

*Agenda Packet*

# PANAMA CITY BEACH CITY COUNCIL AGENDA

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY COUNCIL ALSO SITS, EX-OFFICIO, AS THE CITY OF PANAMA CITY BEACH COMMUNITY REDEVELOPMENT AGENCY AND MAY CONSIDER ITEMS AND TAKE ACTION IN THAT LATTER CAPACITY.

SPECIAL MEETING DATE: JANUARY 25, 2018  
MEETING TIME: 11:00 A.M.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION- COUNCILMAN CHESTER
- III. PLEDGE OF ALLEGIANCE- COUNCILMAN CHESTER
- IV. WORKSHOP- IMPACT FEE STUDY, MUNICIPAL SERVICES

JOHN REICHARD   X    
 PHIL CHESTER   X    
 JOSIE STRANGE   X    
 HECTOR SOLIS   X    
 MIKE THOMAS   X  

JOHN REICHARD   X    
 PHIL CHESTER   X    
 JOSIE STRANGE   X    
 HECTOR SOLIS   X    
 MIKE THOMAS   X  

I certify that the Council members listed above have been contacted and given the opportunity to include items on this agenda.

I certify that the Council members listed above have been contacted and made aware of the items on this agenda.

*[Signature]* 1/19/18  
 City Clerk Date

*[Signature]* 1/19/18  
 City Clerk Date

IN AN EFFORT TO CONDUCT YOUR COUNCIL MEETINGS IN AN ORDERLY AND EXPEDIENT MANNER, WE RESPECTFULLY REQUEST THAT YOU WAIT UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK, THEN COME TO THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD.

E-mailed to following interested parties on: 1/22/18, 1 P.M.

NEWS MEDIA

News Herald  
 Bullet  
 Channel 4  
 Channel 7  
 Channel 13  
 Comcast  
 WOW  
 WKGC  
 WLTG  
 Clear Channel  
 Powell Broadcasting

CONTACT

Tyra Jackson  
 Linda Lucas  
 News Dept  
 Newsroom  
 Brady Calhoun  
 Stefanie Bowden  
 Cil Schnitker  
 Tori Shay  
 A. D. Whitehurst  
 Production Director  
 Jeff Storey, GM

NOTE; COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY'S WEBSITE WWW.PCBGOV.COM UNDER "AGENDA INFORMATION".  
THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE.

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding, and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based. Sec. 286.0105, FS (1995)



# Presentation to Panama City Beach, Florida

## **IMPACT FEE STUDY -Municipal Services**

Prepared: October 2017  
Presented: January 25, 2018



# PURPOSE OF THE STUDY

- ❖ Provide the Basis for Proposed Impact Fees for Municipal Services
  - Police Services
  - Fire / Rescue Services
  - Recreation Services
  - Library Services

# BACKGROUND

The Basis for Impact Fees and Related Criteria Have Been Developed Under Florida Statutes and Case Law.

- ❖ Dual Rational Nexus
  - Relate Capital Needs to Growth
  - Spend Fees Collected on Growth Related Facilities
- ❖ Revenue-Producing Ordinance
- ❖ Maintain Separate Accounting



## BACKGROUND (Cont.)

### ❖ Florida Impact Fee Act

- Florida Legislature Created Section 163.31801 of the Florida Statutes on June 14, 2006 (Amended in 2009 and 2011) Governing Impact Fees
  - Requires the Calculation of Impact Fees to be Based on Recent and Localized Data
  - Provides for Accounting and Reporting of Impact Fee Revenues and Expenditures in a Separate Fund
  - Limits Administrative Charges for the Collection of Impact Fees to Actual Costs
  - Requires 90 Days Notice Before Imposing a New or Increased Fee
  - Annual Affidavit on Compliance Signed by the City

# IMPACT FEE STUDY TASKS

- ❖ Compile Service Area Forecast
- ❖ Identify Level of Service Standards
- ❖ Review Existing Assets and Future Capital Needs
- ❖ Develop Proposed Impact Fees
- ❖ Review Impact Fee Ordinance



# CITY SERVICE AREA FORECAST

## Existing and Projected Population, Dwelling Units and Developed Commercial Square Footage [\*]

<u>Fiscal Year</u>	<u>Total Average Population</u>	<u>Total Dwelling Units</u>	<u>Commercial Square Footage</u>	<u>Avg. Persons Per Unit</u>
2017	44,842	18,224	5,936,636	2.46
2020	47,429	19,286	6,282,813	2.46
2025	50,646	20,622	6,717,953	2.46
2030	53,089	21,646	7,051,508	2.45
2035	55,438	22,627	7,371,204	2.45
2040	57,811	23,618	7,693,827	2.45

[\*] Projections for 2017 through 2040 as obtained from the Bureau of Economic and Business Research, the Florida Housing Data Clearinghouse and other statistical information provided by the City.

# **POLICE SERVICES IMPACT FEE**



# FEE CALCULATION METHODOLOGY

- ❖ Review Existing Level of Service
- ❖ Summarize Existing Capital Investment in Police Protection Assets
- ❖ Identify Grant Funded Assets
  - Adjustment to Total Existing Investment
- ❖ Net Costs Allocated Between Residential and Non-Residential Classes Based on Service Calls
- ❖ Rate Calculated Per Unit
  - Residential Fee per Dwelling Unit
  - Non-Residential Fee per Square Foot

# POLICE SERVICES

## ❖ Existing Level of Service

- City Currently Provides 59 Full Time Sworn Officers
  - Level of Service in Fiscal Year 2017 is Approximately 1.32 per 1,000 of Average Daily Population
    - Includes Both Permanent and Average Visiting Population
  - Level of Service is 4.59 per 1,000 on Permanent Population
- Department Maintains a Dive Unit, Marine Unit, Special Response Team, Motorcycle Unit, Traffic Homicide Unit, and a K9 Unit
- Police Department Also Employs 34 Supporting Civilian, Auxiliary Officers and Administrative Personnel



# POLICE SERVICES

## Summary of Existing Investment in Police Assets [\*]

<u>Description</u>	<u>Estimated Amounts</u>
General Machinery & Equipment	\$1,132,249
Major Vehicles & Vehicle Related Equipment	1,913,559
Other Major Capital Equipment and Facilities	5,127,056
Grant Funded / Contributed Assets	<u>(118,400)</u>
Total Estimated Existing Capital Investment	<b><u>\$8,054,465</u></b>
Total Estimated Existing Capital Investment	\$8,054,465
Total Existing Full Time Officers	<u>59</u>
Average Estimated Cost Per Full Time Officer	<b><u>\$136,516</u></b>

[\*] Amounts shown based on actual and estimated cost data as provided by the City.



# POLICE SERVICES

## Fee Calculation – Buy In Approach

<u>Description</u>	<u>Est. Amount</u>	
Average Estimated Cost Per Full Time Officer	\$136,516	
Add'l Growth Related Officers through 2040	<u>17</u>	
Total Estimated Future Capital Investment	\$2,337,018	
	<u>Residential</u>	<u>Non-Residential</u>
Service Call Allocation Factor [*]	<u>33.33%</u>	<u>66.67%</u>
Allocated Existing Capital Investment	\$779,006	\$1,558,012
Growth in Equivalent Units (Dwellings / Sq. Ft.)	<u>5.394</u>	<u>1,757,191</u>
Cost Per Equivalent Unit	<b><u>\$144.00</u></b>	<b><u>\$0.88</u></b>

[\*] Allocation percentages shown based on call data as provided by the City.



# POLICE SERVICES

## Existing and Proposed Residential Impact Fees

<u>Description</u>	<u>Measure</u>	<u>Fee Amount</u>
Existing Impact Fee	Dwelling	\$135.00
Proposed Impact Fee	Dwelling	\$144.00
Fee Change in Dollars	Dwelling	\$9.00
Fee Change in Percentage		+6%
Average of Other Communities	Dwelling	\$304.38

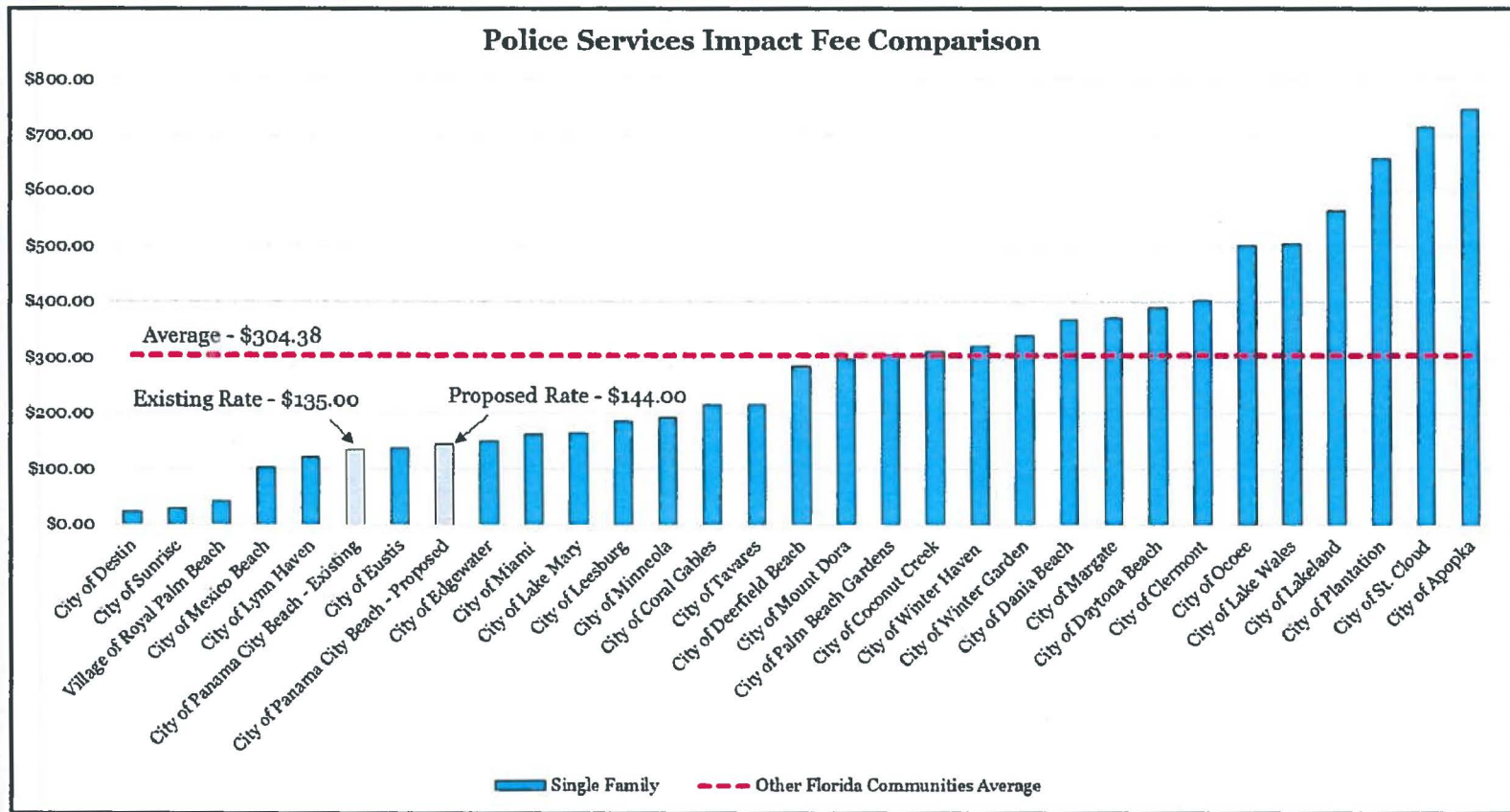
# POLICE SERVICES

## Existing and Proposed Non-Residential Impact Fees

<u>Existing</u>	<u>Measure</u>	<u>Fee Amount</u>
Non-Residential	Square Feet	\$0.40
<u>Proposed Rate</u>		
Non-Residential	Square Feet	\$0.88
Fee Change in Dollars	Square Feet	\$0.48
Fee Change in Percentage		+120%
Average of Other Communities	Square Feet	\$0.00819 - \$4.90500



# POLICE SERVICES



Fee comparison shown is for residential single family homes.



# **FIRE / RESCUE SERVICES IMPACT FEE**



# FEE CALCULATION METHODOLOGY

- ❖ Review Existing Level of Service
- ❖ Summarize Existing and Planned Future Capital Investment in Fire / Rescue Assets
- ❖ Identify Grant Funded
  - Adjustment to Total Existing Investment
- ❖ Net Costs Allocated Between Residential and Non-Residential Classes Based on Service Calls
- ❖ Rate Calculated Per Unit
  - Residential Fee per Dwelling Unit
  - Non-Residential Fee per Square Foot

# FIRE / RESCUE SERVICES

- ❖ Level of Service Standards
  - Maintain Response Times According to NFPA 1710 and ISO guidelines
    - Average Response Time in 2016 of 4.32 Minutes
  - City Currently Employs 35 Total Fire / Rescue Personnel
    - 31 Firefighter/EMT Personnel
    - Currently 2 Fire Stations in Service (#31 & #32)
    - Planned Rehab / Replacement of Stations #31 and #32
      - Station #31 – Main Station
      - Station #32 – Middle Beach Station
    - 1 Additional Station to Come Online
      - Station #33 – Nautilus Station (15 Additional Firefighters)



# FIRE / RESCUE SERVICES

## Summary of Existing Investment in Fire / Rescue Assets [\*]

<u>Description</u>	<u>Estimated Amounts</u>
General Machinery & Equipment	\$435,190
Major Vehicles & Vehicle Related Equipment	2,970,753
Other Major Capital Equipment and Facilities	801,406
Grant Funded / Contributed Assets	<u>(140,000)</u>
Total Existing Capital Investment	<b><u>\$4,067,349</u></b>
Total Existing Capital Investment	\$4,067,349
Total Existing Full Time Firefighters	<u>31</u>
Average Estimated Cost Per Full Time Officer	<b><u>\$131,205</u></b>

[\*] Amounts shown based on actual and estimated cost data provided by the City.



# FIRE / RESCUE SERVICES

## Summary of Future Investment in Fire / Rescue Assets [\*]

<u>Description</u>	<u>Est. Amounts</u>
General Machinery & Equipment	\$116,900
Major Vehicles	679,000
Other Major Capital Equipment and Facilities	3,829,212
Estimated Retirement Basis Adjustments	<u>(488,517)</u>
<b>Total Future Capital Investment</b>	<b><u>\$4,136,595</u></b>
Total Future Capital Investment	<u>\$4,136,595</u>
Firefighters Served by Capital Investment (Blended)	<u>44</u>
Average Estimated Cost Per Full Time Firefighter	<u><b>\$93,159</b></u>

[\*] Amounts shown based on estimated cost data as provided by the City.



# FIRE / RESCUE SERVICES

## Summary of Total Investment in Fire / Rescue Assets [\*]

<u>Description</u>	<u>Est. Amounts</u>
Average Existing Capital Investment Per Firefighter	\$131,205
Average Future Capital Investment Per Firefighter	<u>93,159</u>
Average Combined Capital Investment Per Firefighter	<u><b>\$224,364</b></u>

[\*] Amounts shown based on estimated cost data as provided by the City.

# FIRE / RESCUE SERVICES

## Fee Calculation – Historical Buy-In / Improvements Approach

<u>Description</u>	<u>Est. Amount</u>	
Average Combined Capital Investment Per Firefighter	<b>\$224,364</b>	
Add'l Growth Related Firefighters For Station #33	<u>15</u>	
Total Estimated Future Capital Investment	\$3,365,462	
	<u>Residential</u>	<u>Non-Residential</u>
Service Call Allocation Factor [*]	40.00%	60.00%
Allocated Existing Capital Investment	\$1,346,185	\$2,019,277
Change in Equivalent Units from 2017 to 2040 (Dwellings / Sq. Ft.)	<u>5.394</u>	<u>1,757,191</u>
Cost Per Equivalent Unit	<b><u>\$249.00</u></b>	<b><u>\$1.14</u></b>

[\*] Allocation percentages shown based on call data as provided by the City.



# FIRE / RESCUE SERVICES

## Existing and Proposed Residential Impact Fees

<u>Description</u>	<u>Measure</u>	<u>Fee Amount</u>
Existing Impact Fee	Dwelling	\$130.00
Proposed Impact Fee	Dwelling	\$249.00
Fee Change in Dollars	Dwelling	\$119.00
Fee Change in Percentage		+91%
Average of Other Communities	Dwelling	\$416.16

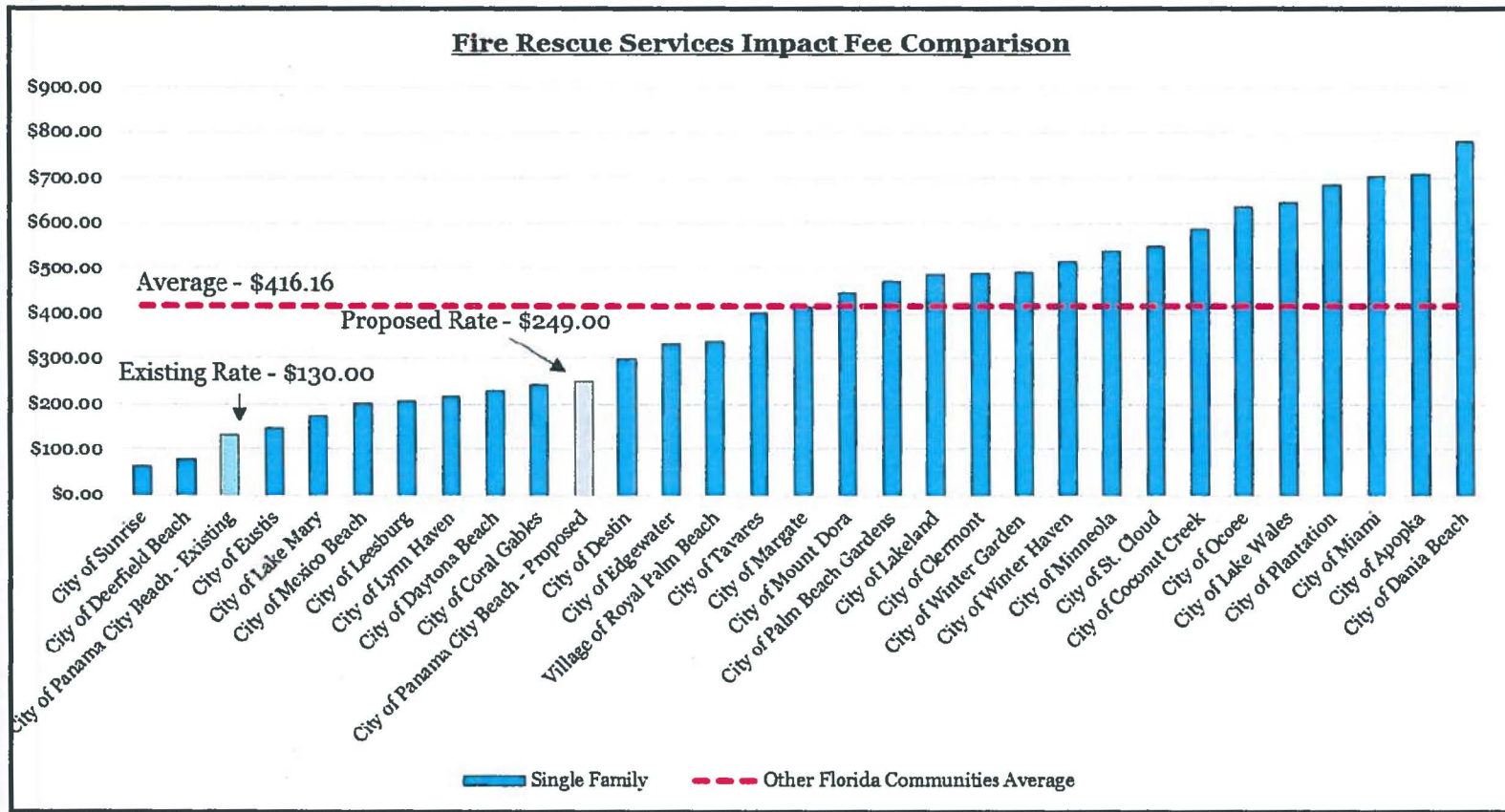
# FIRE / RESCUE SERVICES

## Existing and Proposed Non-Residential Impact Fees

<u>Existing</u>	<u>Measure</u>	<u>Fee Amount</u>
Non-Residential	Square Feet	\$0.17
<u>Proposed Rate</u>		
Non-Residential	Square Feet	\$1.14
Fee Change in Dollars	Square Feet	\$0.97
Fee Change in Percentage		+570%
Average of Other Communities	Square Feet	\$0.00300- \$3.22100



# FIRE / RESCUE SERVICES



# RECREATION SERVICES IMPACT FEE



# FEE CALCULATION METHODOLOGY

- ❖ Review Existing Level of Service
- ❖ Summarize Existing and Planned Future Capital Investment in Recreation Assets
- ❖ Identify Grant Funded and Contributed Assets
  - Adjustment to Total Existing Investment
- ❖ Costs Allocated By Permanent vs. Visiting Population
- ❖ Rate Calculated Per Unit
  - Residential Fee per Dwelling Unit
  - Public Lodging Fee Per Dwelling Unit

# PARKS AND RECREATION SERVICES

## ❖ Existing Level of Service (LOS)

- 5.0 Local Park Acres per 1,000 Residents
- City Currently Has Approximately 250 Acres of Open Space
  - 3,150 Acres with Panama City Beach Conservation Park
- City Currently Provides 8 Different Facilities Which Include Outdoor Parks, Community Centers, Ballfields, Playgrounds, Nature Trails, etc.



# PARKS AND RECREATION SERVICES

## Summary of Total Investment in Recreation Assets [\*]

<u>Description</u>	<u>Estimated Amounts</u>
Total Existing Capital Investment	\$20,167,726
Total Future Capital Investment	1,898,659
Grant Funded / Donated Assets	<u>(1,687,500)</u>
Total Existing and Future Capital Investment	<b><u>\$20,378,885</u></b>

[\*] Amounts shown based on estimated cost data as provided by the City.



# PARKS AND RECREATION SERVICES

## Fee Calculation – Historical Buy-In / Improvements Approach

<u>Description</u>		<u>Est. Amount</u>
Total Capital Investment		\$20,378,885
	<u>Residential</u>	<u>Public Lodging</u>
Population Allocation Factor [*]	33.35%	66.65%
Allocated Existing Capital Investment	\$6,796,369	\$13,582,516
Allocated Capital Investment	\$6,796,369	\$13,582,516
Future Total Population Served	<u>19,280</u>	<u>38,531</u>
Cost Per Person	\$352.51	\$352.51
Estimated Persons Per Dwelling Unit	<u>2.46</u>	<u>1.80</u>
Rounded Cost Per Unit	<b><u>\$867.00</u></b>	<b><u>\$634.00</u></b>

[\*] Allocation percentages shown based on population data as provided by the City.



# PARKS AND RECREATION SERVICES

## Existing and Proposed Impact Fees

<u>Description</u>	<u>Measure</u>	<u>Fee Amount</u>
Existing Residential/Condo Fee	Dwelling	\$763.00
Proposed Residential/Condo Fee	Dwelling	\$867.00
Fee Change in Dollars	Dwelling	\$104.00
Fee Change in Percentage		+13%
Average of Other Communities	Dwelling	\$1,688.51

# PARKS AND RECREATION SERVICES

## Existing and Proposed Impact Fees

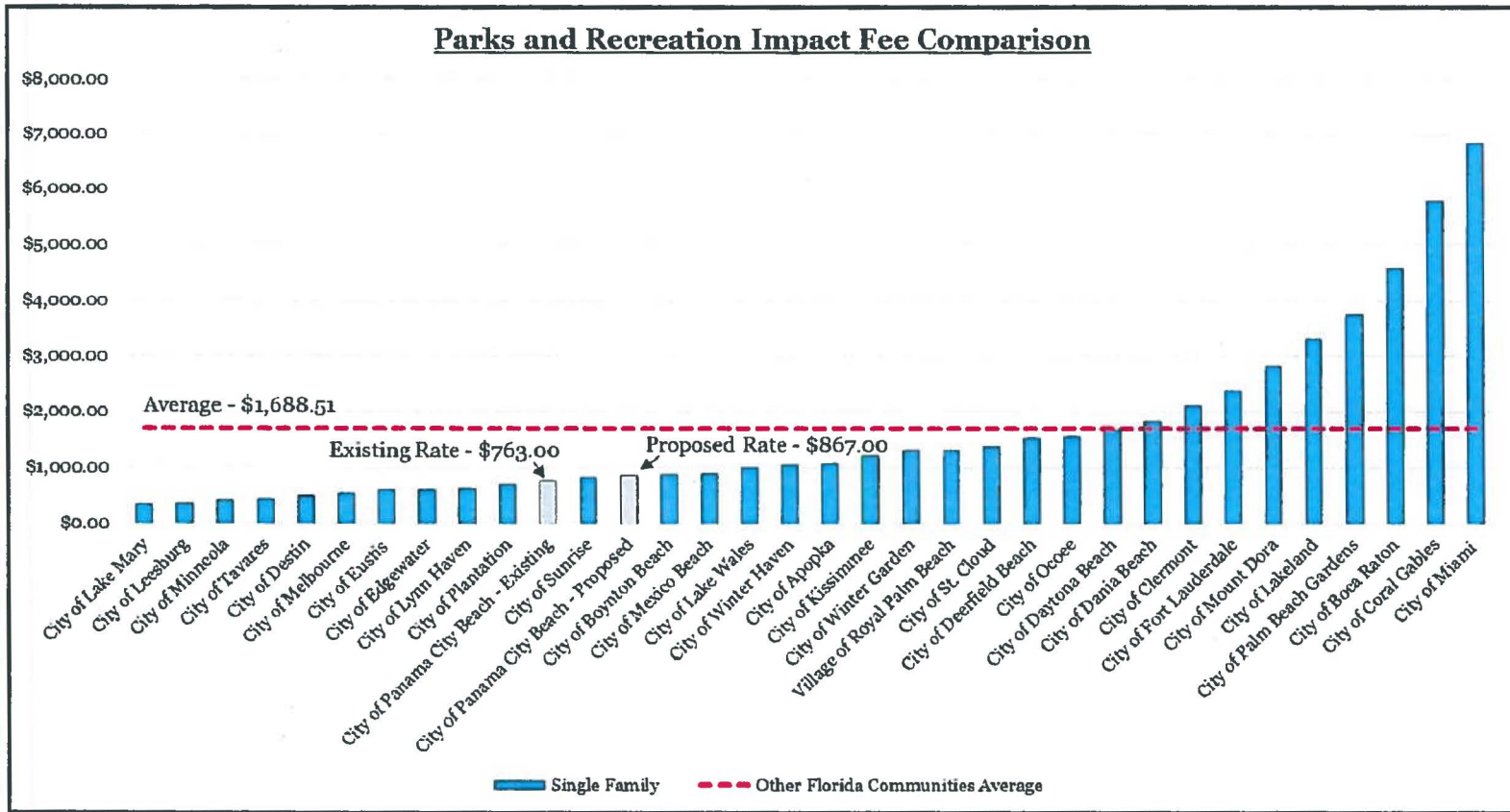
<u>Description</u>	<u>Measure</u>	<u>Fee Amount</u>
Existing Public Lodging Fee	Dwelling	\$639.00
Proposed Public Lodging Fee	Dwelling	\$634.00
Fee Change in Dollars	Dwelling	(\$5.00)
Fee Change in Percentage		(1%)

Note: Public Lodging Class consists of hotels, motels, bed and breakfast inns, etc.



# PARKS AND RECREATION SERVICES

**Parks and Recreation Impact Fee Comparison**





# **LIBRARY SERVICES IMPACT FEE**



# FEE CALCULATION METHODOLOGY

- ❖ Summarize Existing Capital Investment in Library Assets
- ❖ Identify Grant Funded and Contributed Assets
  - Adjustment to Total Existing Investment
- ❖ Rate Calculated Per Unit
  - Residential Fee per Dwelling Unit

# LIBRARY SERVICES

## Summary of Total Investment in Library Assets [\*]

<u>Description</u>	<u>Estimated Amounts</u>
Total Existing Capital Investment	\$2,207,139
Total Grant Funded / Contributed Assets	<u>(500,000)</u>
Total Existing Capital Investment	<u>\$1,707,139</u>
Total Existing Capital Investment	\$1,707,139
Total Projected Dwelling Units	<u>23,618</u>
Rounded Fee Per Dwelling Unit	<u>\$72.00</u>

[\*] Amounts shown based on estimated cost data as provided by the City.



# LIBRARY SERVICES

## Existing and Proposed Library Service Impact Fees

<u>Description</u>	<u>Measure</u>	<u>Fee Amount</u>
Existing Residential Fee	Dwelling	\$65.00
Proposed Residential Fee	Dwelling	\$72.00
Fee Change in Dollars	Dwelling	\$7.00
Fee Change in Percentage		+11%
Average of Other Communities	Dwelling	\$431.79

# RECOMMENDATIONS

- ❖ Adopt Proposed Impact Fees
- ❖ Review Fees Periodically (Every 3-5 Years)
  - Development Trends
  - Capital Needs
  - Cost Allocation Process
- ❖ Maintain Separate Accounting for Collection and Usage of Fees
- ❖ 90 Day Grace Period From City Approval to Effective Date





# QUESTIONS & DISCUSSION