------------------------------------------------------------|-----------|
| Phase 1: Discovery                                            | \$24,728  |
| Phase 2: Inventory of the Current Parks and Recreation System | \$60,090  |
| Phase 3: Community and Vision Alignment                       | \$45,128  |
| Phase 4: Comprehensive Planning and Management                | \$27,985  |
| Phase 5: Departmental Fee Philosophy                          | \$8,343   |
| Phase 6: Final Master Plan                                    | \$23,817  |
| TOTAL                                                         | \$190,091 |

# INSURANCE



BERRDUN-03

HCTALBOT

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/30/2024

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|                                                                                                              |  |                                                                                                                                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Clark Insurance<br>1945 Congress Street, Bldg A<br>PO Box 3543<br>Portland, ME 04104-3543 |  | <b>CONTACT</b><br>NAME: <b>Heather Caston-Talbot, AAI, CIIP, CIC</b><br>PHONE (A/C, No, Ext): <b>(207) 523-2235</b> FAX (A/C, No):<br>E-MAIL: <b>heather.caston-talbot@marshmma.com</b><br>ADDRESS: |  |
|                                                                                                              |  | INSURER(S) AFFORDING COVERAGE                                                                                                                                                                       |  |
|                                                                                                              |  | INSURER A : <b>Hanover American</b>                                                                                                                                                                 |  |
|                                                                                                              |  | INSURER B : <b>Massachusetts Bay</b>                                                                                                                                                                |  |
|                                                                                                              |  | INSURER C : <b>The Hanover Insurance Company</b>                                                                                                                                                    |  |
|                                                                                                              |  | INSURER D : <b>Maine Employers Mutual Ins Co</b>                                                                                                                                                    |  |
|                                                                                                              |  | INSURER E :                                                                                                                                                                                         |  |
|                                                                                                              |  | INSURER F :                                                                                                                                                                                         |  |

| COVERAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                        | CERTIFICATE NUMBER: |                    | REVISION NUMBER:        |                         |                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                                                                                                                                                                                                                                                                        |                     |                    |                         |                         |                                                                                                                                                                                                                                                                                             |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                      | ADDL SUBR INSD VWD  | POLICY NUMBER      | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                                      |
| <b>A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> <b>CG 00 01</b><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: |                     | <b>ZZP D240054</b> | <b>4/30/2024</b>        | <b>4/30/2025</b>        | EACH OCCURRENCE \$ <b>1,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b><br>MED EXP (Any one person) \$ <b>15,000</b><br>PERSONAL & ADV INJURY \$ <b>1,000,000</b><br>GENERAL AGGREGATE \$ <b>2,000,000</b><br>PRODUCTS - COM/POP AGG \$ <b>2,000,000</b><br>\$ |
| <b>B</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>AUTOMOBILE LIABILITY</b><br>ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/><br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>                                                                   |                     | <b>ADPD240058</b>  | <b>4/30/2024</b>        | <b>4/30/2025</b>        | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br><b>Hired Auto P.D.</b> \$ <b>50,000</b>                                                                                 |
| <b>C</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>                                                                                                                                         |                     | <b>UHP D240055</b> | <b>4/30/2024</b>        | <b>4/30/2025</b>        | EACH OCCURRENCE \$ <b>8,000,000</b><br>AGGREGATE \$ <b>8,000,000</b><br>\$                                                                                                                                                                                                                  |
| <b>D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                      | Y/N<br><b>N</b>     | <b>5101800149</b>  | <b>1/1/2024</b>         | <b>1/1/2025</b>         | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ <b>1,000,000</b><br>E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b><br>E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>                                                              |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)<br><b>30 day notice of cancellation with 10 days notice for non-payment of premium, if required by written contract/agreement.</b>                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                        |                     |                    |                         |                         |                                                                                                                                                                                                                                                                                             |

|                                                                                                           |                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br><br>Berry Dunn McNeil & Parker<br>2211 Congress Street<br>Portland, ME 04102 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|                                                                                                               |                                                                 |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>PRODUCER</b><br>Affinity Insurance Services<br>1100 Virginia Drive, Suite 250<br>Fort Washington, PA 19034 | <b>CONTACT NAME:</b> Gretchen McCole                            |
|                                                                                                               | <b>PHONE (A/C, No, Ext):</b> 215-773-4600 <b>FAX (A/C, No):</b> |
|                                                                                                               | <b>E-MAIL ADDRESS:</b> gretchen.mccole@aon.com                  |
|                                                                                                               | <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>              |
|                                                                                                               | INSURER A : Continental Casualty Company 20443                  |
| <b>INSURED</b><br>Berry, Dunn, McNeil & Parker, LLC<br>2211 Congress Street<br>Portland, ME 04102             | INSURER B :                                                     |
|                                                                                                               | INSURER C :                                                     |
|                                                                                                               | INSURER D :                                                     |
|                                                                                                               | INSURER E :                                                     |
|                                                                                                               | INSURER F :                                                     |

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                | ADD'L SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                   |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                     |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                |                     |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                               |                     |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                 |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                   |                     |               |                         |                         | PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                           |
| A        | Professional Liability                                                                                                                                                                                                                                           |                     | APL-188112791 | 04/01/2024              | 04/01/2025              | Per Claim/Aggregate Limit \$1,000,000 / \$1,000,000<br>Limits shown are as requested.<br>SIR applies per policy terms and conditions.                                                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

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|                                                                               | AUTHORIZED REPRESENTATIVE<br>                                                                                                                                                             |

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# APPENDIX A

## Resumes



# Tom Diehl, MS, CPRP

MANAGER / PROJECT MANAGER



## EDUCATION AND CERTIFICATIONS

Master of Science, Health and Physical Education, Syracuse University

Bachelor of Science, Syracuse University

Certified Parks and Recreation Professional (CPRP), National Recreation and Park Association (NRPA)

Leadership Development Training, VCU, Grace E. Harris Leadership Institute

Certified Pool Operator

## AFFILIATIONS AND MEMBERSHIPS

- NRPA, Member
- National Intramural and Recreation Sports Association (NIRSA), Member
- Colorado Parks and Recreation Association

## SELECT CLIENTS

Redmond Recreation and Parks District, OR

Tom Diehl is a manager in our Parks, Recreation, Libraries Practice. He is a recreation and athletics management professional with 38 years of experience serving both public and private institutions. He has concentrated on program and facility enhancement, and his expertise includes strategic and master planning, feasibility studies, capital and operational planning, budgeting, resource management, procurement/contract administration, equipment specifications, construction management and historical renovations. He has extensive experience with recreation and athletics programming, community relations, and special events management. He has successfully overseen capital projects valued up to \$60 million.

## RELEVANT EXPERIENCE

**Parks and Recreation Consulting:** Tom has extensive parks and recreation consulting experience, completing more than 90 projects across 21 states. This includes more than 25 recreation and open space strategic and master plans, more than 20 feasibility studies, and more than nine conceptual park master plans, along with several needs assessments, operation and maintenance cost analyses, sports tourism economic impact studies, land preservation plans, athletic field studies, and ADA transition plans. He has seen it all and leverages this perspective while still bringing innovative, forward-thinking ideas to the table.

**Recreation and Facility Leadership:** Tom's background includes serving as director and assistant director of recreational sports at Virginia Commonwealth University (VCU); assistant athletic director for facilities at Marist College; and intramural director and facility director at Le Moyne College. He served as a principal with GreenPlay, LLC for seven years before the company merged with BerryDunn. Tom is a longtime member of both NRPA and NIRSA, actively participates in conferences and events, and is committed to industry excellence.

**Project Management:** Tom frequently serves in project management roles for the full spectrum of parks and recreation projects. He excels at maintaining clear, open lines of communication between clients and BerryDunn, keeping projects on track and on budget, and developing collaborative relationships with communities. Tom is also a graduate of the VCU Grace E. Harris Leadership Institute's Leadership Development Training.

**Coaching:** Tom played Division I lacrosse for Syracuse University and has 13 years of experience coaching at the university- and high school-level. His coaching experience spans almost all sports at various youth levels.

# Lisa Paradis, MBA, CPRP

SENIOR MANAGER / ENGAGEMENT MANAGER



## EDUCATION AND CERTIFICATIONS

MBA, University of

Massachusetts, Boston

Bachelor's degree, Political  
Science, University of  
Massachusetts, Amherst

Certified Park and Recreation  
Professional, National  
Recreation and Park Association

## AFFILIATIONS AND MEMBERSHIPS

- Harvard University,  
Cambridge, Massachusetts –  
Post-Graduate coursework,  
Public
- Administration, Organizational  
Management
- University of Massachusetts,  
Boston, Massachusetts –  
Post-Graduate coursework;  
Performance Measurement
- American Academy of Park  
and Recreation Administration  
(AAPRA), 2018
- Massachusetts Recreation  
and Park Association  
Professional of the Year, 2017

Lisa Paradis is a senior manager in our Parks, Recreation, Libraries Practice. She has more than 25 years of experience as a park and recreation director, most recently for the Town of Brookline, Massachusetts. Lisa has helped many organizations and communities embrace systemic challenges through action-oriented strategic planning and financial and organizational management. Her approach involves creating and implementing strategic plans, cost recovery plans, feasibility studies, and organizational assessments. She understands the importance of a thoughtful, mission driven, community-centric, and implementable approach.

## RELEVANT EXPERIENCE

**Parks and Recreation Innovation:** As a leader, mentor, and often provocateur, Lisa helps organizations and communities to achieve unimagined greatness by embracing systemic challenges through bold, action-oriented strategic planning, financial and organizational management. Lisa is steadfast in her pursuit to challenge professionals to think beyond the obvious and tackle challenges from a variety of perspectives to find the best possible solution for their communities.

**Master and Strategic Planning:** Lisa has led many master and strategic planning projects for parks and recreation departments and districts throughout the country. She is especially skilled at leading carefully assembled teams with hyper-specific expertise and qualifications needed by each client.

**Parks and Recreation Cost Recovery:** Lisa is an expert in cost recovery strategies for parks and recreation departments. She has led cost recovery efforts for clients including the City of Jefferson City, Missouri; City of Mobile, Alabama; and Town of Gilbert, Arizona. She works with agencies to understand the true costs of providing facilities and services, identify areas of greatest community impact, and develop creative alternative cost recovery strategies.

**Industry Leadership:** Lisa is an expert in parks and recreation and organizational development. She has been a featured speaker at numerous conferences and annually teaches a three-day leadership training course. Lisa is a founding member of Women in Parks and Recreation, an industry group with more than 11,000 members. She is a sought-after mentor to many in the industry.

## PUBLICATIONS AND PRESENTATIONS

- "Leveraging Technology, Partners, and People to Create Innovative and Equity Based Systems Plans," Florida Recreation and Parks Association

# Art Thatcher, MPA, CPRP

MANAGER / SUBJECT MATTER EXPERT



## EDUCATION AND CERTIFICATIONS

MPA, Old Dominion University, 2005

BS, Christopher Newport University, 1981

Certified Parks and Recreation Professional (CPRP), National Recreation and Park Association (NRPA)

NRPA Director School, 2010

NRPA, School of Sports Management, 1990

NRPA, Business Institute, 2002

VRPS Leadership Training Institute, 2014

LEAD, Weldon Cooper Center for Public Service, University of Virginia, 1999

Art Thatcher is a manager in our Parks, Recreation, Libraries Practice. He is a Certified Parks and Recreation Professional (CPRP) with over 40 years of experience in parks and recreation operations, programming and administration, volunteer board leadership, facility design and operations, and community engagement. He frequently leads our strategic and master planning initiatives, operations and facility management planning, and outdoor adventure recreation development and programming. He is a past president and former chair of the board of the Virginia Recreation and Parks Society (VRPS), and he is currently on the board for the VRPS Leadership Training Institute.

## RELEVANT EXPERIENCE

**Parks and Recreation Leadership:** Art's 40 years of parks and recreation leadership includes serving as director of parks and recreation for the City of Poquoson, Virginia. As a consultant, he has worked with more than 120 communities in 19 states completing master and strategic plans, needs assessments, outdoor recreation assessments, organizational assessments, economic impact studies, and sustainability studies. He frequently speaks at state, regional, and national conferences and regularly lectures through GP RED, NRPA, and Old Dominion University.

**Adventure-Based Recreation:** Art is an expert in partnering with adventure-based communities, including those that manage beaches and waterfronts as part of their parks and recreation systems and rely on outdoor and adventure recreation as economic drivers.



# James Mickle, CPRP, CPSI

SENIOR CONSULTANT / SUBJECT MATTER EXPERT

## EDUCATION AND CERTIFICATIONS

Norfolk State University,  
Bachelor of Arts, Music  
Education

Certified Parks and Recreation  
Professional (CPRP)

National Recreation and Park  
Association (NRPA)

Certified Playground Safety  
Instructor (CPSI)

Diversity, Equity, and Inclusion  
(eCornell)

## AFFILIATIONS AND MEMBERSHIPS

- Member of Virginia Recreation, Parks, Society (VRPS)
- Board Member for Leadership Training Institute (LTI)
- 2017 President's Award from the Virginia Recreation and Parks Society issued by Senator Mark Warner

## SELECT CLIENTS

Dinwiddie County, VA

Willamalane Park and  
Recreation District, OR

James Mickle is a senior consultant in our Parks, Recreation, Libraries Practice. He has over 20 years of experience in recreation operations, programming, and administration; volunteer board leadership; and community and employee engagement. Prior to joining BerryDunn, he served in positions of progressive responsibility, including bureau manager, division head, and facilities manager, for the City of Norfolk, Virginia's Recreation and Leisure Activities. He is committed to supporting underserved communities and holds a Certificate in Diversity, Equity, and Inclusion (DEI) from eCornell.

## RELEVANT EXPERIENCE

**Recreation Leadership:** Prior to joining BerryDunn, James served the City of Norfolk, Virginia's Department Recreation and Leisure Activities. Over the course of his 13-year tenure, he held positions of progressive responsibility, including bureau manager, division head, and facilities manager. He was also the recreation supervisor for the Boys and Girls Clubs of Southeast Virginia for 12 years. He has extensive experience with facility management, youth and teen civic engagement, and active older adults comprehensive planning.

**Industry Excellence:** James is committed to industry excellence, as demonstrated by his CPRP and CPSI certifications. As a parks and recreation practitioner, he led Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation and reaccreditation processes, and he is currently on the Board for the Leadership Training Institute.

**Project Management:** James has documented strengths in leadership, team building, and maintaining relationships with a diverse range of stakeholders in dynamic, fast-paced settings. James has extensive project management and organizational change management experience, including managing the CAPRA accreditation process.

**Strategic Planning:** James has supported several parks and recreation strategic planning initiatives with BerryDunn. He applies a DEI lens to help ensure that all planning is completed through the lens of racial equity.

**Diversity, Equity, and Inclusion:** James is helping to lead BerryDunn's DEI work with local government clients. He takes a people-first approach and recognizes that DEI efforts are an ongoing journey of learning and unlearning deeply rooted dogmas. He is committed to addressing systemic issues and creating purposeful, scaled strategies to help organizations improve equity. He has developed a DEI assessment tool that helps city and county government agencies assess their current DEI baseline and prioritize focus areas.





# Jeff Milkes, MS, CPRP

SENIOR CONSULTANT / SUBJECT MATTER EXPERT

## EDUCATION AND CERTIFICATIONS

M.S., Recreation and Resource Development, Texas A&M University, 1987

B.S., Recreation & Park Management, University of Oregon 1985

Certified Park & Recreation Professional (CPRP)

## AFFILIATIONS AND MEMBERSHIPS

- Member Virginia Recreation, Parks, Society (VRPS)
- Board Member for Leadership Training Institute (LTI)

## SELECT CLIENTS

City of Umatilla, CA

Greater Vallejo Recreation District, CA

Town of Fountain Hills, AZ

Jeff Milkes is a senior consultant in BerryDunn's Park, Recreation, Libraries Practice. Based locally in Oregon, he is a successful parks and recreation professional with over 35 years of progressively responsible experience with municipalities, special districts, and military recreation organizations. His work has focused on leadership development, performance management, non-traditional financing opportunities, and the provision of athletic and special events. Jeff brings with him extensive experience managing aquatic and recreation facilities, sports and fitness programs, and park maintenance. He is passionate about developing community offerings with a high level of creativity and imagination.

During his long and successful career, Jeff has served in a variety of capacities in the parks and recreation field. He worked his way up from recreation coordinator, sports director, community center manager, aquatics facility manager, recreation and parks manager to director of parks & recreation. He has delivered recreation services in small, mid-sized and large communities in Oregon and California. Jeff's professional view of the field and judgement are often seen through the unique lens of an individual who has spent over 15 years working overseas, supporting our active-duty military and their family members.

## RELEVANT EXPERIENCE

**Organizational Assessment:** Jeff led a data driven operational restructuring of parks and recreation services for one of the country's premier parks agencies in Portland, Oregon, serving as SE Services Manager from 2005 — 2016. He was responsible for neighborhood engagement and policy development to bring all recreation services and parks assets in east Portland under one organization. He managed seven community centers and more than 100 parks.

**Master Plans:** Jeff has worked on more than a dozen parks and recreation master plan projects for communities such as the City of Canby, Oregon; City of Chelan, Washington; Town of Fountain Hills, Arizona; Greater Vallejo Recreation District, California; City of Kirkland, Washington; City of Montebello, California; City of Moses Lakes, Washington; City of Perris, California; and City of Umatilla, Oregon, among others.

**Leadership:** Jeff led the formation of one of the country's largest special events programs. He developed methods of alternative financing and offered creative events in nearly every Portland Oregon neighborhood. He has spoken at many industry events, including those hosted by the National Recreation and Park Association, Oregon Recreation and Parks Association, and Washington Recreation and Parks Association.



**Years of Experience:** 39

**Years With the Firm:** 37

**Registrations & Certifications:**

*Registered Landscape Architect, FL, 1989*  
*Fellow American Society of Landscape Architects, 2014*

**Education:**

*Bachelor of Landscape Architecture,  
Landscape Architecture  
University of Florida, 1986*  
*Graduate Studies, Urban and Regional  
Planning  
Florida State University, 1989*

**Professional Experience:**

During his extensive career, Mr. Kroll has been actively involved in projects ranging from parks master plans to large scale habitat restoration and international urban redevelopment projects.

Mr. Kroll's diverse professional experience has led to projects that successfully integrate environmental, planning and landscape architectural services. Under his leadership, Miller Legg develops project solutions that respond to the natural environment, respect the social fabric and create sustainable aesthetic spaces.

## Michael Kroll, RLA, FASLA

*Principal / Senior Planner / Senior Landscape Architect*

**Relevant Project Experience:**

**City of Palm Coast/Flagler County Parks and Recreation Master Plan -**

Miller Legg is currently working with the City of Palm Coast and Flagler County on their Parks and Recreation Master Plan as a subconsultant to Berry Dunn. Miller Legg is providing public involvement, data collection, needs & priorities assessment, visioning planning, action plan & strategies implementation services for this PRMP collaboration between the City of Palm Coast and Flagler County. Part of the public engagement includes focus group meetings with selected key stakeholders and public workshops. Miller Legg is providing expertise in park design and cost-effective strategies to aid with the completion of a 10-year Master Plan.

**Martin County Parks & Recreation Master Plan -**

For the Martin County Parks and Recreation Master Plan, Miller Legg is providing multiple recreational planning services including inventory and assessment, a Public Workshop to establish community needs and priorities assessment, vision and implementation strategy as well as input on the draft and final Master Plan. Martin County manages more than 1,730 acres including 73 parks, beaches and causeways including numerous regional and beach parks, a public golf course, waterpark, campground, and community centers. The project goal is to establish an implementable 10-year Capital Improvement Plan viewed through the lens of resiliency and operational sustainability. The County is CAPRA certified. Miller Legg is a subconsultant to Berry Dunn.

**Greater Boca Raton Beach and Parks District North Park Master Plan -**

Miller Legg was retained by the Greater Boca Raton Beach and Parks District (GBRBPD) and prepared a Master Plan for North Park, site of the former Boca Teeca Country Club and Golf Course. The Master Plan reflects

the District's desire to provide a diverse recreational amenity at this 212-acre property for City residents while considering the specific desires and concerns of the adjacent residential communities. The Plan addressed North Park's future facilities, uses, programs, operation, maintenance and funding and recommended Park modifications, improvements, enhancements and additional uses. Recreational elements included passive park facilities (trails, walking paths, open fields/areas), golf course/facilities, active park uses (playgrounds, tennis courts, sport courts, aquatics), community center/facilities and potential revenue-generating opportunities. Miller Legg was recently contracted to prepare the design documents for North Park.

**Greater Boca Raton Beach and Parks District North Park Design Services -**

Miller Legg is providing surveying, environmental, geotechnical, architectural, civil engineering, landscape architecture, lighting and permitting assistance services for the Site Plan Preparation, Design and Permitting of Phases 1 and 2 of the Northeast (Hills) and Southeast (Trails) quadrants of the proposed North Park. In the North parcel, the design entitles a multipurpose trail, mountain bike/hiking trail, 30,000 SF community garden, 2.1-acre dog park, 24,000 SF playground, two (2) restrooms, and two parking areas. In the South parcel, design work will be for a multipurpose trail, mountain bike/hiking trail, 17,000 SF playground, one (1) restroom, and one parking area. Supporting infrastructure for these facilities will be a part of the design as well.

**City of Weston Parks & Recreation Master Plan -**

Miller Legg developed a municipal parks and recreation plan (PRMP) which incorporated recommendations for provision of future facilities programs and services, land acquisition and development, maintenance, operations and

management. A master-planned 27-square-mile community of 68,000 residents in Broward County, Weston had 242 open space and park acres and 16 existing parks offering a variety of recreational and athletic amenities and activities. The Master Plan components included Department Mission Vision and Objectives, Community Inventory and Assessment, Needs Assessment, Level of Service Standards, Parks and Recreation Strategic Plan, Recreation Trends Analysis, Recreation Programming Plan, ADA Transition Plan, Community Relations and Marketing Plan, Community Health and Environmental Responsibility Plan.

**City of Plantation Parks & Recreation Master Plan** - Miller Legg prepared the first Plantation Parks and Recreation Master Plan. The firm provided comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development was an important focus of the project. Public workshops assisted in determining community recreation needs and desires. Recreation sites were reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan included a 10-year capital improvement plan for the implementation of proposed Plan improvements.

**City of Oakland Park Parks & Recreation Master Plan** - Miller Legg was the City of Oakland Park's Planning and Design consultant responsible for preparing a 20-year Master Plan for its city-wide Recreation Programs and Parks. This City of 44,000 residents has a system of 24-parks and recreation facilities with a staff of 45 responsible for maintenance and management. Miller Legg prepared a Master Plan with an implementation approach which will take the City to the year 2030 in updates to the recreation element of the comprehensive plan and physical development of many new parks while systematically updating the existing

inventory. This project approach included development of an inventory of existing facilities and resources, creation of a customized web site for communication with the public, inventorying existing residents and community stakeholders, development of physical plans, and establishment of budgets and schedules for implementation over a 5-10-20 year time frame. The entire project required six workshops, interviews with all public officials and current City Commissioners in order to establish support for adoption of the plan within a 12-month time frame.

**City of Tamarac East Side Parks Feasibility Study** - The Miller Legg team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

**City of Opa-Locka Parks and Recreation Master Plan** - Miller Legg is currently developing a municipal parks and recreation master plan (PRMP) to incorporate recommendations for provision of future facilities programs and services, land acquisition and development, maintenance, operations and management. The PRMP consists of a 10-year comprehensive recreation plan based upon research of existing facilities and programs, recreation opportunities and needs analyses.

**City of South Miami Parks and Recreation Master Plan** - Miller Legg

prepared the first City of South Miami Parks and Recreation Master Plan. The professional services for this Master Plan included comprehensive planning, recreation planning, significant maintenance planning, landscape architecture, and public outreach services. To develop programming, budget, and operational needs for a 10-year horizon, our team researched existing facilities and recreation opportunities, and needs analyses specific to South Miami demographics. Public outreach services included a public online survey, multiple public presentations and workshops.

**Vizcaya Museum & Gardens Master Plan Refinement** - Located on Biscayne Bay in Miami, Vizcaya is the 50-acre historical Villa and gardens of industrialist James Deering and is designated as a National Historic Landmark. Miller Legg was the landscape architect and traffic/ transportation consultant for the Vizcaya Museum and Gardens Master Plan refinement, which focused on the entire Vizcaya property, especially the integration of Vizcaya village into the educational and historical guest experience, incorporating historical agrarian and horticultural aspects of the Vizcaya village into the guest experience. Miller Legg collaborated with Quinn Evans Architects and MC Harry Architects for Miami-Dade County and the Vizcaya Museum and Gardens Trust.

**City of Homestead Biscayne Everglades Trail Western Expansion Feasibility Study** - Miller Legg conducted a feasibility study to assist the City in determining the preferred route and trail design for alignment of the Western Extension of the existing Biscayne Everglades Greenway Trail. The scope comprised compilation of an existing conditions inventory, preparation of a matrix of criteria for evaluation of potential trail alignments, preparation of alignment alternatives with Opinions of Probable Cost, development of a preferred alignment with location, typical design, proposed enhancements, right of way/property issues associated with implementation, followed by creation of the Feasibility Report for presentation to the City Council.





## Jack Kardys, MS

Senior Recreation Planner

**Years of Experience: 43**  
**Years With the Firm: 1**

### Registrations & Certifications:

Human Resource Management Certificate  
Strategic Planning Certificate  
Driving Government Performance

### Education:

Master of Science, Management  
St. Thomas University, 2001  
Bachelor of Arts, Sports Administration  
St. Thomas University, 1982

### Publications & Presentations:

Adjunct Professor, FIU, Organizational Behavior/Mgmt, Recreation Programming, Svcs Marketing, 2001 to 2007  
Chairman of the Sports Facility Development Committee, MDSC, 2007 to 2015  
Executive Board Member, Miami-Dade Sports Commission (MDSC), 2007 to 2015  
Instructor, Florida Recreation and Park Association, Joe Abraham Leadership Academy, 2008 to Present  
Public Realm Master Planning presentations in Amsterdam, Netherlands, Keynote Speaker, 2015 and 2016

### Affiliations:

Chairman of the Board, National Recreation and Park Association (NRPA), September 2018 - September 2020.

### Professional Experience:

Mr. Kardys joined Miller Legg as a Project Manager and Senior Recreation Planner for the firm's parks and recreational projects. He is a parks and recreation Subject Matter Expert (SME), having earned numerous awards that recognize his leadership and achievements. He was Director of the Miami-Dade Parks, Recreation and Open Space (PROS) Department for 10 years, as well as serving in other capacities including Assistant Director for Operations and Region Manager. He is a Past Chairman of the Board of the National Recreation and Parks Association (NRPA) and has been involved with the Florida Recreation and Parks Association (FRPA), including multiple times as a speaker / panelist at the annual conferences.

He was selected as a 2022 Legend by the American Academy for Parks and Recreation Administration (AAPRA), which recognizes distinguished administrators, educators, citizen advocates and policy makers who have made outstanding contributions to the field of Parks and Recreation.

### Relevant Project Experience:

- Winter Haven Master Plan Operations and Maintenance Analysis
- FRPA P3 Youth Sports and Community Recreation Standards and Strategic Planning
- Doral, FL Recreation Program Planning (phase 1)
- Monroe County Parks and Beaches Strategic Planning/Opportunities Analysis
- Miami-Dade Marina Business Planning and WRAP Implementation (phase 2)
- Plan Z for Miami P3 Consortium
- City of Las Vegas Operations and Maintenance Plan
- Tamarac, FL Park Foundation Strategic Plan
- Tamarac Recreation Program CAPRA Training

- Miami-Dade Human Capital Leadership Training Program Plan
- Park Foundation of Miami-Dade Dedicated Funding Initiative
- John Pennekamp Foundation Strategic Plan
- Doral, FL Organizational & Process Review and CAPRA Accreditation
- Miami-Dade Recreation Plan Implementation Program
- Monroe County, FL Rowell's Waterfront Park Master Plan
- Miami-Dade Facility Maintenance Implementation Program
- Philadelphia, Pa Recreation Program Plan
- Florida Inland Waterways District and Miami-Dade Waterfront Recreation Access Plan (WRAP)
- Atlanta, Ga ULI Technical Assistance Panel for DDA "The Stitch"
- Park and Open Space Systems Master Plan adopted by the Board of County Commissioners and Miami Dade County School Board in 2008.
- Responsible for \$461,571,000 in 478 Capital Construction Projects with \$264,900,000 completed and \$196,671,000 in progress between 2007 and 2016.

### Noteworthy Accomplishments:

Chairman of the Board of the National Recreation and Park Association (NRPA), September 2018 - September 2020. Accomplishments included:

- 5-year Strategic Plan
- Hiring new CEO
- Established Diversity, Equity and Inclusion Task Force / strategic initiatives
- LWCF Great Outdoors Act signed into law





**Years of Experience:** 7

**Years With the Firm:** 6

**Registrations & Certifications:**

*FDOT Intermediate Maintenance of Traffic, FL, 2015*

**Education:**

*Master of Landscape Architecture  
Florida International University, 2018  
Bachelor of Urban Design  
Florida Atlantic University, 2014*

**Continuing Education:**

*Crime Prevention Through  
Environmental Design Practitioner  
Seminar, 2013*

## Liudmila Fuentes, MLA

*Recreation Planner*

**Relevant Project Experience:**

**City of Palm Coast/Flagler County Parks and Recreation Master Plan -**

Miller Legg is currently working with the City of Palm Coast and Flagler County on their Parks and Recreation Master Plan as a subconsultant to Berry Dunn. Miller Legg is providing public involvement, data collection, needs & priorities assessment, visioning planning, action plan & strategies implementation services for this PRMP collaboration between the City of Palm Coast and Flagler County. Part of the public engagement includes focus group meetings with selected key stakeholders and public workshops. Miller Legg is providing expertise in park design and cost-effective strategies to aid with the completion of a 10-year Master Plan.

**Martin County Parks & Recreation Master Plan -**

For the Martin County Parks and Recreation Master Plan, Miller Legg is providing multiple recreational planning services including inventory and assessment, a Public Workshop to establish community needs and priorities assessment, vision and implementation strategy as well as input on the draft and final Master Plan. Martin County manages more than 1,730 acres including 73 parks, beaches and causeways including numerous regional and beach parks, a public golf course, waterpark, campground, and community centers. The project goal is to establish an implementable 10-year Capital Improvement Plan viewed through the lens of resiliency and operational sustainability. The County is CAPRA certified. Miller Legg is a subconsultant to Berry Dunn.

**Greater Boca Raton Beach and Parks District North Park Master Plan -**

Miller Legg was retained by the Greater Boca Raton Beach and Parks District and prepared a Master Plan for North Park, site of the former Boca Teeca Country Club and Golf Course. The Master Plan reflects the District's

desire to provide a diverse recreational amenity at this 212-acre property for City residents while considering the specific desires and concerns of the adjacent residential communities. The Plan addressed North Park's future facilities, uses, programs, operation, maintenance and funding and recommended Park modifications, improvements, enhancements and additional uses. Recreational elements included passive park facilities (trails, walking paths, open fields/areas), golf course/facilities, active park uses (playgrounds, tennis courts, sport courts, aquatics), community center/facilities and potential revenue-generating opportunities. Miller Legg was recently contracted to prepare the design documents for North Park.

**Greater Boca Raton Beach and Parks District North Park Design Services -**

Miller Legg is providing surveying, environmental, geotechnical, architectural, civil engineering, landscape architecture, lighting and permitting assistance services for the Site Plan Preparation, Design and Permitting of Phases 1 and 2 of the Northeast (Hills) and Southeast (Trails) quadrants of the proposed North Park. In the North parcel, the design entitles a multipurpose trail, mountain bike/hiking trail, 30,000 SF community garden, 2.1-acre dog park, 24,000 SF playground, two (2) restrooms, and two parking areas. In the South parcel, design work will be for a multipurpose trail, mountain bike/hiking trail, 17,000 SF playground, one (1) restroom, and one parking area. Supporting infrastructure for these facilities will be a part of the design as well.

**Town of Jupiter Parks & Recreation Master Plan -**

Miller Legg is preparing a Townwide Parks and Recreation Master Plan for this municipality in Palm Beach County. Professional services will include comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and

**Professional Experience:**

Lumy is a Recreation Planner supporting the firm's projects, primarily leading parks and recreation master planning, active and passive park design, roadway landscape design and hardscape design.

In addition to municipal parks and recreation planning, other public sector clients include county agencies, municipalities and the Florida Department of Transportation.

needs analyses specific to the Town of Jupiter demographics to develop facilities, budget and operational needs for a 10-year horizon.

**City of Cooper City Parks and Recreation Master Plan** - Miller Legg is preparing the City of Cooper City's first Parks and Recreation Master Plan. The Master Plan will aid the City to meet the current and future parks, recreation, and open space needs of the 8.34 square mile community of 35,000 residents in western Broward County. The resident-driven Plan serves as a source of applicable decision-making information. It establishes clear goals and actionable objectives to guide staff, advisory committees, and City Council in their work to maintain and enhance Cooper City's system of 21 neighborhood parks and 3 sports complexes. The Master Plan will be based on research of existing facilities and programs, recreation opportunities, and needs analyses specific to Cooper City's demographics and slogan, reinforcing the City as "Someplace Special." To effectively gather and disseminate information during the planning phase, public outreach will be an essential focus of the project. Public workshops and public online survey will assist in determining community recreation needs and desires. All parks and facilities will be reviewed, along with future expansion opportunities to accommodate program requirements over the next 10 years.

**City of Plantation Parks & Recreation Master Plan** - Miller Legg prepared the first Plantation Parks and Recreation Master Plan. The firm provided comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development was an important focus of the project. Public workshops assisted in determining community recreation needs and desires. Recreation sites were reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan

included a 10-year capital improvement plan for the implementation of proposed Plan improvements.

**City of Opa-Locka Parks and Recreation Master Plan** - Miller Legg is developing a municipal parks and recreation master plan (PRMP) to incorporate recommendations for provision of future facilities programs and services, land acquisition and development, maintenance, operations and management. The PRMP consists of a 10-year comprehensive recreation plan based upon research of existing facilities and programs, recreation opportunities and needs analyses.

**City of Weston Parks & Recreation Master Plan** - Miller Legg developed a municipal parks and recreation plan (PRMP) which incorporated recommendations for provision of future facilities programs and services, land acquisition and development, maintenance, operations and management. A master-planned 27-square-mile community of 68,000 residents in Broward County, Weston had 242 open space and park acres and 16 existing parks offering a variety of recreational and athletic amenities and activities. The Master Plan components included Department Mission Vision and Objectives, Community Inventory and Assessment, Needs Assessment, Level of Service Standards, Parks and Recreation Strategic Plan, Recreation Trends Analysis, Recreation Programming Plan, ADA Transition Plan, Community Relations and Marketing Plan, Community Health and Environmental Responsibility Plan.

**City of Oakland Park Parks Master Plan Update** - Having prepared the original Recreation and Parks Master Plan for the City of Oakland Park in 2009, Miller Legg was retained by the City in 2015 to update this Plan. This City of 44,000 residents has a system of 24-parks and recreation facilities with a staff of 45 responsible for maintenance and management. The scope of services involved site analyses of each park and community center, a recreational programming needs assessment based upon the current and anticipated City population, a proposed implementation

plan with recommendations for recreational improvements including cost estimates, and the application of updated census data to a map and exhibits format for comparison with the original Master Plan.

**City of Tamarac East Side Parks Feasibility Study** - The Miller Legg team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

**City of Delray Beach Pompey Park Community Center and Campus Design** - Miller Legg is providing surveying, SUE, civil engineering, landscape architecture, permitting and construction phase services associated with the design of Pompey Park Community Center and Campus in Delray Beach. Landscape architecture scope elements are associated with design of planting, irrigation, hardscape, site amenities, two (2) playgrounds, baseball fields (relocation and restoration). A tree inventory will be conducted by a firm certified arborist. Schematic design tasks include due diligence, code, programming, site engineering, landscape and hardscape schematic design verification. Miller Legg will assist with community outreach and relevant City agency design review presentations throughout the process. Permitting coordination will be conducted with the City and other County agencies.





**Years of Experience:** 6

**Years With the Firm:** 5

**Registrations & Certifications:**

*Registered Landscape Architect, FL, 2023*

**Education:**

*Master of Landscape Architecture*

*Florida International University, 2019*

*Bachelor of Arts, Religion; Minor in Education*

*Florida State University, 2014*

## Michael Bradley, RLA

*Landscape Architect*

**Relevant Project Experience:**

**Greater Boca Raton Beach and Parks District North Park Master Plan** - Miller Legg was retained by the Greater Boca Raton Beach and Parks District and prepared a Master Plan for North Park, site of the former Boca Teeca Country Club and Golf Course. The Master Plan reflects the District's desire to provide a diverse recreational amenity at this 212-acre property for City residents while considering the specific desires and concerns of the adjacent residential communities. The Plan addressed North Park's future facilities, uses, programs, operation, maintenance and funding and recommended Park modifications, improvements, enhancements and additional uses. Recreational elements included passive park facilities (trails, walking paths, open fields/areas), golf course/facilities, active park uses (playgrounds, tennis courts, sport courts, aquatics), community center/facilities and potential revenue-generating opportunities. Miller Legg was recently contracted to prepare the design documents for North Park.

**Greater Boca Raton Beach and Parks District North Park Design Services** - Miller Legg is providing surveying, environmental, geotechnical, architectural, civil engineering, landscape architecture, lighting and permitting assistance services for the Site Plan Preparation, Design and Permitting of Phases 1 and 2 of the Northeast (Hills) and Southeast (Trails) quadrants of the proposed North Park. In the North parcel, the design entitles a multipurpose trail, mountain bike/hiking trail, 30,000 SF community garden, 2.1-acre dog park, 24,000 SF playground, two (2) restrooms, and two parking areas. In the South parcel, design work will be for a multipurpose trail, mountain bike/hiking trail, 17,000 SF playground, one (1) restroom, and one parking area. Supporting infrastructure for these

facilities will be a part of the design as well.

**City of Weston Parks & Recreation Master Plan** - Miller Legg developed a municipal parks and recreation plan (PRMP) which incorporated recommendations for provision of future facilities programs and services, land acquisition and development, maintenance, operations and management. A master-planned 27-square-mile community of 68,000 residents in Broward County, Weston had 242 open space and park acres and 16 existing parks offering a variety of recreational and athletic amenities and activities. The Master Plan components included Department Mission Vision and Objectives, Community Inventory and Assessment, Needs Assessment, Level of Service Standards, Parks and Recreation Strategic Plan, Recreation Trends Analysis, Recreation Programming Plan, ADA Transition Plan, Community Relations and Marketing Plan, Community Health and Environmental Responsibility Plan.

**City of Plantation Parks & Recreation Master Plan** - Miller Legg prepared the first Plantation Parks and Recreation Master Plan. The firm provided comprehensive recreation planning based upon research of existing facilities and programs, recreation opportunities and needs analyses specific to City of Plantation demographics to develop programming, budget and operational needs for a 10-year horizon. Public Outreach to effectively gather and disseminate information during Plan development was an important focus of the project. Public workshops assisted in determining community recreation needs and desires. Recreation sites were reviewed, along with future expansion opportunities to accommodate program requirements. The final Master Plan included a 10-year capital improvement plan for the implementation of proposed Plan improvements.

**Professional Experience:**

Mr. Bradley is a Landscape Architect supporting the firm's projects including those in the public sector such as municipal parks and recreation master plans, park landscape, hardscape and irrigation design, educational facilities as well as streetscape for the Florida Department of Transportation.

**City of Opa-Locka Parks and Recreation Master Plan** - Miller Legg is currently developing a municipal parks and recreation master plan (PRMP) to incorporate recommendations for provision of future facilities programs and services, land acquisition and development, maintenance, operations and management. The PRMP consists of a 10-year comprehensive recreation plan based upon research of existing facilities and programs, recreation opportunities and needs analyses.

**City of Tamarac East Side Parks Feasibility Study** - The Miller Legg team is conducting a needs assessment and feasibility study to address potential new recreation facilities in the eastern portion of the City of Tamarac. The scope includes comprehensive recreation planning based on research of existing facilities and programs, recreation opportunities and a needs assessment specific to the study area demographics to develop programming, budget and operational needs for the proposed improvements. Community input will be gathered via various survey platforms and City staff and public workshops scheduled to refine recreation needs and desires. The final deliverable will be a Feasibility Study which will contain a 10-year Capital Improvement Plan for the implementation of the proposed improvements and acquisitions, an analysis of funding opportunities and a narrative report to outline the process and results.

**City of Weston Community Center** - Miller Legg is providing survey, SUE, civil engineering, landscape architecture and irrigation design, bidding assistance and construction administration services for the new City of Weston Community Center at Weston Regional Park as part of the Cartaya Architects team. Permitting is being coordinated with the Cities of Weston and Sunrise, FDEP and SFWMD. The 12.5-acre parcel is being redeveloped from land currently used for sports activities and passive green space. It will comprise an indoor facility of approx. 25,000 SF to accommodate office space and multi-purpose rooms. The planned outdoor facilities will total 6,400 SF, while site work beyond the

building will include lawn seating, a 7,500 SF playground, parking and landscaping.

**City of Delray Beach Pompey Park Community Center and Campus Design** - Miller Legg is providing surveying, SUE, civil engineering, landscape architecture, permitting and construction phase services associated with the design of Pompey Park Community Center and Campus in Delray Beach. Landscape architecture scope elements are associated with design of planting, irrigation, hardscape, site amenities, two (2) playgrounds, baseball fields (relocation and restoration). A tree inventory will be conducted by a firm certified arborist. Schematic design tasks include due diligence, code, programming, site engineering, landscape and hardscape schematic design verification. Miller Legg will assist with community outreach and relevant City agency design review presentations throughout the process. Permitting coordination will be conducted with the City and other County agencies.

**City of Homestead Biscayne Everglades Trail Western Expansion Feasibility Study** - Miller Legg conducted a feasibility study to assist the City in determining the preferred route and trail design for alignment of the Western Extension of the existing Biscayne Everglades Greenway Trail. The scope comprised compilation of an existing conditions inventory, preparation of a matrix of criteria for evaluation of potential trail alignments, preparation of alignment alternatives with Opinions of Probable Cost, development of a preferred alignment with location, typical design, proposed enhancements, right of way/property issues associated with implementation, followed by creation of the Feasibility Report for presentation to the City Council.

**City of Coral Gables Cooper and Moore Parks** - Under our continuing services contract with the City, Miller Legg is providing landscape architecture and civil engineering services for improvements to the Cooper and Moore parks. Our scope includes schematic park design and tree assessment,

landscape architecture design, irrigation design, site civil design and photometric lighting plan, community outreach, bidding assistance and construction administration. Design improvements include lighting infrastructure for security and holiday lights, a new playground with play equipment for various ages, fitness equipment, and drinking fountains.

**Vizcaya Museum & Gardens Master Plan Refinement** - Located on Biscayne Bay in Miami, Vizcaya is the 50-acre historical Villa and gardens of industrialist James Deering and is designated as a National Historic Landmark. Miller Legg was the landscape architect and traffic/ transportation consultant for the Vizcaya Museum and Gardens Master Plan refinement, which focused on the entire Vizcaya property, especially the integration of Vizcaya village into the educational and historical guest experience, incorporating historical agrarian and horticultural aspects of the Vizcaya village into the guest experience. Miller Legg collaborated with Quinn Evans Architects and MC Harry Architects for Miami-Dade County and the Vizcaya Museum and Gardens Trust.

**City of Miami E.G. Sewell Park** - Miller Legg is providing program development, pre-design, master planning design including public involvement workshops, construction documents and construction administration services for Sewell Park. The program will be an open passive park with elements including passive walkways through park and preserve areas, pavilions, an eco trail, baywalk, hardscape, floating docks, kayak launch, seawall/living shoreline, wayfinding and historical information signage. The scope includes landscape architecture, irrigation, civil engineering, topographical surveying, SUE, certified arborist, structural, electrical and geotechnical engineering, archeological, permitting, bidding assistance and limited construction administration. Miller Legg will also conduct a Bonneted Bat survey and perform a bathymetric survey for the seawall component. The firm is assisting the City to gather community stakeholder input during the design process.







Jason Morado, MBA

Statistically Valid Survey

### EDUCATION AND CERTIFICATIONS

MBA, Webster University

BS, Business  
Administration, Avila  
University

BS, Marketing, Avila  
University

*Jason Morado has over 20 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 600 local governmental organizations throughout the U.S. Jason is experienced in all phases of project management of market research studies, including survey design, developing sampling plans, quantitative and qualitative analysis, interpretation of results and presentation of findings. His areas of emphasis include citizen satisfaction surveys, parks and recreation needs assessment surveys, community planning surveys, business surveys, and transportation studies. He has also led the coordination and facilitation of focus groups and stakeholder interviews for a wide range of topics.*

### PROJECT EXPERIENCE

- Atlanta, GA
- Arlington County, VA
- Brownsburg, IN
- Broward County, FL
- Charleston, SC
- Chatham County, NC
- Cincinnati, OH
- Coral Gables, FL
- Corpus Christi, TX
- Culpepper County, VA
- Dania Beach, FL
- Davie County, NC
- Detroit, MI
- Downers Grove Park District, IL
- El Paso County, TX
- Fayetteville-Cumberland County, NC
- Gwinnett County, GA
- Harnett County, NC
- Hoffman Estates Park District, IL
- Hunters Creek, FL
- Huron-Clinton Metroparks, OH
- Manchester, CT
- Mecklenburg County, NC
- Oakland County, MI
- Oswego, IL
- Ozark, MO
- Palm Beach, FL
- Pittsboro, NC
- Platte City, MO
- Port St. Lucie, FL
- Roanoke, VA
- Rolesville, NC
- Salina, KS
- San Clemente, CA
- San Diego, CA
- San Louis Obispo, CA
- Sandy Springs, GA
- Sarasota, FL
- Shawnee, KS
- Shoreline, WA
- Smyrna, GA
- Somerset County, NJ
- St. Louis County, MO
- Westfield, NJ





# APPENDIX B

## Work Samples





# PARKS & RECREATION MASTER PLAN







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# EXECUTIVE SUMMARY

The purpose of the Parks & Recreation Master Plan is to provide the City of Palm Coast and Flagler County Government with a comprehensive analysis on current and future parks and recreation facilities. This will guide the City of Palm Coast and Flagler County Government in delivering the highest quality parks and recreation experiences for the entire Flagler County Community through collaboration and comprehensive planning. This plan provides an assessment of the City of Palm Coast and Flagler County parks and recreation system through an evaluation of the parks, recreation programs, open space, trails, beaches, facilities, and amenities. The plan also provides a roadmap for ensuring an appropriate balance of facilities and amenities throughout the community for the next 10 years.

## PLANNING PROCESS SUMMARY

BerryDunn, along with Miller-Legg, and RRC Associates, worked with the staff and residents of the City and the County in developing this Master Plan. The process was inclusive of members of the community, and the public was given many opportunities to participate through focus groups, stakeholder meetings, public meetings and workshops, leadership interviews, an invitation survey,

and an open link survey. A Level of Service (LOS) analysis, operational and maintenance analysis and funding analysis were also conducted. An Action Plan was developed to assist the City and the County in meeting the community's expressed needs and desires.

### THE MASTER PLANNING PROCESS CONSISTED OF THE FOLLOWING STEPS:



#### PHASE 1 | DATA COLLECTION

- Confirm goals
- Develop work plan
- Facilitate kick off meeting
- Demographics analysis



#### PHASE 2 | ENGAGEMENT

- Develop strategy
- Social pinpoint site
- Engagement staff
- Focus group
- Stakeholder meetings
- Statistically valid survey
- Engagement feedback summary



#### PHASE 3 | ANALYSIS

- Park and open space inventory and analysis
- Facility inventory and analysis
- Organizational and maintenance assessment
- Visioning workshop
- Prototypical park design criteria
- Financial and cost of analysis alternatives



#### PHASE 4 | ACTION PLAN

- Estimate of probable construction costs
- Action plan and implementation strategies workshop
- Draft parks and recreation facilities system plan



#### PHASE 5 | PUBLIC PRESENTATION & FINAL REPORT PLAN

- Final parks and recreation facilities system master plan

Figure 1: Master Planning Process



# RECOMMENDATIONS

The following recommendations are made based on the entirety of the master planning process which was inclusive of members of the community. The public was given many opportunities to participate through focus groups, stakeholder meetings, public meetings, an invitation and open link survey, and an interactive website (Social Pinpoint). A LOS analysis and operations and maintenance analysis were also conducted.

This section describes ways to enhance the LOS and the quality of life with improvement through updated parks, services, facilities, programs, and amenities, a dedication to customer service, improved programming and service

delivery, organizational efficiencies, and increased financial opportunities.

The following goals, objectives, and action items for the recommendations are drawn from the public input, inventory, LOS analysis, findings feedback, and all of the information gathered during the master planning process. The primary focus is maintaining, sustaining, and improving the City of Palm Coast and Flagler County’s parks, facilities, programs, and services.

- GOAL 1** Invest in Current Infrastructure and Address Aging Facilities
- GOAL 2** Improve and Enhance Programming and Outreach
- GOAL 3** Improve Organizational Operations
- GOAL 4** Increase Financial Opportunities



## GOAL 1 Invest in Current Infrastructure and Address Aging Facilities

- OBJECTIVE 1.1** Maintain existing facilities, parks, trails, beaches, and open spaces.
- OBJECTIVE 1.2** Renovate and replace outdated or failing facilities, amenities, parks, trails, beaches, and open spaces.
- OBJECTIVE 1.3** Expand open space and parks
- OBJECTIVE 1.4** Explore opportunities to add trails for walking and bicycling.
- OBJECTIVE 1.5** Develop additional outdoor recreational facilities and amenities.
- OBJECTIVE 1.6** Provide improved signage to make it easier for citizens and visitors to find and use parks, facilities, beaches, and trails.
- OBJECTIVE 1.7** Explore opportunities for nontraditional sports/activities.

- OBJECTIVE 1.8** Develop new amenities at existing parks based on level of service analysis.
- OBJECTIVE 1.9** Add indoor recreation space.
- OBJECTIVE 1.10** Upgrade comfort, convenience, and customer service amenities to existing facilities.
- OBJECTIVE 1.11** Create park identity in existing and new parks.
- OBJECTIVE 1.12** Address current and future needs for athletic fields.
- OBJECTIVE 1.13** Gather feedback and data on facility utilization.
- OBJECTIVE 1.14** Monitor ADA access to parks, trails, beaches, and facilities.

**GOAL 2****Improve and Enhance Programming and Outreach**

**OBJECTIVE 2.1** Improve departmental marketing and communication.

**OBJECTIVE 2.2** Utilize technology to improve customer service and efficiencies.

**OBJECTIVE 2.3** Explore opportunities for nontraditional recreation opportunities.

**OBJECTIVE 2.4** Continue to grow programs and services accessible to citizens of all abilities.

**OBJECTIVE 2.5** Continue to address recreational programming and activity needs of the community.

**OBJECTIVE 2.6** Enhance special event programming.

**OBJECTIVE 2.7** Partner with other service providers, when possible, to develop programs and service to meet demand and trends.

**OBJECTIVE 2.8** Gather feedback and data on program participation.

**GOAL 3****Improve Organizational Operations**

**OBJECTIVE 3.1** Staff appropriately to meet current demand and maintain established quality of service.

**OBJECTIVE 3.2** Reexamine and document departmental policies, procedures, and processes.

**OBJECTIVE 3.3** Review current operating agreements, and how they can benefit and maximize potential for each Department.

**GOAL 4****Increase Financial Opportunities**

**OBJECTIVE 4.1** Explore additional funding through the pursuit of grant and philanthropic opportunities.

**OBJECTIVE 4.2** Explore developing and implementing cost recovery and pricing philosophy and practice.





Finally, ten priority actions were identified and presented for the master plan:

### TOP TEN PRIORITY ACTIONS:

| Actions                                                                                                                                       | Lead Organization    |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>1.1.A</b><br>Address low scoring components and amenities from the GRASP Atlas.                                                            | Both City and County |
| <b>1.1.C</b><br>Develop a staffing plan as recommended in the maintenance analysis.                                                           | Both City and County |
| <b>1.1.F</b><br>Maintenance projects and annual maintenance needs should be funded on a regular schedule.                                     | Both City and County |
| <b>1.2.C</b><br>Develop park specific master plan for renovations from the GRASP Atlas.                                                       | Both City and County |
| <b>1.3.B</b><br>Work with developers to include park lands for residents.                                                                     | Both City and County |
| <b>1.4.A</b><br>Continue working with the City of Palm Coast and other municipalities to develop and expand bicycle paths and walking trails. | County               |

| Actions                                                                                                                                                                                   | Lead Organization    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>1.5.C</b><br>Develop non-traditional sports and outdoor adventure amenities at existing and new parks.                                                                                 | Both City and County |
| <b>2.4.A</b><br>As opportunities arise and facilities become available, develop, and implement additional programs for people with special and unique needs.                              | City                 |
| <b>3.14.A</b><br>As parks, beaches, trails, and facility upgrades are implemented, ensure staffing levels are maintained to meet current performance standards.                           | Both City and County |
| <b>4.4.B</b><br>Additional funding opportunities that should be explored are Land and Water Conservation Funds, and Transportation Funds available from Federal and/or State governments. | Both City and County |



# CHAPTER 01

## Introduction of the Planning Context

### PURPOSE OF THIS PLAN

The purpose of the Parks & Recreation Master Plan is to provide the City of Palm Coast and Flagler County Government with a comprehensive analysis on current and future parks and recreation facilities. This will guide the City of Palm Coast and Flagler County Government in delivering the highest quality parks and recreation experiences for the entire Flagler County Community through collaboration and comprehensive planning. This plan provides an assessment of the City of Palm Coast and Flagler County parks and recreation system through an evaluation of the parks, recreation programs, open space, trails, beaches, facilities, and amenities. The plan also provides a roadmap for ensuring an appropriate balance of facilities and amenities throughout the community for the next 10 years. Goals, objectives, and actionable strategies have been developed to guide the City and County's system-wide approach for providing facilities and services. The plan will be used as a resource for future development and redevelopment of the City and County's parks and recreational facilities, as well as a resource to enhance environmental resiliency, environmental and eco-tourism, and sports tourism in the City and County. This Parks & Recreation Master Plan can be incorporated into the City of Palm Coast and Flagler County's next Comprehensive Plan updates and future Five-Year Capital Improvement Plans.

### PARKS AND RECREATION OVERVIEW

The City of Palm Coast, located in Flagler County on the northeast coast of Florida, is situated halfway between St. Augustine and Daytona Beach and about 70 miles from both the Jacksonville and Orlando metropolitan area. Palm Coast's Interstate 95 Exit 284 (at State Road 100) is the closest I-95 exit to the beach from Maine to Miami. Palm Coast covers approximately 96 square miles and is situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway, providing residents with abundant fishing and boating opportunities.

The City of Palm Coast is one of Florida's newest cities; incorporated in 1999. Although not born as a city until 1999, Palm Coast was conceived in 1969 when ITT Corporation bought several thousand acres of land in Flagler County to develop a massive retirement community. Over the next several years, a resort hotel, marina, tennis center, and 4 golf courses were built. Palm Coast is a full-service City government servicing approximately 93,000 residents and 37,000 households. The City Council and City Manager often refer to Palm Coast as the "young city with old bones."

Palm Coast provides its residents with 13 City parks, a tennis center/recreation center, a golf course, a swimming pool, sports complex, community center, the Stage at Town Center, and more than 130+ miles of connecting multiuse pathways for walking, running and bicycling. Parks and other recreation amenities are open seven days a week, usually from morning to night. In 2022, the Parks & Recreation Department produced and assisted with 21 community special events and served over 63,000 residents in 368 various programs.



# MISSION STATEMENT

We strive to make Palm Coast a great place to live, visit, and recreate! Our staff is dedicated to bringing the citizens of Palm Coast quality parks and recreation experiences and to improving the quality of life through facilities and programs.



# VISION

To enhance community, so that everyone feels welcome!

The Parks staff are dedicated to providing residents of Palm Coast quality parks and recreation experiences and improving quality of life for residents and visitors through facilities and programs.

#### **PRIMARY FUNCTIONS INCLUDE:**

- Maintaining and managing approximately 1,010 acres of park and recreation lands, providing valuable active and passive recreation spaces
- Maintaining and operating 13 parks
- Maintaining approximately 130 +/- miles of multiuse pathways
- Providing recreational opportunities to over 63,000 residents in 368 various programs at 4 recreation facilities
- Managing a central Reservation System whereby residents and guests register for programs, and request and schedule use of City park facilities for special events, sports leagues, and family events
- Supporting 54,465 round of golf at Palm Harbor Gold Course
- Producing and supporting 21 local events such as Egg'Stravaganza, Movies in the Park, Food Truck Tuesdays, Memorial Day, and Veterans Day
- Partnering with the Palm Coast Historical Society to operate the Palm Coast Historical Society Museum
- Performing in-house services, such as custodial, building maintenance and athletic field and ground maintenance of all City parks and facilities
- Providing regular facilities assessments of all City parks

Flagler County is one of 67 counties in Florida and was established in 1917. The County is named after American industrialist Henry Flagler and was created from portions of neighboring Volusia and St. Johns counties. Flagler County covers 571 square miles, 85% within City limits and remaining 15% as unincorporated. The population in unincorporated Flagler County is approximately 27,669.

The Flagler County Parks and Recreation Division provides exceptional services and facilities essential to enhancing the quality of life of all Flagler County citizens while preserving natural and historic areas.

The Parks and Recreation Division concentrates on optimizing those leisure activities that directly contributes to the overall happiness, well-being, and quality of life in Flagler County. Parks and Recreation strives to provide opportunities, within the constraints of available resources, for quality parks, sports programs, natural preserves, facilities, and services. Specific activities and attractions include nature walks, historic sites, a museum, boating, fishing, camping, observing wildlife in its natural habitat or direct participation in more active recreational sports activities (courts, ball fields, etc.).

The division works in cooperation with the municipalities in the county, other organizations and agencies, such as the St. Johns River Water Management District, Florida Department of Environmental Protection, Flagler Audubon Society and the Florida Fish and Wildlife Conservation Commission to protect and promote our precious natural resources.

#### **PRIMARY FUNCTIONS INCLUDE:**

- Maintaining and managing approximately 6,400 acres of park land and preserves, protecting valuable pristine land and wildlife
- Maintaining seven boat ramps and three canoe/kayak launches
- Maintaining approximately 71,000 square feet of wooden boardwalks and docks which promote fishing, hiking, and wildlife observation
- Maintaining approximately 50 +/- miles of trails (13 miles of equestrian trails, 37 miles hiking/biking trails) which meander through diverse terrain
- Providing approximately 9,100 historical and informational tours annually at the Princess Place Lodge
- Contributing and supporting local events such as the Creekside Festival and Native American Festival at Princess Place Preserve and the County Youth Fair and Cracker Day at the Flagler County Recreation Area
- Performing in-house services, such as custodial, building maintenance and ground maintenance of all County park facilities
- Providing ongoing facilities assessments of all County parks



## METHODOLOGY OF THIS PLANNING PROCESS

BerryDunn, along with Miller-Legg, and RRC Associates, worked with the staff and residents of the City and the County in developing this Master Plan. The process was inclusive of members of the community, and the public was given many opportunities to participate through focus groups, stakeholder meetings, public meetings and workshops, leadership interviews, an invitation survey, and an open link survey. A Level of Service (LOS) analysis,

operational and maintenance analysis and funding analysis were also conducted. An Action Plan was developed to assist the City and the County in meeting the community's expressed needs and desires.

The master planning process consisted of the following steps:

### THE MASTER PLANNING PROCESS CONSISTED OF THE FOLLOWING STEPS:



#### PHASE 1 | DATA COLLECTION

- Confirm goals
- Develop work plan
- Facilitate kick off meeting
- Demographics analysis



#### PHASE 2 | ENGAGEMENT

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#### PHASE 5 | PUBLIC PRESENTATION & FINAL REPORT PLAN

- Final parks and recreation facilities system master plan

Figure 2: Master Planning Process

## DEMOGRAPHIC PROFILE

### Introduction

The City of Palm Coast and Flagler County, FL Parks and Recreation demographic profile was developed to provide an analysis of household and economic data in both the City and County, helping to understand the historical and projected changes that may impact the community. The demographic analysis provides insight into the potential market for the area's recreation services and programs by highlighting where and how the area may change.



### Sources

Data points throughout this report including population, age distribution, income, race/ethnicity, and other household characteristics were sourced from Esri Business Analyst in February 2023. At the time of this report, Esri's primary source for demographic information was the 2020 Census with estimates generated in July 2022. According to their website, Esri Business Analyst is "a solution that applies Geographic Information Systems (GIS) to extensive demographic, consumer spending, and business data to deliver on-demand analysis."

The full Demographics and Trends Report was provided as a staff document.

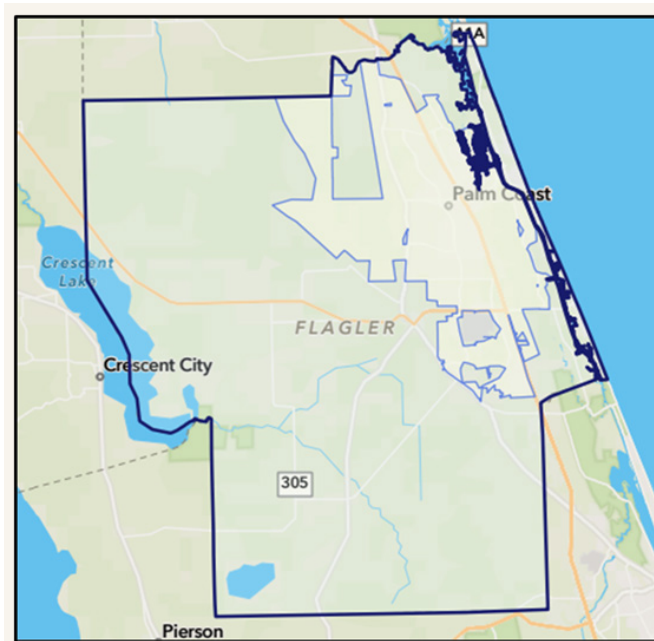


Figure 3: City of Palm Coast and Flagler County, Geographic Boundaries

## Population

Flagler County, Florida is made up of five municipalities including the towns of Marineland and Beverley Beach and the cities of Flagler Beach, Bunnell, and Palm Coast. The City of Palm Coast is the most populated municipality with an estimated 2022 population of 92,812. The average compound annual growth rate for Palm Coast and Flagler

County between 2010 and 2022 was 3.6%. The estimated 2027 population for Palm Coast is 99,853 residents and unincorporated Flagler County is an estimated 27,669 residents. The average estimated growth rate between 2022 and 2027 is 1.4%.

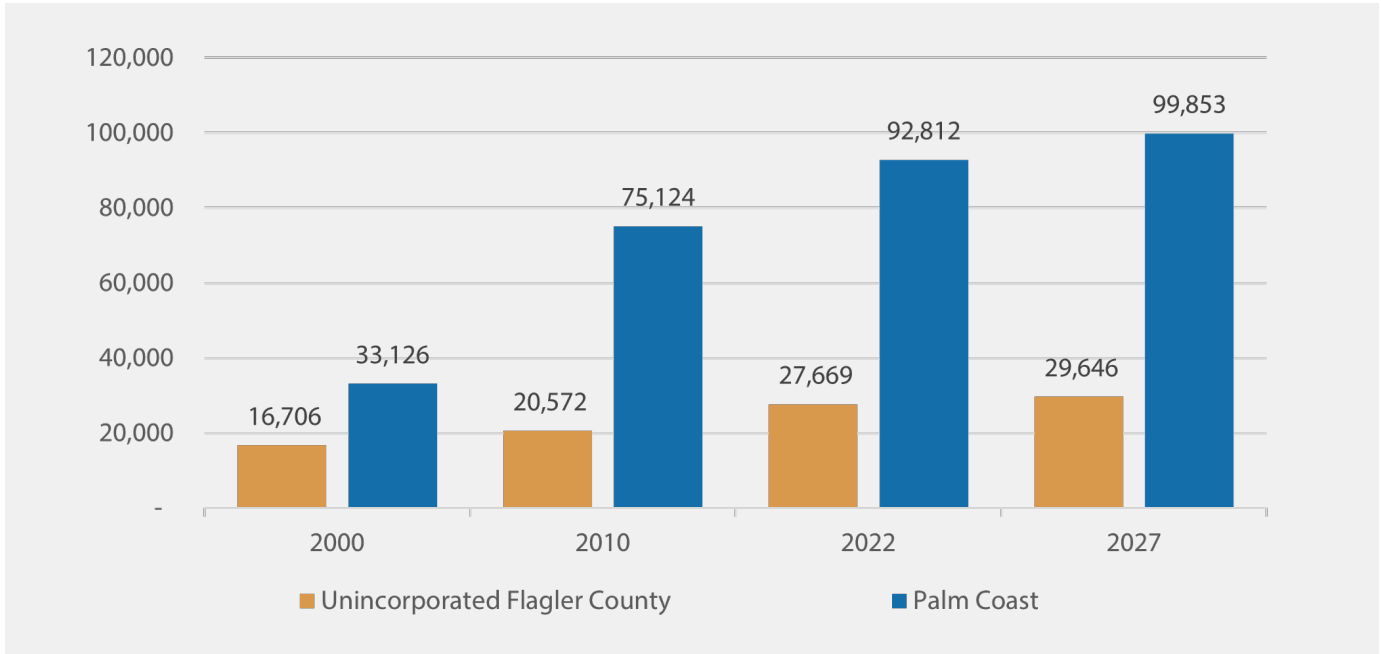


Figure 4: Historical and Projected Population Growth, City of Palm Coast and Flagler County, 2000 Through 2027  
Source: Esri Business Analyst, 2023





## Age

Between 2010 and 2022, the County and City experienced the greatest average growth in residents 75 to 84 years (+2.5%) and residents 65 to 74 years (+2.36%). During the same time, residents ages 45 to 54 declined by an average

of 1.6%. The growth of area residents 75 to 84 years is estimated to continue in 2027 with an expected average increase of 2.9%. Area residents 55 to 64 are estimated to decline the most with a 1.1% decrease.

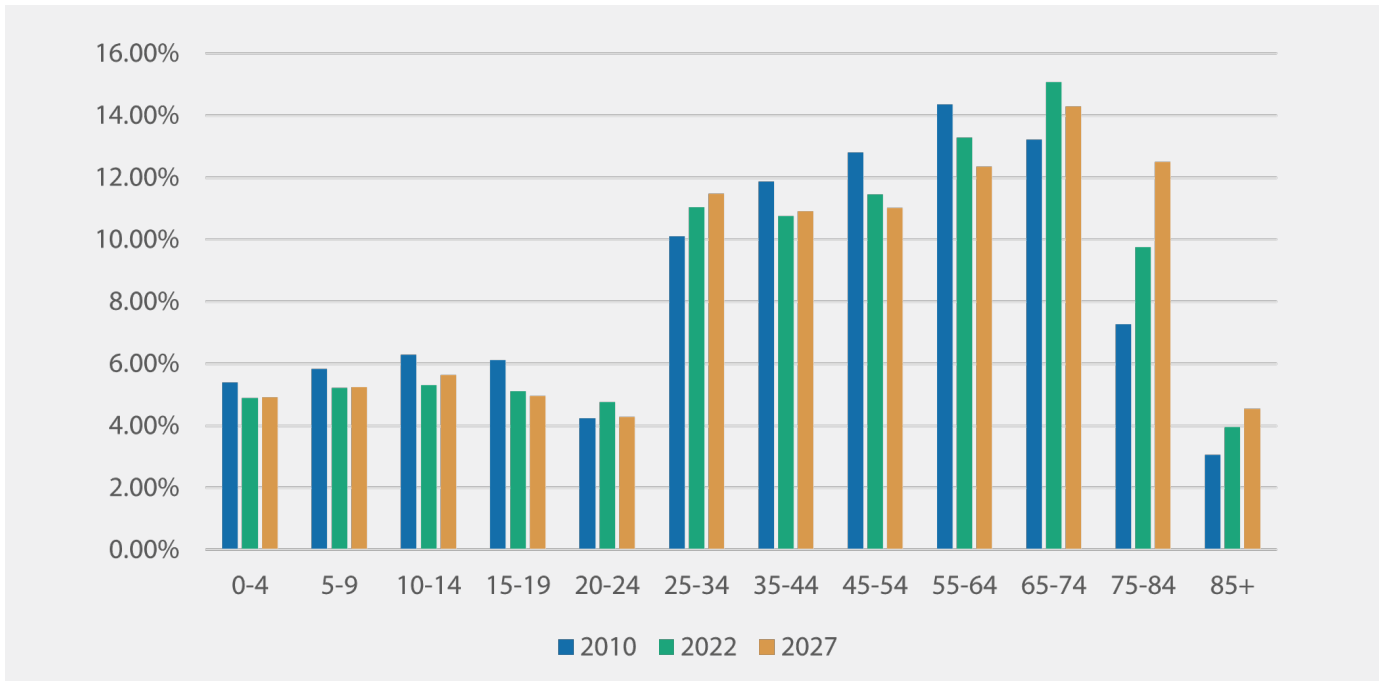


Figure 5: Age Distribution Change, City of Palm Coast, 2010 Through 2027  
Source: Esri Business Analyst, 2023

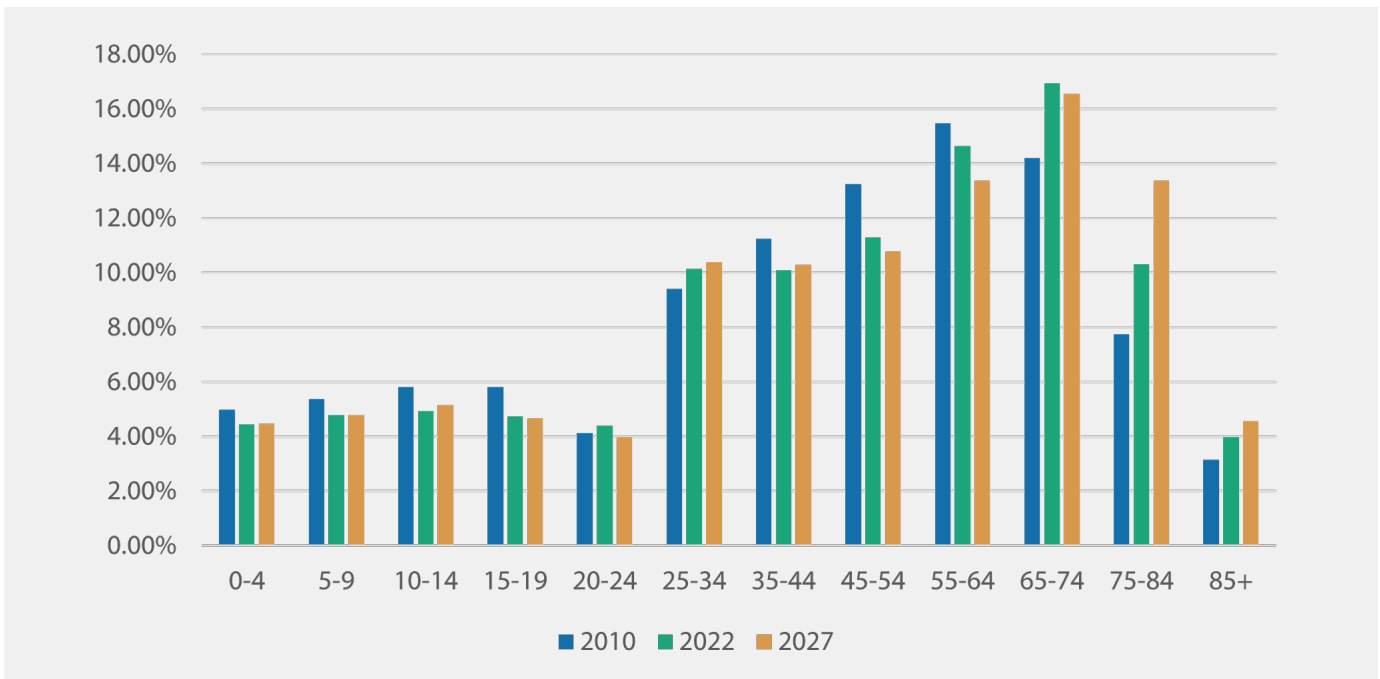


Figure 6: Age Distribution Change, Flagler County, 2010 Through 2027  
Source: Esri Business Analyst, 2023

# TRENDS ANALYSIS

## Introduction

The following sections summarize regional and national trends that are relevant to the City of Palm Coast and Flagler County.

The information contained in this report can be used by staff when planning new programs, considering additions to parks and new park amenities, and creating the annual budget and capital improvement plan. Understanding trends can also help an organization reach new audiences. Trends can also help determine where to direct additional data collection efforts within an organization.

A wide variety of sources were used in gathering information for this report, including:

- American College of Sports Medicine (ACSM)
- American Council on Exercise (ACE)
- Forbes
- Harris Poll Results/The Stagwell Group
- Impacts Experience
- National Recreation and Park Association (NRPA)
- The Aspen Institute
- The Learning Resource Network (LERN)

- The New York Times
- The Outdoor Industry Association
- The Society of Health and Physical Educators (SHAPE America)
- USA Pickleball website

## Estimated Local Participation

This section highlights participation in fitness activities, outdoor recreation, and sports teams for adults 25 and older in the area compared to the state. Activity participation and consumer behavior are based on a specific methodology and survey data to make up what Esri terms "Market Potential Index."

In 2022, the most popular fitness activities across the City, County, and State included walking for exercise (33.1% adult participation average), swimming (15.5% adult participation average), and weightlifting (11.6% adult participation average).

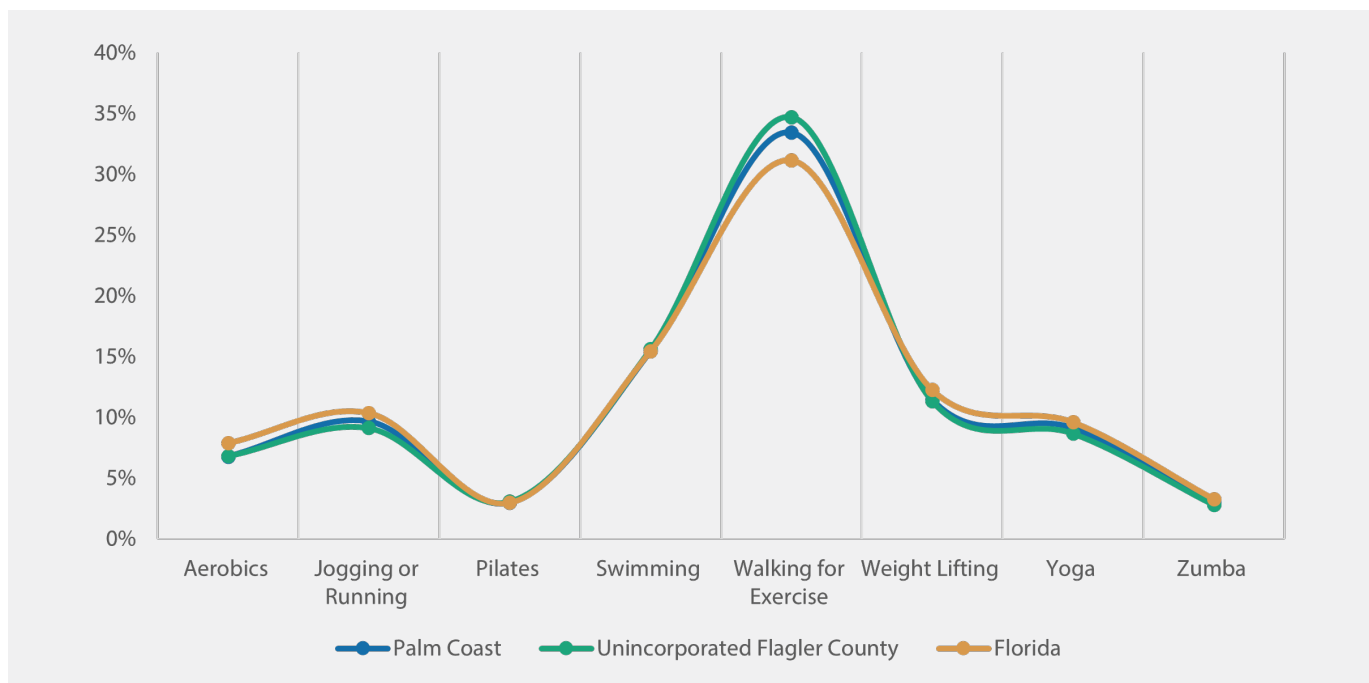


Figure 7: Adult Participation in Fitness Activities

Golf was by far the most popular sport across the board, with an adult participation average of 9.1%. Basketball followed behind with an average of 5.6%.

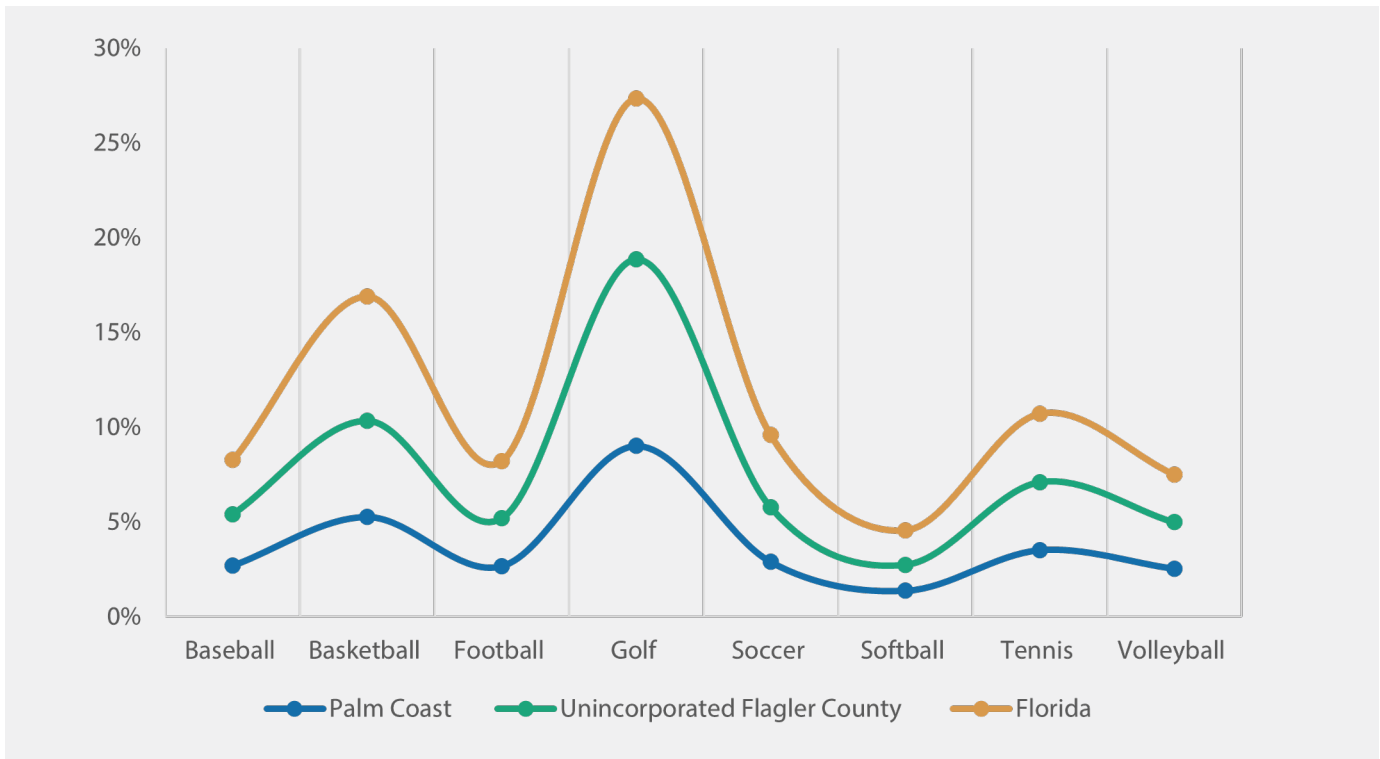


Figure 8: Adult Participation in Sports

The most popular outdoor recreation activities included hiking (15.1%), freshwater fishing (11.9%), and road bicycling (11.4%).

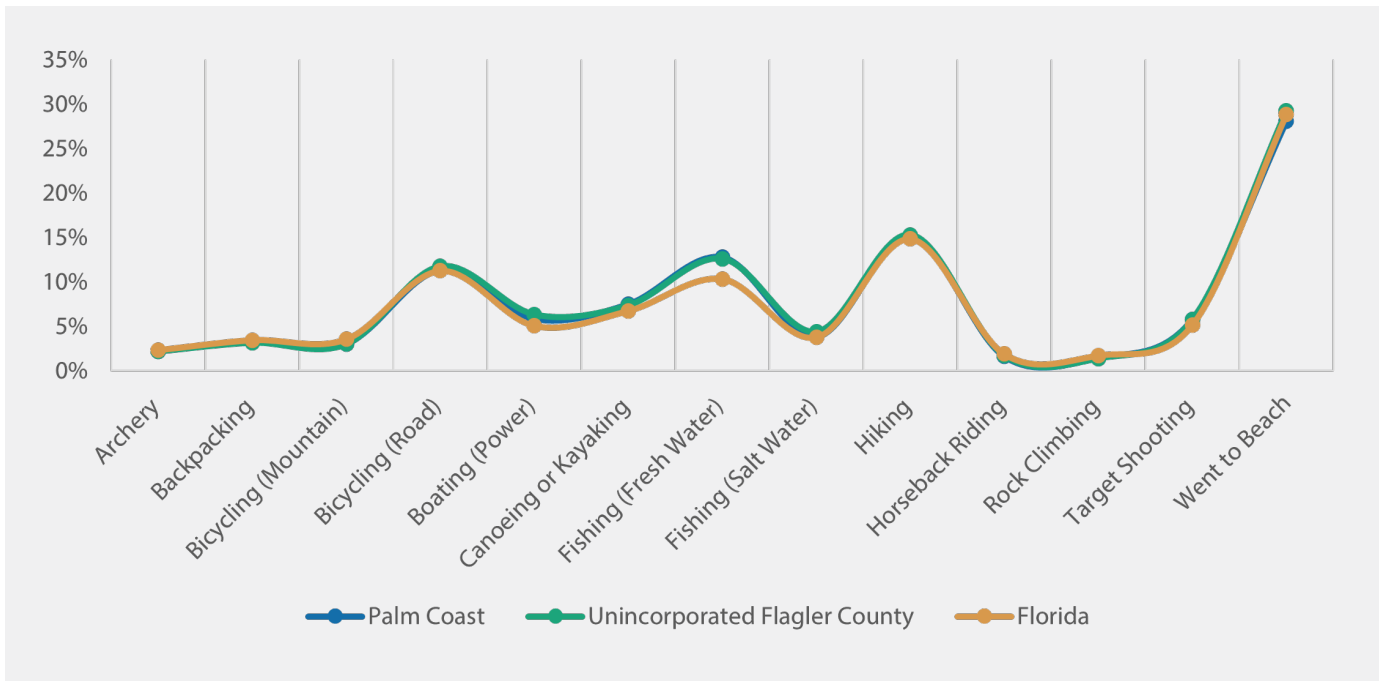


Figure 9: Adult Participation in Outdoor Recreation Activities



The most popular leisure activities among adults included visiting a zoo (10.4%), attending a live theater show (9.2%), and participating in an adult education course (8.8%).

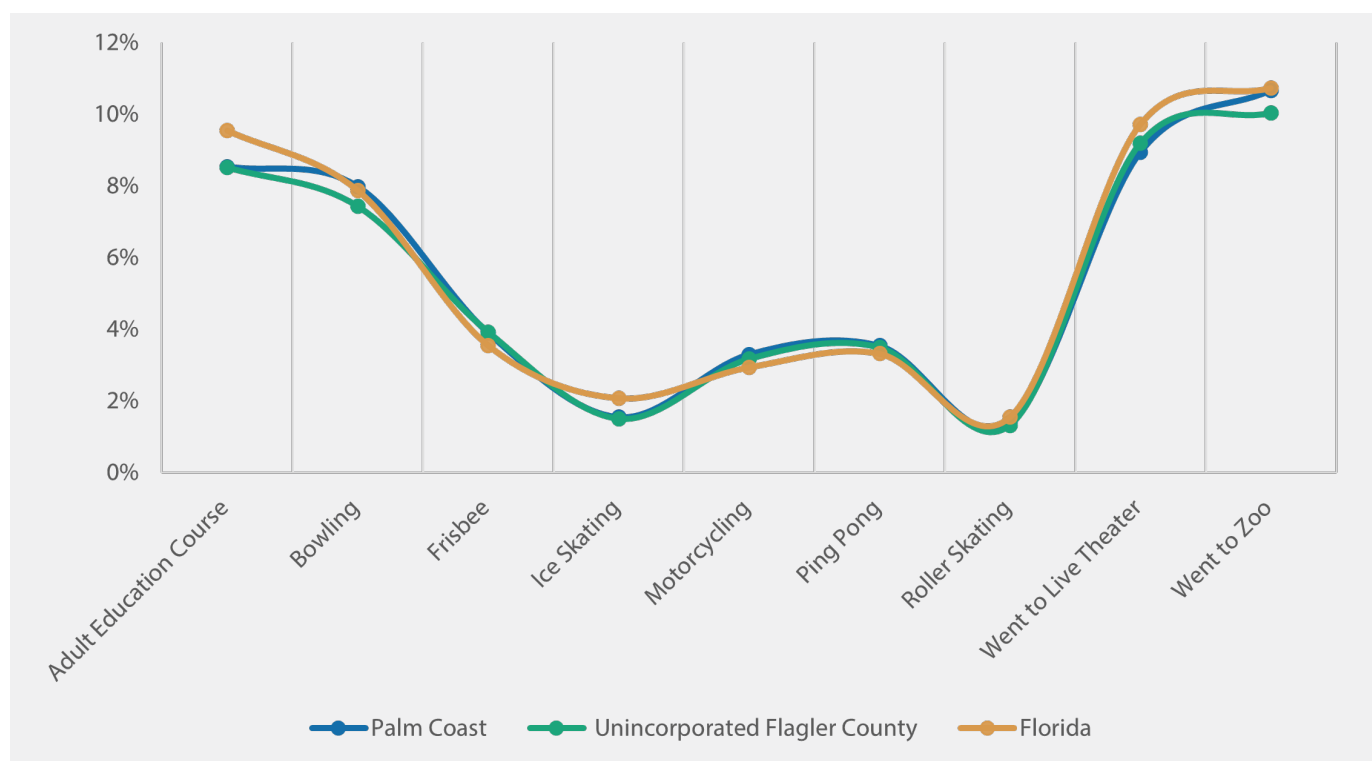


Figure 10: Adult Participation in Leisure Activities



## Recreation Expenditures

It was estimated that in 2022, the average expenditure on membership fees for social, recreation, and/or health clubs was an estimated \$248.86 per County resident and \$233.74 per City resident which results in a total of over \$12 million in total expenditures. Expenses for sports, recreation, and

exercise equipment totaled over \$9.3 million with an average of \$184.92 per County resident. Additional information regarding average and total amounts spent on fees for participant sports, recreational lessons, tickets to parks or museums, and bicycles are detailed in the tables below.

|                                                 | Palm Coast | Flagler County | Florida  |
|-------------------------------------------------|------------|----------------|----------|
| Membership Fees- Social/Recreation/Health Clubs | \$233.74   | \$248.86       | \$253.91 |
| Fees for Participant Sports Excluding Trips     | \$116.50   | \$125.77       | \$124.51 |
| Tickets to Parks or Museums                     | \$31.51    | \$33.57        | \$35.55  |
| Fees for Recreational Lessons                   | \$116.46   | \$122.36       | \$134.73 |
| Sports/Rec/Exercise Equipment                   | \$172.41   | \$184.92       | \$187.29 |
| Bicycles                                        | \$27.70    | \$30.38        | \$31.52  |
| Admission to Sports Events Excluding Trips      | \$59.98    | \$63.14        | \$64.13  |
| Camping Equipment                               | \$18.30    | \$19.33        | \$22.44  |
| Hunting & Fishing Equipment                     | \$50.56    | \$53.36        | \$49.98  |
| Other Sports Equipment                          | \$8.82     | \$10.09        | \$8.51   |
| Water Sports Equipment                          | \$7.07     | \$7.67         | \$7.56   |

Table 1: Estimated Average Recreational Expenditures, 2022

|                                                 | Palm Coast  | Unincorporated Flagler County* | Florida         |
|-------------------------------------------------|-------------|--------------------------------|-----------------|
| Membership Fees- Social/Recreation/Health Clubs | \$8,831,009 | \$3,777,115                    | \$2,224,459,344 |
| Fees for Participant Sports Excluding Trips     | \$4,401,663 | \$1,970,465                    | \$1,090,786,688 |
| Tickets to Parks or Museums                     | \$1,190,539 | \$510,125                      | \$311,463,938   |
| Fees for Recreational Lessons                   | \$4,400,122 | \$1,798,827                    | \$1,180,389,658 |
| Sports/Rec/Exercise Equipment                   | \$6,514,097 | \$2,854,726                    | \$1,640,817,800 |
| Bicycles                                        | \$1,046,713 | \$1,539,029                    | \$276,123,429   |
| Admission to Sports Events Excluding Trips      | \$2,266,229 | \$3,199,050                    | \$561,864,711   |
| Camping Equipment                               | \$691,538   | \$979,099                      | \$196,593,659   |
| Hunting & Fishing Equipment                     | \$1,910,267 | \$2,703,184                    | \$437,837,148   |
| Other Sports Equipment                          | \$333,126   | \$511,181                      | \$74,522,563    |
| Water Sports Equipment                          | \$266,977   | \$388,463                      | \$66,253,933    |

Table 2: Estimated Total Recreational Expenditures, 2022

# COMMUNITY AND STAKEHOLDER INPUT

Public engagement was held in February of 2023 at various locations within the City of Palm Coast and Flagler County. There was a total of eight focus group meetings, 18 leadership interviews, and an open public meeting. A total of 102 people participated in the week of engagement. In addition, a Strengths, Weaknesses, Opportunities and Threats (SWOT) survey was distributed to City and County parks and recreation staff, and a meeting was held to

present the results and validate the responses. A total of 54 staff participated in the process.

On February 16, 2023, an open, public workshop was held at the Palm Coast Recreation Center to present the results of the public engagement meetings and to receive feedback and validation from the public. The workshop was attended by 32 community members, as well as elected officials, City leadership, and staff from various departments.

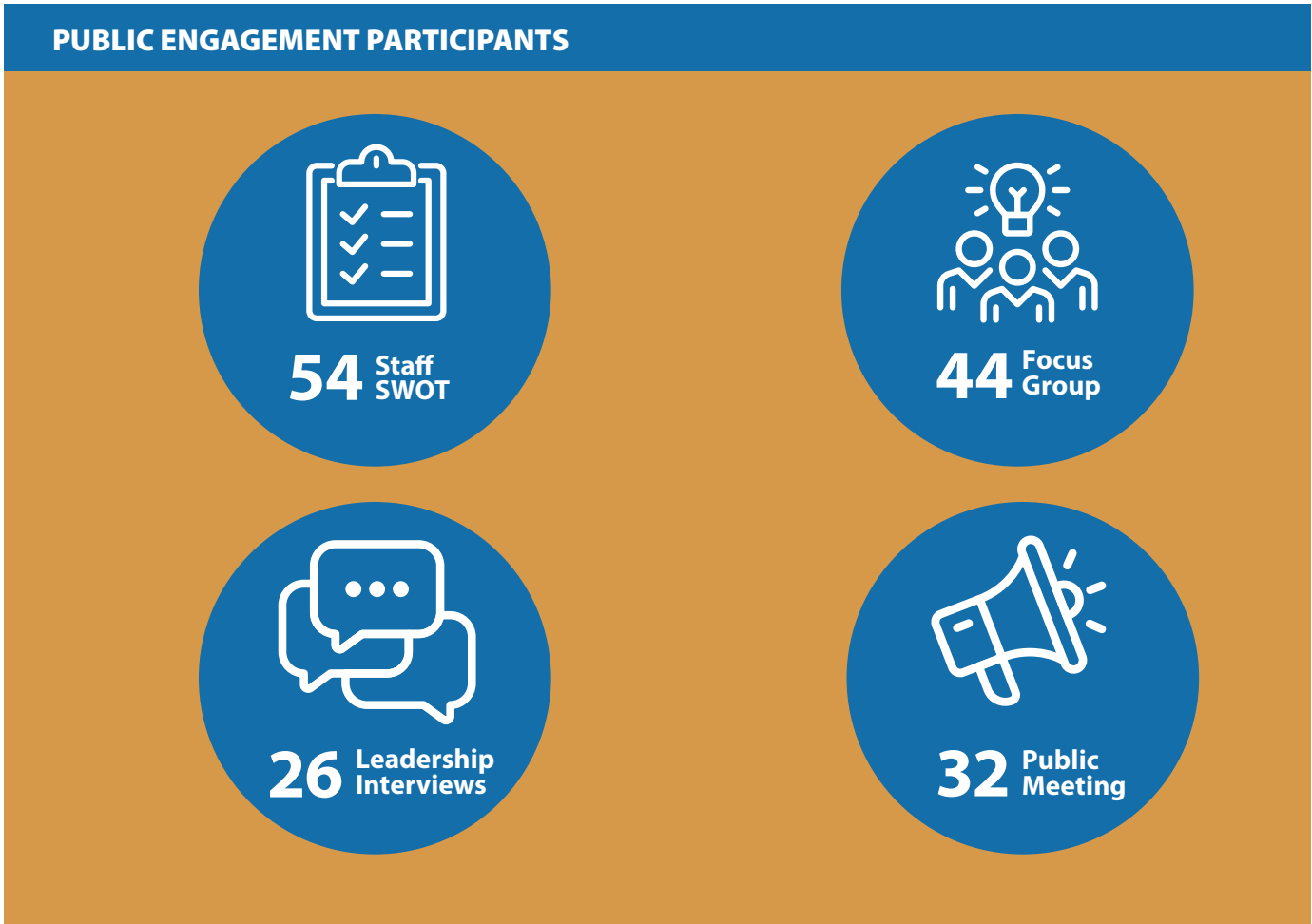


Figure 11: Public Engagement Participants



Several questions were asked of the participants, ranging from strengths and weaknesses, to programs, to amenities. The majority of participants rate the quality of customer service provided by the City and County parks and recreation staff as excellent or very good. Participants were also asked about community values and priorities. A list of selected comments follows; however, a full summary was provided as a staff document.

The top 10 recurring themes from the engagement week were:

- The Department provides a good variety of recreation programming for all ages.
- There is a desire to focus on conservation and wildlife protection.
- There is plenty of access to diverse parks and trails.
- There are not enough comfort and convenience amenities.
- Parking is an issue that needs to be improved.
- The western area of the County and teenagers are underserved.
- Additional access to the water with kayak launches would be great.
- Cleanliness of the parks needs to be addressed.
- Work needs to be done to close the age gap in programming.
- Overall, the Department is good at seeking feedback from the community to improve its performance.

## DURING THE NEXT FIVE YEARS, WHAT SHOULD THE PRIORITIES BE FOR THE PARKS AND RECREATION DEPARTMENTS?

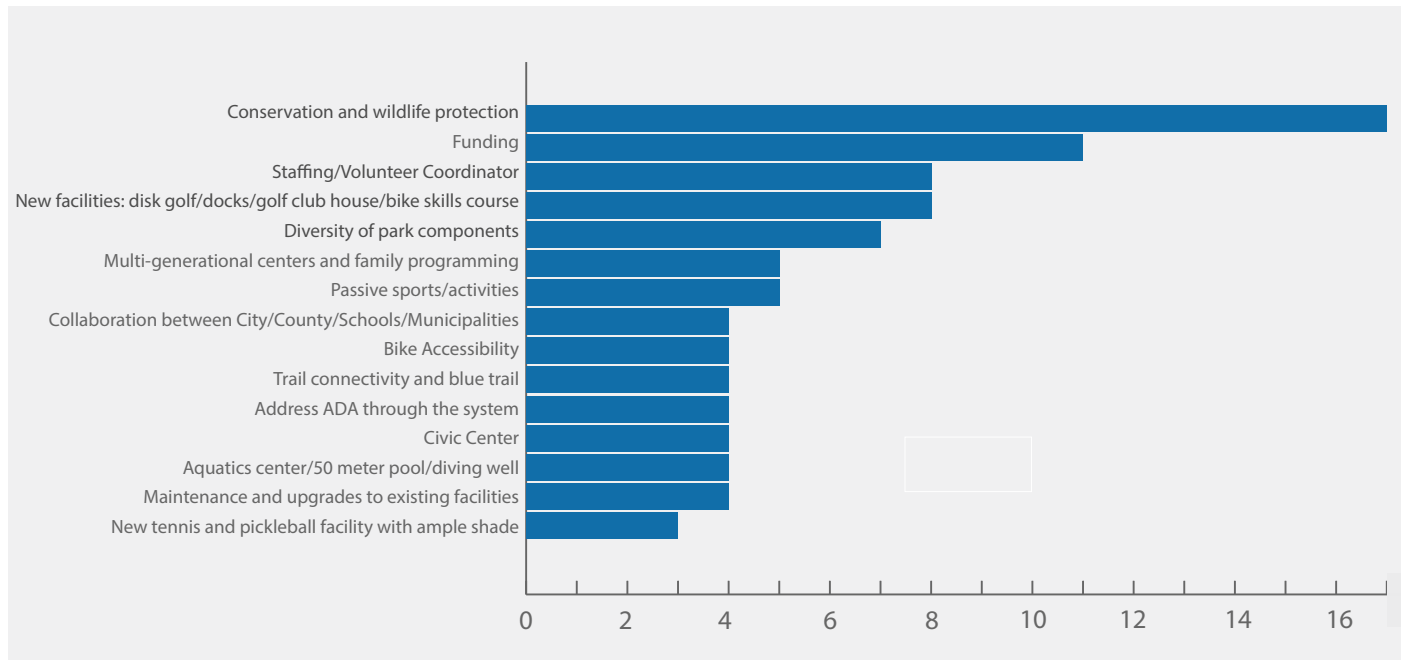


Figure 12: Priorities for the Parks and Recreation Departments During the Next Five Years

Elected officials and administrators from the City of Palm Coast and Flagler County were interviewed in one-on-one sessions with the consultant team project manager.

Topics from the interviews included key issues, desired outcomes, key roles, and top priorities. The following are the top summaries from the interviews.

| Key Issues (Top Five)                                                                                                                                                                                                                                                                                                                | Key Outcomes Desired (Top Six)                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Update/upgrade existing facilities/parks</li> <li>• Need to be using a multigenerational approach</li> <li>• Aquatics (water park, boat launch)</li> <li>• Location of parks and amenities</li> <li>• Funding and budgeting</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Financial planning/budgeting/funding sources</li> <li>• Park and facility improvements</li> <li>• Park future planning</li> <li>• Aquatics improvements</li> <li>• National recognition</li> <li>• Community partnerships</li> </ul>                                     |
| Key Roles of the City/County (Top Five)                                                                                                                                                                                                                                                                                              | Key Priorities (Top Five)                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Providing diverse facilities and programs</li> <li>• Building community partnerships</li> <li>• Being a community leader and attracting tourism</li> <li>• Providing dedicated community space</li> <li>• Successfully managing the budget to provide the most for the community</li> </ul> | <ul style="list-style-type: none"> <li>• Upgrading and maintaining trails and facilities</li> <li>• Expansion of parks, programs, and amenities</li> <li>• Listening to the community</li> <li>• Connecting existing trail systems and expanding</li> <li>• Funding, budgeting, and generating revenue</li> </ul> |

## RANDOM INVITATION COMMUNITY NEEDS ASSESSMENT SURVEY SUMMARY

### Introduction and Methodology

The purpose of this survey was to gather public feedback on City of Palm Coast and Flagler County parks open space, beaches, trails, and recreation facilities, services, and programs. This survey research effort and subsequent analysis were designed and conducted to assist the City and County in developing a joint Parks and Recreation Master Plan regarding existing and potential future facilities and services.

The survey was conducted using three primary methods: 1) a mail-back survey, 2) an online, invitation-only web survey to further encourage response from those residents already within the defined invitation sample, and 3) an open link online survey for members of the public who were not

part of the invitation sample. The analysis herein primarily focuses on responses from the invitation sample. However, open link responses are additionally analyzed and discussed in a separate section of the report, highlighting similarities from the invitation sample.

A total of 4,500 surveys were mailed to a random sample of Palm Coast and Flagler County residents in March of 2023, 471 completed responses were received. The margin of error for the statistically valid responses is approximately +/- 4.5 percentage points calculated for questions at 50 percent response. The open link survey received an additional 1085 completed responses for a total of 1,556 responses.

## RESEARCH METHODS

### Statistically Valid Survey (Invitation Survey)

Paper surveys were mailed to a systemic random sample of residential addresses in the city of Palm Coast and Flagler County with the option to complete online through a password protected website one response per household.

### Open Link Survey

Later, the online survey was made available to all city of Palm Coast and Flagler County stakeholders, including non county residents (e.g., commuters, residents of nearby communities).



**1,556**  
**TOTAL SURVEYS**

**4,500** Surveys Mailed

**4,315** Postcards Delivered

**471** Invitation Surveys Completed  
(+/- 4.5% Margin of Error)

**1,085** Open Link Surveys  
Completed

Figure 13: Research Methods





Survey responses were collected throughout the County, with a larger share of respondents from Area 2, which is the largest area indicated on the map.

|                           | Invite                     | Open Link                  | Overall                    |
|---------------------------|----------------------------|----------------------------|----------------------------|
| Area 1                    | <div><div></div></div> 16% | <div><div></div></div> 14% | <div><div></div></div> 15% |
| Area 2                    | <div><div></div></div> 42% | <div><div></div></div> 42% | <div><div></div></div> 42% |
| Area 3                    | <div><div></div></div> 20% | <div><div></div></div> 24% | <div><div></div></div> 23% |
| Area 4                    | <div><div></div></div> 18% | <div><div></div></div> 15% | <div><div></div></div> 14% |
| Not sure/don't know       | <div><div></div></div> 5%  | <div><div></div></div> 3%  | <div><div></div></div> 4%  |
| Outside of Flagler County |                            | <div><div></div></div> 1%  | <div><div></div></div> 1%  |
| n=                        | 412                        | 1,119                      | 1,531                      |

Palm Coast/Flagler County  
Parks Master Plan - Geographic Areas

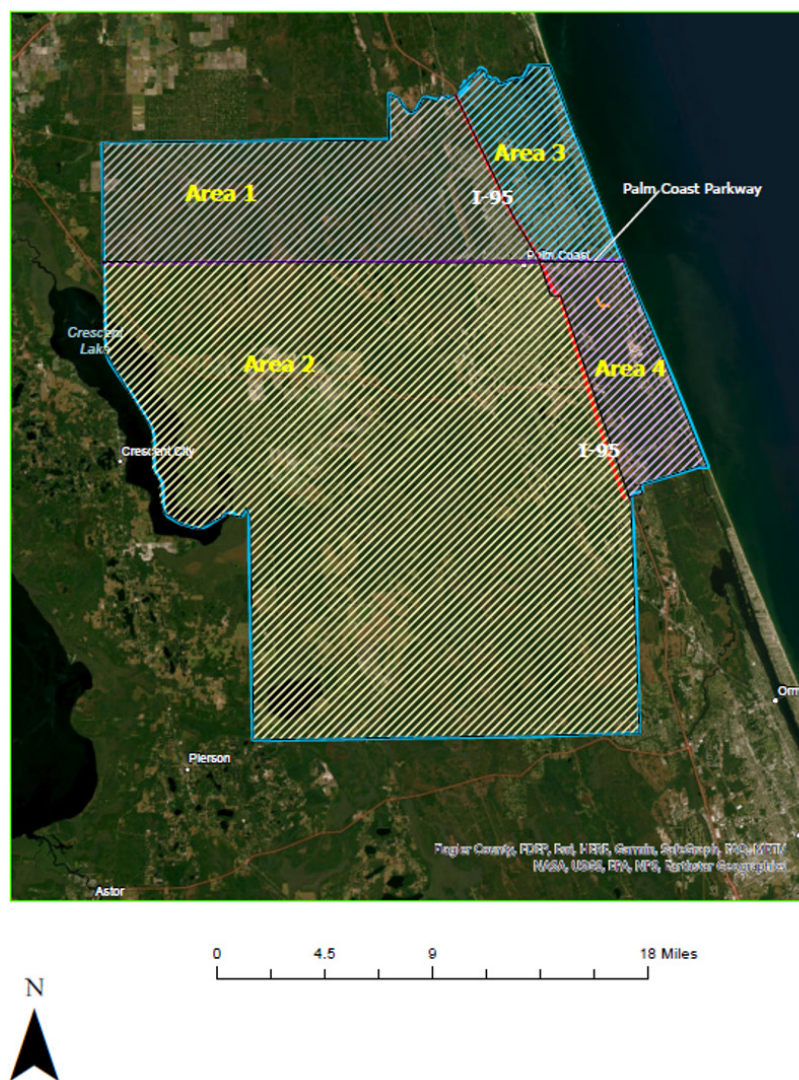


Figure 14: Resident Location



## Summary of Selected Findings

This section provides a brief overview of some of the key findings in the survey. The summary focuses primarily on the statistically valid invitation sample.

A full copy of the Final Survey Report and Open-ended Responses were provided as a staff document.

### SUMMARY OF FINDINGS



#### MOST FREQUENTLY USED FACILITIES

- Beaches, parks, trails and pathways are the most frequently used facilities.
- About a quarter of respondents use them at least once a week.



#### TOP AMENITIES USED WHEN VISITING A PARK OR RECREATION FACILITY

- Nature walkways
- Trails
- Restrooms
- Ocean based recreation
- Boardwalk/overlook pier



#### TOP AREAS FOR GREATEST IMPROVEMENT

- Parks and open spaces
- Nature preserves and reserves
- Walkways and trails
- Amenities at parks



#### TOP COMPONENTS THAT WOULD INCREASE USAGE

- Improved communication
- More shade
- Additional lighting
- Better condition maintenance
- Additional facilities/amenities



#### TOP PRIORITIES NEXT FIVE YEARS

- Improve existing facilities/amenities
- Nature based recreation
- Additional trails/pathways
- More senior programs
- Add more parks

Figure 15: Summary of Key Survey Findings

# SOCIAL PINPOINT

## Introduction and Methodology

Social Pinpoint is an online engagement tool BerryDunn uses to gather community feedback. With assistance from the City of Palm Coast (City) and Flagler County (County) staff, BerryDunn customized the site for the master planning process with a new project logo (POP – Planning Our Parks initiative), the City and County color palettes, and community photos.

The site was rolled out on February 26, 2023 and was left open for comment through April 16, 2023. The site included a prominent video of City Manager Denise Bevan and County Administrator Heidi Petito briefly explaining the planning process and encouraging residents to participate on the site via the following mediums:

- **A BUDGET TOOL:** Site visitors were provided \$200 and were asked to allocate their funds according to the importance of each of the following facilities/amenities:
  - » Aquatic center with 50-meter pool
  - » Convention center
  - » Disc golf course
  - » Golf course clubhouse with food service
  - » Kayak launch
  - » Indoor sports complex (fitness, basketball, volleyball)
  - » Outdoor athletic complex (softball, baseball, soccer, football)
  - » Pickleball courts
  - » Trail connectivity

- **AN IDEAS WALL:** This wall sought feedback regarding the following items:
  - » Parks and trails
  - » Programs I love!
  - » Suggestions
  - » What's missing?
  - » Indoor recreation facilities
  - » Beaches
- **A MAPPING TOOL:** Site visitors were provided a map of the County and were asked to provide feedback regarding the following:
  - » Challenges
  - » Favorite place
  - » Strengths
  - » Suggestions
- **A TRAIL SYSTEM FORUM:** Site visitors were asked about access barriers to County trails.

Three of the four tools (Ideas Wall, Mapping Tool, and the Trail System Forum) allowed people to view the sentiments of others and to either “vote up or vote down” ideas. The Budgeting Tool was private and did not allow people to see how others felt regarding budget priorities. The site also included links to both City and County social media outlets. The full Social Pinpoint Summary Report was provided as a staff document.



Figure 16: Planning Our Parks Social Pinpoint

## RECURRING THEMES

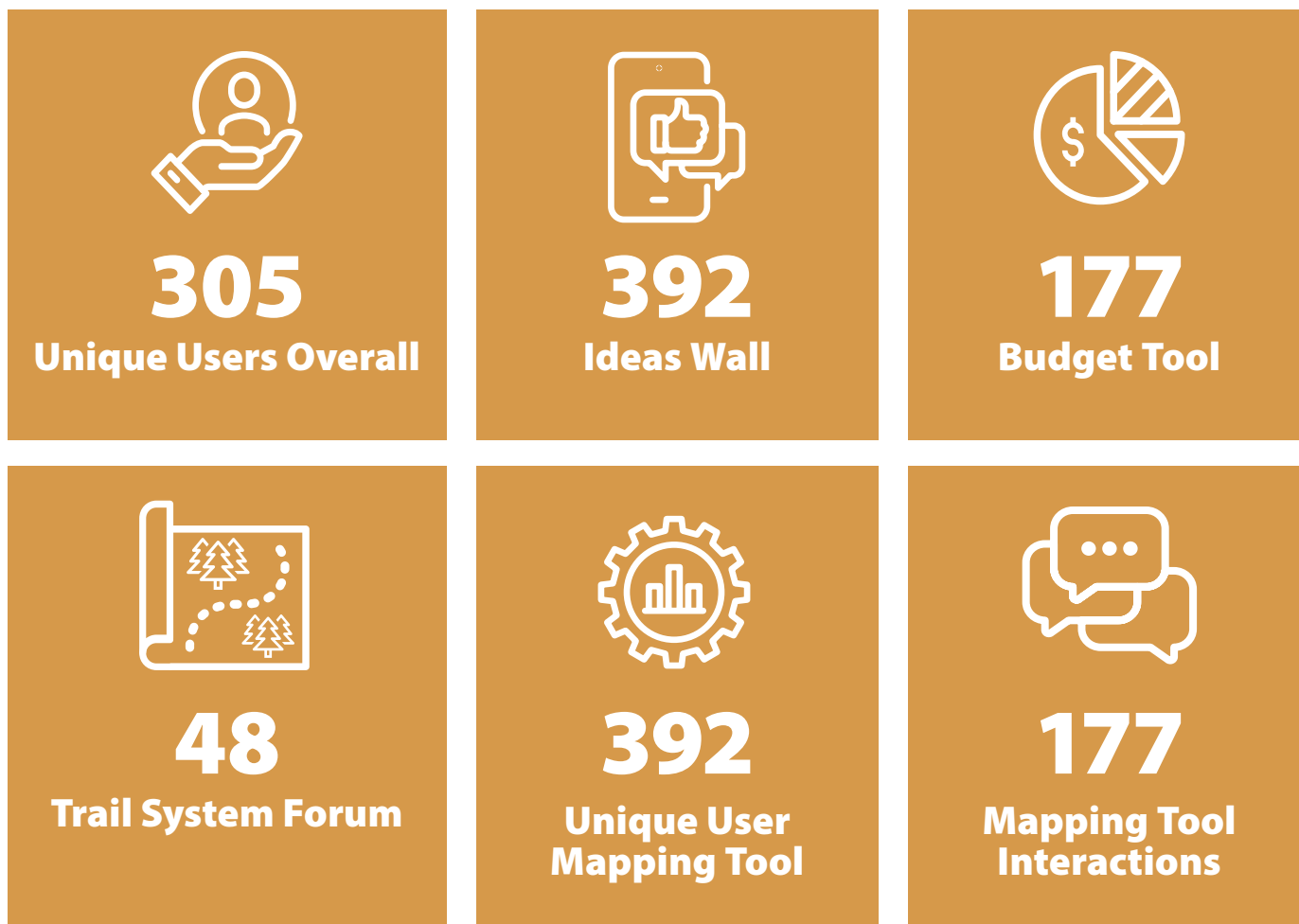


Figure 17: Social Pinpoint Online Engagement

Recurring themes were identified using a number of tools: review of existing plans and documents, focus groups, stakeholder meetings, a community needs assessment survey, inventory, and LOS analysis, and community workshops. The information gathered from these sources was evaluated, and the recommendations were developed that address these recurring themes:

- Maintaining and make upgrades to existing parks, benches, facilities, and amenities
- Additional access to the water (kayak launches and fishing piers)
- Developing a new athletic complex
- Adding additional restrooms: along trails, athletic fields, and playgrounds
- Developing more rectangle and diamond fields
- Preserving open space, beaches, conservation lands, wildlife, and heritage sites
- Developing new facilities and amenities: disc golf, bike parks, lighting, and shade
- Continuing current and developing new collaborations: County, Municipalities, and School Districts
- Developing additional trail connectivity and expanding our current system
- Improving communication about offerings, existing facilities, and activities
- Developing additional programs: seniors, adults, teens, after school, outdoor recreation



## What We Have Here – Our Parks, Beaches, Trails, and Facilities

### PARKS AND FACILITIES INVENTORY AND ASSESSMENT

#### Step 1: Inventory – What Do We Have?

In February 2023, the consultant team used a mobile audit tool (the full GRASP Atlas was provided as a staff document) in each park and facility to count and score the function and quality of:

- Components – things you go to a park to use, examples: playgrounds, tennis courts, picnic shelters
- Modifiers – things that enhance comfort and convenience, examples: shade, drinking fountains, restrooms

Evaluators assigned a quality value (between 0 and 3) to each park site, component, and modifier, allowing the comparison of sites and analysis of the overall LOS provided by the park system. Photos depict various examples and conditions from those visits.



#### Parks Assessment Overview

Observations based on park and facility visits include the following:

##### CITY OF PALM COAST

- Some very nice parks with a wide variety of opportunities
- A variety of trail access points and wayfinding
  - » Trails are heavily used
- Some parks could be refreshed or updated
- Several undeveloped properties with limited access

##### FLAGLER COUNTY AND OTHER PROVIDERS

- A wide variety of parks and facilities
  - » Natural areas and preserves
  - » Rural parks
  - » Beach access and dune walkovers
  - » Active recreation
- Trailhead standards could be improved or broadened
- Americans with Disabilities Act (ADA) access improvements needed
- Deferred maintenance needed at some of the more rural locations

## Step 2: Assessment and Analysis - How Are We Doing?

### Component Scoring

The GIS database is a valuable tool for sorting and queries.

Overall, component scoring is slightly different than the national GRASP® database regarding percentages of 1's, 2's, and 3's. System components are likely to score "2" at nearly 90% and components are less likely to be scored a "3" which could signify fewer signature or special components across the system.

| Palm Coast / Flagler Dataset |     |           |     |
|------------------------------|-----|-----------|-----|
| Neighborhood                 |     | Community |     |
| Scores                       | %   | Scores    | %   |
| 0                            | 3%  | 0         | 0%  |
| 1                            | 5%  | 1         | 5%  |
| 2                            | 89% | 2         | 91% |
| 3                            | 4%  | 3         | 4%  |
| National Dataset             |     |           |     |
| 0                            | 2%  | 0         | 2%  |
| 1                            | 8%  | 1         | 10% |
| 2                            | 82% | 2         | 78% |
| 3                            | 7%  | 3         | 9%  |

Table 3: Component Score Breakdown vs. National Dataset Table

The yellow highlight indicates areas that appear to be different than the national data. The data can be isolated for specific components, such as playgrounds, as shown in the following table. All playgrounds are listed with park location, quantity, and quality scores in this case.

The following table is an example of data that can be highlighted or isolated within the dataset. In this case all playgrounds are listed. The table includes the park name, playground type, quantity, neighborhood score, community score, and site visit notes. The table is color coded to represent Palm Coast playgrounds, Flagler County playgrounds, and other provider playgrounds.



Figure 18: Playground Example Photos

| Map ID | Park / Location                                | Component               | Quantity | Neighborhood Score | Community Score Shade | Shade | Observations                                                                                    |
|--------|------------------------------------------------|-------------------------|----------|--------------------|-----------------------|-------|-------------------------------------------------------------------------------------------------|
| PC001  | Belle Terre Park and Frieda Zamba Pool         | Playground, Local       | 1        | 2                  | 2                     | Y     |                                                                                                 |
| PC035  | Indian Trails Sports Complex                   | Playground, Local       | 1        | 1                  | 1                     |       | Minimal and undersized for property                                                             |
| PC042  | James F. Holland Memorial Park                 | Playground, Destination | 1        | 2                  | 2                     |       | Large diverse set. In need of some repairs. Could be easy three with due repairs                |
| PC061  | Palm Coast Community Center and Park           | Playground, Local       | 1        | 3                  | 3                     |       | Beautiful old growth trees and nice play set. Modern, accessible, safety fenced, with restrooms |
| PC076  | Ralph Carter Park                              | Playground, Destination | 1        | 2                  | 2                     | Y     |                                                                                                 |
| PC085  | Seminole Woods Park                            | Playground, Local       | 1        | 2                  | 2                     | Y     |                                                                                                 |
| PC088  | St. Joe Walkway and Linear Park                | Playground, Local       | 1        | 2                  | 2                     |       |                                                                                                 |
| PC102  | Waterfront Park and Children's Memorial Garden | Playground, Local       | 1        | 2                  | 2                     | Y     |                                                                                                 |
| FC026  | Bings Landing                                  | Playground, Local       | 1        | 2                  | 2                     |       |                                                                                                 |
| FC051  | Espanola Community Center                      | Playground, Local       | 1        | 2                  | 2                     |       |                                                                                                 |
| FC076  | Hammock Community Center Outdoor               | Playground, Local       | 1        | 2                  | 2                     |       |                                                                                                 |
| FC081  | Haw Creek Community Center Outdoor             | Playground, Local       | 1        | 2                  | 2                     |       |                                                                                                 |
| FC093  | Herschel King Park                             | Playground, Local       | 1        | 2                  | 2                     |       |                                                                                                 |



| Map ID | Park / Location                         | Component         | Quantity | Neighborhood Score | Community Score Shade | Shade | Observations                      |
|--------|-----------------------------------------|-------------------|----------|--------------------|-----------------------|-------|-----------------------------------|
| FC101  | Hidden Trails Park and Community Center | Playground, Local | 1        | 2                  | 2                     |       |                                   |
| FC134  | Moody Homestead Park                    | Playground, Local | 1        | 2                  | 2                     |       |                                   |
| FC145  | Old Dixie Park                          | Playground, Local | 1        | 2                  | 2                     |       |                                   |
| FC150  | Pellicer Community Center Outdoor       | Playground, Local | 1        | 2                  | 2                     |       |                                   |
| FC186  | Shell Bluff Park                        | Playground, Local | 1        | 2                  | 2                     |       |                                   |
| FC207  | Wadsworth Park                          | Playground, Local | 1        | 1                  | 1                     |       | Small tot lot                     |
| FC279  | Wadsworth Park                          | Playground, Local | 1        | 1                  | 1                     |       | Small considering park            |
| FC044  | Custer Park                             | Playground, Local | 1        | 1                  | 1                     |       | Swings only                       |
| FC048  | Edward Johnson Park                     | Playground, Local | 1        | 2                  | 2                     |       | Dirty                             |
| FC321  | Flagler County Housing Authority Park   | Playground, Local | 1        | 1                  | 1                     |       | Minimal                           |
| FC105  | Joanne B. King Park                     | Playground, Local | 1        | 1                  | 1                     |       | Aged                              |
| FC197  | N. Palmetto Park                        | Playground, Local | 1        | 1                  | 1                     |       | Small tot lot with minimal access |
| FC192  | Silver Lake Park                        | Playground, Local | 1        | 1                  | 1                     |       | Minimal                           |
| FC223  | Washington Oaks Gardens State Park      | Playground, Local | 1        | 2                  | 2                     |       |                                   |
| FC232  | Wickline Park                           | Playground, Local | 1        | 2                  | 2                     |       |                                   |

Table 4: Component Data Example Table



## Park Scoring and Classification Overview

Park scoring measures how the parks and components serve residents and users. These scores often make the most sense when compared within the same classification, i.e., when comparing one neighborhood park to another neighborhood park. It may be reasonable that there is a wide range of scores within a category. Still, it may also be an opportunity to re-evaluate a park's particular classification based on the service to the community or neighborhood it serves.

In addition to locating components, the assessment includes quality, function, condition, and modifiers. Cumulative scores most directly reflect the number and quality of components. The availability of modifiers such as restrooms, drinking fountains, seating, parking, and shade also impact park scores. Higher scores reflect more and better recreation opportunities than lower scores. There is no ultimate or perfect score.

We see a great variety in scores among the different classifications in the following tables. This likely means that some adjustments may need to be made to park categories to closely match these parks' services and public expectations. Find additional information and tables in the appendix related to park and indoor facility scoring.

### UNDERSTANDING THE SCORES

Each park has a GRASP® Neighborhood Score and a GRASP® Community Score. The biggest difference in these two scores is that the Neighborhood Score is focused on component diversity and the Community Score also considers the quantity of each component. An example of this might be a park that has a number of different components including a playground, a picnic shelter, a basketball court and four tennis courts. The GRASP® Neighborhood Score would reflect that users have access to 4 different components. The GRASP® Community Score recognizes the 4 unique component types but also factors in the fact that there are 4 tennis courts. In this case the park would score higher in GRASP® Community Score than in GRASP® Neighborhood Score.



## City of Palm Coast

James F. Holland Memorial Park contributes a great deal to the overall LOS of the community. Belle Terre Park (and Frieda Zamba Pool) and Indian Trails Sports Complex also provide significant quality recreation opportunities. Town Center Community Center, Wild Oaks Park and Palm Coast Park DRI are likely misclassified as Community Parks.

Ralph Carter and Seminole Woods Neighborhood Parks are high scoring neighborhood parks. They align closely with Palm Coast Community Center and Park and perhaps need to all be in the same class of park based on component offerings. The remaining parks in this classification do not seem to fit the neighborhood park role.

The tennis center and golf course fit the special facility model well. The future Cultural Arts Center may also fall into this category upon completion.

St. Joe Walkway and Linear Park offer more active park components and is more comparable to other neighborhood parks. Long Creek fit a possible preserve classification while others are more undeveloped properties currently.

Consider the following adjustments to the classification system to align more closely with park offerings.

| City of Palm Coast                            |                    |                 |                  |                                |
|-----------------------------------------------|--------------------|-----------------|------------------|--------------------------------|
| Park / Location                               | Neighborhood Score | Community Score | Total Components | Proposed Classification / Type |
| James F Holland Memorial Park                 | 139                | 237             | 39               | Community Park                 |
| Belle Terre Park and Frieda Zamba Pool        | 60                 | 134             | 23               | Community Park                 |
| Waterfront Park and Childrens Memorial Garden | 55                 | 81              | 14               | Neighborhood Park              |
| Palm Coast Community Center and Park          | 65                 | 65              | 7                | Neighborhood Park              |
| Ralph Carter Park                             | 55                 | 62              | 10               | Neighborhood Park              |
| Seminole Woods Park                           | 49                 | 49              | 7                | Neighborhood Park              |
| Town Center Central Park                      | 41                 | 41              | 7                | Neighborhood Park              |
| St. Joes Walkway and Linear Park              | 65                 | 82              | 15               | Passive Park                   |
| Heroes Park                                   | 14                 | 19              | 3                | Passive Park                   |
| Hidden Lakes Park                             | 13                 | 13              | 2                | Passive Park                   |
| Town Center Pocket Park                       | 4                  | 4               | 1                | Passive Park                   |
| Longs Landing Park                            | 48                 | 53              | 10               | Preserve                       |
| Bird of Paradise Nature Preserve              | 18                 | 18              | 3                | Preserve                       |
| Long Creek                                    | 4                  | 4               | 1                | Preserve                       |
| Palm Coast Tennis Center                      | 28                 | 216             | 25               | Sports Complex/Park            |
| Indian Trails Sports Complex                  | 43                 | 115             | 22               | Sports Complex/Park            |
| Palm Harbor Golf Course                       | 24                 | 24              | 4                | Sports Complex/Park            |
| Pine Lakes Multipurpose Trail                 | 9                  | 9               | 1                | Trail Access                   |
| Wild Oaks Park                                | 7                  | 7               | 2                | Trail Access                   |
| Cypress Knoll Park                            | 4                  | 4               | 1                | Undeveloped                    |
| Indian Trails Park                            | 4                  | 4               | 1                | Undeveloped                    |
| Matanzas Woods Park                           | 4                  | 4               | 1                | Undeveloped                    |
| Palm Coast Park DRI                           | 4                  | 4               | 1                | Undeveloped                    |
| Canoe and Kayak Launch                        | 2                  | 2               | 0                | Undeveloped                    |
| Town Center Cultural Arts Center              | 2                  | 2               | 0                | Undeveloped                    |

Figure 19: Possible Classification Adjustments for City of Palm Coast

## Flagler County

Facilities currently in Park Classification offer a wide range of recreation opportunities. It may be more informative to group parks based more on comparison of size, use and number of components. Grouping larger parks such as Wadsworth Park and Flagler County Recreation Area together seems logical.

A common entry across the County is a small indoor facility and a surrounding park. Parks in this category are all pretty similar. Some parks have been updated with current

features while others need updating. Hammock, Hidden Trails, and Espanola are representative of this class.

Large expansive areas such as Princess Place and Graham Swamp have some development and park or more active components. These areas are similar but may vary in overall score based on the number of components offered at a specific site.

Consider the following adjustments to the classification system to align more closely with park offerings.

| Flagler County                              |                    |                 |                        |
|---------------------------------------------|--------------------|-----------------|------------------------|
| Park / Location                             | Neighborhood Score | Community Score | Classification / Type  |
| Wadsworth Park                              | 113                | 208             | County Park            |
| Flagler County Recreational Area            | 46                 | 113             | County Park            |
| Old Dixie Park                              | 62                 | 72              | County Park            |
| Bings Landing                               | 50                 | 65              | County Park            |
| Herschel King Park                          | 50                 | 58              | County Park            |
| Princess Place Preserve                     | 106                | 110             | Preserve               |
| Shell Bluff Park                            | 79                 | 86              | Preserve               |
| Graham Swamp                                | 46                 | 50              | Preserve               |
| Betty Steflik Preserve                      | 38                 | 38              | Preserve               |
| River to Sea Preserve                       | 35                 | 35              | Preserve               |
| Haw Creek Preserve                          | 34                 | 34              | Preserve               |
| Bulow and Sweetbottom                       | 6                  | 6               | Preserve               |
| Hammock Community Center Outdoor            | 50                 | 74              | Rural Community Park   |
| Hidden Trails Park and Community Center     | 43                 | 46              | Rural Community Park   |
| Moody Homestead Park                        | 31                 | 31              | Rural Community Park   |
| Espanola Community Center                   | 26                 | 26              | Rural Community Park   |
| Haw Creek Community Center Outdoor          | 24                 | 24              | Rural Community Park   |
| Pellicer Community Center Outdoor           | 24                 | 24              | Rural Community Park   |
| Carver Park                                 | 7                  | 9               | Rural Community Park   |
| St Johns Community Center Outdoor           | 9                  | 9               | Rural Community Park   |
| Bull Creek Campground                       | 19                 | 19              | Special Use Facility   |
| A1A Tennis Courts                           | 8                  | 18              | Special Use Facility   |
| Moody Boat Launch                           | 24                 | 34              | Boat Ramp/Water Access |
| Lake Disston Boat Ramp                      | 8                  | 8               | Boat Ramp/Water Access |
| Lehigh Greenway Rail Trail                  | 40                 | 40              | Trail                  |
| Malacompra Park                             | 38                 | 38              | Beach Park             |
| Bay Drive Park                              | 36                 | 36              | Beach Park             |
| Jungle Hut Park                             | 29                 | 29              | Beach Park             |
| Old Salt Park                               | 14                 | 14              | Beach Park             |
| Varn Park                                   | 14                 | 14              | Beach Park             |
| Flagler County Visitor Eco-Discovery Center | 6                  | 6               | Undeveloped            |

Figure 20: Possible Classification Adjustments for Flagler County



A number of other providers have parks throughout the County. They have been divided between State Park properties and other parks. Wickline and Joanne B. King Park provide the greatest service to residents. Sliver Lake Park is less developed and tends more towards a preserve. Lower scoring parks in this classification are in need of significant updates or upgrades to provide intended service levels.



## Indoor Facilities

Similar to parks and outdoor facilities, indoor spaces also receive an overall score. It indicates how the facility may serve residents and users. The great variety in offerings of indoor facilities often make the most sense when compared within the type of facility, i.e., when comparing one rural community center to another community center. It may be reasonable that there is a wide range of scores within a category. In Palm Coast the Palm Coast Community Center offers a variety of spaces and programming opportunities. In contrast, Flagler County has a number of small community centers across the County. They generally offer smaller indoor spaces with more limited opportunities.

| Indoor facility/Location             | GRASP Indoor Score |
|--------------------------------------|--------------------|
| Palm Coast Community Center          | 65                 |
| Cypress Knoll Golf Course Club House | 29                 |
| Palm Harbor Golf Course Club House   | 19                 |
| Belle Terre Fitness                  | 14                 |
| Flagler County Fairgrounds           | 14                 |
| Princess Place Lodge                 | 14                 |
| The Legacy Lodge                     | 14                 |
| Pine Lakes Golf Course Clubhouse     | 14                 |
| Hammock Community Center             | 13                 |
| Haw Creek Community Center           | 13                 |
| St. Johns Community Center           | 13                 |
| Carver Recreation Center             | 10                 |
| UF Extension Auditorium              | 10                 |
| Espanola Community Center            | 9                  |
| Hidden Trails Community Center       | 9                  |
| Princess Place Island House          | 9                  |
| Linear Park Classroom                | 9                  |
| Palm Coast Aquatics Center           | 9                  |
| Palm Coast Historical Society Museum | 7                  |
| Flagler Beach Library                | 4                  |

Figure 21: Indoor Scores



## LOS Analysis

### What is LOS, and why do we use it?

- LOS measures how a system provides residents access to parks, open spaces, trails, and facilities. It indicates the ability of people to connect with the outdoors and nature and pursue active lifestyles with implications for health and wellness, the local economy, and quality of life. LOS for a park and recreation system tends to mirror community values, reflective of peoples' connection to their communities. It is also useful in benchmarking current conditions and directing future planning efforts. The service offered by a park or a component is a function of two main variables: location and ease of access.

### What Is GRASP®?

- GRASP® (Geo-referenced Amenities Standards Process) has been applied in many communities across the country as a measure of LOS. With GRASP®, information from the inventory combined with GIS software produces analytic maps and data called Perspectives that show the distribution and quality of these services.

### What Do Perspectives Do for Us?

- Perspectives can be maps or other analyses incorporating statistics, diagrams, tables, and charts that provide benchmarks or insights useful in determining community success in delivering services. The inventory performed with the GRASP®-IT tool provides details of what is available at any given location, and GIS analysis measures user access. People use various ways of reaching a recreation destination: on foot, on a bike, in a car, via public transportation, or some combination. In GRASP® Perspectives, there are two distinct types of service areas for examining the park system to account for this variability:

1. **3-MILE ACCESS PERSPECTIVE:** Uses a travel distance of three miles to each component and gives a premium for areas within 1-mile and a ten-minute walk. It is intended to account for users traveling from home or elsewhere to a park or facility, most likely by automobile.
2. **1-MILE ACCESS PERSPECTIVE:** Uses a travel distance of one-mile to each component and gives a premium

for areas within a ten-minute walk. It is intended to account for users traveling from home or elsewhere to a park or facility, most likely by long walk, bike, or automobile.

3. **WALKABLE ACCESS PERSPECTIVE:** Uses a travel distance of ½ mile, a suitable distance for a 10 minute walk.
- Combining the service area for each component and the assigned GRASP® score into one overlay creates a shaded "heat" map representing the cumulative value of all components. This allows the LOS to be measured for any resident/user or location within the study area. The darker the shade of orange, the higher the LOS. Further discussion on Perspectives and other GRASP® terminology is found in the appendix.

### NOTES

- » Proximity relates to access. A component within a given distance of a location is considered "accessible". "Access" in this analysis does not refer to access as defined in the ADA.
- » Service areas use "Esri Service Areas to calculate the area that can be reached within a specified travel time or travel distance along a street network based on travel mode." See the following link for additional information on drive-time and walk-time analysis. [Create Drive-Time Areas—ArcGIS Online | Documentation](#).
- » The LOS value at a particular location is the cumulative value of all components accessible to that location.

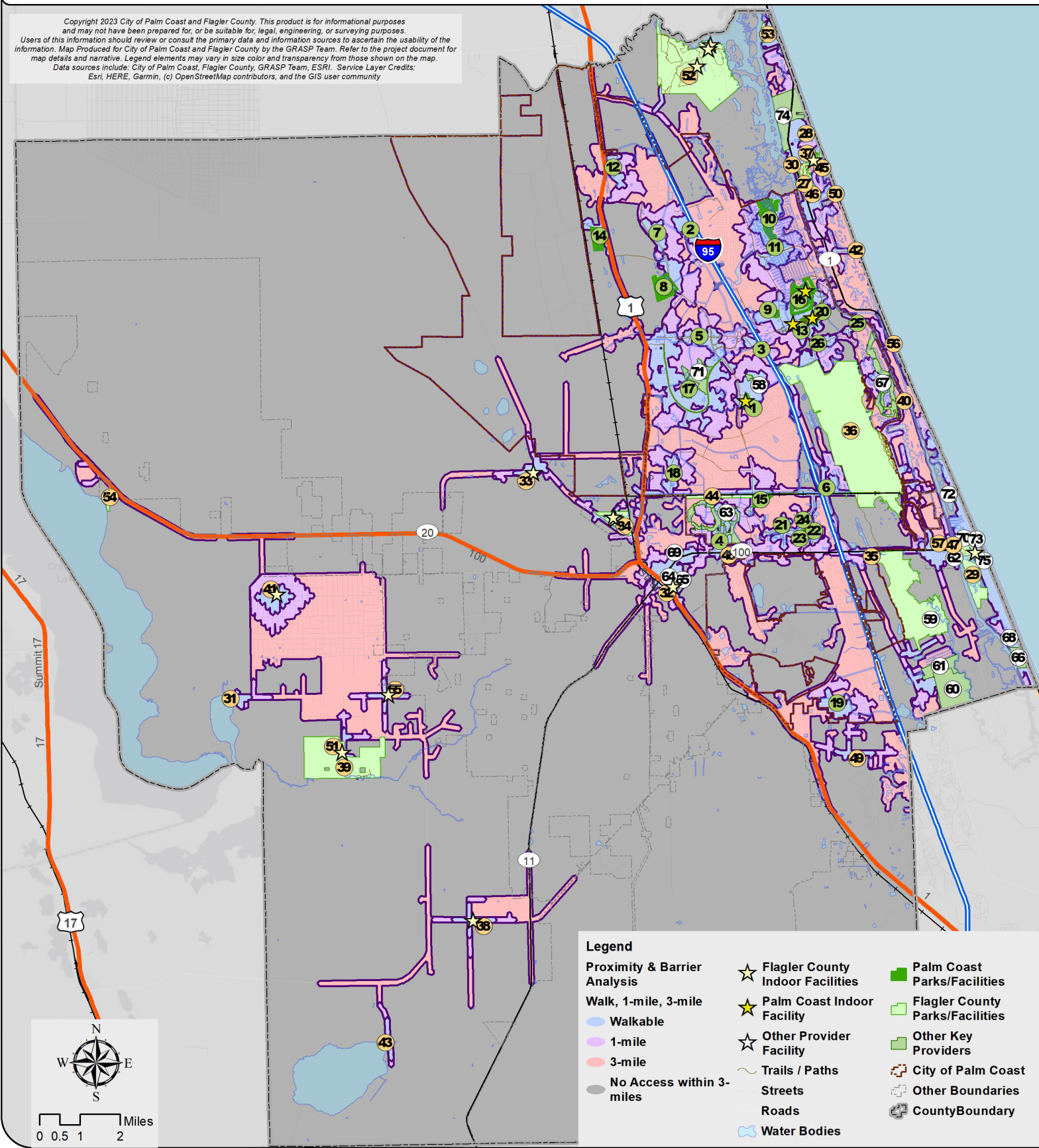
### Proximity, Access, and Pedestrian Barriers

- Pedestrian barriers such as highways, major streets, railroads, and natural features like rivers significantly impact walkable access. Utilizing Esri drive-time and walk-time analysis, zones are created by identified barriers. Common distances used in this analysis include a 10-minute walk, a 1-mile drive, and a 3-mile drive. Each area is shown in the following map in different colors.

Proximity & Barrier Analysis  
Palm Coast/Flagler County, Florida



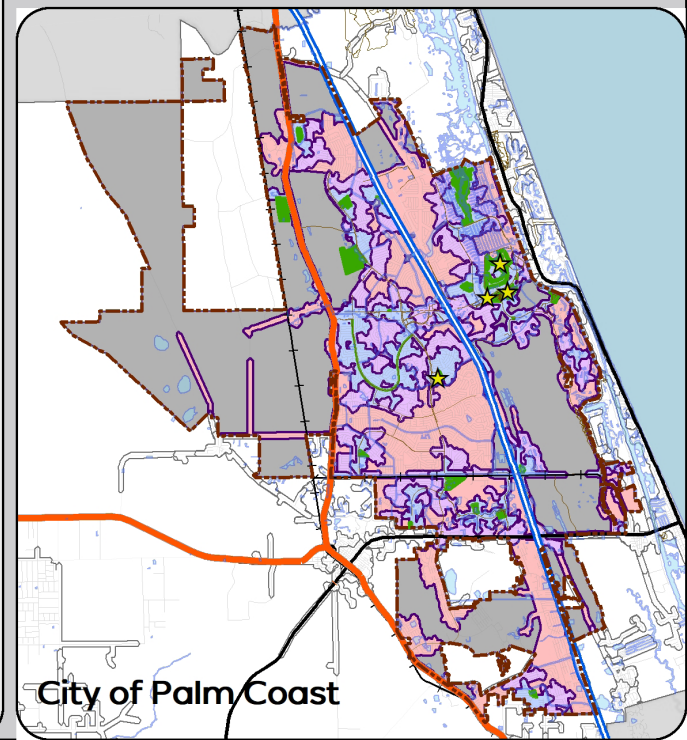
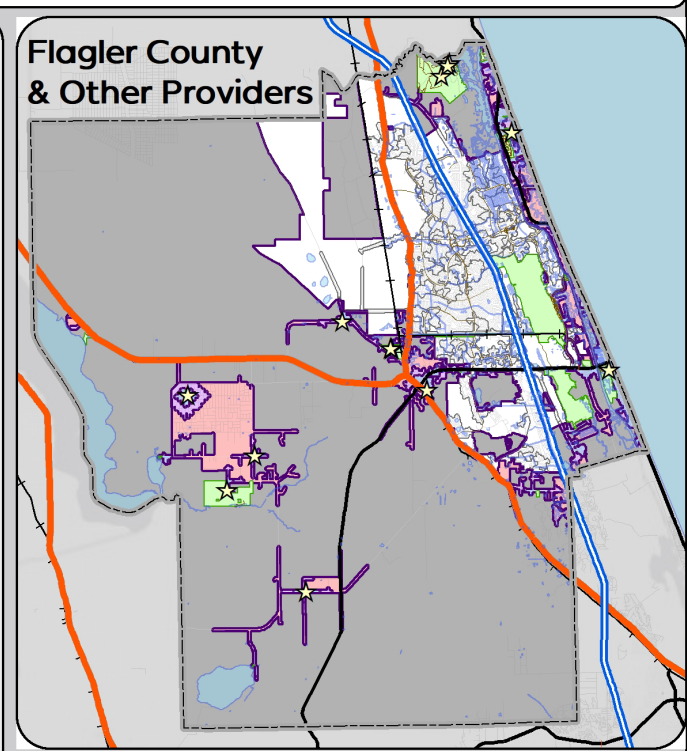
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Locations

- |                                                |                                                 |
|------------------------------------------------|-------------------------------------------------|
| <b>Palm Coast Parks</b>                        | <b>Other Parks</b>                              |
| 1 Belle Terre Park & Frieda Zamba Pool         | 58 Belle Terre Swim & Racquet Club              |
| 2 Bird of Paradise Nature Preserve             | 59 Bulow & Sweetbottom                          |
| 3 Canoe & Kayak Launch                         | 60 Bulow Creek State Park                       |
| 4 Cypress Knoll Park                           | 61 Bulow Plantation State Park                  |
| 5 Heroes Park                                  | 62 Custer Park                                  |
| 6 Hidden Lakes Park                            | 63 Cypress Knoll Golf Course                    |
| 7 Indian Trails Park                           | 64 Edward Johnson Park                          |
| 8 Indian Trails Sports Complex                 | 65 Flagler County Housing Authority Park        |
| 9 James F Holland Memorial Park                | 66 Gamble Rogers Memorial State Recreation Area |
| 10 Long Creek                                  | 67 Grand Haven Golf Course                      |
| 11 Longs Landing Park                          | 68 Irma Parker Preserve                         |
| 12 Matanzas Woods Park                         | 69 Joanne B. King Park                          |
| 13 Palm Coast Community Center & Park          | 70 N. Palmetto Park                             |
| 14 Palm Coast Park DRI                         | 71 Pine Lakes Golf Course                       |
| 15 Palm Coast Tennis Center                    | 72 Silver Lake Park                             |
| 16 Palm Harbor Golf Course                     | 73 Veterans Park                                |
| 17 Pine Lakes Multipurpose Trail               | 74 Washington Oaks Gardens State Park           |
| 18 Ralph Carter Park                           | 75 Wickline Park                                |
| 19 Seminole Woods Park                         |                                                 |
| 20 St. Joes Walkway & Linear Park              |                                                 |
| 21 Town Center Central Park                    |                                                 |
| 22 Town Center Community Center                |                                                 |
| 23 Town Center Cultural Arts Center            |                                                 |
| 24 Town Center Pocket Park                     |                                                 |
| 25 Waterfront Park & Childrens Memorial Garden |                                                 |
| 26 Wild Oaks Park                              |                                                 |
| 27 A1A Tennis Courts                           |                                                 |
| 28 Bay Drive Park                              |                                                 |
| 29 Betty Steflik Preserve                      |                                                 |
| 30 Bings Landing                               |                                                 |
| 31 Bull Creek Campground                       |                                                 |
| 32 Carver Park                                 |                                                 |
| 33 Espanola Community Center                   |                                                 |
| 34 Flagler County Recreational Area            |                                                 |
| 35 Flagler County Visitor Eco-Discovery Center |                                                 |
| 36 Graham Swamp                                |                                                 |
| 37 Hammock Community Center                    |                                                 |
| 38 Haw Creek Community Center                  |                                                 |
| 39 Haw Creek Preserve                          |                                                 |
| 40 Herschel King Park                          |                                                 |
| 41 Hidden Trails Park & Community Center       |                                                 |
| 42 Jungle Hut Park                             |                                                 |
| 43 Lake Disston Boat Ramp                      |                                                 |
| 44 Lehigh Greenway Rail Trail                  |                                                 |
| 45 Malacompra Park                             |                                                 |
| 46 Malacompra Trail Park                       |                                                 |
| 47 Moody Boat Launch                           |                                                 |
| 48 Homestead Park                              |                                                 |
| 49 Old Dixie Park                              |                                                 |
| 50 Old Salt Park                               |                                                 |
| 51 Pellicer Community Center                   |                                                 |
| 52 Princess Place Preserve                     |                                                 |
| 53 River to Sea Preserve                       |                                                 |
| 54 Shell Bluff Park                            |                                                 |
| 55 St Johns Community Center                   |                                                 |
| 56 Varn Park                                   |                                                 |
| 57 Wadsworth Park                              |                                                 |

Flagler County & Other Providers



**Legend**

|                              |                                    |                                   |
|------------------------------|------------------------------------|-----------------------------------|
| Proximity & Barrier Analysis | ☆ Flagler County Indoor Facilities | ■ Palm Coast Parks/Facilities     |
| Walk, 1-mile, 3-mile         | ★ Palm Coast Indoor Facility       | ■ Flagler County Parks/Facilities |
| Walkable                     | ☆ Other Provider Facility          | ■ Other Key Providers             |
| 1-mile                       | — Trails / Paths                   | ■ City of Palm Coast              |
| 3-mile                       | — Streets                          | ■ Other Boundaries                |
| No Access within 3-miles     | — Roads                            | ■ County Boundary                 |
|                              | — Water Bodies                     |                                   |

Figure 22: Proximity Overview



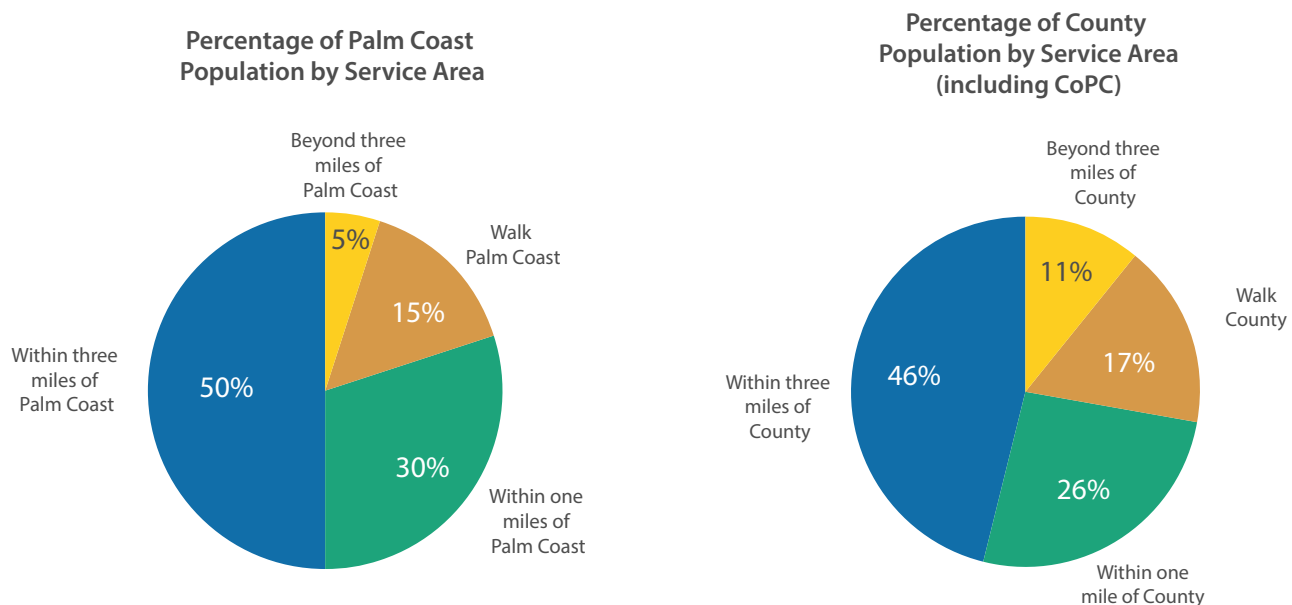


Figure 23: Proximity Analysis Demographic Summaries

GIS analysis also allows the overlaying US Census data on these different service areas to show population percentages. Both City of Palm Coast and the entire Flagler County statistics are presented in the following charts. While walkable access is low for both the City and County, overall analysis shows that 95% of City residents and nearly 90% of all County residents have access to a recreation opportunity within a three-mile drive or less.

GRASP® Perspectives build on this analysis and create a more detailed look at distribution and equitable access by incorporating not only proximity to parks/facilities, but also the quantity and quality of offerings at each. Based on these findings, additional and more specific analysis was done in the following sections.

### Neighborhood (drive-to/bike-to) Access to Outdoor Recreation

Perspectives examine neighborhood or three-mile access to recreation opportunities. Darker gradient areas on the following images indicate higher quality recreation components based on an overlay of different service areas. Premiums are applied for walkable and one-mile access in this analysis. The following analyses show that Palm Coast and Flagler County have good distribution of parks and facilities. While there are vast areas of gray, or no service, throughout the County, in general the orange areas cover a significant portion of residential areas in the City and County.

In the following map, analyses are shown for Flagler County and other providers (upper right), City of Palm Coast (lower right), and a composite of all providers (large left). These different looks allow comparison based on service provider and also emphasize the importance of collaboration amongst all providers in offering service and access across the region.



GRASP® Access Analysis: Neighborhood (Drive-to/bike-to\*) Access to Outdoor Recreation Opportunities

Palm Coast/Flagler County, Florida

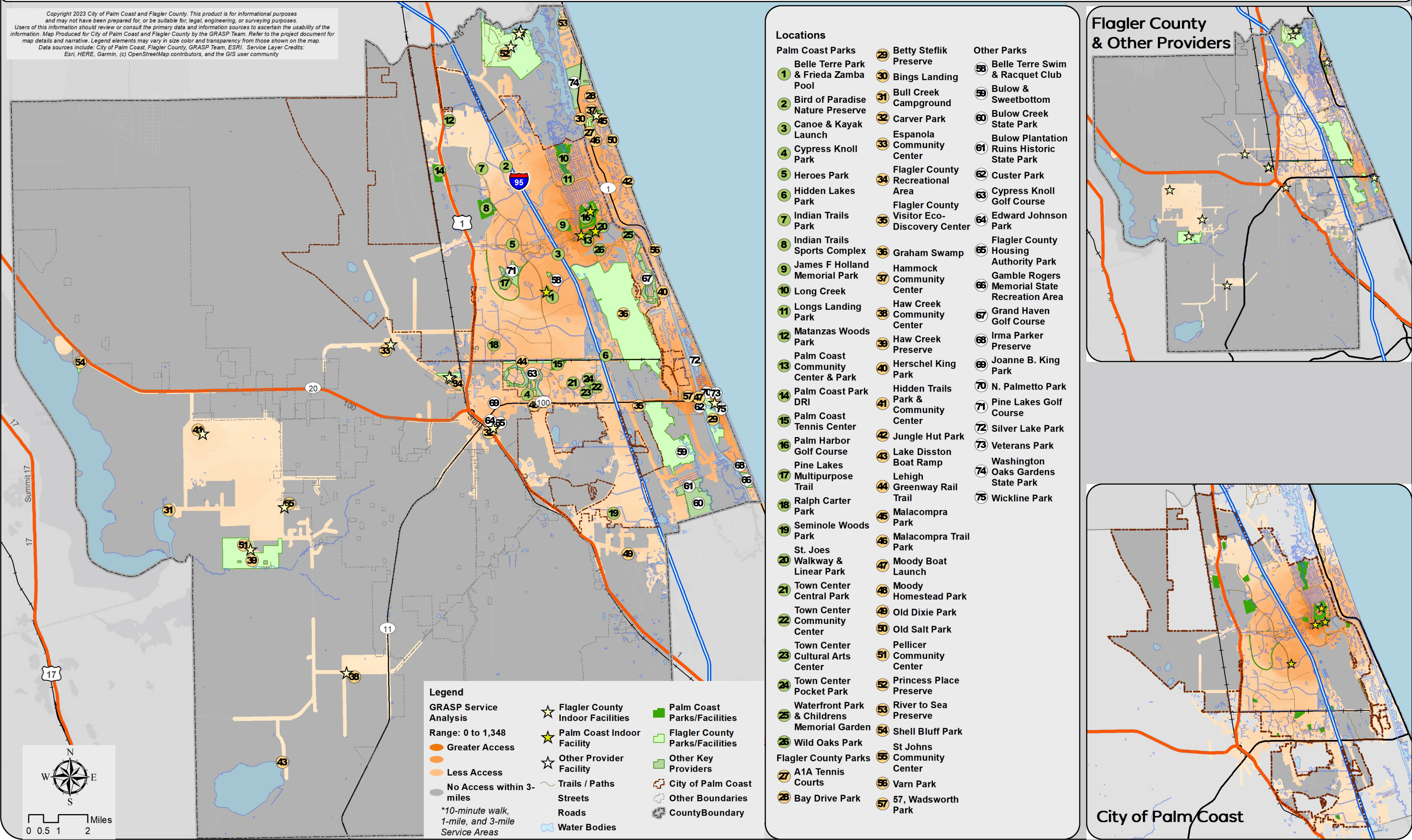


Figure 24: Neighborhood (Three-mile) Access to Outdoor Recreation

## Park Classifications

### The Nature of Classification Systems

Park classification systems are commonly utilized by park and recreation agencies. Most park and recreation agencies organize lands and facilities into various classes, types, categories or other schemes as a planning and management tool. However, once established, classification schemes are rarely modified and over time may lose effectiveness as a tool due to changing values of an agency or a community. Purposes for classifying lands and facilities into different categories include:

- Definition of categories of need for land and facilities and identifying potential acquisitions to meet those needs
- Establishment of policies and strategies for land acquisition, including exactions, easements, leases, and other strategies in addition to fee-simple purchase

- Establishment of benchmarks and goals for providing services and measure the results of efforts towards meeting these
- Determination of policies and strategies for management and operation of lands and facilities

In 1995, the National Park and Recreation Association published the following classification table. At the time it represented the most recent thinking on classification and Standards for parklands and facilities. NRPA has since moved in the direction of GIS mapping of Park and Recreation Lands and exploring the addition of facilities as a GIS attribute that can be mapped. The GRASP® methodology is one example of a GIS driven, component-based system that may be used for both classification and LOS analysis.

| Parks Open Space and Pathways Classifications |                                                                                                                                                                                                                                                                                       |                                                                                                                               |                                                                                                         |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Classification                                | General description                                                                                                                                                                                                                                                                   | Location                                                                                                                      | Size criteria                                                                                           |
| Mini park                                     | Used to address limited isolated or unique recreational needs                                                                                                                                                                                                                         | Less than 1/4 mile distance in residential setting                                                                            | Between 2500 square feet and one acre in size                                                           |
| Neighborhood park                             | Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood focus is on informal activity and passive recreation                                                                                                  | Up to 1/2 miles distance and uninterrupted by non-residential roads and other physical barriers                               | 5 acres is considered minimum size 5 to 10 acres is considered optimal                                  |
| School park                                   | Depending on circumstances combining parks with school sites can fulfill the space requirements for other classes or parks such as neighborhood community sports parks complex and specialties use                                                                                    | Determined by location of school district property                                                                            | Variable depends on function                                                                            |
| Community park                                | Serves broader purpose than neighborhood park focuses on meeting community based recreation needs as well as preserving unique landscapes and open spaces                                                                                                                             | Determined by the quality and suitability of the site usually serves two or more neighborhoods within the three mile distance | As needed to accommodate desires uses, usually between 30 and 50 acres                                  |
| Large urban park                              | Large urban parks serve a broader purpose than community parks and are used when community and neighborhoods parks are not adequate to serve the needs of the community focuses on meeting community based recreational needs as well as preserving unique landscapes and open spaces | Determined by the quality and suitability of the site, usually serves the entire community.                                   | As needed to accommodate desire needs usually a minimum of 50 acres with 75 or more acres being optimal |



| Parks Open Space and Pathways Classifications |                                                                                                                                       |                                                            |                                                                                          |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Classification                                | General description                                                                                                                   | Location                                                   | Size criteria                                                                            |
| Natural resource areas                        | Land set aside for preservation of significant natural resources remnant and landscapes open space and visual aesthetics or buffering | Resource availability and opportunity                      | Variable                                                                                 |
| Greenways                                     | Effectively tie the park system components together to form a continuous park environment                                             | Resource availability and opportunity                      | Variable                                                                                 |
| Sports Complex                                | Consolidates heavily programmed athletic fields and associated facilities to larger and fewer sites                                   | strategically located throughout community wide facilities | Determined by projected demand usually a minimum of 25 acres with 40 to 80 being optimal |
| Special use park                              | Covers a broad range of Parks and Recreation facilities oriented toward a single purpose use                                          | Variable dependent on specific use                         | Variable                                                                                 |
| Private park and recreation facility          | Park and recreation facilities that are privately owned yet contribute to the public park and recreation system                       | Variable dependent on specific use                         | Variable                                                                                 |

Figure 25: NRPA Parks and Open Spaces Classifications (1995)

A good classification system should address such a variety of purposes in ordering park facilities. Classifications must be clear, straightforward, and understandable, especially to agency administrators and staff. Often, classifications systems are adopted that are ambiguous or use conflicting criteria for defining individual classes of lands and facilities. One example might be a classification system based on both parcel size and the uses that occur within a parcel.

Planners and administrators often try to do too many things at once within a single scheme. Classifications that state “a neighborhood park is 10 acres or less”, and simultaneously define parks with a sports field as Community Parks create conflicts. Consider a site that is located in a residential area on 20 or 30 acres that is part wooded area and part developed park, with a playground intended for use by the neighborhood but not much else. This site would be considered a neighborhood park based on use but a community park based on size. An exception must be made to the standard in order to assign it to one classification or the other.

That same park might have a large lawn area that is used for soccer games. The combination of size and use would place it in the community park category, but everyone considers it a neighborhood park because of where it is located

and the people it serves. Again, an exception is made to the standard. Or a new classification is created to address the unique situation. Over time, other unique situations occur, and before long there are too many classifications and/or exceptions and the classification system become unwieldy. The ambiguity and number of exceptions that the classification scheme creates degrades its effectiveness as a planning tool. Ultimately such a scheme comes to be seen as arbitrary as it is not defensible as a means of justifying decisions.

A common failing of classification systems is that they tend to be used on a parcel basis rather than a land-use basis. Often, a large parcel is owned within which a wide and diverse set of uses is contained, and there is no single classification that encompasses the full range of purposes the parcel addresses. So, a classification is chosen from among the possible choices, but it is not able to describe all of the functions of that parcel. The alternative would be to develop a new classification that fits the parcel, but over time this would lead to too many classifications and become unwieldy and less useful for its original purposes.

Classifications are of relatively little importance to the general public. A visitor chooses to visit a particular park or facility for the amenities it contains, not based on its classification. The classification, if included in the name of the park or facility, may suggest to the potential visitor what



amenities it contains, but the choice to visit is still based on the amenities that are actually found there regardless of name or classification. Classifications are only of value for internal use by an agency.

Another useful classification system is to apply it on a land-use basis rather than a parcel basis. To do this, first list the various types of uses found within the agency's lands and facilities. Sort these into helpful categories that have relevance to the planning, operation, and management of the assets. For example, if neighborhood parks are to be managed differently than Community Parks, a clear and understandable definition of what uses constitute a neighborhood park should be developed.

Once the categories are defined, all of the land and facilities owned and managed by an agency should be evaluated to identify which parts of them fall within each of the various classifications. This should be done on a real basis rather than a parcel basis. This means that a neighborhood park may be defined by boundaries that reflect the use, and these boundaries may not necessarily coincide with parcel boundaries (though often they will). These boundaries can be drawn in a GIS system and stored on separate layers from the parcel boundaries. By creating a new layer in the GIS with classifications based on functions, the classification system can be used more effectively to measure and manage the assets of the agency.

## Trails Assessment

The Palm Coast/Flagler County Parks and Recreation Master Plan Trail Assessment assesses various features that contribute to the comfort and convenience of trail users, such as trail ID signage, seating, restrooms, and more. Each trail was scored in four categories: evaluation of comfort and convenience features, trailhead design and ambiance, neighborhood score, and community score. The document also includes detailed assessments of nineteen trails in Palm Coast/Flagler County and an overall trail map and inventory process. The following is a summary of the assessment.

- **OVERALL CONNECTIVITY:** The trail system boasts an impressive length, spanning over 125 miles and accommodating a variety of outdoor activities, including biking, hiking, and horseback riding. These trails are thoughtfully interconnected, allowing users to explore a vast network that extends to multiple parks and recreational areas. Along the way, users will find numerous amenities such as restrooms, seating areas, bicycle maintenance stations, picnic areas, and shelters, enhancing the overall experience. Furthermore, these trails blend with native Florida habitats, including pine flatwoods, hardwood hammocks, and salt marshes, providing a truly immersive outdoor adventure.



- **OVERALL AMBIANCE:** The ambiance of these trails is nothing short of enchanting. Offering a diverse range of trail types, including scenic multipurpose trails, primitive trails, and connected sidewalks, there is something to suit every preference. The trails are well-maintained, ensuring a pleasant and safe experience for all users. Lush and diverse vegetation lines the paths, and users can explore preserved natural areas and conservation lands along the way. The presence of user comfort amenities further enhances the overall ambiance.
- **WAYFINDING:** Navigating these trails is made easy with a variety of wayfinding signage. From trailhead maps to trailhead information signs, trail markers, and mileage markers, users can stay on track and make the most of their journey. However, it's worth noting that some of the signage is aging, and the QR scan Trek It Out links need to be fixed. Directional signs between trails are scarce, and there is a limited presence of "you are here" location maps and overall trail maps within the trails themselves. Fortunately, online resources like Trek it and Blueways are available to provide additional guidance.
- **SIGNAGE:** While the trail system excels in wayfinding, there is room for improvement in informational signage. Informational signs about local flora, fauna, historical landmarks, and cultural significance are relatively scarce and primarily located at trailheads. However, warning and emergency contact information are thoughtfully placed at trailheads for user safety. The signage also exhibits a variety of appearances, though some structures show signs of aging.
- **AMENITIES:** Amenities along these trails cater to user convenience and comfort. Trailhead restrooms are well-maintained and boast a concise appearance. Water fountains can be found at trailheads, although they are less frequent along the trails. Rest areas are thoughtfully distributed throughout the trails, featuring benches and receptacles for users to take breaks. Shaded picnic areas provide a welcoming spot for outdoor meals and trailhead bike racks and bicycle maintenance areas accommodate cyclists. Additionally, designated pet waste stations contribute to the overall cleanliness of the trails.
- **TRAIL CROSSINGS:** For safety, marked crosswalks are typically provided at trail crossings. In certain areas, pedestrian crossing signals enhance safety further. However, the presence of high-visibility signage and warning devices for pedestrians, cyclists, and vehicular users is limited, and some crosswalks show signs of aging. Additionally, there is a need for more substantial traffic calming measures near trail crossings to ensure the safety of all users.

Apart from the above overall assessment summary of the trails, each trail was evaluated in four categories: Evaluation of Comfort and Convenience, Evaluation of Trails Design and Ambiance, Neighborhood score, and Community score. An overall score was then determined. The top three highest-scoring trails were Lehigh Trail, Intracoastal Waterway Trail, and Linear Park Trails.

These trails scored higher because of their overall ambiance and multitude of amenities. The lowest-scoring trails were A1A Scenic Loop, Pine Lakes Parkway, and Palm Harbor Parkway. These trails scored low due to the need for pedestrian crossing improvements, need for directional signage, and lower amenities throughout the paths.

| Trail Name                       | Total Score |
|----------------------------------|-------------|
| 13. Lehigh Trail                 | 40          |
| 1. Intracoastal Waterway Trail   | 29          |
| 6. Linear Park                   | 29          |
| 5. St. Joe Walkway               | 26          |
| 15. Haw Creek Preserve           | 26          |
| 16. Princess Place Preserve      | 26          |
| 12. Graham Swamp Trail           | 25          |
| 18. Shell Bluff                  | 25          |
| 11. Graham Swamp Preserve Trail  | 23          |
| 10. Betty Steflik Preserve Trail | 22          |
| 14. Mala Compra Greenway Trail   | 22          |
| 19. Bella Vista Trail System     | 21          |
| 7. Long Creek Nature Preserve    | 20          |
| 17. River to Sea Preserve        | 20          |
| 8. Hidden Lake Trail             | 18          |
| 2. Palm Coast Park US-1 Trail    | 13          |
| 3. Palm Harbor Parkway           | 11          |
| 4. Pine Lakes Parkway            | 11          |
| 9. A1A Scenic Loop               | 9           |

Table 5: Trails Ranked from High to Low



## How Are We Getting It Done – Operations, Maintenance, and Administration

### MAINTENANCE AND OPERATIONS ANALYSIS

#### Maintenance Standards and Appropriate Service Levels

The BerryDunn team was charged with conducting a review of existing park maintenance and athletic field practices and an analysis of staffing structures in relation to community expectations and industry “best practices.” The review consisted of staff interviews, ride-a-longs with staff, site visits, review of operations manuals, budgets, and policies. Multiple meetings were held with staff leadership to discuss assumptions related to metrics for identified tasks, the key park maintenance operations issues and potential solutions identified, and the appropriate service levels for parks and athletic fields maintenance and operations. Recommendations for maintenance efficiencies and staffing levels for parks and athletic fields are included in this report.

#### ENGAGEMENT SUMMARY

BerryDunn staff met with City of Palm Coast and Flagler County parks and athletic field maintenance staff on separate occasions to determine what challenges they are facing at various facilities, as well as what changes should be prioritized.

#### TOP PRIORITIES FROM CITY STAFF WERE:

- Supervisor training and development
- Development of athletic field rest and rehabilitation schedule and plan
- Add additional staff
- Assign a maintenance staff member to the tennis facility
- Install automatic locking and unlocking gates

#### TOP PRIORITIES FROM COUNTY STAFF WERE:

- Improve pay and benefits
- Hire additional staff
- Acquire additional equipment





## CITY OF PALM COAST - ANALYSIS OF PARK MAINTENANCE AND ATHLETIC FIELDS OPERATIONS

This study focused on general park maintenance and athletic field maintenance.

A list of tasks and required frequencies needed to properly maintain the City's parks and athletic fields was developed as part of this process. Steps included interviews with staff, review of documentation including job descriptions, participation and reservation records, daily/weekly/monthly/annual tasks, special events, and special requests provided by staff and thorough inspections of the parks, athletic fields, maintenance shops, and equipment. The BerryDunn team also participated in ride-a-longs with staff to better understand the complete operation of both areas.

The quantity and type of park and athletic field maintenance equipment available to the staff seems appropriate for the number of staff, the size of the organization and the number and frequency of tasks required to maintain parks and athletic fields. Continually updating and replacing equipment will need to continue.

The City has a very large footprint consisting of over 90 square miles. Staff drive a total of 56.58 miles when driving shortest distance from park to park including leaving and returning to public works. Total of 17 stops averaging 3.3 miles between stops.

The staff maintain the grounds and amenities at 13 different parks, trails, and facilities.

The following athletic fields and amenities are currently maintained:

- Eight Soccer/Lacrosse/Flag Football Fields
- Four Baseball Fields (66'/90', 46'/60')
- Four Softball Fields
- 213 parking spaces
- Electronic score boards for four baseball fields
- Bleachers and players benches
- Goals available; various sizes
- Bases and pitchers' mounds provided
- Covered player dugouts for baseball, softball
- Two concession stands
- Water fountains
- Three restroom buildings
- Playground

The following new tasks are anticipated to begin soon (not included in current maintenance analysis):

- Lehigh Trailhead – dog park, community garden, parking lot
- Expanding current tennis center additional landscaping
- Opening a new Kayak launch at water park
- Eight acres of additional athletic fields

The required tasks were placed into a matrix and analyzed to determine the appropriate number of FTE equivalent positions required to maintain the parks and athletic fields at levels deemed acceptable by staff and the community.

General park maintenance and athletic field maintenance currently has the following 24 FTE positions:

- Park maintenance has 14 FT staff:
  - » One lead, 11 groundskeepers, and two grounds maintenance staff
- Two supervisors
- Athletic field maintenance has eight (including the lead) FT staff

**Assumption that 24 FTE positions (includes two supervisors) are currently maintaining parks, trails, and athletic fields.**

The Operations and Maintenance projections were based on the following information:

- Rate of pay used for study is \$28.05 per hour including benefits
- Five hours of prep time weekly for each current FTE position
- About 3.75 hours of travel weekly for each current FTE position

The following information shows the recommended number of FTE positions, annual staffing costs inclusive of benefits, consumables, utilities, and annual operating funding needed for maintaining the parks, trails and athletic fields at levels deemed acceptable by staff and the community based on industry best practices and the consultant teams experience.

- **Recommended number of FTE positions (30.14)**
- **Annual staffing costs inclusive of benefits (\$1,758,70)**
- **Consumables (\$652,588)**
- **Funding required for annual parks, trails, and athletic field parks maintenance and operations (\$2,411,294)**

### Conclusions related to Parks, Trails, and Athletic Fields and Operations and Maintenance Analysis

Overall, the parks, trails, and athletic fields maintenance staff operate well in maintaining the parks, trails, athletic fields, and associated amenities. The supervisors and staff work hard to meet the ever-changing needs related to the parks, trails, and athletic fields. The current staffing level is insufficient to continually maintain the parks, trails, and athletic fields at levels deemed acceptable by staff and the community. Justification for nine new FTEs exists. The City should consider adding three new FTEs and reassess in a year.



### Recommendations to improve Parks, Trails, and Athletic Fields Operations and Maintenance

Provide additional supervisor training as both the Parks and Trails and Recreation supervisors are in relatively new roles:

- Supervisors need to continue to regularly observe staff in the “field”
- Add one new FTE position for park maintenance
- Add one new FTE position for athletic field maintenance
- Add one new FTE position at the tennis facility for maintenance
- The City should consider adding the three new FTEs above and reassess in a year
- Consider contracting with outside organizations to refurbish athletic fields on a regular schedule to improve playability conditions of fields
- Schedule regular time for rest and rehabilitation of athletic fields during the growing season on a regular basis – 6 weeks minimum per field annually
- Update landscaping areas to make them more efficient to maintain, consider contracting this work to bring these areas back to acceptable standards, and then have staff maintain
- Address vandalism through addition of cameras, police patrols, etc.; 5,840 hours, the equivalent of almost three FTE employees annually are spent cleaning up vandalism
- Implement efficiencies such as adding rolling trash carts that contain supplies in parks that have multiple trash cans along walkways. 12,629 hours, the equivalent of almost six FTE employees annually are spent on trash pickup. This recommendation would increase efficiency and help prevent the spillage of waste materials on the walking paths that leave stains and require additional maintenance

## FLAGLER COUNTY - ANALYSIS OF PARK MAINTENANCE AND OPERATIONS

This study focused on general park maintenance.

A list of tasks and required frequencies that are needed to properly maintain Flagler County parks was developed as part of this process. Steps included interviews with staff; review of documentation, including job descriptions, daily/weekly/monthly/annual tasks, special events, and special requests provided by staff; and thorough inspections of the parks, trailheads, maintenance areas, and equipment. The BerryDunn team also participated in ride-alongs with staff to better understand the complete operation of parks maintenance.

The quantity and type of park maintenance equipment available to the staff seems appropriate for the number of staff, the size of the organization, and the number and frequency of tasks required to maintain parks and trailheads. A few additional pieces of equipment needed were identified and are listed in the recommendations. Equipment will need to be continuously updated and replaced.

The County has a very large footprint consisting of over 571 square miles. Within those 571 square miles, the staff maintain the parks and amenities at 28 different parks, trailheads, and facilities. The following graphic shows the variety of amenities and facilities maintained:



Figure 26: Amenities and Facilities Maintained

The required tasks for maintaining facilities were placed into a matrix and analyzed to determine the appropriate number of FTE positions required to maintain the parks and athletic fields at levels deemed acceptable by staff and the community.

General park maintenance currently has:

- 20 FTE positions:
  - » 1 Park and Recreation Manager
  - » 2 Chief of Trades
  - » 17 Maintenance Trade Workers
- 17 maintenance trade workers currently complete the tasks required related to parks, trails, and associated amenities within the County.
- Additionally, the County has five park rangers (park rangers do not typically complete maintenance tasks and were not included in this analysis).
- Cleaning of restrooms is a contracted service and is not included in this analysis.
- Burn tracking is another task that County staff completes that was not included in this analysis.
- This analysis did not include metrics for other duties as assigned.

**Assumption that 20 FTE positions are currently maintaining parks, trailheads, and associated amenities.**

The Operations and Maintenance projections were based on the following information provided by County staff:

- Rate of pay used for study is \$17.13 per hour (average of trades workers I, II, III); not including benefits
- 2.5 hours prep time weekly for each current FTE position
- 10 hours of travel weekly for each current FTE position



The following information shows the recommended number of FTE positions, annual staffing costs (exclusive of benefits), including consumables, utilities, and annual operating funding needed for maintaining the parks, trailheads, and associated amenities at levels deemed acceptable by staff and the community, considering the assumptions outlined above, and based on industry best practices and the consultant team's experience.

- **Recommended number of FTE positions (31.87)**
- **Annual staffing costs inclusive of benefits (\$1,135,200)**
- **Consumables (\$543,128)**
- **Funding required for annual parks, trailheads, and associated amenities maintenance and operations (\$1,678,332)**

### Conclusions related to Parks and Trails Operations and Maintenance Analysis

Overall, the parks and trails maintenance staff operate at a high level in maintaining the parks, trails, and associated amenities. The current staffing level is insufficient to continually maintain the parks, trails, and associated amenities at levels deemed acceptable by staff and the community. Justification for 14 new FTEs exists. The County should consider adding three new FTEs as soon as possible, develop a plan to add the additional 11 recommended positions, and reassess each year.

### Recommendations to improve Parks, Trails, and Associated Amenities Operations and Maintenance

- Supervisors should continue to regularly observe staff "in the field"
- Add three new FTE Maintenance trade workers for park maintenance
- The County should consider developing a plan to add an additional 11 new FTEs in the future

The County staff requested that the projections for staffing also be shown with a 5.3% pay increase, which increases projected operating costs to \$60,166.

The following information shows the recommended number of FTE positions, annual staffing costs (exclusive of benefits), including consumables, utilities, and annual operating funding needed for maintaining the parks, trailheads, and associated amenities at levels deemed acceptable by staff and the community, considering the assumptions outlined above, and based on industry best practices and the consultant team's experience.

- **Recommended number of FTE positions (31.87)**
- **Annual staffing costs inclusive of benefits (\$1,195,365)**
- **Consumables (\$543,128)**
- **Funding required for annual parks, trailheads and associated amenities maintenance and operations (\$1,738,498)**



# ORGANIZATIONAL ANALYSIS

## Organizational Assessment

BerryDunn broadly assessed the organizational and management structure of the City of Palm of Palm Coast and Flagler County Department of Parks and Recreation and staffing to determine effectiveness and efficiency in meeting current and future departmental responsibilities as related to the community's needs. The assessment – including input from staff interviews, community and key stakeholder engagement, and LOS analysis, along with the consultant's expertise – has identified several areas for operational enhancement.

These key organizational issues identified and observed as areas for improvement include:

- Address deferred maintenance and the aging infrastructure.
- Address wayfinding and signage at parks, trails, and facilities.
- Address staffing for maintenance to meet current and future demands for services.
- Address staffing for facilities operations and programming to meet future demand for use of future facilities.
- Continue to use a mixed-method approach to marketing and communication of services, programs, and activities.
- Continue to build the **Explore, Connect, Play** brand and identity for City of Palm Coast and Flagler County should consider adopting the same brand.
- Increase community relations.

Detailed actions to address these areas of improvements can be found in Section V, Recommendations and Actions.

## Staffing Analysis

BerryDunn broadly assessed the management structure and staffing levels of the Parks and Recreation Departments to determine effectiveness and efficiency in meeting current and future departmental responsibilities as related to the community's needs. Observations and staff feedback were taken into account to determine if the departments had the right mix of staffing in the right places within the department.

The staffing analysis process included the observations and assessments from:

- Community input
- Community satisfaction rates
- Staff focus group
- Facility tours
- Observations of quality of maintenance
- SWOT Analysis

## Staffing Considerations

After considering all of the organizational observations and staffing assessments, the consultant team has determined that there is an adequate number of staff to operate its current system with the right mix of staff in the right places within the departments. However, focus group participants and survey respondents saw the need for better maintenance and upkeep of facilities and amenities, as well as improved customer service and communication. To address these issues, the addition of parks maintenance positions would allow for better response to maintenance issues and allow the department to schedule and preform preventative maintenance and projects.

One hurdle the departments must deal with is getting an appropriate pool of qualified applicants for open positions. This is a national issue and reflects the changing workforce of both the Millennial and Baby Boomer Generations. Additionally, the Covid-19 pandemic created a void in the available workforce. Increases in minimum wages has not seemed to help with recruitment or retention of staff. To combat this trend, organizations need to be willing to allow for flexible scheduling, allowing for remote workplaces, part-time and "gig" positions, and second career applicants.

To operate more effectively in the future and to implement the recommendations from the Master Plan, the departments will need to hire additional positions to supplement existing staff. This will ensure that staffing resource levels can maintain existing and new facilities at or above acceptable standards as the Master Plan is implemented.

## Recreation Programming Analysis

### Program Development

Understanding core services in the delivery of parks and recreation services will allow the City of Palm Coast and Flagler County to improve upon those areas while developing strategies to assist in the delivery of other services. The basis of determining core services should come from the vision and mission developed by the City and County, and what brings the greatest community benefit in balance with the competencies of the departments, current trends and the market.

The departments should pursue program development around the priorities identified by customer feedback, program evaluation process, and research. The following criteria should be examined when developing new programs:

- **NEED:** Outgrowth of a current popular program, or enough demonstrated demand to successfully support a minimal start (one class for instance)
- **BUDGET:** Accounting for all costs and anticipated (conservative) revenues should meet cost recovery target established by the Department
- **LOCATION:** Appropriate, available, and within budget
- **INSTRUCTOR:** Qualified, available, and within budget
- **MATERIALS AND SUPPLIES:** Available and within budget
- **MARKETING EFFORT:** Adequate and timely opportunity to reach intended market, within budget (either existing marketing budget or as part of new program budget)

Further research into what types of programming would be successful needs to be done. Successful programs utilize continuous creative assessments, research, and planning.

The departments have a process that evaluates the success of current program offerings and criteria to determine if new program ideas should be instituted or if changes should be made to current programs. Maintaining the current registration data and evaluation process will help to assure success.

Moreover, new leisure and recreation trends may drive different needs. It is very easy to focus on programs that have worked for a number of years, especially if they are still drawing enough interested participants to justify the programs' continuation. Starting new programs, based on community demand and/or trends, can be risky due to the inability to predict their success. If the program interest seems great, as with those identified in the citizen survey, then the programs should be expanded. Available space may hinder new or expanded opportunities in some cases.

Using historical participation levels to determine program popularity and participant feedback can be helpful in deciding if programs should be continued. In addition, utilizing citizen surveys and participant feedback, and researching trends in park and recreational programming are useful tools in determining future programming needs and desires. Sources for trends information include:

- Florida Recreation and Parks Association Workshops and Conferences
- National Recreation and Parks Association
- International Health, Racquet, and Sports Associations
- Parks and Recreation Trade Publications
- Outdoor Recreation Publications





## Programs and Activities

Palm Coast offers a variety of recreational programming relative to the facilities available. In FY22 the City offered programs for adults, seniors, teens, youth and special events. There were 27 new programs during the year, a growth from the previous year. Total attendance for the year grew by almost 40 percent to 63,280. In addition to regular programming the City hosts several special events throughout the year. One of those events was the Soccer College Showcase one each for boys and girls. They were held at Indian Trails Sports Complex in August 2022. The boys' event had 68 teams come, while the girls' event had 57 teams. The City estimated the overall economic impact from the two events brought an estimated \$2.6 million to Palm Coast.

When survey respondents were asked how many different programs that they had participated in over the last year? Over half (52%) of invite survey respondents who have participated in a program offered, indicated they had participated in 2-3 programs over the past 12 months.

We also asked survey respondents to rate the quality of the programs in which they participated. Ratings for the quality of programs were similar for both the Invitation and the Open Link respondents both rating them as Good with Invite (55%) and open Link (60%).

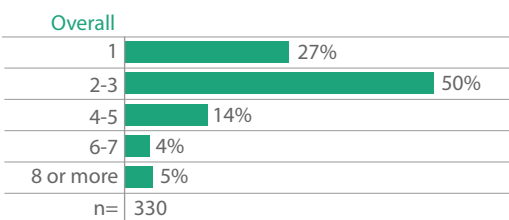
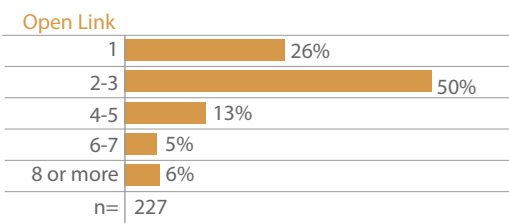
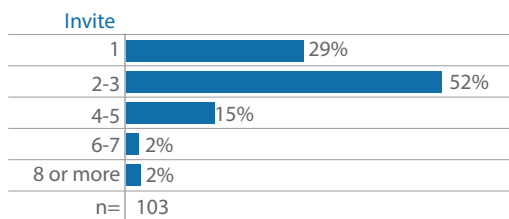


Figure 27: Program Participation Over the Last 12 Months

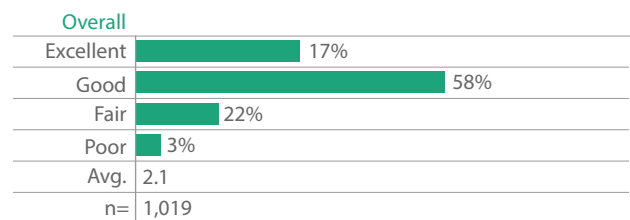
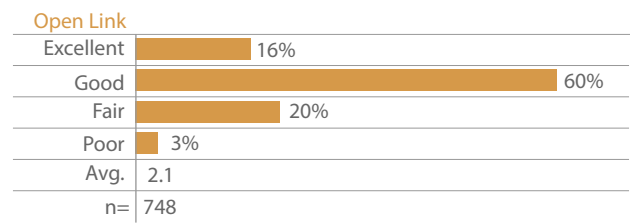
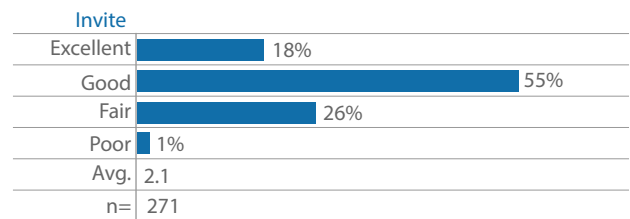


Figure 28: Quality of Programs



Please select the top three highest priority items for you and your household.

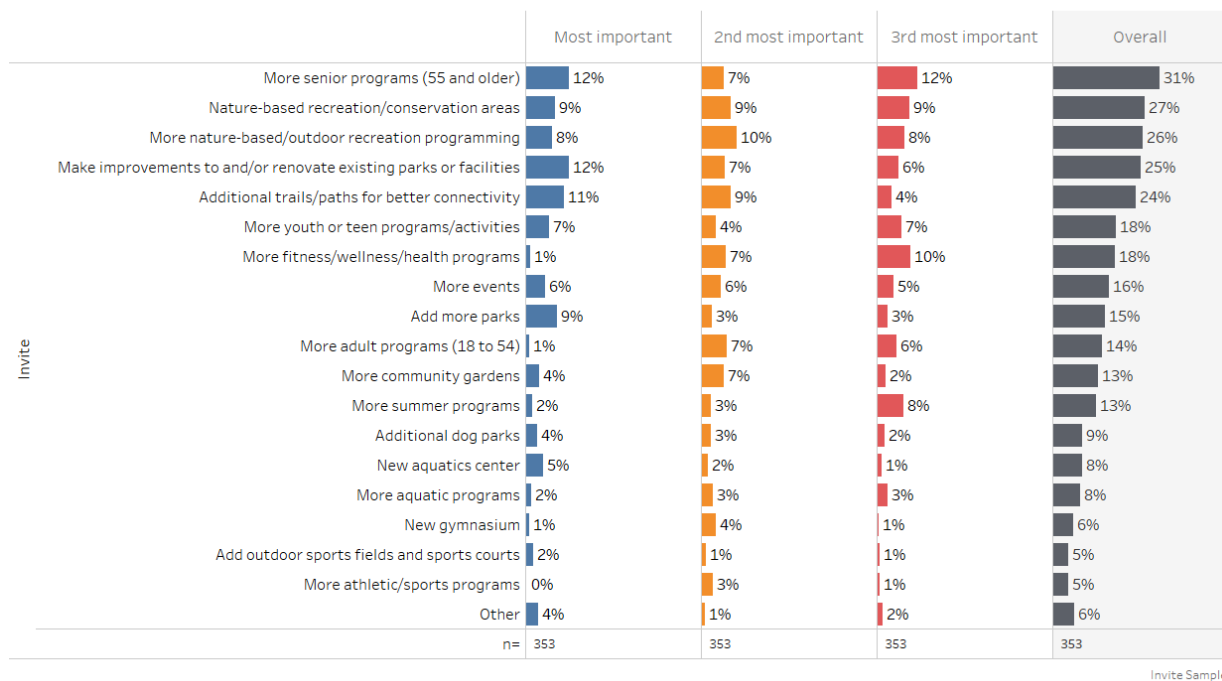


Figure 29: Highest Priority

Finally, we asked survey respondents to select from a list of programs and services they would like to see offered and to identify their top 3. More senior programs was the top overall priority at 31 percent followed by more nature-

based/outdoor recreation programming (26%), more youth or teen programs/activities (18%), and more fitness/wellness/health programs (18%).

## Festivals

### ROLE OF FESTIVALS IN THE COMMUNITY

Both City/County-produced and co-sponsored festivals and events offer diverse cultural, historical and recreational experiences to citizens and visitors while providing a strong economic impact on the region. Hotels, restaurants, retail shops, and convenience stores all benefit from the thousands of people that attend these events. City/County-produced festivals also provide opportunities for sponsorship and booth space, which helps to promote local businesses, merchants, and non-profit organizations. Through co-sponsored events, the City and County have the opportunity to have a presence at each of them for additional outreach.

City and County-produced festivals should work to support the local community through involvement in several other ways including: input to the operations of the events themselves; direct involvement along the lines of providing opportunity for local artists/exhibitors and non-profit organizations; consideration of local businesses; and minimizing negative impact to the local community.

Festivals and special events are important to the community. Both focus group participants and survey respondents rated them very high. Survey respondents rated additional community events as either important (24%) or very important (36%).

## Financial Analysis

### Current Circumstances

Parks and recreation facilities, programs, and services are essential to maintaining Palm Coast and Flagler County's diverse and desirable community. However, not all facilities, programs, and services are equal. In general, the more a facility, program, or service provides a community benefit to its citizens as a whole, the more that element should be paid for by all citizens as part of the General Fund. The more a facility, program, or service provides individual benefits, the more that element should be paid for by user fees. This funding and cost recovery philosophy acknowledges the tremendous public benefits of parks and recreation to the

community. Parks and recreation services also promote and support a community's economic development, crime prevention, and community health. The City and County should seek to leverage partnerships wherever possible to help fund the facilities, programs, and services that it provides to the community.

Focus group participants and survey respondents wanted to maintain the access and affordability of programs and services. Parks and recreation staff needs to continue to work diligently to control expenses and improve revenues to maintain the access and level of affordability to which residents of Palm Coast and Flagler County, and participants of the various programs and services have become accustomed.

### Potential Funding Support

Revenue enhancement was a key priority for focus groups and stakeholder participants, as well as survey respondents. The departments should continue to pursue funding strategies that provide alternative funds from the general fund:

- Explore alternative funding sources that strategically align with targeted services.
- Expand alternative funding for strategic initiatives through grants.
- Review and expand partnerships with neighborhood associations and homeowner associations.
- Explore additional community partnerships.
- Explore the opportunities for (and use of) additional sponsorships.
- Consider a bond referendum for expanded and new facilities.

The City and County should consider a bond referendum as a source of funding for new and renovated facilities that will increase patronage. Additionally, the departments should review and potentially adjust user fees.



## Recommendations and Action Plans

Residents and community leaders are increasingly recognizing that parks and recreation facilities, programs, and services are essential to creating and maintaining communities where people want to live, work, play, socialize, recreate, learn, and visit. These amenities should be investments in the long-term vitality and economic sustainability of any active and desirable community. The City of Palm Coast and Flagler County are committed to providing comprehensive, high-quality parks, beaches, trails, programs, facilities, and services to the community. The following section outlines the complete list of recommendations and action plans to position both the City and County toward the future of maintaining and improving the quality of life for their residents and visitors.

### RECOMMENDATIONS

The following recommendations are made based on the entirety of the master planning process which was inclusive of members of the community. The public was given many opportunities to participate through focus groups,

stakeholder meetings, public meetings, an invitation and open link survey, and an interactive website (Social Pinpoint). A LOS analysis and operations and maintenance analysis were also conducted.

This section describes ways to enhance the LOS and the quality of life with improvement through updated parks, services, facilities, programs, and amenities, a dedication to customer service, improved programming and service delivery, organizational efficiencies, and increased financial opportunities.

The following key findings were identified to focus on for both organizations:

- Facilities and amenities: improve aging infrastructure and amenities
- Level of Service
- Program and service delivery
- Organizational efficiency
- Finance

#### GOAL 1: INVEST IN CURRENT INFRASTRUCTURE AND ADDRESS AGING FACILITIES

##### Objective 1.1: Maintain existing facilities, parks, trails, beaches, and open spaces.

Maintenance of facilities and amenities should remain a top priority. The Departments should continue to monitor the condition of existing parks, trails and pathways, beaches, and facilities, as these facilities have been identified by residents as being of high importance. Providing additional staff and resources to ensure continuous maintenance of these areas should be considered. Maintenance staffing should be monitored, and seasonal staff added as needed to meet current demand for services. Regular inspections of all facilities, parks, trails, beaches, and open spaces should continue. All facilities should be inspected at a minimum of twice a year. To create consistency and accountability, the departments should develop internal plans that create maintenance standards, so City and County facilities are maintained at the same LOS.

Maintenance projects and annual maintenance needs should be funded on a regular schedule to address the aging infrastructure. Priorities for future maintenance projects for these areas should be developed and reviewed regularly. Capital improvement plans, costs, and phasing recommendations and implementation plans should be developed to address low scoring parks and amenities from the Master Plan. Use the Master Plan GRASP inventory and evaluation of amenities to develop CIP priorities to repair, replace and upgrade existing amenities in parks. Appropriate funding should be provided to address the capital improvement plans.

**GOAL 1: INVEST IN CURRENT INFRASTRUCTURE AND ADDRESS AGING FACILITIES****Objective 1.2: Renovate and replace outdated or failing facilities, amenities, parks, trails, beaches, and open spaces.**

Using the GRASP Atlas and park ratings to create a plan to replace outdated playgrounds, renovate outdated sport surfaces, upgrade, or replace existing restroom facilities, and address the inconsistency and aging signage in parks, trails, beaches, and open spaces. To complete this objective, the Departments should complete a deferred maintenance study that includes current cost estimates for recommended improvements. The study should also include plans for playground replacement and sports field improvements. Restrooms were a top priority from both focus group participants and survey respondents. As part of any Master Plan, permanent restroom facilities should be included and increased Wi-Fi access in parks, beaches, and on trails.

**Objective 1.3: Expand open space and parks.**

A top priority of leadership interviews, survey respondents, focus groups, and other public engagement respondents was the expansion of open spaces and parks in Flagler County. Based on the LOS analysis, there are parks within a 3-mile drive of 89% of the population. While there is a community perception that additional park land is needed, a more current need and use of available funding would be to use current dollars towards replacement/upkeep. As development expands west of US-1 and traffic increases, the percentage of the population within easy access of parks will decrease. As this occurs, the County, in conjunction with Palm Coast and the other local municipalities, should re-examine the LOS in these areas.

**Objective 1.4: Explore opportunities to add trails for walking and bicycling.**

Walking and biking connectivity were identified as a high priority during the engagement process. Based on trends and demand, the County should coordinate with Palm Coast and the other municipalities to develop and expand bicycle paths and walking trails to connect neighborhoods to parks, and parks to parks. A priority list for improving and adding bike paths and walking trails should be developed and maintained.

**Objective 1.5: Develop additional outdoor recreational facilities and amenities.**

Continue to explore expansion of existing facilities to meet demand and increase outdoor programming opportunities: additional dogs parks, additional disc golf courses, outdoor fitness gyms and bike parks to meet the needs identified in the master planning process. Facilities and amenities should be developed to ensure everyone has safe access to a recreation space within a 3-mile drive from their residence. A high priority for focus group participants, teens and survey respondents was access to outdoor adventure sports. The Department should further explore as existing parks and new opportunities are available, consider adventure sports and outdoor activities such as bike parks, pump tracks, skate bowls and parks, futsal, nature-based programs, and water sports to increase programming and attract new users.

**Objective 1.6: Provide improved signage to make it easier for citizens and visitors to find and use parks, facilities, beaches, and trails.**

The Departments should evaluate directional and wayfinding signage to parks, trails, and facilities on roadways, as well as wayfinding signs within parks and along trails,. Additionally, the Departments should develop signage standards for parks and update existing park signs as parks are renovated to meet the new standard. Improved wayfinding signage will contribute to a greater connectivity of parks, beaches, facilities, and trails.

**Objective 1.7: Explore opportunities for non-traditional sports/activities.**

Focus group participants, teens and survey respondents identified access to non-traditional sports/activities as a high priority. As existing parks are renovated and reimagined, and new opportunities are available, consider adding non-traditional sports/activities such as pickleball, bike parks, and disc golf as sports/activities to increase programming and attract new users. Continue to support new non-traditional sports and activities as they arise.

## GOAL 1: INVEST IN CURRENT INFRASTRUCTURE AND ADDRESS AGING FACILITIES

### Objective 1.8: Develop new amenities at existing parks based on LOS analysis.

Demand for usage of parks, beaches, trails, and athletic facilities continue to grow, and the Departments should look for opportunities to add new amenities to enhance the experience for users. As Palm Coast and Flagler County continues to grow, the Departments should look for opportunities to add parks and pathways in those new growth areas. Also, based on the GRASP® analysis, the Departments should look for opportunities to add new components at existing parks where the LOS is below threshold.

### Objective 1.9: Add indoor recreation space.

Based on feedback from focus group participants and the survey results, there is a desire for additional indoor recreation space. The Departments should continue to explore opportunities to add additional indoor recreation space either through partnerships, purchase of an existing facility, or construction of a new recreation center.

### Objective 1.10: Upgrade comfort, convenience, and customer service amenities to existing facilities.

As the Departments make upgrades to and improve existing facilities, they should explore opportunities to add shade, storage, security lighting, and other amenities at existing facilities.

### Objective 1.11: Create park identity in existing and new parks.

As citizen interest grows, and demand for new and different amenities at parks are identified, the Departments should explore opportunities to add unique features, such as destination playgrounds, public art, signage, unique shelters, natural play areas, and/or climbing elements at new and existing parks.

### Objective 1.12: Address current and future needs for athletic fields.

As demand warrants, explore opportunities to add rectangle and diamond fields as usage increases. To help increase field time, add sports field lighting to new facilities and improvements to lighting at existing facilities where appropriate.

### Objective 1.13: Gather feedback and data on facility utilization.

To make informed decisions on updating existing facilities, as well as development of new facilities, the Departments should seek user feedback, collect usage data, and evaluate how current facilities are being used. This can be done using surveys, social media, and staff observations.

### Objective 1.14: Monitor ADA access to parks, trails, beaches, and facilities.

The Department should work to make its programs and services accessible to all people of all abilities. Ongoing self-evaluation of ADA standards must be a high priority for the Departments especially in terms of access. Focus groups participants and survey respondents indicated the need for accessible playgrounds.



**GOAL 2: IMPROVE AND ENHANCE PROGRAMMING AND OUTREACH****Objective 2.1: Improve departmental marketing and communication.**

The Departments should continue to promote and grow the Explore, Connect, Play brand identity to help create a sense of community and awareness. As part of the identity, continue to promote and grow Palm Coast and Flagler County as a beach, water, and outdoor recreation community. Continuing to invest in parks, trails, beaches, and waterways that connect citizens and visitors to the outdoors and the water.

Flagler County currently does not have a Marketing Plan. They should work to develop one to improve awareness and communication. As part of a Marketing Plan consider multiple avenues to reach diverse users based on target markets. Also, consider investment in technology and social media. The Marketing Plan should include but not be limited to:

- Branding of the Department
- Use of social media
- Use and development of a department website
- Online program registration and facility reservation and rental

The City of Palm Coast currently utilizes a number of effective marketing tools and strategies actively promoting parks and recreation services in the community. These tools include, but are not limited to:

- The Parks & Recreation Activity Guide
- Department website
- Social media
- Email from the City

**Objective 2.2: Utilize technology to improve customer service and efficiencies.**

The Departments should continue to use a mixed-method approach to communicating with the public about programs, services, and opportunities. Mobile marketing is a trend of the future. Young adults engage in mobile data applications at much higher rates than adults in age brackets 30 and older. Usage rates of mobile applications demonstrate that chronologically across four major age cohorts, Millennials tend to get information more frequently using mobile devices, such as smart phones. The Departments should explore updating the “Trek It Out” QR Code or look to add another navigation app for parks and trails.

**Objective 2.3: Explore opportunities for non-traditional recreation opportunities.**

As identified in Goal 1, Objective 1.5, the Departments should consider non-traditional recreation such as bike parks, pickleball and disc golf for new programming opportunities. Additionally, consideration should be given to non-sports programming such as instructional programs, life skills, virtual programming, and gaming. Focus group and survey respondents identified the development of outdoor recreation programs as a top priority.

**Objective 2.4: Continue to grow programs and services accessible to citizens of all abilities.**

The Department should continue to evaluate current offerings for people with special needs. As opportunities arise and facilities become available, consider additional programs.



## GOAL 2: IMPROVE AND ENHANCE PROGRAMMING AND OUTREACH

### Objective 2.5: Continue to address recreational programming and activity needs of the community.

Palm Coast should continue to look for opportunities to expand indoor recreational programs and activities. The community would like to see additional programs for tweens, teens, people with special needs, and seniors. As new programs are developed, continue to monitor recreational trends to stay current with programming and demand. As popularity in program offerings and activities increases, continue to look for opportunities to expand programs around working hours and commuting citizens schedules. Continue to explore opportunities to produce, attract, promote, and maintain events. Continue to monitor participation and demand for family-centered recreational programs and adjust to meet the needs of the community.

### Objective 2.6: Enhance special event programming.

As identified by focus groups and survey respondents, expanding opportunities, and enhancing special event programming was identified as a priority. The Departments should continue to work with neighborhoods, cultural organizations, and other service providers to explore new community and cultural events, possibly themed by the community or season of the year. The Department should continue to look for opportunities to expand community events and activities based on community demand and trends.

### Objective 2.7: Partner with other service providers, when possible, to develop programs and service to meet demand and trends.

This master planning project is an example of collaboration and partnership between the City of Palm Coast and Flagler County. By undertaking the effort jointly, not only are the two agencies realizing efficiencies, but also reducing confusion for current residents. As popularity of parks, trails, beaches, program offerings and activities increase, continue to look for opportunities to expand programs, services and amenities while working with the other municipalities and other service providers within the community, and formalize these agreements in writing.

### Objective 2.8: Gather feedback and data on program participation.

The Departments should continue to conduct regular facility and participation counts for programs, facilities, and services to determine usage and feasibility of continuing current programs or changing the program offerings to better utilize available resources. Program evaluations should also be conducted at the end of each program session to determine participants' level of satisfaction and direct appropriate programming changes or adjustments. Continue to use registration software as a method to record daily facility and participant use.

**GOAL 3: IMPROVE ORGANIZATIONAL OPERATIONS****Objective 3.1: Staff appropriately to meet current demand and maintain established quality of service.**

As parks, beaches, trails, and facility upgrades are implemented, it is important to ensure that staffing levels are adequate to maintain current performance standards. The intensity of maintenance practices required for upgraded facilities and amenities requires additional manpower be focused in this area. This would indicate the need for additional resources and most likely new maintenance positions within the Departments. It is important to evaluate staffing levels to maintain current and desired performance standards.

To get the most out of current and future staff, improve training and tailor to specific positions and job duties. Ensure that staff have adequate and appropriate tools to perform their jobs. Assess the advantages and disadvantages of using contractual services for part-time, seasonal, and instructional positions. Review the current volunteer program and look for additional opportunities to engage volunteers. Ensure the proper training is part of any volunteer position.

**Objective 3.2: Re-examine and document departmental policies, procedures, and processes.**

The Departments should review and update all departmental policies, procedures, and processes annually. As part of that review, the department should engage staff in the review process, and where appropriate, user surveys and feedback should be included.

**Objective 3.3: Review current operating agreements, and how they can benefit and maximize potential for each Department.**

The Departments should look to maximize potential usage of facilities as a key component of any joint operating agreement. Continue to work with school districts, athletic organizations, neighborhood associations, State Parks, the National Park Service, and other service providers. All existing and future agreements should be in writing and reviewed annually.

**GOAL 4: INCREASE FINANCIAL OPPORTUNITIES****Objective 4.1: Explore additional funding through the pursuit of grant and philanthropic opportunities.**

The Departments should consider new grant opportunities available for programming and parks, trails, beaches, and facility improvements and should continue to pursue all grant opportunities at the federal, state, regional, and local levels.

**Objective 4.2: Explore developing and implementing cost recovery and pricing philosophy and practice.**

Many Parks and Recreation Departments around the country have a mechanism to collect activity fees and use those fees to lower the subsidy from the general fund and grow recreational opportunities for the community.

The City of Palm Coast currently tracks its expenses and revenues (cost recovery) for programs and events. They also offer a scholarship program through CDBG, mostly for summer camp. The Department should pursue a formal resource allocation and cost recovery philosophy, model, and policy that is grounded in the values, vision, and mission of the Department. The development of a pricing method that reflects the community's values, while generating revenues to help sustain facilities, parks, beaches, trails, programs, and services should be considered. As part of the policy, a scholarship program should be expanded and publicized to allow for inclusion and equity for all participants and families.



# CHAPTER 06

## Action Plan and Prioritization

The following Goals, Objectives, and Action Items for the recommendations are drawn from the public input, inventory, LOS analysis, findings feedback, and all of the information gathered during the master planning process. The primary focus is maintaining, sustaining, and improving the City of Palm Coast and Flagler County's parks, facilities, programs, and services. Funding availability, staff buy-in, and political and community support will play significant roles in future planning efforts.

All cost estimates are in 2023 figures where applicable. Most costs are dependent on the extent of the enhancements and improvements determined.

Timeframe to complete is designated as:

- Short-term (up to 3 years)
- Long-term (7-10 years)
- Mid-term (4-6 years)
- Ongoing (occurs on a continuous basis)



### GOAL 1: INVEST IN CURRENT INFRASTRUCTURE AND ADDRESS AGING FACILITIES

#### OBJECTIVE 1.1

##### MAINTAIN EXISTING FACILITIES, PARKS, TRAILS, BEACHES, AND OPEN SPACES.

| Actions                                                                                                                                                                                                       | Capital Cost Estimate       | Lead Organization    | Timeframe to Complete |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------|-----------------------|
| <b>1.1.A</b><br>Address low scoring components and amenities from the GRASP Atlas in the Master Plan inventory by upgrading, replacing, or repurposing components or amenities where appropriate.             | Will vary based on projects | Both City and County | Short-Term            |
| <b>1.1.B</b><br>Continue to use the standardized evaluation methods and instruments to measure and track the quality of maintenance of facilities and amenities that are already in place on a regular basis. | N/A                         | Both City and County | Ongoing               |
| <b>1.1.C</b><br>Develop a staffing plan for future growth, providing additional staff and resources to ensure continuous maintenance in all areas as recommended in the maintenance analysis.                 | N/A                         | Both City and County | Short-Term            |

**OBJECTIVE 1.1****MAINTAIN EXISTING FACILITIES, PARKS, TRAILS, BEACHES, AND OPEN SPACES.**

| Actions                                                                                                                                                                                                                                                      | Capital Cost Estimate       | Lead Organization    | Timeframe to Complete |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------|-----------------------|
| <b>1.1.D</b><br>Maintenance staffing should be monitored and adjusted as needed to meet current demand for services.                                                                                                                                         | N/A                         | Both City and County | Ongoing               |
| <b>1.1.E</b><br>Regular inspections should continue to monitor the condition of existing community and neighborhood parks, trails beaches, and facilities.                                                                                                   | N/A                         | Both City and County | Ongoing               |
| <b>1.1.F</b><br>Maintenance projects and annual maintenance needs should be funded on a regular schedule.<br><br>Priorities for future maintenance projects should be developed and reviewed regularly.                                                      | Will vary based on projects | Both City and County | Short -Term           |
| <b>1.1.G</b><br>Capital improvement plans, costs, and phasing recommendations and implementation plans should continue to be developed to prioritize items/projects.<br><br>Appropriate funding should be provided to address the capital improvement plans. | Will vary based on projects | Both City and County | Short -Term           |

**OBJECTIVE 1.2****RENOVATE AND REPLACE OUTDATED OR FAILING FACILITIES, AMENITIES, PARKS, TRAILS BEACHES, AND OPEN SPACES.**

|                                                                                                                                                                                                                                                                                                         |                                                        |                      |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------|---------------------|
| <b>1.2.A</b><br>Using the GRASP Atlas and park ratings, create a plan to replace outdated playgrounds, renovate outdated sport surfaces and turf areas, and upgrade or replace existing restroom facilities, and address inconsistency and aging of signage for parks, trails, beaches, and open space. | Will vary based on location and future amenities added | Both City and County | Mid-Term/ Long-Term |
| <b>1.2.B</b><br>Evaluate areas of deferred maintenance and initiate a deferred maintenance study.                                                                                                                                                                                                       | N/A                                                    | Both City and County | Mid-Term/ Long-Term |

**OBJECTIVE 1.2****RENOVATE AND REPLACE OUTDATED OR FAILING FACILITIES, AMENITIES, PARKS, TRAILS BEACHES, AND OPEN SPACES.**

| <b>Actions</b>                                                                                                                                                                               | <b>Capital Cost Estimate</b>                           | <b>Lead Organization</b> | <b>Timeframe to Complete</b>        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------|-------------------------------------|
| <b>1.2.C</b><br>Develop park specific Master Plan for renovations that include playground replacement, sport field renovations and permanent restroom facilities.                            | Will vary based on location and future amenities added | Both City and County     | Short -Term                         |
| <b>1.2.D</b><br>Increase Wi-Fi access in parks, at beaches, and on trails.                                                                                                                   | Will vary based on timing                              | Both City and County     | Mid-Term/<br>Long-Term              |
| <b>1.2.E</b><br>Address low scoring trail components and amenities from the Trail Assessment report by upgrading, replacing, or repurposing components or amenities where appropriate.       | Will vary based on projects                            | Both City and County     | Short-Term                          |
| <b>1.2.F</b><br>Continue to expand and update signage to make it easier for users to find and use trails and trail amenities (trail ID signage, directional signage, and information kiosk). | \$325,000                                              | Both City and County     | Short-Term/<br>Mid-Term             |
| <b>1.2.G</b><br>Maintain and improve existing trails and amenities.                                                                                                                          | N/A                                                    | Both City and County     | Ongoing                             |
| <b>1.2.H</b><br>Improvement of trail roadway crossings.                                                                                                                                      | \$915,000                                              | Both City and County     | Short-Term<br>Mid-Term<br>Long-Term |
| <b>1.2.I</b><br>Improve shade through Landscape Canopy.                                                                                                                                      | \$2,475,000                                            | Both City and County     | Short-Term<br>Mid-Term<br>Long-Term |
| <b>1.2.J</b><br>Enhance security features by adding additional adequate lighting, cameras, etc. on areas of opportunities.                                                                   | \$5,180,000                                            | Both City and County     | Short-Term<br>Mid-Term<br>Long-Term |



**OBJECTIVE 1.3****EXPAND OPEN SPACE AND PARKS.**

| Actions                                                                                                                                                              | Capital Cost Estimate                                  | Lead Organization    | Timeframe to Complete |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------|-----------------------|
| <b>1.3.A</b><br>Look for opportunities to purchase or acquire additional park land.                                                                                  | Will vary based on location and future amenities added | Both City and County | Mid-Term              |
| <b>1.3.B</b><br>As development expands west of I-95 work with developers to include park lands for residents that meets both City and County recommendation for LOS. | N/A                                                    | Both City and County | Ongoing               |
| <b>1.3.C</b><br>As the City of Palm Coast continues to annex property and expand, look for opportunities to include park land to maintain existing level of service. | Will vary based on location and future amenities added | City                 | Short-Term            |

**OBJECTIVE 1.4****EXPLORE OPPORTUNITIES TO ADD TRAILS FOR WALKING AND BICYCLING.**

|                                                                                                                                                                                                                  |                                                        |                      |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------|---------|
| <b>1.4.A</b><br>The County should continue working with the City of Palm Coast and other municipalities to develop and expand bicycle paths and walking trails to connect communities, neighborhoods, and parks. | Will vary based on material and construction           | County               | Ongoing |
| <b>1.4.B</b><br>Develop and maintain a priority list for improving and adding bicycle paths and walking trails guided by the Master Plan Trails Assessment Report.                                               | Will vary based on location and future amenities added | Both City and County | Ongoing |
| <b>1.4.C</b><br>Look for opportunities to connect to other local and regional trail systems.                                                                                                                     | Will vary based on location and future amenities added | Both City and County | Ongoing |

**OBJECTIVE 1.5****DEVELOP ADDITIONAL OUTDOOR RECREATIONAL FACILITIES AND AMENITIES.**

| Actions                                                                                                                                                                                                                                                                                                    | Capital Cost Estimate                                              | Lead Organization    | Timeframe to Complete |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|-----------------------|
| <b>1.5.A</b><br>Continue to explore expansion of existing facilities to meet demand and increase outdoor programming opportunities: additional dog parks, disc golf courses, outdoor fitness gyms and bike parks to meet needs identified in the master planning process.                                  | Will vary based on location and future facility or amenities added | Both City and County | Mid-Term              |
| <b>1.5.B</b><br>Develop facilities and amenities to continue to maintain safe access to recreation space within a 3-mile drive-to residential communities.                                                                                                                                                 | Will vary based on location and future facility or amenities added | County               | Mid-Term              |
| <b>1.5.C</b><br>As a priority, develop non-traditional sports amenities at existing and new parks. Consider adventure sports and outdoor activities such as bike parks, pump tracks, skate bowls and parks, futsal, nature-based programs, and water sports to increase programming and attract new users. | Will vary based on location and future facility or amenities added | Both City and County | Short-Term            |

**OBJECTIVE 1.6****PROVIDE IMPROVED SIGNAGE TO MAKE IT EASIER FOR CITIZENS AND VISITORS TO FIND AND USE PARKS, FACILITIES, BEACHES, AND TRAILS.**

|                                                                                                                                                                                                                                                                                         |                                                                |                      |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------|------------|
| <b>1.6.A</b><br>The City and County should jointly develop signage standards for parks and update existing park signs as parks are renovated to meet the new standard. Improved wayfinding signage will contribute to a greater connectivity of parks, beaches, facilities, and trails. | Will vary based on location, number, material and construction | Both City and County | Short-Term |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------|------------|

**OBJECTIVE 1.7****EXPLORE OPPORTUNITIES FOR NON-TRADITIONAL SPORTS/ACTIVITIES.**

|                                                                                                                                                                                                                                                                          |     |                      |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|------------|
| <b>1.7.A</b><br>As existing parks are renovated and reimagined, and new opportunities are available, consider adding non-traditional sports/activities such as pickleball, bike parks, and disc golf as sports/activities to increase programming and attract new users. | N/A | Both City and County | Short-Term |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|------------|

**OBJECTIVE 1.8****ADD INDOOR RECREATION SPACE.**

| Actions                                                                                                                                                                                    | Capital Cost Estimate                                              | Lead Organization | Timeframe to Complete |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------|-----------------------|
| <b>1.8.A</b><br>Explore opportunities to add additional indoor recreation space either through partnerships, purchase of an existing facility, or construction of a new recreation center. | Will vary based on location and future facility or amenities added | City              | Mid-Term              |

**OBJECTIVE 1.9****UPGRADE COMFORT, CONVENIENCE, AND CUSTOMER SERVICE AMENITIES TO EXISTING FACILITIES.**

|                                                                                                                                                                                       |                                                                    |                      |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|-------------------------------------|
| <b>1.9.A</b><br>Make upgrades to and improve existing facilities such as adding shade, storage, security lighting, and other amenities identified during the master planning process. | Will vary based on location and future facility or amenities added | County               | On-Going                            |
| <b>1.9.B.</b><br>Develop new trail amenities at existing trails based on trail assessment report (Trash Receptacles, Seating, Water Fountain, Bicycle Maintenance Stations).          | \$239,500                                                          | Both City and County | Short-Term<br>Mid-Term<br>Long-Term |
| <b>1.9.C.</b><br>Add Additional restrooms at Trails.                                                                                                                                  | \$2,250,000                                                        | Both City and County | Short-Term<br>Mid-Term<br>Long-Term |
| <b>1.9.D.</b><br>Add Additional parking at Trails.                                                                                                                                    | \$400,000                                                          | Both City and County | Short-Term<br>Mid-Term<br>Long-Term |

**OBJECTIVE 1.10****CREATE PARK IDENTITY IN EXISTING AND NEW PARKS.**

|                                                                                                                                                                                      |                                                                    |                      |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|----------|
| <b>1.10.A</b><br>Add unique features, such as destination playgrounds, public art, signage, unique shelters, natural play areas, and/or climbing elements at new and existing parks. | Will vary based on location and future facility or amenities added | Both City and County | On-Going |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------|----------|



| <b>OBJECTIVE 1.11</b>                                                                                                                                                       |                                                                    |                          |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------|------------------------------|
| <b>ADDRESS CURRENT AND FUTURE NEEDS FOR ATHLETIC FIELDS.</b>                                                                                                                |                                                                    |                          |                              |
| <b>Actions</b>                                                                                                                                                              | <b>Capital Cost Estimate</b>                                       | <b>Lead Organization</b> | <b>Timeframe to Complete</b> |
| <b>1.11.A</b><br>Explore opportunities to add rectangle and diamond fields as usage increases and to meet demand.                                                           | Will vary based on location and future facility or amenities added | Both City and County     | Mid-Term                     |
| <b>1.11.B</b><br>Add sports field lighting to new facilities and improvements to lighting at existing facilities where appropriate to increase usage and meet demand.       | Will vary based on location and lighting design                    | City                     | Short-Term                   |
| <b>OBJECTIVE 1.12</b>                                                                                                                                                       |                                                                    |                          |                              |
| <b>GATHER FEEDBACK AND DATA ON FACILITY UTILIZATION.</b>                                                                                                                    |                                                                    |                          |                              |
| <b>1.12.A</b><br>Seek user feedback, collect usage data, and evaluate how current facilities are being used.                                                                | N/A                                                                | County                   | Short-Term and Ongoing       |
| <b>1.12.B</b><br>Continue to seek user feedback, collect usage data, and evaluate how current facilities are being used. Share data with County to make informed decisions. | N/A                                                                | City                     | Short-Term and Ongoing       |
| <b>OBJECTIVE 1.13</b>                                                                                                                                                       |                                                                    |                          |                              |
| <b>MONITOR ADA ACCESS TO PARKS, TRAILS, BEACHES, AND FACILITIES.</b>                                                                                                        |                                                                    |                          |                              |
| <b>1.13.A</b><br>Continue to conduct self-evaluations of ADA standards to insure you are meeting the needs of the community at parks, trails, beaches and facilities.       | N/A                                                                | Both City and County     | Ongoing                      |
| <b>1.13.B</b><br>Continue to work to make programs and services accessible to people of all abilities.                                                                      | N/A                                                                | Both City and County     | Ongoing                      |

Table 6: Goal 1: Invest in Current Infrastructure and Address Aging Facilities



## GOAL 2: IMPROVE AND ENHANCE PROGRAMMING AND OUTREACH

### OBJECTIVE 2.1

#### IMPROVE DEPARTMENTAL MARKETING AND COMMUNICATION.

| Actions                                                                                                                                                                                                                                                                                                                                                                                   | Capital Cost Estimate | Lead Organization    | Timeframe to Complete |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| <b>2.1.A</b><br>City of Palm Coast should continue to promote and grow the Explore, Connect, Play brand to help create a sense of community and awareness.                                                                                                                                                                                                                                | N/A                   | City                 | Short-Term            |
| <b>2.1.B</b><br>Flagler County should consider adopting the Explore, Connect, Play brand to continue to show the cooperation between the City and the County.                                                                                                                                                                                                                             | N/A                   | County               | Short-Term            |
| <b>2.1.C</b><br>As part of the brand, continue to promote the City of Palm Coast and Flagler as a beach, water, and outdoor recreation destination.                                                                                                                                                                                                                                       | N/A                   | Both City and County | Ongoing               |
| <b>2.1.D</b><br>Flagler County currently does not have a Marketing Plan. Develop a Marketing Plan that considers multiple avenues to reach diverse users based on target markets. The Marketing Plan should include: <ul style="list-style-type: none"> <li>• Branding of the Department</li> <li>• Use of social media</li> <li>• Update and modernize the department website</li> </ul> | N/A                   | County               | Short-Term            |
| <b>2.1.E</b><br>The City of Palm Coast currently utilizes a number of effective marketing tools and strategies. The City should continue to use those tools and monitor their effectiveness.                                                                                                                                                                                              | N/A                   | City                 | Ongoing               |

**OBJECTIVE 2.2****UTILIZE TECHNOLOGY TO IMPROVE CUSTOMER SERVICE AND EFFICIENCIES.**

| Actions                                                                                                                               | Capital Cost Estimate | Lead Organization    | Timeframe to Complete |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| <b>2.2.A</b><br>Continue to use a mixed-method approach to communicating with the public about programs, services, and opportunities. | N/A                   | Both City and County | Ongoing               |
| <b>2.2.B</b><br>Update the “Trek It Out” QR code or look for another navigation app for parks and trails.                             | N/A                   | City                 | Short-Term            |

**OBJECTIVE 2.3****EXPLORE OPPORTUNITIES FOR NON-TRADITIONAL RECREATION.**

|                                                                                                                                                                                                   |     |                      |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|------------|
| <b>2.3.A</b><br>Look for opportunities to provide non-traditional recreation programming such as instructional classes, life skills, virtual programming, self-directed programming, and eSports. | N/A | City                 | Short-Term |
| <b>2.3.B</b><br>As new programs and services are developed and implemented, continue to create a balance between passive and active recreation.                                                   | N/A | Both City and County | Ongoing    |

**OBJECTIVE 2.4****CONTINUE TO GROW PROGRAMS AND SERVICES ACCESSIBLE TO CITIZENS OF ALL ABILITIES.**

|                                                                                                                                                                                                             |     |                      |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|------------|
| <b>2.4.A</b><br>Evaluate current offering for people with special and unique needs. As opportunities arise and facilities become available, develop, and implement additional programs to meet their needs. | N/A | Both City and County | Short-Term |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|------------|

**OBJECTIVE 2.5****CONTINUE TO ADDRESS RECREATIONAL PROGRAMMING AND ACTIVITY NEEDS OF THE COMMUNITY.**

| Actions                                                                                                                                                                                                      | Capital Cost Estimate | Lead Organization | Timeframe to Complete |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|-----------------------|
| <b>2.5.A</b><br>The City of Palm Coast should look for opportunities to expand indoor recreational programming and activities with an emphasis toward tweens, teens, seniors, and special needs populations. | N/A                   | City              | Ongoing               |
| <b>2.5.B</b><br>As new programs are developed, continue to monitor recreational trends to stay current with programming and demand.                                                                          | N/A                   | City              | Ongoing               |
| <b>2.5.C</b><br>As popularity in program offerings and activities increases, continue to look for opportunities to expand programs around working hours and commuting citizens schedules.                    | N/A                   | City              | Short-Term            |
| <b>2.5.D</b><br>Continue to monitor participation and demand for family-centered recreational programs and adjust to meet the needs of the community.                                                        | N/A                   | City              | Short-Term            |

**OBJECTIVE 2.6****ENHANCE SPECIAL EVENT PROGRAMMING.**

|                                                                                                                                                                                                                                       |     |                      |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|---------|
| <b>2.6.A</b><br>The Departments should continue to work with neighborhoods, cultural organizations, and other service providers to explore new community and cultural events, possibly themed by the community or season of the year. | N/A | Both City and County | Ongoing |
| <b>2.6.B</b><br>The Departments should continue to look for opportunities to expand community events based on demand and trends.                                                                                                      | N/A | Both City and County | Ongoing |



**OBJECTIVE 2.7****PARTNER WITH OTHER SERVICE PROVIDERS, WHEN POSSIBLE, TO DEVELOP PROGRAMS AND SERVICES TO MEET DEMAND AND TRENDS.**

| Actions                                                                                                                                                                                                                                                                                                                    | Capital Cost Estimate | Lead Organization    | Timeframe to Complete |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| <b>2.7.A</b><br>Continue to build on the partnership between the City of Palm Coast and Flagler that came together to realize this joint Master Plan.                                                                                                                                                                      | N/A                   | Both City and County | Ongoing               |
| <b>2.7.B</b><br>As popularity of parks, trails, beaches, program offerings and activities increase, continue to look for opportunities to expand programs, services and amenities while working with the other municipalities and other service providers within the community, and formalize these agreements in writing. | N/A                   | Both City and County | Ongoing               |
| <b>OBJECTIVE 2.8</b>                                                                                                                                                                                                                                                                                                       |                       |                      |                       |
| <b>GATHER FEEDBACK AND DATA ON PROGRAM PARTICIPATION.</b>                                                                                                                                                                                                                                                                  |                       |                      |                       |
| <b>2.8.A</b><br>The City of Palm Coast should continue to conduct regular facility and participation counts for programs, facilities, and services to determine usage and feasibility of continuing current programs or changing the program offerings to better utilize available resources.                              | N/A                   | City                 | Ongoing               |
| <b>2.8.B</b><br>Flagler County should conduct regular facility and participation counts for facility usage and services to determine usage and demand to better utilize available resources and predict capacity of facilities.                                                                                            | N/A                   | County               | Short-Term            |
| <b>2.8.C</b><br>Program and facility use evaluations should also continue to be conducted at the end of each program session to determine participants' level of satisfaction and direct appropriate programming changes or adjustments.                                                                                   | N/A                   | Both City and County | Ongoing               |
| <b>2.8.D</b><br>Continue to use registration software as a method to record daily facility and participant use.                                                                                                                                                                                                            | N/A                   | Both City and County | Ongoing               |

Table 7: Goal 2: Improve and Enhance Programming and Outreach



## GOAL 3: IMPROVE ORGANIZATIONAL OPERATIONS

### OBJECTIVE 3.1

#### STAFF APPROPRIATELY TO MEET CURRENT DEMAND AND MAINTAIN ESTABLISHED QUALITY OF SERVICE.

| Actions                                                                                                                                                                                                             | Capital Cost Estimate | Lead Organization    | Timeframe to Complete |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| <b>3.1.A</b><br>As parks, beaches, trails, and facility upgrades are implemented, ensure staffing levels are adequate to maintain current performance standards. This may require new positions in the Departments. | N/A                   | Both City and County | Short-Term            |
| <b>3.1.B</b><br>It is important to evaluate staffing levels to maintain current and desired performance standards.                                                                                                  | N/A                   | Both City and County | Ongoing               |
| <b>3.1.C</b><br>To get the most out of current and future staff, improve training and tailor to specific positions and job duties. Ensure that staff have adequate and appropriate tools to perform their jobs.     | N/A                   | Both City and County | Short-Term            |
| <b>3.1.D</b><br>Review current volunteer program and look for additional volunteer opportunities.                                                                                                                   | N/A                   | Both City and County | Short-Term            |
| <b>3.1.E</b><br>Assess the advantages and disadvantages of using contractual services for part-time, seasonal, and instructional positions.                                                                         | N/A                   | Both City and County | Mid-Term              |

**OBJECTIVE 3.2****RE-EXAMINE AND DOCUMENT DEPARTMENTAL POLICIES, PROCEDURES, AND PROCESSES.**

| Actions                                                                                                                        | Capital Cost Estimate | Lead Organization    | Timeframe to Complete |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| <b>3.2.A</b><br>The Departments should review and update all departmental policies, procedures, and processes annually.        | N/A                   | Both City and County | Ongoing               |
| <b>3.2.B</b><br>As part of that review, the department should engage staff in the review process, and users where appropriate. | N/A                   | Both City and County | Ongoing               |

**OBJECTIVE 3.3****REVIEW CURRENT OPERATING AGREEMENTS, AND HOW THEY CAN BENEFIT AND MAXIMIZE POTENTIAL FOR EACH DEPARTMENT.**

|                                                                                                                                       |     |                      |            |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|------------|
| <b>3.3.A</b><br>Review current Joint Use Agreements to maximize potential for both the City and the County.                           | N/A | Both City and County | Short-Term |
| <b>3.3.B</b><br>Ensure all existing and future partnerships are accurately portrayed in a signed agreement and are reviewed annually. | N/A | Both City and County | Short-Term |

Table 8: Goal 3: Improve Organizational Operations

**GOAL 4: INCREASE FINANCIAL OPPORTUNITIES****OBJECTIVE 4.1****EXPLORE ADDITIONAL FUNDING OPTIONS.**

| Actions                                                                                                                  | Capital Cost Estimate | Lead Organization    | Timeframe to Complete |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| <b>4.1.A</b><br>Continue to seek alternative funding sources that includes donations, sponsorships, and others.          | N/A                   | Both City and County | Short-Term            |
| <b>4.1.B</b><br>Communicate regularly with current sponsors and donors to ensure their continued positive relationships. | N/A                   | Both City and County | Ongoing               |

| <b>OBJECTIVE 4.2</b>                                                                                                                                                                  |                                                                  |                          |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------|------------------------------|
| <b>PURSUE GRANT AND PHILANTHROPIC OPPORTUNITIES.</b>                                                                                                                                  |                                                                  |                          |                              |
| <b>Actions</b>                                                                                                                                                                        | <b>Capital Cost Estimate</b>                                     | <b>Lead Organization</b> | <b>Timeframe to Complete</b> |
| <b>4.2.A</b><br>Continue to pursue grant opportunities and philanthropic donations.                                                                                                   | N/A                                                              | Both City and County     | Ongoing                      |
| <b>OBJECTIVE 4.3</b>                                                                                                                                                                  |                                                                  |                          |                              |
| <b>EXPLORE DEVELOPING AND IMPLEMENTING A COST RECOVERY AND PRICING PHILOSOPHY AND PRACTICE.</b>                                                                                       |                                                                  |                          |                              |
| <b>4.3.A</b><br>Consider pursuing a formal resource allocation and cost recovery philosophy, model, and policy that is grounded in the values, vision, and mission of the community.  | \$45K - \$55K                                                    | Both City and County     | Mid-Term                     |
| <b>OBJECTIVE 4.4</b>                                                                                                                                                                  |                                                                  |                          |                              |
| <b>EXPLORE CAPITAL FUNDING OPPORTUNITIES.</b>                                                                                                                                         |                                                                  |                          |                              |
| <b>4.4.A</b><br>The Department should explore the possibility of bond referendum to develop new facilities such as the Advance Road Sports Complex and a Community Recreation Center. | Will vary based on scope of project and future amenities added   | Both City and County     | Long-Term                    |
| <b>4.4.B</b><br>Additional opportunities that should be explored are Land and Water Conservation Funds, and Transportation Funds available from Federal and/or State governments.     | Will vary based on scope of project and future amenities added   | Both City and County     | Short-Term                   |
| <b>4.4.C</b><br>The County should consider actions for a renewal referendum for land acquisition of environmentally sensitive and recreation lands.                                   | Will vary based on the size and location of the lands identified | County                   | Short-Term                   |
| <b>OBJECTIVE 4.5</b>                                                                                                                                                                  |                                                                  |                          |                              |
| <b>EXPLORE ADDITIONAL PARTNERSHIPS TO ASSIST WITH FUNDING, VOLUNTEERING, AND MARKETING.</b>                                                                                           |                                                                  |                          |                              |
| <b>4.5.A</b><br>Explore additional partnership opportunities to assist with funding programs, facilities, and events.                                                                 | N/A                                                              | Both City and County     | Ongoing                      |
| <b>4.5.B</b><br>Explore additional partnership opportunities to assist with volunteering for programs, facilities, and events.                                                        | N/A                                                              | Both City and County     | Ongoing                      |

Table 9: Goal 4: Increase Financial Opportunities



## Implementation Guidelines and Strategies

The following is a listing of suggestions for successful implementation of the Parks and Recreation Master Plan.

These elements represent the commitment and discipline required to integrate the process into daily operations, now and in the future.

- The Parks and Recreation Master Plan becomes the guidepost for the Department. When decisions or responses to the community are needed, the plan becomes the reference point for decision making and whether or not new issues or responses to the community are of higher importance than what has been established as existing direction.
- The Parks and Recreation Master Plan information should be included as part of the new employee orientation program.
- Post the Executive Summary of the plan on the website and track results on the site. This will assist in providing the community with information about the Department's strategic direction and its commitment to results. It may also be helpful to print a color brochure of the Executive Summary to distribute to interested partners and community members to provide a quick snapshot of the plan.
- A staff member or team should have responsibility of being the Project Manager or "champion" of the plan's implementation to help ensure success. This champion is responsible for monitoring the plan's progress and works with other staff, City management, and other departments to effectively integrate the plan within operations.
- A staff member or team should be assigned accountability for each recommendation. The project lead will have responsibility for tracking progress of the plan.
- Regular reporting of the Parks and Recreation Master Plan's progress should occur. divide the plan into separate fiscal years and report one year at a time, as an ongoing annual work plan. Each action item for the year should include a list of strategies that support its completion. The strategies are developed prior to each year for the upcoming list of action items and are developed by the staff members involved in completing the action item. It is the project leader's responsibility to report on his/her action items, in a quarterly report. A suggestion is to enter each year's data on a spreadsheet or strategic planning software that lists the goals, objectives, action items, start dates, completion dates, and the name of the staff member responsible for the action items completion.

- At the end of the year, perform an annual review of the Parks and Recreation Master Plan and document any changes to objectives and action items to reflect changes in priorities. This process can be included at an annual review meeting in which successive years' objectives and action items are discussed as part of the annual budget process. Action items will tie into both the operating and capital budget process.
- Update major stakeholders on the plan's implementation and results on an annual basis.
- Conduct staff meetings on a quarterly or semi-annual basis to review the progress on implementation of the plan.
- Post a chart of each year's recommendations on office walls in administrative areas with a check-off column designating completion as part of a visual management program.
- If there are ideas for new strategies that arise throughout the year, include them on a written "parking lot" and review them as part of the annual just-in-time review to determine if they change or replace any existing strategies or action items.
- At the five-year mark of the plan, complete a shortened update, including repeating the statistically valid survey and demographic projections. Adjust existing recommendations as necessary.

## Implementation Strategies

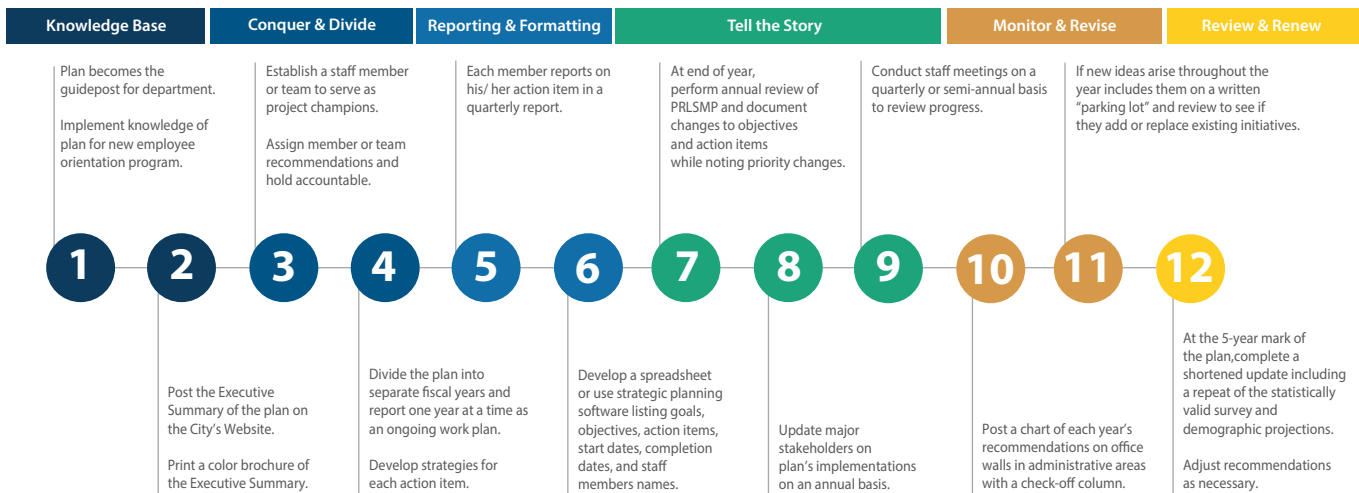


Figure 30: Implementation Strategies



PALM COAST



**PARKS & RECREATION**

# MASTER PLAN





# City of Palm Coast - Flagler County Parks and Recreation Master Plan

*Palm Coast, Florida*

Miller Legg is currently working with the City of Palm Coast and Flagler County on their Parks and Recreation Master Plan as a subconsultant to Berry Dunn. Miller Legg is providing data collection, public involvement, needs and priorities assessment, visioning planning, and action plan and strategies implementation services for this PRMP collaboration between the City of Palm Coast and Flagler County.

Using GPS and GIS technology, a comprehensive assessment was carried out to evaluate the City and County trail system. Part of the public engagement includes focus group meetings with selected key stakeholders and public workshops. Miller Legg is providing expertise in park design and cost-effective strategies to aid with the completion of a 10-year Master Plan.

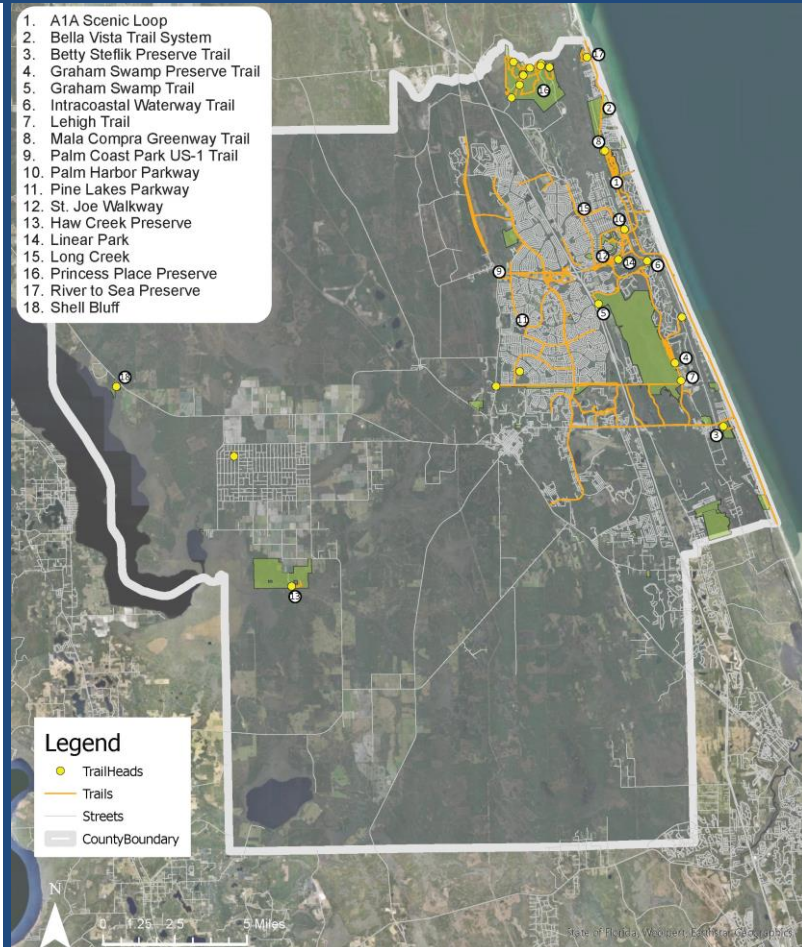
## Client Reference:

Mr. Art Thatcher, MPA, CPRP  
Manager  
Berry Dunn  
2211 Congress Street  
Portland, ME 04102  
757-592-3103  
[art@berrydunn.com](mailto:art@berrydunn.com)

**Start/End Dates:** 2/23 - 2/24

## Key ML Staff:

Michael Kroll, RLA, FASLA  
Liudmila Fuentes, MLA



| 2. Bella Vista Trail System                                                                    |           | Total Score: 21 |
|------------------------------------------------------------------------------------------------|-----------|-----------------|
| Location: Within Westinghouse Garden State Park, 6100 N. Oceanshore Blvd. Palm Coast, FL 32137 |           |                 |
| Length: 1.7 miles                                                                              |           |                 |
| Inventory Date: 2/15/2023                                                                      |           |                 |
| Overview: Trail along dense canopy of coastal maritime hammock.                                |           |                 |
| Evaluation of Comfort & Convenience:                                                           |           |                 |
| Component                                                                                      | Score     |                 |
| Trail ID Signage                                                                               | 1         |                 |
| Directional Signage                                                                            | 1         |                 |
| Information Kiosk                                                                              | 0         |                 |
| Trash Receptacles                                                                              | 2         |                 |
| Seating                                                                                        | 2         |                 |
| Water Fountain                                                                                 | 2         |                 |
| Restrooms                                                                                      | 2         |                 |
| Parking                                                                                        | 2         |                 |
| Crossings                                                                                      | 1         |                 |
| Bicycle Maintenance Stations                                                                   | 0         |                 |
| Shade                                                                                          | 2         |                 |
| Lights                                                                                         | 1         |                 |
| <b>Total:</b>                                                                                  | <b>16</b> |                 |
| Evaluation of Trails Design and Ambiance:                                                      |           |                 |
| Component                                                                                      | Score     |                 |
| Trail Overall                                                                                  | 2         |                 |
| Neighborhood:                                                                                  |           |                 |
| Component                                                                                      | Score     |                 |
| Trail Overall                                                                                  | 1         |                 |
| Community:                                                                                     |           |                 |
| Component                                                                                      | Score     |                 |
| Trail Overall                                                                                  | 2         |                 |
| Comments:                                                                                      |           |                 |
| • Trail Markers                                                                                |           |                 |
| • Restroom and parking within State Park                                                       |           |                 |
| • Trail ID Signage is scarce and there are minimum directional signage                         |           |                 |



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# Martin County Parks & Recreation Master Plan

Stuart, Florida

For the Martin County Parks and Recreation Master Plan, Miller Legg is providing multiple recreational planning services including inventory and assessment, a Public Workshop to establish community needs and priorities assessment, vision and implementation strategy as well as input on the draft and final Master Plan. Martin County manages more than 1,730 acres including 73 parks, beaches and causeways including numerous regional and beach parks, a public golf course, waterpark, campground, and community centers. The project goal is to establish an implementable 10-year Capital Improvement Plan viewed through the lens of resiliency and operational sustainability. The County is CAPRA certified. Miller Legg is a subconsultant to Berry Dunn.

## Client Reference:

Mr. Art Thatcher, MPA, CPRP  
BerryDunn  
2211 Congress Street  
Portland, ME 04102  
(757) 592-3103  
[art@berrydunn.com](mailto:art@berrydunn.com)

**Start/End Dates:** 10/23 – 11/24

## Key Miller Legg Staff:

Michael Kroll, RLA, FASLA  
Liudmila Fuentes, MLA  
Jessica Romer  
Isabel Aguilar



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# Greater Boca Raton Beach and Parks District

## North Park Master Plan

*Boca Raton, Florida*

Miller Legg prepared a Master Plan for North Park which reflected the District's desire to provide a diverse recreational amenity at this 212-acre property for City residents while considering the specific desires and concerns of the adjacent residential communities. The Plan addressed North Park's future facilities, uses, programs, operation, maintenance and funding and recommended Park modifications, improvements, enhancements and additional uses. Recreational elements included passive park facilities (trails, walking paths, open fields/areas), golf course/facilities, active park uses (playgrounds, tennis courts, sport courts, aquatics), community center/facilities and potential revenue-generating opportunities. Miller Legg is currently preparing the design documents for North Park.

### Client Reference:

Ms. Briann Harms, Executive Director  
Greater Boca Raton Beach & Park  
District

The Swim & Racquet Center  
21618 St. Andrews Blvd.  
Boca Raton, FL 33433  
(561) 347-3941

[bharms@mybocaparks.org](mailto:bharms@mybocaparks.org)

**Start/End Dates:** 10/21 - 11/22

### Key ML Staff:

Michael Kroll, RLA, FASLA  
Liudmila Fuentes, MLA  
Michael Bradley, RLA  
Andrew Pereda, MLA  
Jessica Romer











# APPENDIX C

## Forms



SWORN STATEMENT UNDER SECTION 287.133 (3) (A)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract
2. This sworn statement is submitted Berry, Dunn, McNeil & Parker, LLC whose business address is 2211 Congress Street, Portland, ME 04102 and (if applicable) Federal Employer Identification Number (FEIN) is 01-0523282 If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
3. My name is Charles Snow and my relationship to the entity named above is Principal.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person"

includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

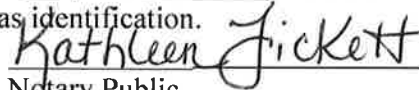
☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
(Signature)

Date: 9/26/2024  
STATE OF MAINE  
COUNTY OF CUMBERLAND

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 26th day of September, 20 24, and is personally known to me, or has provided as identification.

  
Notary Public

My Commission expires:

**KATHLEEN J FICKETT**  
NOTARY PUBLIC  
State of Maine  
My Commission Expires  
December 5, 2030

**ATTACHMENT #2**

**CITY OF DESTIN, FLORIDA  
REQUEST FOR BIDS (RFP) NO. 24-03-REC,**

**DRUG-FREE WORKPLACE CERTIFICATION**

The below signed Bidder certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Berry, Dunn, McNeil & Parker, LLC

ADDRESS: 2211 Congress Street

CITY: Portland STATE: ME ZIP CODE: 04102

TELEPHONE NUMBER: 207-541-2200

SIGNATURE:  DATE: 9/26/2024

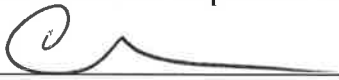
NAME (TYPED OR PRINTED): Charles Snow

TITLE: Principal



**Signature and Certification:**

Name and Title of Authorized Representative: Charles Snow, Principal  
(Print or Type)

Signature: 

Date of Bid: 9/26/2024

**Note: See RFP Section III, Bid Requirements, and attach all required information to Bid form.**

The City of Destin reserves the right to reject all Proposals or portions thereof, to waive minor defects in the process and to accept the Proposal or any combination of Proposal Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Proposer based upon their proposal or negotiation as may be necessary to meet grant funding or completion requirements.



# City of Destin

## SCORE TABULATION SUMMARY SHEET

PROJECT: RFP 24-03-REC Parks Masterplan Scoresheet Summary

|                           | Barry Dunn | Kimley Horn | Perez Planning |  |  |  |
|---------------------------|------------|-------------|----------------|--|--|--|
| Michael Burgess           | 81         | 79          | 87             |  |  |  |
| Noell Bell                | 86         | 82          | 90             |  |  |  |
| Lisa Firth                | 70         | 85          | 95             |  |  |  |
| Tina Deater               | 50         | 85          | 85             |  |  |  |
| Joe Bodi                  | 70         | 80          | 85             |  |  |  |
| Jeff Cozadd               | 86         | 90          | 95             |  |  |  |
| Total Score (Max 600 Pts) | 443        | 501         | 537            |  |  |  |



# City of Destin

## SCORE TABULATION SHEET

PROJECT: RFP 24-03-REC Parks Master Plan

~~Seventh~~ Member Michael Burgess  
Committee

Date 10/24/2024

| RESPONDENTS                                                  |  | Barry Dunn | Kimley Horn | Perez Planning |     |     |
|--------------------------------------------------------------|--|------------|-------------|----------------|-----|-----|
| Submittal Requirements Received:                             |  |            |             |                |     |     |
| Previous Work Experience (y/n)                               |  | Y          | Y           | Y              |     |     |
| Project Approach (y/n)                                       |  | Y          | Y           | Y              |     |     |
| References (y/n)                                             |  | Y          | Y           | Y              |     |     |
| Price Proposal Form Limited (y/n)                            |  | Y          | Y           | Y              |     |     |
| Public Entity Crime Form (y/n)                               |  | Y          | Y           | Y              |     |     |
| Drug Free Workplace Certification Form (y/n)                 |  | Y          | Y           | Y              |     |     |
| Addendum (y/n)                                               |  | n/a        | n/a         | n/a            | n/a | n/a |
|                                                              |  |            |             |                |     |     |
|                                                              |  |            |             |                |     |     |
| Price Proposal (Max. 20 Pts.)                                |  | 11         | 10          | 20             |     |     |
| Qualification/Experience (Max. 30 Pts.)                      |  | 25         | 25          | 25             |     |     |
| Product Approach (Max. 20 Pts.)                              |  | 17         | 16          | 14             |     |     |
| References / Past <sup>Per.</sup> Performance (Max. 10 Pts.) |  | 10         | 10          | 10             |     |     |
| Previously Produced Master Plan (20 Pts.)                    |  | 18         | 18          | 18             |     |     |
| Total Score (Max. 100 Pts.)                                  |  | 81         | 79          | 87             |     |     |

+ \$58,591

+ \$68,500

+45%

+52%

X \$173,863

- 5-month schedule
- 1 CE presentation?

- 5-6 month sch.
- 9-month sch.
- LPA pres.?
- 2 CE pres.

- Draft pres. to
- CE not shown.





# City of Destin

## SCORE TABULATION SHEET

PROJECT: RFP 24-03-REC Parks Master Plan

Council Member

*Red*

Date

*10/24/24*

| RESPONDENTS                                  |  | Barry Dunn | Kimley Horn | Perez Planning |     |     |
|----------------------------------------------|--|------------|-------------|----------------|-----|-----|
| Submittal Requirements Received:             |  |            |             |                |     |     |
| Previous Work Experience (y/n)               |  |            |             |                |     |     |
| Project Approach (y/n)                       |  |            |             |                |     |     |
| References (y/n)                             |  |            |             |                |     |     |
| Price Proposal Form (y/n)                    |  |            |             |                |     |     |
| Public Entity Crime Form (y/n)               |  |            |             |                |     |     |
| Drug Free Workplace Certification Form (y/n) |  |            |             |                |     |     |
| Addendum (y/n)                               |  | n/a        | n/a         | n/a            | n/a | n/a |
|                                              |  |            |             |                |     |     |
|                                              |  |            |             |                |     |     |
| Price Proposal (Max. 20 Pts.)                |  | 15         | 05          | 20             |     |     |
| Qualification/Experience (Max. 30 Pts.)      |  | 20         | 30          | 30             |     |     |
| Product Approach (Max. 20 Pts.)              |  | 15         | 20          | 15             |     |     |
| References / Past Performance (Max. 10 Pts.) |  | 5          | 10          | 10             |     |     |
| Previously Produced Master Plan (20 Pts.)    |  | 20         | 20          | 20             |     |     |
| Total Score (Max. 100 Pts.)                  |  | 0          | 0           | 0              | 0   | 0   |

*26 Nov  
Pickle Ball*

*70 85 95  
357 411 442*



# City of Destin

## SCORE TABULATION SHEET

PROJECT: RFP 24-03-REC Parks Master Plan

Committee Member Tina Deater

Date 10/24/24

| RESPONDENTS                                  |  | Berry Dunn | Kimley Horn | Perez Planning |     |     |
|----------------------------------------------|--|------------|-------------|----------------|-----|-----|
| Submittal Requirements Received:             |  |            |             |                |     |     |
| Previous Work Experience (y/n)               |  | y          | y           | y              |     |     |
| Project Approach (y/n)                       |  | y          | y           | y              |     |     |
| References (y/n)                             |  | y          | y           | y              |     |     |
| Price Proposal Form (limited) (y/n)          |  | y          | y           | y              |     |     |
| Public Entity Crime Form (y/n)               |  | y          | y           | y              |     |     |
| Drug Free Workplace Certification Form (y/n) |  | y          | y           | y              |     |     |
| Addendum (y/n)                               |  | n/a        | n/a         | n/a            | n/a | n/a |
|                                              |  |            |             |                |     |     |
|                                              |  |            |             |                |     |     |
| Price Proposal (Max. 20 Pts.)                |  | 15         | 10          | 20             |     |     |
| Qualification/Experience (Max. 30 Pts.)      |  | 10         | 30          | 25             |     |     |
| Product Approach (Max. 20 Pts.)              |  | 10         | 15          | 15             |     |     |
| References / Past Performance (Max. 10 Pts.) |  | 5          | 10          | 10             |     |     |
| Previously Produced Master Plan (20 Pts.)    |  | 10         | 20          | 15             |     |     |
| Total Score (Max. 100 Pts)                   |  | 0 50       | 0 85        | 0 85           | 0   | 0   |





# City of Destin

## SCORE TABULATION SHEET

PROJECT: RFP 24-03-REC Parks Master Plan

~~Current~~ Member Joel Bobl

Date 10/24/24

| RESPONDENTS                                  |  | Barry Dunn | Kimley Horn | Perez Planning |     |     |
|----------------------------------------------|--|------------|-------------|----------------|-----|-----|
| Submittal Requirements Received:             |  |            |             |                |     |     |
| Previous Work Experience (y/n)               |  |            |             |                |     |     |
| Project Approach (y/n)                       |  |            |             |                |     |     |
| References (y/n)                             |  |            |             |                |     |     |
| Price Proposal Form (limited (y/n)           |  |            |             |                |     |     |
| Public Entity Crime Form (y/n)               |  |            |             |                |     |     |
| Drug Free Workplace Certification Form (y/n) |  |            |             |                |     |     |
| Addendum (y/n)                               |  | n/a        | n/a         | n/a            | n/a | n/a |
|                                              |  |            |             |                |     |     |
|                                              |  |            |             |                |     |     |
| Price Proposal (Max. 20 Pts.)                |  | 10         | 10          | 15             |     |     |
| Qualification/Experience (Max. 30 Pts.)      |  | 20         | 25          | 25             |     |     |
| Product Approach (Max. 20 Pts.)              |  | 10-15      | 15          | 15             |     |     |
| References / Past Performance (Max. 10 Pts.) |  | 10         | 10          | 10             |     |     |
| Previously Produced Master Plan (20 Pts.)    |  | 10         | 20          | 20             |     |     |
| Total Score (Max. 100 Pts)                   |  | 70         | 0           | 0              | 0   | 0   |





# City of Destin

## SCORE TABULATION SHEET

PROJECT: RFP 24-03-REC Parks Master Plan

Member \_\_Noell Bell\_\_

Date \_\_\_\_\_

| RESPONDENTS                                  |  | Barry Dunn              | Kimley Horn              | Perez Planning                                                           |     |     |
|----------------------------------------------|--|-------------------------|--------------------------|--------------------------------------------------------------------------|-----|-----|
| Submittal Requirements Received:             |  |                         |                          |                                                                          |     |     |
| Previous Work Experience (y/n)               |  | y                       | y                        | y                                                                        |     |     |
| Project Approach (y/n)                       |  | y                       | y                        | y                                                                        |     |     |
| References (y/n)                             |  | y                       | y                        | y                                                                        |     |     |
| Price Proposal Form (timized (y/n)           |  | y                       | y                        | y                                                                        |     |     |
| Public Entity Crime Form (y/n)               |  | y                       | y                        | y                                                                        |     |     |
| Drug Free Workplace Certification Form (y/n) |  | y                       | y                        | y                                                                        |     |     |
| Addendum (y/n)                               |  | n/a                     | n/a                      | n/a                                                                      | n/a | n/a |
|                                              |  |                         |                          |                                                                          |     |     |
|                                              |  |                         | LOCAL                    |                                                                          |     |     |
| Price Proposal (Max. 20 Pts.)                |  | 10                      | 10                       | 20                                                                       |     |     |
| Qualification/Experience (Max. 30 Pts.)      |  | 30                      | 28                       | 25                                                                       |     |     |
| Product Approach (Max. 20 Pts.)              |  | 15                      | 20                       | 15                                                                       |     |     |
| References / Past Preformance (Max. 10 Pts.) |  | 8                       | 9                        | 10                                                                       |     |     |
| Previously Produced Master Plan (20 Pts.)    |  | 18                      | 15                       | 20                                                                       |     |     |
| Total Score (Max. 100 Pts)                   |  | 81                      | 82                       | 90                                                                       | 0   | 0   |
| Price Proposal                               |  | \$190,091               | \$200,000                | \$131,091/\$150,600                                                      |     |     |
| Qualification/Experience                     |  | 40 PMP/38 yrs/4 firms   | 100+ PMP/24 yrs/4 firms  | 400 PMP/10 yrs/4 firms                                                   |     |     |
|                                              |  |                         |                          | 1.scoping workshop 2.Special Events Input 3.Virtual Comm Meeting (added) |     |     |
| Product Approach                             |  | On target               | On target                |                                                                          |     |     |
| References / Past Preformance                |  | 4                       | 5                        | 6                                                                        |     |     |
| Previously Produced Master Plan              |  | 96 - 1 example provided | 29 - 3 examples provided | 100 - 1 example provided                                                 |     |     |
|                                              |  |                         |                          | 10 months. - Exceeds ours by 4 mo. With explanation                      |     |     |
| Project Schedule                             |  | 5 months / on target    | 5 MONTHS/ ON TARGET      |                                                                          |     |     |





# City of Destin

## SCORE TABULATION SHEET

PROJECT: RFP 24-03-REC Parks Master Plan

Council Member Jeff C.

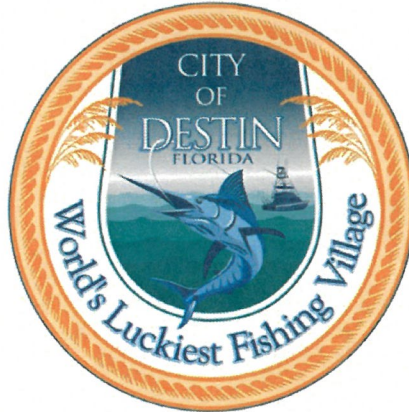
Date 10-29-24

| RESPONDENTS                                  |  | Barry Dunn | Kimley Horn | Perez Planning |     |     |
|----------------------------------------------|--|------------|-------------|----------------|-----|-----|
| Submittal Requirements Received:             |  |            |             |                |     |     |
| Previous Work Experience (y/n)               |  | y          | y           | y              |     |     |
| Project Approach (y/n)                       |  | y          | y           | y              |     |     |
| References (y/n)                             |  | y          | y           | y              |     |     |
| Price Proposal Form (limited) (y/n)          |  | y          | y           | y              |     |     |
| Public Entity Crime Form (y/n)               |  | y          | y           | y              |     |     |
| Drug Free Workplace Certification Form (y/n) |  | y          | y           | y              |     |     |
| Addendum (y/n)                               |  | n/a        | n/a         | n/a            | n/a | n/a |
|                                              |  |            |             |                |     |     |
|                                              |  |            |             |                |     |     |
| Price Proposal (Max. 20 Pts.)                |  | 11         | 10          | 20             |     |     |
| Qualification/Experience (Max. 30 Pts.)      |  | 30         | 30          | 30             |     |     |
| Product Approach (Max. 20 Pts.)              |  | 15         | 20          | 15             |     |     |
| References / Past Performance (Max. 10 Pts.) |  | 10         | 10          | 10             |     |     |
| Previously Produced Master Plan (20 Pts.)    |  | 20         | 20          | 20             |     |     |
| Total Score (Max. 100 Pts)                   |  | 86         | 90          | 95             | 0   | 0   |

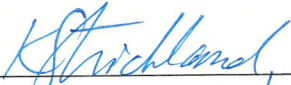
CITY OF DESTIN, FLORIDA

REQUEST FOR PROPOSALS (RFP) NO. 24-03-REC

PARKS AND RECREATION MASTER PLAN CONSULTANT



City of Destin, Florida  
July 26, 2024

  
\_\_\_\_\_  
Louis Zunguze  
City Manager  
Phone (850) 837-4242  
4200 Indian Bayou Trail  
Destin, Florida 32541

*on behalf of L Zunguze*



## **NOTICE TO BIDDERS**

The City of Destin seeks proposals from qualified consultants to develop a Parks and Recreation Master Plan. The plan should inventory the current parks and recreation system, including facilities, personnel, services, customer base, equipment, and management practices. It should also establish a roadmap for balanced facilities and amenities, aligned with the City's Comprehensive Plan 2020.

The City requires a system-wide evaluation of parks and recreational facilities. The plan should set achievable goals, policies, guidelines, and priorities, and include a Capital Improvement Plan, a Facility and Grounds Maintenance and Management Plan, and a funding options analysis.

Specifications for this project are available from the City Clerk's Office at 4200 Indian Bayou Trail, Destin, Florida 32541. Contact the Clerk's Office to be placed on the Plan-holders List. Submissions must be received in a sealed envelope marked "RFP No. 24-03-REC, PARKS & RECREATION MASTER PLAN" with the bidder's name, return address, and telephone number by 2:00 p.m. Central Time on Thursday, September 26, 2024, at which time they will be opened and read aloud. The City reserves the right to reject all proposals or portions thereof, waive minor defects and informalities, or accept the proposal(s) deemed in the City's best interest.

Louis Zunguze  
City Manager

**City of Destin, Florida**  
**Request for Proposals (RFP) No. 24-03-REC**  
**Parks and Recreation Master Plan Consultant**

**Proposals Due: THURSDAY, 9/26/2024, 2:00 PM**

## **Invitation and Project Description**

See Notice to Bidders Published

## **Background**

The City of Destin, spanning 7.5 square miles in the southeast corner of Okaloosa County, Florida, is located on a peninsula bounded by the Gulf of Mexico, East Pass, the harbor, bayous, and Choctawhatchee Bay comprising of more than 27 miles of shoreline. It lies 50 miles east of Pensacola, 39 miles west of Panama City Beach, and 30 miles south of Crestview. Once a fishing community, Destin is now a popular resort destination and a desirable home for professionals and retirees.

With a year-round population of about 14,000, which can surge to nearly 100,000 during tourist season, the city experiences significant impacts on its parks and recreational facilities. According to the 2022 U.S. Census, 18% of Destin's population is aged 0-18, 19% are seniors (65+), and the median household income is \$86,777.

Destin features 21 parks, 12 public beach trails (totaling 100 acres), one Community Center, and three sports complexes. The city also has agreements for the use and maintenance of 14.5 acres of school open space.

The master plan aims to address the current and future needs of Destin's parks and recreation system, accommodating both the year-round population and the seasonal influx of visitors. The process involves: 1) Master Planning, 2) a 5-year Capital Improvement Plan, and 3) a rate and impact fee study. This will help the City Council understand the issues, set policy, and establish funding decisions.

## **Scope of Work**

The master plan will include the following four key components:

### **1. Park Facilities and Recreation Program Analysis**

The purpose of this task is to provide an assessment of park facilities, recreation programs and revenue sites. This analysis is critical for determining facility, programming, and revenue strategies necessary to meet the needs of users and sustain and preserve facilities. This section will include inventory facilities, current & future personnel needs, and current & proposed services. Information from the current comprehensive and redevelopment study will be shared with the consultant.

### **2. Facility Maintenance Management Plan**

The Facility Maintenance Management Plan will be for Recreation/Community Centers and other built structures within the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

Information from the City's Facility Condition and Needs Assessment will be provided to the consultant.

### **3. Grounds Maintenance Management Plan**

Prepare the Grounds Maintenance Management Plan for the grounds maintained by the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

### **4. Departmental Fee Philosophy,**

Review fees and develop a departmental fee philosophy, based on the City's Cost Recovery Program, through benchmarking best practices in comparable cities, community, and departmental input, etc.

### **Scope of Work, tasks in depth.**

**Inventory of the Current Parks and Recreation System:** This section will inventory facilities, personnel, services, customer base, equipment, and current management practices (including preventative maintenance, work management, asset lifecycle management, customer feedback, performance measurements, staffing levels, and equipment management). The goal is to understand the system's comprehensive nature. To Support Section 1 the consultant shall compile an inventory and assessment of existing parks, trails, open spaces, and facilities with City staff assistance. Include a comparative analysis of similar-sized communities using nationally accepted standards. Evaluate each amenity (playgrounds, ball fields, trails, natural areas, special facilities, etc.) for capacity, connectivity, functionality, accessibility, condition, comfort, and convenience, from both resident and visitor perspectives, based on community values. Identify the best possible providers of community and recreation services and recommend ways to minimize duplication and enhance partnerships where appropriate.

**Community and Vision Alignment:** This section will review the Council's vision and survey the community for input, analyzing current and future program offerings based on this feedback. The consultant will create and implement a comprehensive citizen involvement strategy for the Master Plan, ensuring participation from residents, businesses, visitors, Destin Parks Foundation and other stakeholders. They will conduct at least three public meetings and two focus groups, including full-time residents, visitors, and business representatives. Additionally, the consultant will hold at least two progress update meetings with the Parks and Recreation Advisory Board. As facilitators, they will gather information on services, use, preferences, and identify strengths, weaknesses, opportunities, and threats. The strategy will ensure a positive, proactive public participation process, using well-organized activities and techniques, and providing written summaries of all input. The consultant will build consensus and provide information for City Council decision-making if consensus is not possible. They will use methods to hear from as many people as possible, including both users and non-users of services.

The strategy will also include a statistically valid community needs assessment survey, accurately sampling the community to identify needs and issues in recreation and park programs and facilities. The survey will target full-time residents and business owners, using data from the City's Comprehensive Plan, the 2022 Citizen's Survey, and other sources to inform Sections 3 and 4 of the Master Plan.

### **Comprehensive Planning and Management:**



a. Capital Improvement Plan: Each project will include a description, cost estimate (unadjusted for inflation to prevent future cost sprawl), the percentage of capacity increase (eligible for Development Impact Fee usage), future maintenance burden, and priority (high, medium, low). The plan will be formatted for easy transfer to Excel and will inform the 5-Year Capital Improvement Plan, guiding City Council's decisions on Development Impact Fee rates and funding strategies. To support Section 3a the consultant shall consider the following elements in addition to others identified by the master planning process:

- Improve trail connectivity and walkability between facilities.
- Develop a set of prioritized recommendations for interconnecting walking/biking pathways between City Parks (and other City facilities) making it a desirable means of accessing the facilities while encouraging healthy physical activities.
- Sports Tourism Expansion.
- Prioritize recommendations for needs regarding acquisition and/or development of additional sporting venues to encourage sports tourism in Destin.
- Eco Tourism Expansion.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, open space, and recreation facilities to encourage Eco-Tourism in Destin.
- Sustainability
- Develop a set of prioritized recommendations for maintenance and renovation of parks, trails, and recreation facilities, which shall be clear from the Capital Improvement Plan and Maintenance Plan.

b. Facility and Grounds Maintenance and Management Plan: This plan will cover preventative maintenance, work management, asset lifecycle management, customer feedback, performance measurements, staffing levels, and equipment management to support the Capital Improvement Plan.

Section 4. Funding Analysis: The plan will analyze funding options for transitioning the City to the desired future state, including:

- a. A review of property and sales tax flows within the City and County, and how these support the City General Fund, aiming to balance funding needs with the City's millage rate cap.
- b. A review of the City's chartered millage rate cap, comparing it to similar cities in Florida and exploring its long-term consequences (both positive and negative).
- c. An exploration of methodologies for setting Development Impact Fees for future use by the City.
- d. A review of the fee structure for activities and programs to determine if fees can sustain the programs while remaining affordable, avoiding a decline in participation and program viability.

### Project Timeline

09/26/24: RFP Submission Deadline  
10/24/24: Proposal Review and Evaluation  
11/04/24: Selection of Consultant and Award Notification  
12/18/24: Kickoff Meeting  
05/05/25: Final Master Plan Submission to City Council  
05/05/25: City Council Approval and Adoption of Master Plan  
05/14/25: Final Project Closeout Meeting

## Events and Deliverables

Kickoff Meeting

Submission of Detailed Project Plan by Consultant

Completion of Section 1 - Inventory of the Current Parks and Recreation System

Completion of Section 2 - Community and Vision Alignment

Completion of Section 3a - Capital Improvement Plan

Completion of Section 3b - Facility and Grounds Maintenance/Mgmt Plan

Completion of Section 4 - Funding Analysis

Submission of Draft Master Plan to City Council

Public Meeting: Present Draft Master Plan for Community Feedback

Final Master Plan Submission to City Council

City Council Approval and Adoption of Master Plan

Final Project Closeout Meeting

## **Progress Reporting**

The consultant and the City's Project Manager should hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Council for the purpose of progress reporting. The consultant shall supply the Project Manager with at least one (1) digital copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

## **Project Expectations:**

The finished Master Plan is expected to:

- Collect and analyze demographic information for the community.
- Collect and analyze information on participation, needs, desires, operations, programming, and trends and make prioritized Level of Service recommendations.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
- Develop prioritized recommendations for operations, staffing, maintenance, programming, and funding needs.
- Provide a clear plan for development of programming direction based on standards and demand analysis.
- Develop a definitive program for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future.
- Provide a maintenance and operations analysis.
- Identify opportunities for available funding and acquisition alternatives.
- Develop an action plan which includes strategies, priorities and an analysis of budget support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services.
- The Master Plan must include prioritized goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Parks and Recreation Department’s future.
- An analysis of existing conditions, inventories, and Level of Service analysis (Section 1)
- Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
- A Financial Plan and Recommendations (Section 4)
- Prioritized Action Plan, in the form of the CIP and Maintenance plan sections (Section 3, a & b)

- One (1-2) meeting with the Parks and Recreation Committee prior to presenting the Master Plan to the LPA or City Council.
- One (1) public hearing with the LPA prior to presenting the Master Plan to Council for adoption, if required.
- A minimum of two (2) meetings with the City Council, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan
- Electronic copy of all presentations used as part of this planning process.
- A color version of the final Master Plan document consisting of an electronic copy in a format compatible with the City's software.

**Note:** The City shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the City's Project Manager all prepared information for the public meeting at least three (3) days prior to the scheduled meetings.

#### **Items to be provided by the City of Destin**

- A City of Destin Project Manager – Parks and Recreation Director or their designee.
- Access to all existing studies, plans, programs, and other data including the City of Destin Comprehensive Plan and access to all applicable records.
- Assistance with on-going Parks and Recreation Committee and community meetings.
- Assistance with the gathering of currently available relevant data that supports this effort.

#### **All proposals shall include the following background information:**

- A Letter of Submission shall include the name, address, and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."
- Background in the firm and experience in preparing Master Plans for public agencies in Florida. Of particular interest are engagements involving communities that have characteristics like the City of Destin, including its beach and harbor characteristics.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings to be provided.
- Identification of the personnel to be assigned to this engagement including a résumé of related experience.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of professional liability and errors and omission insurance coverage the firm maintains.
- A minimum of two (2) public agency references for projects of a similar nature to this project and a description of the projects shall be described and minimally include client, location, contact person, contact information (telephone/e-mail address), and a summary description of the project.
- An electronic copy of a master plan previously prepared by the proposer for another Community that manages beaches in Florida.
- Provide the project cost for services in an itemized work format, including a total project cost estimate for services as a "not-to-exceed cost for services" figure.

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the City of Destin to award a contract, to pay any cost incurred with



the preparation of a proposal, or to procure or contract for services or supplies. The City of Destin reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the City to do so. After contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the Destin City Manager.

### **General Requirement of the Selected Proposing Firm**

- Enter a contract with the City. (RFP) 24-03-REC and proposal submittals become part of the contract.
- Maintain insurance coverage for the duration of the contract period.
- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City.
- Shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.
- Contractor shall follow the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.
- Operate as an independent contractor.
- Honor the current legal requirements for maintaining and providing public records as requested.
- Target date for project completion is February 15, 2025. Firms indicating the ability to meet this timeline may be given preference during the selection process.
- A successful consultant will be paid on actual invoices as work is completed.

**The following items must be provided for your proposal to be considered responsive.**

- 1. Completed proposal including itemized costs for each element.**
- 2. Years in business**
- 3. Location of business**
- 4. Previous Work experience as it relates to this project, including a previously produced Master Plan for another agency that manages beaches in Florida.**
- 5. Project Approach / Proposed Timeline**
- 6. References: Individuals/Organizations you have performed similar work for.**
- 7. Copy of Appropriate State, County or City Licenses**
- 8. Completed Public Entity Form**
- 9. Completed Drug-Free Form**
- 10. Addenda (If required)**

Please submit a separate proposal for the following items. In addition, please provide an individual price breakdown for each of the four (4) components. The City of Destin reserves the right to accept individual components, multiple components and/or reject all components. All specifications in the City of Destin Parks and Recreation Master Plan will apply.

END OF PROJECT SPECIFICATIONS SECTION

**SUBMITTAL REQUIREMENTS:** Proposals shall be submitted as follows:

- A. **Proposal.** Your Proposal shall precede all other **mandatory** information required in. Any additional information submitted in support of the Proposal shall follow the mandatory information.
- B. **Public Entity Crime Form.** Each Proposal shall contain a completed Public Entity Crime Form (Attachment #1) pursuant to Florida Statutes, Section 287.132-133, providing that no public entity shall accept any Proposal from or award any contract to or transact any business in excess of the threshold amount for Category Two (\$25,000) for a period of thirty-six months from the date placed on the convicted vendor list.
- C. **Disclosure.** Each Proposal is subject to the provisions of Florida Statutes, Chapter 112, providing that all Proposers must disclose with the RFP submittal the name of any officer, director, or agent who is also a public officer or an employee of the City of Destin. Further, all Proposers must disclose the name of any City officer or employee who owns, directly or indirectly, an interest of five percent or more in the Proposing firm.
- D. **Joint Ventures.** Firms submitting Proposals as a joint venture shall submit to the City, as part of the Proposals, a copy of any joint venture agreement.
- E. **Drug - Free Workplace Program.** Preference may be given by the City of Destin to proposers demonstrating a Drug-Free Workplace Program whenever two or more Proposals, which are equal in respect to quality and service, are received and rated by the City. Proposers intending to demonstrate a Drug-Free Workplace Program shall provide an Attachment #2 certification form with the RFP submittal.
- F. **Sealed Submittal Packages.** All Proposals to be considered must be in the possession of the Destin City Clerk no later than 2:00 p.m. CT, on Thursday, September 26, 2024. Proposals may be mailed or delivered to the Office of the City Clerk at the address below. **An unbound original and six (6) copies and one (1) electronic copy of the Proposal shall be submitted in a sealed envelope clearly marked "RFP No. 24-03-REC, PARKS & RECREATION MASTER PLAN" and note the time (2:00 p.m.) and date (Thursday, September 26, 2024) of the opening.** Regardless of method of delivery, each responder shall be responsible for their Proposal being delivered on time, as the City of Destin assumes no responsibility for same. Proposals offered or received after the time set for the Proposal Opening will be rejected and returned unopened to the Proposer.
- G. Delivery Address: **MAILING AND HAND-DELIVERY ADDRESS:**

City of Destin  
ATTN: City Clerk  
4200 Indian Bayou Trail  
Destin, Florida 32541

- H. Proposal Opening. Proposals are presently scheduled to be opened publicly and read aloud at 2:00 p.m. CT, on Thursday, September 26, 2024, in the City of Destin, City Hall Board Room, 4200 Indian Bayou Trail, Destin, Florida.
- I. Inquiries: The city will not respond to oral inquiries. Proposers may submit written, or e-mailed inquiries regarding this RFP. The last day for inquiries is August 23, 2024, at 2:00 p.m. (CT). Questions or requests for Proposal documents, plans and specifications regarding this RFP may be directed to the individuals below:

For Administrative Questions

Rey Bailey  
City Clerk  
City of Destin  
4200 Indian Bayou Trail  
Destin, Florida 32541  
(850) 837-4242

- J. Responsive-Responsible Proposals. Only those Proposals fulfilling all requirements outlined in this RFP will be considered.
- K. Proposal Evaluations and Award Process.
- Bid Committee will review each written submission for compliance with the requirements of the RFP, including verifying that each response includes all documents required.
  - Bid Committee members will review, analyze, compare, individually score and rank all responses based on the requirements of the RFP, information submitted and, but not limited to, qualifications and price.
  - Bid Committee will conduct a public meeting chaired by the Bid Committee Chairman to discuss the individual scores and summarize the scores in a ranking matrix to be forwarded to the City Manager. Non-voting advisors of the Bid Committee may attend this meeting.
  - The City Manager shall recommend award of the bid to the City Council.
  - Pursuant to the RFP and to the City's Procurement Manual, the Bid Committee has now forwarded its rank-ordered list of proposals received in response to the RFP. Also pursuant to the RFP and the Procurement Manual, the City Council now has the task of deciding which proposal Council wants City Staff to pursue negotiations with. The Council has three procedural options for this decision, as follows:
    1. Adopting the scoring of the Bid Committee and directing City Staff to negotiate toward a contract with the proposer ranked highest by the Bid Committee;
    2. Re-scoring by each individual Council Member of all three proposers, using the same scoring criteria and calculations as applied by the Bid Committee pursuant to the RFP, and directing City



Staff to negotiate toward a contract with the proposer ranked highest by the Council's re-scoring of the proposals; or

3. Ranking the proposers on the basis of which proposers will, in the opinion of each Council Member and based on all available information, best meet the City's needs for the Undergrounding Project. This ranking would be done by applying a 1-2-3 scoring by each Council Member, with a value of "1" being highest or best and a value of "3" being lowest; the scores assigned by the Council Members would then be added together, with the lowest total points score being deemed the proposer with whom City Staff would be directed to negotiate toward a contract.

- In making a decision using the 1-2-3 scoring method, the City Council has broad discretion to make its decision based on all available information, and Council's decision would, if challenged, almost certainly be upheld by a reviewing court so long as the Council's discretion was exercised honestly and without illegality, fraud, or misconduct, even if the decision might appear erroneous or subject to disagreement by reasonable persons. The same principles would apply if the Council simply accepts the Bid Committee's ranking and directs City Staff to negotiate with the highest ranked proposer, or if the Council re-scores the proposals and directs Staff to negotiate a contract with the highest-ranked proposer.
- After a ranking of firms has been approved by the City Council, it is the intent of the City of Destin, in accordance with the RFP documents, to award a contract based on the proposal that best meets the project requirements, meets the required schedule, and will produce the highest quality product for the price. Accordingly, the City Council will direct City staff to negotiate a contract with the proposer whose proposal is ranked best by the Council. If such negotiations are successful, City staff would bring the resulting negotiated contract to the Council for Council's final approval; if the negotiations are unsuccessful, City staff are to come to the Council with a request to negotiate toward a contract with the second-best ranked proposer. A copy of the respondent's proposal and the RFP including scope of work, will be incorporated and become a part of the contract.

|           | <b><u>EVALUATION CRITERIA</u></b>                                                      | <b>MAX.<br/>POINTS TO<br/>BE EARNED</b> |
|-----------|----------------------------------------------------------------------------------------|-----------------------------------------|
| <b>1.</b> | <b>Price Proposal</b>                                                                  | 20                                      |
| <b>2.</b> | <b>Qualifications and Work Experience</b>                                              | 30                                      |
| <b>3.</b> | <b>Project Approach / Proposed Timeline</b>                                            | 20                                      |
| <b>4.</b> | <b>References / Past Performance</b>                                                   | 10                                      |
| <b>5.</b> | <b>Previously produced Master Plan for another Florida Agency that manages Beaches</b> | 20                                      |

*TOTAL POINTS POSSIBLE TO BE EARNED 100*

- L. Final Offer. The Proposal, as submitted, will be the last and final offer. The Proposal shall remain binding ninety (90) calendar days after the closing date of the request.
- M. Reservation of Rights. The City reserves the right to reject any and all Proposals or portions thereof, to waive minor defects and informalities in the process, to re-advertise Proposals, to accept the Proposal or award multiple Proposals or take any other actions deemed by the City to be in the City's best interest.
- N. Insurance. The successful Bidder shall be required to provide proof of General Liability Insurance with a minimum liability insurance requirement of \$1,000,000 for combined single limit and Worker's Compensation Insurance in accordance with the laws of the State of Florida and in amounts sufficient to secure the benefits of the Florida Workmen's Compensation Law for all types of employees, including those of subcontractors. The successful Bidder shall produce proof of insurance in the types and amounts required by the City. The City shall be named as an additional insured party and all binders, policies or certificates of insurance shall provide for at least ten days' notice to the City of any cancellation or amendment to any of the binders, policies, or certificates.

O. Bonding Requirements. Reserved

P. Taxpayer Identification. Provide a completed Request for Taxpayer Identification Number and Certification (W-9) Form.

Q. Public Records: The successful proposer shall:

1. Keep and maintain public records required by the CITY to perform the service.
2. Upon request from the City's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this FS Chapter 119 or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the CITY all public records in possession of the contractor or keep and maintain public records required by the CITY agency to perform the service. If the GROUP transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the GROUP shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

R. Certifications Form

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I (we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed in the proposal.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

**Signature and Certification:**

Name and Title of Authorized Representative: \_\_\_\_\_  
(Print or Type)

Signature: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

**Note: See RFP Section III, Bid Requirements, and attach all required information to Bid form.**

The City of Destin reserves the right to reject all Proposals or portions thereof, to waive minor defects in the process and to accept the Proposal or any combination of Proposal Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Proposer based upon their proposal or negotiation as may be necessary to meet grant funding or completion requirements.



SWORN STATEMENT UNDER SECTION 287.133 (3) (A)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract
2. This sworn statement is submitted \_\_\_\_\_ whose  
business address is \_\_\_\_\_  
and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity  
has no FEIN, include the Social Security Number of the individual signing this sworn statement:
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person"

includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.

\_\_\_\_The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

\_\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is personally known to me, or has provided as identification.

\_\_\_\_\_  
Notary Public  
My Commission expires:

## ATTACHMENT #2

### CITY OF DESTIN, FLORIDA REQUEST FOR BIDS (RFP) NO. 24-03-REC,

#### **DRUG-FREE WORKPLACE CERTIFICATION**

The below signed Bidder certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (TYPED OR PRINTED): \_\_\_\_\_

TITLE: \_\_\_\_\_

DRAFT  
**MINUTES**  
**SPECIAL BID COMMITTEE MEETING**  
**OCTOBER 24, 2024**

**1. CALL TO ORDER:**

Bid Committee Chairman Jeffery Cozadd called the Special Bid Committee Meeting to order on Thursday, October 24, 2024, at 2:00 PM in the City of Destin Boardroom.

**2. ROLL CALL:**

**Bid Committee Members Present:**

Project/Grants Mgr. Jeffery Cozadd  
Michael Burgess PW Director  
Joe Bodi, PW Deputy Director  
Lisa Firth Parks & Recreation Director

**Other Staff Members Present:**

Deputy City Clerk Kim Montgomery

**3. APPROVAL OF MINUTES:**

**Motion to approve the minutes of the September 19, 2024, meeting as written was made by Mr. Michael Burgess and seconded by Mrs. Noell Bell. The motion passed 4-0, with Mr. Bodi not being present for the vote.**

**4. NEW BUSINESS:**

**A. RFB 24-03-REC, Parks Masterplan**

Chairman Cozadd spoke of how he made several calls to check on the references for and was only able to get a hold of one person so, none received were negative. Additionally, he mentioned the timeline for Perez Planning is somewhat concerning since they would not be able to meet the timeline laid out in the bid documents.

The Community Development Director, Tina Deater commended that she respected the fact that they noted in their submittal their reasoning as to why the timeline was unrealistic considering the time it takes to get a valid survey is 3-4 months.

The Chairman then asked each Committee member their scores and provided the totals for each for the record:

|         | <u>Barry Dunn</u> | <u>Kimley Horn</u> | <u>Perez Planning</u> |
|---------|-------------------|--------------------|-----------------------|
| Burgess | 81                | 79                 | 87                    |
| Bell    | 86                | 82                 | 90                    |
| Firth   | 70                | 85                 | 95                    |
| Deter   | 50                | 85                 | 95                    |
| Bodi    | 70                | 80                 | 85                    |



|        |            |            |            |
|--------|------------|------------|------------|
|        |            | DRAFT      |            |
| Cozadd | <u>86</u>  | <u>90</u>  | <u>95</u>  |
|        | <b>443</b> | <b>501</b> | <b>537</b> |

**Motion by the Building Official Noell Bell, seconded by the Community Development Director, Tina Deater, the members voted to unanimously 5-0, to recommend City Council award RFB 24-03 REC, Park Masterplan to Perez Planning.**

**5. PUBLIC COMMENTS:**

None

**6. ADJOURNMENT:**

Having nothing further to discuss, the meeting was adjourned at 2:25 PM.

Adopted this \_\_\_\_\_ of \_\_\_\_\_ 2024.

---

Jeffery Cozadd, Chairman

---

Kim Montgomery, Deputy City Clerk

## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 3.D.

---

**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Lisa Firth, Parks & Rec Director  
Jeffrey Cozadd, Projects, Grants and Contracts Manager

**DATE:** November 8, 2024

**SUBJECT:** Design and Permitting for Morgan Sports Center projects

---

**I. BACKGROUND:** The City's Capital Improvement Plan includes three scheduled for Morgan Sports Center. These projects are an additional bathroom building, new maintenance building and a batting cage.

**II. DISCUSSION:** The addition of the bathroom building, maintenance building, and batting cage to Morgan Sports Center will require the City to approve a new Development Order (DO) for the property. The city is unable to satisfy all the conditions required by the DO through its own internal resources. For this reason, the City has asked DAG Architects for proposals to complete the design, permitting and DO.

DAG provided two proposals. The first will include the work needed for the maintenance building. The total for this proposal is \$45,300. This includes engineered drawings and permit coordination.

The second DAG proposal is for the additional bathroom building and the batting cages, the cost for this is \$46,800. This proposal includes engineered drawings and permit coordination services.

The work on both will be done at the same time resulting in just one DO.

Staff recommends that DAG bring the 100% plans to the Parks and Rec committee and Council once complete.

**A. Link to Strategic Goals / Objectives:**

**B. Effect on Budget (EOB):**

Budget Impact

|                                |                       |
|--------------------------------|-----------------------|
|                                | 30558500 565000 RC132 |
|                                | MSC BATTING CAGE      |
|                                | UPDATES               |
| FY 25 Adopted Budget*          | 119,000               |
| Revised Budget                 | -                     |
| Previous Expenses/Encumbrances | -                     |
| Available Program Budget       | 119,000               |
| Potential Agreement +(-)       | (13,000)              |
| FY 25 Remaining Program Budget | \$ 106,000            |

Budget Impact

|                                |                       |
|--------------------------------|-----------------------|
|                                | 30558500 565000 RR573 |
|                                | RECREATION RR         |
|                                | (MSC SHED)            |
| FY 25 Adopted Budget*          | 50,000                |
| Revised Budget                 | -                     |
| Previous Expenses/Encumbrances | -                     |
| Available Program Budget       | 50,000                |
| Potential Agreement +(-)       | (45,300)              |
| FY 25 Remaining Program Budget | \$ 4,700              |

**Budget Impact**

|                                |                       |
|--------------------------------|-----------------------|
|                                | 31557232 565000 RC128 |
|                                | MSC BATHROOM          |
| FY 25 Adopted Budget*          | 250,000               |
| Revised Budget                 | -                     |
| Previous Expenses/Encumbrances | -                     |
| Available Program Budget       | 250,000               |
| Potential Agreement +(-)       | (33,800)              |
| FY 25 Remaining Program Budget | \$ 216,200            |

- C. Level of Service (LOS): LOS will be increased
- D. Legislative Sponsor:

**III. CONCLUSION:** These projects will require an update to the existing Development Order for Morgan Sports Center. The city does not have the ability to satisfy the requirements necessary to update the development order. Staff recommend hiring DAG to accomplish the design, permitting and DO update required.

**IV. RECOMMENDED MOTION:** I move that the Council accept the DAG proposals for Morgan Sports Center and authorize the City Manager to execute them.

Attachments:

- 1. DAG Maintenance Building
- 2. Morgan Sports Center Bathroom, Field House, Batting Cages DAG and Jenkins Proposal 11.12.24





Atlanta  
Destin  
Panama City  
Pensacola  
Melbourne  
Tallahassee

September 5, 2024

City of Destin  
Attn: Jeff Cozadd, Rey Baily  
4200 Indian Bayou Trail  
Destin, Florida 32541

## **Re: Proposal for Morgan Sports Center Maintenance Building Addition**

To the City of Destin,

Thank you for the opportunity to present a fee proposal for the Maintenance Building Addition at the Morgan Sports Center. The design team is excited to help the city of Destin with this project. The scope of this effort will consist of the development of a prefabricated 30' x 60' concrete building that meets Florida Building Code requirements, utility connections, and pedestrian access way, followed by Engineering and Permitting of the design. The team will engage with the City staff, and representatives, to refine programming for all the elements that have been identified in conversations and proposals. We submit for your review and acceptance the following proposal.

### **1. THE PROJECT**

- a. The project is located at 4200 Indian Bayou Trail in Destin, FL (Parcel ID: 00-2S-22-2300-000F-0020). The property is currently in use as a City Park and Recreation Area. The design team will need to address the following:
  1. Addition of a pre-fabrication/modular maintenance building (30' x 60')
  2. Site investigation and walk through
  3. Utility connections
  4. Pedestrian access ways
  5. Lighting and wayfinding
  6. Access/maintenance drives
  7. Permitting the project
  8. Coordination with pre-fab vendor of City's choice
  9. Coordination with all applicable agencies to manage the project.

### **2. THE TEAM**

- a. In response to the project request, DAG assembled a team of design professionals who are skilled and experienced in this type of work. Based on our experience with similar projects, the team is organized as follows:
- b. **The City of Destin will be the Client** and will represent the intentions of the City Council and direct the team's efforts and provide planning information.

1223 Airport Road  
Destin, Florida  
32541  
850 837 8152  
AR0009694

1. The City will negotiate all easements, property permissions, and access rights
2. The City will present it to the public and assist in the design and development of the project.
3. The City will assist in permitting and with information and support.

c. **DAG Architects (DAG)** will be the Architect of Record (AOR) and Prime Contract with the City. We will coordinate and manage the team.

d. **Jenkins Engineering, Inc.**, will be your **Civil Engineers**, Scott Jenkins (Jenkins) will advise on site conditions and infrastructure while providing base drawings and data. They will also coordinate site surveys and detailed design of site improvements like drainage as well as engineering of circulation and path. Jenkins will be the primary designer and engineer. They will lead the permitting process and coordinate all submissions. The Civil Engineers will be under direct contract with DAG.

e. **Geotechnical Engineer**, under contract to Civil, will do soil testing and provide a written Geotechnical Report. They will also provide Hydrogeological Engineering expertise regarding water tables and dewatering requirements.

### 3. **SCOPE OF SERVICES**

- a. This proposal is for Design and Permitting of the maintenance building.

### 4. **PROJECT OUTLINE**

- a. **Schematic Design (30% Construction Documents)** – In this phase the design team will design the entirety of the project.
- b. **60% Construction Documents** - In this phase the design team will provide draft project specs and design documents for applicable review. This will include all disciplines and represent the full project.
- c. **90% Construction Documents** - In this phase the design team will further develop project specs and design documents for applicable review. This will include all disciplines and represent the full project and be a complete set of project documents.
- d. **Final 100% Construction Documents** - In this phase the design team will finalize project specs and design documents for applicable review. We will also review for completeness and accuracy in each phase.
- e. **Permitting Assistance** - All documentation will be presented to the applicable authority for that scope of the work. The Design team will respond to comments and input.
- f. **Additional Phases not Included in this Proposal:**
  1. Bidding and negotiations
  2. Construction phase
  3. Project closeout and certification

### 5. **PROJECT SCHEDULE**

- a. See Exhibit 'A' - Jenkins Engineering letter dated August 30, 2024.

**6. MEETINGS**

- a. The intent is to capture the type of meetings that may be needed and the frequency. Additional coordination meetings and internal meetings to address design and development are anticipated.
- b. One (1) Kick Off Meeting
1. To include a site, walk and design charrette in DAG's Destin Office
- c. One (1) Meeting with all applicable city agencies and committees
- d. One (1) Public Workshop
- e. Bi-Weekly coordination calls/WebEx with the team and City as requested
- f. One (1) Meeting following each of the 30%, 60% and 90% reviews for a total of Three (3) Review Meetings
- g. Intermittent Governmental and Agency Review and Entitlements will be limited to coincide with the primary deliverable documents such as 30%, 60%, 90%. Entities may include:
1. Destin Water Users
2. HOA's
3. Florida Power and Light
4. DOT

**7. FEE AND CONTRACT**

- a. We propose to provide the services outlined above on a fixed fee and hourly basis for the Design and Permitting Phases of the project.
- b. **Total fees will be \$26,560.00.** The breakdown of these fees includes the following:

| <b>Jenkins Engineering, Inc.</b> | <b>Fee Amount</b>  |
|----------------------------------|--------------------|
| Engineering Drawings             | \$15,800.00        |
| Permit Coordination Services     | \$6,500.00         |
|                                  |                    |
| <b>TOTAL</b>                     | <b>\$21,300.00</b> |

| <b>DAG Architects, Inc.</b>        | <b>Fee Amount</b>              |
|------------------------------------|--------------------------------|
| Design and Permitting Coordination | <b>\$5,260.00</b>              |
| Additional Phases                  | As-Needed Basis / Hourly Basis |
|                                    |                                |
| <b>TOTAL</b>                       | <b>\$5,260.00</b>              |

- c. Additional phases mentioned in section 4.f. will be performed on an as-needed basis and billed hourly.
- d. DAG Architects shall submit invoices for services and Reimbursable Expenses in accordance with the provisions of this agreement. The client shall review such invoices and, if they are considered incorrect or untimely, the client shall, within five days from

receipt of the billing, review the matter with the Architect and confirm in writing to the Architect the Client's understanding of the disposition of the issue.

- e. Payments to DAG Architects for Basic Services, Additional Services, and Reimbursable Expenses shall be made within thirty (30) business days after receipt of the invoice.

#### **8. REIMBURSABLE EXPENSES**

- a. The following items of expense, if incurred in connection with the project, are to be reimbursable at cost times a multiplier of 1.1:
  - 1. Travel and living expenses when engaged on business connected with the project.
  - 2. Reproduction cost, for prints furnished to other Engineers for coordination purposes.
  - 3. Plotting cost (man-hourly rates) for CADD/Revit produced drawings.
  - 4. Courier and shipping costs.
  - 5. Mileage (per mile rate as established by the Internal Revenue Service).
  - 6. Permitting fees.

#### **9. ADDITIONAL SERVICES**

- a. Services requested by the Client that are in addition to the Basic Services described above will be considered Additional Services and include:
- b. Preparation of professional scale models of the project, professional renderings, or other graphic exhibits of the project beyond those described above.
- c. Further documentation, presentation drawings, assistance, coordination, perspectives, renderings, on-site visits, or representation other than outlined above.
- d. Performing significant changes resulting from program modifications, reversals of previous approvals or directions, significant value engineering, or governmental reviews. In the event of a significant VE or design direction alterations, the Client and DAG would appropriately adjust the project schedule, DAG services and our compensation (as an additional service).
- e. Providing LEED or WELL consulting services including design, submittal, or administration requirements.
- f. Public meetings, Municipal Approval meetings, Design Review Board packages, Permit Agency appeals, or variance hearings above and beyond what is outlined in each consultant's scope.
- g. Preparation of additional materials or documentation for marketing or fundraising purposes, beyond what is outlined in each consultant's scope.
- h. Additional in-person meetings beyond those described above.
- i. Providing grant writing services, providing alternate funding services, providing bidding services, providing Construction Phase services beyond those outlined such as increased or full-time on-site representation, or services beyond the anticipated construction schedule.
- j. Preparing As built or Record Drawings (these are typically prepared by the General Contractor during and at the end of construction as part of the General Contractor's closeout responsibilities).
- k. Work that occurs outside of the project boundary.
- l. Architecture and Engineering services for construction documents required for vertical structure and other program improvements will be negotiated under a separate proposal



and after they are defined in the conceptual design phase. They are unknown at this time and cannot be calculated.

**10. CONCLUSION**

On behalf of DAG and the team, I want to thank you for this opportunity to work with the City to develop amenities for generations to come. Please feel free to call or email me with any questions or clarifications related to this proposal.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ch Clary III", with a horizontal line extending from the end.

Charles Clary III, AIA  
Principal  
DAG Architects, Inc.

accepted  
by: \_\_\_\_\_

**Attachments**

1. Attachment A – Jenkins Engineering, Inc. letter dated August 30, 2024





Civil and Environmental Engineers

73 Eglin Parkway NE Suite 203 Fort Walton Beach, Florida 32548 850.837.2448 Fax 850.837.2450 www.jeicivil.com

August 30, 2024

Charlie Clary, FAIA  
DAG Architects  
1223 Airport Road  
Suite 104  
Destin, FL 32541

Email: cclary@dagarchitects.com  
Phone: (850) 837-8152

Re: Design and Development Order Services  
Project Reference: Morgan's Sports Complex –Maintenance Facility Addition

Mr. Clary,

With this letter contract, we (Jenkins Engineering, Inc. – “Engineer”) are pleased to propose our services to you (DAG Architects – “Owner”) related to the request to provide site/civil engineering design and permitting assistance associated with the proposed addition of a modular maintenance facility building, pedestrian access ways, infrastructure associated with sanitary sewer and potable water service and miscellaneous site improvements at 3950 Commons Drive in Destin, FL (parcel ID: 00-2S-22-23000-000F-0020). The property is located on the south side of Commons Drive in the City of Destin, FL. The property is currently in use as a City Park and Recreation Area. It is our understanding that this Scope of Work will consist of assisting with engineering design and permitting for the addition of a modular restroom facility / field house and pedestrian access improvements to meet current City of Destin Public Works requirements.

**Scope of Services**

1. Prepare engineering design drawings for the proposed improvements. Drawings will include the following:
  - a. Existing Conditions Plan / Demolition Plan
  - b. Site Plan showing the following:
    - i. Geometric layout of proposed improvements with dimensions.
    - ii. Locations and sizes of storm water conveyance infrastructure.
  - c. Grading and drainage plans including storm water management improvements as required by the City of Destin.
  - d. Miscellaneous details and specifications
2. Coordination with City of Destin Engineering Department staff to assist with the permitting process. This task will include:
  - a. Preliminary planning meeting to determine project scope and layout.

- b. Development Order Amendment submittal to the City of Destin Planning Department.
- c. Coordination with Destin Water Users to assist with potable water and sanitary sewer service.

The Owner will provide and/or accomplish the following:

- 1. Right of entry to the property.
- 2. Specific purpose survey for improvement area.
- 3. Architectural floor plans and elevations for the proposed modular restroom unit.
- 4. Irrigation plans if required.
- 5. Payment of all plan review and advertising costs if applicable.
- 6. Payment of all application fees and or review fees associated with this project.
- 7. Payment of all permit fees to regulatory agencies.

For clarification, our proposed scope of services does not include the following:

- 1. Environmental assessments or environmental permitting associated wetland impacts at the subject property.
- 2. Modifications to the Zoning or Future Land Use designation of the property or any work associated with proposed changes to land use designations.
- 3. Surveying services associated with construction surveying or as-built preparation.
- 4. Geotechnical services, including those associated with structural capacity of soils for improvements or foundation design.

These and other services are considered as extra work and can be added to this agreement by written amendment.

#### Schedule

We will begin upon receipt of this signed agreement, and we will accomplish the services described on a mutually agreeable schedule.

#### Payment Terms

For the work described under Scope of Services, the Owner will pay the Engineer on a lump sum basis. The Owner intends to pay the Engineer from its General Fund and represents funds are available to pay the Engineer from the General Fund, or funds will be borrowed from another source as necessary to pay the Engineer.

If any payment due the Engineer under this agreement is not received within 30 days from date of invoice, the Engineer may elect to suspend services under this agreement without penalty or liquidated damages assessed from the Owner.

The table below presents a summary of the fee amounts and fee types for this contract.

| WORK DESCRIPTION                    | FEE AMOUNT | FEE TYPE |
|-------------------------------------|------------|----------|
| <i>Engineering Drawings</i>         | \$15,800   | LUMP SUM |
| <i>Permit Coordination Services</i> | \$6,500    | LUMP SUM |
| <i>Total</i>                        | \$21,300   | LUMP SUM |



The lump sum amount to be paid under this agreement is \$21,300.00. The Owner will pay the Engineer on a monthly basis, based upon statements submitted by the Engineer to the Owner indicating the estimated proportion of the work accomplished. Payments not received within 30 days of invoice date will be subject to a one percent monthly simple interest charge.

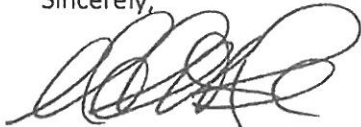
Additional Services (Extra Work). For work not described or included in Scope of Services but requested by the Owner in writing, the Owner will pay the Engineer, for time spent on the project, at the rates agreed upon for each classification of the Engineer's personnel plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. See attached Standard Fee Schedule.

#### Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Owner and the Engineer, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Engineer and his or her subconsultants to the Owner and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, so that the total aggregate liability of the Engineer and his or her subconsultants to all those named shall not exceed \$21,300.00, or the Engineer's total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, and breach of contractor warranty.

Please indicate your acceptance of this proposed contract and authorization to proceed by signing in the space provided below. Please return one signed copy of this contract to us for our records. We appreciate the opportunity to provide our services to you.

Sincerely,



M. Scott Jenkins, P.E.  
Jenkins Engineering, Inc.

Accepted for DAG Architects by:



Print Name:

Charles Clary III

Title:

Principal

Date:

9/6/24



November 12, 2024

City of Destin  
Attn: Jeff Cozadd, Rey Baily  
4200 Indian Bayou Trail  
Destin, Florida 32541

Atlanta  
Destin  
Panama City  
Pensacola  
Melbourne  
Tallahassee

## Re: Proposal for Morgan Sports Center Restroom / Field House / Batting Cages Additions

To the City of Destin,

Thank you for the opportunity to present a fee proposal for the Morgan Sports Center modular restrooms and field house, and batting cages. The design team is excited to help the city of Destin with this project. The scope of this effort will consist of the development of modular restroom facility that is ADA accessible and field house addition, batting cages, utility connections, and pedestrian access way, followed by Engineering and Permitting of the design. The team will engage with the City staff, and representatives, to refine programming for all the elements that have been identified in conversations and proposals. We submit for your review and acceptance the following proposal.

### 1. THE PROJECT

- a. The project is located at 4200 Indian Bayou Drive in Destin, FL (Parcel ID: 00-2S-22-2300-000F-0020). The property is currently in use as a City Park and Recreation Area.

The design team will need to address the following:

1. Addition of a modular bathroom facility and field house and batting cages
2. Site investigation and walk through
3. Utility connections
4. Pedestrian access ways
5. Infrastructure associated with sanitary sewer and portable water service
6. ADA compliant usage
7. Lighting and wayfinding
8. Access/maintenance drives
9. Permitting the project
10. Coordination with vendors of the City's choice
11. Coordination with all applicable agencies to manage the project
12. Development Order assistance
13. Deliverables – PDF drawings, CAD drawings, and full size and half size set plans and specifications.

### 2. THE TEAM

- a. In response to the project request, DAG assembled a team of design professionals who are skilled and experienced in this type of work. Based on our experience with similar projects, the team is organized as follows:

- b. **The City of Destin** will be the **Client** and will represent the intentions of the City Council and direct the team's efforts and provide planning information.

1223 Airport Road  
Destin, Florida  
32541  
850.837.8152  
AR0009694

1. The City will negotiate all easements, property permissions, and access rights.
2. The City will present it to the public and assist in the design and development of the project.
3. The City will assist in permitting and with information and support.

**c. DAG Architects (DAG)** will be the Architect of Record (AOR) and Prime Contract with the City. We will coordinate and manage the team.

**d. Jenkins Engineering, Inc.,** will be your **Civil Engineers**, Scott Jenkins (Jenkins) will advise on site conditions and infrastructure while providing base drawings and data. They will also coordinate site surveys and detailed design of site improvements like drainage as well as engineering of circulation and path. Jenkins will be the primary designer and engineer. They will lead the permitting process and coordinate all submissions. The Civil Engineers will be under direct contract with DAG.

**e. Geotechnical Engineer**, under contract to Civil, will do soil testing and provide a written Geotechnical Report. They will also provide Hydrogeological Engineering expertise regarding water tables and dewatering requirements.

### 3. **SCOPE OF SERVICES**

- a. This proposal is for Design and Permitting of the restroom and field house facilities and batting cages.

### 4. **PROJECT OUTLINE**

- a. **Schematic Design (30% Construction Documents)** – In this phase the design team will design the entirety of the project.
- b. **60% Construction Documents** - In this phase the design team will provide draft project specs and design documents for applicable review. This will include all disciplines and represent the full project.
- c. **90% Construction Documents** - In this phase the design team will further develop project specs and design documents for applicable review. This will include all disciplines and represent the full project and be a complete set of project documents.
- d. **Final 100% Construction Documents** - In this phase the design team will finalize project specs and design documents for applicable review. We will also review for completeness and accuracy in each phase.
- e. **Permitting Assistance** - All documentation will be presented to the applicable authority for that scope of the work. The Design team will respond to comments and input.
- f. **Additional Phases not Included in this Proposal:**
  1. Bidding and negotiations
  2. Construction phase
  3. Project closeout and certification

5. **PROJECT SCHEDULE**

- a. See Exhibit 'A' - Jenkins Engineering letter dated November 7, 2024.

6. **MEETINGS**

- a. The intent is to capture the type of meetings that may be needed and the frequency. Additional coordination meetings and internal meetings to address design and development are anticipated.
- b. One (1) Kick Off Meeting
1. To include a site, walk and design charrette in DAG's Destin Office
- c. One (1) Meeting with all applicable city agencies and committees
- d. One (1) Public Workshop
- e. Bi-Weekly coordination calls/WebEx with the team and City as requested
- f. One (1) Meeting following each the 30%, 60% and 90% reviews for a total of Three (3) Review Meetings
- g. Intermittent Governmental and Agency Review and Entitlements will be limited to coincide with the primary deliverable documents such as 30%, 60%, 90%. Entities may include:
1. Destin Water Users
2. HOA's
3. Florida Power and Light
4. DOT

7. **FEE AND CONTRACT**

- a. We propose to provide the services outlined above on a fixed fee and hourly basis for the Design and Permitting Phases of the project.
- b. **Total fees will be \$46,800.00.** The breakdown of these fees includes the following:

| <b>Jenkins Engineering, Inc.</b> | <b>Fee Amount</b>  |
|----------------------------------|--------------------|
| Engineering Drawings             | \$13,800.00        |
| Permit Coordination Services     | \$4,500.00         |
|                                  |                    |
| <b>TOTAL</b>                     | <b>\$18,300.00</b> |

| <b>DAG Architects, Inc.</b>        | <b>Fee Amount</b>              |
|------------------------------------|--------------------------------|
| Design and Permitting Coordination | <b>\$28,500.00</b>             |
| Additional Phases                  | As-Needed Basis / Hourly Basis |
|                                    |                                |
| <b>TOTAL</b>                       | <b>\$28,500.00</b>             |

- c. Additional phases mentioned in section 4.f. will be performed on an as-needed basis and billed hourly.
- d. DAG Architects shall submit invoices for services and Reimbursable Expenses in accordance with the provisions of this agreement. The Client shall review such invoices and, if they are considered incorrect or untimely, the Client shall, within five days from receipt of the billing, review the matter with the Architect and confirm in writing to the Architect the Client's understanding of the disposition of the issue.
- e. Payments to DAG Architects for Basic Services, Additional Services, and Reimbursable Expenses shall be made within thirty (30) business days after receipt of



the invoice.

**8. REIMBURSABLE EXPENSES**

- a. The following items of expense, if incurred in connection with the project, are to be reimbursable at cost times a multiplier of 1.1:
  - 1. Travel and living expenses when engaged on business connected with the project.
  - 2. Reproduction cost, for prints furnished to other Engineers for coordination purposes.
  - 3. Plotting cost (man-hourly rates) for CADD/Revit produced drawings.
  - 4. Courier and shipping costs.
  - 5. Mileage (per mile rate as established by the Internal Revenue Service).
  - 6. Permitting fees.

**9. ADDITIONAL SERVICES**

- a. Services requested by the Client that are in addition to the Basic Services described above will be considered Additional Services and include:
- b. Preparation of professional scale models of the project, professional renderings, or other graphic exhibits of the project beyond those described above.
- c. Further documentation, presentation drawings, assistance, coordination, perspectives, renderings, on-site visits, or representation other than outlined above.
- d. Performing significant changes resulting from program modifications, reversals of previous approvals or directions, significant value engineering, or governmental reviews. In the event of a significant VE or design direction alterations, the Client and DAG would appropriately adjust the project schedule, DAG Services and our compensation (as an additional service).
- e. Providing LEED or WELL consulting services including design, submittal, or administration requirements.
- f. Public meetings, Municipal Approval meetings, Design Review Board packages, Permit Agency appeals or variance hearings above and beyond what is outlined in each consultant's scope.
- g. Preparation of additional materials or documentation for marketing or fundraising purposes, beyond what is outlined in each consultant's scope.
- h. Additional in-person meetings beyond those described above.
- i. Providing grant writing services, providing alternate funding services, providing bidding services, providing Construction Phase services beyond those outlined such as increased or full-time on-site representation, or services beyond the anticipated construction schedule.
- j. Preparing As built or Record Drawings (these are typically prepared by the General Contractor during and at the end of construction as part of the General Contractor's

closeout responsibilities).

- k. Work that occurs outside of the project boundary.
- l. Architecture and Engineering services for construction documents required for vertical structure and other program improvements will be negotiated under a separate proposal and after they are defined in the conceptual design phase. They are unknown at this time and cannot be calculated.

**10. CONCLUSION**

On behalf of DAG and the team, I want to thank you for this opportunity to work with the City to develop amenities for generations to come. Please feel free to call or email me with any questions or clarifications related to this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ch Clary III", with a horizontal line extending from the end.

Charles Clary III, AIA  
Principal  
DAG Architects, Inc.

accepted  
by: \_\_\_\_\_

**Attachments**

1. Attachment A – Jenkins Engineering, Inc. letter dated November 7, 2024



**Civil and Environmental Engineers**

73 Eglin Parkway NE Suite 203 Fort Walton Beach, Florida 32548 850.837.2448 Fax 850.837.2450 www.jeicivil.com

November 7, 2024

Charlie Clary, FAIA  
DAG Architects  
1223 Airport Road  
Suite 104  
Destin, FL 32541

Email: cclary@dagarchitects.com  
Phone: (850) 837-8152

Re: Design and Development Order Services  
Project Reference: Morgan's Sports Complex – Field House / Bathroom Facility Addition /  
Batting Cages

Mr. Clary,

With this letter contract, we (Jenkins Engineering, Inc. – “Engineer”) are pleased to propose our services to you (DAG Architects – “Owner”) related to the request to provide site/civil engineering design and permitting assistance associated with the proposed addition of a modular field house facility building and bathrooms, a batting cage area, pedestrian access ways, infrastructure associated with sanitary sewer and potable water service and miscellaneous site improvements at 3950 Commons Drive in Destin, FL (parcel ID: 00-2S-22-23000-000F-0020). The property is located on the south side of Commons Drive in the City of Destin, FL. The property is currently in use as a City Park and Recreation Area. It is our understanding that this Scope of Work will consist of assisting with engineering design and permitting for the addition of a modular restroom facility / field house / batting cage and pedestrian access improvements to meet current City of Destin Public Works requirements.

**Scope of Services**

1. Prepare engineering design drawings for the proposed improvements. Drawings will include the following:
  - a. Existing Conditions Plan / Demolition Plan
  - b. Site Plan showing the following:
    - i. Geometric layout of proposed improvements with dimensions.
    - ii. Locations and sizes of storm water conveyance infrastructure.
  - c. Grading and drainage plans including storm water management improvements as required by the City of Destin.
  - d. Miscellaneous details and specifications
2. Coordination with City of Destin Engineering Department staff to assist with the permitting process. This task will include:

## City of Destin

### Morgan's Sport's Complex – Field House / Bathroom Facility Addition / Batting Cage

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- a. Preliminary planning meeting to determine project scope and layout.
- b. Development Order Amendment submittal to the City of Destin Planning Department.
- c. Coordination with Destin Water Users to assist with potable water and sanitary sewer service. It is anticipated this site will have sanitary sewer service through a simplex grinder station on the project site.

The Owner will provide and/or accomplish the following:

1. Right of entry to the property.
2. Specific purpose survey for improvement area.
3. Architectural floor plans and elevations for the proposed modular restroom unit.
4. Irrigation plans if required.
5. Payment of all plan review and advertising costs if applicable.
6. Payment of all application fees and or review fees associated with this project.
7. Payment of all permit fees to regulatory agencies.

For clarification, our proposed scope of services does not include the following:

1. Environmental assessments or environmental permitting associated wetland impacts at the subject property.
2. Modifications to the Zoning or Future Land Use designation of the property or any work associated with proposed changes to land use designations.
3. Surveying services associated with construction surveying or as-built preparation.
4. Geotechnical services, including those associated with structural capacity of soils for improvements or foundation design.

These and other services are considered as extra work and can be added to this agreement by written amendment.

#### Schedule

We will begin upon receipt of this signed agreement, and we will accomplish the services described on a mutually agreeable schedule.

#### Payment Terms

For the work described under Scope of Services, the Owner will pay the Engineer on a lump sum basis. The Owner intends to pay the Engineer from its General Fund and represents funds are available to pay the Engineer from the General Fund, or funds will be borrowed from another source as necessary to pay the Engineer.

If any payment due the Engineer under this agreement is not received within 30 days from date of invoice, the Engineer may elect to suspend services under this agreement without penalty or liquidated damages assessed from the Owner.

The table below presents a summary of the fee amounts and fee types for this contract.

| WORK DESCRIPTION                    | FEE AMOUNT      | FEE TYPE        |
|-------------------------------------|-----------------|-----------------|
| <i>Engineering Drawings</i>         | \$13,800        | LUMP SUM        |
| <i>Permit Coordination Services</i> | \$4,500         | LUMP SUM        |
| <b><i>Total</i></b>                 | <b>\$18,300</b> | <b>LUMP SUM</b> |



City of Destin

Morgan's Sport's Complex – Field House / Bathroom Facility Addition / Batting Cage

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The lump sum amount to be paid under this agreement is \$18,300.00. The Owner will pay the Engineer on a monthly basis, based upon statements submitted by the Engineer to the Owner indicating the estimated proportion of the work accomplished. Payments not received within 30 days of invoice date will be subject to a one percent monthly simple interest charge.

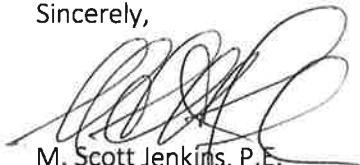
Additional Services (Extra Work). For work not described or included in Scope of Services but requested by the Owner in writing, the Owner will pay the Engineer, for time spent on the project, at the rates agreed upon for each classification of the Engineer's personnel plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. See attached Standard Fee Schedule.

#### Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Owner and the Engineer, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Engineer and his or her subconsultants to the Owner and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, so that the total aggregate liability of the Engineer and his or her subconsultants to all those named shall not exceed \$18,300.00, or the Engineer's total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, and breach of contractor warranty.

Please indicate your acceptance of this proposed contract and authorization to proceed by signing in the space provided below. Please return one signed copy of this contract to us for our records. We appreciate the opportunity to provide our services to you.

Sincerely,



M. Scott Jenkins, P.E.  
Jenkins Engineering, Inc.

Accepted for DAG Architects by:

\_\_\_\_\_  
Print Name:

Title:

Date:

**MINUTES  
WORKSHOP  
DESTIN CITY COUNCIL  
OCTOBER 28, 2024  
ANNEX COUNCIL CHAMBERS  
5:30 PM**

The Council of the City of Destin met in special session with the following members and staff present:

**Destin City Council**

Mayor Bobby Wagner  
Councilmember Jim Bagby  
Councilmember Kevin Schmidt  
Councilmember John Stephens

Councilmember Dewey Destin  
Councilmember Terésa Hebert  
Councilmember Torey Geile

**City of Destin Staff**

Interim City Manager Larry Jones  
Projects/Grants/Contract Manager Jeffrey Cozadd  
Senior Planner Daniel Butler  
Planner Jesse Hernandez  
Special Projects Counsel Kyle Bauman

City Clerk Rey Bailey  
Principal Planner Steve O'Connor  
Planner Sherry Burney  
Planner Ashley Dominguez

**PUBLIC COMMENTS:** None

**WORKSHOP**

**A. Draft Article 7 – Resource Conservation, Protection, Resiliency, and Sustainability**

Principal Planner Steve O'Connor introduced the focus of the new article, which consolidates and restructures existing environmental regulations, particularly those from the current Article 11 related to beach and resource management. The updated article, renamed "Resource Conservation, Protection, Resiliency, and Sustainability," integrates sections on sustainability and resiliency scattered throughout the current code to streamline and clarify these issues in a single location.

Mr. O'Connor emphasized the town's reliance on its natural environment, asserting that the community's identity and existence depend heavily on preserving its natural beauty and resources. Due to this significance, considerable effort was devoted by staff to ensure the article reflects both community needs and modern regulatory practices. Staff sought to address longstanding confusion over existing regulations, incorporating updated policy guidance and best practices to offer clarity.

Mr. O'Connor then introduced the Senior Planner Daniel Butler noting that Mr. Butler and a former city employee Rachel Hoag, were instrumental in drafting the new article. Both

have educational and professional backgrounds in environmental fields—Mr. Butler in fishery management and Ms. Hoag in sustainability—which formed the basis for this critical regulatory framework.

Senior Planner Daniel Butler gave the following presentation:

\*\*\*\*

**Language**

- **The current LDC is cumbersome to read**
- **Current language has allowed inconsistent interpretations and challenges in enforcement**
- **Written in a more readable manner (reduced “legalese”)**
- **Easier for users (residents, developers, Staff) to read and understand the regulations**

**Format:**

- **Significant deviation from the current LDC format**
- **An easier to read and better flowing document**
- **Reduced multi-sentence run-on paragraphs**
- **The sections are bookmarked and hyperlinked**
- **Chart with graphic used rather than paragraphs for max. dock lengths**

Mr. Butler provided an overview of Article 7, focusing on resource conservation, protection, resiliency, and sustainability. He noted that the new article consolidates much of the material from Article 11 of the existing Land Development Code (LDC), along with specific portions of Article 7, particularly regarding alternative energy generation. He stated that the current LDC structure has proven cumbersome for staff, contractors, and citizens alike due to its complex language and format.

The revision aims to streamline and simplify this language, making the content clearer and more accessible. They have reduced the legalistic language to make it easier for all users to read, understand, and implement in their everyday practice. He emphasized that the updated format departs significantly from the existing LDC’s dense paragraphs and lengthy sentences. Instead, the revised version presents information in lists and concise, user-friendly formats.

One key improvement is the inclusion of a graphic-based chart for determining allowable dock lengths, which replaces a series of text-heavy descriptions. He explained that current regulations for marina siting, for example, are scattered across sentences and cross-referenced footnotes, making them difficult to follow. The new chart allows users to quickly locate their property’s zoning designation—such as Upland Zone, South Harbor Mixed Use, or Choctawhatchee Bay—then refer directly to the chart to identify the permitted dock length for that specific area. The update to Article 7 reflects a concerted effort to make the LDC more navigable and functional for all users.

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**Organization and Consolidation:**

- **Section 7.01**
  - ❖ **Bay Shoreline Protection Zone – 11.01.10**
  - ❖ **Gulf Shoreline Protection Zone – 11.01.01, 11.03.01**

- ❖ White Sand Protection Zone – 11.07.00
- ❖ Environmentally Sensitive Areas – 11.01.03, 11.01.04, 11.01.06, 11.01.07, 11.01.09, 11.03.02
- ❖ Significant Environments and Wildlife Protection – 7.17.04
- Section 7.02
  - ❖ Marina Siting – 11.05.00
- Section 7.03
  - ❖ Archeological and Historical Resource Protection – 7.05.00
- Section 7.04
  - ❖ Illicit Discharge Detection and Elimination – 11.09.00
- Section 7.05
  - ❖ Alternative Energy Development – 7.20.00

Mr. Butler highlighted that the ordinances related to shoreline protection, Gulf shoreline preservation, and white sand areas are now consolidated in a single section, whereas previously they were dispersed throughout Article 11. He also noted that upcoming code sections will cover Marina Siting, including the recently debated Net Positive Environmental Benefit (NPEB) fee, a prominent topic for discussion in the city.

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### **Public Workshops and LPA Meetings**

- Staff conducted multiple public meetings discussing Article 7 and specific topics pertaining to Article 7
  - ❖ March 7, 2024 – LPA Meeting (NPEB)
  - ❖ March 28, 2024 – HWB (NPEB)
  - ❖ April 11, 2024 – LPA Meeting
  - ❖ May 16, 2024 – LPA Meeting (NPEB)
  - ❖ June 6, 2024 – LPA Meeting (NPEB)
  - ❖ July 18, 2024 – LPA Meeting
  - ❖ August 8, 2024 – LPA Meeting
- *Net Positive Environmental Benefit (NPEB): Section 7.02.05.*  
 Staff has discussed the NPEB fee and how it should be collected with the HWB and LPA at multiple regularly scheduled meetings. At the April 25, 2024 HWB meeting, the HWB recommended altering the method of NPEB collection, with the LPA recommending a separate method of NPEB collection at the July 18, 2024 LPA meeting.
  - ❖ **HWB Recommendation:** *Chairman Green recommend to the City Council that the current NPEB fee be maintained and the liability of the funds for the NPEB not covered, come from the General Fund with Board member Jones providing the second. After additional discussion regarding the 25%, 10 % & 7% that Council did not approve of, Chairman Green amended his motion to Modify the existing fee structure so that tier one is 10%, tier two at 10% for the canals and commercial is tier three of 25% and anything that is not covered by that, the city would make up the difference from the General Fund for the cost of maintaining the harbor. The motion passed with a unanimous vote of 5-0.*



- ❖ **LPA Recommendation:** *Motion by Agency member Buhr to have a structure set up for nonresidential (430 docks) are charged \$100.00 per year (per slip), residential both multifamily and single family are charged \$50.00 per year (per slip), additionally he recommends two exemptions, one a homestead exemption that allows for 75% as well as an exemption for owners that have previously paid into the NPEB fee, however, it would be on the owner to provide staff with proof of payment towards their NPEB fee with documentation for the following:*
  - *Paid NPEB in 2024 - 10-year exemption per slip*
  - *Paid in 2023 – 9-year exemption*
  - *Paid in 2022 – 8-year exemption*
  - *Paid in 2021 – 7-year exemption*
  - *Paid in 2020 – 6-year exemption*
  - *Paid in 2019 – 5-year exemption*
  - *Paid in 2018 – 4-year exemption*
  - *Paid in 2017 – 3-year exemption*
  - *Paid in 2016 – 2-year exemption*
  - *Paid in 2015 – 1-year exemption*
- ❖ *Agency member Bell provided the second. In discussion, Agency member Buhr, he feels this would be an easy way for staff to regulate and enforce by working with the County and provide fund solvency.*
- ❖ *Agency member Bell questioned how the other impacts regarding the usage of the harbor, that are not generated by any of these slips, factor in the equation. According to Agency member Buhr, that is a great question, however, it is currently not written into the current regs for collection towards the fund. Adding that is on Council to make those changes. The motion passed 5-0.*

## **DISCUSSION:**

Subsequent discussions focused on recommendations from the Harbor and Waterways Board and the Local Planning Agency (LPA) regarding the net positive environmental benefit (NPEB) fee structure for dock and marina projects within the city's harbor. The goal was to determine the preferred direction regarding fee structures to support harbor maintenance, environmental protections, and infrastructure. Senior Planner Daniel Butler presented the topic, explaining that the Harbor and Waterways Board proposed an NPEB fee structure based on a percentage of construction costs: 10% for small, self-certifiable residential projects (Tier 1), 10% for residential docks with 10 or more slips (Tier 2), and 25% for commercial marinas (Tier 3). Currently, the city charges a flat 25% fee on all applicable construction projects. The alternative LPA recommendation bases the fee on slip count, with a \$100 annual fee per slip and a 75% reduction for homesteaded slips. This slip-count structure could provide more stable revenue since it charges existing slips, not just new construction projects, which can vary from year to year.

Councilmember Schmidt questioned if there could be an environmental component to the fee, proposing potential reductions for high-quality, environmentally friendly materials that reduce contamination. He also suggested that dock owners could engage in environmental rehabilitation projects, like oyster reefs, which might qualify them for a fee reduction.

Councilmember Stephens stated that adding that fee variations could account for different vessel types and impacts, with higher fees for larger, commercial, or environmentally taxing boats, while recreational vessels might incur a lower fee.

Councilmember Hebert supported this view, emphasizing the need to distinguish fees for commercial versus residential slips, citing environmental concerns, especially from commercial activities like boat painting and maintenance in the harbor.

Mayor Wagner suggested further legal review of the proposed fee structures, given the complexities raised and the need to ensure all methods comply with city regulations.

Councilmember Bagby expressed concern over the stability of revenue under the existing construction-cost model, as it fluctuates depending on new projects. He supported the LPA's slip-count model for consistent funding. However, he asked for a thorough review by the city's legal team to ensure that both fee structures align with legal standards.

Principal Planner Steve O'Connor confirmed that the LPA model would increase revenue consistency, with an estimated \$43,000 annual intake from the proposed \$100-per-slip fee. In contrast, the Harbor and Waterways Board's tiered model would generate less due to the lower percentages proposed.

Councilmember Bagby requested a five-year comparative revenue analysis to evaluate the potential income under both fee structures, comparing historical data to estimate future stability. Staff confirmed that the average annual revenue since 2006 is around \$24,000, with occasional peaks when large marinas are renovated or constructed.

Councilmember Destin supported maintaining the construction-cost-based fee, proposing instead to increase the fee percentage if more revenue is needed. He argued this approach aligns more closely with environmental impact by incentivizing better materials and environmentally friendly construction methods.

There was a suggestion for a hybrid of the LPA's slip-count approach and the Harbor Board's construction-cost model, advocating for a tiered fee based on vessel size and usage. It was noted that the environmental impact of vessels varies, with larger vessels and commercial activities posing a greater risk than smaller, recreational boats.

Councilmember Bagby expressed concern about reliance on self-reported construction costs, as this could lead to underreporting. He proposed that the city retain the right to review contractors' cost estimates for accuracy but acknowledged that it might be invasive.

Councilmember Geile noted from his professional experience that municipalities struggle to enforce accurate reporting on contractor proposals, a significant challenge in managing fee assessments tied to construction costs.

The council discussed applying fee reductions for homesteaded properties, potentially reducing financial burdens for residents. Homestead properties would pay a reduced rate under the LPA model, while commercial and non-homesteaded properties would contribute more significantly.

Councilmember Destin supported a simpler percentage-based approach, tied to new construction and repair projects, that avoids complicating fee structures. He proposed increasing the percentage to ensure sufficient funds rather than adding more complexity. He also highlighted the importance of providing credits for environmentally friendly construction materials, like composite pilings, which help reduce environmental impact.

The council concluded by asking staff to conduct a five-year financial analysis comparing revenue under both models and to verify the legal standing of each approach. Additionally, they requested further consideration of environmental impact factors, particularly fees that correlate to slip size, vessel type, and material choice in construction projects. Staff will bring back the requested information and recommendations for Council review and decision-making.

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❖ ***Dock Length:*** The current measurement of dock length has previously caused some confusion, as there is a maximum limit on docks in the Harbor to two-hundred feet (200'). This is generally measured much like a buffer is measured from the mean high-water line (MHWL) waterward to the maximum allowable length up to 200'.

- ***HWB & LPA Recommendation:*** *Measurement of dock length shall start at the waterward most point of the Mean-High Water Line (MHWL). From the waterward point, a perpendicular line (or perpendicular line to the tangent for a curved MHWL) is drawn the distance allowed waterward. At the maximum length allowed, another perpendicular line (parallel to the MHWL) is drawn between the identified or implied riparian lines. This area depicts the developable marine area (please see graphic in Staff Report for reference). There was no support to include shuttle parking reduction from the discussion at the April 11 meeting. Staff will not include any parking reduction provisions for shuttle parking.*

## **DISCUSSION**

The discussion addressed updates to the regulations regarding dock lengths within various city waterways, specifically focusing on a proposal to simplify the measurement methodology. Currently, dock length requirements vary based on the property's location, whether on a harbor, bay, or bayou, with maximum allowable lengths stated directly in the LDC. The proposed change involves presenting these guidelines in a chart format, making them easier to interpret based on the property's specific location. Additionally, a new graphical illustration, included in meeting packets, was reviewed. This graphic was previously endorsed by both the Harbor Waterways Board and the LPA for its clarity and transparency.

The updated measurement methodology simplifies determining allowable dock length by establishing a defined "developable area" using clear spatial guidelines. Under this approach, property owners would identify the waterward-most point of their property, measure a perpendicular line outward to the maximum allowable dock length (e.g., 200 feet), and then draw a parallel line back to the shore, creating a "box" that marks the dock's permissible construction zone. This method, staff explained, helps avoid potential misinterpretations that could arise from varying property layouts, as seen in previous marina projects.

Staff expressed that this format is more transparent and easier to communicate to residents. The council was invited to provide feedback, raise concerns, or suggest alternative methods.

Councilmember Destin raised questions regarding the rationale behind dock length restrictions on bayfront properties in Destin, contrasting it with the harbor area where a shoreline limits encroachment. He noted that in the harbor, dock lengths were based on a formal study to maintain navigational safety due to the proximity of the shore, but no similar study had been conducted for bayfront properties where shoreline is further away, often miles distant.

Mr. Butler responded by explaining that, according to current code, dock lengths in bay areas are restricted to 1.5 times the lot width at the mean water line or 200 feet, whichever is shorter. However, he confirmed that to his knowledge, no study had been conducted to justify these particular restrictions in bay areas. He clarified that while no changes to these dock length restrictions were proposed, if an applicant needs a longer dock to reach sufficient water depth, they could seek a variance from the Board of Adjustment (BOA) to address site-specific environmental conditions.

Principal Planner Steve O'Connor acknowledged that the current bayfront dock length limitations were set in the city code without an accompanying study or clear justification. He added that the city limits extend only to the mean high-water line on Choctawhatchee Bay, further complicating the enforcement of these regulations. He concurred with Councilmember Destin's assessment that the dock length limits appear arbitrary, acknowledging they were likely adopted without a defined basis but stated there was no current plan to modify them.

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- ❖ ***Comprehensive Plan Policy 6-1.11.3: Consider Scenic Views in Site Plans:*** Current policy in the Comprehensive Plan requires any waterfront development to include design measures that provide, enhance, and preserve scenic views of the water for the general public from public rights-of-way. Currently, there are no LDC requirements that would implement this policy. Staff discussed potential requirements or incentives with the LPA at both the July 18, 2024 and the August 8, 2024 meetings, with the below recommendation.

- **LPA Recommendation:** The LPA recommended that any proposed waterfront non-residential or multi-family development (or redevelopment) that provides a perpetual public access easement or dedication to the public from the public right-of-way to the Waterfront may reduce the required open space by 15 percent (15%), provided the Perpetual Public Access Easement or the plot of dedication to the public shall be a minimum of five foot wide (5'), and the development shall dedicate at least four (4) vehicle parking spaces for the public to use as parking, while meeting ADA parking standards.
- ***Motion by Agency member Bell, seconded by Agency member Purut to recommend approval to the City Council of the Draft Article 7 - Resource Conservation and Protection, as presented and discussed. The motion passed unanimous vote of 5-0.***



## **DISCUSSION:**

City staff presented a proposed LDC amendment to implement Policy 6-1.11.3 from the city's comprehensive plan, which focuses on preserving scenic views in waterfront development. Senior Planner Daniel Butler outlined that currently, the comprehensive plan mandates design measures to enhance public scenic views of waterfront areas, but this has not yet been enacted in the LDC. The proposed amendment would require any non-residential or multifamily waterfront development or redevelopment to establish a minimum 5-foot-wide, perpetual public access easement from a public right-of-way to the waterfront. In exchange, developers would be allowed a 15% reduction in required open space if they provide this easement, along with four public parking spaces near the access point. The previously reviewed this proposal and gave it unanimous approval.

Councilmember Destin raised questions about the practical design of the easement, emphasizing its role as a public corridor that would also maintain scenic views. He likened it to a "view corridor" rather than solely a pathway to the beach, suggesting it should prevent the appearance of a continuous wall of buildings and instead provide gaps for scenery. Destin further inquired if the easement could be designed as a "meandering" path, which, though narrow, could still offer a clear line from the roadway to the waterfront.

Councilmember Bagby emphasized that while the 15% open space reduction might incentivize developers to provide public access, he preferred to cap the reduction at 15%. He shared concerns from prior experiences, where developers, even when required to provide view corridors, often landscaped these areas heavily, thereby limiting actual scenic views with dense vegetation. He pointed out that these concerns would need to be considered in the final language to avoid unintended outcomes.

Principal Planner Steve O'Connor provided additional context, clarifying the policy's application specifically to non-residential and multifamily development, which would primarily affect properties along the Gulf and, potentially, certain areas along Holiday Isle. He explained that the city's open space requirements, typically 25-30%, are fairly lenient as they include any area not occupied by buildings or vehicle use, such as pools and decks.

The council agreed that further internal discussion was needed to refine the proposal, with an emphasis on ensuring scenic views while allowing practical public access to waterfront areas.

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### ❖ ***Definition of 'Beach'***

#### ❖ ***Current Definition (Wheeled Vehicle – LDC Section 11.08.02.C.2)***

- The zone of unconsolidated material that extends landward from the mean low water line to the place where there is marked change in material or physiographic form, or to the line of permanent vegetation, usually the effective limit of storm waves. Also, the definition of beach includes: (1) any undeveloped property wherein a federal spoils easement exists for the placement of fill from a dredging operation; (2) any undeveloped sandy areas, including sea oats, within a 1,000-foot radius of the Army Corp of Engineers jetty located on the eastern shore of the East Pass; (3) any sandy areas, including sea oats, seaward of any home or condominium building, located between the Army Corp

of Engineers jetty located on the eastern shore of the East Pass, and the entrance of the Destin Harbor; or (4) any undeveloped sandy areas, including sea oats, located on Norriego Point, including the City park, and any sandy areas within 1,000 feet of the park and on Norriego Point.

❖ ***Proposed Rewritten Definition (also in Glossary currently)***

- The zone of unconsolidated material that extends landward from the mean low water line to the place where there is marked change in material or physiographic form, or to the line of permanent vegetation, usually the effective limit of storm waves. "Beach," as used in the coastal management element requirements, is limited to Gulf, ***East Pass***, and estuarine shorelines.

## **DISCUSSIONS:**

The Senior Planner presented on the city's efforts to redefine "beach" within the LDC, specifically for clarity and enforcement. He highlighted two current definitions: one found in the "wheel vehicle vendors" section and a second, simpler definition in the glossary, which is proposed for the LDC rewrite. Both definitions contain complexities that make enforcement challenging, particularly with phrases like "physiographic form" and "line of permanent vegetation," which lack clear boundaries. To streamline this, he suggested using the state-established Coastal Construction Control Line (CCCL) as a simple, consistent demarcation of beach areas. This change would help enforce restrictions more effectively.

Councilmember Schmidt supported this simplified approach, advocating for an unambiguous definition. He emphasized that if an area is sandy and undeveloped, it should be classified as "beach" to avoid loopholes.

Councilmember Hebert agreed, stating that a clearer, "dumbed-down" version would prevent ambiguity. She suggested labeling all sandy, undeveloped areas as beach to simplify public understanding and staff enforcement.

Mayor Wagner also supported the CCCL proposal, acknowledging the importance of using a reliable, survey-based boundary that could be referenced citywide. He pointed out that using a defined line would reduce code enforcement complications.

The council discussed implementing a beach bonfire program similar to Walton County's, which generates revenue while allowing controlled, permitted beach bonfires.

Councilmember Schmidt expressed strong support, noting its potential for revenue and enhanced beach experiences. He shared his positive experiences with similar programs in other counties and suggested the city adopt a similar, well-regulated model.

Councilmember Bagby expressed caution, noting potential enforcement issues, such as unauthorized operators and the need for code enforcement to manage compliance, especially during events like weddings. He recommended a structured and enforceable framework to avoid conflicts and negative interactions.

Next, the council addressed concerns about remaining septic systems and the impact of seawalls versus living shorelines.

Councilmember Bagby highlighted the urgency of phasing out septic tanks to protect the Choctawhatchee Bay. He urged the city to enforce the one-year state requirement for connecting to the municipal sewer system where it's available. He asked for this issue to be formally addressed after the newly seated council is sworn-in suggesting potential state or federal grants as support.

Principal Planner Steve O'Connor confirmed that Destin Water Users has data on properties not connected to the sewer system and noted that past city actions were more lenient due to the financial burden on residents. He supported a clearer, enforceable timeline for conversions while considering assistance options for those with financial hardships.

Councilmember Stephens added that the city could pursue grants to offset costs for residents required to convert from septic systems. He suggested that the council looks into ways to make the process affordable for low-income residents.

On living shorelines, Councilmember Schmidt advocated for incentives over seawalls, as living shorelines offer a more sustainable solution for erosion control. He proposed a streamlined permitting process and potential incentives for residential properties willing to adopt this option, noting that seawalls often exacerbate shoreline erosion.

The council addressed concerns regarding marina signage and dock permitting, specifically related to consistency with Army Corps of Engineers and state guidelines.

Councilmember Stephens raised the issue of discrepancies between city and state dock plans, which have previously led to complications.

Mr. O'Connor clarified that recent policies have resolved these issues, requiring applicants to submit the same dock plans to both the city and state agencies to ensure alignment.

## **PUBLIC COMMENTS:**

## **ADJOURNMENT**

Having no further business at this time, the meeting was adjourned at 6:55 PM.

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**Bobby Wagner, Mayor**

## **ATTEST:**

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**Rey Bailey, City Clerk**

CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024

**TYPE OF AGENDA ITEM:** Presentation

**AGENDA OUTLINE NUMBER:** 4.A.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Jeffrey Cozadd, Projects, Grants and Contracts Manager

**DATE:** 11/7/24

**SUBJECT:** Undergrounding Project Update from Utility Consultants of Florida

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**I. BACKGROUND:**

**II. DISCUSSION:** Utility Consultants of Florida will provide a project update to council and answer and answer questions.

**A. Link to Strategic Goals / Objectives:**

**B. Effect on Budget (EOB):**

**C. Level of Service (LOS):**

**D. Legislative Sponsor:**

**III. CONCLUSION:**

**IV. RECOMMENDED MOTION:**

Attachments:

1. City of Destin UG Update Presentation (NOV 2024)





# UTILITY UNDERGROUNDING PROJECT MANAGEMENT UPDATE

City of Destin

NOVEMBER 18, 2024



# PROJECT ADVANCED TO CONSTRUCTION

FPL DESIGN

CARRIERS

EASEMENTS

PROCUREMENT

CONSTRUCTION



## Preliminary to Final

- ✓ Identify equipment locations, red-lines, proposed easements
- ✓ Laterals
- ✓ Considerations to terminations
- ✓ Paid BCE



## Carrier Involvement

- ✓ Identify aerial facilities
- ✓ Preliminary design considerations
- ✓ Utility Owner relationships
- ✓ Letter of commitment from Carrier's



## Project Assessment ~ Approach to Property Owners

- ✓ Re-design
- ✓ Obtain easement consents
- ✓ Secure easements
- ✓ Survey & record easements



## Procurement

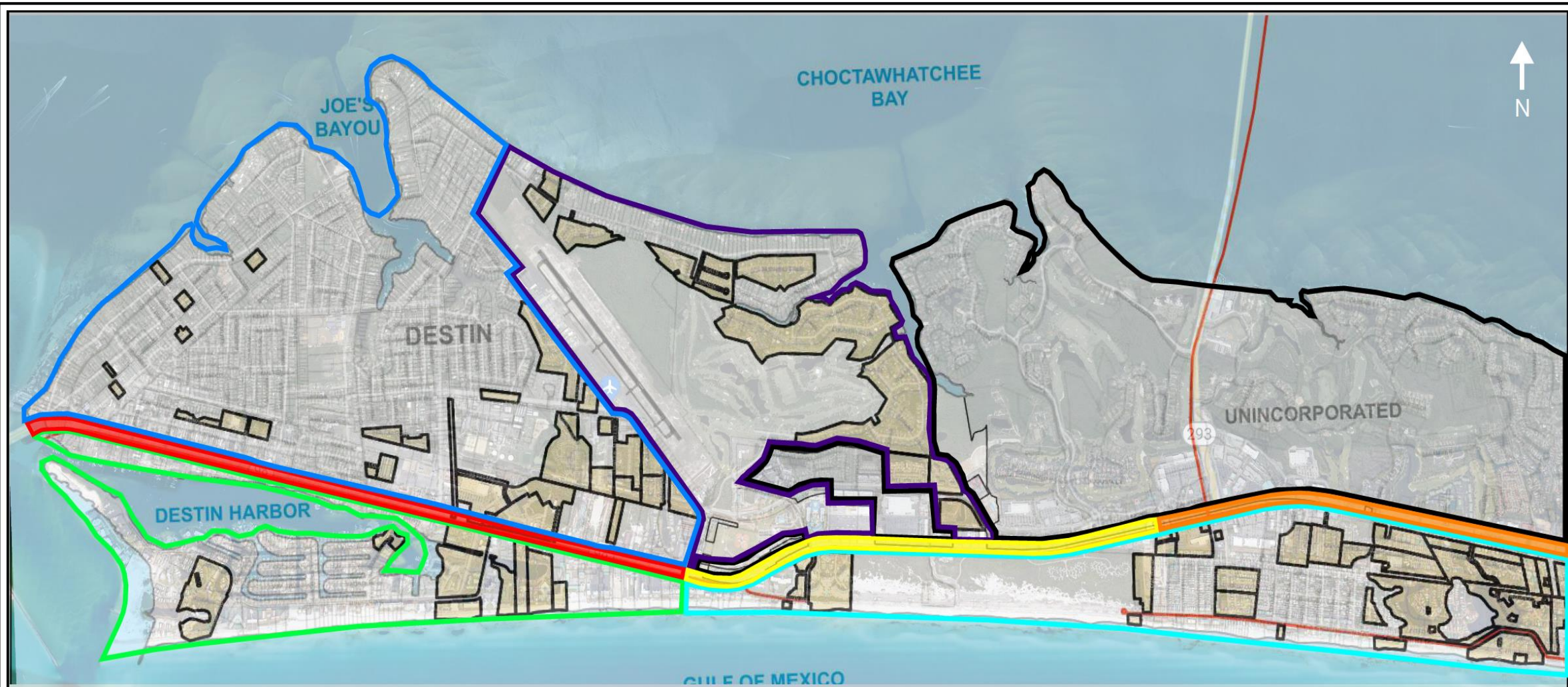
- ✓ Competitive bidding & qualifications
- ✓ Interview & selection of contractor
- ✓ Award of contract
- ✓ NTP issuance



## Construction

- ✓ Permits approved
- ✓ Locates
- ✓ Public outreach
- ✓ Schedule
- ✓ Ongoing Updates





## City of Destin Existing Undergrounding

**KEY:**

- |                                               |                                               |                                                                        |
|-----------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------|
| <span style="color: red;">■</span> Phase 1    | <span style="color: blue;">■</span> Phase 4   | <span style="color: cyan;">■</span> Phase 7                            |
| <span style="color: yellow;">■</span> Phase 2 | <span style="color: green;">■</span> Phase 5  | <span style="border: 1px solid black;">■</span> Unincorporated         |
| <span style="color: orange;">■</span> Phase 3 | <span style="color: purple;">■</span> Phase 6 | <span style="background-color: #d3d3d3;">■</span> Existing Underground |



# EASEMENTS

## Understanding Easements

As part of the process of placing the power line underground to serve your home, Florida Power & Light Company may require written permission to enter your property.



### What is an easement?

An easement is written permission to enter onto property owned by another for a stated purpose, such as to install, maintain, repair and replace electric equipment. An easement is a formal legal document recorded in the public records of the county where the property is located.

### Why am I being asked to sign an easement?

FPL requires an easement demonstrating your permission for FPL to enter onto your property to install, maintain, repair and/or replace underground power lines and other equipment. An easement must be notarized and witnessed by two people who are not immediate family members. If you need assistance with this process, your FPL customer outreach specialist can help.

### How much easement area is required?

The standard easement area for this project is 10 feet by 10 feet. This area provides adequate space to install, maintain, repair and replace electric equipment. In some cases, the easement may be wider depending on the equipment necessary to install.

### What does it mean if my property has an underground easement?

An underground easement gives FPL permission to perform work within the easement area. You still retain ownership of the property. You will need to maintain the easement area and your surrounding property to ensure FPL can access its easement.

### Can I plant landscaping around the equipment on my property?

Landscaping around our equipment is permissible within certain guidelines. Plantings must be at least 3 feet from the back and sides of the equipment and 8 feet from the front. Remember to always call 811 before you dig to ensure your safety and prevent damage to any underground equipment.

Work Request No. \_\_\_\_\_  
Sec. \_\_\_\_ Twp. \_\_\_\_ S. Rge. \_\_\_\_ E  
Parcel I.D. \_\_\_\_\_  
(Maintained by County Appraiser)

**UNDERGROUND EASEMENT  
(INDIVIDUAL)**  
This Instrument Prepared By  
Name: \_\_\_\_\_  
Co. Name: \_\_\_\_\_  
Address: \_\_\_\_\_

The undersigned, in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grant and give to Florida Power & Light Company, its affiliates, licensees, agents, successors, and assigns ("FPL"), a non-exclusive easement forever for the construction, operation and maintenance of underground electric utility facilities (including cables, conduits, appurtenant equipment, and appurtenant above-ground equipment) to be installed from time to time, with the right to reconstruct, improve, add to, enlarge, change the voltage as well as the size of, and remove such facilities or any of them within an easement described as follows:

See Exhibit "A" ("Easement Area")

Together with the right to permit any other person, firm, or corporation to attach or place wires to or within any facilities hereunder and lay cable and conduit within the Easement Area and to operate the same for communications purposes; the right of ingress and egress to the Easement Area at all times; the right to clear the land and keep it cleared of all trees, undergrowth and other obstructions within the Easement Area; the right to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the Easement Area, which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; and further grants, to the fullest extent the undersigned has the power to grant, if at all, the rights hereinabove granted on the Easement Area, over, along, under and across the roads, streets or highways adjoining or through said Easement Area.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on \_\_\_\_\_, 20\_\_\_\_

Signed, sealed and delivered in the presence of

|                               |                      |
|-------------------------------|----------------------|
| _____<br>(Witness' Signature) | By: _____            |
| _____<br>(Witness)            | Print Name: _____    |
| _____<br>(Witness' Signature) | Print Address: _____ |
| _____<br>(Witness)            | By: _____            |
| Print Name: _____             | Print Name: _____    |
| Print Address: _____          | Print Address: _____ |

STATE OF \_\_\_\_\_ AND COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ who is (are) personally known to me or has (have) produced \_\_\_\_\_ as identification.

[Notary Seal] \_\_\_\_\_ Notary Public, Signature  
\_\_\_\_\_  
Print Name: \_\_\_\_\_  
\_\_\_\_\_  
Title or Rank  
\_\_\_\_\_  
Serial Number, if any

Work Request No. \_\_\_\_\_  
Sec. \_\_\_\_ Twp. \_\_\_\_ S. Rge. \_\_\_\_ E  
Parcel I.D. \_\_\_\_\_  
(Maintained by County Appraiser)

**UNDERGROUND EASEMENT  
(BUSINESS)**  
This Instrument Prepared By  
Name: \_\_\_\_\_  
Co. Name: \_\_\_\_\_  
Address: \_\_\_\_\_

The undersigned, in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grant and give to Florida Power & Light Company, its affiliates, licensees, agents, successors, and assigns ("FPL"), a non-exclusive easement forever for the construction, operation and maintenance of underground electric utility facilities (including cables, conduits, appurtenant equipment, and appurtenant above-ground equipment) to be installed from time to time, with the right to reconstruct, improve, add to, enlarge, change the voltage as well as the size of, and remove such facilities or any of them within an easement described as follows:

See Exhibit "A" ("Easement Area")

Together with the right to permit any other person, firm, or corporation to attach or place wires to or within any facilities hereunder and lay cable and conduit within the Easement Area and to operate the same for communications purposes; the right of ingress and egress to the Easement Area at all times; the right to clear the land and keep it cleared of all trees, undergrowth and other obstructions within the Easement Area; the right to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the Easement Area, which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; and further grants, to the fullest extent the undersigned has the power to grant, if at all, the rights hereinabove granted on the Easement Area, over, along, under and across the roads, streets or highways adjoining or through said Easement Area.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on \_\_\_\_\_, 20\_\_\_\_

Signed, sealed and delivered in the presence of:

|                               |                      |
|-------------------------------|----------------------|
| _____<br>(Witness' Signature) | Entity Name          |
| _____<br>(Witness)            | By: _____            |
| _____<br>(Witness' Signature) | Print Name: _____    |
| _____<br>(Witness)            | Print Address: _____ |

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_ AND COUNTY OF \_\_\_\_\_

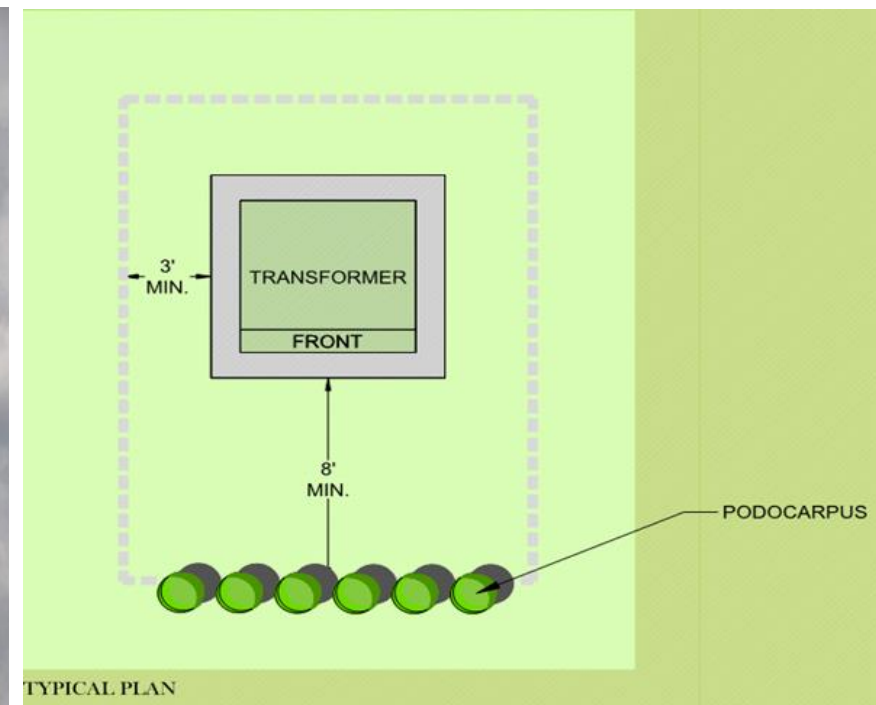
The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ who is (are) personally known to me or has (have) produced \_\_\_\_\_ as identification.

[Notary Seal] \_\_\_\_\_ Notary Public, Signature  
\_\_\_\_\_  
Print Name: \_\_\_\_\_  
\_\_\_\_\_  
Title or Rank  
\_\_\_\_\_  
Serial Number, if any



# Streetlights/Landscape/ Design

- ✓ Streetlight
  - ✓ Selection
  - ✓ Photometrics
- ✓ Landscaping
  - ✓ Equipment locations
  - ✓ General improvement areas



TYPICAL PLAN



TYPICAL FRONT ELEVATION



# Easements & Directional Bore

- ✓ Sequencing and planning (layout specification)
- ✓ Identification of existing utilities
- ✓ Seasonal
- ✓ FDOT corridor





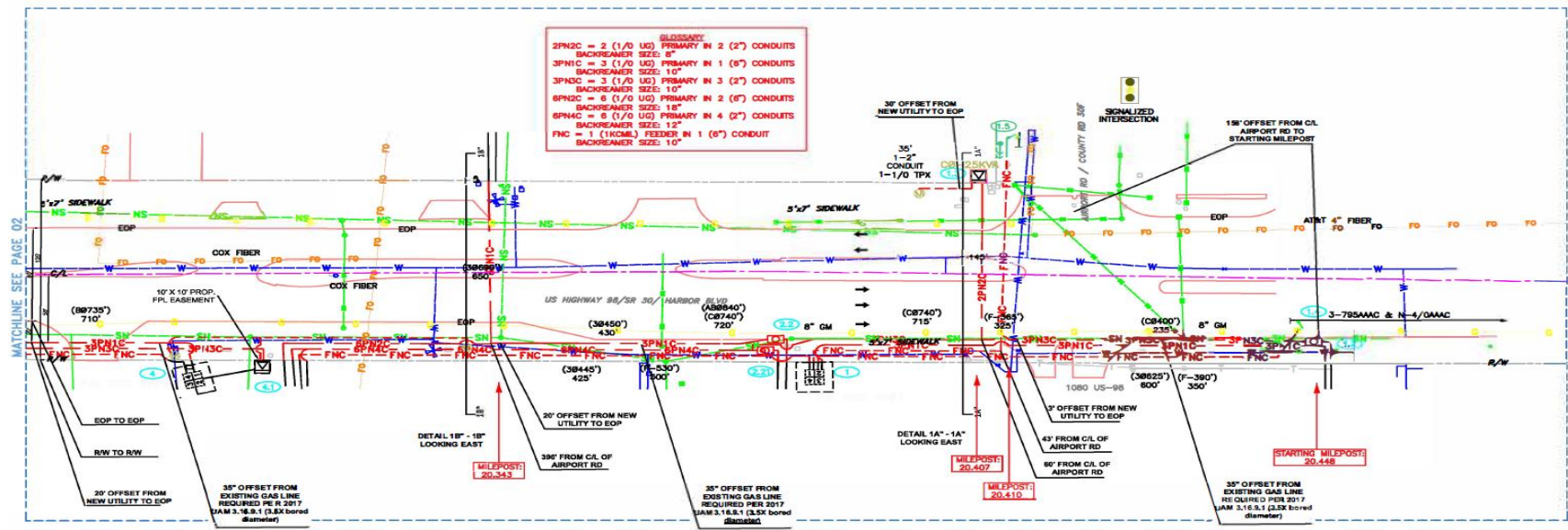
- ✓ Daily Reports
- ✓ Monthly Pay Applications
- ✓ As-Builts/Red-lines
- ✓ Record & file tracking

Revised:06-05-19

TOWN OF LONGBOAT KEY - UTILITY/UNDERGROUND CONVERSION

NTP - 07-08-19, First Contract Day - 07-22-19

[illegible]



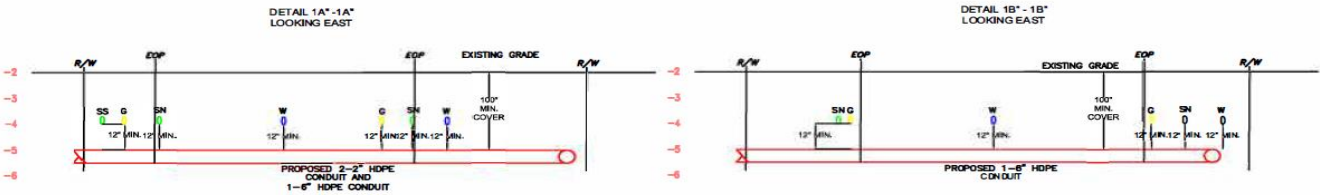
The location and existence of any facilities may not be relied upon by the supplier in responding to a bid or in complying with any contract. Supplier is responsible for evaluating site conditions both above and below ground including underground facility locations.

| Ground Rod Information |                              |                   |
|------------------------|------------------------------|-------------------|
| Location               | Feet of Ground Rod Installed | Resistance (Ohms) |
|                        |                              |                   |
|                        |                              |                   |
|                        |                              |                   |

**SURVEY AS-BUILT REQUIRED**

**ATTENTION**  
RADIUS OF DUCT NOT ACTUAL. DESIGNER PLEASE PROVIDE ELEVATION POINTS OR THE RADIUS OF THE BEND IN THE DUCT FOR THE CONNECTION TO THE FPL DEVICES

PAGE1 CROSS-SECTIONAL DETAILS



|                                                   |           |     |      |          |
|---------------------------------------------------|-----------|-----|------|----------|
| BUILT                                             | AUTH. NO. | NO. | DATE | 11/28/23 |
| CITY OF DESTIN PHASE 1 TOTAL US CONCEPTUAL DESIGN |           |     |      | REVISION |

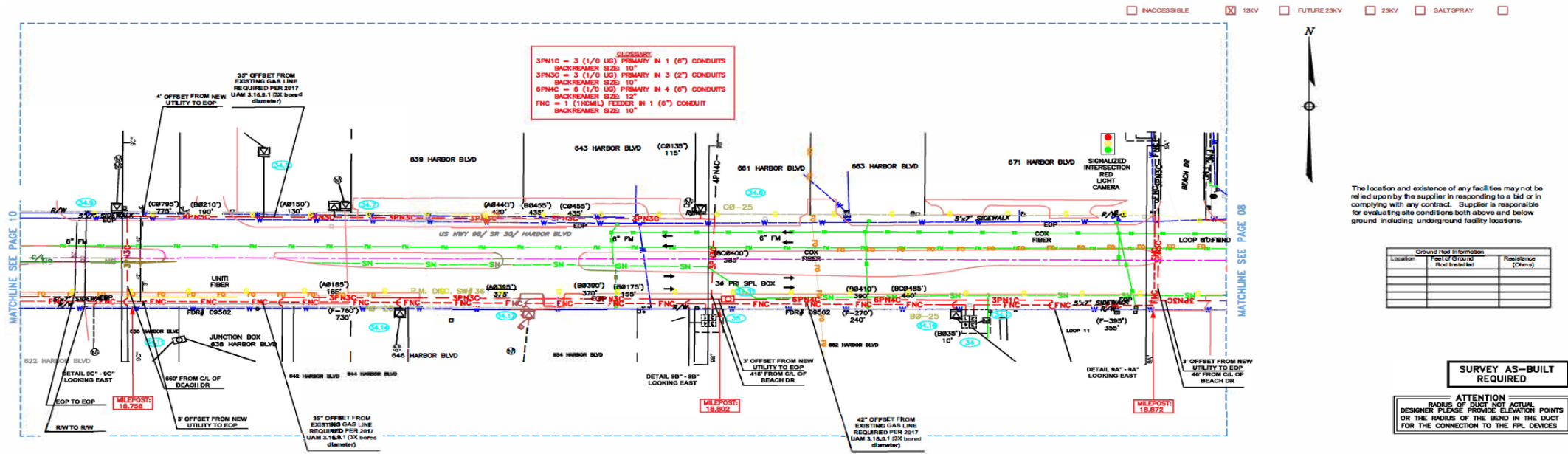
|                                                                                         |                                                                                        |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| AS-BUILT COPY                                                                           | AS-BUILT CREW PRINT                                                                    |
| Job CERTIFIED COMPLETED as shown on this AS-BUILT print. Material changes shown on ROS. | Supervisor's Signature: _____<br>Foreman's Signature: _____                            |
| Elasement? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO          | Survey/Status? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO     |
| Tree Work? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO          | Designer/Date? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO     |
| Map Posting? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO        | City: DFL DEST. COUNTY AIR. STATE RD. X FRA.                                           |
| Posted by: _____                                                                        | Telephone Request? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
|                                                                                         | CATV Request? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO      |



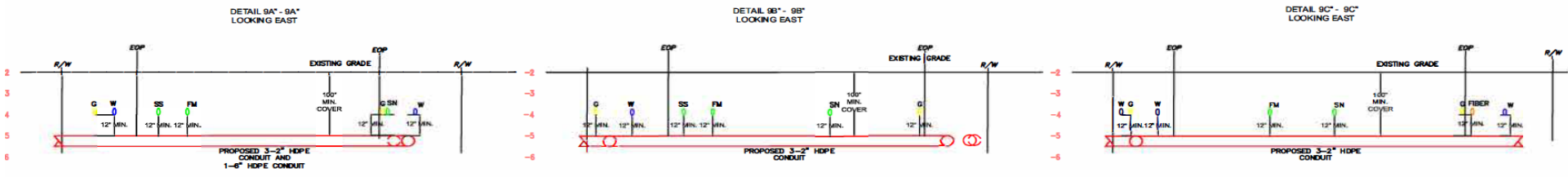
|             |          |
|-------------|----------|
| DESIGNED BY | E. CER   |
| DRAWN BY    | E. CER   |
| DATE        | 11/28/23 |
| KAMP NO.    |          |

Approved  
2024/11/28/23  
CITY OF DESTIN PHASE 1  
TOTAL US CONCEPTUAL DESIGN  
US HWY-90  
DESTIN/KALOOA, FL  
PAGE 1  
DWG NO. 11341247  
RMR D113 -41 -247





PAGE 9 CROSS-SECTIONAL DETAILS



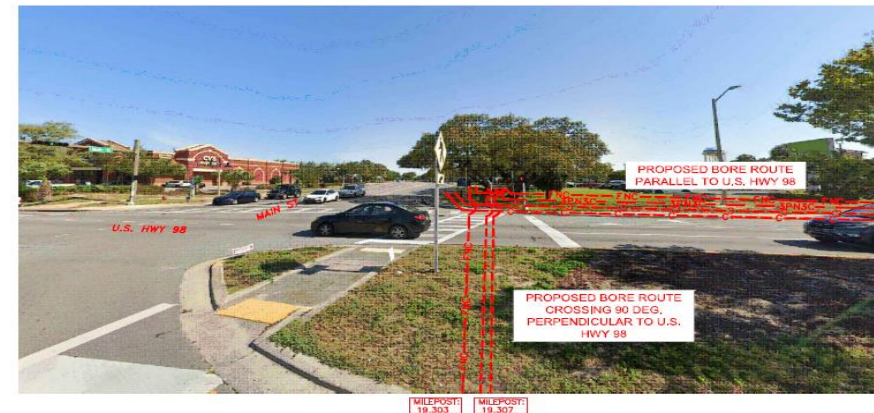
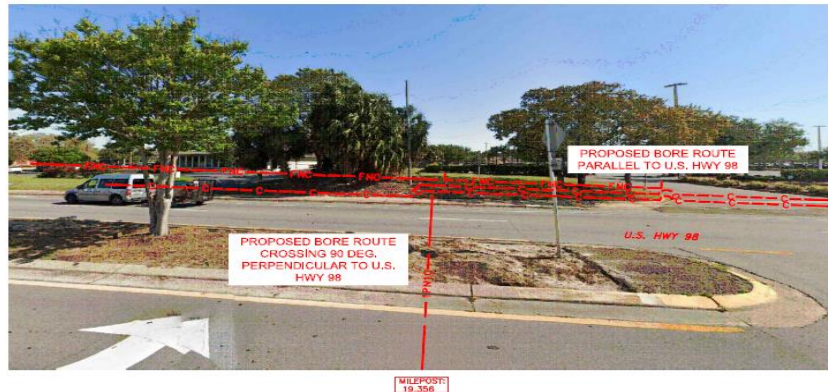
PROPOSED BORE ROUTE  
PARALLEL TO U.S. HWY 98

U.S. HWY 98

200'

PROPOSED BORE ROUTE  
CROSSING 90 DEG.  
PERPENDICULAR TO U.S.  
HWY 98

WILDFIRE  
19-385



|                                                                                                                                                                                                                                                                                                                                                   |  |  |  |                                                                                                                                                            |  |  |  |                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <div style="display: flex; justify-content: space-between;"> <div> <b>AS-BUILT COPY</b><br/> <small>Job CERTIFIED COMPLETED as shown on this AS-BUILT print. Material changes shown on RDC's.</small> </div> <div> <b>AS-BUILT CREW PRINT</b><br/> <small>Signature: _____ Date: _____</small> </div> </div>                                      |  |  |  |                                                                                                                                                            |  |  |  | <small>DESIGNED BY</small> <b>C. CER</b><br><small>DRAWN BY</small> <b>E. CER</b><br><small>DATE</small> <b>11/29/23</b><br><small>MAP NO.</small> <b>-</b>                                                                                                                                                                                            |  |  |  |
| <div style="display: flex; justify-content: space-between;"> <div> <b>STATEMENT</b> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> <div> <b>SURVEY/STATE?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> <div> <b>WORK WITH SMO?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> </div> |  |  |  |                                                                                                                                                            |  |  |  | <div style="display: flex; justify-content: space-between;"> <div> <b>Tree Work?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> <div> <b>Designated Road?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> <div> <b>CT/Special Mkt?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> </div> |  |  |  |
| <b>Map Posting?</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                                                                                                                           |  |  |  | <b>Transit Fee?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                               |  |  |  | <b>Dist Bank Fee?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                                                                                                                                         |  |  |  |
| <small>Signature of _____</small>                                                                                                                                                                                                                                                                                                                 |  |  |  | <small>Signature of _____</small>                                                                                                                          |  |  |  | <small>Signature of _____</small>                                                                                                                                                                                                                                                                                                                      |  |  |  |
| <small>All required ground rules have been drawn &amp; verified to be within 10' of the boundary. Values are shown at all locations.</small>                                                                                                                                                                                                      |  |  |  | <small>Telephone Request?</small> YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                 |  |  |  | <small>CATV Request?</small> YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                                                                                                                                  |  |  |  |
| <b>CITY</b> <input checked="" type="checkbox"/> <b>DR. DIST.</b> <input type="checkbox"/> <b>COUNTY</b> <input checked="" type="checkbox"/> <b>STATE</b> <input checked="" type="checkbox"/> <b>FAA</b> <input type="checkbox"/>                                                                                                                  |  |  |  | <b>WMG</b> <input type="checkbox"/> <b>RK RING</b> <input type="checkbox"/> <b>COUNTY</b> <input type="checkbox"/> <b>TRANSM.</b> <input type="checkbox"/> |  |  |  | <b>POSTED BY</b> _____                                                                                                                                                                                                                                                                                                                                 |  |  |  |



We would love  
to hear from you  
and answer any  
questions





FPL PERMITTING & CONSTRUCTION

PERMIT NO: 2024-H-390-00161

| STATE ROAD INFORMATION |          |                |                      |                   |
|------------------------|----------|----------------|----------------------|-------------------|
| County:                | Section: | State Road No: | Beginning Mile Post: | Ending Mile Post: |
| Okaloosa               | 57030000 | SR 30          | 20.448               | 17.450            |

APPLICANT INFORMATION

The Utility Agency Owner (UAO) shall be identified in this Applicant Information Box. When the UAO is a City or County and desires to have the Utility Builder make a joint permit applicant, as prescribed in Section 2.1(4) of the 2017 Utility Accommodation Manual (UAM), the Utility Builder shall also be identified in this Applicant Information Box. A Utility Builder alone cannot apply for a utility permit without the City or County adding them as a joint applicant.

Utility Agency/Owner (UAO)

Name: FPL Melbourne

Contact Person: FPL Melbourne

Address: 9001 Ellis Road

City: Melbourne

State: Florida

Zip: 32904

Telephone: 3217264861

Email: pamela.morissette@fpl.com

Utility Builder (only applicable when the UAO is a City or County)

Name:

Contact Person:

Address:

City:

State:

Zip:

Telephone:

Email:

WORK DESCRIPTION

The Applicant(s) requests permission from the Florida Department of Transportation (FDOT) to construct, operate, and maintain the utilities as described below and as depicted in the incorporated documentation.  
WR11341247 FPL Proposed Permit Request. Install bore 15800ft approx. 2" conduits installed with 8" reamers, and 6" conduits installed with 12" reamers. Project manager: Hannah Nano 850-261-0313 hxn0arn@fpl.com

Utility Work No:

Additional sheets are attached and are incorporated into this permit Yes ☒ No ☐  
For FDEP certification, the FDOT agency report is attached in accordance with UAM Section 2.4.1 (13) Yes ☐ No ☒

TRAFFIC CONTROL (TCP)

☒ The TCP will comply with the following 600 series index(cs) 603, 602, 660, 625  
☐ A TCP has been attached and incorporated into this permit application in compliance with UAM Section 2.4.2.

MOT Technician's contact information (may be supplied at the two (2) business day notification to FDOT):  
Name: Telephone Email:

COMMENCEMENT OF WORK

The UAO and/or Utility Builder shall commence actual construction in good faith within sixty (60) calendar days after approval of the permit application. If the beginning date is more than sixty (60) calendar days from the date of approval, the UAO and/or Utility Builder must review the permit with the FDOT Approving Engineer listed to make sure no changes have occurred to the transportation facility that would affect the permit's continued approval. The UAO and/or Utility Builder shall make good faith efforts to expedite the work and complete the work within the calendar days indicated.

Anticipated Start Date: 1/14/2025  
Calendar days needed to completed: 365

Approved  
2024-H-390-001  
Jason Jones  
9/24/2024

PERMIT NO: 2024-H-390-00161

APPLICANT SIGNATURE

By the below signature(s) the UAO and/or Utility Builder agree(s) to construct, operate, and maintain the work as noted in the above Work Desc shown in plans and incorporated documents, in compliance with the UAM, all instructions noted in the FDOT Special Instructions Box, and spe instructions incorporated into this permit. The UAO and/or Utility Builder declares, the location of all existing utilities that it owns or has an inte aerial and underground, are accurately shown on the plans of the work areas. In accordance with UAM Section 2.8, the UAO and/or Utility Buil declares that a letter of notification was delivered to the owners of other facilities within the work areas and that those listed below are the only f owners known to be involved or potentially impacted by the proposed work.

Date Notified: 6/5/2024  
6/5/2024  
6/5/2024  
6/5/2024  
6/5/2024

Name of other facility owners (attach additional sheets if necessary).  
COX SOUTHEAST  
AT&T  
UNITI FIBER  
DESTIN WATER USERS  
OKALOOSA GAS DISTRICT

Utility Agency/Owner

Signature: YALIXANDRA ORTIZ DE COUTO (digital signature) Date: 6/6/2024  
Name (printed): YALIXANDRA ORTIZ DE COUTO  
Title:

Utility Builder (when applicable)

Signature: Date:  
Name (printed):  
Title:

FDOT PROJECT INFORMATION

Pursuant to UAM Section 2.1(10), the utility work is within FDOT projects listed below and must have a Utility Work Schedule for each projec prior to commencement of work within the FDOT project limits.  
There are NO FDOT constructions (proposed or underway).  
This work is NOT related to an approved Utility work Schedule.

FDOT SPECIAL INSTRUCTIONS

In accordance with UAM Section 2.7, FDOT incorporates the below and attached special instructions into this permit.  
All lane closures and shoulder closures must be pre-approved and scheduled to allow time for Public Information Office to send out notifications. Contact o Permits Team to begin approval process @ Jason Jones (850-836-5790)/jason.jones@dot.state.fl.us, or Jace Albury (850) 836-5782/ jace.albury@dot.state.fl.us or Melinda Clumfoot (850) 836-5742/ melinda.clumfoot@dot.state.fl.us.

Additional FDOT Special Instructions are attached and incorporated into this permit. Yes

PERMIT APPROVAL

By signature below, FDOT gives permission to the UAO and /or Utility Builder to construct, operate, and maintain the utilities indicated in this U in compliance with the UAM, all incorporated documents, and special instructions. Any changes to the approved work must be approved by Approving Engineer and attached and incorporated into this permit in accordance with UAM Section 2.11.

Approving Engineer: Jason Jones (digital signature) Date: 9/24/2024  
Name: Jason Jones  
Title: MAINTENANCE MANAGER/PERMITS

Notification of Utility Work to be provided to: Telephone (850) 836-5700 ext. or Email: jason.jones@dot.state.fl.us  
An FDOT Representative is required to be present on the worksite prior to commencement of work. Yes  
Rep. Name: Dawne Mckee Telephone 8508365718 Email: dawne.mckee@dot.state.fl.us

Approved  
2024-H-390-001  
Jason Jones  
9/24/2024

Florida Power & Light  
1 Energy Place  
Pensacola, FL 32520-0047



Date: 6/5/2024

SITE UTILITIES:

COX SOUTHEAST

Roger Dixon 850-314-8163  
Moc Cosson 850-377-1180

AT&T

Stan Wright 850-436-1488 sw1778@att.com

UNITI FIBER

Mason Adkison 251-458-1827 mason.adkison@uniti.com

DESTIN WATER USERS

Brad Monk 850-337-3947 bmonk@dwuinc.com

OKALOOSA GAS DISTRICT

Mitch Anderson 850-729-4821 mitchanderson@okaloosasagas.com

OKALOOSA COUNTY WATER & SEWER

Jeb Chessher 850-609-5057 jschessher@myokaloosa.com

TO WHOM IT MAY CONCERN:

Florida Power & Light will install 3-phase 12.47kV underground facilities along the north and south right-of-way and perpendicular crossings along U.S. Highway 98/SR 30/Harbor Blvd from Airport Rd to Calhoun Ave. This information is furnished in compliance with regulations set forth by the Department of Transportation. If additional information is desired, please contact this office at 850-444-6420.

Sincerely,  
Hannah Nano  
Engineer I  
Florida Power & Light

Approved  
2024-H-390-00161  
Jason Jones  
9/24/2024



## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.B.

---

**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Jeffrey Cozadd, Projects, Grants and Contracts Manager  
Krystal Strickland, Finance Director

**DATE:** November 7, 2024

**SUBJECT:** State Appropriation Requests

---

**I. BACKGROUND:** Representative Maney will soon be inviting municipalities in his district to submit state appropriation requests through his office to be considered for inclusion in the state's next fiscal year's budget.

**II. DISCUSSION:** The city has been notified that the appropriation request process will soon begin. However, a due date for requests has not yet been shared with the City.

If requests are funded, it will be a part of the state's next fiscal year's budget, which does not begin until July 1, 2025. Grant agreements would then follow in September or October.

Council directed staff to prepare a prioritized list of major infrastructure projects, mainly identifying projects that would require external funding, either from the county or the state taking into account timelines from the state, with the goal of presenting it at a meeting in December.

Staff have prioritized and recommend the following projects that council may consider for an appropriation request:

1. Mattie Kelly Outfall construction - project cost estimated at \$1.3M. Request would be for \$1M
2. Clement Taylor Park renovations - project cost is \$1.75M. Request would be for \$1M
3. Crosstown Connector - project cost estimated at \$12M. Request would be for \$2M
4. Stahlman Intersection improvements (design) - Project estimate is \$350K, Request would be \$350K.
5. Morgan Sports Center Safety Netting - Project estimate is \$450K. Request would be \$225K.
6. Pickleball Phase 1 construction - Project may be as high as \$800K. Request would be

\$400K.

All projects are included in the City's Capital Improvement Plan.

- A. Link to Strategic Goals / Objectives:
- B. Effect on Budget (EOB):
- C. Level of Service (LOS):
- D. Legislative Sponsor:

**III. CONCLUSION:** Staff can prepare appropriation requests for the recommended projects and submit those to the appropriate house and senate offices.

**IV. RECOMMENDED MOTION:** I move for staff to prepare and submit appropriation requests for the recommended projects and submit those to the house and senate offices when requested.

Attachments:

None

## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.C.**TO:** City Council**THRU:****FROM:****DATE:****SUBJECT:** Trash Can Enforcement Update and Request for Future Code of Ordinances Amendments

**I. BACKGROUND:** At the regularly scheduled City Council Meeting on October 21, 2024, staff discussed possible proactive Code Compliance priorities. During that discussion, Council gave staff three main priorities: 1) Trash Bins, 2) Parking), and 3) Signs. Staff has begun developing policies and procedures to address these three priorities.

**II. DISCUSSION:** Based on the priority directives given to Staff on October 21st, a new trash bin policy and procedure has been developed. Moving forward, warnings will be given in the form of a sticker that will be placed on the trash bins that are brought out before or left out after the allowed periods. Staff coordinated with Waste Management to ensure that they approved the City's new procedure, and they have given permission. Therefore, moving forward, these stickers will be placed on the trash bins with the first warning, and then monetary citations will be issued for every violation thereafter. If the property has already been given a warning, but no sticker, the sticker will be placed on the trash bin and a monetary citation will be issued. An email has been sent out to the Short-Term Rental (STR) managers and operators concerning this new procedure, and Staff will bring this to their attention every year with the annual mailer Code Compliance sends concerning the operation and registration of STRs.

Currently, the regulations regarding the allowed periods that trash bins can be placed at the curb only apply to STRs. Staff is requesting authorization to bring amendments to the Code of Ordinances to the Council for consideration, making the allowed time periods applicable to all properties and is requesting a legislative sponsor.

**A. Link to Strategic Goals / Objectives:** II. Enhanced quality of life and safety for families

IV. Effective, efficient, and aesthetically pleasing infrastructure

VI. A green and sustainable environment

**B. Effect on Budget (EOB):** N/A

**C. Level of Service (LOS):** More consistent enforcement of solid waste regulations.

**D. Legislative Sponsor:** Jim Bagby

**III. CONCLUSION:** Staff believes this new policy and procedure will help bring better awareness to the hours that trash bins can be out at the curb, while providing for consistent and fair enforcement.

**IV. RECOMMENDED MOTION:** I move that Council direct the City Manager to proceed with bringing forward amendments to the Code of Ordinances addressing allowed time periods for all properties to have trash bins at the curb.

Attachments:

None



## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.D.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Jeffrey Cozadd, Projects, Grants and Contracts Manager  
Lisa Firth, Parks & Rec Director

**DATE:** 11/7/24

**SUBJECT:** Pickleball - Bid Committee recommendation

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**I. BACKGROUND:** RFB 24-07-REC was opened on October 24, 2024.

**II. DISCUSSION:** The bid committee met on November 7, 2024 to consider the proposals for RFB 24-07-REC. Draft bid committee minutes are attached. While this project was out to bid the city received many questions from prospective bidders. There were a large number of bid holders for this project as well.

Only two bids were received, both are attached. The bids vary greatly in many line item prices and overall price. Both bids came in significantly above the available budget for this project.

The bid committee is recommending that both bids be rejected and the RFB be slightly modified and advertised again. The committee recommends that the lighting fixtures and irrigation be removed from the phase 1 bid in an effort to reduce costs. In addition to that change, it is recommended that additional details be added to the RFB to address the questions that were answered in the addendum that was issued. Additionally, staff are recommending a direction be added to the RFB that would require the asphalt courts to be installed using 2 asphalt lifts to comply with USTA standards.

*The City Council has the right to reject any and all Proposals or portions thereof, to waive minor defects and informalities in the process, to re-advertise Proposals, to accept the Proposal or award multiple Proposals or take any other actions deemed by the City to be in the City's best interest.*

**A. Link to Strategic Goals / Objectives:** 4.7 Pickleball Courts

**B. Effect on Budget (EOB):**

**C. Level of Service (LOS):** No effect on budget at this time.

**D. Legislative Sponsor:**

**III. CONCLUSION:** Staff believe that reducing the scope of work and adding additional information will result in bids closer to the budgeted amount.

**IV. RECOMMENDED MOTION:** I move that the Council adopt the bid committee's recommendation to reject all bids and to readvertise the RFB with the changes discussed.

Attachments:

1. biggs proposal RFB 24-07-REC
2. Dalton Brothers Inc RFB 24 07 Destin  
ANNEX Pickleball
3. RFP 24-07-REC Pickleball
4. RFB 24-07-REC Annex Pickleball  
Project Addendum 1 (1)
5. 11-7-24-24 Bid Committee Mtg



Construction Company, Inc.

General Contractors

ORIGINAL

Project Managers

P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Consultants

## **RFB NO. 24-07-REC**

**CITY OF DESTIN  
ANNEX PICKLE BALL COURT  
(PHASE 1A – B)  
2PM 10/24/2024**

### **SUBMITTED BY:**

**BIGGS CONSTRUCTION COMPANY, INC.**

**PO BOX 1552**

**PENSACOLA, FL 32591**

**850.430.4307**

**FEIN # 01-0607449**

**FL LICENSE # CGC 052075**

**GEORGE@GABIGGS.COM**

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Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

## TRANSMITTAL LETTER

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## QUALIFICATION STATEMENT



P.O. Box 1552  
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Phone: 850-430-4307  
Fax: 850-430-4308

**Annex Pickleball Court (Phase 1A – B ) Project  
Responsive Bidder Qualification Statement and Transmittal Letter  
Attachment #1**

**October 24, 2024**

**City of Destin  
CITY CLERK'S OFFICE  
4200 Indian Trail Bayou  
Destin, FL 32541**

Biggs Construction Company, Inc. is excited that the City of Destin has decided to invest in improving its public access to one of the most popular growing sports, pickle ball. By doing so with a well-designed multi-phase project building a recreational facility. To provide insight into our firm, we offer the following qualifications and responses to specific items mentioned within the RFP.

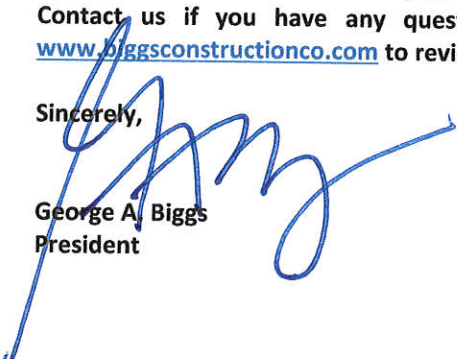
BCC works only in NW Florida and South Alabama. Our project management and supervision crews have been with our company for over 15 years on average. Our desire is to provide quality work that will ensure continued request for our services in the future. This philosophy has worked well and we have developed a reputation that does not require us to continually solicit for work. We pick and choose projects that interest us to go after, like the Pickle Ball Court facility, and expend our resources to provide accurate and complete proposals.

We have no particular construction niche. Because we do not travel, we ebb and flow with the local demand. Our personnel have built high rise buildings, offices, heavy earthwork projects, churches, playing fields, gyms, restaurants, bars, industrial and manufacturing facilities. What has our interest in the Pickle Ball Court facility is that we just finished two projects that are very similar for the City of Pensacola Parks and Recreation department and we enjoyed working on them tremendously. One of the projects included a 13 acre, two phase multi use park called "Bruce Beach Park." The other, an eighteen (18) court tennis court refurb. This project completed included: 12 each new construction tennis courts, 6 each re-coat and striped, new LED stadium lighting package, and storm sewer installation and improvements. Courts all built with the American Sports Builders Association specification.

We have history constructing within the City of Destin including retail shell building renovations, interior finishes and building expansions. We have a wide and current vender and subcontractor base in Okaloosa and Walton County to partner with us.

Again, we are excited for the City of Destin and are pleased to be considered to construct this project for you. Contact us if you have any questions or need further information and please visit our website at [www.biggsconstructionco.com](http://www.biggsconstructionco.com) to review current and past projects.

Sincerely,

  
George A. Biggs  
President



P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

## **Biggs Construction Company, Inc. Company Resume**

Biggs Construction Company, Inc. was established in January of 2002. This firm was created to address the needs of local businesses and property owners in NW Florida and South Alabama by providing consultation, project management and construction services on a team level. The firm provides local construction knowledge ranging from every conceivable aspect of heavy and light commercial construction. Our market is undefined but our predominant focus is on heavily managed, complex, non-typical developments with a strong emphasis on an Owner / Designers / Contractor team approach. Our optimal volume is no more than the amount that the core management and supervision can personally cover. Biggs Construction contracts work as a general contractor, project management and as consultants.

### **Mission Statement / Quality Statement**

To foster a positive and equitable building environment for owners, designers and contractors, to work one-on-one with clients through their major project phases including, but not limited to: conception, design, scheduling, budgeting and physical on-site construction operations. Quality of work and communication is paramount in providing the most cost effective approach to any task. This in turn will cultivate trust between all parties involved.

### **Quality Assurance**

Quality Assurance on our projects is tasked to be the responsibility of all employees on staff. Vice President, Jase Graves, is director of all quality control measures. Jase holds commercial construction license in the state of Florida and has worked as CQC for Corps of Engineers projects in Hurlburt Field and Eglin Air Force Base. The magnitude of the projects he has been CQC in the past range from \$200,000 to \$8,000,000.00. Jase will oversee all material purchase, submittal review and approval, material receipt and installation, inspection, commissioning and warranty documents working hand in hand with Project Manager, Zach Slavin. Zach will be the city contact for progress meetings, reporting, scheduling etc...

Our average supervisory personnel have been with our firm for over 15 years and understand our commitment to providing quality projects. They have the authority to accept or reject any directive or installation for any quality control or safety concern without approval or other from other personnel. They also have the authority to approve directives from the designer or owner, as may be presented in the field. This allows for quick and decisive resolutions.



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### **Qualifications and Experience / Past Performance**

Biggs Construction has been constructing projects in NW Florida and South Alabama since 2002. Annex Pickleball Court's complexity and contract value fits right within standard size and scope of work contracted over this period. We recently completed and are constructing over \$10,000,000.00 in park projects very similar to the Annex Pickleball courts for The City of Pensacola Parks Department.

See AIA A-305 "Summarized Project Listing", attached for major work history and contact numbers. We invite you to contact any client we have worked for in the past for a reference.

Our personnel have all worked together for an average of over 10 years. See AIA Attachment 3.6 "Key Personnel Experience", attached.

Photograph of recently completed projects, Bruce Beach Phase 1 and Roger Scott Tennis Courts is attached.

### **Financial Qualifications**

Biggs Construction prides itself on the fact that they are in no debt and only take on projects in a value that they have cash on hand to construct. Full financial statements can be made available upon request. We have attached a draft copy of Biggs Construction Balance sheet through December 2023, as produced by Miller CPA, letter from Hancock Bank dated June 2024, and letter from Daniels Commercial Insurance dated May 2024.



**AIA A-305, Attachment 3.4**  
**Summarized Project Listing**  
**Major Construction Projects Under Contract**

**Highlight indicates, design build and/or cost plus or GMP contract agreements**

**Astro Lincoln**

Owner: Culbertson Family, LLC  
Architect: Grace Hebert Curtis Architects, LLC.  
Contract Value: 4.4M  
Percent Complete: 5%  
Contact: Warren Culbertson, Astro Lincoln, 850-478-8531  
Joeey Poitevin, GHC Architects. 850-434-5444

Demolition, Removal, Building Exterior and Interior renovation of automobile sales showroom, service and sales offices to meet current franchise standards.

**Dough Room for Graffitti Pizza**

Owner: LaFon Zepp Holdings, LLC  
Contract Value: .25M  
Percent Complete: 95%  
Contact: Matt LaFon, Lafon Zepp Holdings. 813-731-3974

Demolition, Removal and renovation to a historic downtown building to rearrange and update kitchen for new equipment.

**IES Electrical**

Owner: Industrial Energy Services, Inc.  
Contract Value: .3M  
Percent Complete: 98%  
Contact: Bill Wunnenberg, IES, 850941

Demolition, Removal and renovation to the historic Coca Cola bottling building on North Palafox after fire damage.

**Bruce Beach Phase 2**

Owner: The City of Pensacola  
Architect: HDR Engineering, Inc.  
Contract Value: 4.6M  
Percent Complete: 98%  
Contact: Brad Hinote, Engineer, City of Pensacola 850-435-1646  
Allen Vinson; Architect, HDR 850-432-6800

Demolition, Removal, Site improvements, sidewalks, dock in a new public park on property in historical section of downtown, Pensacola, Florida.

**AIA A-305, Attachment 3.5  
Summarized Project Listing  
Major Construction Work Complete**

**Highlight indicates, design build and/or cost plus or GMP contract agreements**

**Pensacola City Council Chambers**

Owner: The City of Pensacola  
Architect: DAG Architects  
Contract Value: .4M  
Contact: Amy Tootle; Public Works Director 850-435-1755  
David Luttrell; DAG Architects 850-429-9004  
Interior Renovation of City Hall Council Chambers.

**Dr. and Mrs. Coleman Residence**

Owner: Dr. and Mrs. Alex Coleman  
Architect: SMP Architects  
Contract Value: 1.2 M  
Contact: William Brantley 850-432-7772

Demolition, Removal, Site improvements, sidewalks, pedestrian bridge, shade structure, play equipment and historical signage in a new public park on property in historical section of downtown, Pensacola, Florida

**Bruce Beach Phase 1**

Owner: The City of Pensacola  
Architect: HDR Engineering, Inc.  
Contract Value: 6.5M  
Contact: Brad Hinote 850-435-1646  
Allen Vinson; Architect, HDR 850-432-6800

Demolition, Removal, Site improvements, sidewalks, pedestrian bridge, shade structure, play equipment and historical signage in a new public park on property in historical section of downtown, Pensacola, Florida

**Roger Scott Tennis Center**

Owner: The City of Pensacola  
Architect: Mott MacDonald Florida, LLC  
Contract Value: 3.4M  
Contact: Amy Tootle 850-435-1755

Removal and replacement of 12ea tennis courts and related accessories and lighting.

### **Pensacola Yacht Club**

Owner: Pensacola Yacht Club  
Architect: Hal Norris and Associates  
Contract Value: 1.6M  
Contact: Jim Warwick 850-433-8804

Historic renovation and expansion of dining and bar area.

### **High School Handrail Repairs**

Owner: The School District of Escambia County  
Architect: Sam Marshall Architects  
Contract Value: .3M  
Contact: Josh Casart 850-439-2639

ADA modifications to 3 local High School Stadiums

### **Slavin Residence**

Owner: Paul Slavin  
Architect: Hardman Homes, LLCMP Architecture  
Contract Value: \$.15M  
Contact: Paul Slavin 504-400-7521

Home Renovation and addition

### **Tippy Tavern**

Owner: Juan's Flying Burrito, LLC  
Architect: SMP Architecture  
Contract Value: \$.1M  
Contact: Warren Chapoton 504-400-7521

Renovation of existing bar

### **Faith Chapel**

Owner: Faith Chapel Funeral Homes, LLC  
Architect: Lucy McLendon Designs, Inc.  
Contract Value: \$.8M  
Contact: Michael Atwood 850-432-6146

Full interior renovation of existing building

### **Jaco's @ Perdido Key**

Owner: Jaco's Perdido, LLC  
Architect: Dalrymple Sallis Architecture  
Contract Value: \$.9M  
Contact: David Hambrick 850-712-1200

Renovation of existing bar and restaurant and expansion of exterior and kitchen

### **Juan's Flying Burrito**

Owner: Juan's Flying Burrito, LLC  
Architect: SMP Architecture  
Contract Value: \$.6M  
Contact: Warren Chapoton 504-400-7521

Restaurant and bar within historic building in downtown Pensacola

### **St Pauls Catholic School Gymnasium**

Owner: Diocese of Pensacola – Tallahassee  
Architect: BTA Architecture  
Contract Value: \$ 3M  
Contact: Rob Bennett 850-435-3542

New Construction of a Middle School basketball gym, exterior courtyard, playing fields and support structures

### **Emerald Coast Emporium**

Owner: Sundial/Emporium, LLC  
Architect: DAG Architects  
Contract Value: \$ 2 M  
Contact: John Harrison 850-857-4700

Renovation and expansion of façade of an existing shopping center, parking and common areas

### **The Joint**

Owner: 10 S Palafox, LLC  
Architect: McWorter Valle Design  
Contract Value: \$ .5M  
Contact: David Sharruf 504-400-7379

Bar and restaurant within historic building.





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### **Aia Attachment 3.6**

### **Key Personnel Experience**

#### **George A. Biggs; President**

Owner – Biggs Construction Company, Inc.  
23 years Owner/Contractor Commercial General Construction  
7 years Project Manager Commercial General, Military Construction  
10 years Project Manager Commercial Retail Space Construction  
3 years Superintendent, Commercial General Construction  
Licensed General Contractor State of Florida and State of Alabama  
Board Member / Committee Member, Board Member of numerous civic activities  
Boy Scout Leader 14 years  
Member, Construction Specification Institute, Masonry Affiliates Southeast  
Qualified Storm Water Management Inspector; LEED Green Associate  
State of Florida licensed Home Inspector  
B.S. Building Construction; School of Architecture, University of Florida, 1985

#### **Jase Graves; Vice President, Project Manager**

3 years Vice President and 5 years Project Manager – Biggs Construction Company, Inc.  
Licensed General Contractor State of Florida  
(37 years construction experience)

#### **Laura Schoen; Administration**

18 years Office Administrative Coordinator – Biggs Construction Company, Inc.  
(27 years combined continual office administrative support/management)

#### **Tim Price; Field Superintendent**

21 years General Superintendent – Biggs Construction Company, Inc.

#### **Mark Madison; Field Superintendent**

21 years General Superintendent – Biggs Construction Company, Inc.

#### **Mike McManus; Field Superintendent**

10 years General Superintendent – Biggs Construction Company, Inc.

#### **Coyce Simmons; Field Superintendent**

10 years General Superintendent – Biggs Construction Company, Inc.

#### **Zach Slavin; Project Manager**

5 years – Biggs Construction Company, Inc.  
Licensed Building Contractor State of Florida



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## **Recently Completed Projects Comparable By Biggs Construction Co.**

### **Roger Scott Tennis Center – City of Pensacola**

Pictures 1-3

### **Bruce Beach Park – City of Pensacola**

Picture 4



















**BIGGS CONSTRUCTION COMPANY, INC. AND AFFILIATE**  
**COMBINED BALANCE SHEET**  
**DECEMBER 31, 2023**

**Current Assets:**

|                           |                  |
|---------------------------|------------------|
| Cash and cash equivalents | \$ 1,270,949     |
| Investments               | 175,889          |
| Contract receivables      | 713,194          |
| Total current assets      | <u>2,160,032</u> |

**Property and Equipment, net**

535,264

**Total Assets**

\$ 2,695,296

**LIABILITIES AND STOCKHOLDER'S EQUITY**

**Current Liabilities:**

|                                        |                |
|----------------------------------------|----------------|
| Current maturities of long-term debt   | \$ 19,257      |
| Accounts payable                       | 32,128         |
| Contract liabilities                   | 714,624        |
| Accrued expenses and other liabilities | 33,574         |
| Total current liabilities              | <u>799,583</u> |

**Long-Term Debt, less current maturities:**

16,048

**Total liabilities**

815,631

**Stockholder's Equity:**

|                                                                                                      |                  |
|------------------------------------------------------------------------------------------------------|------------------|
| Common stock, \$.10 and \$1 par value; 11,000 shares authorized,<br>and 3,000 issued and outstanding | 1,200            |
| Additional paid-in-capital                                                                           | 13,800           |
| Retained earnings                                                                                    | 1,864,665        |
| Total stockholder's equity                                                                           | <u>1,879,665</u> |

**Total Liabilities And Stockholder's Equity**

\$ 2,695,296

See independent accountant's review report and the accompanying notes.



June 27, 2024

Re: Biggs Construction Company Inc.

To Whom it May Concern:

Mr. George Biggs, of Biggs Construction Company Inc., has requested that I furnish you with information regarding Biggs Construction Company Inc. and their banking relationships with Hancock Whitney Bank.

Biggs Construction Company Inc. has been a depositor of our bank since August, 2013. They presently maintain two deposit accounts with us, which combined average a high-six figure balance. These accounts have always been maintained very satisfactorily.

Presently we have a mid-six (6) figure line of credit to Biggs Construction, Inc. This line has a zero balance, at this time. Again, this loan has always been handled as agreed.

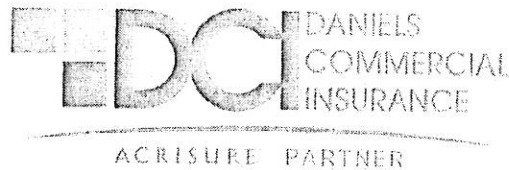
Hancock Whitney Bank values the relationships it currently has with Biggs Construction Company Inc. and the principals of the company.

I am hopeful that this information will give you some comfort in the accommodation of our customer's needs. If you are in need of any further information, please do not hesitate to contact me at 444-3231.

Sincerely,

Robert Maloy  
SVP Commercial Lending  
101 West Garden Street  
Pensacola, FL 32502  
850-444-3231  
[robert.maloy@hancockwhitney.com](mailto:robert.maloy@hancockwhitney.com)





May 30, 2024

Culbertson Family, LLC  
c/o Grace Hebert Curtis Architects, LLC  
6350 Pensacola Blvd  
Pensacola, FL 32505

RE: Surety Bonding Capacity- Biggs Construction Company, Inc.

To Whom It May Concern:

Please be advised that Daniels Commercial Insurance through NGM Insurance Company, A Member of the Main Street America Group, provides Performance and Payment Bonds for Biggs Construction Company, Inc. NGM Insurance Company has an A.M. Best Rating of A (Excellent) XV.

Biggs Construction Company, Inc. is a valued and respected Surety client of NGM Insurance Company. NGM Insurance Company has always been able to favorably respond to any request for surety credit made by Biggs Construction Company, Inc. Biggs Construction Company, Inc. and its owners have an established surety program for individual projects in the \$7,500,000 range with aggregate bonding capacity of \$15,000,000. However, these limits do not represent the maximum the surety would consider supporting on behalf Biggs Construction Company, Inc.

NGM Insurance Company expects to be in a position to issue the necessary surety credit for final bonds on your projects subject to acceptable contract terms and bond forms. Final approval will also be subject to underwriting criteria at the time of the request for final bonds. NGM Insurance Company assumes no liability to third parties or to you if for any reason they do not execute said bonds.

We have the utmost confidence in Biggs Construction Company, Inc.'s abilities and have no reservation in giving this company our highest recommendation. Should you have any questions please do not hesitate to call.

Sincerely,

Shelby E. Daniels  
Principal

P.O. Box 12465 Pensacola, FL 32591 | 120 E Main St, Ste D, Pensacola, FL 32502  
T 850.308.7710 | F 850.308.7716 | [www.DCINSLLC.com](http://www.DCINSLLC.com)



P.O. Box 1552  
Pensacola FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

### **Project Approach**

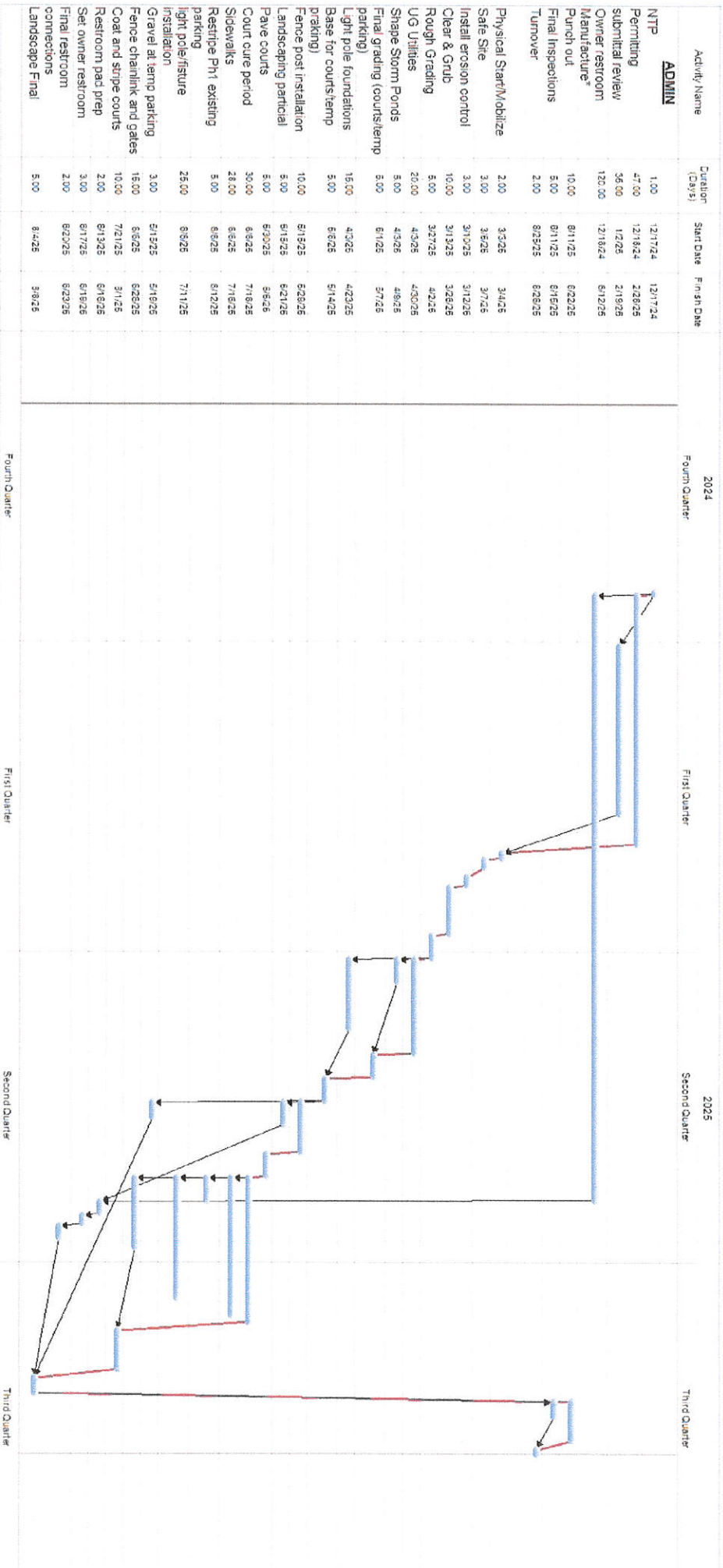
General schedule for the project is attached which follows the City of Destin's anticipated award and start dates. From award, the project can complete prior to December 2025 assuming owner supplied restroom delivery date is in agreeance. As mapped, the time frame the park will be unavailable to the public or the physical construction time period is anticipated to be no longer than 5 or 6 months.

The sequence of the work will stay simplistic in order to ensure the most efficient project for everyone involved, including the community. We will begin with clearing and grubbing, rough grading, and underground utilities. Moving on to fine grading and pickle ball court construction to include fence posts. After asphalt is down and curing for paint we will complete the chain link, gates, and sidewalks surrounding. Given the site accessibility is favorable we anticipate running the courts themselves critical and bringing in the prefabricated restroom building from the south when it is delivered. Landscaping will be continuously installed as the project progresses to keep disturbed and exposed vegetation to a minimum throughout the project.

Cost Control for the work is Biggs Construction responsibility. We operate sophisticated cost tracking accounting methods and can tract and account for any and all actual costs expended during the course of construction against budgeted values for same and recognize deviations early enough to adjust as needed to avoid budget revisions. We are interested in making initial overhead and profit margins only and changes in the work cost more to everyone than you can ever recoup, so we avoid them whenever possible.

We have worked the area for years and the site conditions at Annex Pickle Courts PH1 (1A-B) do not pose any irregular issues that may need to be compensated for. Upon our site review do not anticipate any concerns with that or any other type of unforeseen conditions.

To maintain control of the work, we expect to self-perform the majority of the labor needed for the work including, demolition, site improvements, concrete, and specialties. Due to the delay with the start of the work, with approval and contract 3 months prior to physical work start, we can easily plan to insure proper crews are available to start work timely.



ANNEX PICKLEBALL COURTS (PH1, 1A-1B)



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Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

## PRICE PROPOSAL SHEET





P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

### **Price Proposal**

Our proposal is based on the plans and specifications provided, including all sole source material manufacturers and vendors. We have received Addendum #1. Our price proposal is included within "Price Proposal Form".

We understand our current proposed value is greater than the \$400,000.00 budget estimated for this project.

We have history with asphalt play court installations and the single specified asphalt course is not typical. We have included in our proposal the asphalt as detailed with one course of 2" asphalt. To provide desired flatness, 2 courses of asphalt are typically specified for court installations. We offer an alternate add of \$19,806.00 to provide 2" base course and 1 1/2" surface course including prime and tack coats or install the courts in 5" of 3,000 psi reinforced concrete. All will be finished to design elevations. This is to insure installations within USTA requirements.



## EXHIBIT A - BID PROPOSAL FORM

## PRICE PROPOSAL SHEET

Destin, FL

RFB NO. 24-07-REC, ANNEX PICKLEBALL COURTS (P1A-B)

Pg 1 of 1

BIDDER NAME:

Biggs Construction Co., Inc.

| Item No.                                     | Unit | Amt  | Description                         | Unit Price    | Total Price   |
|----------------------------------------------|------|------|-------------------------------------|---------------|---------------|
| <b>SECTION 1 - GRADING</b>                   |      |      |                                     |               |               |
| 1.1                                          | LS   | 1    | Mobilization / Demobilization       | \$ 16,778.58  | \$ 16,778.58  |
| 1.2                                          | AC   | 0.54 | Clearing                            | \$ 45,803.15  | \$ 24,732.30  |
| 1.3                                          | LS   | 1    | Construction Staking                | \$ 2,370.00   | \$ 2,370.00   |
| <b>SECTION 2 - SITE IMPROVEMENTS</b>         |      |      |                                     |               |               |
| 2.1                                          | SY   | 933  | 2" Layer Type Sp 9.5 Asph. Conc     | \$ 59.66      | \$ 54,734.36  |
| 2.2                                          | SY   | 933  | 8" Graded Aggregate Base            | \$ 48.63      | \$ 45,371.29  |
| 2.3                                          | SY   | 933  | 12" Compacted Subbase               | \$ 4.01       | \$ 3,795.16   |
| 2.4                                          | SY   | 355  | Sidewalk (width varies)             | \$ 141.45     | \$ 50,390.44  |
| 2.5                                          | LS   | 1    | Prefabricated Bathroom              | \$ 1,650.00   | \$ 1,650.00   |
| 2.6                                          | LF   | 384  | 8' Fencing and 6 gates              | \$ 116.41     | \$ 44,534.44  |
| 2.7                                          | LF   | 192  | 4' Fencing and 2 gates              | \$ 77.40      | \$ 14,861.48  |
| 2.8                                          | LS   | 1    | Court Lighting / Electrical         | \$ 146,778.84 | \$ 146,778.84 |
| 2.9                                          | SY   | 2240 | Finish Grading                      | \$ 5.15       | \$ 11,541.90  |
| 2.10                                         | SF   | 229  | Striping & Signage                  | \$ 7.31       | \$ 1,674.80   |
| 2.11                                         | LS   | 1    | Maintenance of Traffic              | \$ 3,950.00   | \$ 3,950.00   |
| <b>SECTION 3 - STORM DRAINAGE SYSTEM</b>     |      |      |                                     |               |               |
| 3.1                                          | LF   | 1160 | Silt Fence                          | \$ 8.44       | \$ 9,796.00   |
| 3.2                                          | SY   | 1350 | Sod                                 | \$ 0.59       | \$ 790.00     |
| <b>SECTION 4 - WATER &amp; SEWER SYSTEMS</b> |      |      |                                     |               |               |
| 4.1                                          | LF   | 206  | 1" Water Service                    | \$ 55.03      | \$ 11,336.50  |
| 4.2                                          | EA   | 1    | Tapping Sleeve & Valve              | \$ 3,950.00   | \$ 3,950.00   |
| 4.3                                          | LS   | 1    | Miscellaneous Fittings              | \$ 79.00      | \$ 79.00      |
| 4.4                                          | EA   | 1    | Simplex Grinder Station & valve box | \$ 10,221.02  | \$ 10,221.02  |
| 4.5                                          | LF   | 638  | 2" Forcemain                        | \$ 64.39      | \$ 41,396.00  |
| 4.6                                          | LS   | 1    | Connection to existing station      | \$ 2,370.00   | \$ 2,370.00   |
| 4.7                                          | LF   | 35   | Directional bore                    | \$ 81.20      | \$ 2,844.00   |
| <b>SECTION 5 - MISCELLANEOUS</b>             |      |      |                                     |               |               |
| 5.1                                          | EA   | 2    | 8' Bench with Canopy                | \$ 10,311.87  | \$ 20,623.74  |
| 5.2                                          | EA   | 4    | Pickleball Net System               | \$ 3,324.32   | \$ 13,297.28  |
| 5.3                                          | EA   | 4    | Court paint (Acrylic / Non slip)    | \$ 9,652.22   | \$ 38,608.88  |
| 5.4                                          | LS   | 1    | Landscaping                         | \$ 8,800.00   | \$ 8,800.00   |
| 5.5                                          | LS   | 1    | Irrigation                          | \$ 6,320.00   | \$ 6,320.00   |
| 5.6                                          | EA   | 1    | Bicycle Rack                        | \$ 1,031.40   | \$ 1,031.40   |
| <b>TOTAL BASE BID:</b>                       |      |      |                                     |               | \$ 609,672.00 |

The bidder further proposes that, in the event additions or deletions are made from the Drawings and Specifications for the proposed work, the total adjustments to Bid shall be computed based on the following Unit Prices for the following types of construction. The City reserves the right to delete these Unit Prices from the Contract if, in their opinion they are unbalanced or not reasonable.

| Item No.                          | Unit | Amt   | Description                                      | Unit Price  | Total Price  |
|-----------------------------------|------|-------|--------------------------------------------------|-------------|--------------|
| A                                 | CY   | 1     | Class III Material Disposal                      | \$ 160.00   | \$ 160.00    |
| B                                 | CY   | 1     | Concrete                                         | \$ 677.00   | \$ 677.00    |
| C                                 | CY   | 1     | Select Backfill                                  | \$ 80.00    | \$ 80.00     |
| <b>ALTERNATE BID ITEMS</b>        |      |       |                                                  |             |              |
| 1A.1                              | CY   | 94    | #89 Stone Gravel (3" thick) <b>BASE INCLUDED</b> | \$ 212.34   | \$ 19,964.40 |
| 1A.2                              | SY   | 1,120 | Grading                                          | \$ 2.50     | \$ 2,800.00  |
| 1A.3                              | SY   | 312   | Grassing (4' back of gravel)                     | \$ 6.00     | \$ 1,872.00  |
| 1B.1                              | EA   | 2     | 8' Bench with Canopy <b>ADDITIONAL</b>           | \$ 6,526.40 | \$ 13,053.80 |
| <b>TOTAL ALTERNATE BID ITEMS:</b> |      |       |                                                  |             | \$ 37,690.20 |

**NOTE 1:** ALL ITEMS QUOTED MUST BE IN COMPLIANCE WITH THE SPECIFICATIONS. IF YOU ARE TAKING EXCEPTION, INDICATE THOSE EXCEPTIONS ON COMPANY LETTERHEAD AND ATTACH TO THIS INVITATION TO BID.

**NOTE 2:** CY = Cubic Yard; EA = Each; LF = Linear Feet; LS = Lump Sum; SY = Square Yard

RE-CHECK YOUR QUOTATIONS PRIOR TO SUBMISSION  
BIDS MAY NOT BE CHANGED AFTER BEING OPENED.



Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

## BIDDER QUALIFICATION FORM

### Attachment 1

RFP NO. 24-07-REC  
ATTACHMENT NO. 1  
RESPONSIVE BIDDER QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin  
CITY CLERK'S OFFICE  
4200 Indian Trail Bayou  
Destin, Florida 32541  
Telephone: (850) 837-4242

Check One

Submitted By:

Corporation

Name: Biggs Construction Company Partnership

Address: 2570 North Pace Blvd Individual

City, State, Zip: Pensacola, FL. 32505 Other

Telephone No.: (850) 430 4307

Email: George @ gabiggs.com

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the responsive bidder is:

Biggs Construction Company, Inc.

The address of the principal place of business is:

2570 N. Pace Blvd.

Pensacola, FL. 32505

2. If responsive bidder is a corporation, answer the following:

a. Date of Incorporation: 1/22/02

b. State of Incorporation: Florida

c. President's name: George Biggs

d. Vice President's name: Jase Graves



- e. Secretary's name: Raura Schoen
- f. Treasurer's name: George Biggs
- g. Name and address of Resident Agent: George Biggs  
P.O. Box 1552  
Piccola, FL 32591
3. If responsive bidder is an individual or a partnership, answer the following:

- a. Date of organization: 2002
- b. Name, address and ownership units of all partners:

George A. Biggs 100%  
P.O. Box 1552  
Pensacola, FL 32591

- c. State whether general or limited partnership: Corporation

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

12 years as Biggs Construction Co., Inc.  
10 years as Biggs-Green Construction Serv., Inc.

Under what other former names has your organization operated?

JMG Specialties, Inc.  
Biggs Green Construction Services, Inc.

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

FL-CGC 052075 Commercial FEIN # 01-0607449  
FL-CGC 1523077 Residential FEIN # 47-3176055  
FL-H16579 Home Inspector AL License # 41684

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

See attached (Key Personnel)

10. State the name of the individual who will have personal supervision of the work:

unknown @ this time

11. State the name and address of attorney, if any, for the business of the responsive bidder:

Bruce Partington

Clark Partington @ 125 E. Intendencia St.  
Pensacola, FL. 32502

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

George Biggs 100%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

Biggs Construction company, Inc.  
G.A. Biggs Construction company, Inc.

14. Annual Average Revenue of the responsive bidder for the last three years as follows:

|    |                               | <u>Revenue Index Number</u> |
|----|-------------------------------|-----------------------------|
| a. | Government Related Work       | 7                           |
| b. | Non-Governmental Related Work | 6                           |
|    | <b>Total Work (a + b):</b>    | 7                           |

**Revenue Index Number**

|     |                                        |
|-----|----------------------------------------|
| 1.  | Less than \$100,000                    |
| 2.  | \$100,000 to less than \$250,000       |
| 3.  | \$250,000 to less than \$500,000       |
| 4.  | \$500,000 to less than \$1 million     |
| 5.  | \$1 million to less than \$2 million   |
| 6.  | \$2 million to less than \$5 million   |
| 7.  | \$5 million to less than \$10 million  |
| 8.  | \$10 million to less than \$25 million |
| 9.  | \$25 million to less than \$50 million |
| 10. | \$50 million or greater                |

15. Bank References:

| Bank            | Address       | Telephone      |
|-----------------|---------------|----------------|
| Hancock Whitney | Garden St.    | (850) 444-3220 |
| Morgan Stanley  | - Palafox St. | (850) 433-3156 |

16. What will be your turnaround time for written responses to City inquiries?

5 business days

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

N/A



20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed) \_\_\_\_\_

(Title) Owner / President

Subscribed and sworn to before me

This 24<sup>th</sup> day of October, 2024



Laura Schoen

Notary Public (Signature)

My Commission Expires: 10-16-26

END OF SECTION



Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

## PUBLIC ENTITY CRIMES STATEMENT

### Attachment 2

**RFP NO. 24-07-REC  
ATTACHMENT NO. 2  
PUBLIC ENTITY CRIMES STATEMENT**

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract RFP No. 24-07-REC City of Destin Pickleball courts

2. This sworn statement is submitted by Biggs Const. Co. Inc. whose business address is 2610 N. Pace Blvd. Pensacola, FL 32505

and (if applicable) Federal Employer Identification Number (FEIN) is 010607449 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is George A. Biggs and my relationship to the entity named above is owner / President

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

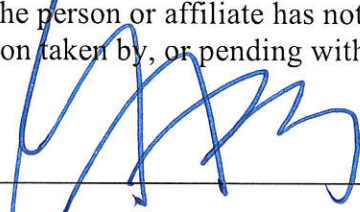
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (please attach a copy of the final order)

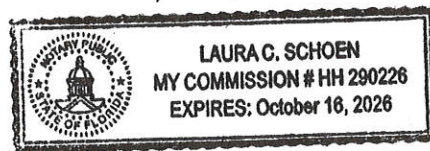
☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
(Signature)

Date: 10/24/24

STATE OF FLORIDA  
COUNTY OF Escambia



PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24th day of October, 2024, and is personally known to me, or has provided as identification.

Laura Schoen  
Notary Public

My Commission expires: 10-16-26

END OF SECTION





Construction Company, Inc.

General Contractors

• Project Managers •

P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Consultants

## DRUG FREE WORKPLACE CERTIFICATION

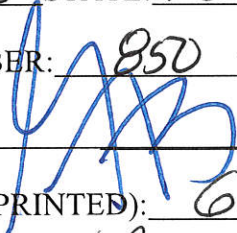
Attachment 3

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 3**  
**DRUG-FREE WORKPLACE CERTIFICATION**

The below signed submitter certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Biggs Construction Co., Inc.  
ADDRESS: 2570 N. Pace Blvd.  
CITY: Pensacola STATE: FL ZIP CODE: 32505  
TELEPHONE NUMBER: 850 430 4307  
SIGNATURE:  DATE: 10/24/24  
NAME (TYPED OR PRINTED): George A. Biggs  
TITLE: Owner / President

END OF SECTION



Construction Company, Inc.

General Contractors

• Project Managers •

P.O. Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Consultants

## BID BOND

Attachment 4

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 4**  
**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as Biggs Construction Company, Inc. Principal, and NGM Insurance Company as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as Owner in the penal sum of, (five percent (5%) of the Contract Bid) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of this Bond.

Signed, this 18th day of October, 2024

The condition of the obligation is such that whereas The Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-07-REC, ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**.

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.
2. This obligation shall be null and void if:
  - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
  - 2.2 All bids are rejected by Owner, or
  - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.
5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.
6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.



7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.
8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.
10. The term "bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):

Biggs Construction Company, Inc.

Surety (Print Full Name):

NGM Insurance Company

(Seal) Surety's Name and Corporate Seal

By:



(L.S.)

By:

Mark W. Edwards, II

Signature (attach power of attorney)

Title:

Owner / President

Title:

Mark W. Edwards, II, Attorney-in-Fact

Attest:

Laura Schoen

Signature and Title

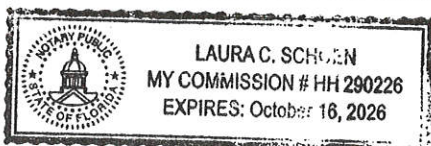
Office Mgr.

Attest:

Alisa B. Ferris

Alisa B. Ferris, Vice President - Surety  
Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.



END OF SECTION

# POWER OF ATTORNEY

KNOW ALL PARTIES BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint **Mark W Edwards II, Jeffrey M Wilson, Robert R Freel, Alisa B Ferris, Richard H Mitchell, Anna Childress, William M. Smith, Kimberly Rochester, Gabriella Bozzano, Krista Shelnett** ----

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

## 1. No one bond to exceed Twenty Five Million Dollars (\$25,000,000.00)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Assistant Secretary and its corporate seal to be hereto affixed this 24th day of August, 2023.

NGM INSURANCE COMPANY By:



Lauren K. Powell

Vice President, Corporate Secretary



State of Wisconsin,  
County of Dane.

On this 24th day of August, 2023, before the subscriber a Notary Public of State of Wisconsin in and for the County of Dane duly commissioned and qualified, came Lauren K. Powell of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Madison, Wisconsin this 24th day of August, 2023.



My Commission Expires May 21, 2027



I, Andrew Rose, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Madison, Wisconsin this  
18th day of October, 2024.



Andrew Rose, Vice President



P.O.Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

## ANTI – HUMAN TRAFFICKING AFFIDAVIT

Attachment 5

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 5**  
**ANTI-HUMAN TRAFFICKING AFFIDAVIT**

**DIRECTIONS:** All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with the City of Destin must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.

I George A. Biggs (insert name) as Owner / President  
(insert title) on behalf of Biggs Const. Co., Inc. (insert entity name)  
under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. Biggs Const. Co., Inc. (insert entity name) does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
3. More particularly, Biggs Const. Co., Inc. (insert entity name) does not participate in any of the following actions:
  - a. Using or threatening to use physical force against any person;
  - b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
  - c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
  - d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
  - e. Causing or threatening to cause financial harm to any person;
  - f. Enticing or luring any person by fraud or deceit; or
  - g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.



FURTHER AFFIANT SAYETH NAUGHT.

  
Printed Name: George Biggs  
Title: Owner / President  
Nongovernmental entity: Biggs Const. Co. Inc.  
Date: 10-24-24

STATE OF Florida  
COUNTY OF Escambia

SWORN TO AND SUBSCRIBED before me ☒ in person or \_\_\_\_\_ remote notarization  
by George A. Biggs as Biggs Const. Co. on behalf of  
\_\_\_\_\_, who is personally known to me  
or who produced \_\_\_\_\_ as identification this October  
day of 24th, 2024.



Laura Schoen  
Notary Public



P.O.Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

## ANTI – COLLUSION STATEMENT

Attachment 6

**RFP NO. 24-07-REC  
ATTACHMENT NO. 6  
ANTI-COLLUSION STATEMENT**

**ANTI-COLLUSION STATEMENT:**

The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

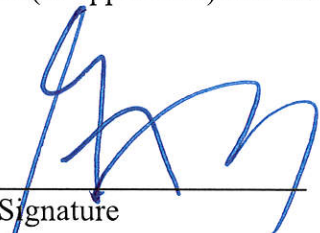
Biggs Const. Co, Inc.  
Bidder's Company Name

2570 N. Pace Blvd.

Pensacola, FL 32505  
Address

850-430-4307  
Phone #

01-0607449  
Federal ID # or SS #

  
Authorized Signature

George A. Biggs  
Authorized Signatory (Print Name)

Owner / President  
Title

850 430 4308  
Fax #



P.O.Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

## PROOF OF INSURANCE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                       |                                                                                                                             |               |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>PRODUCER</b><br>Daniels Commerical Insurance, LLC<br>P.O. Box 12465<br>Pensacola FL 32591          | <b>CONTACT NAME:</b> Daniels Commerical Insurance, LLC                                                                      |               |
|                                                                                                       | <b>PHONE (A/C, No, Ext):</b> 850-308-7710 <b>FAX (A/C, No):</b> 850-308-7716<br><b>E-MAIL ADDRESS:</b> service@dcinsllc.com |               |
| <b>INSURED</b><br>Biggs Construction Company, Inc.<br>Post Office Box 1552<br>Pensacola FL 32591-1552 | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                        | <b>NAIC #</b> |
|                                                                                                       | INSURER A : BITCO General Insurance Corporation                                                                             | 20095         |
|                                                                                                       | INSURER B : Nautilus Insurance Company                                                                                      | 17317         |
|                                                                                                       | INSURER C :                                                                                                                 |               |
|                                                                                                       | INSURER D :                                                                                                                 |               |
|                                                                                                       | INSURER E :                                                                                                                 |               |
|                                                                                                       | INSURER F :                                                                                                                 |               |

**COVERAGES****CERTIFICATE NUMBER:** 948610503**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR    | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                          | ADDL INSD                           | SUBR WVD | POLICY NUMBER                            | POLICY EFF (MM/DD/YYYY)          | POLICY EXP (MM/DD/YYYY)          | LIMITS                                                                                                                                                                                                                                          |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------|------------------------------------------|----------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A           | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER:                |                                     |          | CLP3744434                               | 6/2/2024                         | 6/2/2025                         | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A           | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> PIP |                                     |          | CAP3744435                               | 6/2/2024                         | 6/2/2025                         | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>PIP Limit(Per Person) \$ 10,000                                                    |
| A           | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                                           |                                     |          | CUP3744436                               | 6/2/2024                         | 6/2/2025                         | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000<br>\$                                                                                                                                                                                    |
| A           | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                     | Y/N<br><input type="checkbox"/> N/A |          | WC3744433                                | 6/2/2024                         | 6/2/2025                         | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                       |
| A<br>A<br>B | Leased, Rented or Borrowed<br>Contractors Equipment<br>Contractor's Pollution Liab                                                                                                                                                                                                                                                                         |                                     |          | CLP3744434<br>CLP3744434<br>CPL204066211 | 6/2/2024<br>6/2/2024<br>6/2/2024 | 6/2/2025<br>6/2/2025<br>6/2/2025 | L/R Max per Item 700,000<br>CE: Schedule on File<br>POLL: Ea Occ/Agg 3,000,000                                                                                                                                                                  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**City of Destin, Florida  
4200 Indian Bayou Trail  
Destin FL 32541

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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P.O.Box 1552  
Pensacola, FL. 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Construction Company, Inc.  
General Contractors

• Project Managers •

Consultants

## PROOF OF LICENSING



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**BIGGS, GEORGE A**

BIGGS CONSTRUCTION COMPANY, INC.

2510 NORTH PACE BLVD

PENSACOLA FL 32505

**LICENSE NUMBER: CGC052075**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 07/29/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



## OKALOOSA COUNTY BUSINESS TAX BILLING NOTICE

## ACCOUNT NUMBER

150372

## BUSINESS NAME

BIGGS CONSTRUCTION COMPANY, INC.

BIGGS CONSTRUCTION COMPANY, INC.  
2510 N PACE BLVD  
PENSACOLA, FL 32505-5612

## IS YOUR BUSINESS CLOSED?

To request the closure of your Okaloosa County Business  
Tax Receipt, please complete and submit the online form  
at [OkaloosaTax.com/CloseBusinessTaxAccount/](https://OkaloosaTax.com/CloseBusinessTaxAccount/)

Please review all the information on this notice for accuracy. If any of the information is incorrect, please  
contact the Tax Collector's Office via email at [BTRWeb@OkaloosaTax.com](mailto:BTRWeb@OkaloosaTax.com)

## BUSINESS NAME: BIGGS CONSTRUCTION COMPANY, INC.

OWNER NAME: GEORGE A. BIGGS

ACCOUNT NUMBER: 150372

RECEIPT NUMBER: 3600100774627

TYPE OF BUSINESS: Regulated

BUSINESS ADDRESS: 2510 N PACE BLVD

PENSACOLA, FL 32505-5612

MAILING ADDRESS: 2510 N PACE BLVD

PENSACOLA, FL 32505-5612

AMOUNT \$35.00

PRIOR YEARS 0.00

☐ TOTAL DUE BY Oct 31, 2024 \$0.00☐ IF PAID BY Nov 30, 2024 \$0.00☐ IF PAID BY Dec 31, 2024 \$0.00☐ IF PAID BY Jan 31, 2025 \$0.00☐ IF PAID BY Feb 28, 2025 \$0.00

Paid 0-24017439 35.00 08/06/2024

## PAYMENT OPTIONS

QUICKLY AND SECURELY RENEW YOUR BUSINESS TAX RECEIPT AT

[OkaloosaTax.com](https://OkaloosaTax.com)E-check is **FREE**

## MAIL

P.O. Box 9  
Shalimar, FL 32579

## DROP BOX

Located at each  
office location

## PHONE

850.651.7300 or  
#TAX (#829) from Cell

SCAN WITH  
PHONE  
TO RENEW



BEN ANDERSON  
Okaloosa County Tax Collector

2024 / 2025  
BUSINESS TAX RECEIPT

Renew your BTR on [OkaloosaTax.com](https://OkaloosaTax.com).  
Echeck is **FREE!**

## OKALOOSA COUNTY BUSINESS TAX BILLING NOTICE

## ACCOUNT NUMBER

150372

## BUSINESS NAME

BIGGS CONSTRUCTION COMPANY, INC.

BIGGS CONSTRUCTION COMPANY, INC.  
2510 N PACE BLVD  
PENSACOLA, FL 32505-5612

## PAY ONLINE

[OkaloosaTax.com](https://OkaloosaTax.com)

## PAY BY MAIL

P.O. BOX 9  
Shalimar, FL 32579

IF THE BTR HAS ALREADY BEEN  
RENEWED, PAYMENT CAN BE  
CONFIRMED AND RECEIPT  
PRINTED BY SCANNING THE  
QR CODE ABOVE OR AT  
[OKALOOSATAX.COM](https://OKALOOSATAX.COM)

AMOUNT \$35.00

PRIOR YEARS 0.00

☐ TOTAL DUE BY Oct 31, 2024 \$0.00☐ IF PAID BY Nov 30, 2024 \$0.00☐ IF PAID BY Dec 31, 2024 \$0.00☐ IF PAID BY Jan 31, 2025 \$0.00☐ IF PAID BY Feb 28, 2025 \$0.00

Paid 0-24017439 35.00 08/06/2024

RETAIN THIS PORTION FOR YOUR RECORDS  
BALANCE DUE IS DETERMINED BY THE DATE THE PAYMENT IS POSTMARKED  
PLEASE MAKE CHECKS PAYABLE TO BEN ANDERSON TAX COLLECTOR MAIL PAYMENTS TO P.O. BOX 9 SHALIMAR FL 32579

RETURN WITH PAYMENT





P.O.Box 1552  
Pensacola, FL 32591-1552  
Phone: 850-430-4307  
Fax: 850-430-4308

Construction Company, Inc.

General Contractors

• Project Managers •

Consultants

## ADDENDUMS

## ADDENDUM NO. 1

### CITY OF DESTIN, FLORIDA REQUEST FOR BIDS RFB NO. 24-07-REC ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT

OCTOBER 15, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFB and is hereby made a part of the proposal documents. Per the RFB, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFB NO. 24-07-REC. As per the City's standard practice, the City is furnishing the responses below to these questions.

**Question:** The limits of Phase 1 show four (EA) shade structures, as seen on sheet C03. The written scope in the bid solicitation mentions just two (EA) shade structures. If only two are desired, which two? Please advise.

**Response:** Conceptually there are two distinct types of shade structures in consideration for the long-term development of this site: A) larger, singular shade structures covering entire court playing area (reference PICKLEBALL COURT COVER DETAIL, Sheet C09), and B) smaller, adjacent, off-court, dual-covering, cantilever shade structures with benches to serve as a waiting/watching area. For the purpose of this solicitation, the scope of Phase 1B includes the installation of two (2) of the latter (adjacent, off-court) shade structures (one on the east and another on the west of the Phase 1 courts). Photo shown below for design concept/intent.



**Question:** I could not seem to find the specifications on the two (2) Shade structures for Phase 1. Would you be able to help with the specifications? I couldn't find size, height, and type desired.

Response: See response to previous question for details. For pricing purposes and clarity of understanding, potential vendors, products, and/or equipment may be articulated in your proposal to this solicitation.

**Question:** Sheet E01; Pole installation detail; shows a 48" concrete pole base. Is this detail showing pole bases for the pickleball court lighting? Is the pole base size shown correct for a 23' light pole?

Response: The concrete pole base depth, shown on the "POLE INSTALLATION DETAIL" on Sheet C01, as installed from the (above-ground) finished court level to its (below-ground) base, shall be increased from 48" to 60".

**Question:** What is the desired finish for pickleball court perimeter? A concrete ribbon curb encasing the asphalt and fencing? Please advise.

Response: The perimeter of the pickleball court shall be constructed as an extension of the pickleball court itself (see PICKLEBALL COURT & MULTI-USE COURT PAVEMENT SECTION [detail] on Sheet C08). It shall extend either to the nearest newly constructed concrete sidewalk/walkway/rest area (leaving no unimproved surface between the court and the concrete) or 6 IN. beyond the newly constructed fence line, as applicable. Any area outside this shall be grassed.

**Question:** Sheet E01; Electrical pull box detail shows a 37 5/8" x 26" x 24 1/2" hand hole. Is this the correct size? This is a large, expensive hand hole, and we would like to verify that size is required.

Response: The dimensions of the ELECTRICAL PULL BOX DETAIL on Sheet E01, specifically for lighting handholes, shall be reduced to 12"x12"x12".

**Question:** Sheet E01; Power riser; Shows a single run of 3 x 3/0 THHN cu run in 2" PVC conduit from the FP&L provided power pedestal to the new 200-amp meter. Then shows 2 runs, (parallel), 3 x 350THHN cu in 2 1/2" PVC from the meter to the panel. Is the run from the meter to panel PB1 shown correctly? Parallel 350 THHN is good for 620-amps on the 75 degree column on the allowable ampacities chart in the NEC code book. This run is feeding a 200-amp panel.

Response: The 2 RUNS OF 3#350 IN 2-1/2" C, shown between the NEW UTILITY METER AND PB1 on Sheet E01, shall be revised (and thus reduced) to 1 RUN OF 3#3/0 IN 2" C.

**Question:** Sheet E04 has a note which states; Provide NEMA 3R contactor. Size as required. The requirements are for phase 1 of the project only. Does this contactor need to be sized for all lighting in all phases shown? Or for phase 1 lighting only?

Response: The NEMA 3R CONTACTOR, identified in the notes adjacent to PANEL PB1 of Sheet E04, shall be sized to accommodate the lighting requirements of ALL phases (i.e. current [Phase 1A/B] and future [Phases 2-7]).

**Question:** Sheet C05; Fire District Notes; Which states, a rapid entry box, (knox box), is required. Is a fire alarm system required? Is the fire alarm existing or completely new? Is the fire alarm part

of the existing structure, or part of the new bathroom? If part of the new, "Pre-fab", bathroom, do the fire alarm wiring and devices come already installed, (Pre-fabbed)? If part of the, "pre-fab", bathroom, is there an existing system in the existing structure that we need to tie into? If so, can info be provided for the existing fire alarm? (Brand, monitoring company)

Response: This project's scope does not include any fire alarm system.

**Question:** Does the City of Destin intend on supplying the restroom facility (CXT Precast Products BLDG No. CR-1560) and contractor install?

Response: The City of Destin will furnish the bathroom facility (CXT Precast Products BLDG No. CR-1560) to the contractor, which the contractor shall install.

**Question:** Sheet C05 is drawn to show new gravel drive/parking, but notated (PH7) is this work to be included in the current bid package? PHIA Sheet C04 mentions gravel parking. Please advise.

Response: The entirety of the TEMPORARY GRAVEL PARKING area, identified in Sheet C05, shall be included in the scope of Phase 1A. For clarification, that same area shall receive permanent improvements at a later time (i.e. Phase 7) and is not a part of this solicitation.

**Question:** Notes on Sheet C07 (note 8), says City of Destin Parks & Rec to install irrigation after construction. The bid tabulation sheet also has a line item for irrigation item number 5.5 under miscellaneous. If contractors are to provide, please show scope limits of desired irrigated areas for this phase and irrigation meter size desire for park.

Response: Landscape Note #8 (Sheet C07) is accurate. "Irrigation within the proposed limits shall be designed and constructed by the City of Destin Parks & Recreation after construction is complete."

**Question:** Sheet C05 shows 2" WSC feeding the restroom past the meter, but the bid tabulation sheet number 4.1 is requesting 1". It is assumed 1" water line is desired. Please advise.

Response: 2" WSC, identified in Sheet C05, shall be revised (and thus reduced) to a 1" WSC (to match the Price Proposal Sheet).

The bid opening date for 24-07-REC remains October 24, 2024 at 2:00 P.M. (CST)

**END OF ADDENDUM NO. 1**



A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum No. 1 is hereby acknowledged:

Print Name

George Diggins, President  
K3

Signature

10/24/24

Date

# DALTON BROTHERS



**RFP NO. 24-07REC**

**ANNEX Pickleball Court (Phase1A-B) Project**

Bid Opening 10/24/2024 – 2:00PM CST

P.O. Box 426 Fort Walton Beach Florida 32549  
850-226-8333  
OfficeManager@DaltonBrothersInc.com

# Table of Contents

1. Transmittal Letter (Contractor Qualifications Statement)
2. Price Proposal Form
3. Responsive Bidder Qualifications Statement (Attachment 1)
4. Completed Public Entity Crimes Form (Attachment 2)
5. Completed Drug Free Workplace Form (Attachment 3)
6. Completed Bid Bond (Attachment 4)
7. Anti-Human Trafficking Affidavit (Attachment 5)
8. Anti-Collusion Statement (Attachment 6)
9. Proof of Insurance
10. Proof of Licensing
11. Addendums

# DALTON BROTHERS



City of Destin Bid Committee  
RFP NO. 24-05 REC  
4200 Indian Bayou Trail  
Destin, FL 32541

Bid Committee:

Dalton Brothers is a locally owned and operated company. We have been providing Construction Management and General Contracting services throughout the southeast since 2008. During this time, our firm has responsibly completed over \$50,000,000 in construction projects. Based on our core philosophies, our company has earned an unparalleled reputation. A monument to our professionalism is our many satisfied repeat clients as well as those seeking our services.

Dalton Brothers utilizes time proven construction techniques and professional subcontractors, who are under our direct supervision and management, to ensure and maintain the highest level of quality and service.

Dalton Brothers is prepared to enthusiastically dedicate all resources necessary to provide reliable support for your project. In addition, Dalton Brothers brings over Forty years of expertise in all phases of construction, including value engineering, design phase requirements, scheduling, fast-track construction and bid management. Our broad knowledge and experience will be a strong addition to your construction team.

Feel free to contact us if you have any questions or comments.

Respectfully,

Michael Dalton  
Dalton Brothers Inc.  
Cc: Bid File





AIA Document A305

# Contractor's Qualification Statement

1986 EDITION

*This form is approved and recommended by The American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by the AIA or AGC.*

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: City of Destin Bid Committee  
RFP NO. 24-02 REC  
ADDRESS: 4200 Indian Bayou Trail  
Destin, FL 32541

SUBMITTED BY: Dalton Brothers Inc.  
NAME: PO Box 426  
ADDRESS: Fort Walton Beach, FL 32549  
PRINCIPAL OFFICE: Dalton Brothers Inc.  
103 Meigs Drive  
Shalimar, FL 32579

Corporation ☒  
Partnership ☐  
Individual ☐  
Joint Venture ☐  
Other ☐

NAME OF PROJECT (if applicable):

TYPE OF WORK (file separate form for each Classification of Work):

☒ General Construction  
\_\_\_\_\_ Plumbing  
\_\_\_\_\_ Other \_\_\_\_\_  
(please specify)  
\_\_\_\_\_ HVAC  
\_\_\_\_\_ Electrical

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## 1. ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor?

Established: 1977; Incorporated: 2008

- 1.2 How many years has your organization been in business under its present business name?

16 Years

- 1.2.1 Under what other or former names has your organization operated?

Dalton Brothers Builders

- 1.3 If your organization is a corporation, answer the following:

1.3.1 Date of incorporation:

1.3.2 State of incorporation:

1.3.3 President's name:

1.3.4 Vice-president's name(s):

Incorporated: January 2008

State of Florida

President: Anna Dalton

Vice President: Michael Dalton

1.3.5 Secretary's name: Jacob Dalton

1.3.6 Treasurer's name: Jacob Dalton

- 1.4 If your organization is a partnership, answer the following:

1.4.1 Date of organization:

1.4.2 Type of partnership (if applicable):

1.4.3 Name(s) of general partner(s):

- 1.5 If your organization is individually owned, answer the following:

1.5.1 Date of organization:

1.5.2 Name of owner:

- 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

## 2. LICENSING

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

Florida Certified General Contractor License # CGC1514857

- 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

State of Florida

## 3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.

Miscellaneous Carpentry, Concrete, & Earthwork

- 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

- 3.2.1 Has your organization ever failed to complete any work awarded to it?

No

- 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? No

- 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? No

- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.) No

- 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

See Attachment A

- 3.4.1 State total worth of work in progress and under contract:

See Attachment A

- 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

See Attachment A

- 3.5.1 State average annual amount of construction work performed during the past five years:

2,800,000.00

- 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

See Attachment A

#### 4. REFERENCES

- 4.1 Trade References:

Gary Bearden, President  
Bearden Electric Inc.  
1798 Lewis Turner Blvd  
Fort Walton Beach, FL 32547  
850-863-2131

Travis Thompson, President  
Climatech of Professional Air  
10210 N Palafox St  
Pensacola, FL 32534  
850-857-4700

- 4.2 Bank References:

The First Bank - Destin Branch  
2000 Ninety Eight Palms Boulevard  
Destin, FL 32541  
Office: 850-654-1609  
Cell: 850-974-0531  
jbaldwin@thefirstbank.com

- 4.3 Surety:

- 4.3.1 Name of bonding company:  
Gray Insurance Company

- 4.3.2 Name and address of agent:

Dale Waldorff 45 NE Eglin Parkway Fort Walton Beach, FL 32548



Dalton Brothers Inc. is a closely held, private company. As such, our financials are confidential. A letter/bond from our Surety has been provided in lieu of a financial statement.

## 5. FINANCING

### 5.1 Financial Statement.

- 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

- 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

- 5.1.3 Is the attached financial statement for the identical organization named on page one?

- 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

- 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

Yes

6. SIGNATURE

6.1 Dated at this 20 day of

Name of Organization: Dalton Brothers Inc.

By: 

Title: President

6.2



CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

## CONTRACTOR'S QUALIFICATION QUESTIONNAIRE

The undersigned guarantees the accuracy of all statements and answers herein contained. (Please print in ink).

1. How many years has your firm been in business as a Contractor?

20+

2. List up to three (3) projects of this nature that you have completed in the last three (3) years, and give the name, address and telephone number of a reference from each. Also give the completion date, the original contract bid price and the completed cost of each project listed.

Attached

3. List projects presently under construction by your firm the dollar volume of the contract and the percentage completion of the contract.

McGuires Renovation & Parking Improvements

3 Million 30% Complete

Crane Aerospace Vibration Room

1 Million 80 % Complete

4. Have you ever failed to complete work awarded to you; if so, state where and why.

No

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5. Do you plan to sublet any part of this work? If so, give details.

Yes, Site improvements, paving, electrical scopes of work will be sublet with established partnering companies that we have worked with for many past projects.

6. What equipment do you own that is available for this work?

Tractors, Excavation, Lifting

7. What equipment do you plan to rent or purchase for this work?

Any Equipment necessary for rental will be procured from H&E Rentals with whom we have a long standing relationship and all necessary equipment through their wide network of yards across the Southeast.

8. Have you ever performed work under the direction of a Professional Architect/Engineer or Registered Architect? If so, list up to three (3) such firms giving the name of the firm, its address, telephone number and the name of the project. (List most recent projects).

Attached

9. Give the name, address and telephone number of an individual who represents each of the following and whom the Owner may contact to investigate your financial responsibility: a surety, a bank, and a major material supplier.

L. Dale Waldorff, Partner  
45 Eglin Parkway, NE, Suite 202  
Fort Walton Beach, FL 32548  
Office: (850) 561-4005  
DaleW@waldorffinsurance.com  
Jennifer L. Baldwin  
Commercial Loan Officer  
Vice President  
  
NMLS#: 2256365  
The First Bank - Destin Branch  
2000 Ninety Eight Palms Boulevard  
Destin, FL 32541  
Office: 850-654-1609  
Cell: 850-974-0531  
jbaldwin@thefirstbank.com



10. Provide a financial statement for your company. This should include a balance and income statement for your most recent fiscal year. A certified audit is preferred but not required. Use an insert sheet, if needed. Only three (3) lowest contractors shall submit this information (if requested by Owner) to the Owner within two (2) business days of the opening of the Bids.

Will submit if requested as stated above.

11. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name of all partners. If a trade name, state the names of the individuals who do business under the trade name.) It is absolutely necessary that information be furnished.

Correct Name of Contractor Dalton Brothers Inc

(a) The business is a Corporation

(b) The address of principal place of business is:

PO Box 426 Fort Walton Beach FL 32549

(c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

Anna Dalton, Michael Dalton, Jacob Dalton

## RESPONSE DOCUMENT #9: LIST OF REFERENCES

- |    |                             |                        |
|----|-----------------------------|------------------------|
| 1. | Gulf Coast Engineering      | Michael Newell         |
|    | Company Name                | Contact Person         |
|    | 174 Monhan Drive            | 850-864-3100           |
|    | Address                     | Telephone Number       |
|    | Fort Walton Beach, Fl 32547 |                        |
|    | City, State, Zip            | Email                  |
| 2. | Eglin Federal Credit Union  | MDNewell@Cox.net       |
|    | Company Name                | Contact Person         |
|    | 838 Eglin Pkwy NE           | 850-862-0111 Ext 1001  |
|    | Address                     | Telephone Number       |
|    | Fort Walton Beach, Fl 32547 | ACampbell@EglinFCU.org |
|    | City, State, Zip            | Email                  |
| 3. | Okaloosa County             | Roy Petrey             |
|    | Company Name                | Contact Person         |
|    | 1759 S Ferdon Blvd          |                        |
|    | Address                     | Telephone Number       |
|    | Crestview, FL 32536         | RPetrey@myokaloosa.com |
|    | City, State, Zip            | Email                  |



**EXHIBIT A - BID PROPOSAL FORM  
PRICE PROPOSAL SHEET**

Destin, FL

RFB NO. 24-07-REC, ANNEX PICKLEBALL COURTS (P1A-B)

Pg 1 of 1

BIDDER NAME:

| Item No.                                     | Unit | Amt  | Description                         | Unit Price    | Total Price          |
|----------------------------------------------|------|------|-------------------------------------|---------------|----------------------|
| <b>SECTION 1 - GRADING</b>                   |      |      |                                     |               |                      |
| 1.1                                          | LS   | 1    | Mobilization / Demobilization       | \$ 115,000.00 | \$ 115,000.00        |
| 1.2                                          | AC   | 0.54 | Clearing                            | \$ 24,725.00  | \$ 13,351.50         |
| 1.3                                          | LS   | 1    | Construction Staking                | \$ 5,750.00   | \$ 5,750.00          |
| <b>SECTION 2 - SITE IMPROVEMENTS</b>         |      |      |                                     |               |                      |
| 2.1                                          | SY   | 933  | 2" Layer Type Sp 9.5 Asph. Conc     | \$ 21.28      | \$ 19,849.58         |
| 2.2                                          | SY   | 933  | 8" Graded Aggregate Base            | \$ 24.15      | \$ 22,531.95         |
| 2.3                                          | SY   | 933  | 12" Compacted Subbase               | \$ 17.25      | \$ 16,094.25         |
| 2.4                                          | SY   | 355  | Sidewalk (width varies)             | \$ 22.14      | \$ 7,858.81          |
| 2.5                                          | LS   | 1    | Prefabricated Bathroom              | \$ 126,500.00 | \$ 126,500.00        |
| 2.6                                          | LF   | 384  | 8' Fencing and 6 gates              | \$ 44.79      | \$ 17,200.32         |
| 2.7                                          | LF   | 192  | 4' Fencing and 2 gates              | \$ 43.64      | \$ 8,379.36          |
| 2.8                                          | LS   | 1    | Court Lighting / Electrical         | \$ 141,450.00 | \$ 141,450.00        |
| 2.9                                          | SY   | 2240 | Finish Grading                      | \$ 13.80      | \$ 30,912.00         |
| 2.10                                         | SF   | 229  | Striping & Signage                  | \$ 80.50      | \$ 18,434.50         |
| 2.11                                         | LS   | 1    | Maintenance of Traffic              | \$ 5,750.00   | \$ 5,750.00          |
| <b>SECTION 3 - STORM DRAINAGE SYSTEM</b>     |      |      |                                     |               |                      |
| 3.1                                          | LF   | 1160 | Silt Fence                          | \$ 8.34       | \$ 9,671.50          |
| 3.2                                          | SY   | 1350 | Sod                                 | \$ 9.78       | \$ 13,196.25         |
| <b>SECTION 4 - WATER &amp; SEWER SYSTEMS</b> |      |      |                                     |               |                      |
| 4.1                                          | LF   | 206  | 1" Water Service                    | \$ 28.75      | \$ 5,922.50          |
| 4.2                                          | EA   | 1    | Tapping Sleeve & Valve              | \$ 5,750.00   | \$ 5,750.00          |
| 4.3                                          | LS   | 1    | Miscellaneous Fittings              | \$ 5,750.00   | \$ 5,750.00          |
| 4.4                                          | EA   | 1    | Simplex Grinder Station & valve box | \$ 18,500.00  | \$ 18,500.00         |
| 4.5                                          | LF   | 638  | 2" Forcemain                        | \$ 40.25      | \$ 25,679.50         |
| 4.6                                          | LS   | 1    | Connection to existing station      | \$ 5,750.00   | \$ 5,750.00          |
| 4.7                                          | LF   | 35   | Directional bore                    | \$ 201.25     | \$ 7,043.75          |
| <b>SECTION 5 - MISCELLANEOUS</b>             |      |      |                                     |               |                      |
| 5.1                                          | EA   | 2    | 8' Bench with Canopy                | \$ 20,803.50  | \$ 41,607.00         |
| 5.2                                          | EA   | 4    | Pickleball Net System               | \$ 17,250.00  | \$ 69,000.00         |
| 5.3                                          | EA   | 4    | Court paint (Acrylic / Non slip)    | \$ 23,000.00  | \$ 23,000.00         |
| 5.4                                          | LS   | 1    | Landscaping                         | \$ 28,750.00  | \$ 28,750.00         |
| 5.5                                          | LS   | 1    | Irrigation                          | \$ 8,625.00   | \$ 8,625.00          |
| 5.6                                          | EA   | 1    | Bicycle Rack                        | \$ 5,778.75   | \$ 5,778.75          |
| <b>TOTAL BASE BID:</b>                       |      |      |                                     |               | <b>\$ 886,236.52</b> |

The bidder further proposes that, in the event additions or deletions are made from the Drawings and Specifications for the proposed work, the total adjustments to Bid shall be computed based on the following Unit Prices for the following types of construction. The City reserves the right to delete these Unit Prices from the Contract if, in their opinion they are unbalanced or not reasonable.

| Item No. | Unit | Amt | Description                 | Unit Price | Total Price |
|----------|------|-----|-----------------------------|------------|-------------|
| A        | CY   | 1   | Class III Material Disposal | \$ 575.00  | \$ 575.00   |
| B        | CY   | 1   | Concrete                    | \$ 575.00  | \$ 575.00   |
| C        | CY   | 1   | Select Backfill             | \$ 575.00  | \$ 575.00   |
|          |      |     |                             | \$         | \$          |

**ALTERNATE BID ITEMS**

|                                   |    |       |                              |              |                      |
|-----------------------------------|----|-------|------------------------------|--------------|----------------------|
| 1A.1                              | CY | 94    | #89 Stone Gravel (3" thick)  | \$ 57.50     | \$ 5,405.00          |
| 1A.2                              | SY | 1,120 | Grading                      | \$ 46.00     | \$ 51,520.00         |
| 1A.3                              | SY | 312   | Grassing (4' back of gravel) | \$ 40.25     | \$ 12,558.00         |
| 1B.1                              | EA | 2     | 8' Bench with Canopy         | \$ 23,103.50 | \$ 46,207.00         |
| <b>TOTAL ALTERNATE BID ITEMS:</b> |    |       |                              |              | <b>\$ 117,415.00</b> |

**NOTE 1:** ALL ITEMS QUOTED MUST BE IN COMPLIANCE WITH THE SPECIFICATIONS. IF YOU ARE TAKING EXCEPTION, INDICATE THOSE EXCEPTIONS ON COMPANY LETTERHEAD AND ATTACH TO THIS INVITATION TO BID.

**NOTE 2:** CY = Cubic Yard; EA = Each; LF = Linear Feet; LS = Lump Sum; SY = Square Yard

**RE-CHECK YOUR QUOTATIONS PRIOR TO SUBMISSION  
BIDS MAY NOT BE CHANGED AFTER BEING OPENED.**



**RFP NO. 24-07-REC  
ATTACHMENT NO. 1  
RESPONSIVE BIDDER QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin  
CITY CLERK'S OFFICE  
4200 Indian Trail Bayou  
Destin, Florida 32541  
Telephone: (850) 837-4242

Check One

Submitted By:

Corporation

☒

Name: Michael Dalton

Partnership

☐

Address: PO Box 426

Individual

☐

City, State, Zip: Fort Walton Beach, FL 32549

Other

☐

Telephone No.: 850-226-8333

Email: Officemanager@DaltonBrothersInc.com

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the responsive bidder is:

Dalton Brothers Inc.

The address of the principal place of business is:

PO Box 426 Fort Walton Beach FL 32549

2. If responsive bidder is a corporation, answer the following:

- a. Date of Incorporation: 2008
- b. State of Incorporation: Florida
- c. President's name: Anna Dalton
- d. Vice President's name: Michael Dalton
- e. Secretary's name: Jacob Dalton



- f. Treasurer's name: Jacob Dalton
- g. Name and address of Resident Agent: Jacob Dalton  
PO Box 426  
Fort Walton Beach FL 32549

3. If responsive bidder is an individual or a partnership, answer the following:

- a. Date of organization: N/A
- b. Name, address and ownership units of all partners:

N/A

- c. State whether general or limited partnership: N/A

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

16+ Years

Under what other former names has your organization operated?

None

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

CGC1514857

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Michael Dalton 40+ Year of commercial Construction Experience

Jacob Dalton Certified General Contractor for 16+Years

10. State the name of the individual who will have personal supervision of the work:

Jacob Dalton, Michael Dalton

11. State the name and address of attorney, if any, for the business of the responsive bidder:

N/A

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

Anna Dalton, Michael Dalton

POBox 426 Fort Walton Beach FL 32549

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

N/A

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14. Annual Average Revenue of the responsive bidder for the last three years as follows:

|    |                               | <u>Revenue Index Number</u> |
|----|-------------------------------|-----------------------------|
| a. | Government Related Work       | 7                           |
| b. | Non-Governmental Related Work | 6                           |
|    | <b>Total Work (a +b):</b>     | 8                           |

**Revenue Index Number**

|     |                                        |
|-----|----------------------------------------|
| 1.  | Less than \$100,000                    |
| 2.  | \$100,000 to less than \$250,000       |
| 3.  | \$250,000 to less than \$500,000       |
| 4.  | \$500,000 to less than \$1 million     |
| 5.  | \$1 million to less than \$2 million   |
| 6.  | \$2 million to less than \$5 million   |
| 7.  | \$5 million to less than \$10 million  |
| 8.  | \$10 million to less than \$25 million |
| 9.  | \$25 million to less than \$50 million |
| 10. | \$50 million or greater                |

15. Bank References:

| Bank | Address                                                  | Telephone |
|------|----------------------------------------------------------|-----------|
|      | The First - 2000 Ninety Eight Palms Blvd Destin FL 32541 |           |
|      | 850654-1609                                              |           |
|      |                                                          |           |
|      |                                                          |           |
|      |                                                          |           |

16. What will be your turnaround time for written responses to City inquires?

7 Business Days

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

N/A



20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

No

The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed)

(Title)

Director

Subscribed and sworn to before me

This 24 day of October, 20 24



Notary Public (Signature)

My Commission Expires: 26 May 2026

END OF SECTION

**RFP NO. 24-07-REC  
ATTACHMENT NO. 2  
PUBLIC ENTITY CRIMES STATEMENT**

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract \_\_\_\_\_  
RFP No. RFB 24-07REC

2. This sworn statement is submitted by Jacob Dalton whose  
business address is PO Box 426 Fort Walton Beach Florida 32549

and (if applicable) Federal Employer Identification Number (FEIN) is 26-0714266 (If the entity  
has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
N/A

3. My name is Jacob Dalton and my relationship to the  
entity named above is Director

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person.



A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

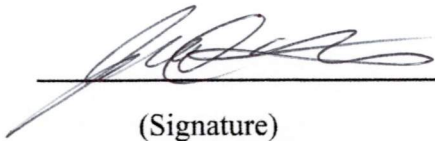
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (please attach a copy of the final order)

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

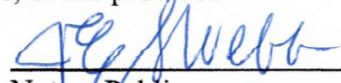
\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
(Signature)

Date: 10/24/24

STATE OF FLORIDA  
COUNTY OF Okaloosa

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24 day of October, 2024, and is personally known to me, or has provided as identification.

  
Notary Public

My Commission expires: 24 May 2026

END OF SECTION

JORDAN ES WEBB  
NOTARY PUBLIC  
STATE OF FLORIDA  
NO. HH 274150  
COMMISSION EXPIRES MAY. 26, 2026

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 3**  
**DRUG-FREE WORKPLACE CERTIFICATION**

The below signed submitter certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Dalton Brothers Inc.

ADDRESS: PO Box 426

CITY: Fort Walton Beach STATE: FL ZIP CODE: 32549

TELEPHONE NUMBER: 850-226-8333

SIGNATURE:  DATE: 6/24/24

NAME (TYPED OR PRINTED): Michael Dalton

TITLE: Vice President

END OF SECTION



# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we  
**Dalton Brothers, Inc.**

**P.O. Box 426, Fort Walton Beach, FL 32549**

as Principal, hereinafter called the Principal, and

**The Gray Casualty & Surety Company**

**P.O. Box 6202, Metairie, LA 70009-6202**

a corporation duly organized under the laws of the State of LA as Surety, hereinafter called the Surety, are held and firmly bound unto

**City of Destin**

**4200 Indian Bayou Trail, Destin, FL 32541**

as Obligee, hereinafter called the Obligee, in the sum of **FIVE** Percent of the amount bid

Dollars (\$ )

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

**RFB No. 24-07 REC Annex Pickleball Court (Phase 1A-B) Project; Destin, FL**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee 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.

Signed and sealed this 24 day of October, 2024.

Dalton Brothers, Inc.

(Principal)

(Seal)

(Witness)

Jacob Dalton, Director

The Gray Casualty & Surety Company

(Surety)

(Seal)

(Witness)

L. Dale Waldorff

Attorney-in Fact & FL Resident Agent

# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we  
**Dalton Brothers, Inc.**

**P.O. Box 426, Fort Walton Beach, FL 32549**

as Principal, hereinafter called the Principal, and

**The Gray Casualty & Surety Company**

**P.O. Box 6202, Metairie, LA 70009-6202**

a corporation duly organized under the laws of the State of LA as Surety, hereinafter called the Surety, are held and firmly bound unto

**City of Destin**

**4200 Indian Bayou Trail, Destin, FL 32541**

as Oblige, hereinafter called the Oblige, in the sum of **FIVE** Percent of the amount bid

Dollars (\$ )

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

**RFB No. 24-07 REC Annex Pickleball Court (Phase 1A-B) Project; Destin, FL**

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige 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.

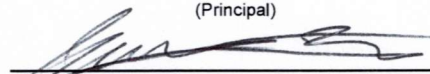
Signed and sealed this 24 day of October, 2024.

Dalton Brothers, Inc.

(Principal)

(Seal)

(Witness)

  
Jacob Dalton, Director

The Gray Casualty & Surety Company

(Surety)

(Seal)

  
L. Dale Waldorff

Attorney-in Fact & FL Resident Agent



**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** TBD

**Principal:** Dalton Brothers, Inc.

**Project:** RFB No. 24-07 REC Annex Pickleball Court (Phase 1A-B) Project; Destin, FL

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Heather Hudgins, Benjamin H. French, Rebekah F. Sharp, L. Dale Waldorff, K. Wayne Walker, Trava Ridlon, Ronald J. Hays, and Paul A. Locascio of Fort Walton Beach, Florida jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 24 day of October, 2024.

*Mark S. Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 24 day of October, 2024.

*Leigh Anne Henican*



**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 5**  
**ANTI-HUMAN TRAFFICKING AFFIDAVIT**

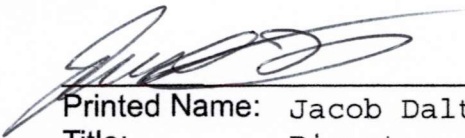
**DIRECTIONS:** All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with the City of Destin must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.

I Jacob Dalton (insert name) as Director  
(insert title) on behalf of Dalton Brothers Inc. (insert entity name)  
under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. Dalton Brothers Inc. (insert entity name) does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
3. More particularly, Dalton Brothers Inc. (insert entity name) does not participate in any of the following actions:
  - a. Using or threatening to use physical force against any person;
  - b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
  - c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
  - d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
  - e. Causing or threatening to cause financial harm to any person;
  - f. Enticing or luring any person by fraud or deceit; or
  - g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.



FURTHER AFFIANT SAYETH NAUGHT.

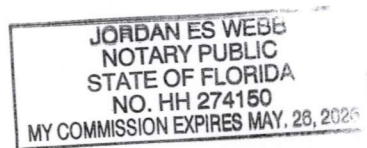
  
Printed Name: Jacob Dalton  
Title: Director  
Nongovernmental entity: Dalton Brothers Inc.  
Date: 10/24/24

STATE OF Florida  
COUNTY OF Okaloosa

SWORN TO AND SUBSCRIBED before me X in person or \_\_\_\_\_ remote notarization  
by Jacob Dalton as Director on behalf of  
Dalton Brothers, Inc., who is personally known to me  
or who produced personally known as identification this 24  
day of October, 2024.

  
Notary Public

(Notary Seal)



**RFP NO. 24-07-REC  
ATTACHMENT NO. 6  
ANTI-COLLUSION STATEMENT**

**ANTI-COLLUSION STATEMENT:**

The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Dalton Brothers Inc.

Bidder's Company Name

PO Box 426

Fort Walton Beach  
Florida 32549

Address

850-226-8333

Phone #

26-0714266

Federal ID # or SS #



Authorized Signature

Michael Dalton

Authorized Signatory (Print Name)

Vice- President

Title

N/A

Fax #



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
M.E. Wilson Company LLC  
Waldorff Insurance & Bonding  
45 Eglin Parkway NE Ste 202  
Fort Walton Beach FL 32548

**CONTACT NAME:** Dale Waldorff  
**PHONE (A/C, No, Ext):** 850-581-4925 **FAX (A/C, No):** 850-581-4930  
**E-MAIL ADDRESS:** receptionist@waldorffinsurance.com

**INSURED**  
Dalton Brothers, Inc.  
P.O. Box 426  
Fort Walton Beach FL 32549

DALT-02

| INSURER(S) AFFORDING COVERAGE |                              | NAIC # |
|-------------------------------|------------------------------|--------|
| INSURER A :                   | National Builders Ins. Co.   | 16632  |
| INSURER B :                   | Federal Insurance Company    | 20281  |
| INSURER C :                   | Western World Ins. Co.       | 13196  |
| INSURER D :                   | Scottsdale Insurance Company | 41297  |
| INSURER E :                   |                              |        |
| INSURER F :                   |                              |        |

**COVERAGES****CERTIFICATE NUMBER:** 1931021731**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                       | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                         |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y         | Y        | NPP8994719     | 12/7/2023               | 12/7/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                       |           |          |                |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                          |
| D        | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                        |           |          | CXS4014201-01  | 12/7/2023               | 12/7/2024               | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000<br>\$                                                                                                                                                                                   |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                           | Y/N       | N/A      | WCV 0094630 13 | 12/7/2023               | 12/7/2024               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                       |
| B        | Equipment Floater                                                                                                                                                                                                                                                                                       |           |          | 45472493       | 5/18/2024               | 5/18/2025               | Leased/Rented Equip: 100,000<br>Scheduled Equip: 28,000<br>Deductible: 1,000                                                                                                                                                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: BD # TB AP 61-24 Expansion of parking lot and parking lot lights, ADA Bathrooms, Bus Station Building, and pedestrian walkways and gates. Certificate Holder and Mott MacDonald Florida LLC are listed as Additional Insured, when required by written contract, as pertains to General Liability. Waiver of Subrogation applies when required by written contract in favor of the Certificate Holder as respects to General Liability & Workers Compensation

**CERTIFICATE HOLDER**

Okaloosa County Board of County Commissioners  
5479A Old Bethel Rd.  
Crestview FL 32536

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**DALTON, JACOB SAXON**

DALTON BROTHERS INC  
103 MEIGS DRIVE  
SHALIMAR FL 32579

**LICENSE NUMBER: CGC1514857**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 07/26/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





## ADDENDUM NO. 1

### CITY OF DESTIN, FLORIDA REQUEST FOR BIDS RFB NO. 24-07-REC ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT

OCTOBER 15, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFB and is hereby made a part of the proposal documents. Per the RFB, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFB NO. 24-07-REC. As per the City's standard practice, the City is furnishing the responses below to these questions.

**Question:** The limits of Phase 1 show four (EA) shade structures, as seen on sheet C03. The written scope in the bid solicitation mentions just two (EA) shade structures. If only two are desired, which two? Please advise.

**Response:** Conceptually there are two distinct types of shade structures in consideration for the long-term development of this site: A) larger, singular shade structures covering entire court playing area (reference PICKLEBALL COURT COVER DETAIL, Sheet C09), and B) smaller, adjacent, off-court, dual-covering, cantilever shade structures with benches to serve as a waiting/watching area. For the purpose of this solicitation, the scope of Phase 1B includes the installation of two (2) of the latter (adjacent, off-court) shade structures (one on the east and another on the west of the Phase 1 courts). Photo shown below for design concept/intent.



**Question:** I could not seem to find the specifications on the two (2) Shade structures for Phase 1. Would you be able to help with the specifications? I couldn't find size, height, and type desired.

**Response:** See response to previous question for details. For pricing purposes and clarity of understanding, potential vendors, products, and/or equipment may be articulated in your proposal to this solicitation.

**Question:** Sheet E01; Pole installation detail; shows a 48" concrete pole base. Is this detail showing pole bases for the pickleball court lighting? Is the pole base size shown correct for a 23' light pole?

**Response:** The concrete pole base depth, shown on the "POLE INSTALLATION DETAIL" on Sheet C01, as installed from the (above-ground) finished court level to its (below-ground) base, shall be increased from 48" to 60".

**Question:** What is the desired finish for pickleball court perimeter? A concrete ribbon curb encasing the asphalt and fencing? Please advise.

**Response:** The perimeter of the pickleball court shall be constructed as an extension of the pickleball court itself (see PICKLEBALL COURT & MULTI-USE COURT PAVEMENT SECTION [detail] on Sheet C08). It shall extend either to the nearest newly constructed concrete sidewalk/walkway/rest area (leaving no unimproved surface between the court and the concrete) or 6 IN. beyond the newly constructed fence line, as applicable. Any area outside this shall be grassed.

**Question:** Sheet E01; Electrical pull box detail shows a 37 5/8" x 26" x 24 1/2" hand hole. Is this the correct size? This is a large, expensive hand hole, and we would like to verify that size is required.

**Response:** The dimensions of the ELECTRICAL PULL BOX DETAIL on Sheet E01, specifically for lighting handholes, shall be reduced to 12"x12"x12".

**Question:** Sheet E01; Power riser; Shows a single run of 3 x 3/0 THHN cu run in 2" PVC conduit from the FP&L provided power pedestal to the new 200-amp meter. Then shows 2 runs, (parallel), 3 x 350THHN cu in 2 1/2" PVC from the meter to the panel. Is the run from the meter to panel PB1 shown correctly? Parallel 350 THHN is good for 620-amps on the 75 degree column on the allowable ampacities chart in the NEC code book. This run is feeding a 200-amp panel.

**Response:** The 2 RUNS OF 3#350 IN 2-1/2" C, shown between the NEW UTILITY METER AND PB1 on Sheet E01, shall be revised (and thus reduced) to 1 RUN OF 3#3/0 IN 2" C.

**Question:** Sheet E04 has a note which states; Provide NEMA 3R contactor. Size as required. The requirements are for phase 1 of the project only. Does this contactor need to be sized for all lighting in all phases shown? Or for phase 1 lighting only?

**Response:** The NEMA 3R CONTACTOR, identified in the notes adjacent to PANEL PB1 of Sheet E04, shall be sized to accommodate the lighting requirements of ALL phases (i.e. current [Phase 1A/B] and future [Phases 2-7]).

**Question:** Sheet C05; Fire District Notes; Which states, a rapid entry box, (knox box), is required. Is a fire alarm system required? Is the fire alarm existing or completely new? Is the fire alarm part



of the existing structure, or part of the new bathroom? If part of the new, "Pre-fab", bathroom, do the fire alarm wiring and devices come already installed, (Pre-fabbed)? If part of the, "pre-fab", bathroom, is there an existing system in the existing structure that we need to tie into? If so, can info be provided for the existing fire alarm? (Brand, monitoring company)

Response: This project's scope does not include any fire alarm system.

**Question:** Does the City of Destin intend on supplying the restroom facility (CXT Precast Products BLDG No. CR-1560) and contractor install?

Response: The City of Destin will furnish the bathroom facility (CXT Precast Products BLDG No. CR-1560) to the contractor, which the contractor shall install.

**Question:** Sheet C05 is drawn to show new gravel drive/parking, but notated (PH7) is this work to be included in the current bid package? PHIA Sheet C04 mentions gravel parking. Please advise.

Response: The entirety of the TEMPORARY GRAVEL PARKING area, identified in Sheet C05, shall be included in the scope of Phase 1A. For clarification, that same area shall receive permanent improvements at a later time (i.e. Phase 7) and is not a part of this solicitation.

**Question:** Notes on Sheet C07 (note 8), says City of Destin Parks & Rec to install irrigation after construction. The bid tabulation sheet also has a line item for irrigation item number 5.5 under miscellaneous. If contractors are to provide, please show scope limits of desired irrigated areas for this phase and irrigation meter size desire for park.

Response: Landscape Note #8 (Sheet C07) is accurate. "Irrigation within the proposed limits shall be designed and constructed by the City of Destin Parks & Recreation after construction is complete."

**Question:** Sheet C05 shows 2" WSC feeding the restroom past the meter, but the bid tabulation sheet number 4.1 is requesting 1". It is assumed 1" water line is desired. Please advise.

Response: 2" WSC, identified in Sheet C05, shall be revised (and thus reduced) to a 1" WSC (to match the Price Proposal Sheet).

The bid opening date for 24-07-REC remains October 24, 2024 at 2:00 P.M. (CST)

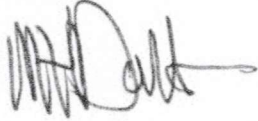
**END OF ADDENDUM NO. 1**

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum No. 1 is hereby acknowledged:

Michael Dalton

Print Name

A handwritten signature in dark ink, appearing to read 'Michael Dalton', written over a horizontal line.

Signature

10/23/24

Date



**CITY OF DESTIN, FLORIDA**

**REQUEST FOR BIDS  
RFB NO. 24-07-REC**

**ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**



City of Destin, Florida  
September 19, 2024

A handwritten signature in black ink, appearing to read "Larry Jones", is written over a horizontal line.

Larry Jones, Interim City Manager  
Phone (850) 837-4242  
4200 Indian Bayou Trail  
Destin, Florida 32541

**REQUEST FOR BIDS  
RFB NO. 24-07-REC  
ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**

**CITY OF DESTIN, FLORIDA**

The City of Destin will receive sealed competitive proposals for the construction of four (4) pickleball courts (Phase 1, Phase 1A, and Phase 1B). The project is located in the City of Destin at 4100 Indian Bayou Trail.

As outlined in the project design plans, this project shall include, but may not be limited to, clearing and grubbing of existing area and improvements including the construction of four (4) pickleball courts, court lighting, a restroom facility, pedestrian paths, temporary gravel parking, two (2) shade structures, and pavement restriping.

Project plans and specifications, and submittal requirements can be obtained from the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541. Proposal submissions must be received by the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, in a sealed envelope clearly marked **“RFB NO. 24-07-REC - ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT”**, **along with the name, return address and telephone number of the submitter, no later than 2:00 p.m. CDT, on October 24, 2024** at which time they will be opened. The City reserves the right to reject any and all submittals or portions thereof, to waive minor defects and informalities in the process, to accept the Bid(s) or take any other actions deemed by the City to be in the City's best interest.

Larry Jones  
Interim City Manager

**REQUEST FOR BIDS**  
**RFB NO. 24-07-REC**  
**ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**

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**REQUEST FOR BIDS**  
**RFB NO. 24-07-REC**  
**ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**

|      |                                                 |    |
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**1.0 INTRODUCTION**

The City of Destin is issuing a Request for Bids (RFB) to secure proposals from qualified contractors for the construction of four (4) pickleball courts (Phase 1, Phase 1A, and Phase 1B). The project is located in the City of Destin at 4100 Indian Bayou Trail.

It is the responsive bidder's responsibility to read and understand the requirements of this Request for Bids. Responsive bidders are required to state exactly what they intend to furnish the City of Destin via this solicitation and must indicate any variances to the terms, conditions and specifications of this proposal, no matter how slight. If variations are not stated in the proposal, it shall be construed that the proposal fully complies with all conditions identified in this proposal.

Before submitting a proposal, each responsive bidder will, at bidder's own expenses, make or obtain any additional examinations, investigations and studies, and obtain any additional information and data that may affect costs, permitting, progress, performance of furnishing of the project and that the responsive bidder deems necessary to determine its proposal.

Responsive bidder will examine all documents included in this RFB carefully and shall make a written request to the City's authorized representative for interpretation or correction of any ambiguity, inconsistently, or error herein.

Any interpretation or correction will be issued by the City as an addendum to the RFB. Only a written interpretation or correction by addendum shall be binding. Responsive bidders are cautioned against relying up on any interpretation or correction given by any other method.

The submission of a proposal shall not be deemed an agreement between the responsive bidder and the City. The proposal is a contractual offer by the responsive bidder to perform services in accordance with the proposal. The City shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.

**2.0 INSTRUCTION TO RESPONDENTS**

- A. The City of Destin will accept RFB responses until October 24, 2024 no later than 2:00 p.m. (CDT) at City Clerk's Office located at City Hall, 4200 Indian Trail Bayou Destin FL. 32541, to provide the City with Qualified Respondents for RFB NO. 24-07-REC, ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT.
- B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the responsive bidder to have their RFB submittal delivered to City Clerk's Office for receipt on or before the above stated time and date. RFB responses which arrive after the above stated deadline as a result of delay by the mail service shall not be considered, and arrangements shall be made for their return at

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the responsive bidder's request and expense. The City reserves the right to consider submittals that have been determined by the City to be received late due solely to mishandling by the City after receipt of the RFB and prior to the award being made.

- C. All RFB's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **October 24, 2024 2:00 p.m. (CDT)**. All responsive bidders or their representatives are invited to be present. The City Hall Boardroom is located at 4200 Indian Bayou Trail Destin, FL 32541.
- D. Respondents may request information regarding the RFB in writing from City Clerk Rey Bailey, clerk@cityofdestin.com. Such a request shall be received in writing at least five (5) business days prior to the submittal deadline.
- E. If any addendum(s) are issued to this RFB, the City will attempt to notify all prospective respondents. It shall be the responsibility of each respondent, prior to submitting the RFB response, to contact the City Clerk's Office, at (850) 837-4242 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFB response.
- F. **One (1) original, so designated, and seven (7) copies (for a total of eight (8) submissions), and one (1) digital copy on a USB Thumb Drive of the RFB responses shall be submitted in a sealed package clearly marked on the outside "RFB NO. 24-07-REC, ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT " and addressed: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541.**
- G. Complete and submit Responsive Bidder Qualification Statement, form herein as an attachment. Clearly indicate the legal name, address and telephone number of the responsive bidder. Responses shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the responsive bidder to the submitted RFB. Responsive bidders must note their Federal Employer Identification Number (FEIN) on their RFB submittal.
- H. Submissions shall be portrait orientation, "8 1/2 X 11" where practical and double-sided. One sheet of paper printed on both sides is considered 2 pages.
- I. All expenses for making RFB submittals to the city are to be borne by the responsive bidder.
- J. Responses shall be evaluated by the Bid Committee based on all information submitted and a ranked list of responsive bidders will be submitted to the City Council for approval. Responsive bidders may be required to provide a presentation at a City Council meeting.

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- K. The Bid Committee shall consist of City of Destin staff members.
- L. Each responsive bidder, by submission of a proposal, acknowledges that in the event of any legal action challenging the award of the RFB; damages, if any, shall be limited to the actual cost of the preparation of the RFB.
- M. Procurement Schedule

| Tasks                                     | Date               |
|-------------------------------------------|--------------------|
| RFB issued                                | September 19, 2024 |
| Last day for questions to be submitted    | October 11, 2024   |
| Due Date/Bid Opening                      | October 24, 2024   |
| Tentative Date - Bid Committee Evaluation | November 7, 2024   |
| Tentative Date – City Council Meeting     | November 18, 2024  |
| Tentative Date- Execution of Contract     | December 13, 2024  |
| Tentative Date -Notice of Award           | December 13, 2024  |
| Tentative Date- Notice to Proceed         | December 17, 2024  |

### **3.0 GENERAL CONDITIONS**

#### **3.1 Project Description**

Details of the proposed work are provided in the engineering drawings and specifications, (see technical attachments including all addendums) All work shall be completed as shown in the construction documents and in accordance with applicable federal, state, and local codes and regulations.

The general description of work shall include, but may not be limited to:

- a. Construction of four (4) pickleball courts
- b. Pavement restriping
- c. Stormwater Improvements
- d. Construction of restroom facility
- e. Court lighting
- f. Pedestrian Paths
- g. Temporary Gravel Parking
- h. Two (2) shade structures

The construction costs of the project include project inspection fees and monitoring reports, site work, demolition and removal, and construction is estimated to be approximately \$400,000. Contractor is responsible for obtaining all necessary governmental agency permits. All permitting costs are to be included in the base offer including permit related signage.



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### **3.2 Project Schedule**

Final Completion Deadline is December 31, 2025. Contractor shall reach substantial completion for all work sixty (60) days prior to final completion. The time stated for completion shall include final cleanup of the premises. Extensions of contract time for delays caused by the effects of inclement weather are justified only when rain or other inclement weather conditions or related adverse soil conditions prevent the Contractor from productively performing controlling items of work resulting in:

The Contractor being unable to work at least 50% of the normal workday on predetermined controlling work items; or

The Contractor must make major repairs to work damaged by weather, providing the damage was not attributable to a failure to perform or neglect by the Contractor.

| <b>ESTIMATED PROJECT SCHEDULE</b> |                                        |
|-----------------------------------|----------------------------------------|
| <b>Tasks</b>                      | <b>Date</b>                            |
| Permitting                        | January 2025                           |
| Begin Construction                | March 1, 2025                          |
| Substantial completion date       | 60 Days Prior to Complete Construction |
| Complete Construction             | December 31, 2025                      |

## **4.0 CONTRACTOR REQUIREMENTS**

City of Destin is seeking an independent general contractor (including all necessary independent subcontractors) with all applicable licenses for work on this project.

### **4.1 Independent Contractor**

An Agreement resulting from this solicitation does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the Bidder is an independent contractor under this Agreement and not the City's employee for any purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Worker's Compensation Act, and the State Unemployment Insurance law. The Bidder shall retain sole and absolute discretion in the judgment of the manner and means of carrying out Bidder's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under any potential Agreement shall be those of Bidder, which policies of Bidder shall not conflict with City, State, or United States policies, rules or regulations relating to the use of Bidder's funds provided for herein. The Bidder agrees that it is a separate and independent enterprise from the

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City, that it had full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. Any potential Agreement shall not be construed as creating any joint employment relationship between the Bidder and the City and the City will not be liable for any obligation incurred by Bidder, including but not limited to unpaid minimum wages and/or overtime premiums.

#### **4.2 License Requirements**

Provide all applicable contractor licenses: including license name, license numbers and contact information. Contractor must be Florida State Certified or possess an Okaloosa County Competency License <http://www.co.okaloosa.fl.us/gm/licensing>.

Contractor must also be registered in the City of Destin  
<https://www.cityofdestin.com/DocumentCenter/View/12259/Contractor-Packet>.

#### **4.3 Insurance Requirements**

Respondent, contractor and/or sub-contractors (used interchangeably) shall, at its expense, procure and maintain at a minimum for the duration of the project and through the period as stated in the Construction Contract, the types and amounts of insurance described below or as otherwise requirement by state and federal law:

- a. Workers' Compensation and Employers Liability Insurance: Shall carry Workers' Compensation Insurance in accordance with the laws of the State of Florida and in the amounts sufficient to secure the benefits of the Florida Workmen's Compensation Law for all types of employees, including those of subcontractors. Any Florida State or County Licensed contractor who performs any type of marine construction work as defined in FAC 61G4015.033, must maintain applicable workers' and general liability insurance as required by state and federal law, including but not limited to the provisions of the Longshore and Harbor Workers' Compensation Act.
- b. General Liability Insurance: General Liability Insurance with a minimum liability insurance requirement of \$1,000,000 for combined single limit.
- c. Respondent shall produce proof of insurance in the types and amounts required by the city, state, and federal regulations, including the foregoing and any additional coverages, including Automobile Liability and or Builder's Risk Insurance, as may be defined at the time of contract. The city shall be named as an additional insured party and all binders, policies or certificates of insurance shall include a provision that such insurance coverage shall not be cancelled or amended without at least thirty days' notice to the city. All

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coverage shall be with carriers doing business in the State of Florida. Carriers shall be A rated (or better) by AM Best Company. City reserves the right to modify its insurance requirements with 60 days' notice

#### **4.4 Bonding Requirements**

a. Bid Bond Security

All bidders shall furnish with their bids a bid bond. Said bid bond shall be issued by a surety duly authorized to conduct business in the State of Florida and shall be in the amount of five percent (5%) of the total amount of the bid. Bid security is submitted as a guarantee that the Bidder, if awarded the Contract, will promptly execute such Contract in accordance with the Bid and in the manner and form required as defined by the Contract Documents. The Bidder must be named as the principal of the bond. Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

b. Performance and Payment Bond

The bidder to whom the Contract is awarded shall furnish to the City, without extra compensation, and shall maintain in effect throughout the life of the Contract, and for the duration of the period described in the bond, acceptable Performance and Payment bonds in sums at least equal to 100% of the full amount of the Contract, conditioned to indemnify and save harmless the City from and against any loss, damage, or expense ensuing from failure on the part of the Contractor to faithfully and properly perform the Contract or to promptly pay all its subcontractors, suppliers, materialmen or laborers for work completed on the Project.

The required forms for the performance and payment bonds are included in these Instructions. If within ten (10) calendar days after the acceptance of the bid, the successful bidder shall refuse or neglect to execute the contract and to furnish the required performance and payment bonds properly signed by the bidder and the surety or sureties satisfactorily to the owner, the bidder shall be deemed to be in default and the owner will retain the Bid Bond Security as liquidated damages, but not as a penalty. The owner reserves the option to accept the bid of any of the other bidder within ten (10) calendar days from default, in which case such acceptance shall have the same effect on such bidder as though he were the original, successful bidder.

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#### **4.5 Permitting Requirements**

Contractor is required to obtain all required permits prior to the start of construction.

- a. City of Destin Site & Building Permit
- b. City of Destin Trade Permits (e.g. electrical, plumbing, etc.)
- c. Any and all other applicable and/or required federal, state, and local permits

#### **4.6 Codes and Standards**

All project work shall be done in accordance with all applicable Federal, State, and local codes and standards which include, Florida State Building Codes, City Codes and Ordinances, Approved Development Order and Manufacturers Recommendations.

### **5.0 CONSTRUCTION CONSIDERATIONS**

Project implementation for this scope of work under this RFB includes all labor, materials, equipment and services required for construction including any permitting, compliance with all federal, state and local codes and construction of the project. All new construction shall be completed as indicated in the construction documents. All work shall meet City standards and be performed to the satisfaction of the City Engineer or his designee. All materials and equipment shall be subject to inspection by the City prior to incorporation into the final work.

#### **5.1 Subcontractor(s)**

Unless otherwise stated in the contract documents or the bidding requirements, the contractor, as soon as practicable after award of the contract, shall furnish in writing to the City the names of persons or entities, including those who are to furnish materials or equipment fabricated to a special design, proposed for each principal portion of the Work. The City will promptly inform the bidder in writing whether it has reasonable objection to any such proposed person or entity. The City may consider the use of any particular subcontractor when evaluating whether a bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

#### **5.2 Notice to Proceed**

The City shall issue a signed Purchase order and official Notice to Proceed for the services referenced in this RFB and resulting contract. The Notice to Proceed shall be sent via facsimile or email. Under no circumstances shall the City be liable for any services rendered unless the



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written Notice to Proceed has been sent and received by the Contractor(s). The Contractor(s) must acknowledge receipt of the written Notice to Proceed.

The services shall commence upon written Notice to Proceed from the City, and the project shall be completed in accordance with the project schedule.

### **5.3 Changes in Scope of Work**

- a. "Additional work" shall be defined as work that results from a change or alteration in plans concerning the scope of work of the contract, or added work necessary to meet the performance goals of the scope of work.
- b. "Extra work" shall be defined as work not required under the scope of work of the contract, is something done or furnished beyond the requirements of the contract, and is entirely outside and independent of the scope of work and not contemplated by it.
- c. "Change Order" shall be defined as a written instrument prepared by and signed by the City and Bidder, stating the specific agreement upon all of the following: the change in the scope of work, the amount of the adjustment, if any, to the contract price, and the adjustment, if any, to the contract completion time.
- d. No claim for additional or extra work will be considered or paid by the City unless a request for a Change Order is first submitted in writing by the Bidder and authorized by the City as a Change Order.
- e. All change orders shall be considered a written addendum to the Contract.

### **5.4 Site Preparation**

- a. Clearing and Grubbing: All clearing, and grubbing shall be completed to limits shown in the construction documents and in accordance with applicable local, State and Federal ordinances/regulations.
- b. Erosion Control: Erosion control devices shall be installed as shown in the construction documents. The contractor shall maintain all devices throughout the life of the contract.
- c. Tree Protection: Those trees identified to remain at the completion of the project will be protected with orange construction fencing (or equivalent) throughout the duration of the project. The tree protection area is defined as a ring of fencing with a radius of 1' for every 1" of trunk diameter measured at 4.5' above ground level. Those hardscaped items to be removed during the demolition phase will have the tree protection added immediately after removal. Exceptions to this rule must be approved by the Project Manager in writing.
- d. Public Infrastructure and Accesses: Contractor will be responsible for any damages to publicly owned infrastructure to include sidewalks, curb and gutter, storm sewer inlets/grates, manholes, pipes, etc. Repair or replacement of these items will adhere to Florida Department of Transportation (FDOT), City of Destin, and Destin Water Users standards as applicable.

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- e. Access Control: Contractor will provide for 6' temporary chain-link fencing and gates with opaque screening to be placed around the perimeter of the site for the purpose of limiting access to only employees of the contractor, subcontractors, city employees/inspectors, utility personnel, etc. Any gates will be secured with padlocks to which the City will be given six (6) keys. Screening will be green mesh (or equivalent) and will extend from the bottom of the fencing to the top.
- f. Hours of Operation: Contractor will limit times of activity to 6am to 6pm Monday through Sunday, in accordance with the City's Noise Ordinance. No construction activity shall take place on federally recognized Holidays. City of Destin reserves the right to direct the contractor as to specific days when work will be allowed.

### **5.5 Schedule for Delivery of Materials**

The successful respondent shall be responsible for receiving all materials delivered.

### **5.6 Waste Disposal**

Contractor shall be responsible for disposal of all waste and debris.

### **5.7 Site Utilities**

All site utilities (Electrical, Potable Water, Wastewater, and Storm Drainage/Stormwater) shall be installed as indicated in the construction documents and shall comply with all applicable local, State and Federal codes and regulations in terms of material quality and workmanship. The contractor shall obtain all required permits prior to starting work.

### **5.8 Material Data**

- a. United States-Produced Iron and Steel (s. 255.0993, Fla. Stat.) - Any iron or steel product permanently incorporated into the project must be produced in the United States

### **5.9 Construction Administration & Management**

- a. Identify a Construction/ Quality Assurance Supervisor. Providing their name(s), qualifications including a minimum of five (5) years of experience on similar scope and magnitude projects.
- b. Construction/Quality Assurance Supervisor to provide construction coordination and is responsible for communicating with City of Destin project manager, other

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contractors; provides directives to sub-contractors and attends scheduled construction meetings on site, and review of all project billing.

- If named individual is replaced during construction period, replacement will require approval of same or greater credentials and experience level initially proposed prior to replacements' start of work.
- Named individual is to provide input to reports and meeting minutes with City of Destin, and other contractors.
- Responsible for quality control of project and addressing areas that may affect the quality of the project's final product and identify inspection procedures to ensure poor quality issues do not occur.
- Construction and Quality Assurance Supervisor shall be responsible for overall project construction quality control, inspection/field condition reports, weekly progress reports, project photographs, project schedule coordination, inspection scheduling, and schedule and attend biweekly construction progress meetings with City and other designees

#### **5.10 Inspection, Acceptance, and Title**

Inspection and acceptance will be at destination unless otherwise stipulated by the City. Title and risk of loss or damage to all items shall be the responsibility of the shipper (vendor) until accepted by the using department of the City, unless loss of damage results from negligence by the City or its Departments.

#### **5.11 Disputes**

In case of any doubt or differences of opinion as to the items to be furnished pursuant to the specifications of this Invitation to Bid, the decision of the City Manager shall be final and binding on both parties.

#### **5.12 Payments Withheld**

The City may withhold such amounts from any payment as may be necessary to protect itself from loss on account of:

- a. Damage to adjacent property or right(s)-of-way(s)
- b. Defective work not remedied;
- c. Claims filed or reasonable evidence indicating probable filing of claims;
- d. Failure of the Contractor to make payments properly to subcontractors or for material or labor;

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- e. A reasonable doubt that the contract can be completed for the balance then unpaid;
- f. Damage to another contractor;
- g. Failure to submit required reports; or
- h. Modifications of the contract which necessitate the execution of change orders prior to payment of funds.

**5.13 Temporary Suspension of Work**

The City shall have the authority to suspend the work wholly or in part as it may deem appropriate where the Contractor fails to perform the work in accordance with plans and specifications.

- a. In the event that the City suspends the work as a result of the failure of the Contractor to comply with plans and specifications, the Contractor shall not be entitled to assert claims for additional time and/or money to complete the project and shall remain liable for satisfactory completion of the contract within the contract time.
- b. An order to suspend the work for periods exceeding one calendar day shall be in writing and shall include specific reason for the suspension.

**5.14 Warranty Submittal Requirements**

- a. For all major pieces of equipment, submit a warranty from the equipment manufacturer. The manufacturer's warranty period shall be concurrent with the Contractor's for one (1) year, unless otherwise specified, commencing at the time of final acceptance by the Owner.
- b. The City reserves the right to request warranties for equipment not classified as major. The Contractor shall still warrant equipment not considered to be "major" in the Contractor's one-year warranty period even though certificates of warranty may not be required.
- c. In the event that the equipment manufacturer or supplier is unwilling to provide a one (1) year warranty commencing at the start of the Correction Period, the Contractor shall obtain from the manufacturer a two (2) year warranty commencing at the time of equipment delivery to the job site. This two (2) year warranty from the manufacturer shall not relieve the Contractor of the one (1) year warranty.
- d. The City shall incur no labor or equipment cost during the guarantee period.
- e. Guarantee shall cover all necessary labor, equipment and replacement parts resulting from faulty or inadequate equipment design, improper assembly or erection, defective workmanship and materials, leakage, breakage or other failure of all equipment and components furnished by the manufacturer.



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**5.15 Defective Work**

All work completed by the Bidder at any time during the progress of the work shall be subject to the inspection by the City, who shall have full power to accept or reject any part thereof.

The Bidder shall remedy any defective or unsatisfactory work at no additional cost to the City. In the event the Bidder fails to initiate corrections within forty-eight (48) hours after written notice, the City shall have full right to have same done and to bill the Bidder for cost thereof.

**5.16 Project Close-out**

Upon notice from the Bidder that work is completed in accordance with the specifications, the City shall make a final inspection of the work. The Bidder will be notified of all instances where his work fails to comply with the specifications. The Bidder shall immediately make those alterations which will make the work fully comply with the specifications. The Bidder shall immediately correct or complete all issues as well as defects that were identified by the City or his/her representative. Upon completion of the repair work the Bidder shall notify the City when it is ready for inspection. The City shall make a final inspection of the work and notify the Bidder of any necessary repair work that is not completed. The Bidder shall immediately complete all incomplete work and arrange for re-inspection.

**In order to accept project as final the following must occur:**

- a. Completion of the punch list.
- b. Acceptance and occupancy of the project.
- c. Submission and approval of final invoice.
- d. Submission of all product warranties and operating manuals.
- e. Successful Final Completion inspection by the City of Destin, including all Certificate of Occupancy and/or Certificate of Completion requirements.
- f. Provide accurate construction As-Built drawings representing final installation. Provide surveyed As-Built drawings for underground utilities. Provide As-Built information to City of Destin Engineer for review and approval prior to final approval.
- g. Receipt of two (2) hardcopy as-built drawings, stamped by contractor as “As-Built”, in addition to both AutoCAD and PDF electronic versions on a flash drive.
- h. Provide at close of project, all Operations and Maintenance Manuals that include all information and warranties. Provide two (2) copies and an electronic copy in PDF format, on same flash drive.
- i. Provide written warranties covering quality of labor and installation of all products/materials.
- j. All final project submittals are required to be on flash drive format. Documents can be submitted as PDF files.

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Any documents prepared by the construction team for this project are for the City of Destin's use. City of Destin shall have sole ownership of such documents to include making reproducible copies for its use and information in connection with follow-up contracts for design services, further planning, construction, or for permitting uses.

## **6.0 EVALUATION OF RESPONSES**

### **6.1 Selection Process**

In general, the City will conduct the selection process in accordance with this Section and all applicable City purchasing policies and procedures.

### **6.2 Scoring**

The criteria to determine the lowest, best responsive, and responsible bidder, is listed numerically below by their relative order of importance.

| <b>EVALUATION CRITERIA</b>                 | <b>POINTS</b> |
|--------------------------------------------|---------------|
| Price Proposal                             | 40            |
| Qualifications/Experience/Past Performance | 20            |
| Project Approach                           | 20            |
| Past Performance                           | 20            |
| <b>TOTAL</b>                               | <b>100</b>    |

### **6.3 Criteria Descriptions**

a. Price Proposal

- Costs will be evaluated based on the items outlined in the scope of work and price proposal submission requirements.
- Are costs reasonable compared to the work performed? Are assumptions used in developing costs reasonable?
- Did responsive bidder provide all the requested cost information?
- How competitive is the price proposal compared to the others received?

b. Qualifications and Experience

- Does the contractor have the experience necessary to carry out the specific work for this project? Does the contractor have experience with similar projects?
- Does the background and qualifications of individual key team members provide proven technical, operational, and managerial experience needed to handle the proposed project? Are the company structure and the relation of the project team clearly shown?
- Do financial qualifications clearly demonstrate financial stability of the company?

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c. Project Approach and Performance Differentiators

- Does the submittal include detailed information that demonstrates the responsive bidder's understanding of the scope of work and how they intend to meet the objectives of the project?
- Does submittal demonstrate the firm's ability to manage existing budgets and implement cost controls throughout a project?
- Has responsive bidder demonstrated knowledge of local site conditions and applicable requirements? Does submittal contain approach to receiving permitting and maintaining the original construction scheduled as provided for in the scope of work?
- Is project approach specific, describing the means and methods of accomplishing the work. Does it identify any key issues on the project and/or propose some potential solutions?
- Does contractors schedule and availability practical and meet project requirements?

d. Past Performance

- Do past performance evaluations and/or past performance information provided reflect a trend of satisfactory performance?
- Basis of evaluation:
- A pattern of successful completion of work
- A pattern of work identical to, similar to, or related to the work the project requires.
- Ability shown, through workmanship provided on other projects.
- Do references demonstrate the company's quality of work?

## **7.0 SUBMITTAL REQUIREMENTS**

### **7.1 No Contact Clause**

All prospective responsive bidders are hereby instructed to not contact any member of the Destin City Council, City Manager, or City of Destin staff member other than the authorized city contact person identified below, regarding this solicitation or the responsive bidder's submittal package. In order to ensure a fair, competitive, and open process, once a project is advertised all communications between interested responsive bidder and the City must be directed to:

City Clerk Rey Bailey  
City of Destin  
4200 Indian Bayou Trail  
Destin, Florida 32541  
850-837-4242  
clerk@cityofdestin.com  
Office Hours: Monday- Friday, 8:00 A.M. TO 5:00 P.M.

**REQUEST FOR BIDS**  
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Any such contact to anyone but the Clerk may be cause for rejection of your submittal.

## **7.2 Addenda**

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued; and if so, to obtain copies of such Addendum from the City Clerk of Destin, and agrees to be bound by all addenda that have been issued for this Request for Bids. If addendum is issued, responsive bidder shall sign and return each addendum with the submittal package. Failure to return signed any and all addenda may disqualify the submittal.

## **7.3 Inquiries**

The City will not respond to oral inquiries. Proposers may submit written, e-mailed or faxed, inquiries regarding this RFB. The City will respond to written, e-mailed or faxed; inquiries received by October 11, 2024. Questions or requests for Bid documents, plans and specifications regarding this RFB may be directed to the City Clerk, 4200 Indian Bayou Trail 32541 (850) 837-4242 [rbailey@cityofdestin.com](mailto:rbailey@cityofdestin.com).

## **7.4 Submittal Preparation**

Submittals should be prepared in the following order:

- a. Coversheet: provide a submittal cover sheet that includes NO. 24-07-REC, ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT, bid opening date and responsive bidder contact information.
- b. Table of Contents: provide Table of Contents to aid the evaluation of the qualifications
- c. Transmittal Letter: provide a signed letter of transmittal that demonstrates the responsive bidder's:
  - commitment to perform the work,
  - understanding of the work to be done, including approach, notional schedule, assumptions, contingencies, and mitigating factors
  - delineating features that articulate why it is the best qualified firm to perform the work (e.g. bidder's qualifications, competence, and capacity for the construction proposed in this RFB),
- d. Price Proposal Sheet
- e. Completed Forms [Reference RFB Attachments]
  - Attachment NO. 1 - Responsive Bidder Qualification Statement
  - Attachment NO. 2 - Public Entity Crime Form
  - Attachment NO. 3 - Drug Free Workplace Certification Form
  - Attachment NO. 4 - Bid Bond Form



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- Attachment NO. 5 - Anti-Human Trafficking Affidavit
- Attachment NO. 6 - Anti-Collusion Statement
- f. Proof of Insurance: provide proof of insurance meeting minimum insurance requirements as outlined in section 4.3 Insurance Requirements.
- g. Proof of licensing and certifications: provide proof of licensing and certifications meeting minimum requirements as outlined in section 4.2 License Requirements.
- h. Addendums (if applicable)

**Failure to provide any of the above listed mandatory information shall result in the elimination of the submittal package from consideration.**

### **7.5 Price Proposal Sheet**

The 'Total Base Bid' and 'Total Alternative Bid Items' amounts, as respectively submitted by the bidder in the Price Proposal Sheet, shall include the cost of all work and all costs incidentals thereto, to accomplish the scope identified in this RFB and supporting Exhibits.

### **7.6 Conflict of Interest Disclosure**

Each proposal is subject to the provisions of Florida Statutes, Chapter 112, providing that all responsive bidders must disclose with the RFB submittal the name of any officer, director, or agent who is also a public officer or an employee of the City of Destin. Further, all responsive bidder must disclose the name of any City officer or employee who owns, directly or indirectly, an interest of five percent or more in the Bidding firm.

### **7.7 Drug Free Workplace Program**

Preference may be given by the City of Destin to companies demonstrating a Drug-Free Workplace Program whenever two or more proposals, which are equal in respect to quality and service, are received and rated by the City. Responsive bidders intending to demonstrate a Drug-Free Workplace Program shall provide certification form with the RFB submittal.

### **7.8 Public Entity Crime Form**

Each submittal shall contain a completed Public Entity Crime Form pursuant to Florida Statutes, Section 287.132-133, providing that no public entity shall accept any proposal from or award any contract to, or transact any business in excess of the threshold amount for Category Two (\$25,000) for a period of thirty-six months from the date placed on the convicted vendor list.

**REQUEST FOR BIDS**  
**RFB NO. 24-07-REC**  
**ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**

**7.9 Anti-Human Trafficking Affidavit**

All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with the City of Destin must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.

**7.10 Sealed Submittal Packages**

All proposals to be considered must be in the possession of the Destin City Clerk no later than **October 24, 2024 2:00 p.m. (CDT)**. Submittals may be mailed or delivered to the Office of the City Clerk at the address below and shall be submitted in a sealed envelope clearly marked **“RFB NO. 24-07-REC - ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT”** and note the time and date of the opening. Regardless of method of delivery, each responsive bidder shall be responsible for their Bid being delivered on time, as the City of Destin assumes no responsibility for same. Proposals offered or received after the time set for the Bid Opening will be rejected and returned unopened to the submitter.

Mailing and Hand Delivery Address:

City Clerk Rey Bailey  
City of Destin  
4200 Indian Bayou Trail  
Destin, Florida 32541  
850-837-4242  
clerk@cityofdestin.com  
Office Hours: Monday- Friday, 8:00 A.M. TO 5:00 P.M.

**7.11 Bid Withdrawals**

Bidders may withdraw a bid after it has been deposited with the Purchasing Division office any time before the scheduled time for opening the bids.

**7.12 Bid Opening**

Proposals are presently scheduled to be opened publicly and read aloud at **October 24, 2024 2:00 p.m. (CDT)** in the City of Destin, City Hall Board Room, 4200 Indian Bayou Trail, Destin, Florida.

**REQUEST FOR BIDS**  
**RFB NO. 24-07-REC**  
**ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**

**7.13 Reservation of Rights**

The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to re-advertise, to accept the proposal or award multiple proposals or take any other actions deemed by the City to be in the City's best interest.

**7.14 Public Records**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 837-4242, CITY CLERK, 4200 INDIAN BAYOU TRAIL, DESTIN, FL.**

The successful responsive bidder shall:

- a. Keep and maintain public records required by the CITY to perform the service.
- b. Upon request from the City's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this FS Chapter 119 or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the CITY all public records in possession of the contractor or keep and maintain public records required by the CITY agency to perform the service. If the GROUP transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the GROUP shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

**RFP NO. 24-07-REC  
ATTACHMENT NO. 1  
RESPONSIVE BIDDER QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin  
CITY CLERK'S OFFICE  
4200 Indian Trail Bayou  
Destin, Florida 32541  
Telephone: (850) 837-4242

Check One

|                         |             |                          |
|-------------------------|-------------|--------------------------|
| Submitted By: _____     | Corporation | <input type="checkbox"/> |
| Name: _____             | Partnership | <input type="checkbox"/> |
| Address: _____          | Individual  | <input type="checkbox"/> |
| City, State, Zip: _____ | Other       | <input type="checkbox"/> |
| Telephone No.: _____    |             |                          |
| Email: _____            |             |                          |

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the responsive bidder is:

\_\_\_\_\_

The address of the principal place of business is:

\_\_\_\_\_

\_\_\_\_\_

2. If responsive bidder is a corporation, answer the following:

a. Date of Incorporation: \_\_\_\_\_

b. State of Incorporation: \_\_\_\_\_

c. President's name: \_\_\_\_\_

d. Vice President's name: \_\_\_\_\_



e. Secretary's name: \_\_\_\_\_

f. Treasurer's name: \_\_\_\_\_

g. Name and address of Resident Agent: \_\_\_\_\_

3. If responsive bidder is an individual or a partnership, answer the following:

a. Date of organization: \_\_\_\_\_

b. Name, address and ownership units of all partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. State whether general or limited partnership: \_\_\_\_\_

4. If responsive bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. If responsive bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

\_\_\_\_\_

6. How many years has your organization been in business under its present business name?

\_\_\_\_\_

Under what other former names has your organization operated?

\_\_\_\_\_

\_\_\_\_\_

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

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8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

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9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

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10. State the name of the individual who will have personal supervision of the work:

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11. State the name and address of attorney, if any, for the business of the responsive bidder:

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12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the responsive bidder's business and indicate the percentage owned of each such business and/or individual:

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13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by responsive bidder:

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14. Annual Average Revenue of the responsive bidder for the last three years as follows:

|    |                                  | <u>Revenue Index Number</u> |
|----|----------------------------------|-----------------------------|
| a. | Government Related Work          |                             |
| b. | Non-Governmental Related Work    |                             |
|    | <b><i>Total Work (a +b):</i></b> |                             |

**Revenue Index Number**

|     |                                        |
|-----|----------------------------------------|
| 1.  | Less than \$100,000                    |
| 2.  | \$100,000 to less than \$250,000       |
| 3.  | \$250,000 to less than \$500,000       |
| 4.  | \$500,000 to less than \$1 million     |
| 5.  | \$1 million to less than \$2 million   |
| 6.  | \$2 million to less than \$5 million   |
| 7.  | \$5 million to less than \$10 million  |
| 8.  | \$10 million to less than \$25 million |
| 9.  | \$25 million to less than \$50 million |
| 10. | \$50 million or greater                |

15. Bank References:

| Bank | Address | Telephone |
|------|---------|-----------|
|      |         |           |
|      |         |           |
|      |         |           |
|      |         |           |

16. What will be your turnaround time for written responses to City inquiries?

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17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the responsive bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

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18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the responsive bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

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19. List and describe all criminal proceedings or hearings concerning business related offenses to which the responsive bidder, its principals or officers or predecessors' organization(s) were defendants.

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20. Has the responsive bidder, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

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The responsive bidder acknowledges and understands that the information contained in response to this qualification statement shall be relied upon by owner in awarding the contract and such information is warranted by responsive bidder to be true. The discovery of any omission or misstatement that materially affects the responsive bidder qualifications to perform under the contract shall cause the owner to reject the submittal, and if after the award, to cancel and terminate the award and/or contract.

(Signed)\_\_\_\_\_

(Title)\_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Signature)

My Commission Expires: \_\_\_\_\_

END OF SECTION

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 2**  
**PUBLIC ENTITY CRIMES STATEMENT**

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract \_\_\_\_\_

2. This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_

and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_)

3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person.

A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (please attach a copy of the final order)

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, and is personally known to me, or has provided as identification.

\_\_\_\_\_  
Notary Public

My Commission expires:

END OF SECTION

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 3**  
**DRUG-FREE WORKPLACE CERTIFICATION**

The below signed submitter certifies that it has implemented 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 violations.
3. Give each employee engaged 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 occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (TYPED OR PRINTED): \_\_\_\_\_

TITLE: \_\_\_\_\_

END OF SECTION



**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 4**  
**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, as \_\_\_\_\_  
Principal, and as Surety, are hereby held and firmly bound unto the **City of Destin, Florida** as  
Owner in the penal sum of, (five percent (5%) of the Contract Bid) \_\_\_\_\_  
for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves,  
successors and assigns to pay Owner upon default of Bidder the penal sum set forth on the face of  
this Bond.

Signed, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

The condition of the obligation is such that whereas the Principal has submitted to **City of Destin, Florida** a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the **RFB NO. 24-07-REC, ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT**.

NOW THEREFORE,

1. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.
2. This obligation shall be null and void if:
  - 2.1 Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
  - 2.2 All bids are rejected by Owner, or
  - 2.3 Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
3. Payment under this Bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety's written consent.
5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.
6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the part concerned.
8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.
10. The term "bid" as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name):

Surety (Print Full Name):

\_\_\_\_\_

\_\_\_\_\_  
(Seal) Surety's Name and Corporate Seal

By: \_\_\_\_\_ (L.S.) By: \_\_\_\_\_

Signature (attach power of attorney)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Signature and Title

Signature and Title

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. See Article 5 of the General Conditions as amended by Supplementary Conditions.

END OF SECTION

**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 5**  
**ANTI-HUMAN TRAFFICKING AFFIDAVIT**

***DIRECTIONS:*** All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with the City of Destin must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.

I \_\_\_\_\_ (insert name) as \_\_\_\_\_  
(insert title) on behalf of \_\_\_\_\_ (insert entity name)  
under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. \_\_\_\_\_ (insert entity name) does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
3. More particularly, \_\_\_\_\_ (insert entity name) does not participate in any of the following actions:
  - a. Using or threatening to use physical force against any person;
  - b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
  - c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
  - d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
  - e. Causing or threatening to cause financial harm to any person;
  - f. Enticing or luring any person by fraud or deceit; or
  - g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Printed Name:

Title:

Nongovernmental entity:

Date:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me \_\_\_\_\_ in person or \_\_\_\_\_ remote notarization  
by \_\_\_\_\_ as \_\_\_\_\_ on behalf of  
\_\_\_\_\_, who is personally known to me  
or who produced \_\_\_\_\_ as identification this \_\_\_\_\_  
day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Notary Seal)



**RFP NO. 24-07-REC**  
**ATTACHMENT NO. 6**  
**ANTI-COLLUSION STATEMENT**

**ANTI-COLLUSION STATEMENT:**

The below signed bidder has not divulged to, discussed, or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

---

Bidder's Company Name

---

Authorized Signature

---

Authorized Signatory (Print Name)

---

Address

---

Title

---

Phone #

---

Fax #

---

Federal ID # or SS #



EXHIBIT A - BID PROPOSAL FORM  
PRICE PROPOSAL SHEET

Destin, FL  
RFB NO. 24-07-REC, ANNEX PICKLEBALL COURTS (P1A-B)

Pg 1 of 1

BIDDER NAME:

| Item No.                          | Unit | Amt  | Description                         | Unit Price | Total Price |
|-----------------------------------|------|------|-------------------------------------|------------|-------------|
| SECTION 1 - GRADING               |      |      |                                     |            |             |
| 1.1                               | LS   | 1    | Mobilization / Demobilization       | \$         | \$          |
| 1.2                               | AC   | 0.54 | Clearing                            | \$         | \$          |
| 1.3                               | LS   | 1    | Construction Staking                | \$         | \$          |
| SECTION 2 - SITE IMPROVEMENTS     |      |      |                                     |            |             |
| 2.1                               | SY   | 933  | 2" Layer Type Sp 9.5 Asph. Conc     | \$         | \$          |
| 2.2                               | SY   | 933  | 8" Graded Aggregate Base            | \$         | \$          |
| 2.3                               | SY   | 933  | 12" Compacted Subbase               | \$         | \$          |
| 2.4                               | SY   | 355  | Sidewalk (width varies)             | \$         | \$          |
| 2.5                               | LS   | 1    | Prefabricated Bathroom              | \$         | \$          |
| 2.6                               | LF   | 384  | 8' Fencing and 6 gates              | \$         | \$          |
| 2.7                               | LF   | 192  | 4' Fencing and 2 gates              | \$         | \$          |
| 2.8                               | LS   | 1    | Court Lighting / Electrical         | \$         | \$          |
| 2.9                               | SY   | 2240 | Finish Grading                      | \$         | \$          |
| 2.10                              | SF   | 229  | Striping & Signage                  | \$         | \$          |
| 2.11                              | LS   | 1    | Maintenance of Traffic              | \$         | \$          |
| SECTION 3 - STORM DRAINAGE SYSTEM |      |      |                                     |            |             |
| 3.1                               | LF   | 1160 | Silt Fence                          | \$         | \$          |
| 3.2                               | SY   | 1350 | Sod                                 | \$         | \$          |
| SECTION 4 - WATER & SEWER SYSTEMS |      |      |                                     |            |             |
| 4.1                               | LF   | 206  | 1" Water Service                    | \$         | \$          |
| 4.2                               | EA   | 1    | Tapping Sleeve & Valve              | \$         | \$          |
| 4.3                               | LS   | 1    | Miscellaneous Fittings              | \$         | \$          |
| 4.4                               | EA   | 1    | Simplex Grinder Station & valve box | \$         | \$          |
| 4.5                               | LF   | 638  | 2" Forcemain                        | \$         | \$          |
| 4.6                               | LS   | 1    | Connection to existing station      | \$         | \$          |
| 4.7                               | LF   | 35   | Directional bore                    | \$         | \$          |
| SECTION 5 - MISCELLANEOUS         |      |      |                                     |            |             |
| 5.1                               | EA   | 2    | 8' Bench with Canopy                | \$         | \$          |
| 5.2                               | EA   | 4    | Pickleball Net System               | \$         | \$          |
| 5.3                               | EA   | 4    | Court paint (Acrylic / Non slip)    | \$         | \$          |
| 5.4                               | LS   | 1    | Landscaping                         | \$         | \$          |
| 5.5                               | LS   | 1    | Irrigation                          | \$         | \$          |
| 5.6                               | EA   | 1    | Bicycle Rack                        | \$         | \$          |
| TOTAL BASE BID:                   |      |      |                                     |            | \$          |

The bidder further proposes that, in the event additions or deletions are made from the Drawings and Specifications for the proposed work, the total adjustments to Bid shall be computed based on the following Unit Prices for the following types of construction. The City reserves the right to delete these Unit Prices from the Contract if, in their opinion they are unbalanced or not reasonable.

| Item No.                   | Unit | Amt   | Description                  | Unit Price | Total Price |
|----------------------------|------|-------|------------------------------|------------|-------------|
| A                          | CY   | 1     | Class III Material Disposal  | \$         | \$          |
| B                          | CY   | 1     | Concrete                     | \$         | \$          |
| C                          | CY   | 1     | Select Backfill              | \$         | \$          |
| ALTERNATE BID ITEMS        |      |       |                              |            |             |
| 1A.1                       | CY   | 94    | #89 Stone Gravel (3" thick)  | \$         | \$          |
| 1A.2                       | SY   | 1,120 | Grading                      | \$         | \$          |
| 1A.3                       | SY   | 312   | Grassing (4' back of gravel) | \$         | \$          |
| 1B.1                       | EA   | 2     | 8' Bench with Canopy         | \$         | \$          |
| TOTAL ALTERNATE BID ITEMS: |      |       |                              |            | \$          |

**NOTE 1:** ALL ITEMS QUOTED MUST BE IN COMPLIANCE WITH THE SPECIFICATIONS. IF YOU ARE TAKING EXCEPTION, INDICATE THOSE EXCEPTIONS ON COMPANY LETTERHEAD AND ATTACH TO THIS INVITATION TO BID.

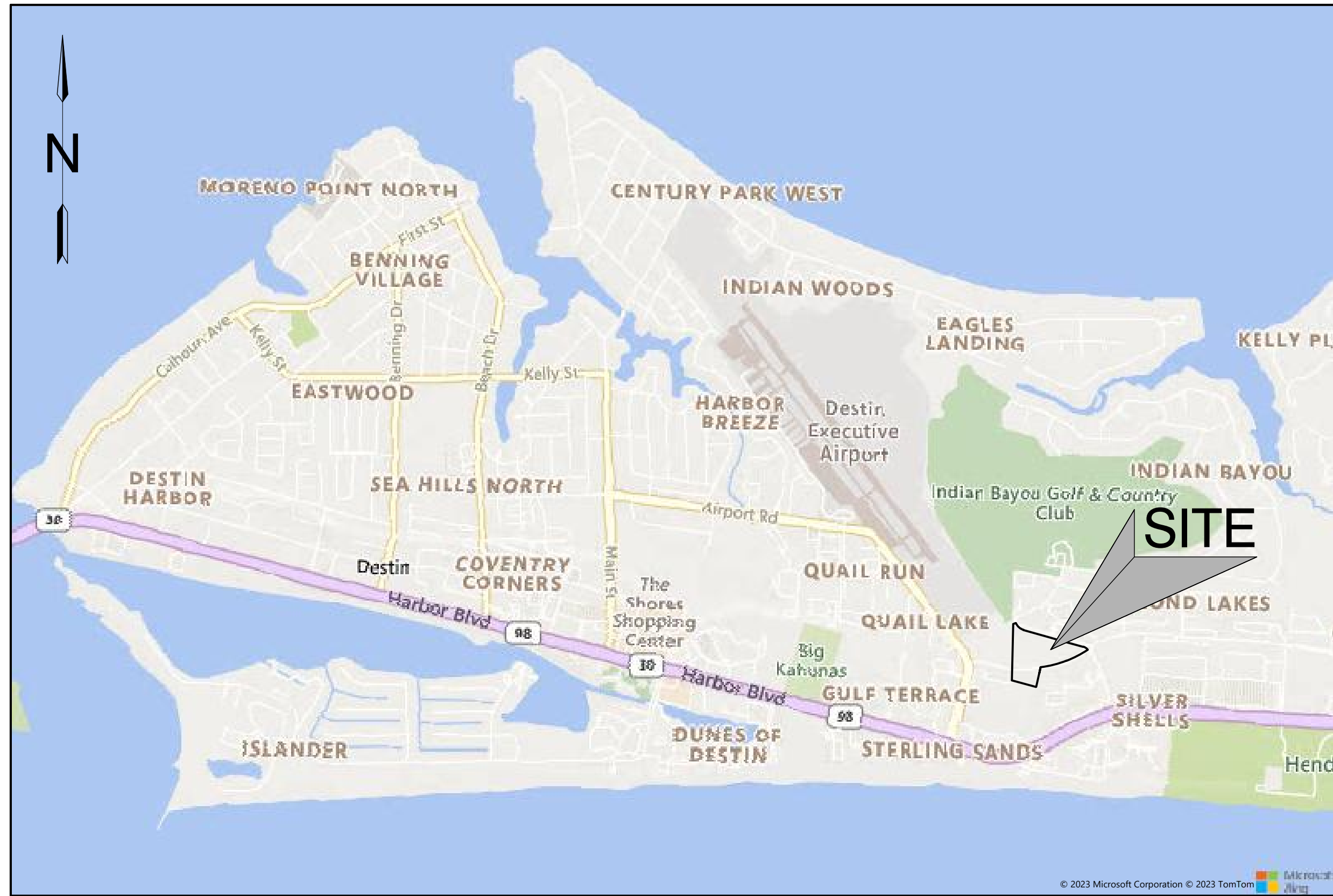
**NOTE 2:** CY = Cubic Yard; EA = Each; LF = Linear Feet; LS = Lump Sum; SY = Square Yard

**RE-CHECK YOUR QUOTATIONS PRIOR TO SUBMISSION  
BIDS MAY NOT BE CHANGED AFTER BEING OPENED.**

# CITY OF DESTIN PICKLEBALL COURTS

DESTIN, FLORIDA

100% PLAN SET



## VICINITY MAP

NOT TO SCALE

## UTILITY PROVIDERS

(WATER/SEWER)  
DESTIN WATER USERS  
218 MAIN STREET  
DESTIN, FL 32541  
(850) 837-4930

(TELEPHONE)  
CENTURYLINK  
411 MARY ESTHER CUTOFF  
FT. WALTON BEACH, FL 32548  
(850) 244-1150

(ELECTRIC)  
FLORIDA POWER & LIGHT  
140 HOLLYWOOD BLVD SW  
FT. WALTON BEACH, FL 32548  
(800) 225-5797

(GAS)  
OKALOOSA GAS DISTRICT  
20 HUGHES STREET NE  
FT. WALTON BEACH, FL 32548  
(850) 729-4700

## CLIENT INFORMATION

CITY OF DESTIN  
POC: RYAN SCOTT, P.E. - CITY ENGINEER  
DESTIN CITY HALL ANNEX  
4100 INDIAN BAYOU TRAIL  
DESTIN, FL 32541  
PHONE: (850) 654-1119  
EMAIL: RSCOTT@CITYOFDESTIN.COM

## DUTY TO INDEMNIFY

THE CONTRACTOR SHALL DEFEND, INDEMNIFY, KEEP AND SAVE HARMLESS THE OWNER AND ENGINEER AND THEIR RESPECTIVE MEMBERS, REPRESENTATIVES, AGENTS AND EMPLOYEES, IN BOTH INDIVIDUAL AND OFFICIAL CAPACITIES, AGAINST ALL SUITS, CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, CAUSED BY, GROWING OUT OF, OR INCIDENTAL TO THE PERFORMANCE OF THE WORK UNDER THE CONTRACT BY THE CONTRACTOR OR ITS SUBCONTRACTORS TO THE FULL EXTENT AS ALLOWED BY THE LAWS OF THE STATE OF FLORIDA AND NOT BEYOND ANY EXTENT WHICH WOULD RENDER THESE PROVISIONS VOID OR UNENFORCEABLE. IN THE EVENT OF ANY SUCH INJURY (INCLUDING DEATH) OR LOSS OR DAMAGE OR CLAIMS THEREFORE, THE CONTRACTOR SHALL GIVE PROMPT NOTICE TO THE OWNER.

## NOTE

USE LATEST CITY OF DESTIN AND/OR  
F.D.O.T. TECHNICAL SPECIFICATIONS AND  
DETAILS UNLESS OTHERWISE NOTED.

## LEGAL DESCRIPTION

PARCEL I (AS RECORDED IN OR BK 2252 PG 3230)

A parcel of land in unsectionalized Township 2 South, Range 22 West, Okaloosa County, Florida described as commencing at the Southeast corner of Lot 4, Block 6, Silver Beach Subdivision, as recorded in Plat Book 1, Page 16 1/2 of the Official Records; thence North 03°58'04" East along a projection of the East line of said Lot 4, a distance of 1277.03 feet to a point on the Northerly right of way line of State Road 30 (U.S. 98 bypass, R/W varies) and the Southerly right of way line of a 100 foot Gulf Power easement; thence North 86°02'36" West (North 86°02'07" West measured) along said Northerly and Southerly lines, a distance of 435.96 feet; thence North 83°19'06" West along said Northerly and Southerly lines, a distance of 176.83 feet; thence departing said Northerly right of way line and continuing along said Southerly line of Gulf Power easement North 83°19'06" West, 373.07 feet to a concrete monument #3724 on the Easterly right of way line of Two Trees Road (100' R/W); thence continue North 83°19'06" East along said Southerly line, a distance of 407.82 feet to a concrete monument #3724 along the South line of Destin City Hall parcel; thence continuing along said South line of Destin City Hall parcel and power easement, North 77°53'46" East, 947.63 feet (North 77°53'02" East, 947.59 feet measured) to a concrete monument #3724 and the point of beginning; thence continuing along the last described course, 10.72 feet; thence continuing along said South line of Gulf Power easement, North 75°09'47" East, 413.87 feet; thence departing said South line, North 01°17'21" East, 953.11 feet to the Southerly right of way line of Indian Bayou Trail (100' R/W); thence North 67°29'32" East along said Southerly line, a distance of 42.67 feet to the Southerly right of way line of Two Trees Road (80' R/W); thence Southeasterly along said right of way of Two Trees Road, 180.13 feet along the arc of a curve, concave Northeasterly, having a radius of 200.00 feet, a central angle of 51°36'10" and a chord bearing South 48°24'53" East, 174.10 feet; thence continuing along said right of way of Two Trees Road, South 74°13'04" East, 433.23 feet; thence departing said right of way line, South 15°46'56" East, 363.00 feet; thence South 74°13'04" East, 300.00 feet; thence North 15°46'56" East 363.00 feet to said Southerly right of way line of Two Trees Road; thence South 74°13'04" East along said Southerly line, a distance of 312.37 feet; thence continuing along said right of way line, 93.41 feet along the arc of a curve, concave Southwesterly, having a radius of 149.08 feet, a central angle of 35°54'03", and a chord bearing South 56°14'53" East, 91.89 feet to a concrete monument #3724 marking the Northerly line of Destin City Hall site, said line also being the Northerly right of way line of future extension of Comprehensive Plan Road (100' R/W); thence along said Northerly line, 398.06 feet along the arc of a curve, concave Northwesterly, having a radius of 1902.87 feet, a central angle of 11°59'02", and a chord bearing South 62°31'39" West, 397.33 feet to a concrete monument #3724; thence continuing along said Northerly line, 454.76 feet along the arc of a curve, concave Northwesterly, having a radius of 1804.18 feet, a central angle of 14°26'31", and a chord bearing South 75°41'03" West, 453.56 feet to a concrete monument #3724, thence departing said Northerly line and continuing along the West line of said Destin City Hall Site, South 12°07'37" West, 338.55 feet to the point of beginning, containing 12.99 acres, more or less, all in Okaloosa County, Florida.

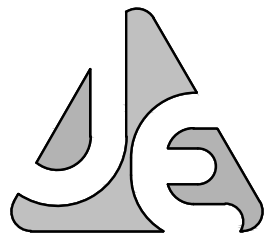
PARCEL (AS RECORDED IN OR BK 2627 PG 1618)

A parcel of land in undivided Township 2 South, Range 22 West, Okaloosa County, Florida, described as commencing at the Southeast corner of Lot 4, Block 6, Silver Beach Subdivision, as recorded in Plat Book 1, Page 16 1/2 of the Official Records; thence North 03°58'52" East, 1277.09 feet to the North right-of-way line of State Road 30 and the Southerly right-of-way line of a 100 foot wide Gulf Power Easement; thence North 86°02'07" West (reference bearing) along said North right-of-way line, 434.71 feet to a point of divergence of said right-of-way lines; thence North 83°18'37" West along said Southerly Gulf Power Easement right-of-way line, 657.81 feet to the West right-of-way line of Comprehensive Road a 100 foot right-of-way; thence North 13°56'03" West, 346.03 feet; to a point of curvature, thence 339.42 feet along the arc of a curve, concave southwesterly having a radius of 993.92 feet, a central angle of 19°33'58", and a chord bearing North 23°43'02" West, 337.77 feet; thence North 33°30'00" West, 245.99 feet to a point of curvature; thence 105.95 feet along the arc of a curve concave Southwesterly, having a radius of 149.08 feet, a central angle of 40°43'09", and a chord bearing North 53°51'32" West, 103.73 feet to a point of tangency; thence North 74°13'04" West, 312.54 feet to the point of beginning, thence South 15°46'56" West, 363.00 feet, then North 74°13'04" West, 300.00 feet, thence North 15°46'56" East, 363.00 feet to the South right-of-way line of Two Trees Road and 80 foot right-of-way, thence South 74°13'04" East, 300.00 feet to the point of beginning; all in undivided Township 2 South, Range 22 West, Okaloosa County, Florida.

Together with a non-exclusive easement for ingress and egress across the following described property:

A parcel of land in undivided Township 2 South, Range 22 West, Okaloosa County, Florida, described as commencing at the Southeast corner of Lot 4, Block 6, Silver Beach Subdivision, as recorded in Plat Book 1, Page 16 1/2 of the official records; thence North 03°58'52" East, 1277.09 feet to the North right-of-way line of State Road 30 and the Southerly right-of-way line of a 100 foot wide Gulf Power easement; thence North 86°02'07" West (reference bearing) along said North right-of-way line, 434.71 feet to a point of divergence of said right-of-way lines; thence North 83°18'37" West to along said Southerly Gulf Power easement right-of-way line, 657.61 feet to the West right-of-way line of comprehensive road a 100 foot right-of-way; thence North 13°58'03" West, 346.03 feet; to a point of curvature, thence 339.42 feet along the arc of a curve, concave Southwesterly having a radius of 9993.92 feet, a central angle of 19°33'58", and a chord bearing North 23°43'02" West, 337.77 feet; thence North 33°30'00" West, 245.99 feet to a point of curvature; thence 105.95 feet along the arc of a curve concave Southwesterly, having a radius of 149.08 feet, a central angle of 40°43'09" and a chord bearing North 53°51'32" West, 103.73 feet to a point of tangency; thence North 74°13'04" West, 312.54 feet to the point of beginning, thence continuing along last described curve North 74°13'04" West, 733.07 feet to a point of curvature; thence 180.08 feet along the arc of a curve, concave Northeasterly having a radius of 200.00 feet, a central angle of 51°35'17", and a chord bearing North 42°25'25" West, 174.05 feet to a point on the Southern right-of-way line of Indian Bayou Trail; thence North 67°29'32" East, 80.00 feet along the South right-of-way of Indian Bayou Trail (100' r/w) to a point of curvature; thence 107.88 feet along the arc of a curve concave Northeasterly having a radius of 120.00 feet, a central angle of 51°30'24" and a chord bearing South 45°27'51" East, 104.28 feet; thence South 74°13'04" East, 733.07 feet; thence South 15°46'56" West, 80.00 feet to the Point of Beginning; all in undivided Township 2 South, Range 22 West, Okaloosa County, Florida.

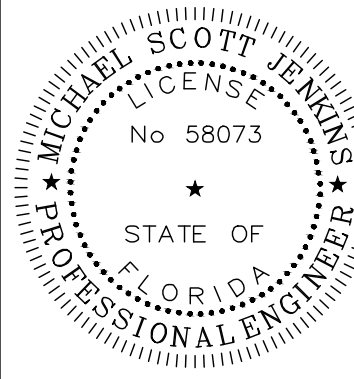
| SHEET INDEX |                                 |
|-------------|---------------------------------|
| #           | TITLE                           |
| 01          | COVER SHEET                     |
| 02          | EXISTING CONDITIONS             |
| 03          | MASTER SITE PLAN                |
| 04          | MASTER GRADING PLAN             |
| 05          | PHASE 1 SITE & UTILITY PLAN     |
| 06          | PHASE 1 GRADING & DRAINAGE PLAN |
| 07          | MASTER LANDSCAPE PLAN           |
| 08          | MISCELLANEOUS DETAILS           |
| 09          | GRINDER STATION DETAILS         |
| 10          | DWU UTILITY DETAILS I           |
| 11          | DWU UTILITY DETAILS II          |
| 12          | SPECIFICATIONS I                |
| 13          | SPECIFICATIONS II               |



JENKINS ENGINEERING, INC.

73 EGLIN PARKWAY NE, SUITE 203  
FORT WALTON BEACH, FLORIDA 32548  
PHONE 850.837.2448  
FAX 850.837.2450

JEICIVIL.COM



M. SCOTT JENKINS, P.E.  
FL. REGISTRATION NO. 58073

| REV | DATE      | DESCRIPTION                                            | BY  |
|-----|-----------|--------------------------------------------------------|-----|
| 1   | 2/9/2024  | REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTOR | MSJ |
| 2   | 5/10/2024 | REVISIONS PER CITY 60% REVIEW                          | MSJ |
| 3   | 5/15/2024 | REVISIONS PER CITY 100% REVIEW                         | MPF |
|     |           |                                                        |     |
|     |           |                                                        |     |
|     |           |                                                        |     |
|     |           |                                                        |     |

CITY OF DESTIN  
CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

**COVER SHEET**

JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

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IF NOT ONE INCH ON THIS SHEET  
ADJUST SCALES ACCORDINGLY

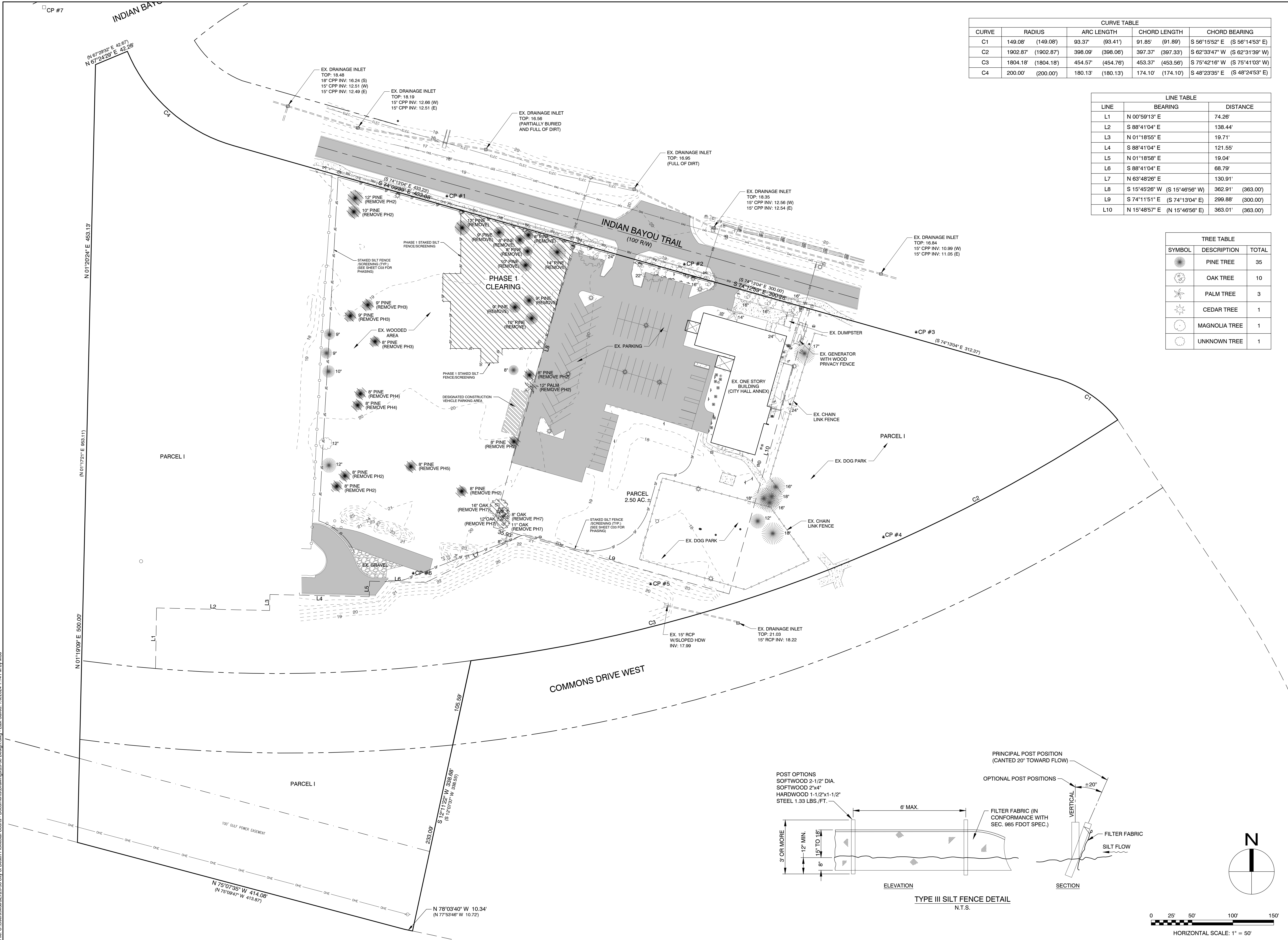
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01 OF 13

SHEET NUMBER  
C01



FOR PERMITTING ONLY - NOT FOR CONSTRUCTION

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| CURVE TABLE |          |            |            |           |                               |
|-------------|----------|------------|------------|-----------|-------------------------------|
| CURVE       | RADIUS   |            | ARC LENGTH |           | CHORD BEARING                 |
| C1          | 149.08'  | (149.08')  | 93.37'     | (93.41')  | S 56°15'52" E (S 56°14'53" E) |
| C2          | 1902.87' | (1902.87') | 398.09'    | (398.06') | S 62°33'47" W (S 62°31'39" W) |
| C3          | 1804.18' | (1804.18') | 454.57'    | (454.76') | S 75°42'16" W (S 75°41'03" W) |
| C4          | 200.00'  | (200.00')  | 180.13'    | (180.13') | S 48°23'35" E (S 48°24'53" E) |

| LINE TABLE |                               |                   |
|------------|-------------------------------|-------------------|
| LINE       | BEARING                       | DISTANCE          |
| L1         | N 00°59'13" E                 | 74.26'            |
| L2         | S 88°41'04" E                 | 138.44'           |
| L3         | N 01°18'55" E                 | 19.71'            |
| L4         | S 88°41'04" E                 | 121.55'           |
| L5         | N 01°18'58" E                 | 19.04'            |
| L6         | S 88°41'04" E                 | 68.79'            |
| L7         | N 63°48'26" E                 | 130.91'           |
| L8         | S 15°45'26" W (S 15°46'56" W) | 362.91' (363.00') |
| L9         | S 74°11'51" E (S 74°13'04" E) | 299.88' (300.00') |
| L10        | N 15°48'57" E (N 15°46'56" E) | 363.01' (363.00') |

| TREE TABLE |               |       |
|------------|---------------|-------|
| SYMBOL     | DESCRIPTION   | TOTAL |
|            | PINE TREE     | 35    |
|            | OAK TREE      | 10    |
|            | PALM TREE     | 3     |
|            | CEDAR TREE    | 1     |
|            | MAGNOLIA TREE | 1     |
|            | UNKNOWN TREE  | 1     |

**JENKINS ENGINEERING, INC.**  
73 EGLIN PARKWAY NE, SUITE 203  
FORT WALTON BEACH, FLORIDA 32548  
PHONE 850.837.2448  
FAX 850.837.2450  
JEICIVIL.COM

M. SCOTT JENKINS, P.E.  
FL. REGISTRATION NO. 58073

| REV | DATE      | DESCRIPTION                                             |
|-----|-----------|---------------------------------------------------------|
| 1   | 2/8/2024  | REVISIONS PER CITY COUNCIL MEETING (2/8/2024) DIRECTION |
| 2   | 5/10/2024 | REVISIONS PER CITY 80% REVIEW                           |
| 3   | 5/15/2024 | REVISIONS PER CITY 100% REVIEW                          |

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

EXISTING CONDITIONS

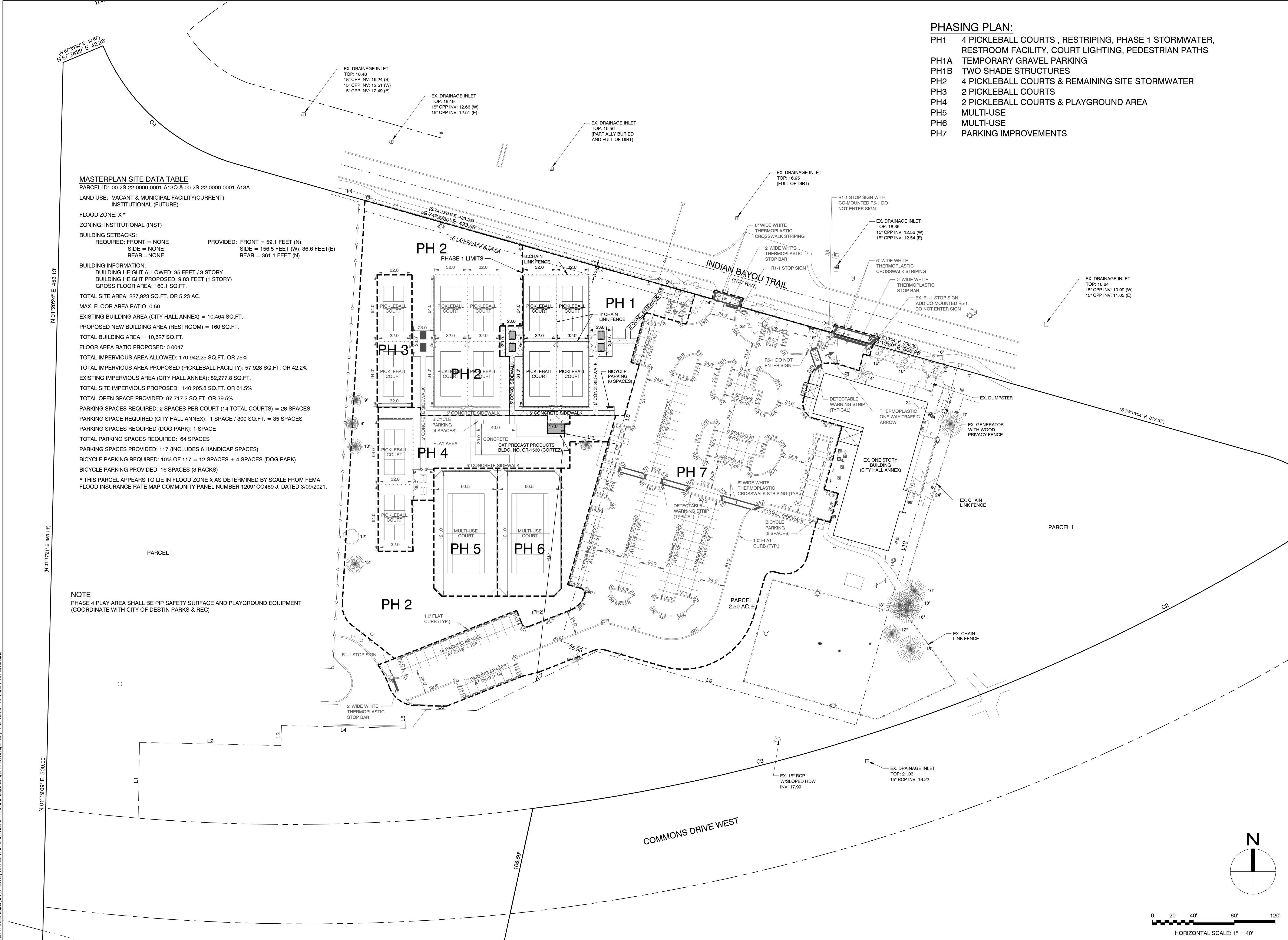
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DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

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02 OF 13

SHEET NUMBER  
C02





**JENKINS ENGINEERING, INC.**  
73 EGLIN PARKWAY NE, SUITE 203  
FORT WALTON BEACH, FLORIDA 32548  
PHONE 850.837.2448  
FAX 850.837.2450  
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M. SCOTT JENKINS, P.E.  
FL REGISTRATION NO. 58073

| REV | DATE      | DESCRIPTION                                             |
|-----|-----------|---------------------------------------------------------|
| 1   | 2/8/2024  | REVISIONS PER CITY COUNCIL MEETING (2/8/2024) DIRECTION |
| 2   | 5/10/2024 | REVISIONS PER CITY 80% REVIEW                           |
| 3   | 5/15/2024 | REVISIONS PER CITY 100% REVIEW                          |

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

MASTER SITE PLAN

NOT VALID UNLESS BEARING ENGINEERS ORIGINAL SIGNATURE

JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

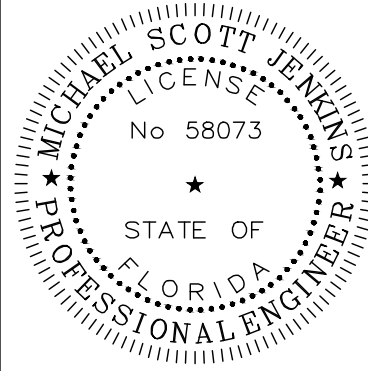
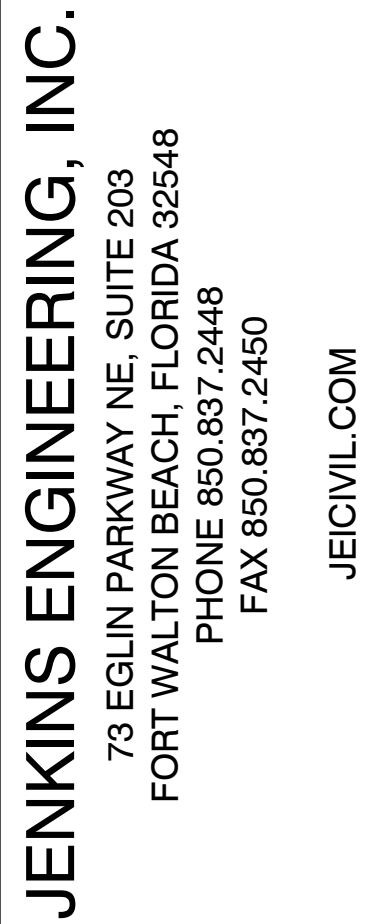
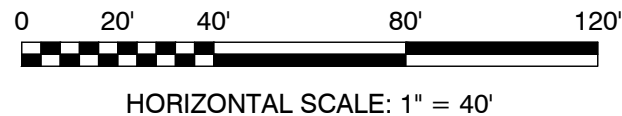
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SHEET NUMBER  
C03



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| REV | DATE      | DESCRIPTION                                             | BY  |
|-----|-----------|---------------------------------------------------------|-----|
| 1   | 2/8/2024  | REVISIONS PER CITY COUNCIL MEETING (2/8/2024) DIRECTION | MSJ |
| 2   | 5/10/2024 | REVISIONS PER CITY 80% REVIEW                           | MSJ |
| 3   | 5/15/2024 | REVISIONS PER CITY 100% REVIEW                          | MPF |
|     |           |                                                         |     |
|     |           |                                                         |     |
|     |           |                                                         |     |
|     |           |                                                         |     |

CITY OF DESTIN

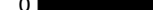
CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

MASTER GRADING PLAN

NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE

**JOB:** 23-58  
**DATE:** 10-2023  
**DESIGNED:** MSJ  
**DRAWN:** MPP

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**DRAWING NUMBER**  
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**C04**



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CITY OF DESTIN DUST CONTROL REQUIREMENTS

1. GRADING OPERATIONS WILL NOT BE CONDUCTED WHEN WINDS EXCEED 30 MILES PER HOUR.
2. WATER WILL BE APPLIED WITH HOSE OR WATER TRUCK, AS NECESSARY, DURING EXCAVATION ACTIVITIES.
3. CONTRACTOR SHALL PROTECT ALL ANY OR BODIED TRUCKS, TRAILERS OR OTHER VEHICLES TRANSPORTING PARTICULATE MATTER SHALL BE COVERED OR WETTED TO MINIMIZE DUST GENERATION DURING TRANSPORT.
4. STOCKPILED MATERIAL SHALL BE COVERED OR WETTED, AS REQUIRED, TO MINIMIZE DUST GENERATION DURING HIGH WIND CONDITIONS.
5. CONTRACTOR SHALL MINIMIZE THE HEIGHTS INVOLVED IN TRANSFER PROCESSES INVOLVING FREE FALL OF SOIL OR OTHER PARTICULATE MATTER TO MINIMIZE DUST EMISSIONS.
6. WATER WILL BE APPLIED WITH HOSE OR WATER TRUCK, AS NECESSARY, TO UNPAVED SURFACES, INCLUDING ADJACENT RIGHT-OF-WAYS, OR ANY OTHER SURFACE THAT COULD CAUSE AIRBORNE DUST.
7. GROUND COVER WILL BE PLACED FOR ALL OPEN AREAS IMMEDIATELY AFTER CONSTRUCTION ACTIVITIES HAVE BEEN COMPLETED.
8. DESIGNATED ROUTES WITHIN THE JOB SITE THAT WILL BE USED BY VEHICLES TRANSPORTING SOIL OR OTHER MATERIALS TO AND FROM THE SITE SHALL BE CLEARLY INDICATED.
9. CONTRACTOR SHALL PROVIDE BRUSHES, BROOMS, WATER, OR PRESSURE WASHERS, AS REQUIRED, TO REMOVE SOIL, SAND, DIRT AND ANY OTHER PARTICULATE MATTER FROM VEHICLE TIRES AND UNDERCARRIAGES PRIOR TO LEAVING THE SITE IN ORDER TO PREVENT THE TRACKING OUT OF SAID SOIL, SAND, DIRT AND ANY OTHER PARTICULATE MATTER ONTO THE ADJACENT RIGHT-OF-WAYS.
10. MAXIMUM SPEED OF CONSTRUCTION EQUIPMENT OR MATERIAL DELIVERIES SHALL BE 20 MILES PER HOUR.
11. ANY SOIL, SAND AND OTHER MATERIAL DEPOSITED OR EMITTED ONTO ANY RIGHT-OF-WAYS NEAR THE SITE SHALL BE REMOVED WITHIN 48 HOURS.
12. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ANY DUST CONTROL SYSTEMS AND/OR DEVICES, INCLUDING BUT NOT LIMITED TO WATER APPLICATION SYSTEMS, FILTER REPLACEMENT, OR DAILY REMOVAL OF EXCESS DUST FROM CONTAINMENT AREAS ARE IN PROPER WORKING CONDITION.
13. MONITORING OF DUST EMISSIONS SHALL BE DONE TO ENSURE COMPLIANCE WITH RELEVANT REGULATORY REQUIREMENTS.
14. CONTRACTOR SHALL MAINTAIN A DAILY DUST CONTROL CHECKLIST AND SHALL PROVIDE TO THE CITY UPON REQUEST TO DOCUMENT COMPLIANCE WITH THESE REQUIREMENTS, AND MAINTAIN AT THE JOB SITE AT ALL TIMES.

1. ANY ACTIVITY INCLUDING, BUT NOT LIMITED TO: PILE DRIVING, EARTHWORK COMPACTION, CONCRETE AND ASPHALT BREAKING WILL NOT TRANSMIT VIBRATIONS TO SENSITIVE RECEPTORS AT OR ABOVE THE FEDERAL TRANSIT ADMINISTRATION (FTA) APPROXIMATE VIBRATION DAMAGE THRESHOLD OF 95 VIBRATION DECIBELS (VDB)
2. FOR ANY ACTIVITY EXCEEDING 80 VDB THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE CITY OF DESTIN WITH A VIBRATION MINIMIZATION AND MITIGATION PLAN TO REDUCE IMPACTS TO THE SURROUNDING AREAS.

THE SCREENING MATERIAL SHALL BE MADE OF AN OPAQUE MATERIAL CAPABLE OF ALLOWING AIR TO PASS BUT SEMI-PERVIOUS TO DUST AND DIRT. THE SCREENING SHALL BE OF A FINENESS SUCH THAT NO MATERIAL OVER ONE-EIGHTH (1/8) INCH IN SIZE SHALL PASS THROUGH THE MESH. SUCH SCREENING SHALL BE SECURELY AFFIXED TO THE CONSTRUCTION FENCE. FENCE SCREENING SHALL HAVE A MINIMUM HEIGHT OF FIVE (5) FEET AND A MAXIMUM HEIGHT OF EIGHT (8) FEET. THE SCREENING MATERIAL SHALL BE MAINTAINED IN GOOD CONDITION AND TAUT THROUGHOUT THE ALLOTTED PERMIT TIME. THE SCREENING MUST BE KEPT SECURE FROM ANY WIND ACTION. IN CASES WHERE THE FINISHED GRADE OF THE DEVELOPMENT SITE IS HIGHER BY MORE THAN ONE (1) FOOT OR MORE THAN THE GRADE OF THE ADJOINING PROPERTIES, SAID FENCE SCREENING SHALL BE PLACED AT THE FINISHED GRADE AND NOT THE EXISTING GRADE.

1. ALL FIRE DISTRICT REVIEWS WILL BE IN ACCORDANCE WITH THE 8TH EDITION, FLORIDA FIRE PREVENTION CODE, APPROPRIATE FLORIDA STATUTES, FLORIDA ADMINISTRATIVE CODES, AND LOCAL ORDINANCES. SUBMITTALS SHALL COMPLY WITH FLA STATUTE 61G15-32. ALL SUBMITTALS SHALL REFERENCE THE APPROPRIATE CODE EDITIONS.
2. THE FIRE PROTECTION SYSTEM SHALL BE DESIGNED BY A FLORIDA REGISTERED PROFESSIONAL ENGINEER. ALL SUBMITTALS SHALL BE SIGNED, SEALED, AND DATED BY THE ENGINEER OF RECORD. THE ENGINEER OF RECORD SHALL INCLUDE HYDRAULIC CALCULATIONS FOR THE FIRE SPRINKLER SYSTEM.
3. THE FIRE ALARM SYSTEM SHALL BE DESIGNED BY A FLORIDA REGISTERED PROFESSIONAL ENGINEER. ALL SUBMITTALS SHALL BE SEALED, SIGNED, AND DATED BY THE ENGINEER OF RECORD.
4. A WATER SUPPLY FOR FIRE PROTECTION, EITHER TEMPORARY OR PERMANENT AND ACCEPTABLE TO THE AUTHORITY HAVING JURISDICTION, SHALL BE MADE AVAILABLE PRIOR TO DELIVERY OF COMBUSTIBLE MATERIALS.
5. FIRE DEPARTMENT ACCESS TO AND ON THE SITE SHALL BE MAINTAINED AT ALL TIMES.
6. THE UNDERGROUND FIRE SERVICE LINE, FROM THE POINT OF SERVICE TO 12" ABOVE THE FINISHED FLOOR, SHALL BE INSTALLED BY THE CONTRACTOR OR ENGINEER TO THE DESTIN FIRE DISTRICT OFFICE. THE FIRE SERVICE LINE, THE DESIGN AND POINT OF SERVICE, SHALL BE APPROVED BY DESTIN FIRE DISTRICT. ONE (1) SET OF DRAWINGS OF THE PLANNED UNDERGROUND AND MATERIAL DATA SHEETS MUST BE SUBMITTED TO THE DESTIN FIRE DISTRICT OFFICE FOR REVIEW AND APPROVAL PRIOR TO STARTING INSTALLATION.
7. FLUSHING OF AND THE 200 PSI PRESSURE TEST OF THE FIRE SERVICE LINES MUST BE WITNESSED BY A REPRESENTATIVE OF DESTIN FIRE DISTRICT. THE UNDERGROUND CONTRACTOR SHALL PROVIDE A COMPLETED CONTRACTOR'S MATERIAL AND TEST CERTIFICATE FOR UNDERGROUND PIPING AT THE TIME OF THE FINAL PRESSURE TEST.
8. A RAPID ENTRY BOX (KNOX BOX) IS REQUIRED. CONTACT DESTIN FIRE DISTRICT PRIOR TO ORDERING.
9. FIRE FIGHTER SAFETY SYMBOLS ARE REQUIRED.
10. THE FIRE DISTRICT REQUIRES A COMPLETE ELECTRONIC PACKAGE OF PDF FILES ON A CD OR USB FLASH DRIVE. SUBMITTAL MUST INCLUDE ENGINEERED DRAWINGS OF THE FIRE SPRINKLER AND FIRE ALARM SYSTEMS.
11. FIRE SAFETY PUBLIC SAFETY FACILITIES FEES (IMPACT FEES) AND PLAN REVIEW FEES WILL BE ASSESSED WHEN BUILDING PLANS ARE SUBMITTED. ALL FEES MUST BE PAID UPON COMPLETION OF REVIEW.

1. PROPER PERMITTING MUST BE APPLIED FOR AND APPROVED PRIOR TO ANY WORK BEING PERFORMED ON THE SUBJECT PROPERTY.
2. TWO (2) FULL SETS OF SIGNED AND SEALED CONSTRUCTION PLANS AND ONE (1) CD, SPECIFICATIONS, AND RELATED DOCUMENTS (SITE PLAN) AS REQUIRED BY THE FLORIDA BUILDING CODE CHAPTER 1 MUST BE SUBMITTED TO AND BE REVIEWED BY THE BUILDING DIVISION PRIOR TO ISSUANCE OF A PERMIT.
3. PLANS SHALL BE BASED ON THE FOLLOWING CODES (AS APPLICABLE) AND NOTED ON THE CONSTRUCTION DRAWINGS INFORMATIONAL PAGE:  
2009 FLORIDA BUILDING CODE, 2009 FLORIDA FIRE PREVENTION CODE, AND 2020 NATIONAL ELECTRICAL CODE. THE FOLLOWING MINIMUM INFORMATION WILL BE REQUIRED AS APPLICABLE: CONSTRUCTION TYPE, OCCUPANCY CLASSIFICATION, OCCUPANCY LOAD, MEAN ROOF HEIGHT, AND PITCH, BUILDING AREA, AREA MODIFICATION, FIRE PROTECTION - SPRINKLED/NON-SPRINKLED, ULTIMATE WIND SPEED - RISK CATEGORY - WIND EXPOSURE, INTERNAL PRESSURE COEFFICIENT, DESIGN LOAD BEARING VALUE OF SOILS. (FOR A COMPLETE LIST OF MINIMUM PLAN REVIEW CRITERIA SEE 107.3.4 FBC.)
4. DESTIN FIRE CONTROL DISTRICT APPROVAL LETTER BASED ON FINAL CONSTRUCTION DOCUMENTS PRIOR TO ISSUANCE OR A PERMIT.

1. DEVELOPMENT SHALL PROVIDE A POSTED SIGN NOTIFYING THE PUBLIC OF THE NAME, AND 24 HOURS A DAY, 7 DAYS A WEEK EMERGENCY CONTACT PHONE NUMBER OF THE PARTY RESPONSIBLE FOR DEVELOPMENT SITE.
2. SIGN SHALL BE NO LARGER THAN 18"x24" AND NO SMALLER THAN 10"x16".
3. SIGN SHALL BE PROMINENTLY PLACED ON SITE, NO FURTHER THAN 5 FEET FROM ADJACENT RIGHT-OF-WAY, AND SHALL BE LEGIBLE WHEN VIEWED FROM RIGHT-OF-WAY.
4. SIGN SHALL BE PLACED AT EXPENSE OF OWNER, PRIOR TO COMMENCEMENT OF CONSTRUCTION.
5. OWNER SHALL PROVIDE CITY WITH A PHOTO OF SIGN AND POSTING OF PROPERTY AFFIDAVIT WITHIN 7 DAYS OF SIGN BEING POSTED.
6. SIGN SHALL BE REMOVED WITHIN 5 DAYS AFTER ISSUANCE OF CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION FOR THE PROJECT.

1. PRIOR TO OBTAINING ANY CITY OF DESTIN PERMITS, DEVELOPER/CONTRACTOR SHALL OBTAIN AN FDEP NPDES PERMIT AND SUBMIT A COPY TO THE PUBLIC SERVICES DIRECTOR.
2. THE DEVELOPER/OWNER, ENGINEER OF RECORD, AND CONTRACTOR SHALL MAKE THEMSELVES FAMILIAR WITH THE CODES LAOCATED IN CHAPTER 8 (TRANSPORTATION) OF THE CITY OF DESTIN LAND DEVELOPMENT CODE, AND COMPLY WITH THE CODES PRIOR TO OBTAINING A CERTIFICATE OF OCCUPANCY.
3. THE DEVELOPER/OWNER, ENGINEER OF RECORD, AND CONTRACTOR SHALL MAKE THEMSELVES FAMILIAR WITH THE CODES LAOCATED IN CHAPTER 11.09.00 (ILLICIT DISCHARGE) OF THE CITY OF DESTIN LAND DEVELOPMENT CODE, AND COMPLY WITH THE CODES PRIOR TO OBTAINING A CERTIFICATE OF OCCUPANCY.
4. AT TIME OF CONSTRUCTION PERMIT SUBMITTAL, ALL BUILDING DESIGN PLANS MUST BE BASED ON THE 2023 FLORIDA BUILDING CODE.

PARCEL ID: 00-2S-22-0000-0001-A130

LAND USE: VACANT (CURRENT)

INSTITUTIONAL (FUTURE)

FLOOD ZONE: X \*

ZONING: INSTITUTIONAL (INST)

### BUILDING SETBACKS:

REQUIRED: FRC

SIDE = NONE  
=====

REAR = NONE

**BUILDING INFORMATION:**  
BUILDING HEIGHT ALLOWED

BUILDING HEIGHT PROPOSED

GROSS FLOOR AREA: 160.1

TOTAL SITE AREA: 137,160 SQ. FT.

MAY FLOOR AREA RATIO: 0.50

FLOOR AREA RATIO PROPOSED: 0.00

TOTAL IMPERVIOUS AREA ALLOW

TOTAL IMPERVIOUS AREA ALLOW

TOTAL IMPERVIOUS AREA PROPOSED: 10,000 sq. ft.

PHASE 1 IMPERVIOUS AREA PROF

OPEN SPACE PROVIDED: 79,232 S

PARKING SPACES REQUIRED: 2 SPACES

PARKING SPACES PROVIDED: 28 (

**BICYCLE PARKING REQUIRED: 10%**

BICYCLE PARKING PROVIDED: 6 S

\* THIS PARCEL APPEARS TO LIE IN

FLOOD INSURANCE RATE MAP CO

INSENT

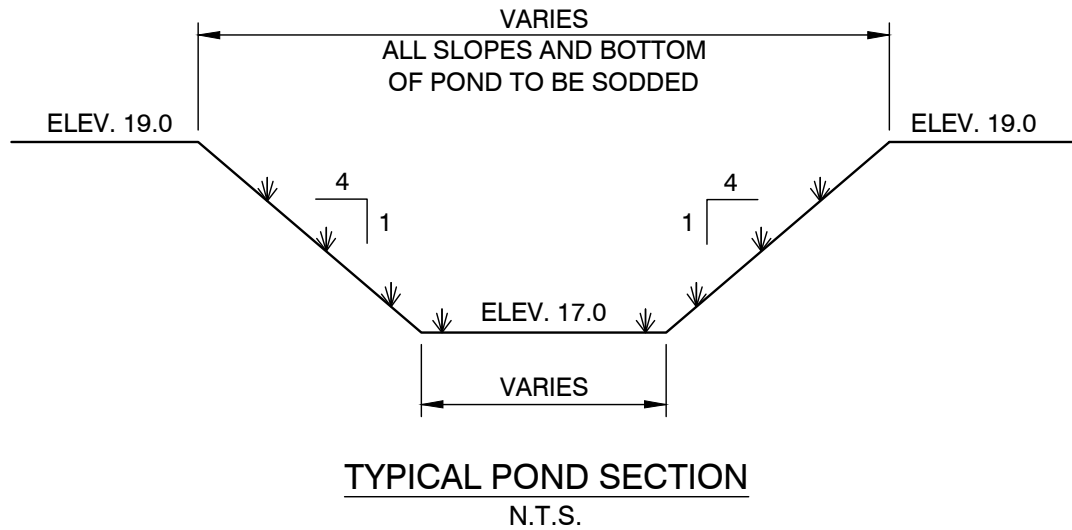
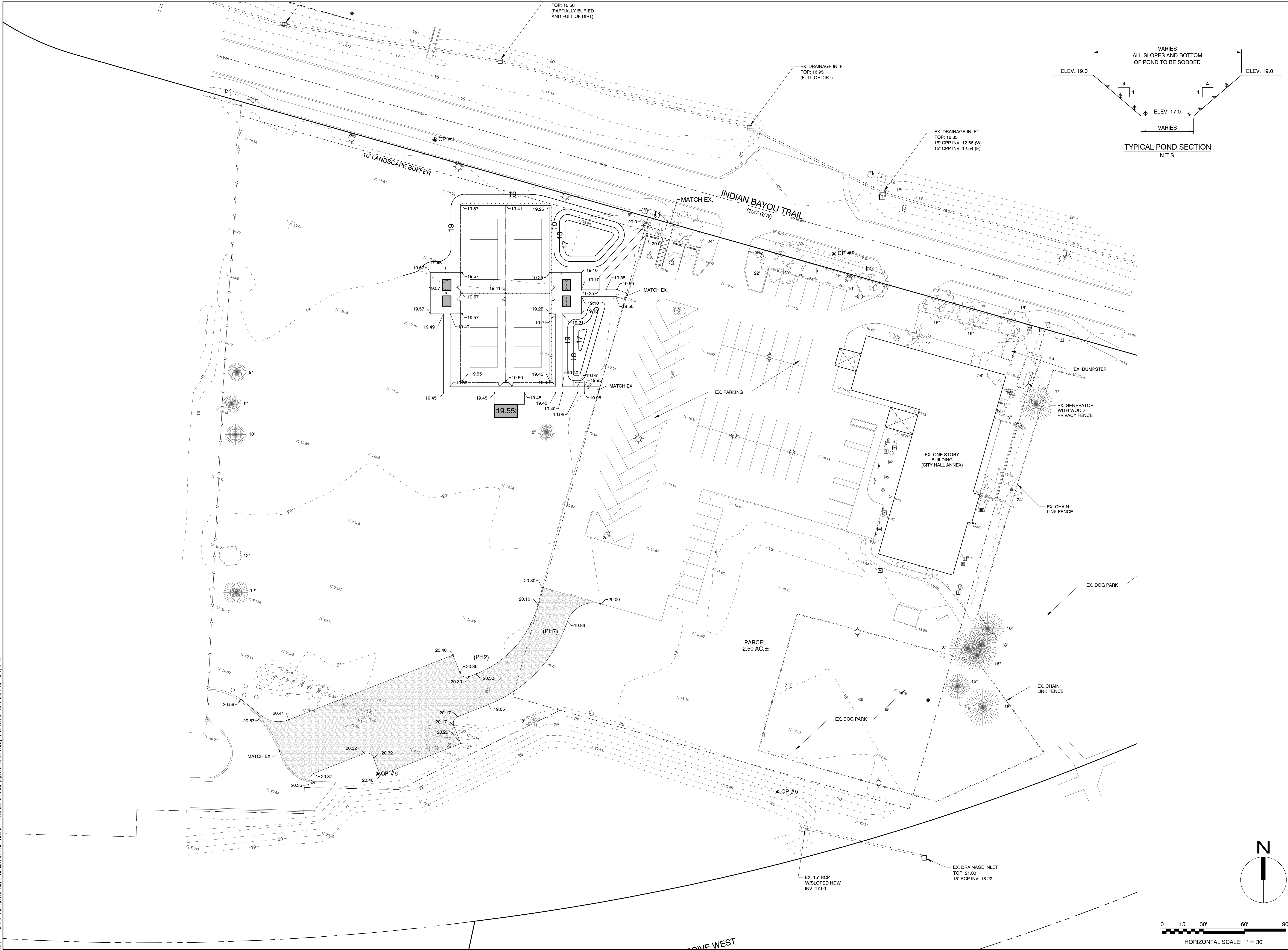
ALL CURB DIMENSIONS ARE TO FLOW  
LINE UNLESS OTHERWISE NOTED.

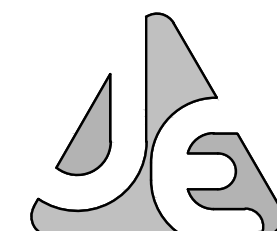




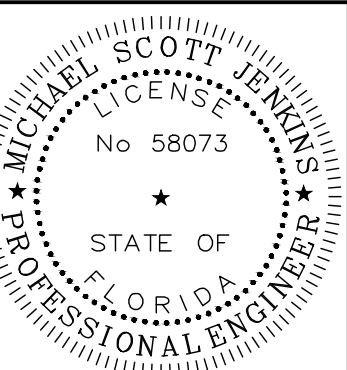
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**JENKINS ENGINEERING, INC.**  
73 EGLIN PARKWAY NE, SUITE 203  
FORT WALTON BEACH, FLORIDA 32548  
PHONE 850.837.2448  
FAX 850.837.2450  
JEICVIL.COM



M. SCOTT JENKINS, P.E.  
FL REGISTRATION NO. 58073

| REV | DATE      | DESCRIPTION                                             |
|-----|-----------|---------------------------------------------------------|
| 1   | 2/8/2024  | REVISIONS PER CITY COUNCIL MEETING (2/8/2024) DIRECTION |
| 2   | 5/10/2024 | REVISIONS PER CITY 80% REVIEW                           |
| 3   | 5/15/2024 | REVISIONS PER CITY 100% REVIEW                          |

| BY  | MSJ | MPF |
|-----|-----|-----|
| MSJ |     |     |
| MPF |     |     |

CITY OF DESTIN

**CITY OF DESTIN PICKLEBALL COURTS**  
DESTIN, FLORIDA

**PHASE 1 GRADING & DRAINAGE PLAN**

NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE

JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

BAR IS ONE INCH ON ORIGINAL  
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ADJUST SCALES ACCORDINGLY

DRAWING NUMBER  
06 OF 13

SHEET NUMBER  
**C06**

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| LEGEND |        |             |                    |     |      |      |                   |
|--------|--------|-------------|--------------------|-----|------|------|-------------------|
| SYM    | TYPE   | COMMON NAME | SCIENTIFIC NAME    | HT. | CAL. | ROOT | REMARKS           |
|        | CANOPY | LIVE OAK    | Quercus virginiana | 10' | 2.5" | B&B  | FULL, WELL SHAPED |
|        |        |             |                    |     |      |      | COUNT             |
|        |        |             |                    |     |      |      | 6+13+5 = 18 TOTAL |

**BUFFER REQUIREMENTS:**

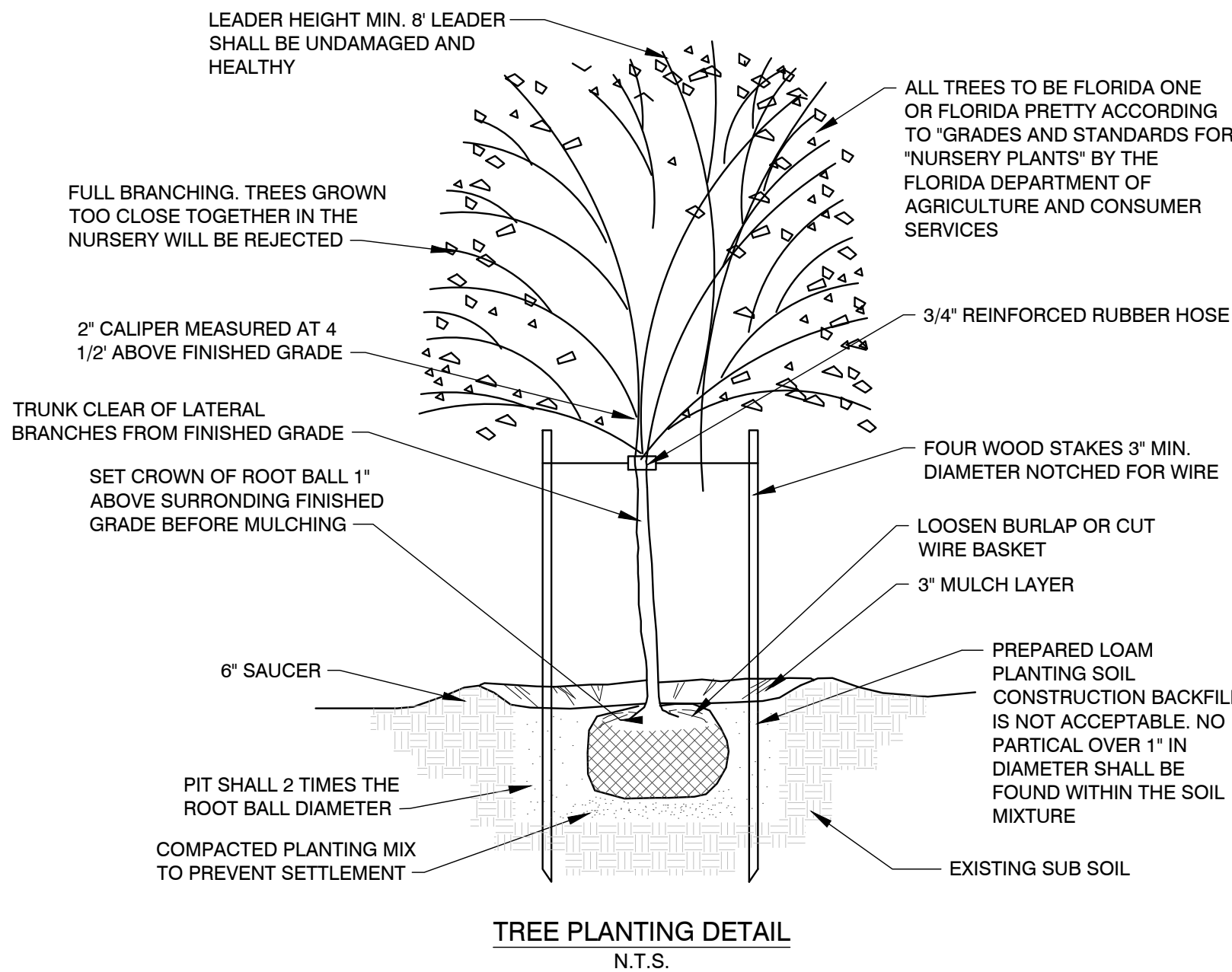
10' FRONT LANDSCAPE BUFFER: 1 CANOPY TREE PER 25 L.F. (307 L.F. / 25) = 12.3 = 13  
PROVIDED: 6 CANOPY TREES (PHASE 1)

**REFORESTATION REQUIREMENTS:**

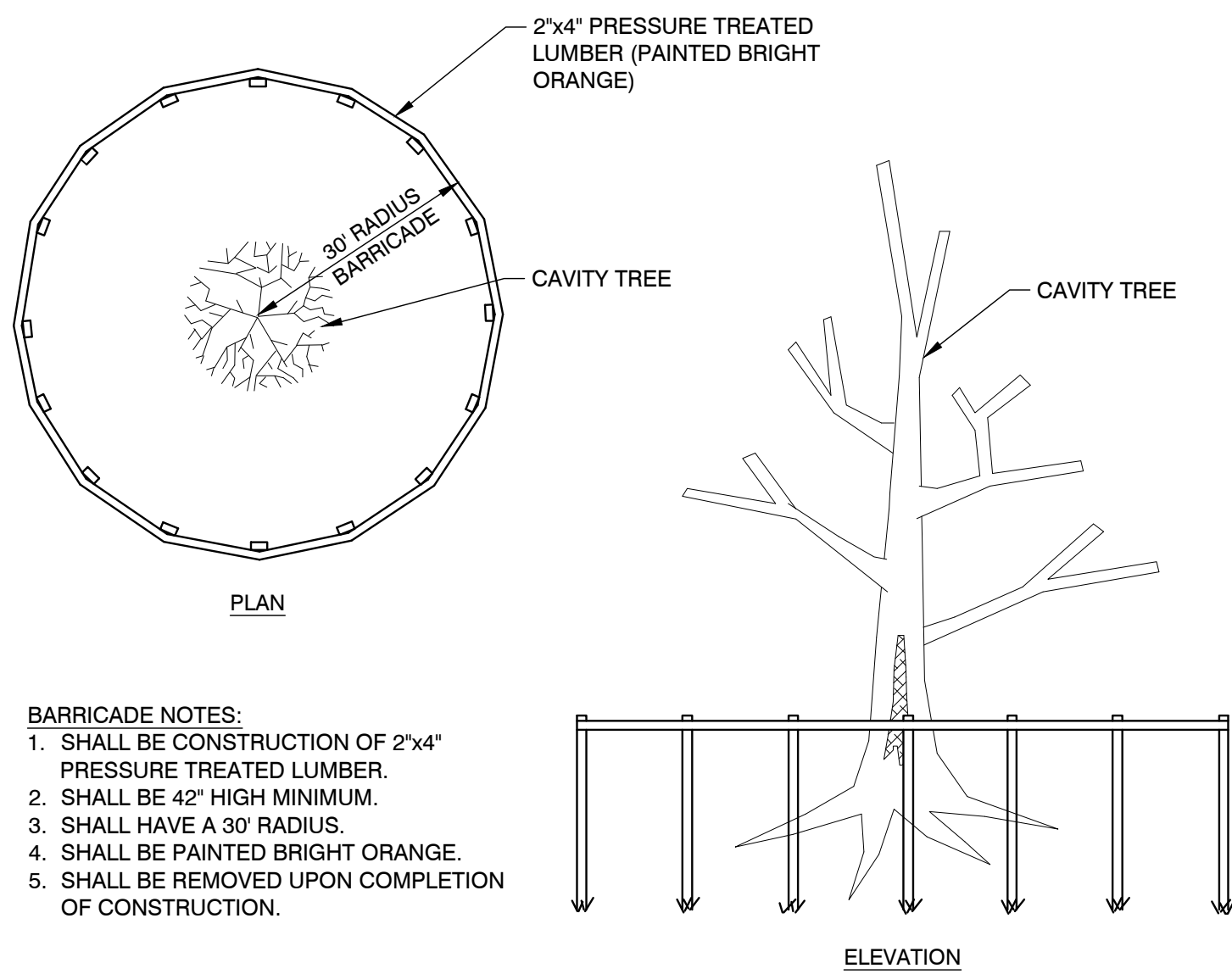
1 TREE PER 1/10 ACRE. UNDEVELOPED OPEN SPACE = 2.3 AC. (98,639 SQ.FT.) x 1/10 = 23 TREES  
PRESERVED TREES: 8' (QTY 1), 9' (QTY 2), 10' (QTY 1), 12' (QTY 2) TOTAL = 6  
REFORESTATION CREDIT PER TABLE 12.04.05.C.2: CREDITED 3 TREES PER 7-12" CALIPER TREE  
(6 PRESERVED TREES x 3 TREE CREDITS = 18 TREE CREDITS)  
REFORESTATION TREES REQUIRED: 23 - 18 CREDITED = 5 TREES  
REFORESTATION TREES PROVIDED: 5 TREES (PHASES INDICATED ON PLAN)

**LANDSCAPE NOTES**

- ALL PRICES OF PLANT MATERIAL SHALL INCLUDE PINE MULCH, TREE STAKING AND BED PREPARATION.
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING OF ALL PLANT MATERIAL DURING THE CONSTRUCTION OF THE PROJECT, UNTIL SUCH TIME AS SUBSTANTIAL COMPLETION. AT THAT TIME, IT SHALL BECOME THE RESPONSIBILITY OF THE MAINTENANCE CONTRACTOR SELECTED BY THE OWNER.
- WHERE SOD OR SEED IS SHOWN GOING DIRECTLY UP TO THE BUILDING, CONTRACTOR SHALL LEAVE A 6" MULCH BORDER BETWEEN THE SOD AND THE BUILDING FOR EASY MAINTENANCE.
- THE ENGINEER RESERVES THE RIGHT TO REJECT ANY AND ALL PLANT MATERIAL WHICH DOES NOT MEET THE SPECIFICATIONS IN SIZE OR SHAPE.
- ALL LANDSCAPING WITHIN THE CLEAR VISIBILITY TRIANGLE SHALL COMPLY WITH SIGHT REQUIREMENTS.
- TREES SHALL HAVE A MINIMUM INSTALLED HEIGHT OF 6' AT THE TIME OF PLANTING.
- ALL PLANT MATERIAL SHALL BE DROUGHT AND SALT TOLERANT.
- IRRIGATION WITHIN THE PROPOSED LIMITS SHALL BE DESIGNED AND CONSTRUCTED BY CITY OF DESTIN PARKS & RECREATION AFTER CONSTRUCTION IS COMPLETE.
- LAWN GRASSES AND GROUND COVER SHALL BE PERENNIAL SPECIES CAPABLE OF THRIVING IN OKALOOSA COUNTY.

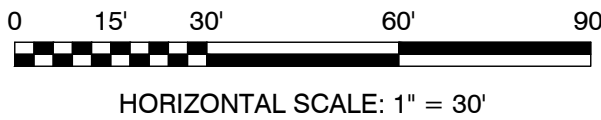


**TREE PLANTING DETAIL**  
N.T.S.



**TREE PROTECTION DETAIL**  
N.T.S.

- BARRICADE NOTES:**
- SHALL BE CONSTRUCTION OF 2"x4" PRESSURE TREATED LUMBER.
  - SHALL BE 42" HIGH MINIMUM.
  - SHALL HAVE A 30' RADIUS.
  - SHALL BE PAINTED BRIGHT ORANGE.
  - SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.



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FORT WALTON BEACH, FLORIDA 32548  
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JEICIVIL.COM

M. SCOTT JENKINS, P.E.  
FL. REGISTRATION NO. 58073

| REV | DATE      | DESCRIPTION                                             |
|-----|-----------|---------------------------------------------------------|
| 1   | 2/8/2024  | REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTION |
| 2   | 5/10/2024 | REVISIONS PER CITY COUNCIL MEETING (5/1/2024) REVIEW    |
| 3   | 5/15/2024 | REVISIONS PER CITY COUNCIL MEETING (5/1/2024) REVIEW    |

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

MASTER LANDSCAPE PLAN

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JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

BAR IS ONE INCH ON ORIGINAL  
0 1"  
IF NOT ONE INCH ON THIS SHEET  
ADJUST SCALES ACCORDINGLY

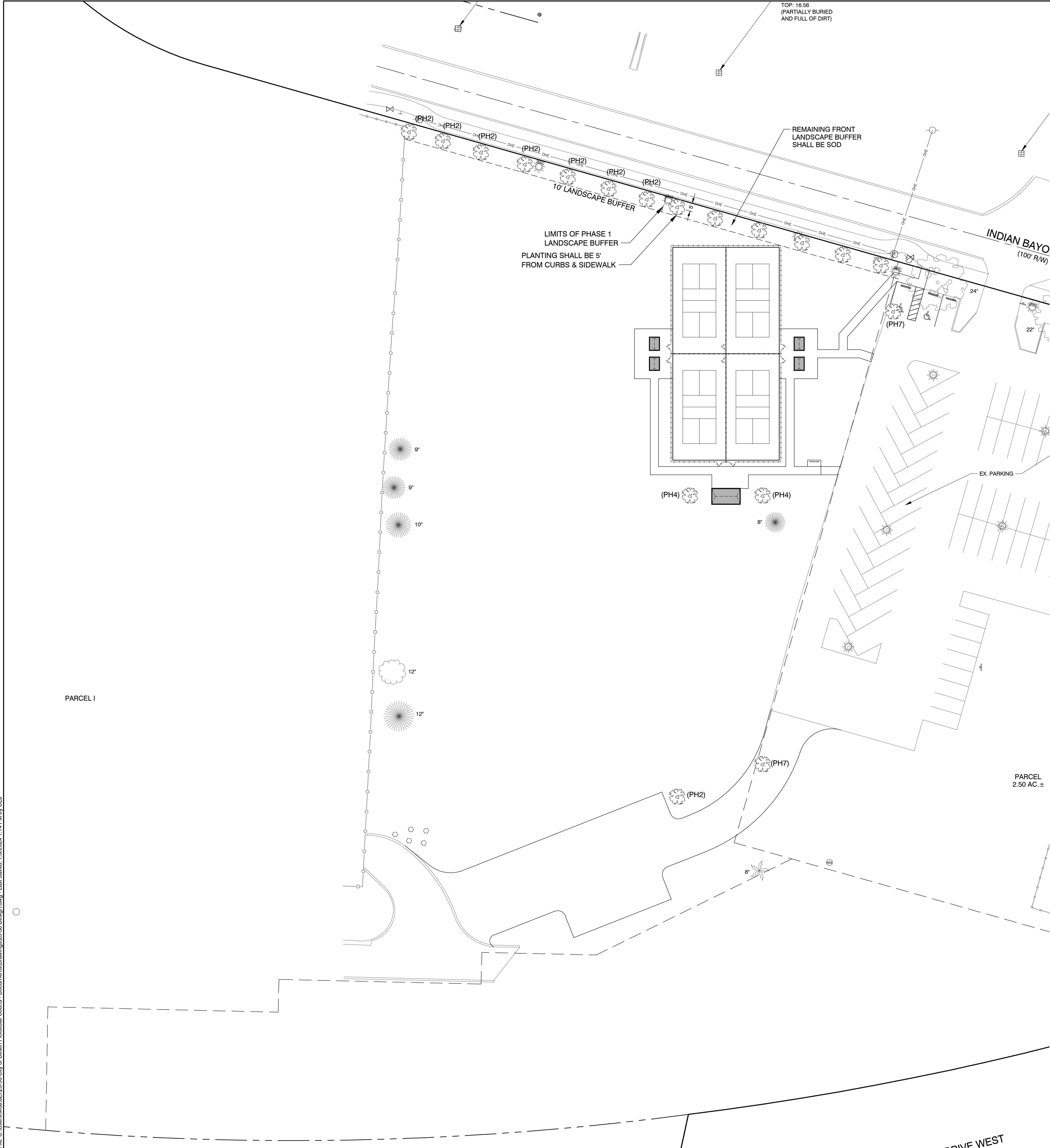
DRAWING NUMBER  
07 OF 13

SHEET NUMBER  
C07



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| LEGEND |        |             |                    |     |      |      |                   |                   |
|--------|--------|-------------|--------------------|-----|------|------|-------------------|-------------------|
| SYM    | TYPE   | COMMON NAME | SCIENTIFIC NAME    | HT. | CAL. | ROOT | REMARKS           | COUNT             |
|        | CANOPY | LIVE OAK    | Quercus virginiana | 10' | 2.5" | B&B  | FULL, WELL SHAPED | 6+13+5 = 18 TOTAL |

**BUFFER REQUIREMENTS:**

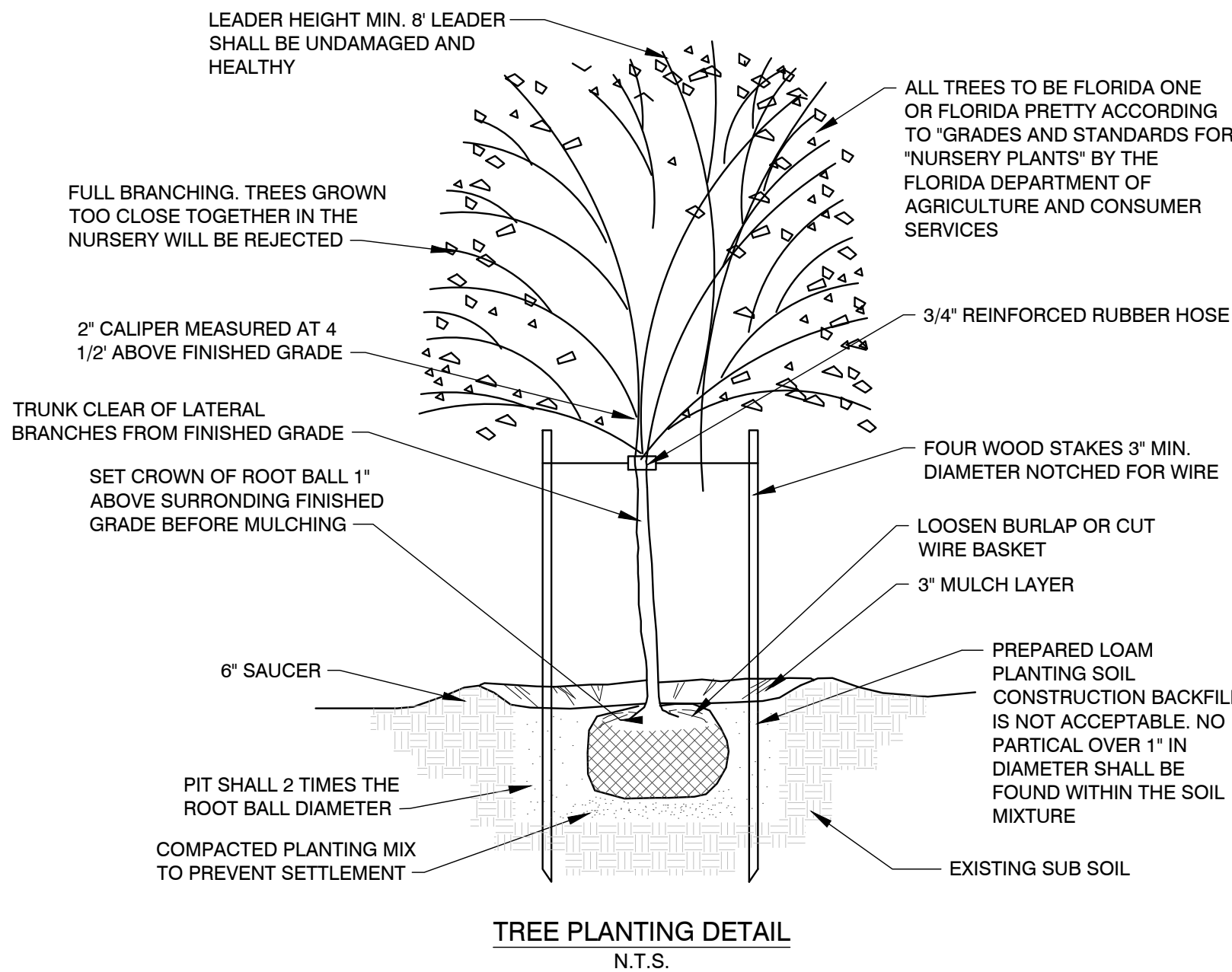
10' FRONT LANDSCAPE BUFFER: 1 CANOPY TREE PER 25 L.F. (307 L.F. / 25) = 12.3 = 13  
PROVIDED: 6 CANOPY TREES (PHASE 1)

**REFORESTATION REQUIREMENTS:**

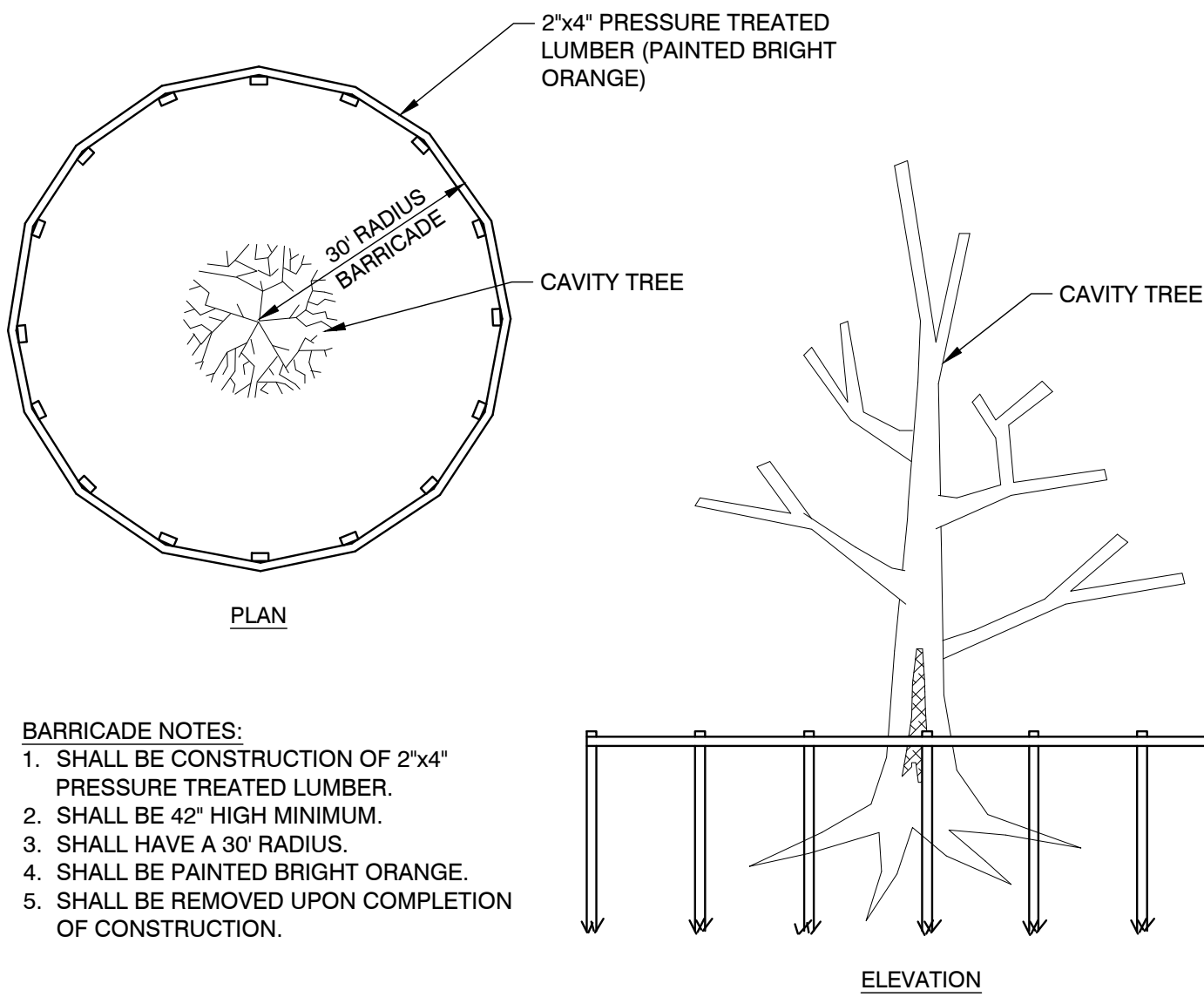
1 TREE PER 1/10 ACRE. UNDEVELOPED OPEN SPACE = 2.3 AC. (98,639 SQ.FT.) x 1/10 = 23 TREES  
PRESERVED TREES: 8' (QTY 1), 9' (QTY 2), 10' (QTY 1), 12' (QTY 2) TOTAL = 6  
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- ALL PLANT MATERIAL SHALL BE DROUGHT AND SALT TOLERANT.
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- LAWN GRASSES AND GROUND COVER SHALL BE PERENNIAL SPECIES CAPABLE OF THRIVING IN OKALOOSA COUNTY.



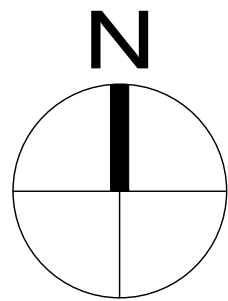
**TREE PLANTING DETAIL**  
N.T.S.



**TREE PROTECTION DETAIL**  
N.T.S.

- BARRICADE NOTES:**
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  - SHALL BE 42" HIGH MINIMUM.
  - SHALL HAVE A 30' RADIUS.
  - SHALL BE PAINTED BRIGHT ORANGE.
  - SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.

0 15' 30' 60' 90'  
HORIZONTAL SCALE: 1" = 30'



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M. SCOTT JENKINS, P.E.  
FL. REGISTRATION NO. 58073

| BY          | MSJ                                                     | MSJ                                                     | MPF                                                     |
|-------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| DESCRIPTION | REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTION | REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTION | REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTION |
| DATE        | 2/8/2024                                                | 5/10/2024                                               | 5/15/2024                                               |
| REV         | 1                                                       | 2                                                       | 3                                                       |

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

PHASE 1 LANDSCAPE PLAN

NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE

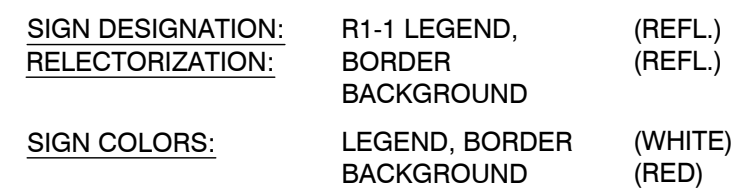
JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

BAR IS ONE INCH ON ORIGINAL  
0 1"  
IF NOT ONE INCH ON THIS SHEET  
ADJUST SCALES ACCORDINGLY

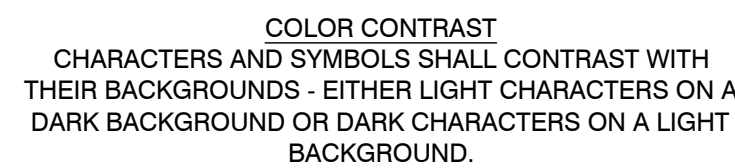
DRAWING NUMBER  
07 OF 13

SHEET NUMBER  
C07





STOP SIGN DETAIL  
N.T.S.



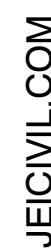
HANDICAP SYMBOL DETAIL

N.T.S.

**NOTE:**  
SYMBOL SHALL BE PAINTED BLUE  
AND TO THE DIMENSIONS SHOWN.



**NOTE:**  
HANDICAP PARKING SPACES SHALL BE A MINIMUM OF TWELVE (12) FEET WIDE, MEASURED FROM CENTER TO CENTER OF THE BLUE DEMARCATION LINES AS PER CHAPTER 6, SECTION 6.04.061 OF THE OKALOOSA COUNTY LDC.

[illegible]

CITY OF DESTIN  
CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

## MISCELLANEOUS DETAILS

JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPF

BAR IS ONE INCH ON ORIGINAL  
0  1"  
IF NOT ONE INCH ON THIS SHEET  
ADJUST SCALES ACCORDINGLY

DRAWING NUMBER  
08 OF 13

SHEET NUMBER  
**C08**





- 
- A circular professional engineer seal for Michael Scott Jenkins. The outer ring contains the text "MICHAEL SCOTT JENKINS" at the top and "PROFESSIONAL ENGINEER" at the bottom, separated by two stars. The inner circle contains the word "LICENSE" at the top, "No 58073" in the center, a single star below the license number, and "STATE OF FLORIDA" at the bottom.

DESCRIPTION

DATE \_\_\_\_\_

|  |   |
|--|---|
|  | F |
|--|---|

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS  
DESTIN, FLORIDA

MISCELLANEOUS DETAILS II

JOB: 23-5  
DATE: 10-202  
DESIGNED: MS  
DRAWN: MP

BAR IS ONE INCH ON ORIGINAL  
0  1"  
IF NOT ONE INCH ON THIS SHEET  
ADJUST SCALES ACCORDINGLY

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09 OF 14

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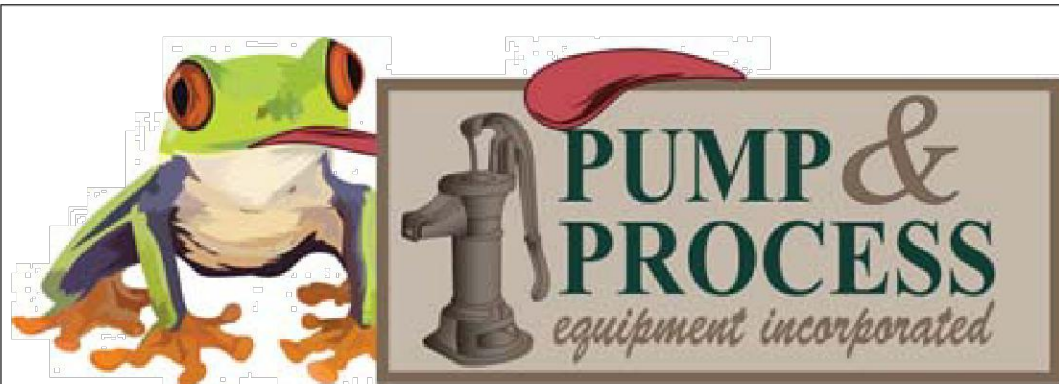
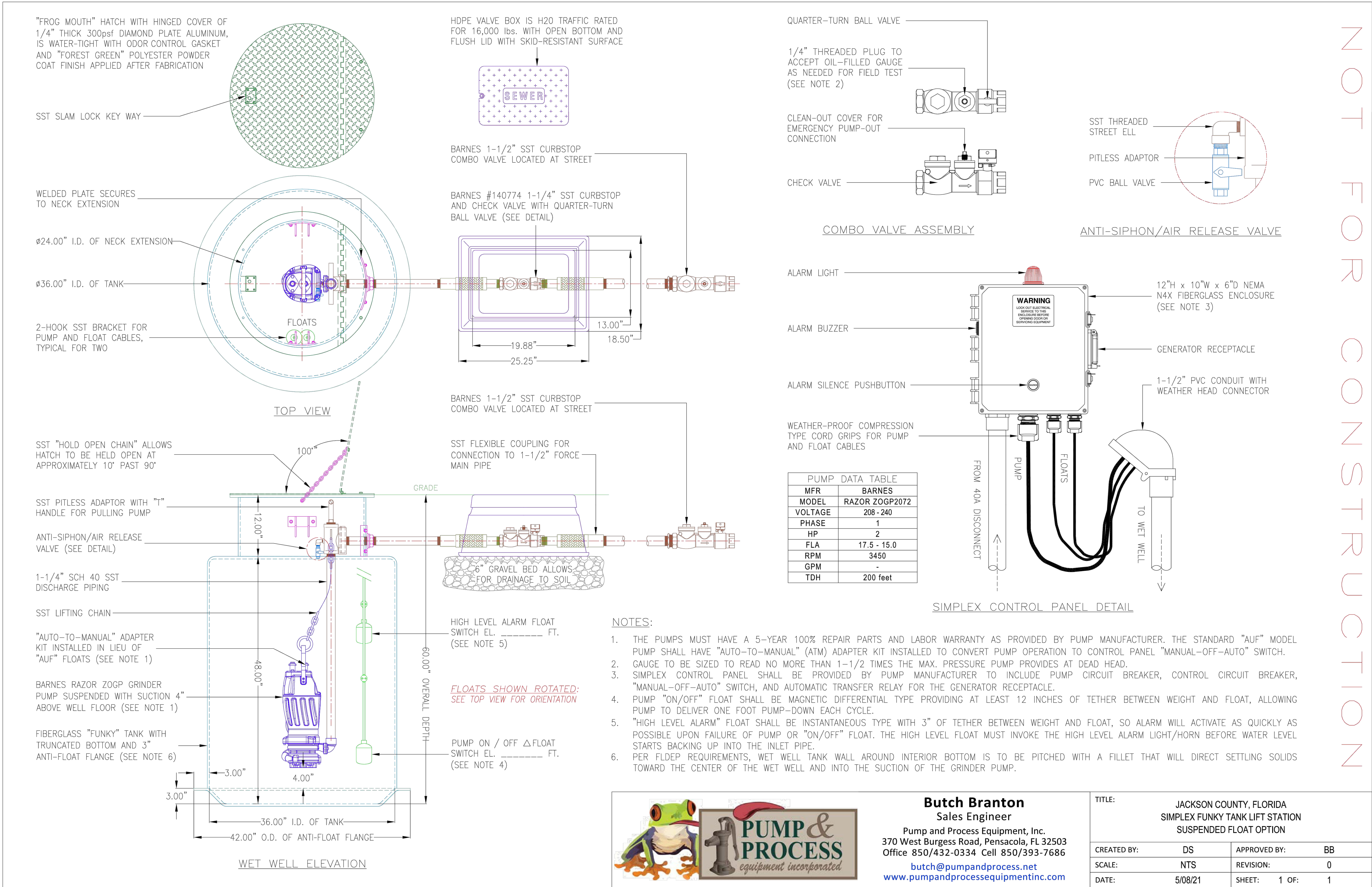
JENKINS ENGINEERING, INC.

73 EGLIN PARKWAY NE, SUITE 203  
FORT WALTON BEACH, FLORIDA 32548  
PHONE 850.837.2448  
FAX 850.837.2450

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**Butch Branton**  
Sales Engineer  
Pump and Process Equipment, Inc.  
370 West Burgess Road, Pensacola, FL 32503  
Office 850/432-0334 Cell 850/393-7686  
butch@pumpandprocess.net  
www.pumpandprocessequipmentinc.com

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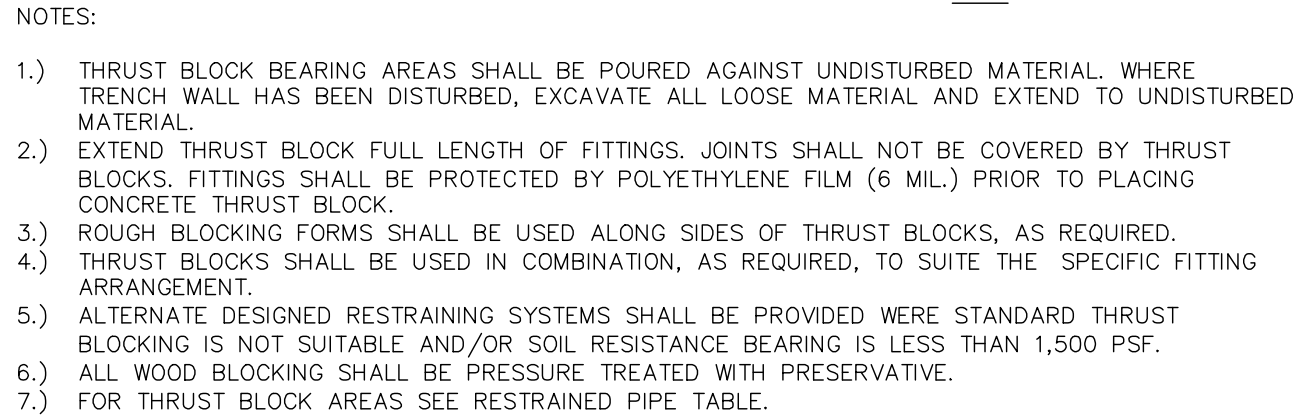
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M. SCOTT JENKINS, P.E.  
FL REGISTRATION NO. 58073

| BY  | DESCRIPTION                    | DATE      | REV |
|-----|--------------------------------|-----------|-----|
| MPF | REVISIONS PER CITY 100% REVIEW | 5/15/2024 | 3   |

| CITY OF DESTIN                                             | CITY OF DESTIN PICKLEBALL COURTS<br>DESTIN, FLORIDA | GRINDER STATION DETAILS<br>NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE |
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| JOB:                                                       | 23-58                                               |                                                                                   |
| DATE:                                                      | 10-2023                                             |                                                                                   |
| DESIGNED:                                                  | MSJ                                                 |                                                                                   |
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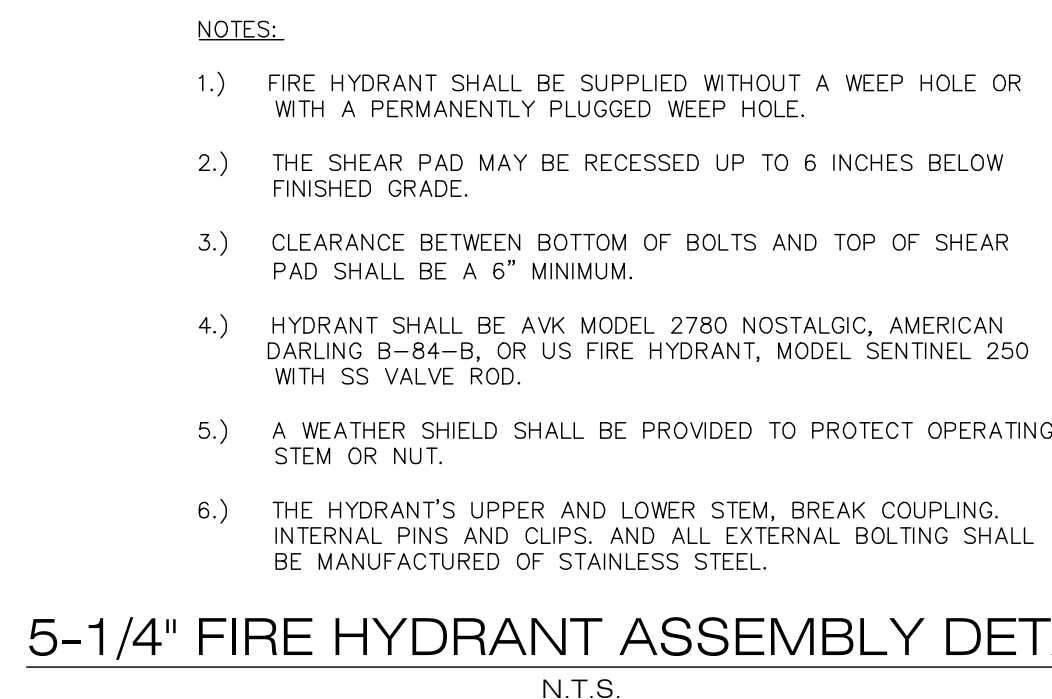
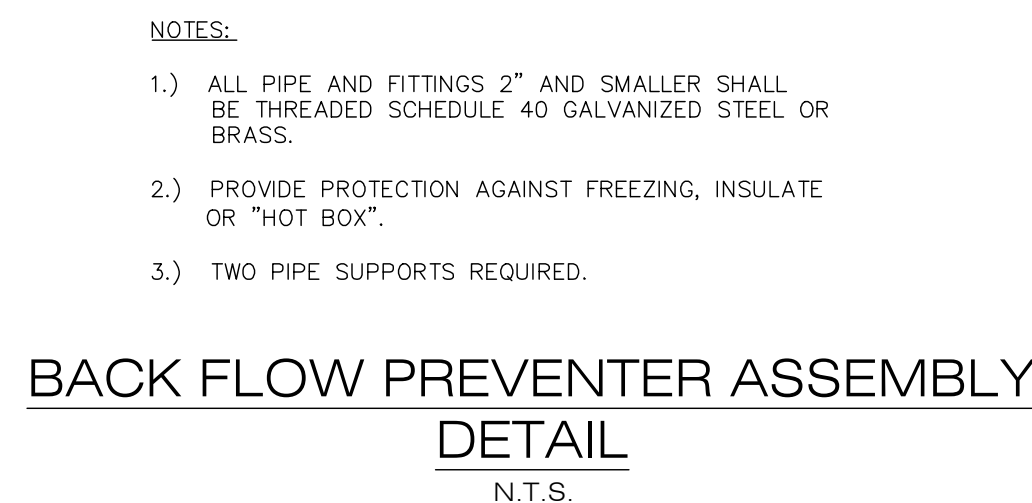
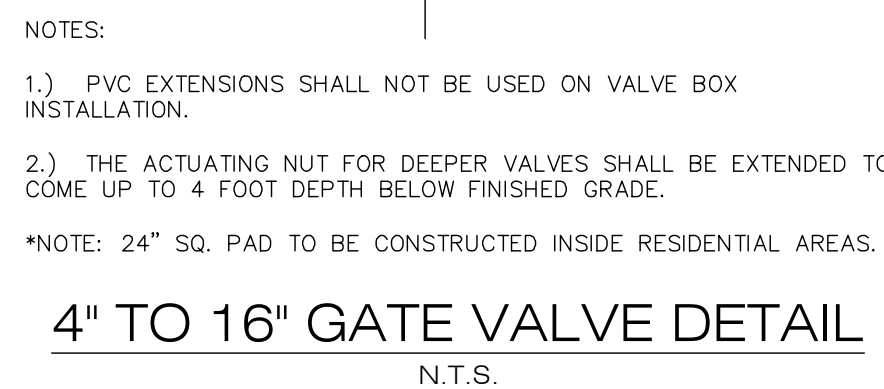
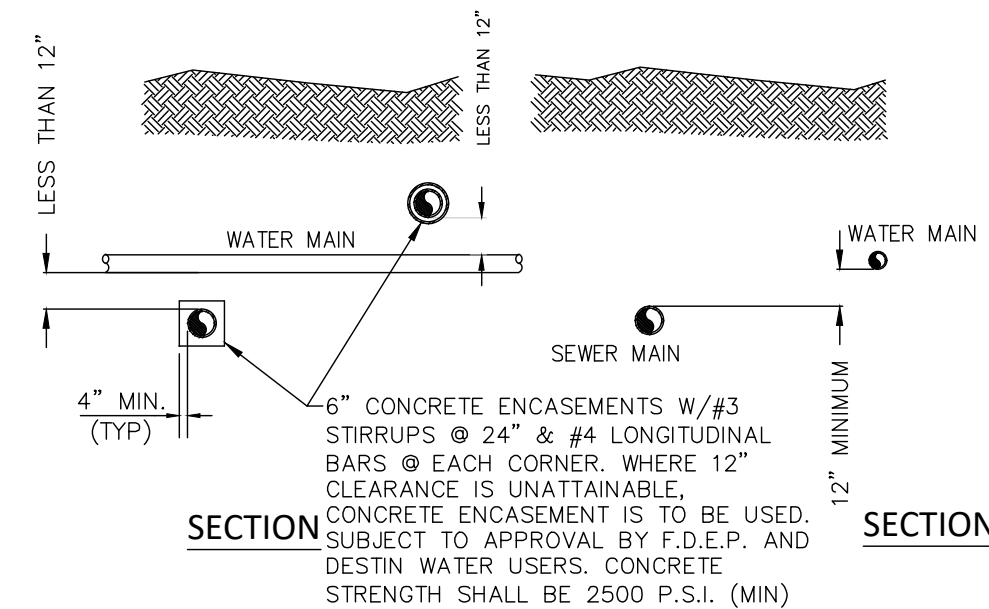
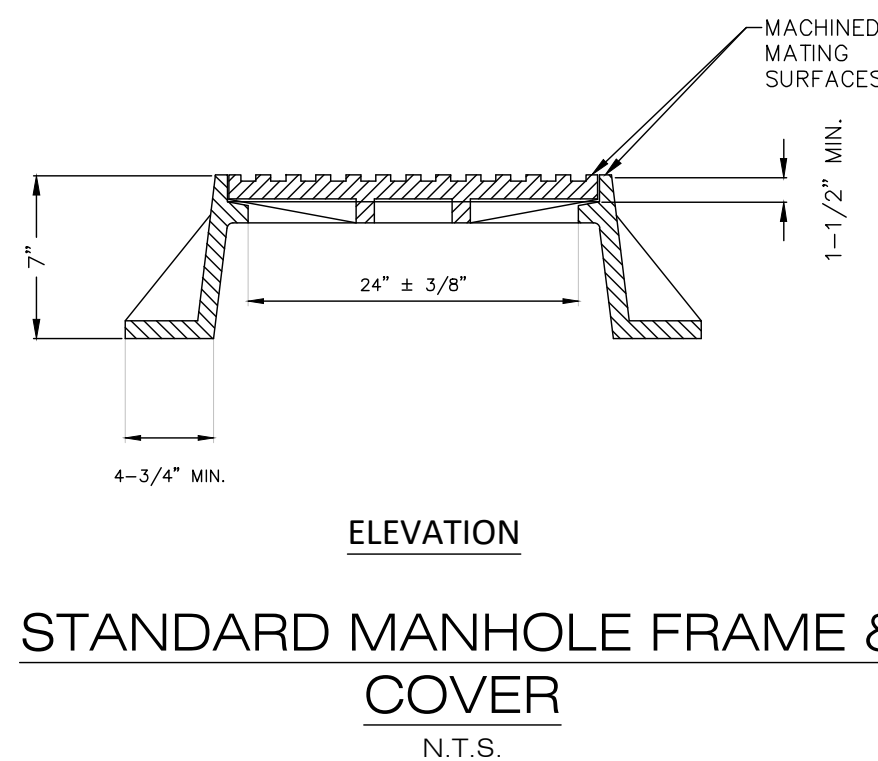
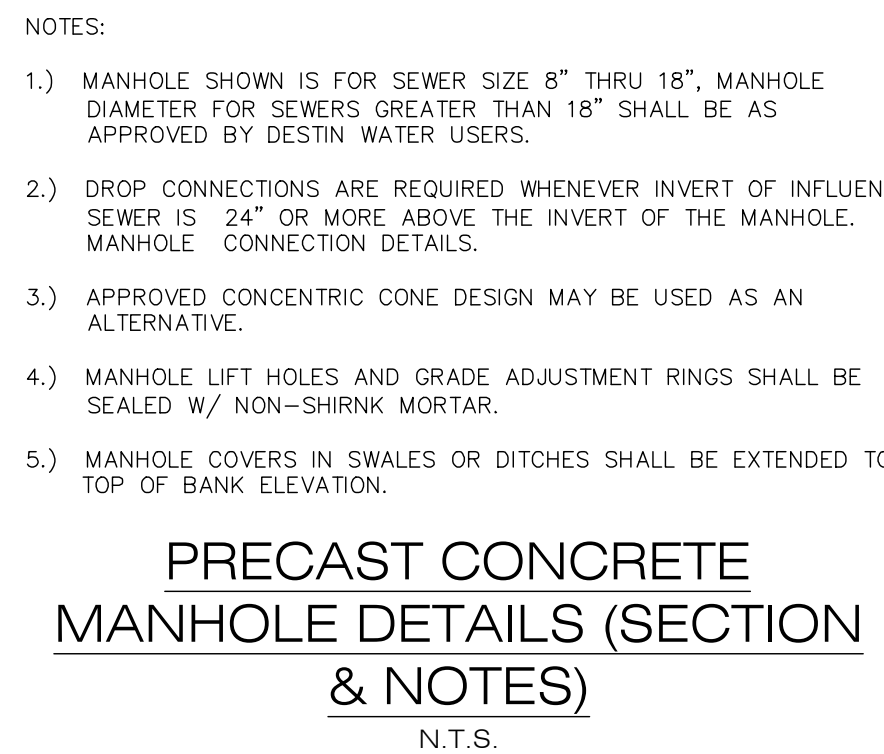
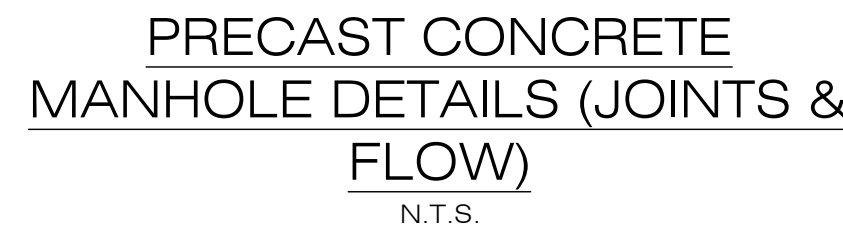




THRUST BLOCK  
SCHEDULE  
N.T.S.







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|                                                     |
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| CITY OF DESTIN                                      |
| CITY OF DESTIN PICKLEBALL COURTS<br>DESTIN, FLORIDA |
| DWU UTILITY DETAILS II                              |

JOB: 23-58  
DATE: 10-2023  
DESIGNED: MSJ  
DRAWN: MPP

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**C11**







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A. CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION. REFER TO MECHANICAL AND PLUMBING DRAWINGS FOR EXACT SIZE AND LOCATION OF EQUIPMENT WHICH IS FURNISHED BY OTHERS AND CONNECTED BY ELECTRICAL.

B. VERIFY ALL DOOR SWINGS WITH ARCHITECTURAL DRAWINGS PRIOR TO ROUGHING-IN WALL FOR SWITCHES.

C. LOCATION OF LIGHTING FIXTURES, DISCONNECT SWITCHES, ETC. FOR MECHANICAL EQUIPMENT/ROOM SHALL BE COORDINATED WITH FINAL MECHANICAL EQUIPMENT LOCATION TO PROVIDE NATIONAL ELECTRIC CODE REQUIRED ACCESS SPACE.

D. ALL EXPOSED CONDUITS, BOXES, STRAPS AND HANGERS IN THE CONTRACT AREA WHETHER NEW OR EXISTING THAT ARE PART OF THE ELECTRICAL SYSTEM SHALL BE PAINTED TO MATCH ADJACENT FINISH.

E. GENERAL CONTRACTOR SHALL FIELD-VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING ANY WORK, AND SHALL IMMEDIATELY NOTIFY THE ARCHITECT OF ANY DISCREPANCIES FAILURE TO DO SO INDICATES THAT THE CONTRACTOR ACCEPTS THE CONDITIONS AS THEY EXIST, AND SHALL PERFORM THE WORK REQUIRED AS SHOWN AND SPECIFIED.

F. COMPLY WITH ALL LOCAL CODE, LAWS, AND ORDINANCES APPLICABLE TO ELECTRICAL WORK, THE STATE BUILDING CODE AND THE NATIONAL ELECTRIC CODE. OBTAIN ALL PERMITS REQUIRED BY LOCAL ORDINANCES.

G. OBTAIN ARCHITECTS APPROVAL OF ALL LIGHT FIXTURES, SWITCHES, RECEPTACLES, PANELBOARDS, ETC. PRIOR TO PURCHASING.

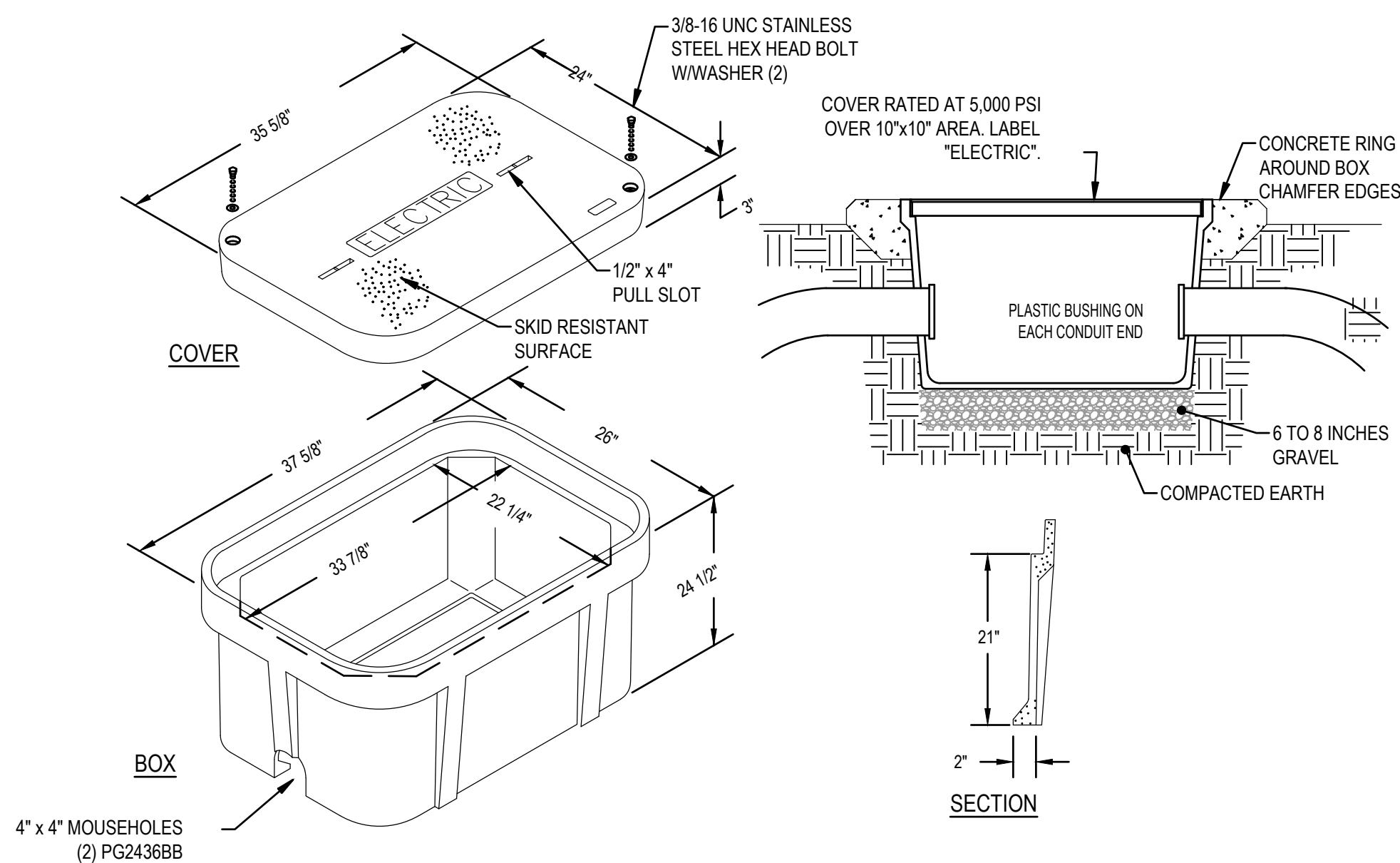
H. THE ELECTRICAL WORK SHALL BE INSTALLED IN A NEAT AND WORKMANLIKE MANNER, ALL NOT SO INSTALLED SHALL BE REMOVED AND REPLACED AT NO COST TO THE OWNER.

I. ALL WORK SHALL BE INSTALLED IN CONCEALED TYPE CONSTRUCTION. UNDERGROUND CONDUITS UP TO FIRST BOX IN CONCEALED CONSTRUCTION MAY BE SCH.40 PVC. EXTERIOR EXPOSED WORK SHALL BE I.M.C. BRANCH CIRCUIT CONDUIT RUN IN OPEN SPACES ABOVE CEILING OR IN WALLS MAY BE THINWALL (E.M.T.) CONDUIT 1/2" MIN. SIZE.

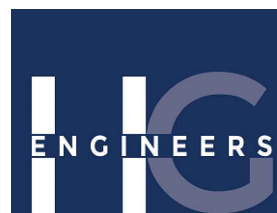
J. ALL CONDUCTORS LESS THAN 100A. SHALL BE COPPER #12 & #10 SOLID, #8 AND LARGER STRANDED, #6 AND SMALLER TO BE TYPE THWN. 600 VOLT INSULATION AND TYPE THWN OR THHN FOR #4 AND LARGER. ALUM. CONDUCTORS MAY BE USED FOR 100A. AND LARGER ONLY WHERE USED WITH COMPRESSION TERMINATIONS.

K. PROVIDE GROUNDING PER NATIONAL ELECTRIC CODE.

L. THE CONTRACTOR SHALL LEAVE THE ENTIRE ELECTRICAL SYSTEM INSTALLED IN PROPER WORKING ORDER, AND SHALL REPLACE WITHOUT ADDITIONAL COST, ALL WORK OR MATERIAL WHICH MAY DEVELOP DEFECTS, (ORDINARY WEAR AND TEAR OR DAMAGE RESULTING FROM IMPROPER HANDLING EXCEPTED) WITHIN A PERIOD OF ONE (1) YEAR FROM THE DATE OF FINAL ACCEPTANCE BY THE OWNER.

[illegible]

| PB1                    |                           | SYSTEM    |      | 240/120V                                 |      | 1Ø            |      | 3Ø                      |  |       |         |
|------------------------|---------------------------|-----------|------|------------------------------------------|------|---------------|------|-------------------------|--|-------|---------|
|                        |                           | RATING    |      | 200A                                     |      | M.C.B.        |      | 22,000 AIC MINIMUM      |  |       |         |
|                        |                           | ENCLOSURE |      | NEMA 3R                                  |      | SURFACE MOUNT |      |                         |  |       |         |
|                        |                           | OPTIONS   |      | BOLT ON BREAKERS; SERVICE ENTRANCE RATED |      |               |      |                         |  |       |         |
| CKT #                  | SERVING                   | CKT BKR   |      | CONNECTED LOAD (VA)                      |      | CKT BKR       |      | SERVING                 |  | CKT # |         |
|                        |                           | TRIP      | POLE |                                          |      | POLE          | TRIP |                         |  |       |         |
| 1                      | PICKLEBALL COURT 1 LIGHTS | 20        | 2    | 2512                                     | 3069 | 2             | 100  | PREFAB BATHROOM PANEL   |  | 2     |         |
| 3                      | ---                       | ---       | ---  | ---                                      | ---  | ---           | ---  | ---                     |  | 4     |         |
| 5                      | PICKLEBALL COURT LIGHTS   | 20        | 2    | 1704                                     | 1704 | 2             | 20   | PICKLEBALL COURT LIGHTS |  | 6     |         |
| 7                      | ---                       | ---       | ---  | ---                                      | ---  | ---           | ---  | ---                     |  | 8     |         |
| 9                      | PICKLEBALL COURT LIGHTS   | 20        | 2    | 1704                                     | 1704 | 2             | 20   | PICKLEBALL COURT LIGHTS |  | 10    |         |
| 11                     | ---                       | ---       | ---  | ---                                      | ---  | ---           | ---  | ---                     |  | 12    |         |
| 13                     | MULTI-USE COURT LIGHTS    | 20        | 2    | 2636                                     | 2636 | 2             | 20   | MULTI-USE COURT LIGHTS  |  | 14    |         |
| 15                     | ---                       | ---       | ---  | ---                                      | ---  | ---           | ---  | ---                     |  | 16    |         |
| 17                     | MULTI-USE COURT LIGHTS    | 20        | 2    | 2636                                     | 769  | 2             | 20   | PARKING LOT LIGHTS      |  | 18    |         |
| 19                     | ---                       | ---       | ---  | ---                                      | ---  | ---           | ---  | ---                     |  | 20    |         |
| 21                     | GRINDER PUMP              | 30        | 2    | 3600                                     | ---  | 1             | 20   | SPARE                   |  | 22    |         |
| 23                     | ---                       | ---       | ---  | ---                                      | ---  | 1             | 20   | SPARE                   |  | 24    |         |
| 25                     | SPARE                     | 20        | 1    | ---                                      | ---  | 1             | 20   | SPARE                   |  | 26    |         |
| 27                     | SPARE                     | 20        | 1    | ---                                      | ---  | 2             | 30   | SURGE PROTECTIVE DEVICE |  | 28    |         |
| 29                     | SPARE                     | 20        | 1    | ---                                      | ---  | ---           | ---  | ---                     |  | 30    |         |
| TOTAL CONNECTED LOAD = |                           |           |      | 24671 VA                                 |      | /             |      | 240                     |  | =     | 102.8 A |



24049  
Job No.



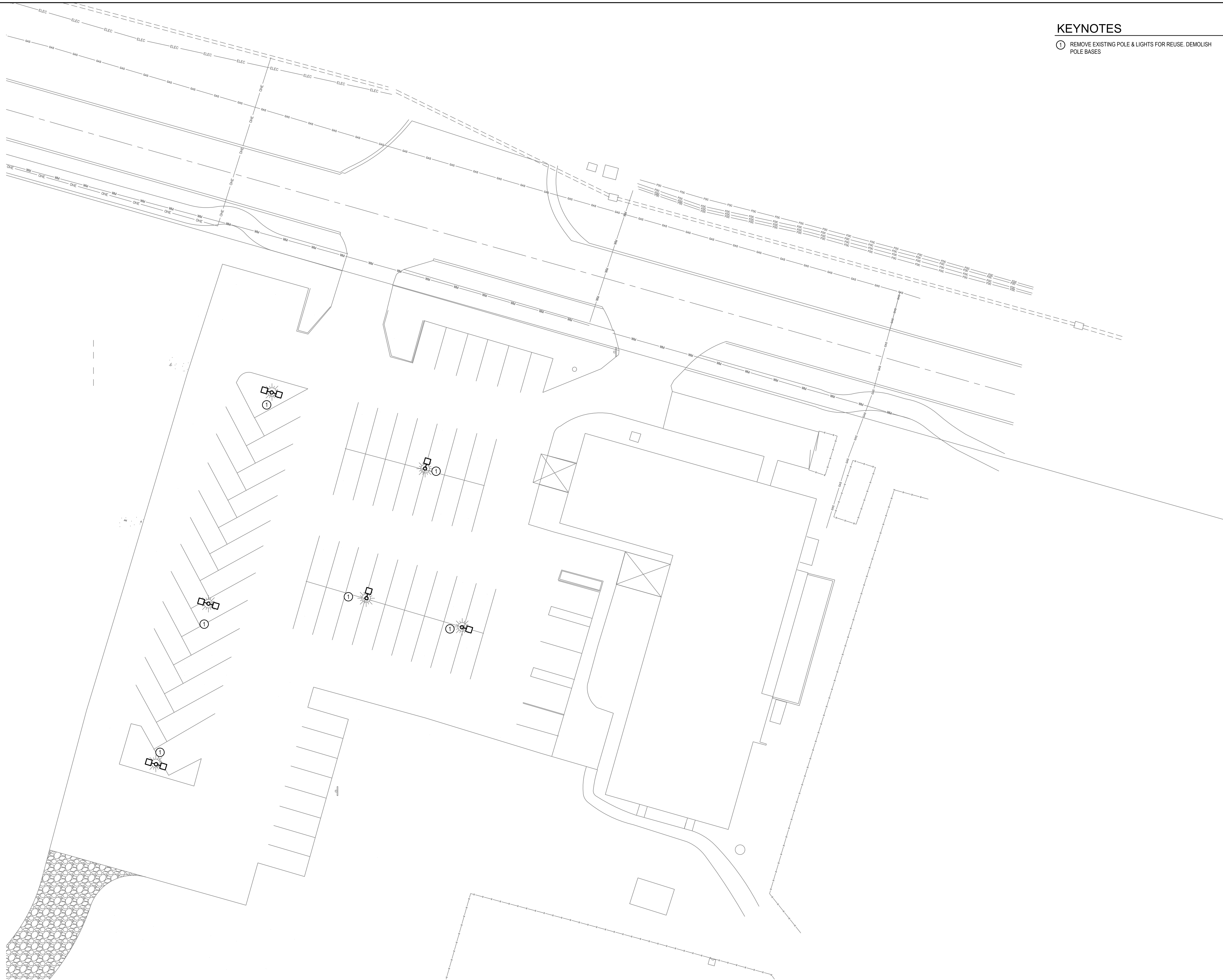


CITY OF DESTIN  
CITY OF DESTIN PICKLEBALL COURTS  
CITY OF DESTIN  
**ELECTRICAL SITE PLAN**  
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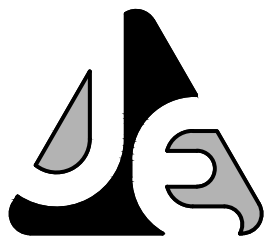


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KEYNOTES

- ① REMOVE EXISTING POLE & LIGHTS FOR REUSE. DEMOLISH POLE BASES



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CITY OF DESTIN  
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JOB: 22014  
DATE: 08-2024  
DESIGNED: CP  
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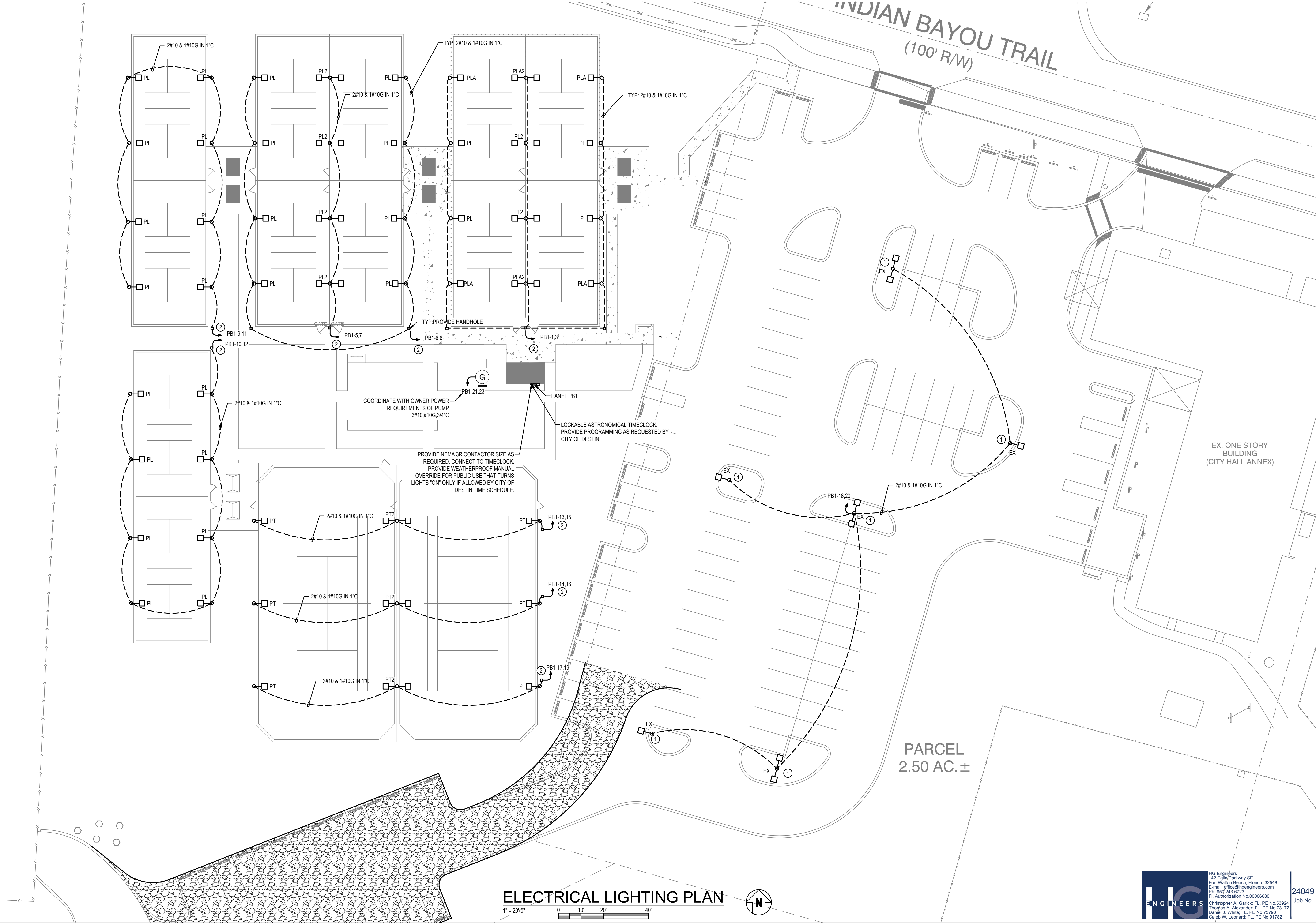


H&C Engineers  
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Ph: 850.243.8725  
FL Authorization No.00006680  
Christopher A. Garick, FL PE No.53924  
Thomas A. Alexander, FL PE No.73172  
Daniel J. White, FL PE No.73769  
Caleb W. Leonard, FL PE No.91782

24049  
Job No.

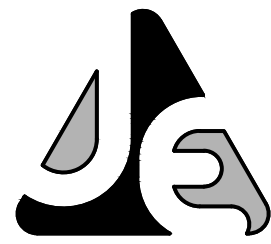


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KEYNOTES

- ① REUSE EXISTING POLE & LIGHTS. PROVIDE NEW POLE BASE.  
PROVIDE NEW PHOTOCELL ADJACENT TO RESTROOM  
BUILDING FOR DUSK / DAWN CONTROL.
- ② HOMERUN VIA CONTACTOR / TIME CLOCK.



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CITY OF DESTIN  
CITY OF DESTIN PICKLEBALL COURTS  
ELECTRICAL LIGHTING PLAN  
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DATE: 08-2024  
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SHEET NUMBER

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Christopher A. Garick, FL PE No. 53924  
Thomas A. Alexander, FL PE No. 73172  
Daniel J. White, FL PE No. 73769  
Caleb W. Leonard, FL PE No. 91782

24049  
Job No.

ELECTRICAL LIGHTING PLAN

1" = 20'-0"  
0 10' 20' 40'



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|                                                            |                                   |         |
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| CITY OF DESTIN                                             | JOB:                              | 2201    |
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24049  
Job No.



## ADDENDUM NO. 1

### CITY OF DESTIN, FLORIDA REQUEST FOR BIDS RFB NO. 24-07-REC ANNEX PICKLEBALL COURT (PHASE 1A-B) PROJECT

OCTOBER 15, 2024

To All Potential Proposers:

This addendum modifies the previously issued RFB and is hereby made a part of the proposal documents. Per the RFB, proposer shall acknowledge receipt of any and all addenda; and shall include this acknowledgement receipt in their submittal. Failure to do so may subject the proposer to disqualification.

The following items shall become a part of the proposal for the above referenced project.

The City received the following questions from a potential bidder with respect to the City's RFB NO. 24-07-REC. As per the City's standard practice, the City is furnishing the responses below to these questions.

**Question:** The limits of Phase 1 show four (EA) shade structures, as seen on sheet C03. The written scope in the bid solicitation mentions just two (EA) shade structures. If only two are desired, which two? Please advise.

**Response:** Conceptually there are two distinct types of shade structures in consideration for the long-term development of this site: A) larger, singular shade structures covering entire court playing area (reference PICKLEBALL COURT COVER DETAIL, Sheet C09), and B) smaller, adjacent, off-court, dual-covering, cantilever shade structures with benches to serve as a waiting/watching area. For the purpose of this solicitation, the scope of Phase 1B includes the installation of two (2) of the latter (adjacent, off-court) shade structures (one on the east and another on the west of the Phase 1 courts). Photo shown below for design concept/intent.



**Question:** I could not seem to find the specifications on the two (2) Shade structures for Phase 1. Would you be able to help with the specifications? I couldn't find size, height, and type desired.

Response: See response to previous question for details. For pricing purposes and clarity of understanding, potential vendors, products, and/or equipment may be articulated in your proposal to this solicitation.

**Question: Sheet E01; Pole installation detail; shows a 48” concrete pole base. Is this detail showing pole bases for the pickleball court lighting? Is the pole base size shown correct for a 23’ light pole?**

Response: The concrete pole base depth, shown on the "POLE INSTALLATION DETAIL" on Sheet C01, as installed from the (above-ground) finished court level to its (below-ground) base, shall be increased from 48" to 60".

**Question: What is the desired finish for pickleball court perimeter? A concrete ribbon curb encasing the asphalt and fencing? Please advise.**

Response: The perimeter of the pickleball court shall be constructed as an extension of the pickleball court itself (see PICKLEBALL COURT & MULTI-USE COURT PAVEMENT SECTION [detail] on Sheet C08). It shall extend either to the nearest newly constructed concrete sidewalk/walkway/rest area (leaving no unimproved surface between the court and the concrete) or 6 IN. beyond the newly constructed fence line, as applicable. Any area outside this shall be grassed.

**Question: Sheet E01; Electrical pull box detail shows a 37 5/8” x 26” x 24 1/2” hand hole. Is this the correct size? This is a large, expensive hand hole, and we would like to verify that size is required.**

Response: The dimensions of the ELECTRICAL PULL BOX DETAIL on Sheet E01, specifically for lighting handholes, shall be reduced to 12"x12"x12".

**Question: Sheet E01; Power riser; Shows a single run of 3 x 3/0 THHN cu run in 2” PVC conduit from the FP&L provided power pedestal to the new 200-amp meter. Then shows 2 runs, (parallel), 3 x 350THHN cu in 2 1/2” PVC from the meter to the panel. Is the run from the meter to panel PB1 shown correctly? Parallel 350 THHN is good for 620-amps on the 75 degree column on the allowable ampacities chart in the NEC code book. This run is feeding a 200-amp panel.**

Response: The 2 RUNS OF 3#350 IN 2-1/2" C, shown between the NEW UTILITY METER AND PB1 on Sheet E01, shall be revised (and thus reduced) to 1 RUN OF 3#3/0 IN 2" C.

**Question: Sheet E04 has a note which states; Provide NEMA 3R contactor. Size as required. The requirements are for phase 1 of the project only. Does this contactor need to be sized for all lighting in all phases shown? Or for phase 1 lighting only?**

Response: The NEMA 3R CONTACTOR, identified in the notes adjacent to PANEL PB1 of Sheet E04, shall be sized to accommodate the lighting requirements of ALL phases (i.e. current [Phase 1A/B] and future [Phases 2-7]).

**Question: Sheet C05; Fire District Notes; Which states, a rapid entry box, (knox box), is required. Is a fire alarm system required? Is the fire alarm existing or completely new? Is the fire alarm part**



**of the existing structure, or part of the new bathroom? If part of the new, “Pre-fab”, bathroom, do the fire alarm wiring and devices come already installed, (Pre-fabbed)? If part of the, “pre-fab”, bathroom, is there an existing system in the existing structure that we need to tie into? If so, can info be provided for the existing fire alarm? (Brand, monitoring company)**

Response: This project's scope does not include any fire alarm system.

**Question: Does the City of Destin intend on supplying the restroom facility (CXT Precast Products BLDG No. CR-1560) and contractor install?**

Response: The City of Destin will furnish the bathroom facility (CXT Precast Products BLDG No. CR-1560) to the contractor, which the contractor shall install.

**Question: Sheet C05 is drawn to show new gravel drive/parking, but notated (PH7) is this work to be included in the current bid package? PHIA Sheet C04 mentions gravel parking. Please advise.**

Response: The entirety of the TEMPORARY GRAVEL PARKING area, identified in Sheet C05, shall be included in the scope of Phase 1A. For clarification, that same area shall receive permanent improvements at a later time (i.e. Phase 7) and is not a part of this solicitation.

**Question: Notes on Sheet C07 (note 8), says City of Destin Parks & Rec to install irrigation after construction. The bid tabulation sheet also has a line item for irrigation item number 5.5 under miscellaneous. If contractors are to provide, please show scope limits of desired irrigated areas for this phase and irrigation meter size desire for park.**

Response: Landscape Note #8 (Sheet C07) is accurate. "Irrigation within the proposed limits shall be designed and constructed by the City of Destin Parks & Recreation after construction is complete."

**Question: Sheet C05 shows 2" WSC feeding the restroom past the meter, but the bid tabulation sheet number 4.1 is requesting 1". It is assumed 1" water line is desired. Please advise.**

Response: 2" WSC, identified in Sheet C05, shall be revised (and thus reduced) to a 1" WSC (to match the Price Proposal Sheet).

The bid opening date for 24-07-REC remains **October 24, 2024 at 2:00 P.M. (CST)**

**END OF ADDENDUM NO. 1**

A copy of Addendum No. 1 signed and acknowledged shall precede the mandatory information required in the subject RFB.

Receipt of Addendum No. 1 is hereby acknowledged:

---

Print Name

---

Signature

---

Date

DRAFT  
**MINUTES**  
**BID COMMITTEE MEETING**  
**NOVEMBER 7, 2024**

**1. CALL TO ORDER:**

Chairman Jeffery Cozadd called the Bid Committee Meeting to order on Thursday, November 7, 2024, at 2:00 PM in the City of Destin Boardroom.

**2. ROLL CALL:**

**Bid Committee Members Present:**

Project/Grants Mgr. Jeffery Cozadd  
Michael Burgess PW Director  
Tina Deater, CD Director  
Joe Bodi, PW Deputy Director  
Lisa Firth Parks & Recreation Director

**Other Staff Members Present:**

Deputy City Clerk Kim Montgomery

**3. NEW BUSINESS:**

**A. RFB 24-07-REC, Pickleball Courts Project**

Chairman Cozadd pointed out that the city received two bids for the project, Bigg's Construction and Dalton Bros., and mentioned there is a limited budget of \$435k for the project. He noted that a list of questions and their answers that were provided in the form of an Addendum, however, the bathroom building question was not answered correctly, was overlooked by staff, and should have been included as being part of the project and may be why Bigg's Construction's bid was significantly lower, even though it was still over the budgeted threshold for the project. He also noted that if the lowest bid was accepted, the city would have to purchase the bathroom building, and that is not what was intended, and they would not be obligated to provide it.

The Public Works Director Michael Burgess handed out a spreadsheet he created for the price comparisons and analysis of the two bids and discussed the differences with the members.

According to Chairman Cozadd, he suggests having Matrix revisit the RFP, modify the scope of work to provide more clarity, remove the court lighting as a deliverable, but stub it in and provide the conduit, for the future, and remove the irrigation.

There was a brief discussion regarding the irrigation aspect of the project and the cost savings of having it removed from the line items of the bid and have it installed by staff.

**Motion by the Building Official Noell Bell to take the bid back to City Council to provide staff with the direction to modify the bid specifications, making the lighting as a deliverable, stub it in, and provide the conduit. The Community Development Director provided the second, in discussion, for clarity purposes, the City Manager questioned why it needs**

to go back to Council. According to Mr. Cozadd, they are taking this bid back to Council to get direction to modify the project to eliminate the court lighting, that is not required and is a cost savings of \$140k, to provide clarity that the restrooms are required and to be provided by the contractor. The decision agreed by all was made to recommend Council reject the bids due to differences between the two bids, provide staff permission to modify the RFP to remove the lighting and add more clarity for the project specifications in certain areas, and rebid the project.

**Chairman Cozadd made the substitute motion to recommend City Council reject the two bids submitted by Bigg's Construction and Dalton Bros., due to the large differences between the two, get City Council's approval to modify the RFP to remove the lighting and just provide the stub and conduit, and add more clarity for the project specifications and rebid the project. The Building Official Noell Bell provided the second, and the motion passed 5-0.**

**4. PUBLIC COMMENTS:**

None

**5. ADJOURNMENT:**

Having nothing further to discuss, the meeting was adjourned at 2:40 PM.

Adopted this \_\_\_\_\_ of \_\_\_\_\_ 2024.

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Jeffery Cozadd, Chairman

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Kim Montgomery, Deputy City Clerk



## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.E.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Noell Bell, Chief Building Official  
Tina Deater, Community Development Director

**DATE:** November 8, 2024

**SUBJECT:** Building Permit Fees Update

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**I. BACKGROUND:**

The Building Division Permitting Fund is not collecting enough fees to cover the Building Division operation costs, which requires supplementing the Building Division Permitting Fund from the General Fund. City Council has asked the City Manager to update the Permit Fee Schedule to address the funding shortfall, as well as to simplify the fee structure, so that it is easier for citizens to understand and calculate their permitting costs.

**II. DISCUSSION:** On November 7, 2022, Staff brought to the Council an **Assessment Study of Building Permit Fees, Revenue and Costs**, which evaluated the need to balance Building Division Permit Fees and forecasted revenue generation with the forecasted costs for the staffing and operations of the Building Division. The study included permitting fees assessed by the Building, Planning and Engineering Divisions and indicated the need for an average 15% to 20% increase in permitting fees. After reviewing the study, the Council made a motion to increase the Permit Fees by 10%, with instructions to bring back the Permit Fees schedule at a later date, should it be warranted. The motion passed and the Schedule of Fees was updated and brought to Council and adopted by Resolution 23-21.

Due to the current shortfall in the Building Division Permitting Fund, the Community Development Department commissioned an updated **Assessment Study of Building Permit Fees, Revenue and Costs** from 3TP Ventures, Inc. to re-evaluate the fees. This study only reviewed the Building Division permit fees; the Planning and Engineering permit fees were not a part of this study, as the intent was to only address the Building Fund shortfall.

The new study concludes that based on existing levels of revenue generation from Building Permit Fees, there has been a decline in fee revenue when comparing FY 2023 to FY 2022,

along with recent and projected rising labor and general operating costs. The fund forecast models provided by the Finance Director for the next five years show a decline in the Building Fund resulting in an inability to maintain a positive fund balance and requiring the fund to be supplemented by the General Fund in the future. The recommendation from the report is to raise the Building Division Permit fees per the attached study to ensure that a revenue-to-cost imbalance does not occur, thus avoiding the need to allocate General Funds to cover the cost of the Building Division Staff and operations. Additionally, the proposed fee schedule has been simplified so that it is easier for citizens to understand and calculate their permitting costs.

The Assessment includes the following:

1. Information on **State Reporting Requirements**.
2. **Trend Forecast of Revenue and Expenditures** for Building Fund.
3. **Estimation and Comparison** of current costs and Revenue Collection.
4. Recommended **Fee Adjustments** for Anticipated Shortfall in Building Fund.
5. **Building Permit and Inspection Utilization Report** for the prior fiscal year (FY2023).
6. The **Table of Cost and Revenue of Fees** evaluated under the current Permit Fees Schedule.
7. **New Permit Fee Structure, approved by City Council at the September 16, 2024 Council meeting.**

**A. Link to Strategic Goals / Objectives:** I. Financially sound City providing service excellence

IV. Enhanced quality of life and safety for families

**B. Effect on Budget (EOB):** Objectives met:

1) Shorten and simplify the list of fees

With this new, shortened fee schedule, the recommended changes in fees range from 8% to 234%. The full list of current versus proposed is in Attachment C of the Assessment (pages 13 and 14 of the assessment). Two examples are below:

| Fee Category                      | Existing Fee | Proposed Fee | % Increase |
|-----------------------------------|--------------|--------------|------------|
| Structure Demolition (Comm & Res) | \$92.40      | \$100.00     | 8%         |
| New Residential Pool              | \$66.00      | \$240.00     | 264%       |

2) Increased revenue to maintain a balanced budget

If the proposed rates in this schedule are adopted by October 2024, the Building Fund will attain a positive fund balance by September 2026, allowing the City to end subsidization with General Funds (property taxes). Ideally, the fund balance will equate to 3 months of operations, which is approximately \$300,000. If the proposed rates are adopted, we might achieve this target by FY 2029 or FY 2030.

**C. Level of Service (LOS):**

**D. Legislative Sponsor:**

**III. CONCLUSION:** Staff recommends that the City Council approve the proposed Building Permit Fee increases and adjustments for the Building Division as proposed.

**IV. RECOMMENDED MOTION:**

I move that the City Council approve the proposed Building Permit Fee increases and adjustments as presented, and direct the City Manager to bring back the Schedule of Fees Resolution for adoption at a future meeting to be determined.

Alternative Motion

I move that the City Council approve the proposed Building Permit Fee increases and adjustments with the following changes (insert changes), and direct the City Manager to bring back the Schedule of Fees Resolution for adoption at a future meeting to be determined.

Attachments:

1. Permit Fee examples
2. Building Fee Assessment 3TP
3. CouncilPermitFeesUpdate\_1124

| Permit Type & Work Class | Sample Permit Valuation | Square Footage | Fees Assessed - name                 | Current Fee Cost     |             | Proposed Fee Cost | Total Percent Increase | % cost based on Valuation |
|--------------------------|-------------------------|----------------|--------------------------------------|----------------------|-------------|-------------------|------------------------|---------------------------|
| Residential - New SFD    | \$ 400,000.00           | 2425 sq. ft.   | Building - Admin Fee                 | flat                 | \$ 55.00    | \$ 80.00          |                        |                           |
|                          |                         |                | Building Fee - New Sq.Ft.            | \$ 0.17              | \$ 412.25   | \$ 0.26 \$ 630.50 |                        |                           |
|                          |                         |                | Building - Review                    | 50%                  | \$ 206.12   | 50% \$ 315.25     |                        |                           |
|                          |                         |                | Building - BCAIB                     | 1.50%                | \$ 10.10    | 1.50% \$ 15.38    |                        |                           |
|                          |                         |                | Building - FBC/DBPR                  | 1.00%                | \$ 6.73     | 1.00% \$ 10.25    |                        |                           |
|                          |                         |                | Engineering - E & S Review           | flat                 | \$ 55.00    | \$ 55.00          |                        |                           |
|                          |                         |                | Engineering - New SFD                | 0.08%                | \$ 194.00   | \$ 194.00         |                        |                           |
|                          |                         |                | Engineering - Landscape/irrig        | flat                 | \$ 23.10    | \$ 23.10          |                        |                           |
|                          |                         |                | Engineering ROW                      | flat                 | \$ 44.00    | \$ 44.00          |                        |                           |
|                          |                         |                | Planning - New SFD                   | 0.06%                | \$ 145.00   | \$ 145.00         |                        |                           |
|                          |                         |                |                                      | is 0.2% of valuation | \$ 1,151.80 | \$ 1,512.48       | 24%                    | 0.3% of valuation         |
| TOTAL                    |                         |                |                                      |                      |             |                   |                        |                           |
| Residential - New Pool   | \$ 126,200.00           |                | Building - Admin Fee                 | flat                 | \$ 55.00    | \$ 80.00          |                        |                           |
|                          |                         |                | Building - New Resindential Pool     | flat                 | \$ 66.00    | \$ 240.00         |                        |                           |
|                          |                         |                | Building - Review                    | 50%                  | \$ 33.00    | 50% \$ 120.00     |                        |                           |
|                          |                         |                | Building - BCAIB                     | 1.50%                | \$ 2.31     | 1.50% \$ 6.60     |                        |                           |
|                          |                         |                | Building - FBC/DBPR                  | 1.00%                | \$ 2.00     | 1.00% \$ 4.40     |                        |                           |
|                          |                         |                | Engineering - E & S Review           | flat                 | \$ 55.00    | \$ 55.00          |                        |                           |
|                          |                         |                | Engineering - New Res. Pool          | flat                 | \$ 82.50    | \$ 82.50          |                        |                           |
|                          |                         |                | Planning - New Res. Pool             | flat                 | \$ 105.60   | \$ 105.60         |                        |                           |
|                          |                         |                |                                      | is 0.3% of Valuation | \$ 501.41   | \$ 694.10         | 28%                    | 0.5% of valuation         |
| TOTAL                    |                         |                |                                      |                      |             |                   |                        |                           |
| Residential - Fence/Gate | \$ 4,500.00             |                | Building - Admin Fee                 | flat                 | \$ 55.00    | \$ 80.00          |                        |                           |
|                          |                         |                | Building - Other Structure - (Value) | \$6.60               | \$ 33.00    | \$9.90 \$ 44.50   |                        |                           |
|                          |                         |                | Building - Review                    | 50%                  | \$ 16.50    | 50% \$ 22.75      |                        |                           |
|                          |                         |                | Building - BCAIB                     | 1.50%                | \$ 2.00     | 1.50% \$ 2.20     |                        |                           |



|                   |    |                     |                                      |        |        |        |       |        |        |         |           |
|-------------------|----|---------------------|--------------------------------------|--------|--------|--------|-------|--------|--------|---------|-----------|
|                   |    | Building - FBC/DBPR | 1.00%                                | \$     | 2.00   |        | 1.00% | \$     | 2.00   |         |           |
|                   |    | Planning - Other    | flat                                 | \$     | 66.00  |        |       | \$     | 66.00  |         |           |
|                   |    |                     | is 3.8% of                           |        |        |        |       |        |        | 4.8% of |           |
| TOTAL             |    |                     | Valuation                            | \$     | 174.50 |        |       | \$     | 217.45 | 20%     | valuation |
|                   |    |                     |                                      |        |        |        |       |        |        |         |           |
| Residential -     |    |                     |                                      |        |        |        |       |        |        |         |           |
| Windows/Doors     | \$ | 5,999.70            | Building - Admin Fee                 | flat   | \$     | 55.00  |       | \$     | 80.00  |         |           |
|                   |    |                     | Building - Other Structure - (Value) | \$6.60 | \$     | 39.60  |       | \$9.90 | \$     | 59.40   |           |
|                   |    |                     | Building - Review                    | 50%    | \$     | 19.80  |       | 50%    | \$     | 29.70   |           |
|                   |    |                     | Building - BCAIB                     | 1.50%  | \$     | 2.00   |       | 1.50%  | \$     | 2.53    |           |
|                   |    |                     | Building - FBC/DBPR                  | 1.00%  | \$     | 2.00   |       | 1.00%  | \$     | 2.00    |           |
|                   |    |                     | is 1.9%                              |        |        |        |       |        |        | 2.8% of |           |
| TOTAL             |    |                     | Valuation                            | \$     | 118.40 |        |       | \$     | 173.63 | 32%     | valuation |
|                   |    |                     |                                      |        |        |        |       |        |        |         |           |
| Residential - Re- |    |                     |                                      |        |        |        |       |        |        |         |           |
| Roof              | \$ | 16,000.00           | Building - Admin Fee                 | flat   | \$     | 55.00  |       | \$     | 80.00  |         |           |
|                   |    |                     | Building - Roof Valuation            | \$6.60 | \$     | 105.60 |       | \$9.90 | \$     | 158.40  |           |
|                   |    |                     | Building - Review                    | 50%    | \$     | 52.80  |       | 50%    | \$     | 79.20   |           |
|                   |    |                     | Building - BCAIB                     | 1.50%  | \$     | 3.20   |       | 1.50%  | \$     | 4.76    |           |
|                   |    |                     | Building - FBC/DBPR                  | 1.00%  | \$     | 2.13   |       | 1.00%  | \$     | 3.17    |           |
|                   |    |                     | is 1.3% of                           |        |        |        |       |        |        | 2.0% of |           |
| TOTAL             |    |                     | Valuation                            | \$     | 218.73 |        |       | \$     | 325.53 | 33%     | valuation |



# Assessment of Building Permit Fees, Revenue and Costs

November 2024

## PURPOSE

The purpose of this assessment is to understand the current fee structure as it relates to the annual projected revenues and costs of the Building Division of the City of Destin Community Development Department. The assessment also includes recommendations for fee adjustments to maintain a balance between revenue and expenditures over the next few years while establishing a modest reserve amount. A similar assessment was conducted in calendar year 2022 to support a rate adjustment that occurred at that time. This update is being conducted to evaluate the effects of that fee increase and to assess the need for additional permit fee adjustments to optimize the Building Division's ability to be funded to the maximum extent feasible by Division-generated fee revenue.

The City of Destin does not designate the Building Division as an enterprise but does have the goal of ensuring the fee structure and revenue collected for fees is calibrated to the costs of operating the Building Division. There are two primary desired outcomes for this goal. One is to have the Community Development Department's Building Division activities be self-sustaining through fee revenue and not requiring regular transfers of general funds. The second is to maintain fee levels that are reasonable relative to the services provided by the Building Division for the many and various types of customers that require permits from the City. It is important to note that these changes only effect the fee levels of the Building Division and do not impact the fee levels of Planning and Engineering review and inspection services.

## STATE REPORTING REQUIREMENTS FOR PERMIT FEE ACTIVITIES AND FUNDS

In addition to the City's goals for the Building Division, the State of Florida requires local governments to track and report on building permit and inspection activities on an annual basis. Section 553.80 (7) (b) of the Florida Statutes requires local governments to create this report yearly and post it on the local government's website. The information in the report is derived from relevant information available in the most recently completed financial audit. The Building Permit and Inspection Utilization Report includes the number of permits and inspections performed as well as the revenue generated from fees, costs to provide these services, and the fund balance carry over amounts for the prior year and reporting year. The City of Destin completed this report for fiscal year 2023 in April of 2024 and the results are included as Attachment A to this document.

The primary goal of the State's requirements for reporting is to ensure local governments are not setting building permit and inspection fees at levels that generate revenue that far exceeds the cost to deliver services. The statutory requirements state that a local government may not carry forward a fund balance amount from a prior year that exceeds the average of its departmental operating budget from enforcing the Florida Building Code for the previous 4 fiscal years.

## CITY OF DESTIN BUILDING FUND AND 2023 REPORTING

In order to meet the State's reporting requirements and to track progress toward the City's goal of having a self-sustaining Building Division, the City established a building fund in 2021 to track revenues and expenditures for the Building Division and associated activities. The results of the 2023 Building Permit and Inspection Utilization Report show the fund activity as follows.



## Assessment of Building Permit Fees, Revenue and Costs

November 2024

The following table shows the revenue for the fund and the carryover from the prior year.

### 2023 BUILDING FUND REVENUE

|                               |                  |
|-------------------------------|------------------|
| From fees                     | 850,910          |
| From fines                    | 0                |
| From other sources            | 45,455           |
| Carry forward from prior year | 446,494          |
| <b>TOTAL</b>                  | <b>1,342,859</b> |

The following table shows the expenditures for the Building Division. The operating costs include an internal fund transfer to cover the Building Division's proportionate share of City's technology costs. The table also shows the fund carryover from 2023 into 2024. The carry over amounts for 2023 and 2024 are well within the State's requirements of not exceeding more than the average of the last four years of operating costs.

### 2023 BUILDING FUND EXPENDITURES

|                              |                  |
|------------------------------|------------------|
| General operating            | 159,499          |
| Technology                   | 84,922           |
| OPERATING SUBTOTAL           | 244,421          |
| Personnel service costs      | 756,178          |
| <b>TOTAL</b>                 | <b>1,000,599</b> |
| <b>CARRY FORWARD TO 2024</b> | <b>342,260</b>   |

### CURRENT FINANCIAL POSITION OF THE CITY'S BUILDING FUND

The fee adjustments adopted in calendar year 2022 had the effect of stabilizing the Building Fund through FY 2024. However, there has been a decline in fee revenue year over year when comparing FY 2023 to FY 2022 along with recent and projected rising labor and general operating costs. There is also planned capital expenditures on vehicles and equipment in FY 2024 totaling \$116,000. Due to these factors, the financial position of the building fund is not stable beyond FY 2024, with a forecasted fund deficit of \$113,085 at the end of FY 2024.

### TREND FORECAST OF REVENUE AND EXPENDITURES FOR BUILDING FUND

As part of the ongoing budget tracking process and plan for the City's future financial position, the City's Finance Director maintains financial forecasts for each fund, including the Building Fund. The following is a summary of the forecasted revenue and expenditures based on maintaining the current fee schedule for the Building Division.

#### *Building Fund Revenue*

The Building Fund revenue forecast includes assumptions regarding the pace of revenue collection, which is affected by economic and building industry cycles. The forecast is responding to a natural building industry cycle where the early COVID Era backlog was being worked through into 2022 where revenue was high. While providing a short term boost to the Building Fund, that level of revenue generation is not anticipated to be reached again during the forecasted period from FY2025 through FY2028.



## Assessment of Building Permit Fees, Revenue and Costs

November 2024

Absent adjustments to Building Division fees, revenue is forecasted to be relatively flat over the next several years as indicators in both the economic and building cycles suggest relatively slow growth in investment and development in Destin.

The following table shows the total building fund revenue, including the actual revenue for FY2021 to FY2023 and the FY2024 budget.

| SOURCE       | FY 2021<br>ACTUALS | FY 2022<br>ACTUALS | FY2023<br>ACTUALS | FY 2024<br>BUDGET |
|--------------|--------------------|--------------------|-------------------|-------------------|
| FROM FEES    | 890,626            | 973,850            | 850,910           | 989,250           |
| FROM FINES   |                    |                    |                   | 240               |
| FROM OTHER   | 3,003              | 2,530              | 45,455            | 32,580            |
| <b>TOTAL</b> | <b>893,629</b>     | <b>976,380</b>     | <b>896,365</b>    | <b>1,022,070</b>  |

The following table shows a forecast of revenue for FY 2025 to FY 2028.

| SOURCE       | FY 2025<br>FORECAST | FY 2026<br>FORECAST | FY2027<br>FORECAST | FY2028<br>FORECAST |
|--------------|---------------------|---------------------|--------------------|--------------------|
| FROM FEES    | 802,700             | 826,790             | 851,580            | 877,170            |
| FROM FINES   | 200                 | 100                 | 100                | 100                |
| FROM OTHER   | 123,400             | 124,680             | 125,880            | 127,090            |
| <b>TOTAL</b> | <b>926,300</b>      | <b>951,570</b>      | <b>977,560</b>     | <b>1,004,360</b>   |





## Assessment of Building Permit Fees, Revenue and Costs

November 2024

### Building Fund Expenditures

The following table shows the total building fund expenditures, including actual expenditures for 2021-2023, the budget for 2024, and a forecast of expenditures for fiscal years 2025-2026.

| ACCOUNT DESCRIPTION -<br>EXPENDITURES       | FY 2021<br>ACTUALS | FY 2022<br>ACTUALS | FY 2023<br>ACTUALS | FY 2024<br>BUDGET | FY 2025<br>FORECAST | FY 2026<br>FORECAST |
|---------------------------------------------|--------------------|--------------------|--------------------|-------------------|---------------------|---------------------|
| REGULAR SALARIES                            | 487,608            | 484,707            | 550,226            | 729,827           | 712,217             | 740,710             |
| OVERTIME PAY                                | 4,039              | 2,620              | 2,358              | 3,000             |                     |                     |
| FICA TAXES                                  | 7,012              | 6,931              | 7,784              | 8,626             | 8,611               | 8,960               |
| RETIREMENT CONTRIBUTIONS                    | 55,323             | 45,950             | 60,061             | 81,551            | 94,601              | 98,390              |
| LIFE/HEALTH INSURANCE                       | 98,953             | 90,213             | 119,997            | 169,707           | 171,389             | 176,530             |
| WORKER'S COMPENSATION                       |                    | 8,315              | 15,753             | 17,629            | 17,128              | 18,330              |
| OTHER BENEFITS (ED; RELO; ETC)              |                    | 820                |                    |                   |                     |                     |
| PROFESSIONAL SVCS                           |                    | 4,467              | 22,193             | 25,000            | 25,000              | 25,000              |
| LAND USE ATTNY                              | 11,138             | 20,212             | 24,173             | 75,000            | 25,000              | 25,750              |
| OTHER CONTRACTS                             | 5,721              |                    |                    |                   |                     |                     |
| TRAVEL/PER DIEM                             | 1,151              | 1,479              | 2,903              | 12,300            | 12,300              | 12,670              |
| IT COMMUNICATIONS                           | 8,260              | 9,025              | 8,637              | 10,335            | 7,380               | 7,600               |
| FREIGHT & POSTAGE SERVICES                  |                    |                    | 180                | 3,400             | 3,400               | 3,500               |
| RENTS AND LEASES                            |                    |                    | 957                |                   |                     |                     |
| IT RENTS & LEASES (I.E. COPIERS)            |                    |                    |                    |                   |                     |                     |
| RISK MANAGEMENT INSURANCE                   | 18,434             | 11,006             | 14,128             | 19,937            | 18,993              | 19,750              |
| REPAIRS AND MAINTENANCE                     | 600                | 1,735              | 3,136              | 1,480             |                     |                     |
| REPAIR/MAINTAIN FACILITIES                  |                    |                    |                    | 4,763             | 4,863               | 4,860               |
| IT REPAIRS AND MAINTENANCE                  |                    | 63                 | 30                 | 4,752             | 1,500               | 1,550               |
| PRINTING & BINDING                          |                    | 1,596              | 638                | 1,600             | 1,600               | 1,600               |
| IT PRINT MGMT                               |                    |                    | 1,183              | 1,080             | 1,620               | 1,620               |
| ADVERTISING LDC PUBLIC HEARINGS             |                    |                    |                    | 800               | 600                 | 600                 |
| MERCHANT SERVICES                           | 33,473             | 25,626             | 34,616             | 38,210            | 40,300              | 41,510              |
| OTHER CURRENT CHARGES                       |                    |                    |                    |                   |                     |                     |
| OFFICE SUPPLIES                             | 157                | 2,552              | 2,469              | 2,500             | 2,500               | 2,550               |
| OPERATING SUPPLIES                          | 1,476              | 7,136              | 10,823             | 11,375            | 5,315               | 5,470               |
| OPS SOFTWARE & WORKSTATIONS                 | 15,356             | 16,015             | 27,912             | 25,831            | 27,043              | 21,482              |
| SUBS, MEMBERSHIPS                           | 3,505              | 499                | 1,262              | 4,170             | 4,102               | 4,230               |
| TRAINING                                    | 776                | 2,587              | 3,806              | 9,200             | 7,000               | 7,210               |
| IT TRAINING ALL STAFF                       |                    |                    | 450                | 672               | 270                 | 280                 |
| NEW INSPECTOR VEHICLES                      |                    |                    |                    | 40,000            |                     |                     |
| MACHINERY & EQUIPMENT                       |                    |                    |                    | 76,000            |                     |                     |
| <b>TOTAL BUILDING FUND<br/>EXPENDITURES</b> | <b>752,982</b>     | <b>743,552</b>     | <b>915,677</b>     | <b>1,378,744</b>  | <b>1,192,732</b>    | <b>1,230,152</b>    |



## Assessment of Building Permit Fees, Revenue and Costs

November 2024

### *Building Fund Balance Trends and Forecast*

The following table compares revenue to expenditures and accounts for transfers in from and out to other funds. The table also shows the fund balance at the beginning of the year and end of the year. The table shows that the combination of maintaining the trend of increasing revenue, assuming a full staffing plan in the Building Division, accounting for Community Development Department costs related to providing Building Division services, and establishing an annual transfer from the building fund to the general fund for technology result in a declining trend in end of year fund balance. This declining trend results in a negative end of year fund balance by the end of fiscal year 2024 with a continuation of negative fund balance growth through 2028 per the long term forecast of revenue and expenditures.

| ACCOUNT DESCRIPTION              | FY 2024<br>BUDGET | FY 2025<br>FORECAST | FY 2026<br>FORECAST | FY 2027<br>FORECAST | FY 2028<br>FORECAST |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| TOTAL BUILDING FUND REVENUE      | 1,022,070         | 926,300             | 951,570             | 977,560             | 1,004,360           |
| TOTAL BUILDING FUND EXPENDITURES | 1,378,744         | 1,192,732           | 1,230,152           | 1,275,460           | 1,322,470           |
| <b>NET OPERATING (REV - EXP)</b> | <b>(356,674)</b>  | <b>(266,432)</b>    | <b>(278,582)</b>    | <b>(297,900)</b>    | <b>(318,110)</b>    |
| TXFR IN FROM GEN FUND            |                   |                     |                     |                     |                     |
| TRANSFER OUT TO CD TECH FUND     | (98,671)          | (80,000)            | (82,400)            | (84,870)            | (87,420)            |
| <b>CHANGE IN FUND BALANCE</b>    | <b>(455,345)</b>  | <b>(346,432)</b>    | <b>(360,982)</b>    | <b>(382,770)</b>    | <b>(405,530)</b>    |
| FUND BALANCE, BEGINNING OF YEAR  | 342,260           | (113,085)           | (459,517)           | (820,499)           | (1,203,269)         |
| <b>FUND BALANCE, END OF YEAR</b> | <b>(113,085)</b>  | <b>(459,517)</b>    | <b>(820,499)</b>    | <b>(1,203,269)</b>  | <b>(1,608,799)</b>  |

### **ESTIMATION AND COMPARISON OF CURRENT COSTS AND REVENUE COLLECTION**

In order to understand the underlying causes of the shortfall in revenue to cover costs of the Building Division, the estimated costs of providing services for individual fee types was evaluated relative to the revenue generated for each fee type. The following steps were taken to conduct the evaluation.

#### *Estimating Hourly Costs for Staff*

The first step in the process was estimating cost burdened hours for Building Division staff. Cost burdened, or "loaded" rates were calculated to include labor wage costs, benefits costs, general operating costs, equipment and technology costs. These loaded rates were calculated for two classifications: inspector and administrative. Based on actual salaries and wages plus benefits, the average effective hourly compensation rate for inspectors was estimated at \$60 per hour and for administrative staff at \$40 per hour.

In order to calculate a loaded labor rate, the actual FY2023 costs for the Building Division were used. Labor and benefits costs were added together to have an annual based rate. Then annual costs for operating the Division were summarized to generate an annual operating multiplier. The same was done for the technology cost transfer from the Building Division. The equipment multiplier is a function of the FY2024 budgeted vehicles, machinery and equipment. The \$116,000 shown for those items was divided by ten to effectively annualize a ten year term of repayment that is captured in the loaded rates.



## Assessment of Building Permit Fees, Revenue and Costs

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The following table shows the overhead rates by category, a total overhead rate and the calculation of average hourly rates with overhead costs included. It should be noted that the operating costs do not include building costs to house the Building Division staff.

### OVERHEAD CALCULATION

|                            | Annual Amount | Overhead Rate |
|----------------------------|---------------|---------------|
| Labor                      | \$ 552,583.51 |               |
| Benefits                   | \$ 203,594.45 |               |
| Operating                  | \$ 159,498.70 | 0.211         |
| Equipment                  | \$ 11,600.00  | 0.015         |
| Technology                 | \$ 84,922.26  | 0.112         |
| Total Overhead             |               | 0.338         |
| Total Base Rate Multiplier |               | 1.338         |

### LOADED RATE CALCULATION

| Rates     | Base     | Loaded   |
|-----------|----------|----------|
| Inspector | \$ 60.00 | \$ 80.31 |
| Admin     | \$ 40.00 | \$ 53.54 |

### Hours by Fee Categories

Hours required to perform services were estimated for all the fee categories and many of the subcategories within each fee type. This estimate was based on City staff estimates of average time spent. The hours by fee type were estimated as either administrative or inspector and the associated loaded rates were used to get a total cost to provide services for each fee.

### Revenue by Fee Categories

The revenue for each fee category and subcategory was summarized based on records from the building permit database from the beginning of calendar year 2022 to the middle of calendar year 2024. This two and a half years of fee collection data was annualized. It was then used to calculate for each of the subcategories the number of fee collections, the average amount collected, and the estimated average annual revenue generated.

### Costs by Fee Type Compared to Permit Revenue

There were 61 fee subcategories from the database where estimated costs to provide services were able to be compared to estimated revenue. Of those, only 8 had an average revenue that covered the estimated cost to provided services. The remaining 53 had less revenue than the estimated costs and 21 of those covered less than half the estimated costs to provide services. A table detailing the findings of this assessment can be found in Attachment B.



# Assessment of Building Permit Fees, Revenue and Costs

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Importantly, the administrative processing fee was estimated to be covering only 51% of the administrative costs associated with permits, reviews and inspections. This fee currently accounts for approximately 26% of all revenue collected by the Building Division.

## RECOMMENDED FEE ADJUSTMENTS FOR ANTICIPATED SHORTFALL IN BUILDING FUND

The following proposal includes fee adjustments based on the evaluation of costs and revenue and demonstrating what is needed to make the Division revenue neutral. They also include categorical consolidations to simplify the fee schedule, make it more customer friendly, and improve efficiency of fee tracking and accounting. To the greatest extent possible, the following proposed fee schedule is calibrated to actual costs to provide each administrative and inspector-based function, which will address the forecasted emergence of negative fund balance accumulation.

### *Recommended Changes to Fees*

Attachment C shows a list of recommended fee adjustments for the Building Division. Justification for the fee adjustments includes increased cost of providing services since the last update of the fee structure, continued cost increases due to inflation, changes in the permit fee rate of collection, and the need to set fees that will sustain the Community Development Department's Building Division operations and staff costs over the next few years.

### *Recommended Reserve Goal for Building Fund Balance*

Maintaining a building fund balance in the ranges shown above will have several benefits, with the overall goal of having the Building Division activities be self-sufficient and not require significant transfers in from the general fund in the foreseeable future. Maintaining a reserve in the building fund will provide insurance for covering operating and staff costs in the event there is a temporary and/or unforeseen decline in permit activity. The reserve fund can be drawn on or borrowed against in the case there are facilities or capital expenditures that are out of the ordinary and require funding above normal annual operations. The reserve fund will also be able to generate investment returns for the fund to support the maintenance of the reserve.

### *Modeling the Effect of a New Fee Schedule on Annual Revenue*

For this assessment, a revenue model was created based on fee collection data from the beginning of calendar year 2022 through the middle of calendar year 2024. The revenue estimates for the proposed fee schedule in Attachment C were based on increasing the revenue from the analysis period by the increase in the fees. This was done for each of the fee categories and subcategories, making the revenue model a detailed, rather than top line, estimation tool. The revenue assumptions shown on the following table are based on the revenue model designed for this assessment.





## Assessment of Building Permit Fees, Revenue and Costs

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### Testing Outcome of Increase in Permit Fees

The table below shows the impact of increasing fees overall by approximately 48% (the estimated overall effect of proposed schedule shown in Attachment C) while maintaining the same level of forecasted building fund expenditures. This percentage increase in permit fee revenue would result in a level of positive net revenue that would allow the fund balance to become positive over the next two years. This growth would allow the City to maintain a positive fund balance reserve by 2026. In this case the reserve shown is the percentage of the fund balance relative to the annual expenditures plus the amount of funds transferred out to cover the costs of providing technology.

| ACCOUNT DESCRIPTION                                                  | FY 2024<br>BUDGET | FY 2025<br>FORECAST | FY 2026<br>FORECAST | FY 2027<br>FORECAST | FY 2028<br>FORECAST |
|----------------------------------------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| TOTAL BUILDING FUND<br>REVENUE - FORECAST                            | 1,022,070         | 926,300             | 951,570             | 977,560             | 1,004,360           |
| <b>TOTAL BUILDING FUND<br/>REVENUE – 48% FEE<br/>INCREASE</b>        | <b>1,022,070</b>  | <b>1,364,558</b>    | <b>1,401,836</b>    | <b>1,440,176</b>    | <b>1,479,713</b>    |
| TOTAL BUILDING FUND<br>EXPENDITURES                                  | 1,378,744         | 1,192,732           | 1,230,152           | 1,275,460           | 1,322,470           |
| <b>NET OPERATING (REV -<br/>EXP) WITH 48% FEE<br/>INCREASE</b>       | <b>(356,674)</b>  | <b>171,826</b>      | <b>171,684</b>      | <b>164,716</b>      | <b>157,243</b>      |
| TRANSFER OUT TO CD<br>TECH FUND                                      | (98,671)          | (80,000)            | (82,400)            | (84,870)            | (87,420)            |
| <b>CHANGE IN FUND<br/>BALANCE</b>                                    | <b>(455,345)</b>  | <b>91,826</b>       | <b>89,284</b>       | <b>79,846</b>       | <b>69,823</b>       |
| FUND BALANCE,<br>BEGINNING OF YEAR                                   | 342,260           | (113,085)           | (21,259)            | 68,025              | 147,871             |
| <b>FUND BALANCE, END OF<br/>YEAR</b>                                 | <b>(113,085)</b>  | <b>(21,259)</b>     | <b>68,025</b>       | <b>147,871</b>      | <b>217,694</b>      |
| <b>FUND RESERVE RELATIVE<br/>TO EXPENDITURES +<br/>TECH TRANSFER</b> | <b>-8%</b>        | <b>-2%</b>          | <b>5%</b>           | <b>11%</b>          | <b>15%</b>          |



# Assessment of Building Permit Fees, Revenue and Costs

November 2024

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## ATTACHMENT A - BUILDING PERMIT AND INSPECTION UTILIZATION REPORT FOR FISCAL YEAR 2023

### Revenue Information

- Revenue derived from fees pursuant to Section 553.80 (7) (a) of the Florida Statutes: \$850,910
- Revenue derived from fines pursuant to Section 553.80 (7) (a) of the Florida Statutes: \$0
- When applicable, investment earnings from the local government's investment of revenue derived from fees and fines pursuant to Section 553.80 (7) (a) of the Florida Statutes: \$0
- Balances carried forward from the prior fiscal year by the local government pursuant to Section 553.80 (7) (a) of the Florida Statutes: \$446,464
- Balances carried forward into the next fiscal year by the local government pursuant to Section 553.80 (7) (a) of the Florida Statutes: \$342,260
- Balances refunded by the local government pursuant to Section 553.80 (7) (a) of the Florida Statutes: \$0
- Revenue derived from other sources, including local government general revenue: \$45,455

### Direct and Indirect Costs Incurred by the Local Government to Enforce the Florida Building Code

- Personnel service costs, including salary and related employees benefit costs incurred by the local government to enforce the Florida Building code: \$756,178
- Number of personnel dedicated by the local government to enforce the Florida Building Code, issue building permits, and conduct inspections: 8.73 full time equivalent.
- Operating expenditures and expenses: \$244,421

### Plan Review, Permit and Inspection Utilization Information

- Number of plan reviews: 1,346
- Number of building permit applications submitted: 3,736
- Number of building permits issued, approved, or denied: 3,256
- Number of building inspections and re-inspections requested: 5,022
- Number of building inspections and re-inspections conducted: 5,002
- Number of building inspections conducted by a private provider: 37
- Number of audits conducted by the local government of private provider building inspections: 0



# Assessment of Building Permit Fees, Revenue and Costs

November 2024

## ATTACHMENT B – COST AND REVENUE TABLE OF FEES EVALUATED

|                                                | EXISTING<br>FEE | ESTIMATED<br>COST | AVERAGE<br>FEE<br>REVENUE | RATIO OF<br>REVENUE<br>TO COST |
|------------------------------------------------|-----------------|-------------------|---------------------------|--------------------------------|
| <b>ADMINISTRATIVE FEES</b>                     |                 |                   |                           |                                |
| Permit admin processing fee (all permits)      | \$ 55.00        | \$107.09          | \$55.00                   | 0.51                           |
| Re-permit inactive                             | \$ 55.00        | \$53.54           | \$55.00                   | 1.03                           |
| Registration fee                               | \$ 57.20        | \$80.31           | \$52.00                   | 0.65                           |
| Lien search                                    | \$ 35.00        | \$53.54           | \$35.00                   | 0.65                           |
| <b>SIGNS</b>                                   |                 |                   |                           |                                |
| Building Division sign up to 20 square feet    | \$ 44.00        | \$80.31           | \$58.00                   | 0.72                           |
| Building Division sign over 20 square feet     | \$ 55.00        | \$80.31           | \$54.00                   | 0.67                           |
| Building Division Sign if illuminated          | \$ 22.00        | \$80.31           | \$29.00                   | 0.36                           |
| <b>POOLS</b>                                   |                 |                   |                           |                                |
| Building swimming pools - Public NEW           | \$ 165.00       | \$321.26          | \$253.00                  | 0.79                           |
| Building swimming pools - Public Level I - mod | \$ 55.00        | \$80.31           | \$53.00                   | 0.66                           |
| Building swimming pools - Residential          | \$ 66.00        | \$321.26          | \$62.00                   | 0.19                           |
| <b>TENTS</b>                                   |                 |                   |                           |                                |
| Building temporary tents                       | \$ 27.50        | \$80.31           | \$25.00                   | 0.31                           |
| <b>ELECTRICAL</b>                              |                 |                   |                           |                                |
| <b>Temporary service to 100 amperes</b>        |                 |                   |                           |                                |
| Commercial                                     | \$ 33.00        | \$80.31           | \$31.00                   | 0.39                           |
| Residential                                    | \$ 33.00        | \$80.31           | \$31.00                   | 0.39                           |
| <b>Early service power – first service</b>     |                 |                   |                           |                                |
| Commercial                                     | \$ 44.00        | \$80.31           | \$47.00                   | 0.59                           |
| Residential                                    | \$ 44.00        | \$80.31           | \$41.00                   | 0.51                           |
| <b>Permanent service up to 100 amperes</b>     |                 |                   |                           |                                |
| Commercial                                     | \$ 49.50        | \$80.31           | \$56.00                   | 0.70                           |
| Residential                                    | \$ 49.50        | \$80.31           | \$46.00                   | 0.57                           |
| <b>Permanent service 101 to 200 amperes</b>    |                 |                   |                           |                                |
| Commercial                                     | \$ 66.00        | \$160.63          | \$101.00                  | 0.63                           |
| Residential                                    | \$ 66.00        | \$160.63          | \$62.00                   | 0.39                           |
| <b>Permanent service 201 to 400 amperes</b>    |                 |                   |                           |                                |
| Commercial                                     | \$ 82.50        | \$160.63          | \$102.00                  | 0.64                           |
| Residential                                    | \$ 82.50        | \$160.63          | \$81.00                   | 0.50                           |
| <b>Permanent service 401 to 600 amperes</b>    |                 |                   |                           |                                |
| Commercial                                     | \$ 99.00        | \$160.63          | \$107.00                  | 0.67                           |
| Residential                                    | \$ 99.00        | \$160.63          | \$93.00                   | 0.58                           |



## Assessment of Building Permit Fees, Revenue and Costs

November 2024

|                                                           |           |          |          |      |
|-----------------------------------------------------------|-----------|----------|----------|------|
| <b>Permanent service 601 to 800 amperes</b>               |           |          |          |      |
| Commercial                                                | \$ 132.00 | \$160.63 | \$120.00 | 0.75 |
| <b>Permanent service over 801 amperes</b>                 |           |          |          |      |
| Commercial                                                | \$ 132.00 | \$160.63 | \$127.00 | 0.79 |
| <b>Circuits</b>                                           |           |          |          |      |
| Commercial                                                | \$ 2.75   | \$80.31  | \$58.00  | 0.72 |
| Residential                                               | \$ 2.75   | \$80.31  | \$55.00  | 0.68 |
| <b>Low voltage systems</b>                                |           |          |          |      |
| Commercial                                                | \$ 6.60   | \$80.31  | \$11.00  | 0.14 |
| Residential                                               | \$ 6.60   | \$80.31  | \$18.00  | 0.22 |
| <b>Electrical repair wiring or renovation</b>             |           |          |          |      |
| Commercial                                                | \$ 13.20  | \$160.63 | \$44.00  | 0.27 |
| Residential                                               | \$ 13.20  | \$160.63 | \$19.00  | 0.12 |
| <b>Meter/service change outs (to include gang meters)</b> |           |          |          |      |
| Commercial                                                | \$ 36.30  | \$80.31  | \$56.00  | 0.70 |
| Residential                                               | \$ 36.30  | \$80.31  | \$36.00  | 0.45 |
| <b>Electrical Functional check</b>                        |           |          |          |      |
| Commercial                                                | \$ 55.00  | \$80.31  | \$55.00  | 0.68 |
| Residential                                               | \$ 55.00  | \$80.31  | \$53.00  | 0.66 |
| <b>Swimming pool electric</b>                             |           |          |          |      |
| Commercial                                                | \$ 44.00  | \$160.63 | \$42.00  | 0.26 |
| Residential                                               | \$ 44.00  | \$160.63 | \$42.00  | 0.26 |
| <b>MECHANICAL</b>                                         |           |          |          |      |
| <b>Mechanical up to 5 tons</b>                            |           |          |          |      |
| Commercial                                                | \$ 66.00  | \$160.63 | \$118.00 | 0.73 |
| Residential                                               | \$ 66.00  | \$160.63 | \$82.00  | 0.51 |
| <b>Mechanical over 5 tons</b>                             |           |          |          |      |
| Commercial                                                | \$ 66.00  | \$160.63 | \$128.00 | 0.80 |
| Residential                                               | \$ 66.00  | \$160.63 | \$87.00  | 0.54 |
| <b>PLUMBING</b>                                           |           |          |          |      |
| <b>Individual taps</b>                                    |           |          |          |      |
| Commercial                                                | \$ 13.20  | \$20.08  | \$24.00  | 1.20 |
| Residential                                               | \$ 13.20  | \$20.08  | \$26.00  | 1.29 |
| <b>Plumbing repair</b>                                    |           |          |          |      |
| Commercial                                                | \$ 13.20  | \$80.31  | \$56.00  | 0.70 |
| Residential                                               | \$ 13.20  | \$80.31  | \$49.00  | 0.61 |
| <b>GAS</b>                                                |           |          |          |      |
| <b>Gas fixtures</b>                                       |           |          |          |      |
| Commercial                                                | \$ 5.50   | \$20.08  | \$25.00  | 1.25 |
| Residential                                               | \$ 5.50   | \$20.08  | \$20.00  | 1.00 |
| <b>Gas piping</b>                                         |           |          |          |      |





## Assessment of Building Permit Fees, Revenue and Costs

November 2024

|                                             |           |          |          |      |
|---------------------------------------------|-----------|----------|----------|------|
| Commercial                                  | \$ 26.40  | \$80.31  | \$25.00  | 0.31 |
| Residential                                 | \$ 26.40  | \$80.31  | \$25.00  | 0.31 |
| <b>Gas valuation</b>                        |           |          |          |      |
| Commercial                                  | \$ 13.20  | \$80.31  | \$81.00  | 1.01 |
| Residential                                 | \$ 13.20  | \$80.31  | \$24.00  | 0.30 |
| <b>FIRE SUPPRESSION</b>                     |           |          |          |      |
| Sprinkler commercial kitchen head           | \$ 66.00  | \$160.63 | \$110.00 | 0.68 |
| Sprinkler standpipes                        | \$ 11.00  | \$40.16  | \$19.00  | 0.47 |
| Sprinkler repair under \$10,000             | \$ 13.20  | \$80.31  | \$142.00 | 1.77 |
| <b>INFRASTRUCTURE WORK</b>                  |           |          |          |      |
| Building for parking lot resurface/restripe | \$ 110.00 | \$80.31  | \$108.00 | 1.34 |
| <b>REINSEPTION FEES</b>                     |           |          |          |      |
| Building first reinspection                 | \$ 38.50  | \$80.31  | \$38.00  | 0.47 |
| Building second reinspection                | \$ 77.00  | \$80.31  | \$76.00  | 0.95 |
| Building third or more reinspection         | \$ 154.00 | \$80.31  | \$151.00 | 1.88 |
| Stop by/walk through inspection fee         | \$ 55.00  | \$80.31  | \$55.00  | 0.68 |



# Assessment of Building Permit Fees, Revenue and Costs

November 2024

## ATTACHMENT C – BUILDING DIVISION RECOMMENDED FEE SCHEDULE

| Fee Category                                              | Existing Fee | Proposed Fee | % Increase |
|-----------------------------------------------------------|--------------|--------------|------------|
| <b>ADMINISTRATIVE FEES</b>                                |              |              |            |
| Permit admin processing fee (all permits)                 | \$55.00      | \$80.00      | 45%        |
| Re-permit inactive                                        | \$55.00      | \$80.00      | 45%        |
| Change of Contractor - % of base fee                      | N/A          | N/A          | N/A        |
| Registration fee                                          | \$57.20      | \$80.00      | 40%        |
| Lien search                                               | \$35.00      | \$52.50      | 50%        |
| <b>GENERAL REVIEW FEES</b>                                |              |              |            |
| Review Permit - 50% of base permit fee                    | N/A          | N/A          | N/A        |
| Rereview - 27.5% of base permit fee                       | N/A          | N/A          | N/A        |
| <b>PERMIT FEES - INSPECTIONS</b>                          |              |              |            |
| New Buildings or Additions (Comm & Residential)           | \$0.17       | \$0.26       | 53%        |
| Other Structures (Reno, Sheds, etc.) (Comm & Res)         | \$6.60       | \$9.90       | 50%        |
| <b>ROOF</b>                                               |              |              |            |
| Roof - New, Roof Over, Re-Roof. (Comm & Res)              | \$6.60       | \$9.90       | 50%        |
| <b>SIGNS</b>                                              |              |              |            |
| Signs - Building Signs                                    | \$44.00      | \$80.00      | 82%        |
| Signs - Ground Signs                                      | \$55.00      | \$160.00     | 191%       |
| <b>MOBILE HOMES</b>                                       |              |              |            |
| Mobile Homes/Construction Trailer (Block & Tie)           | \$33.00      | \$60.00      | 82%        |
| <b>POOLS</b>                                              |              |              |            |
| New Commercial Pool                                       | \$165.00     | \$330.00     | 100%       |
| Pool Renovations (Res or Comm)                            | \$55.00      | \$165.00     | 200%       |
| New Residential Pool                                      | \$66.00      | \$240.00     | 264%       |
| <b>ANTENNAS</b>                                           |              |              |            |
| Residential Antenna/Dish/Tower                            | \$33.00      | \$60.00      | 82%        |
| Commercial Antenna/Dish/Tower                             | \$6.60       | \$9.00       | 36%        |
| <b>BUILDING MOVING &amp; DEMOLITION</b>                   |              |              |            |
| Move Building/Structure (Comm & Residential)              | \$99.00      | \$120.00     | 21%        |
| Structure Demolition (Comm & Res)                         | \$92.40      | \$100.00     | 8%         |
| <b>MARINE</b>                                             |              |              |            |
| Marine Permits - Docks, seawalls, boat lifts (Comm & Res) | \$13.00      | \$16.50      | 27%        |
| <b>TENTS</b>                                              |              |              |            |
| Temporary Tent                                            | \$27.50      | \$60.00      | 118%       |
| <b>FLOODPLAIN</b>                                         |              |              |            |
| Flood Plain Review                                        | \$55.00      | \$150.00     | 173%       |
| <b>SOLAR</b>                                              |              |              |            |
| Solar Energy Systems (Comm & Res)                         | \$13.20      | \$16.50      | 25%        |



# Assessment of Building Permit Fees, Revenue and Costs

November 2024

| Fee Category                                                                                                                         | Existing Fee | Proposed Fee | % Increase |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|------------|
| <b>ELECTRICAL</b>                                                                                                                    |              |              |            |
| New Construction, Renovations, Repairs, Meter C/O, Generators, Adding or altering circuits, etc. (Comm & Res)                        | \$13.20      | \$16.50      | 25%        |
| Low Voltage (Comm & Res)                                                                                                             | \$6.60       | \$9.90       | 50%        |
| Functional Check (Comm & Res)                                                                                                        | \$55.00      | \$75.00      | 36%        |
| New Pools - Pools, Spas, etc. (Comm & Res)                                                                                           | \$44.00      | \$120.00     | 173%       |
| <b>MECHANICAL</b>                                                                                                                    |              |              |            |
| New units, HVAC C/O, kitchen hoods, refrigeration systems, incinerators, boilers, repairs. (Comm & Res)                              | \$13.20      | \$16.50      | 25%        |
| <b>PLUMBING</b>                                                                                                                      |              |              |            |
| Plumbing - New Construction, taps, sewer, grease traps, backflows, roof drains, Repairs, Fixtures replace, Renovations. (COMM & RES) | \$13.20      | \$16.50      | 25%        |
| <b>GAS</b>                                                                                                                           |              |              |            |
| Gas - New Construction, W/H change outs, repairs, new line piping, etc. (COMM & RES)                                                 | \$13.20      | \$16.50      | 25%        |
| <b>FIRE SUPPRESSION</b>                                                                                                              |              |              |            |
| Fire Suppression - New Construction, Repairs, additions, etc. (COMM & RES)                                                           | \$13.20      | \$16.50      | 25%        |
| <b>INFRASTRUCTURE WORK</b>                                                                                                           |              |              |            |
| Parking Lot - Resurface, striping, overlays, etc. (COMM & RES)                                                                       | \$110.00     | \$130.00     | 18%        |
| <b>LIFE SAFETY</b>                                                                                                                   |              |              |            |
| Code compliance general life safety & Standard Housing Code Inspection                                                               | \$55.00      | \$80.00      | 45%        |
| <b>REINSEPCION FEES</b>                                                                                                              |              |              |            |
| Building first reinspection                                                                                                          | \$38.50      | \$80.00      | 108%       |
| Building second reinspection                                                                                                         | \$77.00      | \$320.00     | 316%       |
| Building third or more reinspection                                                                                                  | \$154.00     | \$320.00     | 108%       |
| Stop by/walk through inspection fee                                                                                                  | \$55.00      | \$80.00      | 45%        |



# Assessment of Building Permit Fees, Revenue and Costs

November 2024

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## *Notes on Fee Table Assumptions*

Fees in the above table under \$20 are project value based. All others are flat fees for services.

The change of contractor fee, review fee and rereview fee are based on the original permit fee. Percentages are not recommended to change although base fees will go up under proposed schedule.

The electrical, plumbing, mechanical, gas, solar and fire suppression categories have been significantly streamlined, with a recommendation to move away from a fixture/service count and a la carte fee structure to one that relies mostly on project valuation to estimate the fees. This valuation method already exists and it would go from a current \$13.20 per \$1,000 in value to \$16.50 per \$1,000 in value. Revenue estimates for the electrical category are based on the assumption that fee revenue would go up 25% across subcategories.

Sign fees include the elimination of an additional fee for illumination and consolidation of the additional costs into the one based fee, which is why they increase at a higher percentage than other fee categories.

Reinspection fees are a function of Florida Statutes where the second reinspection is required to be four times the original inspection fee. FS 553.80 on enforcement says, "the local government **shall** impose a fee of four times the amount of the fee imposed for the initial inspection or first reinspection, whichever is greater, for each such subsequent reinspection."



The background of the slide is a photograph of a modern, multi-story building with a light-colored facade and numerous windows. The image is overlaid with a semi-transparent blue filter. In the foreground, there are some blurred trees and a construction area with a fence.

# City of Destin Building Division Fees Update

City Council

November 2024

# Steps Taken to Date and Current Status

- Evaluated fee revenue and categories to create clarity, efficiency, and enterprise sustaining revenue
- Presented revenue neutral fee structure in September and Council adopted fee categories at that time
  - Fee table in Attachment C shows the fee categories that were adopted
- Item is coming back to Council to further consider fee increase recommendations
  - Created a revenue model to support fee levels in memorandum included in packet
  - Adjustment levels vary across fee categories, but are approximately 48% on average above current baseline



# Why is this decision needed now

- Building fund balance forecasted to go negative by the end of FY2025 if changes are not made
- Fees were updated in and 2022 with a 10% increase
- Imminent negative fund balance issues
- Cost of doing business continues to go up

# Building Division Revenue

| SOURCE     | FY 2021<br>ACTUALS | FY 2022<br>ACTUALS | FY2023<br>ACTUALS | FY 2024<br>BUDGET |
|------------|--------------------|--------------------|-------------------|-------------------|
| FROM FEES  | 890,626            | 973,850            | 850,910           | 989,250           |
| FROM FINES |                    |                    |                   | 240               |
| FROM OTHER | 3,003              | 2,530              | 45,455            | 32,580            |
| TOTAL      | 893,629            | 976,380            | 896,365           | 1,022,070         |



# Current Forecast Based on Trend

| ACCOUNT DESCRIPTION              | FY 2024<br>BUDGET | FY 2025<br>FORECAST | FY 2026<br>FORECAST | FY 2027<br>FORECAST | FY 2028<br>FORECAST |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| TOTAL BUILDING FUND REVENUE      | 1,022,070         | 926,300             | 951,570             | 977,560             | 1,004,360           |
| TOTAL BUILDING FUND EXPENDITURES | 1,378,744         | 1,192,732           | 1,230,152           | 1,275,460           | 1,322,470           |
| NET OPERATING (REV - EXP)        | (356,674)         | (266,432)           | (278,582)           | (297,900)           | (318,110)           |
| TXFR IN FROM GEN FUND            |                   |                     |                     |                     |                     |
| TRANSFER OUT TO CD TECH FUND     | (98,671)          | (80,000)            | (82,400)            | (84,870)            | (87,420)            |
| CHANGE IN FUND BALANCE           | (455,345)         | (346,432)           | (360,982)           | (382,770)           | (405,530)           |
| FUND BALANCE, BEGINNING OF YEAR  | 342,260           | (113,085)           | (459,517)           | (820,499)           | (1,203,269)         |
| FUND BALANCE, END OF YEAR        | (113,085)         | (459,517)           | (820,499)           | (1,203,269)         | (1,608,799)         |

# Forecast Based on Updated Fee Structure

| ACCOUNT DESCRIPTION                                         | FY 2024<br>BUDGET | FY 2025<br>FORECAST | FY 2026<br>FORECAST | FY 2027<br>FORECAST | FY 2028<br>FORECAST |
|-------------------------------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| TOTAL BUILDING FUND<br>REVENUE - FORECAST                   | 1,022,070         | 926,300             | 951,570             | 977,560             | 1,004,360           |
| TOTAL BUILDING FUND<br>REVENUE – 46% FEE INCREASE           | 1,022,070         | 1,364,558           | 1,401,836           | 1,440,176           | 1,479,713           |
| TOTAL BUILDING FUND<br>EXPENDITURES                         | 1,378,744         | 1,192,732           | 1,230,152           | 1,275,460           | 1,322,470           |
| NET OPERATING (REV - EXP)<br>WITH 46% FEE INCREASE          | (356,674)         | 171,826             | 171,684             | 164,716             | 157,243             |
| TRANSFER OUT TO CD TECH<br>FUND                             | (98,671)          | (80,000)            | (82,400)            | (84,870)            | (87,420)            |
| CHANGE IN FUND BALANCE                                      | (455,345)         | 91,826              | 89,284              | 79,846              | 69,823              |
| FUND BALANCE, BEGINNING<br>OF YEAR                          | 342,260           | (113,085)           | (21,259)            | 68,025              | 147,871             |
| FUND BALANCE, END OF YEAR                                   | (113,085)         | (21,259)            | 68,025              | 147,871             | 217,694             |
| FUND RESERVE RELATIVE TO<br>EXPENDITURES + TECH<br>TRANSFER | -8%               | -2%                 | 5%                  | 11%                 | 15%                 |

# Recommendation

- Raise review, permit and inspection fees according to schedule proposed
- Plan to build a fund balance of greater than 10% of annual labor and operating costs
  - Can be used for capital expenditures on building, equipment and vehicles
  - Mitigates against risk of lower permit fee activity

## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.F.**TO:** City Council**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney**FROM:** Tina Deater, Community Development Director  
Joe Bodi, Deputy Director, Public Works  
Krystal Strickland, Finance Director**DATE:** November 8, 2024**SUBJECT:** Mobility Fee Study

**I. BACKGROUND:** At the March 1, 2021, City Council meeting, Council passed a motion to replace transportation concurrency (MMTD) with a **Mobility Fee-Based Plan**. Staff worked with **3TP Ventures** to create the **Mobility Plan**, which was adopted by the Council on September 16, 2024. The **Mobility Plan** is a comprehensive blueprint for addressing the City's current and future transportation needs. **Mobility fees** are an important tool for cities like Destin to fund transportation projects to address impacts from future growth, while also tackling service gaps such as multimodal infrastructure and traffic congestion. The attached **Mobility Fee Study** examines the feasibility and potential impacts of increasing mobility fees in Destin, with the goal of enhancing the City's transportation network and promoting sustainable solutions for all modes of travel. Once adopted, the mobility fee will replace the existing transportation impact fee in Destin's current fee structure.

**II. DISCUSSION:** To support the planning and construction of seven high-priority projects outlined in Phase 1 of the **Mobility Plan**, the mobility fee will play a crucial role. Below is the list of specific projects intended to be funded by the **Mobility Fee**:



| Project ID  | Project Name                              | Estimated Cost |
|-------------|-------------------------------------------|----------------|
| NC-4        | 98 Palms Boulevard                        | \$9,149,623    |
| MU-1        | Powerline easement (west) multi-use path  | \$10,000,000   |
| NC-5        | Mattie M. Kelly Boulevard                 | \$844,581      |
| IS-1        | Stahlman Avenue at Zerbe St & Harbor Blvd | \$135,828      |
| CC-4        | Azalea Drive Extension                    | \$9,632,529    |
| IS-8        | Calhoun Avenue at Sibert Avenue           | \$19,399       |
| SW-9        | Indian Trail Sidewalk                     | \$278,099      |
| Total Cost: |                                           | \$30,060,059   |

The **Mobility Fee Study** provides a comprehensive overview of the city's Mobility Plan, highlighting how increased mobility fees can facilitate its implementation. It outlines a proposed fee schedule, project fee revenue over the lifespan of the Mobility Plan and examines the legal context surrounding mobility fees. Additionally, the methodology used to calculate the proposed fee rates is described in detail. The **Mobility Fee Study** aims to support policy decisions by the City Council, ultimately enhancing Destin's connectivity and safety, and creating a more vibrant environment for residents and visitors alike to live, work, and play.

Florida Statutes 163.3180 authorizes local governments to establish a mobility plan and mobility fees, and to ensure compliance, the following steps are required prior to or as part of the fee's adoption:

- The new study and associated fees must be adopted within 12 months of initiating the fee study.
- A minimum of 90 days' notice is required before the effective date of any fee increase.
- At least two publicly noticed workshops must be conducted.
- The ordinance approving the fee increase must receive a two-thirds majority vote from the City Council.
- The Mobility Plan and Mobility Fee Study align with all relevant stipulations outlined in Sections 163.3180 and 163.31801 of the Florida Statutes

Once the Mobility Fees are adopted, there are two changes that must be made to City policies and regulations to reflect the new fee. First, the Comprehensive Plan needs to be updated to explicitly reference the Mobility Plan and fee, replacing terms like "transportation impact fee" with "mobility fee." Second, the Land Development Code must be revised to include the new Mobility Fee schedule and relevant policies from the Comprehensive Plan and Mobility Plan, to ensure that all City documents stay consistent with current transportation funding goals and with each other.

**A. Link to Strategic Goals / Objectives:**

- I. Financially sound city providing service excellence
- II. Enhanced quality of life and safety for families
- III. Economic development and revitalization
- IV. Effective, efficient and aesthetically pleasing infrastructure
- V. Improve mobility and connectivity
- VI. A green and sustainable environment

**B. Effect on Budget (EOB):**

**C. Level of Service (LOS):** Upgrade a variety of mobility services and improve function, safety, and efficiencies throughout the city.

**D. Legislative Sponsor:**

**III. CONCLUSION:** Staff is requesting that the City Council direct the City Manager to proceed with scheduling the two publicly noticed workshops required for the Mobility Fee adoption.

**IV. RECOMMENDED MOTION:** I move that the City Council direct the City Manager to proceed with scheduling the two publicly noticed workshops required for the Mobility Fee adoption.

**ALTERNATE MOTION:**

I move that the City Council direct the City Manager to proceed with scheduling the two publicly noticed workshops required for the Mobility Fee adoption with the following revisions to the Mobility Fees (**insert revisions**).

Attachments:

1. Mobility Fee Study Memo\_111824
2. MobilityPlan\_Fee\_111824

# Destin, Florida Mobility Fee Study Memo

## Introduction

Mobility fees are an important tool for cities like Destin to fund transportation projects to address impacts from future growth, while also tackling service gaps such as multimodal infrastructure and traffic congestion. This study examines the feasibility and potential impacts of increasing mobility fees in Destin, with the goal of enhancing the city's transportation network and promoting sustainable solutions for all modes of travel. The mobility fee will replace the existing transportation impact fee in Destin's current fee structure.

The content within this memo will provide a comprehensive overview of the city's Mobility Plan, highlighting how increased mobility fees can facilitate its implementation. It will outline a proposed fee schedule, project fee revenue over the lifespan of the Mobility Plan and examine the legal context surrounding mobility fees. Additionally, the methodology used to calculate the proposed fee rates is described in detail.

The findings of this memo aim to support policy decisions by the City Council, ultimately enhancing Destin's connectivity and safety, and creating a more vibrant environment for residents and visitors alike to live, work, and play.

## MOBILITY PLAN OVERVIEW

The Destin Mobility Plan, adopted in September 2024, serves as a comprehensive blueprint for addressing the city's current and future transportation needs. This plan aims to increase capacity, enhance safety, and improve walking and biking options throughout Destin. It encompasses over 60 projects, including the completion and upgrades to the Cross Town Connector, new roadway construction, multi-use trails, sidewalks, bike lanes, intersection enhancements, and community parking facilities. The total estimated cost for implementing all projects within the plan is approximately \$152 million.

To support the planning and construction of seven high-priority projects outlined in Phase 1 of the Mobility Plan, the mobility fee will play a crucial role. The combined cost of these seven key projects exceeds \$30 million. Below is a list of the specific projects intended to be funded by the mobility fee:

| Project ID  | Project Name                              | Estimated Cost |
|-------------|-------------------------------------------|----------------|
| NC-4        | 98 Palms Boulevard                        | \$9,149,623    |
| MU-1        | Powerline easement (west) multi-use path  | \$10,000,000   |
| NC-5        | Mattie M. Kelly Boulevard                 | \$844,581      |
| IS-1        | Stahlman Avenue at Zerbe St & Harbor Blvd | \$135,828      |
| CC-4        | Azalea Drive Extension                    | \$9,632,529    |
| IS-8        | Calhoun Avenue at Sibert Avenue           | \$19,399       |
| SW-9        | Indian Trail Sidewalk                     | \$278,099      |
| Total Cost: |                                           | \$30,060,059   |

## Mobility Fee

### FEE SCHEDULE

Table 1 presents the calculated maximum mobility fee by land use code, derived from projected Equivalent Dwelling Units (EDUs) and the total cost of necessary infrastructure improvements. The Methodology section of this report provides further details.

Table 1 Maximum Fee table

| Proposed Land Uses                   | ITE Code | ITE 11th     | ITE Rate | % New Trips | New 1-way trips | EDU  | Maximum Fee |
|--------------------------------------|----------|--------------|----------|-------------|-----------------|------|-------------|
| Single-Family Detached               | 210      | Dwelling     | 9.43     | 100%        | 4.72            | 1.00 | \$14,365    |
| Long-term Residential                |          |              |          |             |                 |      |             |
| Less than 500 sq. ft.                |          |              |          | 100%        | 3.30            | 0.70 | \$10,047    |
| 500—749 sq. ft.                      |          |              |          | 100%        | 4.00            | 0.85 | \$12,173    |
| 750—999 sq. ft.                      |          |              |          | 100%        | 4.52            | 0.96 | \$13,776    |
| 1,000—1,499 sq. ft.                  |          |              |          | 100%        | 5.08            | 1.08 | \$15,475    |
| 1,500—1,999 sq. ft.                  |          |              |          | 100%        | 5.61            | 1.19 | \$17,078    |
| 2,000—2,999 sq. ft.                  |          |              |          | 100%        | 6.16            | 1.31 | \$18,778    |
| 3,000—3,999 sq. ft.                  |          |              |          | 100%        | 6.69            | 1.42 | \$20,381    |
| 4,000 sq. ft. or more                |          |              |          | 100%        | 7.08            | 1.50 | \$21,578    |
| Short-term Residential               |          |              |          |             |                 |      |             |
| Less than 500 sq. ft.                |          |              |          | 100%        | 4.68            | 0.99 | \$14,257    |
| 500—749 sq. ft.                      |          |              |          | 100%        | 7.05            | 1.49 | \$21,466    |
| 750—999 sq. ft.                      |          |              |          | 100%        | 8.83            | 1.87 | \$26,901    |
| 1,000—1,499 sq. ft.                  |          |              |          | 100%        | 10.72           | 2.27 | \$32,662    |
| 1,500—1,999 sq. ft.                  |          |              |          | 100%        | 12.50           | 2.65 | \$38,097    |
| 2,000—2,999 sq. ft.                  |          |              |          | 100%        | 14.40           | 3.05 | \$43,858    |
| 3,000—3,999 sq. ft.                  |          |              |          | 100%        | 16.18           | 3.43 | \$49,293    |
| 4,000 sq. ft. or more                |          |              |          | 100%        | 17.51           | 3.71 | \$53,352    |
| Multifamily Housing (Low-Rise) (220) | 220      | Dwelling     | 6.74     | 100%        | 3.37            | 0.71 | \$10,267    |
| Multifamily Housing (Mid-Rise) (221) | 221      | Dwelling     | 4.53     | 100%        | 2.27            | 0.48 | \$6,901     |
| Mobile Home Park (240)               | 240      | Dwelling     | 7.12     | 100%        | 3.56            | 0.76 | \$10,846    |
|                                      |          |              |          |             |                 |      |             |
| Hotel/Motel (310)                    | 310      | Room         | 7.99     | 100%        | 4.00            | 0.85 | \$12,171    |
| Shopping Center >150k (820)          | 820      | 1000 sq. ft. | 37.01    | 51%         | 9.44            | 2.00 | \$28,753    |
| Shopping Plaza 40-150k (821)         | 821      | 1000 sq. ft. | 67.52    | 40%         | 13.50           | 2.86 | \$41,141    |



|                                                      |     |                   |        |      |         |       |           |
|------------------------------------------------------|-----|-------------------|--------|------|---------|-------|-----------|
| Shopping Plaza 40-150k - w/Supermarket (821)         | 821 | 1000 sq. ft.      | 94.49  | 40%  | 18.90   | 4.01  | \$57,575  |
| Strip Retail Plaza <40k (822)                        | 822 | 1000 sq. ft.      | 54.45  | 40%  | 10.89   | 2.31  | \$33,178  |
| Automobile Sales (New) (840)                         | 840 | 1000 sq. ft.      | 27.84  | 100% | 13.92   | 2.95  | \$42,409  |
| Supermarket (850)                                    | 850 | 1000 sq. ft.      | 93.84  | 24%  | 11.2608 | 2.39  | \$34,307  |
| Drive-in Bank (912)                                  | 912 | 1000 sq. ft.      | 100.35 | 32%  | 16.06   | 3.41  | \$48,916  |
| Automobile Parts and Service Center (943)            | 943 | 1000 sq. ft.      | 16.6   | 100% | 8.30    | 1.76  | \$25,287  |
| Convenience Store (851)                              | 851 | 1000 sq. ft.      | 762.28 | 16%  | 59.08   | 12.53 | \$179,984 |
|                                                      |     |                   |        |      |         |       |           |
| Golf Course (430)                                    | 430 | Acres             | 3.74   | 100% | 1.87    | 0.40  | \$5,697   |
| Marina (420)                                         | 420 | Berths            | 2.41   | 100% | 1.21    | 0.26  | \$3,671   |
| Fast-Food Restaurant with Drive-Through Window (934) | 934 | 1000 sq. ft.      | 467.48 | 23%  | 52.59   | 11.15 | \$160,226 |
| High-Turnover (Sit-Down) Restaurant (932)            | 932 | 1000 sq. ft.      | 107.2  | 38%  | 20.37   | 4.32  | \$62,053  |
| Fine Dining Restaurant (931)                         | 931 | 1000 sq. ft.      | 83.84  | 38%  | 15.93   | 3.38  | \$48,531  |
| Convenience Store/Gas Station (945)                  | 945 | Fueling Positions | 265.12 | 16%  | 20.55   | 4.36  | \$62,598  |
| General Office Building (710)                        | 710 | 1000 sq. ft.      | 10.84  | 100% | 5.42    | 1.15  | \$16,513  |
| Medical-Dental Office Building - Stand-Alone (720)   | 720 | 1000 sq. ft.      | 36.00  | 100% | 18.00   | 3.82  | \$54,839  |
| Hospital (610)                                       | 610 | 1000 sq. ft.      | 10.77  | 100% | 5.39    | 1.14  | \$16,406  |
| Nursing Home (620)                                   | 620 | 1000 sq. ft.      | 6.75   | 100% | 3.38    | 0.72  | \$10,282  |
| Church (560)                                         | 560 | 1000 sq. ft.      | 7.6    | 100% | 3.80    | 0.81  | \$11,577  |
| Private School (K-12) (532)                          | 532 | Students          | 2.48   | 100% | 1.24    | 0.26  | \$3,778   |
| Day Care Center (565)                                | 565 | Students          | 4.09   | 100% | 2.05    | 0.43  | \$6,230   |
| General Light Industrial (110)                       | 110 | 1000 sq. ft.      | 4.87   | 100% | 2.44    | 0.52  | \$7,419   |
| Warehousing (150)                                    | 150 | 1000 sq. ft.      | 1.48   | 100% | 0.74    | 0.16  | \$2,254   |

## *Context*

The following sections provide a comprehensive overview of the legal framework established by Florida Statutes that permits the implementation of a mobility fee. Additionally included is a summary of the extraordinary circumstances that demonstrate the need for an increase beyond the standard allowable percentage, as permitted by Section 163.31801 of the Florida Statutes. Finally, the necessary regulatory amendments that City staff should pursue following the adoption of the mobility fee are described.

### **SUMMARY OF CONTEXT**

Florida law allows local governments to create a “Mobility Plan” and associated fees for the purpose of funding transportation improvements in their jurisdictions. The law states that these fees cannot be used to block or delay development approvals if developers have agreed to pay the transportation costs associated with their projects. It also says that any revenue gained as a result of these fees must be dedicated to the projects outlined in the Mobility Plan. Such fees must also follow other Florida laws for impact fees. To ensure full compliance with Florida law, there are five actions that must be taken as part of or prior to the new fee’s adoption: the new study and associated fees must be adopted within one year of beginning the study; 90 days’ notice is required before adopting an increased fee; two publicly noticed workshops must be held; approval of the fee increase must receive a two-thirds majority vote from Council; and the Plan and fee study must be consistent with Florida Statutes.

The current mobility fee study, which was conducted under unusual economic conditions, aims to change fees that have not been updated since 2008. Increased construction costs, inflation, and supply chain disruptions are among the factors that have made it necessary to raise the fees in order to keep up with the higher costs of materials and labor.

There are two changes that must be made to City policies and regulations to reflect this new fee. First, the Comprehensive Plan needs to be updated to explicitly reference the Mobility Plan and fee, replacing terms like “transportation impact fee” with “mobility fee”. Second, the Land Development Code must be revised to include the new Mobility Fee schedule and relevant policies from the Comprehensive Plan and Mobility Plan, which ensures that all City documents stay consistent with current transportation funding goals and with each other.

### **LEGAL FRAMEWORK**

Florida Statutes s. 163.3180 authorizes local governments to establish a mobility plan and associated fees for their transportation systems. However, localities cannot use this alternative system to delay or deny applications for site plan approvals, plat approvals, final subdivision approvals, building permits, or their functional equivalents, provided that developers commit to funding the transportation impacts their projects create, as defined by the local government's fee structure.

The revenue generated from the mobility fee must be allocated to the implementation of the Mobility Plan, which serves as the foundational basis for the fee itself. Additionally, the

mobility fee must adhere to Section 163.31801 of the Florida Statutes, which outlines regulations for impact fees.

To ensure compliance with Section 163.31801, the following steps are required prior to or as part of the fee's adoption:

- The new study and associated fees must be adopted within 12 months of initiating the fee study.
- A minimum of 90 days' notice is required before the effective date of any fee increase.
- At least two publicly noticed workshops must be conducted.
- The ordinance approving the fee increase must receive a two-thirds majority vote from the City Council.
- The Mobility Plan and Mobility Fee Study align with all relevant stipulations outlined in Sections 163.3180 and 163.31801 of the Florida Statutes.

## EXTRAORDINARY CIRCUMSTANCES

The mobility fee study is being conducted under exceptional circumstances that highlight the need for a substantial increase in the City's current transportation impact fee, which has remained unchanged since June 2008. This fee update will be closely aligned with the Phase 1 projects outlined in the recently adopted Mobility Plan and described above.

The timing of this fee update is particularly critical given the extraordinary economic conditions stemming from various factors. The ongoing repercussions of policies implemented to mitigate the impacts of COVID-19, along with sustained disruptions in global supply chains vital to the availability of construction materials and equipment, have led to significant price increases in construction costs. These price hikes are driven by inflation, characterized by a substantial increase in the U.S. dollar money supply, persistent supply chain challenges, and robust demand for new construction.

Additionally, a strong housing market, fluctuations in the labor market, and heightened government spending on infrastructure have further contributed to elevated demand and prices in the construction sector. The U.S. Bureau of Labor Statistics' Producer Price Index by Commodity for Construction Materials serves as a key indicator of these trends. Since March 2020, when the COVID-19 pandemic began, material prices have surged by 32% as of November 2023. While this study does not predict that such price increases will continue at the same pace, the extraordinary events of the past three years necessitate an update to project costs and, consequently, the impact fee.

Moreover, it's important to highlight that construction costs have significantly risen since the current impact fee was established in 2008. The Producer Price Index for Construction Materials increased from 200.4 in June 2008 to 337.3 in June 2023, reflecting the urgent need for a fee adjustment to account for these rising costs.

## REGULATORY AMENDMENTS

The following outlines the two regulatory amendments required to City documents after the adoption of the mobility fee, ensuring consistency with the City's policies, Comprehensive Plan, and Land Development Code:

- **Comprehensive Plan:** The Mobility Plan and associated fee should be explicitly referenced within the Comprehensive Plan. Additionally, all instances of "transportation impact fee" must be updated to "mobility fee," and any language that ties the mobility fee to concurrency should be removed.
- **Land Development Code (LDC):** The section of the LDC addressing transportation impact fees should be revised to include the Mobility Fee schedule. This update must also incorporate references to the relevant policies within the Comprehensive Plan and the Mobility Plan.

## *Methodology*

This section outlines the methodology used to determine the new mobility fee, which follows a proportionate share allocation model. This approach estimates the costs of infrastructure improvements required to support new development and allocates these costs based on projected increases in transportation demand. The demand is forecasted by calculating the number of new daily trips generated by future development, using data from the Destin Mobility Plan, adopted in September 2024.

The Destin Mobility Plan identifies key infrastructure projects needed to accommodate growth, including new transportation facilities and improvements to existing facilities.

The total cost of the infrastructure improvements outlined in the Destin Mobility Plan is divided by the projected growth in Equivalent Dwelling Units (EDUs), ensuring that each new development contributes its proportional share of the transportation improvements necessary to support future growth.

## SUMMARY OF STEPS USED TO CALCULATE MOBILITY FEE

These steps are described in more detail in the following sections.

1. Calculate Standard Service Unit. When new homes or businesses are built, they add traffic to the roads. To fairly measure how much traffic each use type adds, Equivalent Dwelling Units (EDUs) are used. One EDU represents the traffic generated by a typical single-family home. This allows us to compare different types of buildings and figure out how much traffic they'll create. Each building type is evaluated based on how much traffic it generates compared to a single-family home, and only new trips are counted.
2. Analyze the relationship between dwelling units and trip generation. To ensure the fee is fair, we looked at how the size of a home affects the impact it has on traffic. Three main sources of information were used for this analysis: property data, such as home size and number of bedrooms; household occupancy data, the number of people living in homes of different sizes; and household trip rates, or how



often people travel based on their household size. This information was used to figure out how the square footage of a home relates to the amount of traffic the home generates. We found that larger homes with more bedrooms tend to generate more trips.

- a. For short-term rental properties, a similar method was used. However, since short-term rentals are typically more frequently occupied, the calculation was adjusted to assume they were always fully booked.
3. Calculate Equivalent Dwelling Units (EDUs). An EDU measures the traffic impact of a typical single-family home, using Institute of Transportation Engineers (ITE) land use code 210 as the standard. The number of trips people make, based on data from the National Household Travel Survey (NHTS), is adjusted to match the ITE's traffic rates for homes. This adjustment makes sure the data is consistent and takes into account the differences in traffic created by different types of households. For other kinds of uses, we calculate how much traffic they generate compared to that single-family home. Pass-by trips and diverted link trips were not counted, and only one side of the trip (either arrival or departure) was counted to avoid double-counting the trip.
4. Estimate the cost of Phase 1 improvements. The total estimated cost of Phase 1 improvements is \$30,060,059.
5. Estimate EDUs through 2040. Population and employment growth forecasts were used to estimate the total number of EDUs expected by 2040. To calculate the projected EDUs, the expected growth in people and jobs was converted to square footage, as needed, and then matched with the appropriate ITE code for each job type. This calculation gives us an estimate of 2092.62 EDUs by 2040.
6. Calculate the Mobility Fee. Divide the total cost of planned improvements (from Step 4) by the estimated EDUs (from Step 5):

$$\$30,060,059 \text{ (improvements)} / 2092.62 \text{ (EDUs)} = \$14,364.79$$

## CALCULATING STANDARDIZED SERVICE UNIT

The transportation demand created by different land use types are standardized into a unit of measurement known as the service unit, defined as the Equivalent Dwelling Unit (EDU). One EDU represents the transportation demand generated by a typical single-family detached home. This standardized metric allows for consistently comparing various land uses based on their impact on the transportation system.

Trip generation data—measuring vehicle movements generated by different types of development—forms the foundation for calculating service units. Mobility fees account for demand across all transportation modes, including motorized and non-motorized travel.

Each land use type is evaluated according to its relative travel demand compared to a standard single-family home. Trip generation rates are adjusted to reflect only net new trips that contribute additional demand to the transportation system.

## RELATIONSHIP BETWEEN DWELLING UNITS AND TRIP GENERATION

This section reviews how the relationship between dwelling unit size, the number of bedrooms, and trip-making behavior was developed for the Destin context. The goal is to ensure that the mobility fee accurately reflects the impact of various residential development scales. The data for this analysis were drawn from three key sources:

1. **Parcel characteristics**, including land use type, number of bedrooms, and building square footage, were obtained from the Okaloosa County Property Appraiser's records. This provided detailed insights into the physical attributes of the housing stock in the area.
2. **Household occupancy** data from the 2021 American Community Survey (ACS) Public Use Microdata Sample (PUMS)<sup>1</sup> for Okaloosa County allowed for localized estimates of residents per household by dwelling unit type and size. The results are presented in Table 2.

*Table 2 Persons/household by # of bedrooms, SFDU (2021 ACS PUMS, Okaloosa County)*

| # of bedrooms | Persons per Household |
|---------------|-----------------------|
| 1             | 1.74                  |
| 2             | 1.98                  |
| 3             | 2.42                  |
| 4             | 3.06                  |
| 5             | 3.67                  |

3. **Household person trip rates** were sourced from the 2022 National Household Travel Survey (NHTS)<sup>2</sup>, with a focus on the South Atlantic region and Metropolitan Statistical Areas (MSAs) under one million residents, which provides region-specific data on travel behavior. This data is crucial in informing the relationship between housing characteristics and transportation demand in Destin.

*Table 3 Trips per Person by Household Size (NHTS 2021, South Atlantic)*

| Household Size | Daily Trips per Person |
|----------------|------------------------|
| 1              | 2.61                   |
| 2              | 2.35                   |
| 3              | 2.48                   |
| 4              | 2.22                   |
| 5              | 1.60                   |

---

<sup>1</sup> <https://www.census.gov/programs-surveys/acs.html>

<sup>2</sup> <https://nhts.ornl.gov>

|   |      |
|---|------|
| 6 | 1.12 |
| 7 | 1.55 |

These sources were combined to establish the relationship between square footage and trip generation for single-family homes. A logarithmic regression model was used to capture the non-linear relationship between dwelling unit size and the number of trips generated. The resulting estimates of trips per household size for single-family dwelling units (SFDU) are presented in Figure 1.

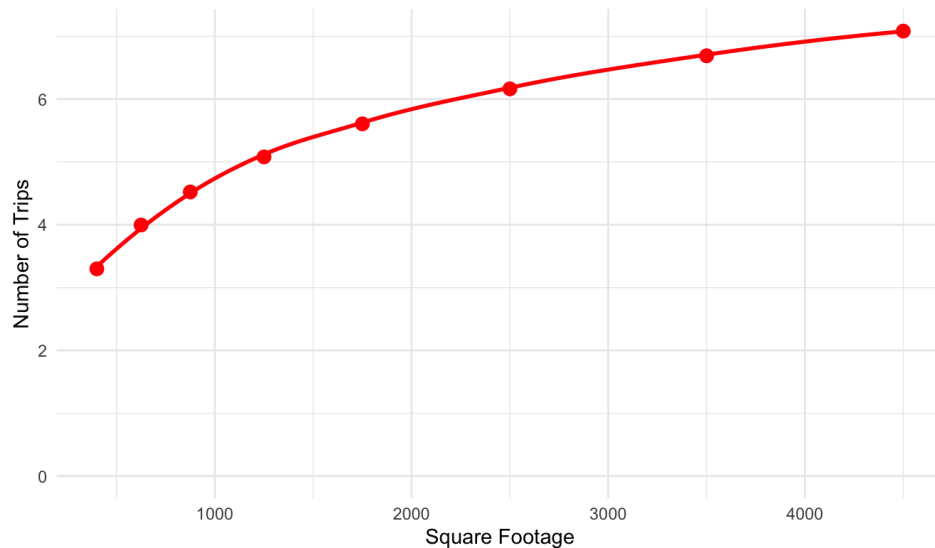


Figure 1 Relationship between trips and square footage for a single-family residential home

#### *Short-Term Rental Trip Generation*

Trip generation rates for short-term rentals were calculated similarly to those for single-family homes, with adjustments reflecting the higher utilization rates of short-term rental properties. Trip-making rates were adjusted to assume 100% occupancy based on the number of bedrooms. The resulting expected trips based on the number of square feet are depicted in Figure 2.

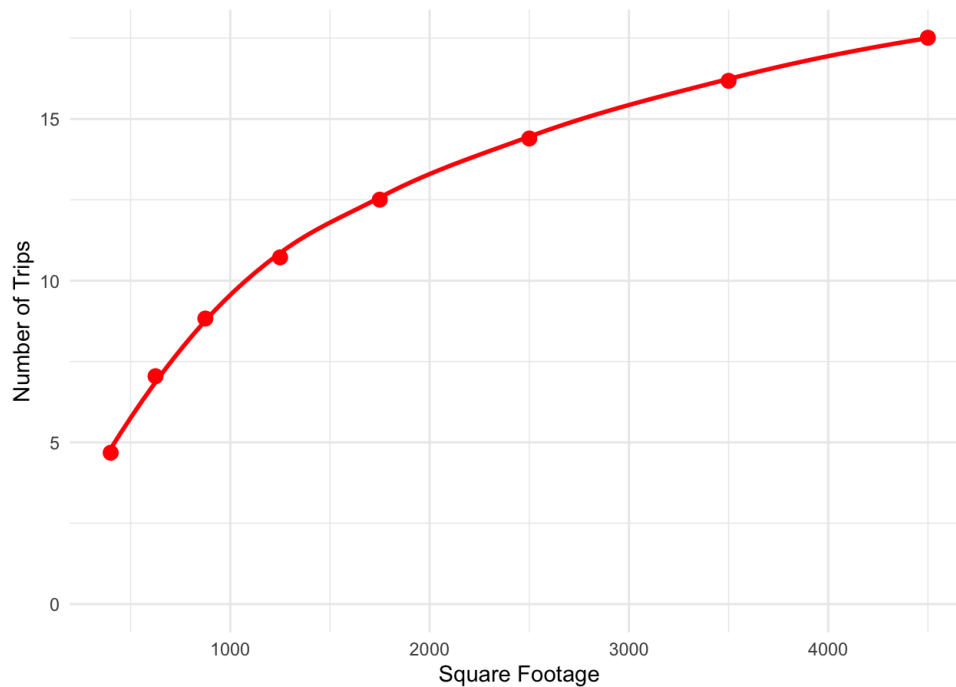


Figure 2 Relationship between trips and square footage for a short-term rental

## CALCULATING EQUIVALENT DWELLING UNITS (EDUs)

This step involves standardizing transportation demand across different land uses into EDUs, allowing for consistent fee calculations. The EDU is based on the transportation impact of a typical single-family detached home, using Institute of Transportation Engineers (ITE) land use code 210 as the benchmark. Household trip rates calculated using the National Household Travel Survey (NHTS) are refactored by adjusting them to match the proportionate ITE residential trip generation rates. This adjustment ensures all rates are sourced from ITE and are internally consistent, while also representing the varying impacts of different household types.

Pass-by trips refer to vehicles already on the road that stop at a development before continuing their route. Diverted-link trips divert from their original route to visit a development before rejoining the network. Since these trips do not generate new traffic, they are excluded from the EDU calculations. Additionally, ITE trip generation rates are halved to represent only the production side (as trip generation includes both arrivals and departures). The resulting EDUs are presented in Table 4.

Table 4 EDU by land use type

| Proposed Land Uses     | ITE Code | Unit Type | ITE Rate | % New Trips | New 1-way trips | EDU  |
|------------------------|----------|-----------|----------|-------------|-----------------|------|
| Single-Family Detached | 210      | Dwelling  | 9.43     | 100%        | 4.72            | 1.00 |
| Long-term Residential  |          |           |          |             |                 |      |
| Less than 500 sq. ft.  |          |           |          | 100%        | 3.30            | 0.70 |



|                                              |     |              |       |      |       |      |
|----------------------------------------------|-----|--------------|-------|------|-------|------|
| 500—749 sq. ft.                              |     |              |       | 100% | 4.00  | 0.85 |
| 750—999 sq. ft.                              |     |              |       | 100% | 4.52  | 0.96 |
| 1,000—1,499 sq. ft.                          |     |              |       | 100% | 5.08  | 1.08 |
| 1,500—1,999 sq. ft.                          |     |              |       | 100% | 5.61  | 1.19 |
| 2,000—2,999 sq. ft.                          |     |              |       | 100% | 6.16  | 1.31 |
| 3,000—3,999 sq. ft.                          |     |              |       | 100% | 6.69  | 1.42 |
| 4,000 sq. ft. or more                        |     |              |       | 100% | 7.08  | 1.50 |
| Short-term Residential                       |     |              |       |      |       |      |
| Less than 500 sq. ft.                        |     |              |       | 100% | 4.68  | 0.99 |
| 500—749 sq. ft.                              |     |              |       | 100% | 7.05  | 1.49 |
| 750—999 sq. ft.                              |     |              |       | 100% | 8.83  | 1.87 |
| 1,000—1,499 sq. ft.                          |     |              |       | 100% | 10.72 | 2.27 |
| 1,500—1,999 sq. ft.                          |     |              |       | 100% | 12.50 | 2.65 |
| 2,000—2,999 sq. ft.                          |     |              |       | 100% | 14.40 | 3.05 |
| 3,000—3,999 sq. ft.                          |     |              |       | 100% | 16.18 | 3.43 |
| 4,000 sq. ft. or more                        |     |              |       | 100% | 17.51 | 3.71 |
| Multifamily Housing (Low-Rise) (220)         | 220 | Dwelling     | 6.74  | 100% | 3.37  | 0.71 |
| Multifamily Housing (Mid-Rise) (221)         | 221 | Dwelling     | 4.53  | 100% | 2.27  | 0.48 |
| Mobile Home Park (240)                       |     | Dwelling     | 7.12  | 100% | 3.56  | 0.76 |
|                                              |     |              |       |      |       |      |
| Hotel/Motel (310)                            | 310 | Room         | 7.99  | 100% | 4.00  | 0.85 |
| Shopping Center >150k (820)                  | 820 | 1000 sq. ft. | 37.01 | 51%  | 9.44  | 2.00 |
| Shopping Plaza 40-150k (821)                 | 821 | 1000 sq. ft. | 67.52 | 40%  | 13.50 | 2.86 |
| Shopping Plaza 40-150k - w/Supermarket (821) | 821 | 1000 sq. ft. | 94.49 | 40%  | 18.90 | 4.01 |

## *Calculation of the Mobility Fee*

After calculating EDUs, the next step is to allocate the costs of necessary transportation improvements based on expected growth in EDUs. By estimating the number of new EDUs, we determine each development's proportional share of infrastructure costs for the projects outlined in the Destin Mobility Plan.

### PLANNED IMPROVEMENTS

The cost of planned transportation infrastructure improvements comes from the Destin Mobility Plan, which details essential projects needed to support growth. These include road expansions, multimodal enhancements like bike lanes and sidewalks, and other upgrades. Cost estimates for these projects were developed. Based on the Mobility Plan,

as illustrated in 5, Phase 1 projects that are to be funded by the Mobility Fee are anticipated to cost \$30,060,059.

*Table 5 Phase I Mobility Fee Projects*

| ID   | Name                                      | Cost         | Phase |
|------|-------------------------------------------|--------------|-------|
| NC-4 | 98 Palms Boulevard                        | \$9,149,623  | 1     |
| MU-1 | Powerline easement (west) Multi-use Path  | \$10,000,000 | 1     |
| NC-5 | Mattie M. Kelly Boulevard                 | \$844,581    | 1     |
| IS-1 | Stahlman Avenue at Zerbe St & Harbor Blvd | \$135,828    | 1     |
| CC-4 | Azalea Drive Extension                    | \$9,632,529  | 1     |
| IS-8 | Calhoun Avenue at Sibert Ave              | \$19,399     | 1     |
| SW-9 | Indian Trail Sidewalk                     | \$278,099    | 1     |
|      | TOTAL                                     | \$30,060,059 |       |

## ESTIMATING EQUIVALENT DWELLING UNITS (EDUs) THROUGH 2040

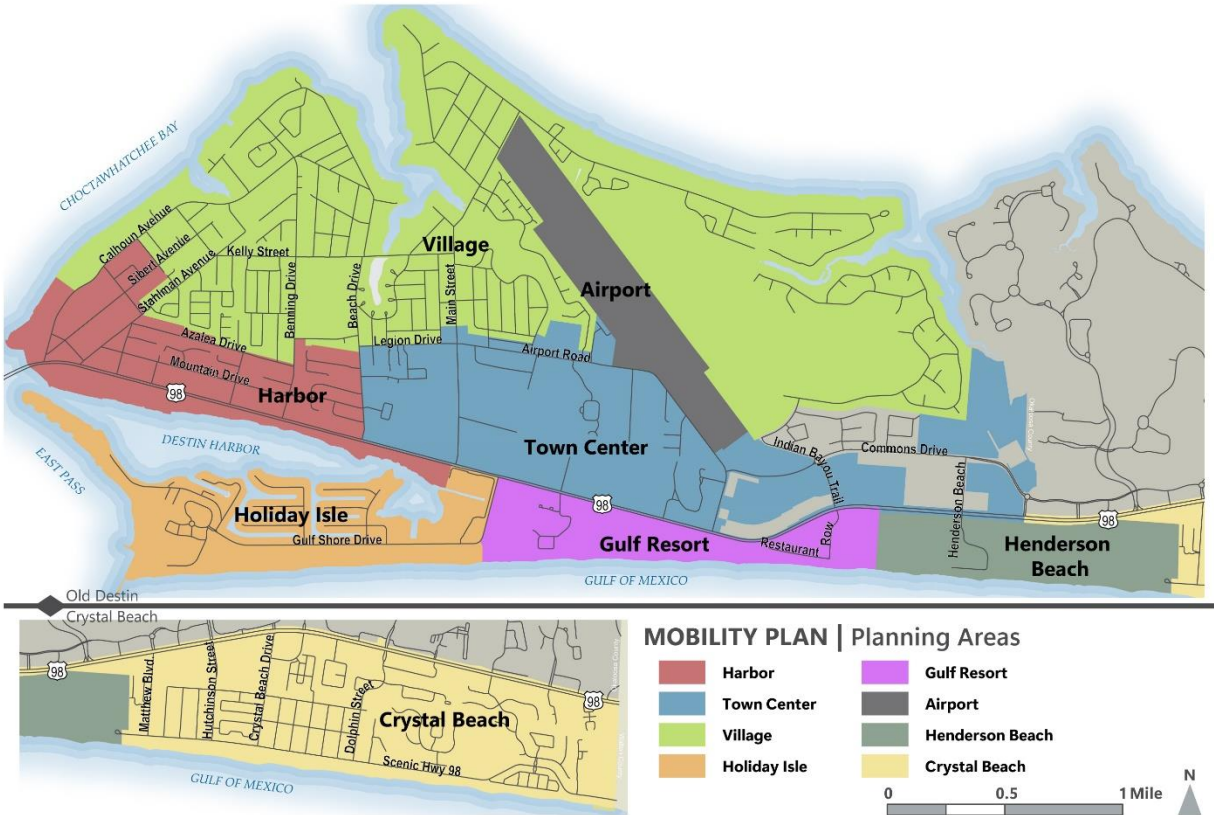
Population and employment growth forecasts for Destin were used to project the total number of EDUs expected by 2040. These assumptions are documented in Table 6. The growth projections for people and jobs are translated into EDUs by converting growth units to square footage<sup>3</sup>, when necessary, and matching the mixture of associated Institute of Transportation Engineers (ITE) land use code presently on the ground in Destin for each job type. The result is an estimate of EDUs anticipated by 2040.

*Table 6 Population and employment growth forecast (new units anticipated by 2040)*

| Planning Area       | SF Pop | MF Pop | Housing Units | Hotel/Motel | Seasonal | Ser Emp | Com Emp | Ind Emp | Tot Emp |
|---------------------|--------|--------|---------------|-------------|----------|---------|---------|---------|---------|
| Airport             | 0      | 0      | 0             | 0           | 0        | 2       | 0       | 0       | 2       |
| Crystal Beach       | 104    | 236    | 163           | 80          | 340      | 59      | 45      | 7       | 111     |
| Gulf Resort         | 11     | 63     | 36            | 84          | 59       | 301     | 138     | 34      | 473     |
| Harbor              | 59     | 284    | 165           | 96          | 280      | 51      | 45      | 10      | 106     |
| Henderson Beach     | 3      | 1      | 2             | 0           | 6        | 3       | 1       | 0       | 4       |
| Holiday Isle        | 38     | 262    | 144           | 30          | 225      | 64      | 23      | 8       | 95      |
| Town Center Commons | 90     | 472    | 270           | 198         | 449      | 211     | 165     | 31      | 407     |
| Village             | 173    | 331    | 242           | 59          | 531      | 22      | 16      | 3       | 41      |
| Grand Total         | 478    | 1649   | 1022          | 547         | 1890     | 713     | 433     | 93      | 1239    |

*Figure 1. Planning Area Map.*

<sup>3</sup> The following estimates of square footage per employee were utilized in this conversion process: 250 sq. ft. per service employee, 450sq. ft. per commercial employees, and 1,000 sq. ft. per employee for industrial jobs.



## CALCULATING THE MOBILITY FEE

With the total number of Equivalent Dwelling Units (EDUs) projected by 2040 and the cost of planned infrastructure improvements established, the Mobility Fee is calculated by distributing the improvement costs across the anticipated EDUs. Based on the forecast presented in Table 6, 2092.62 EDUs are anticipated by 2040.

The final step in calculating the fee per EDU is dividing the total cost of the planned improvements by the total projected EDUs.

$$\text{\$30,060,059 (improvements)} / 2092.62 \text{ (forecasted EDUs)} = \text{\$14,364.79}$$

With the calculation complete, the maximum Mobility Fee per EDU is \$14,364.79. This maximum fee, applied to EDUs per land use type, are presented in Table 1 in the Fee Schedule section of this memo.



# City of Destin Mobility Plan

Mobility Fee Study Update

November 18, 2024



# Agenda

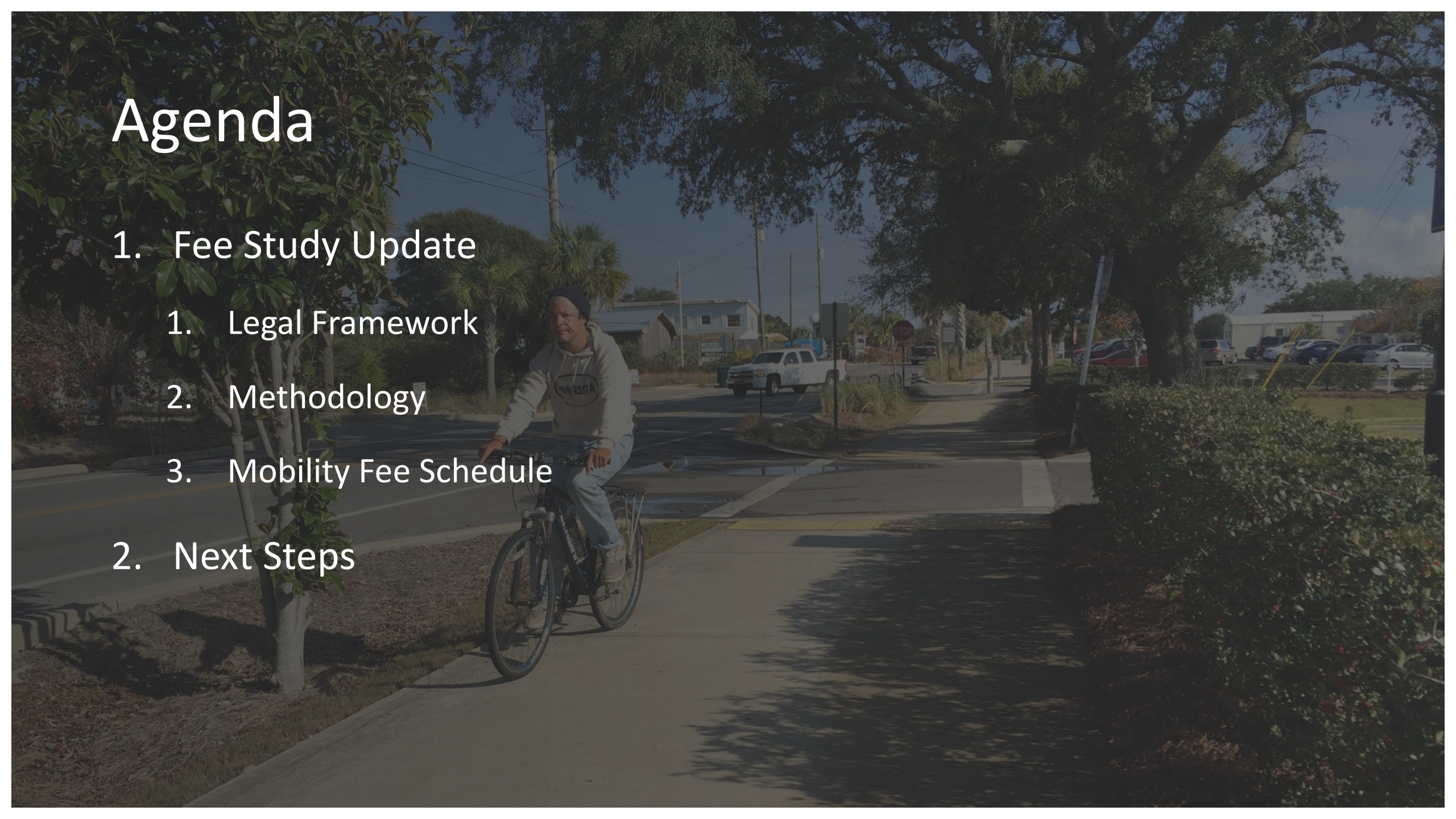
## 1. Fee Study Update

### 1. Legal Framework

### 2. Methodology

### 3. Mobility Fee Schedule

## 2. Next Steps







# Fee Study Update



# Legal Framework

- Florida Statutes Sec. 163.3180(5)(f) encourages local governments to:
  - Adopt long-term strategies that support multi-modal transportation;
  - Use an area-wide level of service (LOS) that doesn't rely on how a single road performs;
  - Reduce or waive the transportation impact fee(s) for projects that are locally beneficial;
  - Make pedestrian safety a primary priority over vehicular traffic flow;
  - Set LOS standards that prioritize non-vehicular modes of transportation; and
  - Lower impact fees to encourage development in urban areas, multi-modal transportation areas, balanced mixed-use areas, or for affordable/workforce housing



# Legal Framework cont.

- Florida Statutes Sec. 163.31801 requires the following steps prior to/as part of a mobility fee's adoption:
  1. The Mobility Fee Study and associated fees must be adopted within 12 months of beginning the fee study.
  2. A minimum of 90 days' notice is required before the fee increase can become effective.
  3. At least 2 publicly noticed workshops must be held.



# Legal Framework cont.

4. The fee increase must be approved by a two-thirds majority vote from City Council.
5. The Mobility Plan and Fee Study must meet all requirements outlined in Florida Statutes Sec. 163.3180 and 163.31801.





# Methodology

- Summary of steps used to calculate mobility fee:
  1. Calculate Standard Service Unit (SSU).
    - a) estimates the traffic impact of new buildings by comparing their traffic generation to that of a typical single-family home.
  2. Analyze the relationship between dwelling units and trip generation.
    - a) To ensure fair fees, our team analyzed how household size impacts traffic by examining property data, household occupancy, and trip rates.
  3. Calculate Equivalent Dwelling Units (EDUs).
    - a) EDUs measure the traffic impact of a typical single-family home. Traffic rates are adjusted to ensure consistency with household travel data, and traffic from other uses is compared to the single-family standard.



# Methodology cont.

- Summary of steps used to calculate mobility fee:
  4. Estimate the cost of identified Phase 1 Mobility Plan improvements.
    - a) The total estimated cost is **\$30,060,059**.
  5. Estimate EDUs through 2040.
    - a) Using population and employment growth forecasts gives us a total estimated number of EDUs of **2092.62**.
  6. Calculate the Mobility Fee.



# Proposed Mobility Fee

- Mobility Fee = total cost of planned improvements / estimated EDUs
- \$30,060,059 (improvements) / 2092.62 (EDUs) = \$14,364.79





# Phase 1 Projects Funded by Mobility Fee

| Project ID  | Project Name                              | Estimated Cost |
|-------------|-------------------------------------------|----------------|
| NC-4        | 98 Palms Boulevard                        | \$9,149,623    |
| MU-1        | Powerline easement (west) multi-use path  | \$10,000,000   |
| NC-5        | Mattie M. Kelly Boulevard                 | \$844,581      |
| IS-1        | Stahlman Avenue at Zerbe St & Harbor Blvd | \$135,828      |
| CC-4        | Azalea Drive Extension                    | \$9,632,529    |
| IS-8        | Calhoun Avenue at Sibert Avenue           | \$19,399       |
| SW-9        | Indian Trail Sidewalk                     | \$278,099      |
| Total Cost: |                                           | \$30,060,059   |



# Fee Comparison - Residential

| Proposed Land Use              | 2005 Fee | 2007 Max.<br>Fee from<br>Fee Study | Current Fee | 2024<br>Max. Fee<br>from Fee<br>Study |
|--------------------------------|----------|------------------------------------|-------------|---------------------------------------|
| Single-Family Detached         | \$471    | \$4,377                            | \$1,172     | \$14,365                              |
| Multi-family Housing, Low-Rise | \$577    | \$3,068                            | -           | \$10,267                              |
| <b>Variable Rate Option:</b>   |          |                                    |             |                                       |
| Less than 500 sq. ft.          | -        | -                                  | \$583       | \$10,047                              |
| 500 – 749 sq. ft.              | -        | -                                  | \$724       | \$12,173                              |
| 750 – 999 sq. ft.              | -        | -                                  | \$855       | \$13,776                              |
| 1,000 – 1,499 sq. ft.          | -        | -                                  | \$1,016     | \$15,475                              |
| 1,500 – 1,999 sq. ft.          | -        | -                                  | \$1,198     | \$17,078                              |
| 2,000 – 2,999 sq. ft.          | -        | -                                  | \$1,425     | \$18,778                              |
| 3,000 – 3,999 sq. ft.          | -        | -                                  | \$1,677     | \$20,381                              |
| 4,000 sq. ft. or more          | -        | -                                  | \$1,896     | \$21,578                              |
| Mobile Home Park               | \$577    | \$2,285                            | \$708       | \$10,846                              |



# Fee Comparison - Residential

| Proposed Land Use      | 2024<br>Max. Fee from<br>Fee Study |
|------------------------|------------------------------------|
| Short-term Residential |                                    |
| Less than 500 sq. ft.  | \$14,257                           |
| 500 – 749 sq. ft.      | \$21,466                           |
| 750 – 999 sq. ft.      | \$26,901                           |
| 1,000 – 1,499 sq. ft.  | \$32,662                           |
| 1,500 – 1,999 sq. ft.  | \$38,097                           |
| 2,000 – 2,999 sq. ft.  | \$43,858                           |
| 3,000 – 3,999 sq. ft.  | \$49,293                           |
| 4,000 sq. ft. or more  | \$53,352                           |

Note: A similar method was used to calculate the Mobility Fee for STRs. However, since these properties are occupied more frequently, the calculation was adjusted to assume they were always fully booked. There is not currently a separate fee for short-term residential uses.



# Fee Comparison - Commercial

| Proposed Land Use                                    | 2005 Fee | 2007<br>Max. Fee from Fee<br>Study | Current Fee | 2024<br>Max. Fee from<br>Fee Study |
|------------------------------------------------------|----------|------------------------------------|-------------|------------------------------------|
| Hotel/Motel                                          | \$1,365  | \$3,165                            | \$981       | \$12,171                           |
| Shopping Center (> 150k sq. ft.)                     | \$9,400  | \$5,651                            | \$1,752     | \$28,753                           |
| Shopping Plaza (40-150k sq. ft.) – w/<br>Supermarket | –        | –                                  | –           | \$57,575                           |
| Discount Superstore                                  | \$13,967 | \$7,231                            | \$2,242     |                                    |
| Bank, Walk-in                                        | \$6,549  | \$6,561                            | \$2,034     |                                    |
| Bank, Drive-in                                       | \$11,100 | \$10,338                           | \$3,205     | \$48,916                           |
| Supermarket                                          | \$4,832  | \$10,640                           | \$3,298     | \$34,307                           |
| Convenience Market                                   | \$12,355 | \$13,599                           | \$4,216     | \$179,984                          |
| Golf Course                                          | \$7,039  | \$1,768                            | \$548       | \$5,697                            |
| Marina                                               | \$583    | \$1,037                            | \$321       | \$3,671                            |
| Racquet/Health Club                                  | \$3,376  | \$11,560                           | \$3,584     |                                    |
| Recreational Community Center                        |          |                                    |             |                                    |
| Fast-Food Restaurant w/ Drive-Through<br>Window      | \$12,947 | \$14,961                           | \$4,638     | \$160,226                          |
| High-Turnover (Sit-Down) Restaurant                  | \$3,851  | \$14,400                           | \$4,464     | \$62,053                           |
| Fine Dining Restaurant                               | \$8,858  | \$10,465                           | \$3,244     | \$48,531                           |
| Service Station                                      | \$3,984  | \$3,322                            | \$1,030     |                                    |
| Convenience Store/Gas Station (2-4k sq. ft.)         | \$14,157 | \$13,599                           |             | \$62,598                           |



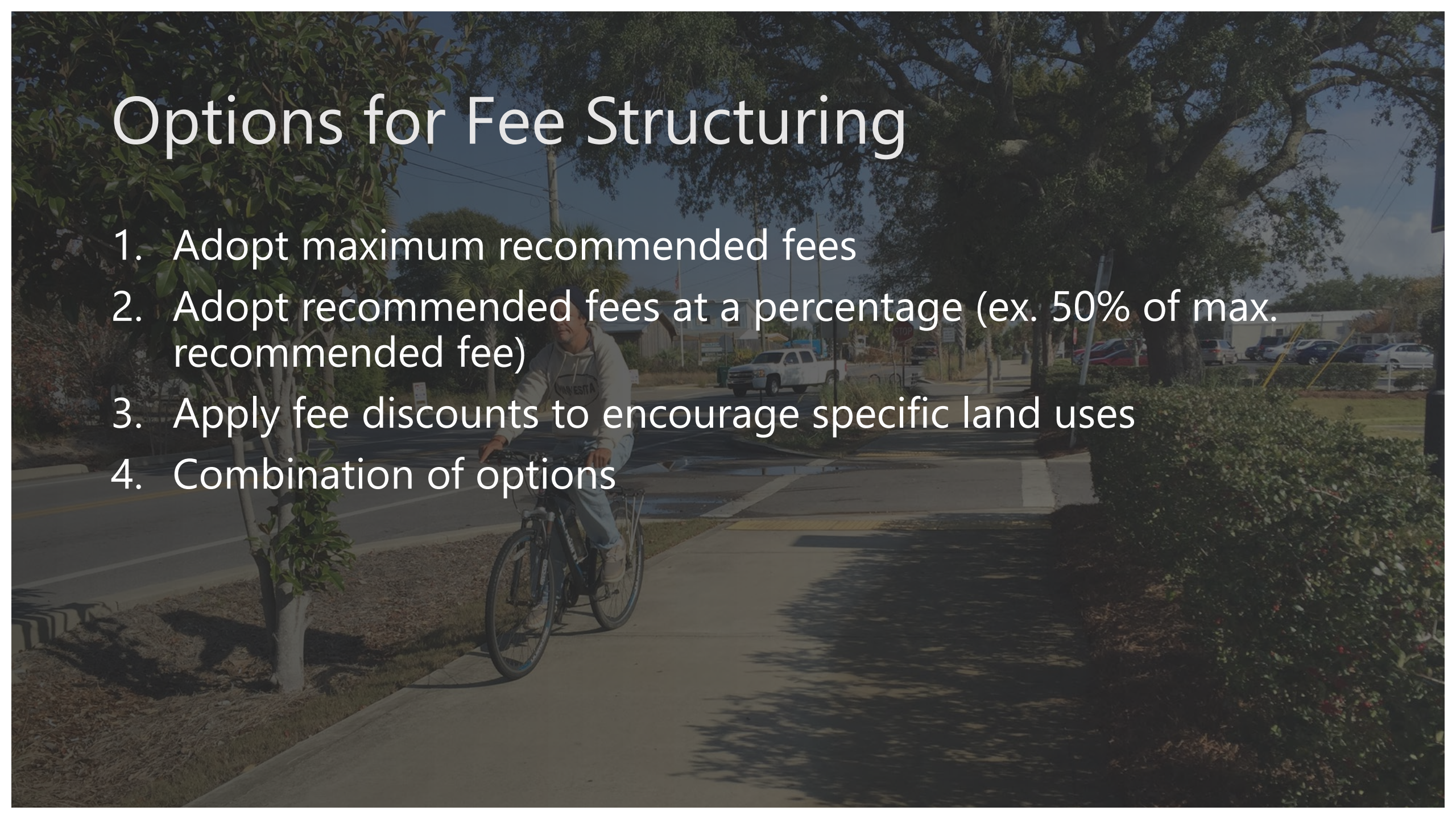
# Fee Comparison – Office, Institutional, & Industrial

| Proposed Land Use        | 2005 Fee | 2007<br>Max. Fee<br>from Fee<br>Study | Current Fee | 2024<br>Max. Fee from Fee<br>Study |
|--------------------------|----------|---------------------------------------|-------------|------------------------------------|
| Office                   | \$1,871  | \$4,530                               | \$1,404     | \$54,839                           |
| Hospital                 | \$3,305  | \$7,296                               | \$2,262     | \$16,406                           |
| Nursing Home             | n/a      | \$2,534                               | \$786       | \$10,282                           |
| Church/Synagogue         | \$1,794  | \$2,849                               | \$883       | \$11,577                           |
| Elementary School        | n/a      | \$1,142                               | \$354       | \$3,778                            |
| Day Care Center          | \$3,903  | \$6,605                               | \$2,048     | \$6,230                            |
| General Light Industrial | \$1,030  | \$2,863                               | \$888       | \$7,419                            |
| Warehouse/Storage        | \$369    | \$2,040                               | \$632       | \$2,254                            |
| Mini-Warehouse           | \$369    | \$1,029                               | \$319       |                                    |



# Options for Fee Structuring

1. Adopt maximum recommended fees
2. Adopt recommended fees at a percentage (ex. 50% of max. recommended fee)
3. Apply fee discounts to encourage specific land uses
4. Combination of options





# Next Steps

1. Complete Fee Study and Required Workshops

2. Adopt Mobility Fee Schedule w/  
Future Effective Date

3. Amend the Land Development Code

CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024

**TYPE OF AGENDA ITEM:** City Manager Report

**AGENDA OUTLINE NUMBER:** 4.G.

---

**TO:** City Council

**THRU:** Larry Jones , Interim City Manager  
Kimberly Kopp, City Attorney

**FROM:** Krystal Strickland, Finance Director

**DATE:** November 4, 2024

**SUBJECT:** TDC Monthly Report - **Informational Only**

---

**I. BACKGROUND:** In August 2023, Council requested a monthly update of collections of the Tourist Development Tax.

Short-Term rental owners submit monthly reports and remit payment of TDT to the Okaloosa County Clerk.

<https://www.okaloosaclerk.com/tourist-development-tax/>

**— HOW OFTEN ARE THESE TAXES REMITTED?**

Tax return and payment are remitted monthly. A tax return is due even when no rental activity has occurred during the reporting period. The tax return and payment are due the first day of the month following collection from tenants. A tax return is considered delinquent if not postmarked by the 20<sup>th</sup> of the month following the close of the reporting period. For the January reporting period is from January 1 through January 31, the tax return and full payment must be received no later than the February 20<sup>th</sup>. There is an exception allowable for quarterly filing where payment history is less than 10% less of tax paid annually.

Attached is the latest available report.

Report Location:

<https://www.okaloosaclerk.com/tourist-development-tax/>

At bottom of the Okaloosa Clerk's page see link:

Click here to get the monthly [Tourist Tax Collection Report](#).

**II. DISCUSSION:** This report created by Okaloosa County is informational only.



Fiscal year to date collections (October 2024-October 2024) are 14% lower than the previous year.

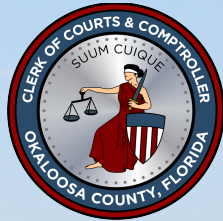
- A. Link to Strategic Goals / Objectives:
- B. Effect on Budget (EOB):
- C. Level of Service (LOS):
- D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION: Informational only.

Attachments:

1. TDT Collection Reports 10  
2024



# Okaloosa County Tourist Development Tax *by Collection Period*

## Total Collections

\*1% increase as of Feb 23 Collections (Jan 23 Reporting Period)

| Month        | FY2024                 | FY2025                | % (+/-) |
|--------------|------------------------|-----------------------|---------|
| October      | \$3,276,277.33         | \$3,073,596.99        | -14.37% |
| November     | \$2,981,714.82         | \$0                   |         |
| December     | \$1,295,378.95         | \$0                   |         |
| January      | \$965,864.62           | \$0                   |         |
| February     | \$992,358.91           | \$0                   |         |
| March        | \$1,383,812.10         | \$0                   |         |
| April        | \$3,537,060.80         | \$0                   |         |
| May          | \$3,277,373.73         | \$0                   |         |
| June         | \$4,664,414.06         | \$0                   |         |
| July         | \$8,085,782.32         | \$0                   |         |
| August       | \$8,258,198.74         | \$0                   |         |
| September    | \$4,356,757.53         | \$0                   |         |
| <b>Total</b> | <b>\$43,074,993.91</b> | <b>\$3,073,596.99</b> |         |

## Current District Collections (6%)

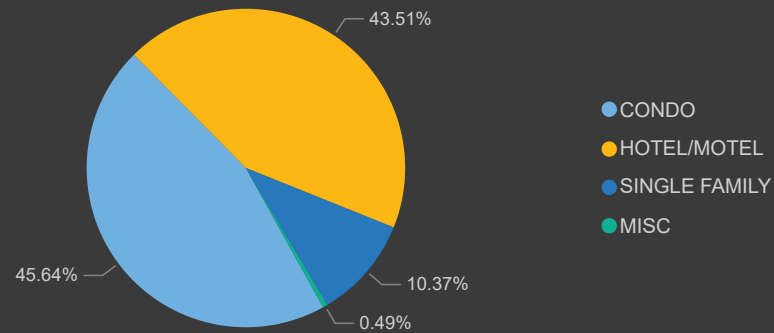
| Month     | FY 2020        | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | % (+/-) |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|---------|
| October   | \$1,884,690.82 | \$2,221,230.43 | \$2,913,700.21 | \$3,457,361.72 | \$3,104,434.54 | \$2,882,494.23 | -16.63% |
| November  | \$1,209,246.44 | \$2,027,742.1  | \$2,177,346.7  | \$2,490,555.01 | \$2,817,644.95 |                |         |
| December  | \$608,271.78   | \$826,108.63   | \$1,074,763.79 | \$991,384.32   | \$1,123,537.23 |                |         |
| January   | \$552,130.36   | \$674,430      | \$1,064,654.14 | \$825,186.78   | \$848,975.18   |                |         |
| February  | \$698,331.5    | \$810,277.3    | \$556,796.53   | \$887,575.4    | \$865,902.01   |                |         |
| March     | \$959,719.31   | \$1,030,939.09 | \$1,039,092.04 | \$1,170,079.04 | \$1,239,716.77 |                |         |
| April     | \$768,179.65   | \$2,533,631.54 | \$2,526,284.64 | \$2,969,367.89 | \$3,334,225.23 |                |         |
| May       | \$232,848.94   | \$3,027,344.52 | \$3,245,110.93 | \$3,734,841.53 | \$3,040,430.64 |                |         |
| June      | \$1,490,641.58 | \$3,836,461.91 | \$3,712,196.33 | \$4,144,035.69 | \$4,402,002.89 |                |         |
| July      | \$3,619,497.04 | \$5,311,973.12 | \$6,049,957.98 | \$7,141,099.78 | \$7,753,471.53 |                |         |
| August    | \$4,019,404.74 | \$5,971,521.24 | \$7,513,491.71 | \$8,732,720.8  | \$7,886,473.71 |                |         |
| September | \$2,639,207.26 | \$4,063,463.37 | \$3,796,845.88 | \$4,035,845.16 | \$4,137,162.14 |                |         |

## Expanded District Collections (5%)

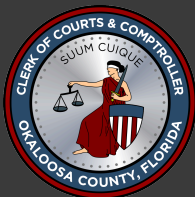
| Month     | FY2023       | FY2024       | FY2025       |
|-----------|--------------|--------------|--------------|
| October   | \$132,044.78 | \$171,842.79 | \$191,102.76 |
| November  | \$130,599.45 | \$164,069.87 |              |
| December  | \$98,552.79  | \$171,841.72 |              |
| January   | \$106,660.36 | \$116,889.44 |              |
| February  | \$111,617.96 | \$126,456.9  |              |
| March     | \$144,643.63 | \$144,095.33 |              |
| April     | \$213,627.27 | \$202,835.57 |              |
| May       | \$210,835.48 | \$236,943.09 |              |
| June      | \$227,340.3  | \$262,411.17 |              |
| July      | \$303,127.6  | \$332,310.79 |              |
| August    | \$328,922.27 | \$371,725.03 |              |
| September | \$196,506.77 | \$219,595.39 |              |

*Reporting Period is always the month before the Collection Period*

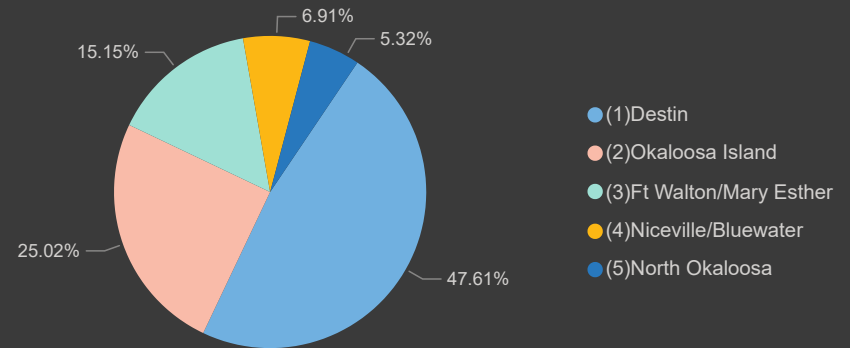
## Rental Type



| Rental Type   | Current District | Expanded District | Total         |
|---------------|------------------|-------------------|---------------|
| CONDO         | 7,468            | 19                | 7,487         |
| HOTEL/MOTEL   | 4,685            | 2,452             | 7,137         |
| SINGLE FAMILY | 1,433            | 268               | 1,701         |
| MISC          | 41               | 39                | 80            |
| <b>Total</b>  | <b>13,627</b>    | <b>2,778</b>      | <b>16,405</b> |



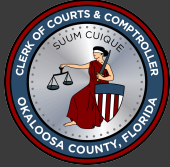
## Area



| District                 | Current District | Expanded District | Total         |
|--------------------------|------------------|-------------------|---------------|
| (1)Destin                | 7,810            |                   | 7,810         |
| (2)Okaloosa Island       | 4,104            |                   | 4,104         |
| (3)Ft Walton/Mary Esther | 1,713            | 772               | 2,485         |
| (4)Niceville/Bluewater   |                  | 1,133             | 1,133         |
| (5)North Okaloosa        |                  | 873               | 873           |
| <b>Total</b>             | <b>13,627</b>    | <b>2,778</b>      | <b>16,405</b> |



# Number of Units Reporting



# Collection Period FY2024

## Gross Receipts & Tax Due by Rental Type

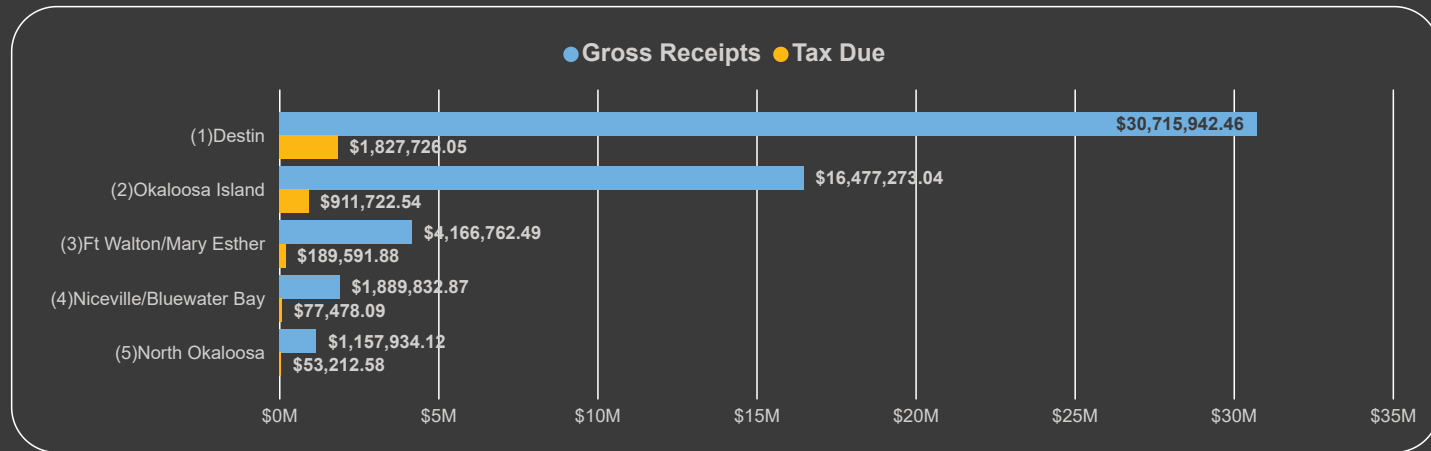


### Gross Receipts

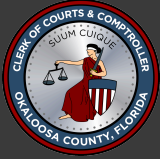
| Rental Type   | October         | Total           |
|---------------|-----------------|-----------------|
| CONDO         | \$26.75M        | \$26.75M        |
| HOTEL/MOTEL   | \$17.09M        | \$17.09M        |
| SINGLE FAMILY | \$10.11M        | \$10.11M        |
| MISC          | \$0.45M         | \$0.45M         |
| <b>Total</b>  | <b>\$54.41M</b> | <b>\$54.41M</b> |

### Tax Due

| Rental Type   | October        | Total          |
|---------------|----------------|----------------|
| CONDO         | \$1.60M        | \$1.60M        |
| HOTEL/MOTEL   | \$0.84M        | \$0.84M        |
| SINGLE FAMILY | \$0.59M        | \$0.59M        |
| MISC          | \$0.02M        | \$0.02M        |
| <b>Total</b>  | <b>\$3.06M</b> | <b>\$3.06M</b> |







# Collection Period FY2024

## Gross Receipts & Tax Due by District

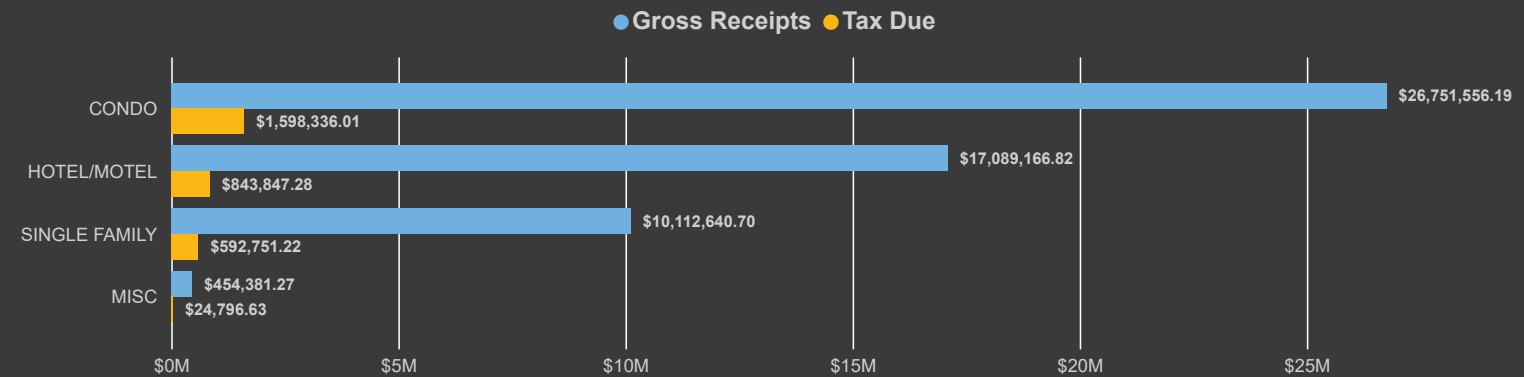


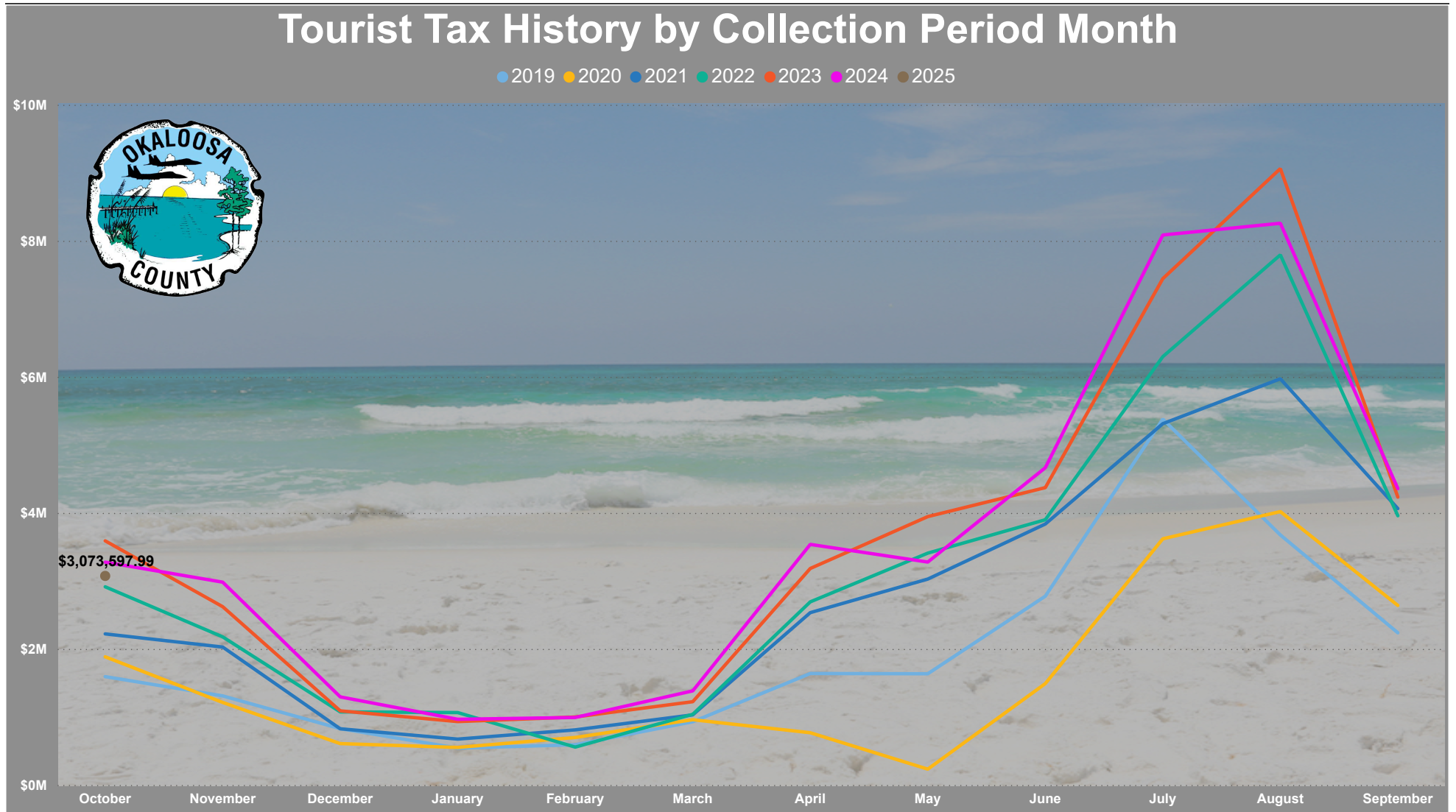
### Gross Receipts

| District                   | October         | Total           |
|----------------------------|-----------------|-----------------|
| (1)Destin                  | \$30.72M        | <b>\$30.72M</b> |
| (2)Okaloosa Island         | \$16.48M        | <b>\$16.48M</b> |
| (3)Ft Walton/Mary Esther   | \$4.17M         | <b>\$4.17M</b>  |
| (4)Niceville/Bluewater Bay | \$1.89M         | <b>\$1.89M</b>  |
| (5)North Okaloosa          | \$1.16M         | <b>\$1.16M</b>  |
| <b>Total</b>               | <b>\$54.41M</b> | <b>\$54.41M</b> |

### Tax Due

| District                   | October        | Total          |
|----------------------------|----------------|----------------|
| (1)Destin                  | \$1.83M        | <b>\$1.83M</b> |
| (2)Okaloosa Island         | \$0.91M        | <b>\$0.91M</b> |
| (3)Ft Walton/Mary Esther   | \$0.19M        | <b>\$0.19M</b> |
| (4)Niceville/Bluewater Bay | \$0.08M        | <b>\$0.08M</b> |
| (5)North Okaloosa          | \$0.05M        | <b>\$0.05M</b> |
| <b>Total</b>               | <b>\$3.06M</b> | <b>\$3.06M</b> |





**MINUTES OF THE  
HARBOR AND WATERWAYS BOARD MEETING  
DESTIN CITY HALL, OCTOBER 24, 2024 - 5:30 P.M.**

**1. CALL TO ORDER:**

Chairman Green called the Destin Harbor and Waterways Board meeting to order at approximately 5:30 p.m. on Thursday, October 24, 2024, at Destin City Hall, with the Pledge of Allegiance immediately following.

**2. ROLL CALL:**

**Member Present:**

Jim Green  
Bill McKissick  
Richard Hoey  
Guy Tadlock  
Jerod Hayden

**Members Absent**

Casey Jones

**Staff:**

Kim Montgomery Deputy City Clerk  
Steven O'Connor Principal Planner  
Daniel Butler Senior Planner  
Jesse Hernandez Planner  
Ashley Dominguez Planner  
Sherry Burney Planner

**3. APPROVAL OF MINUTES:**

➤ **June 27, 2024 Minutes**

**Motion by Board member Hoey, seconded by Board member Tadlock, to approve the June 27, 2024 minutes as written. The motion passed 5-0.**

**4. OLD BUSINESS:**

**A) 503 Norriego Road, Residential Marine Construction, HWB-001463-2024**

City Planner Ashley Dominguez provided the members of the Harbor & Waterways Board the background information on this request.

**Board member McKissick moved to recommend City Council approve the request at 503 Norriego Road, Residential Marine Construction, HWB-001463-2024 for the removal of an existing boat lift and surrounding catwalk (totaling approximately 117 sq. ft.) and replacing that area with a newly constructed 3' x 36' (approximately 108 sq. ft.) straight catwalk, with the installation of five (5) new tie off piles.**

**Board member Tadlock provided the second for discussion.** According to board member Tadlock, he is very familiar with the project dock, and spoke of how the owner has purchased a larger boat so, the existing boat slip is being removed and moved over to the right side of the dock and it will be larger to accommodate the new larger boat.

Board member Hoey questioned the applicant about the total square footage of the project noting that self-certifications are only allowed for projects that are under 1,000 square feet and how it looks to him to be a larger project.

The applicant representative, Scott Shakely stated that they are only removing the current boatlift and catwalk and relocating it boat lift to the other side of the original dock to accommodate the owner's larger boat and installing a lesser catwalk than the original one, and nothing more to the original dock.

Chairman Green noted for the record the applicant has to pass all the Federal and State procedures in order to get the required permits, and the onus is on staff to ensure those are obtained, not this board.

Board member Tadlock spoke up and pointed out that this dock was originally built in the late 70's and has been grandfathered in from FDEP, and is greater than 1,000 sq. feet.

Mr. O'Connor, Deputy Community Development Director explained the proposed project, is in fact an existing nonconforming dock and the project is being rebuilt within the existing three piles but also, the project will be reducing the existing coverage. Therefore, as long as they are reducing the nonconformity, it is allowed.

Chairman Green spoke up and noted for the record that he added up the total square footage of the project, and it totaled 770 square feet.

Committee member Hoey stated for the record and to the applicant that he should make sure that everything is properly documented for the record in case there is ever a problem in the future with an adjacent property owner.

With no further discussion, **the motion passed with a 5-0 for approval.**

**B) 526 Norriego Road, Residential Marine Construction, HWB-001441-2024**

City Planner Ashley Dominguez provided the members of the Harbor & Waterways Board the background information on this request.

**Motion by Board member Tadlock, seconded by Board member McKissick to recommend for the Harbor and Waterways Board to recommend City Council approval of the marine construction project proposed at 531 Norriego Road, for the replacement and partial expansion of an existing seawall, with a portion of the new seawall to be moved 8'9" waterward of the existing seawall, with the following conditions:**

- 1. All applicable Federal or State approvals shall be submitted with the Marine**



**Construction Permit application; and**

**2. All regulations of the City's Marina Siting LDC Section 11.05.00 shall be adhered to and followed at all times.**

With no discussion by any of the Board members for this project request, **the motion passed with a unanimous vote of 5-0.**

**C) 531 Norriego Road, Residential Marine Construction, HWB-001398-2024**

Senior Planner, Daniel Butler explained the details of the request to the Board, adding that on the west side of the project, the applicant will be adding sand to the spoils in order to be able to tie the seawall to the one that is on the adjacent property.

**Motion by Board member Hoey to recommend approval of the request at 531 Norriego Road, Residential Marine Construction project proposed at 531 Norriego Road, for the replacement and partial expansion of an existing seawall, with a portion of the new seawall to be moved 8'9" waterward of the existing seawall, with the following conditions:**

**1. All applicable Federal or State approvals shall be submitted with the Marine Construction Permit application; and**

**2. All regulations of the City's Marina Siting LDC Section 11.05.00 shall be adhered to and followed at all times.**

In discussion, Board member Hoey asked for clarification if the owner is requesting to build the seawall upland above the Highwater Tide Line for the western side of the project. According to Mr. Butler, confirmed his question.

**With no further discussion, the motion passed 5-0.**

**5. PUBLIC COMMENTS:**

Mr. Shackley asked Board member Hoey why he have such issues with the second project when it does not have their state permits, was denied by HIA, but it was passed with no opposition.

Mr. O'Connor spoke up and informed Mr. Shackley that this board does not base their recommendations on projects that do not have their state permits, that is solely left up to staff when the permit for marine construction is pulled and it is in the review process.

**6. DIRECTOR'S REPORT:**

Mr. O'Connor informed the board that he recently got promoted to Deputy Community Development Director and therefore, he would not be attending so many meeting as in the past, he

further explained Mr. Butler would be attending them going forward until they have filled the position for Principal Planner, for which, Mr. Butler has applied for.

**7. MEMBER COMMENTS:**

Board member Tadlock asked for any updates on the operational information of the Harbor Pump. According to Mr. O'Connor, the annual report is currently being generated, which are done quarterly not monthly as requested by the Board. Therefore, staff will provide the Annual Report at their next meeting and then from there, it will be provided to them quarterly, or as soon after that they can get the information out.

Mr. O'Connor also informed the members that the Choctawhatchee Bay Alliance is in the process of attempting to get the Choctawhatchee Bay established as a Federal Estuary and how there is a particular type of native oyster to Choctawhatchee Bay that may help get that designation.

Board member Tadlock revisited the self-certification process regarding 503 Norriego Point and spoke of how in his initial review of the project, it did seem to be over 1,000 sq. feet, but what he looked at and based his review, it is basically a reconfiguration of the original boatlift.

Mr. O'Connor added that once the applicant submits for their marine construction permit, as part of the review process, staff checks the total square footage and if it exceeds the 1,000 square feet, they contact the FDEP for confirmation that it does meet their definition for self-certification before going forward. Additionally, he recently checked into self-certification, it started in 1993, and this particular dock was built in 1983 and is part of the legal nonconforming group of docks in the city. Further, any legal nonconforming dock can be within the same developable area, and can be the constructed the same as existing or less, but cannot be more.

**8. ADJOURNMENT:**

With there being no further discussion, the meeting adjourned at 6:50 p.m.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Jim Green, Chairman

\_\_\_\_\_  
Kim Montgomery, Deputy City Clerk

**PUBLIC WORKS/PUBLIC SAFETY  
COMMITTEE MEETING MINUTES  
DESTIN CITY HALL ANNEX CHAMBERS  
TUESDAY, OCTOBER 8, 2024 - 5:30 PM**

**1. CALL TO ORDER & PLEDGE OF ALLEGANCE:**

Chairman Wood called the Public Works/Public Safety Committee to order on Tuesday, October 8, 2024, at 5:30 p.m. at the City Hall Annex Chambers

**2. ROLL CALL:**

**Members Present**

James T. Wood, Jr.  
John Green  
Tom Weidenhamer  
Marcie Bell  
Tammy Weidenhamer  
Sam Perman

**Members Absent**

Curtis Smith

**Staff**

Kim Montgomery Deputy City Clerk  
Joe Bodi, Engineering Deputy PW Director

**3. APPROVAL OF MINUTES:**

➤ **August 13, 2024**

**Motion to approve the minutes of the August 13, 2024, meeting was made by Committee member Bell with Committee member Weidenhamer providing the second. The motion passed 6-0.**

**4. NEW BUSINESS:**

**A) Boardwalk Under the Bridge – Conceptual Plans**

According to Mr. Bodi, the plans that are being presented to them are at 30% and staff is accepting input from this committee.

Committee member Bell asked what the width of the pedestrian path is. According to Mr. Bodi, those will be a minimum of 10-foot wide. They briefly discussed the possibility of a future underground walkway similar to what is built out on 30A and the need to have them built not wide enough to allow LSV access.

**Motion by Committee member Bell, seconded by Committee member to recommend that City Council move forward with the Boardwalk Under the Bridge concept as presented and to have Staff work with the Consultant towards 30% plans. Also, have staff look into applying for the Florida Sun Trail Grant money. Chairman Wood provided the second.**

In discussion, Chairman Wood asked how far the parking would be for this project. According to Mr. Bodi, it would actually pass by the Zerbe Street Parking Lot, which would tie

into the 10-foot wide pathway that is already in place that goes east/west at Sibert Ave. and Zerbe Street to the Community Center as well as connecting to the library on Sibert Ave, and the park properties on Calhoun Avenue. The Chairman then questioned if there is still the issue with the high-pressured gas lines that are under the Marler Bridge and would this project effect the Harbor One property in any way. According to Mr. Bodi, the high-pressured gas lines are no longer an issue and the only portion of the property in question that would be involved, is along the waterway to the south and north up to the street to connect with the pedestrian walkways. **With no further discussion, Chairman Wood called for the vote, and the motion passed 6-0.**

### **B) List of Paving Projects for Council Consideration/Approval**

**Motion by Chairman Wood, seconded by Committee member Perman for the Public Works / Public Safety Committee recommend the following paving projects be approved by City Council:**

- **1st Street and Sibert Ave, Cross to Benning**
- **Benning Drive US98 to Calhoun revised**
- **John Ave Crystal Beach to Dolphin**
- **Pompano Street**
- **Mountain Drive Beach to Benning**
- **Carter Lane**

Chairman wood asked why these roads were chosen. According to Mr. Bodi, these were the next roads that were listed as the being in the worst condition. Committee member Perman asked if the stripping would also be installed. According to Mr. Bodi the stripping, any new or updated signage as well as any other issues that may be discovered, would be done too.

Regarding minor repairs, such as potholes and edges of streets crumbling, Mr. Bodi reminded the members that they would need to call those in or email them to him so they can get scheduled for repairs, which are separate.

Committee member Bell asked why certain roadways are not getting stripping. According to Mr. Bodi, regarding the roads that are minor roads or residential roads, won't get the restriped.

There was additional discussions regarding areas of roadways such as Harbor Lane/Planet Drive and Whippoorwill that are disintegrating at the edges or have larger than normal potholes that need to be repaired. Mr. Bodi informed the members if they would email him the locations he would check where they are on the list for repairs.

## **5. CONTINUING BUSINESS:**

### **➤ Stormwater/Floodplain**

Chairman Wood opened this item to the public to speak on any issues they may have, with no one coming forward, he closed the public on the topic.



**6. MEMBER DISCUSSION ITEMS:**

**Committee member Bell** – Spoke how the entire roadway system adjacent to the parking lots for Winn Dixie, Target and all the other stores are now being used as roadways to get to and from Main Street and asked if there is anything that can be done to make them safer. She also spoke of how there are a lot of people living in their cars that use those parking lots. According to Mr. Bodi, the Planning dept. would need to get involved as well as the property owners would have to agree to turn those roadways over to the city before anything could be done.

Committee member Tammy Weidenhamer spoke of the egress' at both Hobby Lobby and the Olympus Apartments that on a daily basis she witnesses almost crashes and questioned if there was anything that can be done to improve the safety of the general area. According to Mr. Bodi again, the Planning dept. would need to get involved as well as checking in with the crash data from the OCSO and the private property owners.

**Chairman Wood** – Handed out information to the members he created regarding eBikes and the road rules that they all should be following but are not. He and spoke of the three classifications for certain styles of eBikes and how they are designated, the speed they can go, and how they are powered. He also mentioned he has contacted the City Attorney and the Sheriff's office on how they should be regulated in the city per State Laws and enforcement. To him, he feels that the ones that are able to go 30mph should not be allowed on the multiuse paths and should follow the rules of the road with running lights and brake lights.

Committee member Perman spoke of the problem she sees with these motorized bicycles is being on the pathways and not following the rules of the road or stopping at intersections.

Committee member Tom Weidenhamer spoke of how the motorized bike typically are on the wrong side of the roadways and when a vehicle operator is pulling out of a side street onto Airport Road, the driver typically is looking left at the oncoming traffic to be able to pull out. Further, in his estimate, about 90% of them are riding against the traffic. Additionally, pulling out of his subdivision at Cedar Street, there is a wooden fence that blocks the view corridor to the right of the stop sign until you pull out almost into the pathway and is another reason why people should be on the roadway, going the correct direction.

Committee member Green spoke of requiring a bicycle license requirement and a test needs to be put in place.

Mr. Bodi spoke about sharrows that are bike/road sharing designs that get placed on the roadways that alert the public that the roadways are bike sharing roadways and suggested they reach out to the Community Development Department regarding them.

Chairman Wood agreed and suggested getting the information out via the City's Public

**DRAFT**

Information Director. He also mentioned that in order for the laws to be enforced, they have to be addressed in an ordinance that addresses all the requirements of road usage and required devices. Adding that he would make an appointment with the City Attorney to discuss and welcomed the members to do their diligence in researching the same concerns.

Committee member Bell spoke of how in St. Petersburg, Florida, they have signage throughout the city in areas that eBikes are prohibited in the St. Pete Beach area, they call them micromobility bikes. Additionally, any of them that are under the category of Class 3, requires persons to carry a driver's license. She also suggests getting Mayor Wagner involved with the Florida League of Cities to possibly start a statewide movement.

Committee member Tammy Weidenhamer spoke of how easy it is to purchase the lower class eBikes but make improvements to it to make the bike a Class 3 eBikes, and how hard that is going to be to enforce.

Chairman Wood also noted the fact that they want to be sure language is written to ensure that motorized wheelchairs and similar devices don't unintentionally get blocked. He then mentioned that his is going to be project to work towards with future discussions.

**7. ADJOURNMENT:**

Having no further business at this time, the meeting adjourned at 6:30 p.m.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
James T. Wood, Jr. Chairman

\_\_\_\_\_  
Kim Montgomery, Deputy City Clerk

CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024

**TYPE OF AGENDA ITEM:** Public Hearing

**AGENDA OUTLINE NUMBER:** 5.A.

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**TO:** City Council

**THRU:** Kimberly Kopp, City Attorney  
Larry Jones , Interim City Manager

**FROM:** Krystal Strickland, Finance Director

**DATE:** November 8, 2024

**SUBJECT:** First reading of Ordinance 24-22-CN - Amending appropriations for certain expenditures, expenses, capital improvements, and certain indebtedness for the City of destin for the fiscal year beginning October 1, 2023 and ending September 30, 2024.

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## **I. BACKGROUND:**

Florida Statute Chapter 166.241 (8) provides that within a fiscal year or within 60 days following the end of the fiscal year a municipality may amend a budget for the year.

Section 3.14 of the Charter of the City of Destin provides that at any time during the fiscal year the city manager may transfer all or part of any unencumbered appropriation balance among programs amongst departments. Council may also make such transfers via motion or resolution. The summation of all such transfers by the city council will be included in an ordinance prior to closing of the fiscal year.

Our Budget Adoption ordinance also allows for prior year open encumbrances to automatically roll forward to become part of the newly adopted budget. In addition, our budget adoption ordinance and city charter allow for budget amendments to occur throughout the year.

**II. DISCUSSION:** On September 18, 2023, the City adopted an FY 2024 Budget of \$71,705,240. As per City Ordinance, nearly \$3 million in prior year encumbrances rolled forward, and the City accepted a grant award (increase) of \$156,000 from FDEP for a stormwater vulnerability assessment. The result was an increase to the FY 2024 budget of \$3.1 million to a new total of \$74,855,506.

During the year, budget amendments and internal transfer requests were brought to Council for approval with the related projects needing funding, for projects over \$35,000. These included some internal transfers to fund major projects such as the SRS project to envision

location and space requirements for a potential new City Center, and to fund implementation costs of new software like the UKG timekeeping software (new), MGO licensing/permitting software (to replace EnerGov/CoMPaSS), and Aclarian to replace MUNIS accounting software. Some departments made small adjustments internally to their budgets, but kept within the department total originally adopted.

Exhibit A to the Ordinance 24-22-CN lists all accounts that were touched

- A. **Link to Strategic Goals / Objectives:** Financially Sound City Providing Service Excellence
- B. **Effect on Budget (EOB):**
- C. **Level of Service (LOS):**
- D. **Legislative Sponsor:**

III. **CONCLUSION:** Staff recommend approval of Ordinance 24-22-CN on first reading.

IV. **RECOMMENDED MOTION:** I move to approve Ordinance 24-22-CN on first reading.

Attachments:

1. Exhibit of Details for Budget Ordinance
2. Ordinance 24-22-CN - Amending FY 2024 Budget



**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**General Fund: Revenue**

| ORG          | OBJ    | PROJECT | ACCOUNT DESCRIPTION         | ORIGINAL APPROP    | TRANFRS/ADJSMTS | REVISED BUDGET     | COMMENT           |
|--------------|--------|---------|-----------------------------|--------------------|-----------------|--------------------|-------------------|
| 01300        | 334310 | PE003   | FDEP GRANT - VULNERABILITY  | -70,000            | -156,000        | -226,000           | Grant Award (rev) |
| <b>01300</b> |        |         | <b>Total 01300 REVENUE*</b> | <b>-29,583,363</b> | <b>-156,000</b> | <b>-29,739,363</b> |                   |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**General Fund: Expenditures**

| ORG     | OBJ    | PROJECT | ACCOUNT DESCRIPTION            | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT                                     |
|---------|--------|---------|--------------------------------|-----------------|-----------------|----------------|---------------------------------------------|
| 0151110 | 599000 |         | CONTINGENCIES                  | 50,000          | -40,000         | 10,000         | For SRS Charettes and Visioning             |
| 0151212 | 511000 |         | EXECUTIVE SALARIES             | 159,797         | 52,000          | 211,797        | Add for new City Manager                    |
| 0151212 | 523000 |         | LIFE/HEALTH INSURANCE          | 108,178         | 39,000          | 147,178        | Add for new City Manager                    |
| 0151212 | 599000 |         | CONTINGENCIES                  | 20,000          | -15,000         | 5,000          | For SRS Charettes and Visioning             |
| 0151320 | 512000 |         | REGULAR SALARIES               | 324,549         | -60,850         | 263,699        | Add for new City Manager & FY 2024 Audit    |
| 0151320 | 515000 |         | SPECIAL PAY                    | 6,992           | -6,900          | 92             | For FY 2024 Audit                           |
| 0151320 | 523000 |         | LIFE/HEALTH INSURANCE          | 66,604          | -13,500         | 53,104         | Add for new City Manager                    |
| 0151320 | 532000 |         | AUDIT SERVICES                 | 40,700          | 39,750          | 80,450         | Prior Year Encumb Rolled to FY24            |
| 0151321 | 527000 |         | OTHER BENEFITS (ED; RELO; ETC) | 25,000          | -10,000         | 15,000         | Add for new City Manager                    |
| 0151321 | 531000 |         | PROFESSIONAL SERVICES          | 22,690          | -19,703         | 2,987          | Adjust HR Expense Categories                |
| 0151321 | 548001 |         | PROMOTIONAL ACTIVITIES/WELLNES | 0               | 11,703          | 11,703         | Adjust HR Expense Categories                |
| 0151321 | 552000 |         | OPERATING SUPPLIES             | 6,250           | 8,000           | 14,250         | Adjust HR Expense Categories                |
| 0151324 | 546000 |         | REPAIRS AND MAINTENANCE        | 11,137          | 1,019           | 12,156         | Prior Year Encumb Rolled to FY24            |
| 0151531 | 515000 |         | SPECIAL PAY                    | 43,051          | -43,051         | 0              | For Aclarian ERP Software Change            |
| 0151531 | 531000 |         | PROFESSIONAL SERVICES          | 90,000          | 111,535         | 201,535        | Prior Year Encumb Rolled to FY24            |
| 0151531 | 531000 | CENTR   | PROFESSIONAL SVCS              | 0               | 155,000         | 155,000        | For SRS Charettes and Visioning             |
| 0151531 | 546000 |         | REPAIRS AND MAINTENANCE        | 0               | 689             | 689            | Prior Year Encumb Rolled to FY24            |
| 0151791 | 571000 |         | PRINCIPAL - UKG SBITA          | 0               | 72,778          | 72,778         | For UKG Timekeeping Software Lease Prin/Int |
| 0151791 | 572000 |         | INTEREST - UKG SBITA           | 0               | 3,654           | 3,654          | For UKG Timekeeping Software Lease Prin/Int |
| 0151932 | 531000 |         | PROFESSIONAL SERVICES          | 50,000          | -35,923         | 14,077         | For UKG Timekeeping Software Lease Prin/Int |
| 0151932 | 546025 |         | IT REPAIR/MAINTAIN             | 12,672          | 5,000           | 17,672         | Prior Year Encumb Rolled to FY24            |
| 0152140 | 512000 |         | REGULAR SALARIES               | 28,066          | -17,500         | 10,566         | Add for new City Manager                    |
| 0152140 | 546000 |         | REPAIRS AND MAINTENANCE        | 1,159           | 397             | 1,556          | Prior Year Encumb Rolled to FY24            |
| 0152442 | 515000 |         | SPECIAL PAY                    | 11,102          | -4,819          | 6,283          | For Aclarian ERP Software Change            |
| 0152442 | 546000 |         | REPAIRS AND MAINTENANCE        | 17,500          | 282             | 17,782         | Prior Year Encumb Rolled to FY24            |
| 0152442 | 551000 |         | OFFICE SUPPLIES                | 1,250           | 3,000           | 4,250          | From Code Equip to Op Supplies              |
| 0152442 | 552000 |         | OPERATING SUPPLIES             | 13,500          | 17,000          | 30,500         | From Code Equip to Op Supplies              |
| 0152442 | 552025 |         | OPS SOFTWARE & WORKSTATIONS    | 40,298          | 121             | 40,419         | Prior Year Encumb Rolled to FY24            |
| 0152442 | 555000 |         | TRAINING                       | 24,000          | -7,000          | 17,000         | Code Training to Code Workstations          |

|         |        |       |                                           |                  |                |                                                    |
|---------|--------|-------|-------------------------------------------|------------------|----------------|----------------------------------------------------|
| 0153800 | 531000 |       | PROFESSIONAL SERVICES                     | 36,500           | 8,000          | 44,500 For Water Testing                           |
| 0153800 | 531000 | PE003 | VULNERABILITY ASSESSMT                    | 70,000           | 156,000        | 226,000 Grant Award (exp)                          |
| 0153800 | 544000 |       | RENTS AND LEASES                          | 20,000           | -8,000         | 12,000 For Water Testing                           |
| 0153800 | 546000 |       | REPAIRS AND MAINTENANCE                   | 7,590            | 155            | 7,745 Prior Year Encumb Rolled to FY24             |
| 0153800 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 4,428            | -1,529         | 2,899 For UKG Timekeeping Software Lease Prin/Int  |
| 0154160 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 23,970           | -7,643         | 16,327 For UKG Timekeeping Software Lease Prin/Int |
| 0154160 | 553000 |       | ROAD MATERIALS/SUPPLIES                   | 54,600           | 4,834          | 59,434 Prior Year Encumb Rolled to FY24            |
| 0154161 | 531000 |       | PROFESSIONAL SERVICES                     | 125,000          | -54,817        | 70,183 For Mobility Study and Surveying            |
| 0154183 | 546000 |       | REPAIRS AND MAINTENANCE                   | 123,430          | 30,866         | 154,296 Prior Year Encumb Rolled to FY24           |
| 0156272 | 534000 |       | CONTRACT SERVICES                         | 87,750           | 17,414         | 105,164 Prior Year Encumb Rolled to FY24           |
| 0157180 | 546000 |       | REPAIRS AND MAINTENANCE                   | 1,500            | 744            | 2,244 Prior Year Encumb Rolled to FY24             |
| 0157180 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 30,115           | -3,822         | 26,293 For UKG Timekeeping Software Lease Prin/Int |
| 0157233 | 512000 |       | REGULAR SALARIES                          | 86,311           | -26,000        | 60,311 For Splashpad UV repairs                    |
| 0157233 | 534000 |       | CONTRACT SERVICES                         | 27,000           | 2,950          | 29,950 Prior Year Encumb Rolled to FY24            |
| 0157233 | 544000 |       | RENTS AND LEASES                          | 0                | 4,500          | 4,500 For Splashpad UV repairs                     |
| 0157233 | 546000 |       | REPAIRS AND MAINTENANCE                   | 4,000            | 10,000         | 14,000 Prior Year Encumb Rolled to FY24            |
| 0157233 | 565000 |       | CONSTRUCTION IN PROGRESS                  | 0                | 16,000         | 16,000 For Splashpad UV repairs                    |
| 0157233 | 599000 |       | CONTINGENCIES                             | 5,000            | -4,500         | 500 For Splashpad UV repairs                       |
| 0157283 | 546000 |       | REPAIRS AND MAINTENANCE                   | 10,000           | 1,737          | 11,737 Prior Year Encumb Rolled to FY24            |
| 0157283 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 76,609           | -6,879         | 69,730 For UKG Timekeeping Software Lease Prin/Int |
| 0157284 | 546000 |       | REPAIRS AND MAINTENANCE                   | 23,650           | 321            | 23,971 Prior Year Encumb Rolled to FY24            |
| 0157284 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 20,000           | -3,822         | 16,178 For UKG Timekeeping Software Lease Prin/Int |
| 0157291 | 552000 |       | OPERATING SUPPLIES                        | 61,500           | 62             | 61,562 Prior Year Encumb Rolled to FY24            |
| 0157291 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 8,856            | -2,293         | 6,563 For UKG Timekeeping Software Lease Prin/Int  |
| 0157587 | 546000 |       | REPAIRS AND MAINTENANCE                   | 25,000           | 935            | 25,935 Prior Year Encumb Rolled to FY24            |
| 0157587 | 552025 |       | OPS SOFTWARE & WORKSTATIONS               | 36,100           | -3,822         | 32,278 For UKG Timekeeping Software Lease Prin/Int |
| 0158188 | 581300 |       | TRANSFER OUT TO FACILITIES R&R            | 3,400,000        | 200,000        | 3,600,000 to match RR Resolution                   |
| 0158188 | 581305 |       | TXFR OUT TO 305                           | 1,972,262        | -131,045       | 1,841,217 from GF CIP to GF Ops                    |
|         |        |       | <b>Total 01 GENERAL FUND Expenditures</b> | <b>3,263,633</b> | <b>447,029</b> | <b>3,700,085</b>                                   |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT  
11/7/2024  
102 Town Center CRA: Expenditures**

| ORG                                  | OBJ    | PROJECT | ACCOUNT DESCRIPTION           | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET  | COMMENT                                           |
|--------------------------------------|--------|---------|-------------------------------|-----------------|-----------------|-----------------|---------------------------------------------------|
| 10255231                             | 532000 |         | AUDIT SERVICES                | 3,150           | 5,800           | 8,950           | For FY 2024 Audit                                 |
| 10255231                             | 534000 |         | CONTRACT SERVICES             | 51,500          | -81             | 51,419          | Close balance of Prior Year Encumb Rolled to FY21 |
| 10255231                             | 546000 |         | REPAIRS AND MAINTENANCE       | 0               | 29,865          | 29,865          | Prior Year Encumb Rolled to FY24                  |
| 10258500                             | 565000 | CRT17   | EASEMNT TRL MAIN-MATTIE KELLY | 0               | 345,095         | 345,095         | Adjust Grant Award Balance                        |
| 10258500                             | 565000 | XMAS    | CONSTRUCTION IN PROGRESS      | 0               | 28,643          | 28,643          | Prior Year Encumb Rolled to FY24                  |
| <b>Total 102 TOWNCENTER CRA FUND</b> |        |         |                               | <b>-938,526</b> | <b>409,321</b>  | <b>-529,205</b> |                                                   |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT  
11/7/2024  
110 Harbor CRA: Expenditures**

| ORG                              | OBJ    | PROJECT | ACCOUNT DESCRIPTION     | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT                          |
|----------------------------------|--------|---------|-------------------------|-----------------|-----------------|----------------|----------------------------------|
| 11055235                         | 532000 |         | AUDIT SERVICES          | 5,000           | 3,950           | 8,950          | For FY 2024 Audit                |
| 11055235                         | 534000 |         | CONTRACT SERVICES       | 45,000          | 6,850           | 51,850         | Prior Year Encumb Rolled to FY24 |
| 11055235                         | 546000 |         | REPAIRS AND MAINTENANCE | 5,000           | 20,615          | 25,615         | Prior Year Encumb Rolled to FY24 |
| <b>Total 110 HARBOR CRA FUND</b> |        |         |                         | <b>82,991</b>   | <b>31,414</b>   | <b>114,405</b> |                                  |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT  
11/7/2024  
111 Building Fund: Expenditures**

| ORG                            | OBJ    | PROJECT | ACCOUNT DESCRIPTION         | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT                                           |
|--------------------------------|--------|---------|-----------------------------|-----------------|-----------------|----------------|---------------------------------------------------|
| 11152441                       | 546000 |         | REPAIRS AND MAINTENANCE     | 0               | 636             | 636            | Prior Year Encumb Rolled to FY24                  |
| 11152441                       | 552025 |         | OPS SOFTWARE & WORKSTATIONS | 25,257          | -3,822          | 21,435         | Close balance of Prior Year Encumb Rolled to FY21 |
| <b>Total 111 BUILDING FUND</b> |        |         |                             | <b>453,025</b>  | <b>-3,186</b>   | <b>449,839</b> |                                                   |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**122 Parking Fund: Expenditures**

| <b>ORG</b>                    | <b>OBJ</b> | <b>PROJECT</b> | <b>ACCOUNT DESCRIPTION</b> | <b>ORIGINAL APPROP</b> | <b>TRANFRS/ADJSMTS</b> | <b>REVISED BUDGET</b> | <b>COMMENT</b>                   |
|-------------------------------|------------|----------------|----------------------------|------------------------|------------------------|-----------------------|----------------------------------|
| 12254500                      | 565000     | RR054          | PARKING LOT RR             | 0                      | 60,340                 | 60,340                | Prior Year Encumb Rolled to FY24 |
| <b>Total 122 PARKING FUND</b> |            |                |                            | <b>103,627</b>         | <b>60,340</b>          | <b>163,967</b>        |                                  |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**125 CD Tech Fund: Expenditures**

| <b>ORG</b>                          | <b>OBJ</b> | <b>PROJECT</b> | <b>ACCOUNT DESCRIPTION</b>  | <b>ORIGINAL APPROP</b> | <b>TRANFRS/ADJSMTS</b> | <b>REVISED BUDGET</b> | <b>COMMENT</b>                        |
|-------------------------------------|------------|----------------|-----------------------------|------------------------|------------------------|-----------------------|---------------------------------------|
| 12552400                            | 552000     |                | OPERATING SUPPLIES          | 5,000                  | 70,000                 | 75,000                | For MGO Licensing/Permitting Software |
| 12552400                            | 564090     | IT003          | COMPUTER EQ/SOFT TECHNOLOGY | 85,000                 | -85,000                | 0                     | For MGO Licensing/Permitting Software |
| 12552400                            | 565000     | IT004          | COUNCIL CHAMBERS AV EQUIP   | 0                      | 15,000                 | 15,000                | For MGO Licensing/Permitting Software |
| <b>Total 125 CD TECHNOLOGY FUND</b> |            |                |                             | <b>-78,815</b>         | <b>0</b>               | <b>-78,815</b>        |                                       |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**127 Water Quality Fund: Expenditures**

| <b>ORG</b>                               | <b>OBJ</b> | <b>PROJECT</b> | <b>ACCOUNT DESCRIPTION</b> | <b>ORIGINAL APPROP</b> | <b>TRANFRS/ADJSMTS</b> | <b>REVISED BUDGET</b> | <b>COMMENT</b>                   |
|------------------------------------------|------------|----------------|----------------------------|------------------------|------------------------|-----------------------|----------------------------------|
| 12753700                                 | 565000     | RR053          | HARBOR RR (REPLC SLUICE)   | 0                      | 147,438                | 147,438               | Prior Year Encumb Rolled to FY24 |
| <b>Total 127 WATER QUALITY IMPROV FL</b> |            |                |                            | <b>85,520</b>          | <b>147,438</b>         | <b>232,958</b>        |                                  |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.



**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**129 Okaloosa Half Penny Infrastructure: Expenditures**

| ORG                                 | OBJ    | PROJECT | ACCOUNT DESCRIPTION         | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET   | COMMENT                                      |
|-------------------------------------|--------|---------|-----------------------------|-----------------|-----------------|------------------|----------------------------------------------|
| 12953831                            | 565000 | SW57    | CTP STRMWTR MITIGATION      | 60,000          | -55,160         | 4,840            | From Clement Taylor Stormwater to Pickleball |
| 12953931                            | 549000 |         | OTHER CURRENT CHARGES       | 0               | 3               | 3                | For Bank Fees                                |
| 12953931                            | 565000 | UNDER   | UNDERGROUNDING CAPITAL PROJ | 1,000,000       | 868,090         | 1,868,090        | Prior Year Encumb Rolled to FY24             |
| 12954100                            | 565000 | TRSAF   | STREET & XING SAFETY        | 100,000         | 4,888           | 104,888          | Prior Year Encumb Rolled to FY24             |
| 12957231                            | 565000 | RC127   | PICKLEBALL                  | 0               | 55,160          | 55,160           | From Clement Taylor Stormwater to Pickleball |
| <b>Total 129 OKALOOSA 1/2 PENNY</b> |        |         |                             | <b>557,629</b>  | <b>872,981</b>  | <b>1,430,610</b> |                                              |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**213 Debt Service Fund: Expenditures**

| ORG                                    | OBJ    | PROJECT | ACCOUNT DESCRIPTION   | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT       |
|----------------------------------------|--------|---------|-----------------------|-----------------|-----------------|----------------|---------------|
| 21351729                               | 549000 |         | OTHER CURRENT CHARGES | 0               | 3               | 3              | For Bank Fees |
| <b>Total 213 2013 REFINANCING LOAN</b> |        |         |                       | <b>-250</b>     | <b>3</b>        | <b>-247</b>    |               |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**214 Debt Service Fund: Expenditures**

| ORG                              | OBJ    | PROJECT | ACCOUNT DESCRIPTION   | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT       |
|----------------------------------|--------|---------|-----------------------|-----------------|-----------------|----------------|---------------|
| 21451729                         | 549000 |         | OTHER CURRENT CHARGES | 0               | 3               | 3              | For Bank Fees |
| <b>Total 214 CRA TC DEBT SER</b> |        |         |                       | <b>-300</b>     | <b>3</b>        | <b>-297</b>    |               |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**221 Debt Service Fund: Expenditures**

| ORG                                     | OBJ    | PROJECT | ACCOUNT DESCRIPTION   | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT       |
|-----------------------------------------|--------|---------|-----------------------|-----------------|-----------------|----------------|---------------|
| 22151729                                | 549000 |         | OTHER CURRENT CHARGES | 0               | 75              | 75             | For Bank Fees |
| <b>Total 221 2021 DEBT SERVICE FUND</b> |        |         |                       | <b>-40</b>      | <b>75</b>       | <b>35</b>      |               |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**300 Renewal & Replacement: Expenditures**

| ORG                                        | OBJ    | PROJECT | ACCOUNT DESCRIPTION            | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET   | COMMENT                                                     |
|--------------------------------------------|--------|---------|--------------------------------|-----------------|-----------------|------------------|-------------------------------------------------------------|
| 300300                                     | 381300 |         | TXFR GF TO 300 RR              | -3,400,000      | -200,000        | -3,600,000       | to match RR Resolution                                      |
| 30054131                                   | 549000 |         | OTHER CURRENT CHARGES          | 0               | 3               | 3                | For Bank Fees                                               |
| 30054131                                   | 565000 | RR054   | TRANSPORTATION CAPITAL PROJECT | 588,300         | -3              | 588,297          | For Bank Fees                                               |
| 30058585                                   | 549000 |         | OTHER CURRENT CHARGES          | 0               | 1               | 1                | For Bank Fees                                               |
| 30058585                                   | 564000 | RRVEH   | VEHICLES                       | 0               | 475,960         | 475,960          | Prior Year Encumb Rolled to FY24                            |
| 30058585                                   | 565000 | RR051   | GEN GOV RR PROJECTS            | 0               | 11,426          | 11,426           | Prior Year Encumb Rolled to FY24                            |
| 30058585                                   | 565000 | RR052   | PUBLIC SAFETY RR CAPITAL PROJS | 230,380         | 11,426          | 241,806          | Prior Year Encumb Rolled to FY24                            |
| 30058585                                   | 565000 | RR054   | TRANSPORTATION RR CAPITL PROJS | 1,949,480       | 359,747         | 2,309,227        | Prior Year Encumb Rolled to FY24                            |
| 30058585                                   | 565000 | RR572   | PARKS RR (+MORG+COM CTR)       | 749,922         | 267,325         | 1,017,247        | Prior Year Encumb Rolled to FY24+ \$200k for MSC Playground |
| <b>Total 300 RENEWAL &amp; REPLACEMENT</b> |        |         |                                | <b>391,796</b>  | <b>925,885</b>  | <b>1,317,681</b> |                                                             |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

**FY 2024 BUDGET AMENDMENT**

**11/7/2024**

**305 Grants and GF CIP:Revenues and Expenditures**

| ORG      | OBJ    | PROJECT | ACCOUNT DESCRIPTION          | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | COMMENT                                  |
|----------|--------|---------|------------------------------|-----------------|-----------------|----------------|------------------------------------------|
| 305300   | 331390 | ARP     | ARP - AMERICAN RECOVERY PLAN | -312,000        | -818,908        | -1,130,908     | Adjust Grant Award Balance               |
| 305300   | 334400 | CRT17   | STATE GRANT - MULTIMODAL     | 0               | -155,095        | -155,095       | Adjust Grant Award Balance               |
| 305300   | 334491 | EN615   | STATE GRANT - TRANSPORTATI   | -98,410         | 98,410          | 0              | Adjust Grant Award Balance               |
| 305300   | 337712 | CM001   | TDC 12.5% CRYSTAL            | -2,254,015      | 1,382,332       | -871,683       | Adjust Grant Award Balance               |
| 305300   | 337712 | CM002   | TDC 12.5% TARPON             | 0               | -769,202        | -769,202       | Adjust Grant Award Balance               |
| 305300   | 337714 | CM001   | BOCC CRYSTAL BEACH           | -2,715,607      | 1,221,534       | -1,494,073     | Adjust Grant Award Balance               |
| 305300   | 337714 | CM002   | BOCC TARPON BEACH            | 0               | -1,167,761      | -1,167,761     | Adjust Grant Award Balance               |
| 305300   | 381305 |         | TXFR TO 305                  | -1,972,262      | 131,045         | -1,841,217     | from GF CIP to GF Ops                    |
| 30554133 | 565000 | EN615   | CROSS TOWN CONNECTOR         | 98,410          | -98,410         | 0              | Adjust Grant Award Balance               |
| 30554200 | 565000 | CRT17   | STATE GRANT - LINEAR TRAIL   | 0               | 155,095         | 155,095        | Prior Year Encumb Rolled to FY24         |
| 30555900 | 552025 | ARP     | OPS SOFTWARE & WORKSTATIONS  | 0               | 27,500          | 27,500         | ARP for Software                         |
| 30555900 | 565000 | ARP     | ARP - AMERICAN RECOVERY PLAN | 312,000         | 691,028         | 1,003,028      | Prior Year Encumb Rolled to FY24         |
| 30555900 | 571000 | ARP1    | PRINCIPAL TYLER              | 0               | 96,889          | 96,889         | ARP for Software                         |
| 30555900 | 572000 | ARP1    | INTEREST TYLER               | 0               | 3,491           | 3,491          | ARP for Software                         |
| 30557212 | 565000 | CM001   | TDC 12% CRYSTAL              | 2,254,015       | -1,382,332      | 871,683        | Prior Year Encumb Rolled to FY24         |
| 30557212 | 565000 | CM002   | TDC 12.5% TARPON BEACH MATCH | 0               | 769,202         | 769,202        | Prior Year Encumb Rolled to FY24         |
| 30557237 | 565000 | CM001   | BOCC CRYSTAL BEACH           | 2,715,607       | -1,221,534      | 1,494,073      | Adjust Grant Award Balance               |
| 30557237 | 565000 | CM002   | BOCC TARPON BEACH GRANT      | 0               | 1,167,761       | 1,167,761      | Adjust Grant Award Balance               |
| 30558500 | 531000 | IT003   | PROFESSIONAL SVCS            | 0               | 93,680          | 93,680         | From IT Equip to Software Implementation |
| 30558500 | 565000 | CE002   | CODE ENFORCEMENT EQUIP       | 20,000          | -20,000         | 0              | From Code Equip to Op Supplies           |

|                 |        |       |                                       |                  |                 |                                                         |
|-----------------|--------|-------|---------------------------------------|------------------|-----------------|---------------------------------------------------------|
| 30558500        | 565000 | CENTR | CITY CTR PLANNING                     | 50,000           | -50,000         | 0 from GF CIP to GF Ops for SRS Charettes and Visioning |
| 30558500        | 565000 | CRH60 | HRBR BOARDWLK MARLER BRIDGE           | 0                | 282,763         | 282,763 Prior Year Encumb Rolled to FY24                |
| 30558500        | 565000 | IT003 | GEN SOFTWARE: CIVICPLUS; TYLER        | 85,000           | -80,810         | 4,190 from GF CIP to GF Ops:software implementation     |
| 30558500        | 565000 | IT004 | COUNCIL CHAMBERS AV EQUIP             | 0                | 15,000          | 15,000 Replace lightening struck AV Equip               |
| 30558500        | 565000 | MARIN | CITY MARINA CAPITAL PROJECT           | 50,000           | -50,000         | 0 For SRS Charettes and Visioning                       |
| 30558500        | 565000 | RC125 | BUCK DESTIN RESTROOMS                 | 100,000          | 99,544          | 199,544 Prior Year Encumb Rolled to FY24                |
| 30558500        | 565000 | RC127 | PICKLEBALL COURTS                     | 350,000          | 50,150          | 400,150 Prior Year Encumb Rolled to FY24                |
| 30558500        | 565000 | RC129 | MORGAN - FIELD LIGHTING (LED)         | 255,000          | -255,000        | 0 To MSC Playground                                     |
| 30558500        | 565000 | RC130 | MORGAN STORAGE                        | 200,000          | -200,000        | 0 To MSC Playground                                     |
| 30558500        | 565000 | RC216 | CLEMENT TAYLOR PARK RENOV             | 716,262          | -16,372         | 699,890 Prior Year Encumb Rolled to FY24                |
| <b>30558500</b> |        |       | <b>Total 30558500 GF CIP PROJECTS</b> | <b>1,972,262</b> | <b>-131,045</b> | <b>1,841,217</b>                                        |

Total represents the entire FY 2024 Budget. Only line items with transfers or amendments are reflected in the chart above.

#### FY 2024 BUDGET AMENDMENT

11/7/2024

#### 315 Restricted CIP: Expenditures

| ORG      | OBJ    | PROJECT | ACCOUNT DESCRIPTION                        | ORIGINAL APPROP  | TRANFRS/ADJSMNTS | REVISED BUDGET   | COMMENT                          |
|----------|--------|---------|--------------------------------------------|------------------|------------------|------------------|----------------------------------|
| 31552000 | 549000 |         | OTHER CURRENT CHARGES                      | 0                | 12               | 12               | For Bank Fees                    |
| 31552000 | 565000 | CE002   | CODE ENFORCEMENT CAPITAL ITEMS             | 10,000           | -12              | 9,988            | For Bank Fees                    |
| 31553977 | 549000 |         | OTHER CURRENT CHARGES                      | 0                | 12               | 12               | For Bank Fees                    |
| 31553977 | 565000 | UNDER   | UNDERGROUNDING UTILITIES                   | 2,000,000        | -12              | 1,999,988        | For Bank Fees                    |
| 31554031 | 531000 | EN617   | PROFESSIONAL SVCS                          | 0                | 4,157            | 4,157            | Prof Svcs for US98/Stahlman      |
| 31554031 | 549000 |         | OTHER CURRENT CHARGES                      | 0                | 2                | 2                | For Bank Fees                    |
| 31554031 | 565000 | EN615   | CROSS-TOWN CONNECTOR                       | 1,000,000        | -2               | 999,998          | For Bank Fees                    |
| 31554032 | 565000 | TR620   | ADA PEDESTRIAN CAPITAL PROJ                | 0                | 23,094           | 23,094           | Prior Year Encumb Rolled to FY24 |
| 31554132 | 549000 |         | OTHER CURRENT CHARGES                      | 0                | 2                | 2                | For Bank Fees                    |
| 31554132 | 565000 | EN615   | CROSS-TOWN CONNECTOR                       | 1,575,000        | 23,018           | 1,598,018        | Prior Year Encumb Rolled to FY24 |
| 31557132 | 549000 |         | OTHER CURRENT CHARGES                      | 0                | 12               | 12               | For Bank Fees                    |
| 31557132 | 565000 | LB002   | LIBRARY IMPROVEMENTS                       | 190,000          | -12              | 189,988          | For Bank Fees                    |
| 31557232 | 549000 |         | OTHER CURRENT CHARGES                      | 0                | 12               | 12               | For Bank Fees                    |
| 31557232 | 565000 | RC128   | MORGANS BATHROOM FIELDHOUSE                | 250,000          | -12              | 249,988          | For Bank Fees                    |
|          |        |         | <b>Total 315 IMPACT FEES/CIP RESTRICTE</b> | <b>4,405,982</b> | <b>50,271</b>    | <b>4,456,253</b> |                                  |

## **ORDINANCE 24-22-CN**

**AN ORDINANCE OF THE CITY OF DESTIN AMENDING APPROPRIATIONS FOR CERTAIN EXPENDITURES, EXPENSES, CAPITAL IMPROVEMENTS AND CERTAIN INDEBTEDNESS FOR THE CITY OF DESTIN, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.14 of the Charter of the City of Destin provides that at any time during the fiscal year the city manager may transfer all or part of any unencumbered appropriation balance among programs within a department, office or agency and , the council may by a duly passed motion transfer part or all of any unencumbered appropriation balance from one department, office or agency to another, and the summation of all such transfers by the city council will be included in an ordinance prior to closing of the fiscal year; and

**WHEREAS**, Florida Statute Chapter 166.241 (5) provides that within a fiscal year or within 60 days following the end of the fiscal year a municipality may amend a budget for the year;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA:

**SECTION 1. AMENDMENTS TO THE CITY OF DESTIN, FLORIDA BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024.**

(a) The attached Exhibit “A,” inter-departmental transfers and additional revenues and expenditures of the General Fund, Special Revenue Funds, and Capital Project Funds are hereby added to the budget of the City of Destin adopted September 18, 2023.

(b) The amendments and transfers as shown in the Exhibit A are adopted and hereby appropriated for the fiscal year 2023-2024. All budgets (appropriations) are based upon the totals even though the budget has been prepared based on line items.

**SECTION 2. EFFECTIVE DATE.** This ordinance shall take effect immediately upon approval by Council and the signature of the Mayor.



**ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024**

By: \_\_\_\_\_  
Bobby Wagner, Mayor

ATTEST:

\_\_\_\_\_  
Rey Bailey, City Clerk

The form and legal sufficiency of the foregoing  
Has been reviewed and approved by the City  
Attorney for the City of Destin, only:

\_\_\_\_\_  
Kimberly Romano Kopp, City Attorney

## **EXHIBIT A**

### **INTER-DEPARTMENTAL TRANSFERS AND ADDITIONAL REVENUES AND EXPENDITURES OF THE GENERAL FUND, SPECIAL REVENUE FUNDS AND CAPITAL PROJECT FUNDS**

## CITY OF DESTIN



# AGENDA ITEM

**COUNCIL MEETING DATE:** November 18, 2024**TYPE OF AGENDA ITEM:** Council Discussion Item**AGENDA OUTLINE NUMBER:** 6.E.

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**TO:** City Council

**THRU:** Larry Jones , Interim City Manager

**FROM:** Larry Jones , Interim City Manager

**DATE:** 11/13/24

**SUBJECT:** 1) State Lobbyist

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**I. BACKGROUND:** Hiring a state lobbyist can offer several benefits to the city, especially when it comes to navigating the complexities of Tallahassee and securing funding and other resources. Key advantages:

1. **Representation and Advocacy:** A state lobbyist will act as the city's advocate at the state level, ensuring that the city's interests and needs are represented in state legislation.
2. **Access to Funding and Grants:** A lobbyist can identify and help secure state funding, grants, and other financial resources. They understand the legislative and funding processes and can help prepare effective grant applications and lobby for the city's share of state budget appropriations.
3. **Legislative Monitoring:** A lobbyist will monitor legislative developments that could impact the city. They will keep city officials informed about new laws, regulations, and policy changes, allowing the city to adapt quickly to new requirements or opportunities.
4. **Expertise and Guidance:** A lobbyist will provide expertise on the legislative process and advice on political strategy. They can guide city officials on when and how to engage in the legislative process to maximize their impact.
5. **Relationship Building:** Lobbyists help build and maintain relationships with key state lawmakers, state officials, and other influencers. These relationships are crucial for effective advocacy and can sometimes make a difference in getting the city's voice heard.
6. **Conflict Resolution:** When conflicts arise between state regulations and city ordinances or interests, lobbyists can negotiate on behalf of the city to find solutions that are acceptable to all parties involved.
7. **Strategic Planning:** By understanding both the political landscape and the city's strategic goals, a lobbyist can help plan strategies that align with both the city's needs and state policies.

By having a skilled lobbyist on our team, the city can enhance its influence and effectiveness in state affairs, which is crucial for securing necessary resources and shaping legislation that impacts the city of Destin.

**II. DISCUSSION:** Staff have a proposal from Kelly Horton to act as a state lobbyist for the City of Destin. The term of the proposal is 6 months for \$30,000. Ms. Horton has acted as a lobbyist for a local neighboring county for many years and has been instrumental in that county securing substantial funding for a variety of projects.

There is urgency in hiring the lobbyist because the state legislative session has already started and the state appropriation request process will begin soon. The lobbyist should be closely involved in preparing and submitting the appropriation requests.

Since urgency is a factor, the council can waive the normal procurement policy if it is determined to be in the best interest of the city. This situation would warrant the waiver of the normal procurement for the reasons previously mentioned.

**A. Link to Strategic Goals / Objectives:**

**B. Effect on Budget (EOB):**

**Budget Impact**

|                                       |                         |
|---------------------------------------|-------------------------|
|                                       | <b>0151212 512000</b>   |
|                                       | <b>CITY MGR REGULAR</b> |
|                                       | <b>SALARIES</b>         |
| <b>FY 25 Adopted Budget*</b>          | 467,477                 |
| <b>Revised Budget</b>                 | 467,477                 |
| <b>Previous Expenses/Encumbrances</b> | (35,064)                |
| <b>Available Program Budget</b>       | 432,413                 |
| <b>Potential Agreement +(-)</b>       | (30,000)                |
| <b>FY 25 Remaining Program Budget</b> | <b>\$ 402,413</b>       |

**C. Level of Service (LOS):**

**D. Legislative Sponsor:**

**III. CONCLUSION:**

**IV. RECOMMENDED MOTION:** I move that the city council accept the proposal and hire Kelly Horton as the lobbyist for the City of Destin.

Attachments:

1. City of Destin Agreement 2024-25  
Hefley and Associates



The Honorable Bobby Wagner  
4200 Indian Bayou Trail  
Destin, FL 32541

Dear Mayor Wagner:

We appreciate your interest in retaining Heffley & Associates to provide governmental relations services to the City of Destin. It will be a pleasure to work with you.

The City of Destin will retain Heffley & Associates to perform legislative and executive branch advocacy, Triumph Gulf Coast advocacy and governmental relations services on behalf of matters affecting the interest of the City of Destin in Florida. We will utilize our key contacts and vast knowledge of Florida's governmental process to ensure that you achieve their strategic goals.

Our team is uniquely qualified to represent the City of Destin in all aspects of State Government. No firm will match our knowledge of Government, our understanding of the political process and most importantly, our relationships with the Governor and Cabinet, agency heads, lawmakers, members of key boards and staff. In addition, we have boots on the ground in both the Panhandle and Tallahassee with Walton County native Kelly Horton as our contract leader.

The City of Destin will pay Heffley & Associates a sum of \$30,000, payable in monthly installments of \$5,000. The initial term of this agreement is from January 1, 2025 through June 30, 2025, with the option to renew for additional periods of time. Either party may terminate or extend this agreement with 30 days written notice. Heffley & Associates shall be reimbursed for all official expenses in relationship to its work for the City of Destin when agreed to in advance.

Kelly and I look forward to a continuing relationship with you and the City of Destin. Should you find this letter agreeable, please sign below and return a copy to our office. You can be assured that all services will be performed in a competent and professional manner, in strict conformity with applicable law and with due deference to the preservation of the goodwill and reputation of the City of Destin.

Again, thank you and we look forward to working with you and your team.

Sincerely,

Rich Heffley

Kelly Wells Horton

\_\_\_\_\_  
City of Destin

\_\_\_\_\_  
Date

