

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.

MEETING DATE: May 24, 2018
MEETING TIME: 9:00 A.M.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION- COUNCILMAN MCCONNELL
- III. PLEDGE OF ALLEGIANCE- COUNCILMAN MCCONNELL
- IV. COMMUNITY ANNOUNCEMENTS
- V. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 10, 2018
- VI. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- VII. PRESENTATIONS-
 - 1 DISCUSSION OF GRANT(S) FOR SCHOOL RESOURCE OFFICERS (SROs) – STEVE MOSS
- VIII. PUBLIC COMMENTS-REGULAR (NON-PUBLIC HEARINGS) & CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)
- IX. CONSENT AGENDA
NONE
- X. REGULAR AGENDA - DISCUSSION/ACTION

NO.	OFFICIAL	ITEM
1	MG	RESOLUTION 18-92, UPDATED PAY PLAN STUDY AND BUDGET AMENDMENT #29.
2	MG	CASH OUT SICK LEAVE HOURS OPTION-DISCUSSION.
3	MG	RESOLUTION 18-93, RANKING HEALTH INSURANCE BROKER.
4	MG	RESOLUTION 18-94, WINDSTORM INSURANCE.
5	MG	RESOLUTION 18-95, UPDATING HAND ARENDALL HARRISON SALE LLC ENGAGEMENT.
6*	KJ	RESOLUTION 18-96, MOONRAKER ROW PURCHASE AGREEMENT, CRA ALF COLEMAN ROADWAY IMPROVEMENTS.
7	ML	ORDINANCE 1450, AMENDING LDC RELATED TO PUD MASTER PLAN AMENDMENT AND INVALIDATION PROCESS, 1 ST READING.
8	ML	ORDINANCE 1455, AMENDING LDC RELATED TO COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS, 1 ST READING.

- 9 ML ORDINANCE 1458, AMENDING LDC RELATED TO TRANSIENT RESIDENTIAL RENTAL SIGNAGE, 1ST READING.
- 10 ML ORDINANCE 1457, AMENDING LDC RELATED TO LANDSCAPING REQUIREMENTS FOR VEHICULAR USE AREAS OF NONCONFORMING USES, 1ST READING.
- 11 ML ORDINANCE 1456, AMENDING LDC RELATED TO CONDITIONAL USES TERMINATION, 1ST READING.
- 12 LC RESOLUTION 18-97, WORK ORDER 2018-2 RELATED TO ANNUAL UPDATE AND PREPARATION OF FIRE ASSESSMENT RESOLUTION AND ROLL, AND BUDGET AMENDMENTS #25 AND #26.
- 13* MG RESOLUTION 18-98, RANKING TRANSPORTATION ENGINEERING & DESIGN FIRMS FOR FRONT BREACH ROAD CRA PROJECTS.

XI. DELEGATE AND STAFF REPORTS


1 **DELEGATIONS.** In accordance with the City Council's rules and procedures, residents or tax-collectors of the City (upon any subject of general or public interest), City employees (regarding his/her employment), and water and sewer customers (on matters related to the City's water and/or sewer system), may address the City Council under Delegations on items not on the printed agenda by filling out a speaker card. Speaker cards are located inside the Council meeting room and should be provided to the City Clerk. Please observe the time limit of three (3) minutes while speaking under Delegations. Delegations shall be limited to thirty (30) minutes unless extended by the Chair.

- 2 ATTORNEY REPORT.
- 3 CITY MANAGER REPORT.
- 4 COUNCIL COMMENTS.
- 5 ADJOURN.


*Action items noted with an asterisk are taken both by the City Council and the Panama City Beach Redevelopment Agency jointly and concurrently.

PAUL CASTO	<u> X </u>	PAUL CASTO	<u> X </u>
PHIL CHESTER	<u> X </u>	PHIL CHESTER	<u> X </u>
GEOFF MCCONNELL	<u> X </u>	GEOFF MCCONNELL	<u> X </u>
HECTOR SOLIS	<u> X </u>	HECTOR SOLIS	<u> X </u>
MIKE THOMAS	<u> X </u>	MIKE THOMAS	<u> X </u>

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

 _____
City Clerk
5/21/18 _____
Date

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

 _____
City Clerk
5/21/18 _____
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: 5/22/18, 2 P.M.

<u>NEWS MEDIA</u>	<u>CONTACT</u>
News Herald	Tyra Jackson
Bullet	Linda Lucas
Channel 4	News Dept
Channel 7	Newsroom
Channel 13	Brady Calhoun
Comcast	Stefanie Bowden
WOW	Cil Schnitker
WKGC	Tori Shay
WLTG	A. D. Whitehurst
Clear Channel	Production Director
Powell Broadcast	Jeff Storey, GM
Burnie Thompson	Burnie Thompson

**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)

DRAFT MINUTES

The Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency, held on May 10, 2018.

ROLL
MAYOR MIKE THOMAS

COUNCILORS:
PAUL CASTO
PHIL CHESTER
GEOFF MCCONNELL
HECTOR SOLIS

CITY MANAGER:
MARIO GISBERT
ACTING CITY CLERK:
MARY JAN BOSSERT
CITY ATTORNEY:
AMY MYERS

Mayor Thomas called the Regular Meeting to order at 6 P.M. with Council Members, City Manager, Acting City Clerk and City Attorney present.

Police Chaplain John Woodrow of the Gulfview United Methodist Church gave the invocation and Councilman Chester led the Pledge of Allegiance.

Mayor Thomas announced the upcoming Community Events.

The Minutes of the Regular Meeting of April 26, 2018 were read. **Councilman Chester made the motion to approve the Minutes as prepared. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Councilman Casto	Aye
Mayor Thomas	Aye

Mayor Thomas asked if there were any additions or deletions to the Agenda. Councilman Casto asked to add a discussion about the updated pay plan study. There were no objections. **Councilman Chester made the motion to approve the Agenda as amended. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Councilman Casto	Aye
Mayor Thomas	Aye

PRESENTATIONS

1 BOYS AND GIRLS CLUB CIVIC ACHIEVEMENT AWARD. Councilman Chester introduced Mr. Lane Epperson and presented him with the Civic Achievement Award for exemplary service to the Beach Boys and Girls Club. He then congratulated Mr. Epperson. The audience responded with applause.

2 "NATIONAL POLICE WEEK" & "PEACE OFFICERS MEMORIAL DAY" PROCLAMATION & PRESENTATION TO CHIEF WHITMAN. Councilman Chester presented Chief Whitman with the proclamation that proclaims May 15th as "Peace Officers Memorial Day" and May 12-18, 2018 as "National Police Week". The audience responded with applause. Chief Whitman thanked the Council and asked them not to forget Sergeant Kevin Kight who lost his life protecting the City on March 27, 2005.

3 "GIRLS INCORPORATED WEEK" PROCLAMATION & PRESENTATION, AND GIRL OF THE YEAR. Councilman Chester presented the proclamation to Ms. Rebecca Nelson that proclaims May 7-11, 2018 as "Girls Incorporated Week" in Panama City Beach. Ms. Nelson recognized Raeanna Yates as the Beach Center Girl of the Year. The audience responded with applause.

4 "ST ANDREW BAY QUILTERS GUILD 40TH ANNIVERSARY" PROCLAMATION & PRESENTATION. Councilman Chester presented the proclamation to Ms. Nancy Davis to proclaim May 10, 2018 as the 40th Anniversary of the Saint Andrew Bay Quilters' Guild". Ms. Davis stated the Quilt Guild has grown to 177 members and thanked the Council. The audience responded with applause.

5 "NATIONAL ARSON AWARENESS WEEK" PROCLAMATION & PRESENTATION. Councilman Chester presented the proclamation to Chief Couch to declare May 6-12, 2018 as "National Arson Awareness Week 2018 – Reducing Arson at Vacant and Abandoned Buildings". Chief Couch shared statistics with the audience. He asked everyone to report suspected arson. The audience responded with applause.

6 CHECK PRESENTATION BY IRONMAN FLORIDA TO POLICE DEPARTMENT FOR COPS N' KIDS. Ben Rausa, Florida Ironman race director, thanked the Council for allowing them to continue the event in this community. The event is 36 years old and is close to 1,750 athletes this year. He presented a check to Chief Whitman in the amount of \$4,000.00 for Cops N' Kids. Chief Whitman thanked Mr. Rausa. The audience responded with applause.

PUBLIC COMMENTS (REGULAR NON-PUBLIC HEARINGS AND CONSENT ITEMS)
Mayor Thomas opened the Public Comments section of the meeting at 6:22 P.M. and invited comments.

There were no public comments.

CONSENT AGENDA

Ms. Bossert read the Consent Agenda Items by title.

1 RESOLUTION 18-86, THE GRAND SLAM BASEBALL WORLD SERIES TOURNAMENT OPENING CEREMONY PARADES. "A Resolution of the City of Panama City Beach, Florida, authorizing temporary closures of portions of Pier Park Drive, L.C.Hilton Jr Drive, Sea Monkey Way, and Longboard Way on the afternoons of June 17, June 24, July 2, and July 22, 2018 for the "The Grand Slam Baseball World Series Tournament Opening Ceremony Parades."

2 RESOLUTION 18-88, RATIFY FDOT GRANT AGREEMENT FOR CONSTRUCTION OF A PORTION OF GAYLE'S TRAILS AND EXECUTION OF MAINTENANCE MEMORANDUM AGREEMENT. "A Resolution of the City of Panama City Beach, ratifying the FDOT Grant Agreement related to the construction of a portion of Gayle's Trails east of Colony Club; and expressly authorizing the City Manager to execute a Maintenance Memorandum Agreement related to that project."

3 RESOLUTION 18-90, MSA TASK ORDER 7, TETRA TECH INC., QUARTERLY HYDROLOGICAL AND ENVIRONMENTAL MONITORING OF THE CONSERVATION PARK. "A Resolution of the City of Panama City Beach, Florida authorizing approval of an Agreement with Tetra Tech, Inc. for hydrologic and environmental monitoring of the Conservation Park, in the amount of \$110,420; and providing an immediately effective date.

Councilman Chester made the motion to approve the Consent Agenda. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Councilman Casto	Aye
Mayor Thomas	Aye

REGULAR AGENDA

ITEM 1 RESOLUTION 18-84, INFRASTRUCTURE SOLUTIONS, LLC MASTER SERVICES AGREEMENT MAJOR WASTEWATER FACILITIES AND TASK ORDER #1. Ms. Myers read Resolution 18-84 by title. The Mayor asked if there were any questions or comments; there were none. Councilman Solis made the motion to approve Resolution 18-84. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester Aye
Councilman McConnell Aye
Councilman Solis Aye
Councilman Casto Aye
Mayor Thomas Aye

ITEM 2 RESOLUTION 18-89, FLORIDA FIXED INCOME TRUST PARTICIPATION. Ms. Myers read Resolution 18-89 by title. The Mayor asked if there were any questions or comments; there were none. **Councilman Solis made the motion to approve Resolution 18-89. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Chester Aye
Councilman McConnell Aye
Councilman Solis Aye
Councilman Casto Aye
Mayor Thomas Aye

ITEM 3 ORDINANCE 1452, UPDATING CHAPTER 25 RELATING TO CODE ENFORCEMENT, 1ST READING. Ms. Myers read Ordinance 1452 by title. The Mayor asked if there were any questions or comments; there were none. **Councilman Casto made the motion to approve Ordinance 1452. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Chester Aye
Councilman McConnell Aye
Councilman Solis Aye
Councilman Casto Aye
Mayor Thomas Aye

ITEM 4 ORDINANCE 1453, PAINTING OF BOARDS, 1ST READING. Ms. Myers read Ordinance 1453 by title. The Mayor asked if there were any questions or comments. Councilman Chester asked how much money we are going to spend on matching. Ms. Myers explained the City is not spending any of its own money. **Councilman Solis made the motion to approve Ordinance 1453. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Chester Aye
Councilman McConnell Aye
Councilman Solis Aye
Councilman Casto Aye
Mayor Thomas Aye

ITEM 5 ORDINANCE 1454, AMENDING LDC RELATING TO WINDOW SIGNS, 1ST READING. Ms. Myers read Ordinance 1454 by title. The Mayor asked if there were any questions or comments; there were none. **Councilman McConnell made the motion to approve Ordinance 1454. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

Councilwoman Casto Aye
Councilman Chester Aye
Councilman McConnell Aye
Councilman Solis Aye
Mayor Thomas Aye

ITEM 6 ORDINANCE 1459, PROHIBITING SEMITRAILERS AND TRUCK TRACTOR PARKING ON UNPAVED ROW, 1ST READING. Ms. Myers read Ordinance 1459 by title. The Mayor asked if there were any questions or comments; there were none. **Councilman Casto made the motion to approve Ordinance 1459. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

Councilwoman Casto Aye
Councilman Chester Aye
Councilman McConnell Aye
Councilman Solis Aye
Mayor Thomas Aye

ITEM 7 ORDINANCE 1460, UPDATING CHAPTER 12 RELATING TO GARBAGE AND TRASH, 1ST READING. Ms. Myers read Ordinance 1460 by title. The Mayor asked if there were any questions or comments; there were none. **Councilman McConnell made the motion to approve Ordinance 1460. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:**

Councilwoman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 8 RESOLUTION 18-91, BAY PARKWAY SEGMENT 2 PROFESSIONAL SERVICES AGREEMENT WITH GORTEMOLLER ENGINEERING, TASK ORDER 2018-01, DIRECTION TO USE HALF-CENT SALES TAX REVENUE, AND BUDGET AMENDMENT #24. Ms. Myers read Resolution 18-91 by title. The Mayor asked if there were any questions or comments; there were none. **Councilman Casto made the motion to approve Resolution 18-91. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Councilman Casto	Aye
Mayor Thomas	Aye

ITEM 9 PAY PLAN DISCUSSION. Councilman Casto stated at the last meeting, the City Manager mentioned doing a pay study for the City employees. He stated historically we have done a pay study every four years, and it's that time again. Councilman Casto stated The City's biggest expense is our personnel and they should all be reviewed. Mr. Gisbert explained the study included every department within the City. Councilman Casto said he was surprised it was a partial pay study. Mr. Gisbert explained it was recommended by Evergreen to do a sampling study. Discussion ensued. **Councilman Casto made a motion to do a pay study that includes all employees. Second was made by Councilman Chester. After discussion of the motion, Councilman Casto withdrew his motion to give the Council time to review the Pay Plan.**

DELEGATIONS

Mayor Thomas explained the Delegations period and opened this portion of the meeting at 6:42 P.M.

1 Mr. Burnie Thompson, 301 Lullwater Drive. Mr. Thompson asked if the Council had to go through the metal detectors. The Council should have to follow the same rules. He submitted a letter from the Florida Elections Commission. He questioned Councilman Solis' properties being up to code.

2 Jim Phillips – 212 Wiregrass. Mr. Phillips stated there were several dirty acts during the Council election. He thinks Councilman Casto is a powerful addition to the City Council and his 40 years with the City will bring a lot of insight.

3 Ms. Genese Hatcher – 203 S Wells Street. Ms. Hatcher commented about the situation at her rental homes being labeled an imminent danger. She stated Councilman Solis is in violation of the same thing on his property. Council Members should be held to the same standards.

4 Cynthia Bricker – City Resident. Ms. Bricker stated the Council should have to follow rules, just as the citizens.

5 Tim Sowell – 611 Poinsettia Drive. Mr. Sowell stated the people feel like they are being ruled. He asked the Council to follow the same rules of law. He stated a good leader leads by example, not by setting rules and making everyone else follow them.

6 Matthew Bush – 170 Crane Street. Mr. Bush stated the citizens should not be scanned coming into a Council meeting. He hopes the Council is worried more about our children's safety at the schools instead of grown adults in the Council meeting.

The Delegations portion of the meeting was closed at 6:57 P.M.

COUNCIL COMMENTS

Councilman McConnell stated he did not do the things accused of during the campaign process. He elaborated.

Councilman Solis stated he passed his inspections and had letters stating compliance; it is all public record. He also read a letter from a wounded warrior. He mentioned how the warrior praised how well he was treated on the Warrior Beach Retreat and thanked everyone in Panama City Beach.

Councilman Chester stated he will get with Mr. Steve Moss on the Mutual Aid Agreement regarding school security.

The meeting was adjourned at 7:12 P.M.

READ AND APPROVED this 24th of May, 2018.

IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.

ATTEST:

Mayor

City Clerk

DRAFT

REGULAR

ITEM 1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration/Mario Gisbert

2. MEETING DATE:

May 24, 2018

3. REQUESTED MOTION/ACTION:

Approve Pay Plan Study performed by Evergreen Solutions and Budget Amendment to implement recommended pay adjustments.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

In 2014, the City hired Evergreen Solutions to evaluate the City's job classifications and pay structure. The City implemented Evergreen's recommendations in 2015. Earlier this year, the City asked Evergreen to conduct an update of the City's compensation plan, acting upon another direct recommendation from the study in 2014. The updated study analyzed a sampling of positions in all departments and compared them to 13 market peers based on job title, assigned duties, education and experience. There were 40 job classifications reviewed--most of which were determined randomly by Evergreen, and approximately 10 identified by the City as having recruiting or retention issues.

The first recommendation is to adjust the current merit scale by a total of 3%. While employees have received adjustments for COLA and merit every year, the merit scale itself has not been adjusted.

Staff also recommends a salary adjustment for approximately 104 employees to bring those salaries in line with current market conditions. This adjustment will have an immediate budget year cost of \$64,785.76 in just salary costs, plus an additional \$13,530 in FICA and retirement costs. This adjustment is anticipated to have annual cost of \$210,386.80 for salary costs alone. This adjustment is needed to retain and attract top talent and to continue to compensate employees in line with market. A budget amendment is attached to implement the adjustments for the remaining fiscal year.

If Council approves the compensation adjustments, they will take effect for the pay period beginning May 31, 2018.

RESOLUTION 18-92

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN UPDATED COMPENSATION SCHEDULE FOR NUMEROUS CITY POSITIONS AND PAY GRADES; AUTHORIZING A BUDGET AMENDMENT TO IMPLEMENT THE UPDATED PAY PLAN; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the City of Panama City Beach, Florida, that:

1. The City hereby approves those certain recommendations prepared by Evergreen Solutions, LLC related to a proposed pay plan structure, position classifications and pay grade assignments for the City employees set forth therein, in substantially the form attached as Exhibit A and presented to the Council today.
2. The following budget amendment (BA# 29) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, to implement the pay plan implementation as shown in and in accordance with the attached and incorporated Exhibit B.
3. This Resolution shall take effect for the pay period beginning May 31, 2018.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this _____ day of _____, 2018.

CITY OF PANAMA CITY BEACH

By _____
MIKE THOMAS, MAYOR

ATTEST:

JO SMITH, CITY CLERK

Evergreen Proposed CLASS TITLE	Proposed Grade	Proposed Min	Proposed Mid	Proposed Max
Administrative Support Specialist	26	\$ 27,717.00	\$ 36,725.00	\$ 45,733.00
Administrative Support Specialist - Recreation	26	\$ 27,717.00	\$ 36,725.00	\$ 45,733.00
Administrative Assistant - Accounts Receivable - Parks and Recreation	26	\$ 27,717.00	\$ 36,725.00	\$ 45,733.00
Crime Scene Investigator	26	\$ 27,717.00	\$ 36,725.00	\$ 45,733.00
Deputy Police Chief	44	\$ 66,704.00	\$ 90,051.00	\$ 113,397.00
Fire Lieutenant	37	\$ 47,406.00	\$ 62,813.00	\$ 78,220.00
Fire Lieutenant/Paramedic	39	\$ 52,265.00	\$ 69,251.00	\$ 86,237.00
Fire Lieutenant/Emergency Medical Technician	38	\$ 49,776.00	\$ 65,953.00	\$ 82,130.00
Firefighter/Emergency Medical Technician	31	\$ 35,375.00	\$ 46,872.00	\$ 58,369.00
Firefighter	29	\$ 32,086.00	\$ 42,514.00	\$ 52,942.00
Firefighter/Paramedic	34	\$ 40,951.00	\$ 54,260.00	\$ 67,569.00
Human Resources Director	41	\$ 57,622.00	\$ 77,790.00	\$ 97,957.00
Payroll Coordinator	34	\$ 40,951.00	\$ 54,260.00	\$ 67,569.00
Police Captain	42	\$ 60,503.00	\$ 81,679.00	\$ 102,855.00
Police Corporal	35	\$ 42,999.00	\$ 56,974.00	\$ 70,948.00
Police Lieutenant	39	\$ 52,265.00	\$ 69,251.00	\$ 86,237.00
Police Officer	33	\$ 39,001.00	\$ 51,677.00	\$ 64,352.00
Police Sergeant	37	\$ 47,406.00	\$ 62,813.00	\$ 78,220.00

A Compensation Plan Update for the City of Panama City Beach, FL

FINAL REPORT



Evergreen Solutions, LLC

May 16, 2018

Exhibit A

AGENDA ITEM # 1

Table of Contents

	PAGE
1.0 INTRODUCTION.....	1-1
1.1 Study Methodology.....	1-1
1.2 Report Organization.....	1-2
2.0 MARKET SUMMARY.....	2-1
2.1 Salary Survey Results.....	2-1
2.2 Market Summary.....	2-5
3.0 RECOMMENDATIONS.....	3-1
3.1 Compensation.....	3-1
3.2 System Administration.....	3-7
3.3 Summary.....	3-8

Chapter 1 - Introduction

Evergreen Solutions, LLC (Evergreen) was hired in December 2017 by the City of Panama City Beach, FL (City) to conduct a compensation plan update. The City's existing plan was implemented in 2015 following a compensation and classification study which was also conducted by Evergreen. At that time, a recommendation was made that the City conduct a review of its compensation system periodically to maintain its competitiveness. Following that guidance, the City's leadership requested this study (update) to ensure its pay plan remained externally competitive with its peers and internally equitable for employees.

1.1 STUDY METHODOLOGY

Evergreen used a combination of quantitative and qualitative methods to analyze and develop recommendations to maintain the City's competitive position in the labor market. Specific study tasks included:

- conducting a salary survey to assess the market competitiveness of the City's existing pay plan;
- developing recommendations for updates to the plan and changes to pay grade assignments;
- developing options for implementing the proposed updates; and
- preparing and providing draft and final reports.

Market Analysis

For the market survey, peer organizations that were identified and utilized in the previous study were determined again to be appropriate for this analysis. Benchmark classifications were selected for the salary survey and represented a cross-section of the departments and levels of work performed by employees as well as those that might have been experiencing challenges in recruitment or retention. Following the identification of the peers and benchmarks, a salary survey tool was developed for the collection of salary range data. Salary data were then collected and analyzed; a summary of which can be found in **Chapter 2** of this report.

Recommendations

Evergreen reviewed the City's compensation philosophy to understand its desired market position and methods of salary progression. Using this information and the results of the analysis of the market data and internal equity, recommendations for updates to the pay plan



were developed. Next, implementation options were prepared to transition employees' salaries into the updated pay plan, and the associated cost of adjusting employees' salaries were estimated. A summary of the analyses findings and recommendations are provided in **Chapter 3** of this report.

1.2 REPORT ORGANIZATION

This report includes the following additional chapters:

- Chapter 2 – Market Summary
- Chapter 3 – Recommendations



Chapter 2 - Market Summary

This summary provides a market analysis in which the City's salary ranges were compared to the salary ranges at peer organizations. The data from targeted market peers were used to evaluate the overall compensation at the City at the time of this study. It is important to note that the market comparisons contained herein do not translate well at the individual employee level and are instead used to provide an overall analysis. This was not intended to evaluate salaries paid to individuals, as this compensation is determined through a combination of factors which could typically include: the demand for a job, a candidate's prior experience, or an individual's negotiation skills during the hiring process.

Furthermore, it should be noted that market comparisons are best thought of as a snapshot of current market conditions. In other words, market conditions change and, in some cases, change quickly; so, while market surveys are useful for making updates to salary structures, they must be done at regular intervals if the City wishes to remain current with its market peers and salary trends.

2.1 SALARY SURVEY RESULTS

Evergreen collected pay range information from target organizations utilizing a salary survey tool. This required selecting benchmark classifications to be surveyed. The desired outcome of benchmarking was to select a cross-section of the City's classifications so that the surveyed positions made up a subset of all work areas and job levels in the City. The job title, a description of assigned duties, and the education and experience requirements were provided in the survey tool for each benchmarked classification.

Like in the previous study, organizations that were considered to be either labor competitors or comparable to the City and were identified as survey peers. Data collected from the peers were adjusted for cost of living using a national cost of living index factor which allowed salary dollars from organizations outside of the immediate recruiting area to be adjusted for the cost of living relative to the City. **Exhibit 2A** provides the list of 15 market peers from which Evergreen surveyed. Data was collected from 13 market peers for 40 benchmark classifications.

**EXHIBIT 2A
MARKET PEERS**

Market Peers
City of Cocoa Beach, FL
City of Daytona Beach, FL
City of Destin, FL
City of Fort Walton Beach, FL
City of Gulf Breeze, FL
City of Jacksonville Beach, FL
City of Key West, FL
City of Lynn Haven, FL
City of Panama City, FL
City of Pensacola, FL
City of St. Petersburg, FL
City of Tallahassee, FL
Gulf Shores, AL
Bay County, FL
Walton County, FL

*Bold indicates peers from which data were collected

For this study, the City expressed a desire to continue to administer a salary structure (pay plan) competitive with the market average. To determine the position of the existing structure, Evergreen compared the City's salary ranges for the benchmark classifications to the average of the peers'. Exhibit 2B provides a summary of this comparison and contains the following:

- The market salary range information for each classification. This indicates the market minimum, midpoint, and maximum of the peer survey data for each benchmarked classification.
- The percent differentials (to the City's existing salary ranges). A positive differential indicates the City was above the market average for that classification at the minimum, midpoint, or maximum. A negative differential indicates the City was below the desired market position for that classification. The final row provides the average percent differentials for the minimum, midpoint, and maximum for all surveyed classifications.
- The survey average range width. This provides the average range width for each classification surveyed determined by the average minimum and average maximum salaries of the respondents, relative to the minimum. The average range width for all the classifications is provided in the final row. The number of responses collected for each classification is provided in the final column and the average number of responses for all the classifications is provided in the final row.



**EXHIBIT 2B
SALARY SURVEY SUMMARY**

Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
	Average	% Diff	Average	% Diff	Average	% Diff		
Administrative Aide	\$25,362.99	18.7%	\$34,021.58	17.6%	\$42,680.18	17.0%	68.3%	10
Administrative Support Specialist	\$27,374.86	-6.7%	\$36,142.37	-8.3%	\$44,909.87	-9.4%	63.9%	7
Aquatics Director	\$41,985.18	4.3%	\$58,964.15	-1.5%	\$75,943.13	-4.9%	82.2%	2
Battalion Chief	\$59,012.86	7.9%	\$76,562.34	9.8%	\$94,897.01	10.3%	56.9%	5
Building Inspector	\$38,219.19	8.5%	\$51,044.56	7.8%	\$63,869.92	7.3%	67.2%	11
Building Official	\$56,052.94	4.6%	\$76,270.86	3.9%	\$96,488.78	3.4%	72.4%	10
Carpenter I	\$27,536.15	-7.3%	\$37,163.12	-11.4%	\$46,790.08	-14.0%	70.0%	5
City Clerk	\$64,706.43		\$84,338.40		\$103,970.38		60.9%	6
City Engineer	\$62,181.73	12.9%	\$86,873.89	9.9%	\$111,566.04	8.1%	79.3%	9
City Manager	\$105,645.99	-	\$149,421.71	-	\$193,197.42	-	83.7%	4
Code Enforcement Officer	\$32,374.45	1.1%	\$43,543.64	-0.4%	\$54,712.83	-1.3%	69.1%	11
Communications Officer	\$30,980.24	-4.3%	\$40,763.55	-3.6%	\$50,546.86	-3.1%	63.2%	8
Crime Scene Technician	\$27,462.33	-7.0%	\$38,158.55	-14.4%	\$48,854.77	-19.0%	77.9%	5
Custodian	\$23,430.29	-5.7%	\$31,382.00	-8.9%	\$39,333.70	-10.9%	67.9%	8
Customer Service Representative I	\$23,624.18	8.0%	\$30,490.09	8.6%	\$37,356.00	9.0%	58.2%	8
Deputy Fire Chief	\$63,431.37	-2.8%	\$87,173.09	-4.6%	\$110,914.81	-5.7%	75.3%	6
Deputy Police Chief	\$65,926.61	-6.8%	\$90,951.85	-9.2%	\$115,977.10	-10.5%	76.5%	5
Fire Captain	\$56,519.61	2.8%	\$68,143.72	11.5%	\$80,281.00	16.3%	39.9%	8
Fire Chief	\$72,068.85	-0.9%	\$99,177.44	-2.9%	\$126,286.03	-4.0%	75.5%	8
Firefighter/Emergency Medical Technician	\$35,520.09	-4.4%	\$43,181.70	2.3%	\$51,843.78	4.7%	43.4%	8
Firefighter/Paramedic	\$41,414.22	-16.0%	\$51,794.88	-9.5%	\$62,397.36	-5.9%	47.7%	6
Human Resources/Risk Manager	\$59,754.57	-12.1%	\$79,264.85	-10.1%	\$98,775.12	-9.0%	65.4%	9
Information Technology Specialist	\$39,970.29	4.3%	\$52,223.71	5.6%	\$64,477.13	6.5%	61.4%	9
Leisure Services Director	\$62,047.79	4.2%	\$86,400.53	1.2%	\$110,753.27	-0.5%	78.4%	9
Police Lieutenant	\$58,682.59	-21.3%	\$70,704.92	-10.3%	\$82,727.25	-3.7%	40.9%	5
Maintenance Worker I	\$23,431.44	-0.8%	\$31,215.99	-3.2%	\$39,000.53	-4.8%	66.4%	11
Payroll Specialist	\$31,881.15	11.7%	\$42,819.12	10.5%	\$53,757.08	9.7%	68.9%	8
Police Captain	\$59,101.21	-10.9%	\$77,734.91	-8.0%	\$96,368.61	-6.3%	63.3%	5
Police Chief	\$75,121.54	-5.2%	\$103,560.65	-7.4%	\$131,999.75	-8.7%	76.0%	7
Police Officer	\$39,665.02	-9.9%	\$49,561.54	-3.6%	\$60,555.99	-1.7%	50.4%	8
Public Works Director	\$73,104.58	7.1%	\$97,615.95	8.2%	\$122,127.32	8.8%	67.3%	8
Recreation Assistant	\$29,203.25	-3.2%	\$38,102.95	-4.6%	\$47,002.65	-5.2%	61.2%	6
Senior Planner	\$44,846.42	11.7%	\$59,874.27	11.0%	\$74,902.12	10.6%	67.3%	8
Senior Staff Accountant	\$46,700.67	8.0%	\$60,912.33	9.4%	\$75,123.99	10.3%	61.1%	8
Street Maintenance Worker	\$25,506.33	0.6%	\$32,881.37	1.4%	\$40,256.41	2.0%	57.9%	7
Street Superintendent	\$44,218.69	-11.1%	\$58,981.03	-11.9%	\$73,743.37	-12.3%	66.9%	9
Treatment Plant Operator A	\$31,981.48	11.4%	\$43,037.74	10.0%	\$54,093.99	9.2%	69.1%	6
Water Treatment Plant Superintendent	\$52,215.14	-8.0%	\$72,678.41	-13.4%	\$93,141.67	-16.7%	78.3%	6
Underground Utilities Worker I	\$26,735.09	-9.4%	\$37,098.72	-16.8%	\$47,462.35	-21.4%	77.6%	5
Utilities Director	\$68,673.82	12.8%	\$98,604.42	7.2%	\$128,535.02	4.0%	87.3%	5
Overall Average		-0.3%		-0.7%		-1.1%	66.6%	7



Market Minimums

A starting point of the analysis was to compare the peer's market minimum for each classification to the City's range minimums. Market minimums are generally considered as an entry level salary for employees who meet the minimum qualifications of a classification. Those employees with salaries at or near the range minimums typically are unlikely to have mastered the job and probably have not acquired the skills and experience necessary to be fully proficient in their classification.

As Exhibit 2B illustrates, for the benchmarked classifications, the City was, on average, approximately 0.3 percent below market at the minimum of the respective salary ranges. The following observations can be made based on the collected data:

- The surveyed position differentials ranged from 21.3 percent below market minimum in the case of the Police Lieutenant classification to 18.7 percent above market for the Administrative Aide classification.
- Of the 40 classifications surveyed with differentials, 20 classifications (50.0 percent) had differentials below market at the minimum.

Market Midpoint

Market midpoints are important to consider because they are commonly recognized as the salary point at which employees are fully proficient in satisfactorily performing their work. As such, midpoint is often considered as the salary point at which a fully proficient employee could expect his or her salary to be placed.

As Exhibit 2B illustrates, for the benchmarked classifications, the City was, on average, 0.7 percent below market at the midpoint of the respective salary ranges. Based on the collected data, the following observations can be made:

- The surveyed position differentials ranged from 16.8 percent below market midpoint in the case of the Underground Utilities Worker I classification to 17.6 percent above market for the Administrative Aide classification.
- Of the 40 classifications surveyed with differentials, 21 classifications (52.5 percent) had differentials below market at the midpoint.

Market Maximums

In this section, the average of the peer salary range maximums is compared to the City's range maximums for each benchmarked classification. The market maximum is significant as it represents the upper limit salary that an organization might provide to retain and/or reward experienced and high performing employees. Additionally, being competitive at the maximum allows organizations to attract highly qualified individuals for in-demand classifications.



As Exhibit 2B illustrates, the City's benchmarked positions were, on average, 1.1 percent below market at the maximum of the respective salary ranges. Based on the collected data, the following observations can be made:

- The surveyed position differentials ranged from 21.4 percent below market maximum in the case of the Underground Utilities Worker I classification to 17.0 percent above market for the Administrative Aide classification.
- Of the 40 classifications surveyed with differentials, 22 classifications (55.0 percent) had differentials below market at the maximum.

2.2 MARKET SUMMARY

From the analysis of the data gathered and as discussed above, several of the benchmark classifications' salary ranges were found to be below the City's desired competitive market position. This indicated the City could benefit from making some adjustments to the existing pay plan as appropriate. Recommendations in this regard are provided in the next chapter.



Chapter 3 - Recommendations

The analysis of the external market data revealed some possible areas of opportunities for improvement to the City's compensation structure. Evergreen worked to build on the strength of the existing pay plan and the internal equity of classifications when developing recommendations to keep pace with the labor market. Focus was placed on improving the overall competitiveness of the plan and making some adjustments to individual (classification) pay grade assignments as appropriate. Study recommendations, as well as the findings that led to each, are discussed in this chapter.

3.1 COMPENSATION SYSTEM

The compensation system analysis included conducting an external market salary survey to assess the competitiveness of the plan. During this assessment, the City's pay ranges for selected benchmark classifications were compared to the average of the identified market. Details regarding the external market assessment were provided in Chapter 2 of this report.

FINDING

Based on the external assessment conducted, the City's open-range pay plan was found to have salary ranges below the market for several of the benchmarked classifications, and overall lagged the market at the minimum of the salary ranges. Salary range spreads were comparable to the peers as the peers' ranges were, on average, 66.6 percent compared to the City's pay plan of 65.8 percent. While this difference did not indicate a need for change to the range spreads, the overall pay plan lagging the market did indicate an adjustment could be made.

RECOMMENDATION 1: Adjust the existing open-range pay plan to remain competitive with the market. An adjustment of three percent overall would place the plan at a competitive position within the studied market. This adjustment would also ensure the plan remains competitive for multiple years and allows for ample employee salary growth opportunity. Additionally, make changes to some classifications' pay grades based on internal and external equity. Then, implement the proposed plan (and pay grade changes) by transitioning employees' salaries into the adjusted plan.

Exhibit 3A shows the adjusted open-range pay plan which has 31 pay grades, numbered 20 through 50. The range spreads start at 60.0 percent for grades 20-25, the range spread progresses to 65% for grades 26-39, and then to 70% for the remaining grades.

EXHIBIT 3A
PROPOSED (ADJUSTED) PAY PLAN

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread
20	\$20,683.00	\$ 26,888.00	\$ 33,093.00	60%
21	\$21,717.00	\$ 28,232.00	\$ 34,747.00	60%
22	\$22,803.00	\$ 29,644.00	\$ 36,485.00	60%
23	\$23,943.00	\$ 31,126.00	\$ 38,309.00	60%
24	\$25,140.00	\$ 32,682.00	\$ 40,224.00	60%
25	\$26,397.00	\$ 34,316.00	\$ 42,235.00	60%
26	\$27,717.00	\$ 36,725.00	\$ 45,733.00	65%
27	\$29,103.00	\$ 38,562.00	\$ 48,020.00	65%
28	\$30,558.00	\$ 40,490.00	\$ 50,421.00	65%
29	\$32,086.00	\$ 42,514.00	\$ 52,942.00	65%
30	\$33,690.00	\$ 44,640.00	\$ 55,589.00	65%
31	\$35,375.00	\$ 46,872.00	\$ 58,369.00	65%
32	\$37,144.00	\$ 49,216.00	\$ 61,288.00	65%
33	\$39,001.00	\$ 51,677.00	\$ 64,352.00	65%
34	\$40,951.00	\$ 54,260.00	\$ 67,569.00	65%
35	\$42,999.00	\$ 56,974.00	\$ 70,948.00	65%
36	\$45,149.00	\$ 59,823.00	\$ 74,496.00	65%
37	\$47,406.00	\$ 62,813.00	\$ 78,220.00	65%
38	\$49,776.00	\$ 65,953.00	\$ 82,130.00	65%
39	\$52,265.00	\$ 69,251.00	\$ 86,237.00	65%
40	\$54,878.00	\$ 74,086.00	\$ 93,293.00	70%
41	\$57,622.00	\$ 77,790.00	\$ 97,957.00	70%
42	\$60,503.00	\$ 81,679.00	\$ 102,855.00	70%
43	\$63,528.00	\$ 85,763.00	\$ 107,998.00	70%
44	\$66,704.00	\$ 90,051.00	\$ 113,397.00	70%
45	\$70,039.00	\$ 94,553.00	\$ 119,066.00	70%
46	\$73,541.00	\$ 99,281.00	\$ 125,020.00	70%
47	\$77,218.00	\$ 104,245.00	\$ 131,271.00	70%
48	\$81,079.00	\$ 109,457.00	\$ 137,834.00	70%
49	\$85,133.00	\$ 114,930.00	\$ 144,726.00	70%
50	\$89,390.00	\$ 120,677.00	\$ 151,963.00	70%

After adjusting the pay plan by three percent, Evergreen slotted classifications into the appropriate pay range in the recommended plan. Both internal and external equity were analyzed when slotting the classifications. Assigning pay grades to classifications requires a balance of internal equity, desired market position, and recruitment and retention concerns.

Thus, market range data shown in Chapter 2 were not the sole criteria for the proposed pay ranges. Some classifications’ grade assignments varied from their associated market range due to the other factors mentioned above. The resulting recommended pay grades for each of the City’s classifications are shown in Exhibit 3B. It should be noted that some classification (job titles) may have changed as result of this study and are thus utilized in the exhibit.

**EXHIBIT 3B
PROPOSED PAY GRADES**

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Custodian	22	\$ 22,803.00	\$ 29,644.00	\$ 36,485.00
Maintenance Worker I	23	\$ 23,943.00	\$ 31,126.00	\$ 38,309.00
Pier Attendant				
Beach and Aquatics Maintenance Worker I	24	\$ 25,140.00	\$ 32,682.00	\$ 40,224.00
Lift Station Maintenance Trainee				
Pier Attendant Crew Chief				
Receptionist				
Stormwater Maintenance Worker Trainee				
Street Maintenance Worker Trainee				
Treatment Plant Maintenance Operator Trainee				
Utilities Meter Reader I				
Underground Utilities Worker Trainee				
Wastewater Facility Maintenance Mechanic Trainee				
Wastewater Facility Operator Trainee				
Water Storage & Pump Station Operator Trainee				
Carpenter I	25	\$ 26,397.00	\$ 34,316.00	\$ 42,235.00
CPO Maintenance Operator				
Customer Service Representative I				
Maintenance Worker II				
Roadside Maintenance Worker I				
Stormwater Maintenance Worker I				
Street Maintenance Worker				
Underground Utilities Worker I				
Administrative Support Specialist	26	\$ 27,717.00	\$ 36,725.00	\$ 45,733.00
Administrative Support Specialist - Recreation				
Administrative Assistant - Accounts Receivable - Parks and Recreation				
Crew Chief - Parks				
Crime Scene Investigator				
Meter Reset Worker				
Meter Service Technician I				
Treatment Plant Maintenance Operator I				
Utilities Meter Reader II				
Underground Utilities Worker II				

**EXHIBIT B
PROPOSED PAY GRADES (CONTINUED)**

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Accounts Payable Clerk				
Aquatics Crew Chief				
Crew Chief - Aquatics				
Crew Chief - Irrigation	27	\$ 29,103.00	\$ 38,562.00	\$ 48,020.00
Recreation Coordinator				
Senior Administrative Support - Civil Service				
Stormwater Maintenance Worker B				
Underground Utilities Worker III				
Aquatics, Concessions, Administrative Supervisor				
Beach and Surf Specialist				
Communications Officer				
Customer Service Representative II				
Electrician I	28	\$ 30,558.00	\$ 40,490.00	\$ 50,421.00
Firefighter Trainee				
Meter Service Technician II				
Street Senior Maintenance Worker				
Underground Utilities Worker IV				
Utilities Senior Locator				
Administrative Aide				
Administrative Aide - Licensing				
Administrative Aide to Dept Head				
Beach and Surf Specialist Supervisor				
Building Secretary				
CAD Operator I				
Carpenter II				
Division Secretary				
Firefighter				
Grounds Maintenance Supervisor				
Lift Station Mechanic A	29	\$ 32,086.00	\$ 42,514.00	\$ 52,942.00
Sales and Licensing Clerk				
Secretary/Receptionist				
Senior Administrative Support Specialist				
Stormwater Maintenance Worker A				
Treatment Plant Maintenance Operator III				
Treatment Plant Operator C				
Underground Utilities Worker V				
Wastewater Facility Operator C				
Wastewater Lift Station Mechanic A				
Water Storage and Pump Station Operator C				

**EXHIBIT B
PROPOSED PAY GRADES (CONTINUED)**

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Code Enforcement Officer				
Conservation Park Resource Officer				
Customer Service Supervisor				
Electrician II	30	\$ 33,690.00	\$ 44,640.00	\$ 55,589.00
Mechanic II				
Roadside Maintenance Foreman				
Treatment Plant Belt Press Operator				
Underground Utilities Worker VI				
Athletic Supervisor				
CAD Operator II				
Cross Connection Technician II				
Facility and Event Coordinator				
Field Inspector/Cross Connection Coordinator	31	\$ 35,375.00	\$ 46,872.00	\$ 58,369.00
Firefighter/Emergency Medical Technician				
Irrigation Maintenance Supervisor				
Treatment Plant Operator B				
Utility Field Inspector II				
Administrative Supervisor				
Treatment Plant Operator A	32	\$ 37,144.00	\$ 49,216.00	\$ 61,288.00
Water Storage and Pump Station Operator A				
Field Inspector III				
Instrument Control Technician II				
Police Officer				
Public Works Field Inspector III				
Stormwater Superintendent	33	\$ 39,001.00	\$ 51,677.00	\$ 64,352.00
Treatment Plant Maintenance Supervisor				
Utilities Crew Chief II				
Utilities Foreman				
Waste Water Facility Maintenance Supervisor				
Assistant Planner				
Firefighter/Paramedic	34	\$ 40,951.00	\$ 54,260.00	\$ 67,569.00
Payroll Coordinator				
Street Superintendent				

**EXHIBIT B
PROPOSED PAY GRADES (CONTINUED)**

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Building Code Administrator				
Building Inspector				
City Clerk				
Code Enforcement Manager				
Police Corporal				
Information Technology Specialist	35	\$ 42,999.00	\$ 56,974.00	\$ 70,948.00
Instrument Control Technician III				
Licensing Technical Manager				
Police Network Engineer				
Public Information Officer				
Water Department Billing Manager				
Aquatics Director	36	\$ 45,149.00	\$ 59,823.00	\$ 74,496.00
Communications Officer Supervisor				
Fire Lieutenant				
Police Sergeant	37	\$ 47,406.00	\$ 62,813.00	\$ 78,220.00
Treatment Plant Laboratory Supervisor				
Administrative Officer				
Fire Lieutenant/Emergency Medical Technician	38	\$ 49,776.00	\$ 65,953.00	\$ 82,130.00
Water Treatment Plant Superintendent				
Police Lieutenant				
Senior Planner				
Accounting Supervisor	39	\$ 52,265.00	\$ 69,251.00	\$ 86,237.00
Utilities Superintendent				
Fire Captain/Fire Inspector				
Engineer I				
Fire Lieutenant/Fire Inspector	40	\$ 54,878.00	\$ 74,086.00	\$ 93,293.00
Public Works Engineer I				
Wastewater Treatment Plant Superintendent				
Fire Captain	41	\$ 57,622.00	\$ 77,790.00	\$ 97,957.00
Human Resources Director				
Battalion Chief				
Building Official	42	\$ 60,503.00	\$ 81,679.00	\$ 102,855.00
Police Captain				
Deputy Fire Chief	43	\$ 63,528.00	\$ 85,763.00	\$ 107,998.00

**EXHIBIT B
PROPOSED PAY GRADES (CONTINUED)**

Recommended Class Title	Proposed Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
Deputy Police Chief				
Leisure Services Director	44	\$ 66,704.00	\$ 90,051.00	\$ 113,397.00
Utilities Engineer II				
Fire Chief				
City Engineer	46	\$ 73,541.00	\$ 99,281.00	\$ 125,020.00
Finance Director				
Planning and Building Deputy Director				
Police Chief	47	\$ 77,218.00	\$ 104,245.00	\$ 131,271.00
Public Works Director	48	\$ 81,079.00	\$ 109,457.00	\$ 137,834.00
Utilities Director				

After assigning pay grades to classifications, the next step was to develop appropriate methods (options) for transitioning employees' salaries into the revised pay plan. While Evergreen provided several options, at the time of this report, the City was reviewing additional methods for potential adjustments to employees' salaries consistent with its existing pay practices. For this reason, the methods and associated estimated cost for implementation of the adjustments to the pay plan are not provided herein.

3.2 SYSTEM ADMINISTRATION

The City's compensation system will continue to require periodic maintenance. The recommendations provided to improve the competitiveness of the plan were developed based on conditions at the time the data were collected. Without proper upkeep, the potential for recruitment and retention issues may increase as the compensation and classification system becomes dated and less competitive.

RECOMMENDATION 2: Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make changes to pay grade assignments if necessary.

While it is unlikely that the pay plan in total will need to be adjusted for several years, a small number of classifications' pay grades may need to be reassigned more frequently. If one or more classifications are exhibiting high turnover or are having difficulty with recruitment, The City should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s). If increasing a classification's pay grade based on market data does not help with the recruitment and/or retention issues, it may be necessary for the City to offer incentives to attract employees to the position and/or to encourage employees to remain in the position.

RECOMMENDATION 3: Conduct a comprehensive classification and compensation study every three to five years.

Small-scale salary surveys can improve the market position of specific classifications, but it is recommended that a full classification and compensation study be conducted every three to five years to preserve both internal and external equity. Changes to classification and compensation do occur, and while the increments of change may seem minor, they can compound over time. A failure to react to these changes quickly has the potential to place The City in less than desirable position for recruiting and retaining quality employees.

3.3 SUMMARY

The recommendations in this report provide an update to the City's compensation system for its employees. By implementing the adjusted pay plan, the City should have a responsive compensation system for several years to come. While the upkeep of this will require work, the City will find that having a more competitive compensation system that enhances strong recruitment and employee retention is well worth this commitment.

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 29

FUND	GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.12-10	Salaries-Regular	597,500.00	1,350.00	598,850.00
TO	001-1300-513.21-10	FICA	48,540.00	105.00	48,645.00
TO	001-1300-513.22-10	Retirement	53,780.00	135.00	53,915.00
TO	001-2400-524.12-10	Salaries-Regular	610,000.00	1,200.00	611,200.00
TO	001-2400-524.21-10	FICA	48,403.00	95.00	48,498.00
TO	001-2400-524.22-10	Retirement	44,707.00	120.00	44,827.00
TO	001-2200-522.12-10	Salaries-Regular	2,270,000.00	15,750.00	2,285,750.00
TO	001-2200-522.21-10	FICA	197,749.00	1,210.00	198,959.00
TO	001-2200-522.22-10	Retirement	170,812.00	1,260.00	172,072.00
TO	001-7201-572.12-10	Salaries-Regular	810,000.00	600.00	810,600.00
TO	001-7201-572.21-10	FICA	82,831.00	50.00	82,881.00
TO	001-7201-572.22-10	Retirement	82,898.00	50.00	82,948.00
TO	001-2101-521.12-10	Salaries-Regular	3,881,000.00	35,800.00	3,916,800.00
TO	001-2101-521.21-10	FICA	335,580.00	2,750.00	338,330.00
TO	001-2101-521.22-10	Retirement	70,000.00	6,025.00	76,025.00
TO	001-4100-541.12-10	Salaries-Regular	605,000.00	450.00	605,450.00
TO	001-4100-541.21-10	FICA	52,232.00	40.00	52,272.00
TO	001-4100-541.22-10	Retirement	47,032.00	40.00	47,072.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	6,429,603.00	(67,030.00)	6,362,573.00
UTILITY					
TO	401-3300-533.12-10	Salaries-Regular	1,954,500.00	1,300.00	1,955,800.00
TO	401-3300-533.21-10	FICA	159,066.00	100.00	159,166.00
TO	401-3300-533.22-10	Retirement	159,949.00	120.00	160,069.00
TO	401-3500-535.12-10	Salaries-Regular	2,272,500.00	1,500.00	2,274,000.00
TO	401-3500-535.21-10	FICA	186,170.00	115.00	186,285.00
TO	401-3500-535.22-10	Retirement	207,280.00	130.00	207,410.00
TO	401-3800-538.12-10	Salaries-Regular	348,500.00	220.00	348,720.00
TO	401-3800-538.21-10	FICA	28,240.00	20.00	28,260.00
TO	401-3800-538.22-10	Retirement	35,230.00	20.00	35,250.00
FROM	401-8100-999.96-00	Reserves Available for Expenditures	37,497,343.00	(3,525.00)	37,493,818.00
Check Adjustment Totals:			59,286,445.00	0.00	59,286,445.00

Exhibit B

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT

To amend budget to implement pay plan adjustments for employees below market - 8 pay periods

Annual cost = 229,304 (salary and benefits)

ROUTING FOR APPROVAL

DEPARTMENT HEAD _____ DATE _____

CITY MANAGER _____ DATE _____

FINANCE DIRECTOR _____ DATE _____

AGENDA ITEM #

1

REGULAR ITEM 2



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration / Mario Gisbert

2. MEETING DATE:

May 24, 2018

3. REQUESTED MOTION/ACTION:

Request Council to approve the concept of a current payout of vested sick leave to eligible employees up to a predetermined maximum number of hours

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

As of September 30, 2017, the City's liability for accrued sick leave was approximately \$3.2 million dollars. A new sick leave policy was adopted in June of 2017 which modified the payout of sick leave at termination of employment - payouts were eliminated for new employees hired after June 30, 2017 and sick leave hours were "frozen" for purposes of payout at June 30, 2017 levels for employees hired prior to that date. As such, the number of sick leave hours eligible for payout can decrease over time but they cannot increase.

For a number of years, employees have inquired about possible alternative options for the payout of sick leave hours to avoid the large tax implications of receiving all of their sick leave pay at one time at separation of employment. From the City's standpoint, it is difficult to budget the payout of sick leave hours because it is often not known at budget time who may terminate employment during the upcoming year. In an effort to address the concerns of both parties, we are suggesting that the Council consider offering all City employees who are currently vested in all or a portion of their sick leave, the option of receiving up to a predetermined maximum number of hours currently. Each eligible employee may elect to receive any portion of their vested sick leave up to the maximum allowed. The program would be strictly voluntary so each eligible employee could choose what made the most sense for them based upon their individual circumstances. From the City's standpoint, a portion of the outstanding liability would be permanently removed from the City's books at today's rate of pay as opposed to the rate in place years down the road. This would be somewhat offset by the fact that these payouts would be wages for purposes of pension calculations thus both the employer and employee would be required to contribute the applicable pension percentages on any payout of sick leave hours.



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration / Mario Gisbert

2. MEETING DATE:

May 24, 2018

3. REQUESTED MOTION/ACTION:

Request Council to approve the concept of a current payout of vested sick leave to eligible employees up to a predetermined maximum number of hours

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The attached summary has been prepared to illustrate the maximum cost at three separate levels of maximum hours - 100, 150 and 200. It is extremely unlikely that all eligible employees would opt to be paid out currently for sick leave hours. Additionally, a number of employees with eligible sick leave are currently in the DROP thus no pension contribution would be required on their payout. Only employees with vested sick leave would be eligible to participate should the Council decide to move forward which means only those employees with 10 years of service or more as of May 31, 2018 would be eligible - approximately 123 employees.

STAFF recommends approval of the program as outlined above at whatever maximum hours Council deems approximate -100, 150 or 200. Eligible employees would be those with vested sick leave determined as of the pay period beginning May 31, 2018 with rates of pay as of that time used for purposes of the payout calculation. Eligible employees would have until June 15, 2018 to determine what portion of their vested sick leave (up to the maximum) they wished to be paid for currently. Staff would then determine the dollar implications based upon employee participation and bring a budget amendment back to Council for approval. Adequate reserves have been set aside for the payment of accrued sick leave to pay for any of the three scenarios outlined in the attached summary.

Should the program be successful, staff would recommend looking at a similar option being offered again in several years which would allow the City to more accurately estimate future cash outflows for accrued sick leave and would provide eligible employees more options with regard to managing the tax implications of their payouts.

GENERAL FUND

100 HR MAXIMUM PAYOUT

150 HR MAXIMUM PAYOUT

200 HR MAXIMUM PAYOUT

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
Admin	\$12,227.50	\$2,158.15	\$14,385.65
Police	\$79,801.88	\$19,671.16	\$99,473.04
Fire	\$43,528.00	\$6,812.13	\$50,340.13
Building/Comp Plan	\$14,021.44	\$2,474.78	\$16,496.23
Street	\$14,411.10	\$2,543.56	\$16,954.66
Recreation	\$11,794.73	\$2,081.77	\$13,876.50
			<u>\$211,526.21</u>

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$18,341.25	\$3,237.23	\$21,578.48
	\$116,224.74	\$28,649.40	\$144,874.14
	\$64,464.25	\$10,088.65	\$74,552.90
	\$18,555.11	\$3,274.98	\$21,830.09
	\$20,590.15	\$3,634.16	\$24,224.31
	\$14,112.78	\$2,490.90	\$16,603.68
			<u>\$303,663.61</u>

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$23,621.45	\$4,169.19	\$27,790.63
	\$151,906.49	\$37,444.95	\$189,351.44
	\$85,109.18	\$13,319.59	\$98,428.76
	\$22,300.11	\$3,935.97	\$26,236.08
	\$26,627.40	\$4,699.74	\$31,327.14
	\$15,721.65	\$2,774.87	\$18,496.52
			<u>\$391,630.58</u>

Current Reserves for Accrued Compensated Absences General Fund

\$520,000.00

CRA FUND

100 HR MAXIMUM PAYOUT

150 HR MAXIMUM PAYOUT

200 HR MAXIMUM PAYOUT

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$6,272.14	\$1,107.03	<u>\$7,379.17</u>

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$8,191.86	\$1,445.86	<u>\$9,637.72</u>

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$9,497.11	\$1,676.24	<u>\$11,173.35</u>

UTILITY FUND

100 HR MAXIMUM PAYOUT

150 HR MAXIMUM PAYOUT

200 HR MAXIMUM PAYOUT

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
Water	\$35,530.60	\$6,271.15	\$41,801.75
Sewer	\$45,263.56	\$7,989.02	\$53,252.58
Stormwater	\$7,661.07	\$1,352.18	\$9,013.25
			<u>\$104,067.58</u>

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$50,695.44	\$8,947.74	\$59,643.18
	\$64,993.10	\$11,471.28	\$76,464.38
	\$10,365.40	\$1,829.49	\$12,194.90
			<u>\$148,302.46</u>

	<u>Wages</u>	<u>Benefits</u>	<u>Total</u>
	\$64,288.13	\$11,346.85	\$75,634.98
	\$83,831.05	\$14,796.18	\$98,627.23
	\$12,053.50	\$2,127.44	\$14,180.94
			<u>\$188,443.15</u>

Current Reserves for Accrued Compensated Absences Utility Fund

\$350,000.00

AGENDA ITEM #

2

PIER FUND

100 HR MAXIMUM PAYOUT

Wages	Benefits	Total
\$6,237.84	\$1,100.98	<u>\$7,338.82</u>

150 HR MAXIMUM PAYOUT

Wages	Benefits	Total
\$9,101.84	\$1,606.47	<u>\$10,708.31</u>

200 HR MAXIMUM PAYOUT

Wages	Benefits	Total
\$11,393.78	\$2,011.00	<u>\$13,404.78</u>

AQUATIC CENTER

100 HR MAXIMUM PAYOUT

Wages	Benefits	Total
\$2,237.00	\$394.83	<u>\$2,631.83</u>

150 HR MAXIMUM PAYOUT

Wages	Benefits	Total
\$3,355.50	\$592.25	<u>\$3,947.75</u>

200 HR MAXIMUM PAYOUT

Wages	Benefits	Total
\$4,474.00	\$789.66	<u>\$5,263.66</u>

TOTAL CITYWIDE

\$332,943.62

\$476,259.85

\$609,915.52

Adequate reserves for accrued compensated absences exist to support all (3) of the above scenarios

GENERAL FUND

	100 HR MAXIMUM PAYOUT			150 HR MAXIMUM PAYOUT			200 HR MAXIMUM PAYOUT		
	Wages	Benefits	Total	Wages	Benefits	Total	Wages	Benefits	Total
Admin	\$12,227.50	\$2,158.15	\$14,385.65	\$16,341.25	\$3,237.23	\$21,578.48	\$24,455.00	\$4,316.31	\$28,771.31
Police	\$77,235.26	\$19,038.49	\$96,273.75	\$112,370.63	\$27,899.36	\$140,069.99	\$146,764.88	\$36,177.54	\$182,942.42
Fire	\$43,629.01	\$8,827.94	\$50,456.95	\$65,424.78	\$10,238.97	\$75,663.75	\$88,657.25	\$13,561.88	\$100,219.11
Building/Comp Plan	\$18,298.44	\$3,227.91	\$21,526.35	\$24,955.61	\$4,404.67	\$29,360.28	\$30,834.11	\$5,442.22	\$36,276.33
Street	\$18,882.55	\$3,332.77	\$22,215.32	\$27,281.80	\$4,811.67	\$32,073.28	\$35,498.85	\$6,266.55	\$41,764.40
Recreation	\$13,138.25	\$2,318.90	\$15,457.15	\$15,458.30	\$2,728.04	\$18,186.33	\$17,085.17	\$3,012.00	\$20,077.17
			<u>\$220,305.19</u>			<u>\$316,930.09</u>			<u>\$410,050.74</u>

Current Reserves for Accrued Compensated Absences General Fund \$520,000.00

Benefits amount does include pension - need to follow up with legal but per my reading of ordinance payout of leave would be compensation for purposes of plan because not paid upon termination of employment.

- GE 10%
- Police 17%
- Fire 8%

CRA FUND

	100 HR MAXIMUM PAYOUT			150 HR MAXIMUM PAYOUT			200 HR MAXIMUM PAYOUT		
	Wages	Benefits	Total	Wages	Benefits	Total	Wages	Benefits	Total
	\$6,415.86	\$1,132.38	\$7,548.03	\$8,335.38	\$1,471.19	\$9,806.57	\$9,640.63	\$1,701.57	\$11,342.20

UTILITY FUND

	100 HR MAXIMUM PAYOUT			150 HR MAXIMUM PAYOUT			200 HR MAXIMUM PAYOUT		
	Wages	Benefits	Total	Wages	Benefits	Total	Wages	Benefits	Total
Water	\$35,532.70	\$6,271.52	\$41,804.23	\$50,697.94	\$8,948.19	\$59,646.13	\$64,525.28	\$11,388.71	\$75,913.97
Sewer	\$45,264.46	\$7,999.18	\$53,263.64	\$65,008.40	\$11,473.98	\$76,482.39	\$83,846.35	\$14,798.88	\$98,645.23
Stormwater	\$7,911.83	\$1,388.40	\$9,300.00	\$10,615.98	\$1,873.72	\$12,489.68	\$12,304.05	\$2,171.67	\$14,475.72
			<u>\$104,385.80</u>			<u>\$148,618.19</u>			<u>\$189,034.92</u>

Current Reserves for Accrued Compensated Absences Utility Fund \$350,000.00

PIER FUND

	100 HR MAXIMUM PAYOUT			150 HR MAXIMUM PAYOUT			200 HR MAXIMUM PAYOUT		
	Wages	Benefits	Total	Wages	Benefits	Total	Wages	Benefits	Total
	\$6,237.84	\$1,100.98	\$7,338.82	\$9,101.64	\$1,608.47	\$10,708.31	\$11,393.78	\$2,011.00	\$13,404.78

AQUATIC CENTER

	100 HR MAXIMUM PAYOUT			150 HR MAXIMUM PAYOUT			200 HR MAXIMUM PAYOUT		
	Wages	Benefits	Total	Wages	Benefits	Total	Wages	Benefits	Total
	\$2,237.00	\$394.83	\$2,631.83	\$3,355.50	\$592.25	\$3,947.75	\$4,474.00	\$789.88	\$5,263.88

TOTAL CITYWIDE \$342,189.75 \$499,010.91 \$625,096.31

Adequate reserves for accrued compensated absences exist to support all (3) of the above scenarios

AGENDA ITEM #

2

REGULAR

ITEM 3



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration

2. MEETING DATE:

5/24/18

3. REQUESTED MOTION/ACTION:

Approve RFQ Ranking for Health Insurance Broker

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

An RFQ was posted on 4/13/2018 and 12 bids were received for a new broker for employee health insurance and related benefits to begin as soon as feasibly possible. Four groups were chosen to be best qualified for interview.

A five member committee consisting of Mario Gisbert, Holly White, Kim Skibba, Carrie Jagers and Lori Philput participated in the interviews from four firms and a majority of the committee ranked them accordingly.

First - Pritchard & Jerden,
Second- Gehring Group,
Third- PRIA (Brown & Brown), and
Fourth – Hub

Staff recommends approval.

If the Council approves the ranking, will negotiate a Professional Services Agreement for the broker/ consultant services related to the City's employee health insurance and related benefits with the Firms based on the order of ranking, and return a negotiated Agreement to the Council for approval.

RESOLUTION 18-93

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE CITY TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT FOR THE CITY'S EMPLOYEE HEALTH INSURANCE AND RELATED BENEFITS BROKER/CONSULTANT SERVICES; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City has requested statements of qualifications from firms for employee health insurance and related benefits broker/consultant services; and

WHEREAS, twelve firms responded to the RFQ; and

WHEREAS, a five member evaluation committee individually reviewed the statements of qualifications and heard presentations from four firms; and

WHEREAS, based on the evaluations of the statements of qualifications and team presentations, the committee ranked Pritchard & Jerden No.1 for purposes of entering negotiations for a satisfactory contract for this work.

BE IT RESOLVED that appropriate officers of the City are authorized and directed to attempt to negotiate a Professional Services Agreement for the broker/consultant services related to the City's employee health insurance and related benefits with one of the Firms in the following order of ranking:

- First - Pritchard & Jerden,
- Second- Gehring Group,
- Third- PRIA (Brown & Brown), and
- Fourth – Hub

and to return the negotiated Agreement to the City Council for approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____, 2018.

CITY OF PANAMA CITY BEACH

By: _____
MIKE THOMAS, Mayor

ATTEST:

JO SMITH, City Clerk

AGENDA ITEM # 3

REGULAR

ITEM 4



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration

2. MEETING DATE:

5/24/18

3. REQUESTED MOTION/ACTION:

Approve RFP

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

An RFP was posted on 4/12/2018 and 3 bids were received. Florida League of Cities, Halifax/Acentria and Hall Insurance responded. The below bid was the lowest and best.

Approve Hall Insurance from 13510 Hutchison Blvd bid for windstorm for existing wind coverage for the City's 38 buildings currently covered. The annual premium is \$63000.81 which is a significant savings. All properties will be with one broker making it easy to determine coverage. Included in this bid are buildings that were not previously covered for wind. We will continue to work to cover all of the City's assets appropriately with the added savings.

RESOLUTION 18-94

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH HALL INSURANCE COMPANY FOR THE PROVISION OF WINDSTORM INSURANCE THROUGH UNITED SPECIALTY INSURANCE COMPANY AND NATIONAL FIRE AND MARINE INSURANCE COMPANY, FOR THE CITY'S BUILDINGS IN THE BASIC ANNUAL AMOUNT OF \$63,000.81.

BE IT RESOLVED that the appropriate Officers of the City are authorized to execute and deliver on behalf of the City that certain Agreement between the City and Hall Insurance Company for the provision of windstorm insurance for the City's buildings through United Specialty Insurance Company and National Fire and Marine Insurance Company, in the basic annual amount of Sixty Three Thousand Dollars and Eighty One Cents (\$63,000.81), in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____, 2018.

CITY OF PANAMA CITY BEACH

By _____
MIKE THOMAS, MAYOR

ATTEST:

JO SMITH, CITY CLERK

AGENDA ITEM # 4

**REGULAR
ITEM 5**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

City Manager Mario Gisbert

2. MEETING DATE:

May 24, 2018

3. REQUESTED MOTION/ACTION:

Approve engagement of Hand Arrendall Harrison Sale LLC for provision of legal services to the City and approve their rates of compensation.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

In January, 2018, the law firm of City Attorney, Amy Myers, Harrison Sale McCloy Chartered merged with the law firm of Hand Arrendall LLC to form Hand Arrendall Harrison Sale LLC. This resolution approves the formal engagement of the new firm to continue Ms. Myers' service as City Attorney and the internal referral of work by Ms. Myers to other attorneys within the firm.

The resolution also establishes specific rates of compensation for the firm's member attorneys, associate attorneys, and paralegals. Barring unanticipated litigation, Staff anticipates that these rates are within the City's legal budget for the remainder of the fiscal year, and thus a budget amendment is not required.

RESOLUTION 18-95

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA CONFIRMING THE ENGAGEMENT OF THE LAW
FIRM HAND ARENDALL HARRISON SALE LLC AND THEIR
COMPENSATION.**

BE IT RESOLVED that the City hereby agrees to retain Hand Arendall Harrison Sale LLC, formerly Harrison Sale McCloy Chartered, the law firm of City Attorney Amy Myers, for professional legal services required by the City. Effective June 1, 2018, the City agrees to pay \$250.00 for members, \$200.00 for associates, \$85 for paralegals, and \$350.00 for a monthly retainer.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____, 2018.

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Jo Smith, City Clerk

AGENDA ITEM # 5

HAND ARENDALL HARRISON SALE LLC

304 MAGNOLIA AVENUE ■ PANAMA CITY, FLORIDA 32401
(850) 769-3434 ■ Facsimile: (850) 769-6121

May 18, 2018

Mario Gisbert, City Manager
City of Panama City Beach
mgisbert@pcb.gov

Dear Mario,

As you know, on January 1, 2018 our firm merged with an Alabama firm to become Hand Arendall Harrison Sale, LLC. I write to confirm in writing my engagement as your City Attorney with that new firm, and that our internal referral and billing policies have not changed. We are terrifically excited about this new chapter in our firm, and look forward to continuing to provide the most qualified and in depth legal services to the City, especially with the depth of resources now available to us all.

This letter will also confirm our conversations over the last several months regarding an updated fee structure for my firm's provision of services: \$250 for members (f/k/a/ partners), \$200 for associates, and \$85 for paralegals, effective June 1. Our current hourly rates, \$175 (partners), \$135 (associates) and \$70 (paralegals), were set by the Council in 1996, though specific rate increases for me and Doug were updated in 2015 and 2008, respectively. We are not proposing to change the \$350 flat monthly retainer paid for attendance of any number of HAHS attorneys at the City's regular Council meetings. We believe you will find the updated rates are comparable to those fees paid by other local governments for retention of general counsel.

As you know, we very much appreciate the confidence the City has placed in us. We will continue to strive to earn that confidence daily and provide the most efficient and cost effective legal services available.

Very truly yours,


Amy E. Myers

AGENDA ITEM # 5

**REGULAR
ITEM 6**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

CRA/Kelly Jenkins

2. MEETING DATE:

05/24/2018

3. REQUESTED MOTION/ACTION:

Approve the agreement for the purchase of right of way at the northeast corner of Alf Coleman and Middle Beach Road from 68V Moonraker (FL) 2017, LLC in the amount of \$119,300.00.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The CRA has preliminary design plans for the future Alf Coleman Roadway Improvements. In those design plans, additional right of way was identified as necessary to be acquired to build those improvements. The Moonraker Subdivision is under construction at the Northeast corner of Alf Coleman and Middle Beach Road. During the design of this subdivision the property owners agreed to remove that right of way from their plans to enable the CRA to purchase. An appraisal was performed by Chandler and Associates, Inc. on this 0.39 acres of right of way (shown in attached Exhibit). The valuation came back with a Fair Market Value in the amount of \$119,300.00. The owners of the property have agreed to this value and an agreement is attached. There are sufficient funds in this years budget and staff recommends approval.

RESOLUTION 18-96

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH 68V MOONRAKER (FL) 2017, LLC, RELATED TO THE PURCHASE OF RIGHT OF WAY ALONG ALF COLEMAN AND HUTCHISON BLVD. IN THE AMOUNT OF \$119,300; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED that the appropriate Officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and 68V Moonraker (FL) 2017, LLC, relating to the purchase of right of way along Alf Coleman and Hutchison Blvd. in the amount of One Hundred Nineteen Thousand Three Hundred Dollars (\$119,300) in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

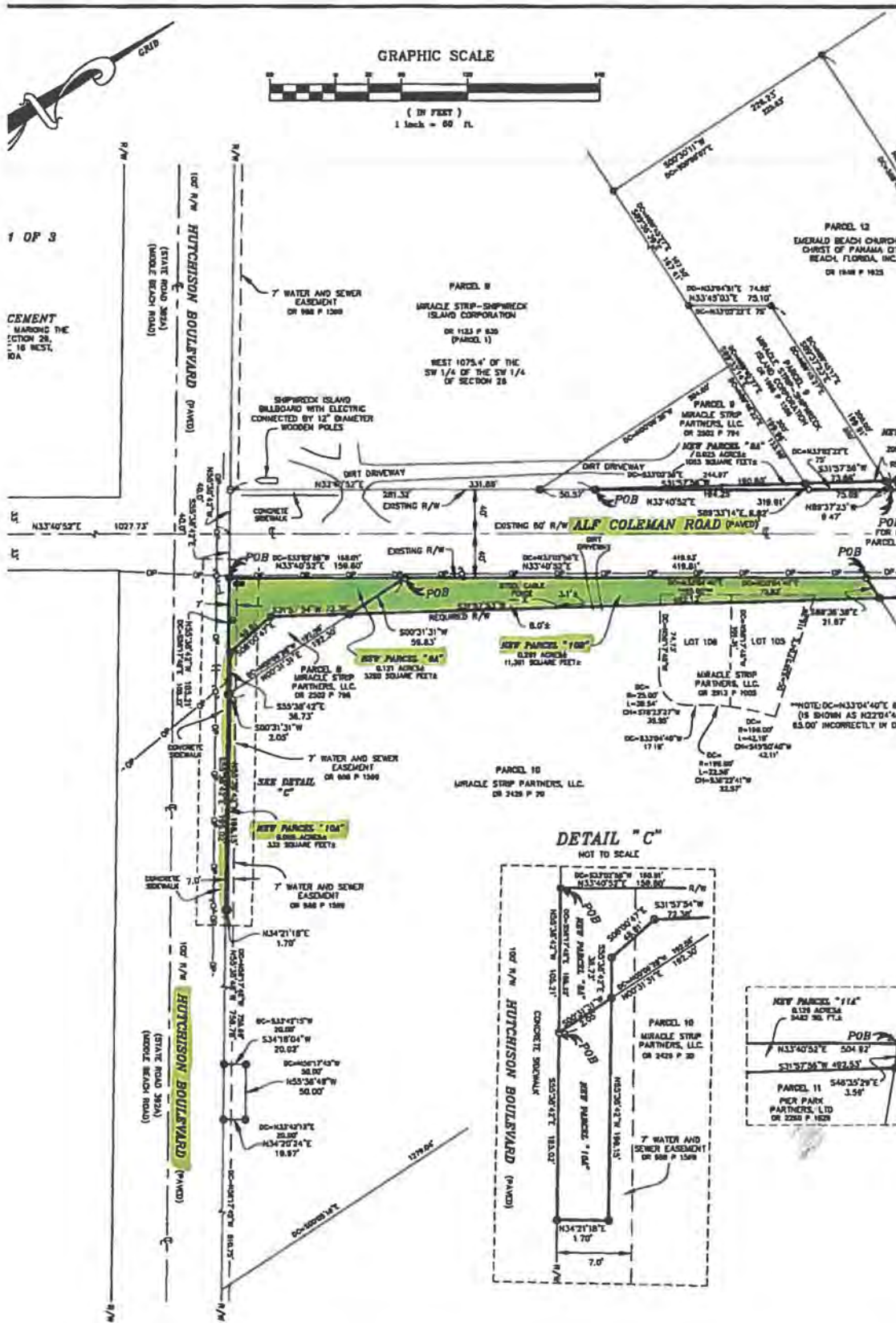
PASSED in regular session this ___ day of _____, 2018.

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Jo Smith City Clerk



REVISIONS	DATE	REVISIONS	COMPUTED BY	OF
0 DESCRIPTION FOR NEW PARCEL 8, 14, 12 AND 14.	12/22/2008	REVISED THE BOUNDARY AND DESCRIPTION FOR NEW PARCEL 27B.	T. FISHER	8502
1 SHOW NEW OWNERSHIP.	1/4/2007	REVISED THE ACREAGE FOR NEW PARCEL 27B.		
2 DESCRIPTION FOR NEW PARCEL 22.	4/2/2008	REVISED BOUNDARY AND DESCRIPTION FOR NEW PARCELS "1A", "2A", "4A", "5A", "8A", "9A", "10A", "10B", "11A", & "12A". REVISED NEW PARCEL "20" INTO NEW PARCEL "15A", "15B" AND "17A". ADDED NEW PARCELS "14A" & "14B" AND BARRIAGE EASEMENTS "15C" & "20A".	S. DOMINGUEZ	
3 DESCRIPTION FOR NEW PARCEL 22.			P. SNELGROVE	
4 PARCELS 17A, 27A AND 27B.				PL 8 8502 8502

AGENDA ITEM # 6

REAL ESTATE SALES CONTRACT

STATE OF FLORIDA

COUNTY OF BAY

THIS REAL ESTATE SALES CONTRACT (this "Contract") is made by and between 68V Moonraker (FL) 2017, LLC, a Florida limited liability company ("Seller") and the CITY OF PANAMA CITY BEACH, FLORIDA, a municipal corporation ("Purchaser"), upon the terms and conditions set forth herein.

ARTICLE I

1.01. Seller hereby agrees to sell and convey by statutory warranty deed (the "Deed"), and Purchaser hereby agrees to purchase and pay for, all that certain real estate located in Bay County, Florida described as follows:

SEE ATTACHED EXHIBIT A
(sometimes referred to as the "Property").

Seller also sells and agrees to sell and convey, and Purchaser hereby agrees to pay for, all and singular, the rights and appurtenances pertaining to the Property, including any right, title and interest of Seller in and to adjacent streets, alleys, or rights-of-way, and including any rights of Seller to any oil, gas, and other minerals, together with any improvements and fixtures situated on and attached to the Property or appurtenant thereto (all of such real property, leases, rights, and appurtenances being hereinafter collectively referred to as the "Property"), for the consideration and upon the terms and conditions hereinafter set forth.

ARTICLE II

PURCHASE PRICE

Amount of Purchase Price

2.01. The purchase price (herein called the "Purchase Price") for said Property shall be the sum of ONE HUNDRED NINETEEN THREE HUNDRED DOLLARS (\$119,300).

Deposit

2.02. Purchaser shall deposit with Hand Arendall Harrison Sale LLC. the sum of Five Thousand Dollars (\$5,000.00) as an Escrow Deposit that shall be credited to the Purchaser at Closing.

Payment of Purchase Price

2.03. Purchaser shall pay at Closing the sum of One Hundred Fourteen Thousand Three Hundred Dollars (\$114,300) in cash or certified funds.

ARTICLE III

PURCHASER'S OBLIGATIONS

Conditions to Purchaser's Obligations

3.01. The obligation of Purchaser hereunder to consummate the transaction contemplated hereby is subject to the satisfaction of each of the following conditions (any of which may be waived in whole or in part by Purchaser at or prior to the closing):

Title Commitment

3.02. Five (5) days prior to Closing, Purchaser shall secure, at Purchaser's expense, a title insurance commitment ("Title Commitment"). The Title Commitment shall commit to issue to Purchase an owner's title insurance policy in an amount equal to the total Purchase Price of the

Property upon recording of the deed hereinafter called for, free and clear of all liens and encumbrances except the standard exceptions or qualification usually printed in the title insurer's commitment form and permitted exceptions identified herein. Purchaser shall have five (5) days from the date of receiving the Title Commitment to examine same and, if the title is found to be defective, Purchaser shall, within (2) days, notify Seller in writing specifying the defects and Seller shall have thirty (30) days from receipt of notice within which to cure said defects. If Seller is unsuccessful in removing the defects within that time to the reasonable satisfaction of Purchaser, Purchaser shall have the option of either (i) accepting title as it then is, including the title defect, or (ii) terminating this Contract whereupon Purchaser and Seller shall be released from all obligations under the Contract. Seller agrees that it will in good faith use due diligence to correct the title defect within the time provided but Seller shall not be obligated to expend any of Seller's funds to correct any such title defect.

Access and Inspection Rights

3.03. Purchaser may, prior to the Closing Date, personally or through its employees, representatives and consultants, make such inspections, tests and investigations of the Property (including, without limitation, environmental inspections, borings and physical samplings) as Purchaser deems necessary or desirable, and Seller shall cooperate fully in such inspections, tests, investigations and examinations and shall instruct its employees, representatives and agents to cooperate fully. Such inspections, tests, investigations and examinations shall be done at reasonable times and under reasonable circumstances.

Furthermore, from and during this Contract, Purchaser shall have the right to enter upon the Property for purposes of conducting any such inspections, tests, and investigations of the Property as

Purchaser deems necessary or desirable and such right in Purchaser shall extend to Purchaser's agents, representatives, consultants, and contractors. Any damage to the Property or improvements caused by any such entry, inspections, tests, or investigations shall be repaired immediately by Purchaser. Purchaser shall indemnify Seller and hold Seller harmless from and in respect of any loss, costs, damage or expense as a result of any claim asserted against Seller arising out of such entry, inspections, tests or investigations.

Purchaser understands that it is purchasing the Property in "as-is, where-is" condition and that no stated or implied representations or warranties of any nature whatsoever have been made by the Seller pertaining to the size, shape, location or condition of the Property, or pertaining to the site, environmental matters, toxic waste, radon gas, etc.

ARTICLE IV

CLOSING

4.01. The Closing shall be at the offices of Hand Arendall Harrison Sale LLC, 304 Magnolia Avenue, Panama City, Florida, on or before June 15, 2018, unless the parties agree in writing to another date and place for Closing.

4.02. Real property taxes, water rates and sewer charges, and rents, if any, shall be prorated and adjusted on the basis of thirty (30) days of each month, Seller to have the last day, to the date of Closing. Taxes for all prior years shall be paid by Seller. If the Closing shall occur before the tax rate is fixed for the then-current year, the apportionment of taxes shall be upon the basis of the tax rate for the preceding year applied to the latest assessed valuation, with the proration to be adjusted between the parties based on actual taxes for the year in which Closing occurs at the time such actual taxes are determined. Assessments, either general or special, for improvements completed prior to

the date of Closing, whether matured or unmatured, shall be paid in full by Seller. All other assessments shall be paid by Purchaser.

4.03. At the Closing, Seller shall:

(a) Deliver to Purchaser a duly executed and acknowledged special warranty deed conveying good and marketable title in fee simple to all of the Property, free and clear of any and all liens, encumbrances, conditions, easements, assessments, and restrictions.

(b) Deliver to Purchaser an Affidavit of Non-Foreign Status of Seller executed by Seller.

(c) Deliver to Purchaser and the Closing Agent affidavits by knowledgeable persons that there are no liens and encumbrances, existing or contingent, against the Property.

(d) Deliver to Purchaser possession of the Property.

4.04. At the Closing, Purchaser shall:

(a) Deliver to Seller the cash portion of the Purchase Price.

4.05. Each party shall pay any attorney's fees incurred by such party. Purchaser shall pay for the following: documentary tax stamps affixed to the Deed; the cost of the Title Insurance Policy and related charges for examination, search and closing; and the cost of recording the Deed. All other costs and expenses of Closing the sale and purchase and loans shall be borne and paid by the party requesting the item or service.

ARTICLE V

LEGISLATIVE ACTION

5.01. This agreement and purchase is wholly contingent upon the Panama City Beach City Council voting to approve this Contract on or before May 24, 2018. If the decision is "yes," this

Contract shall continue in full force and effect. If the decision is "no," this Contract shall terminate and neither party shall have any further obligations hereunder.

ARTICLE VI

BREACH BY SELLER

6.01. If Seller fails or refuses to comply fully with the terms of this Contract, because of failure to clear title, as outlined in Paragraph 3.02 contained herein, to Property or for any other cause other than Purchaser's default, Purchaser may, at its option, (a) rescind this Contract and recover from Seller the Deposit, or (b) proceed with this Contract and take the Property as-is, or (c) pursue a suit for specific performance.

ARTICLE VII

BREACH BY PURCHASER

7.01. If Purchaser shall default in the performance of any of the terms and conditions of this Contract, or if the Closing shall not occur through the fault of Purchaser, Seller may, as their sole remedy, retain the Deposit as liquidated damages, and this Contract shall be cancelled.

ARTICLE VIII

MISCELLANEOUS

Survival of Covenants

(a) The terms of this Agreement shall merge into the closing documents, notably, the deed, and shall not survive the Closing.

Notice

(b) Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States mail, postage prepaid, certified mail, return receipt requested, addressed to the Seller or the Purchaser, as the case may be, at the addresses set forth herein below:

IF TO SELLER:

68V Moonraker (FL) 2017, LLC
29891 Woodrow Lane, Suite 300
Spanish Fort, AL 36527

IF TO PURCHASER:

Mario Gisbert, City Manager
City of Panama City Beach
110 South Arnold Road
Panama City Beach, Florida 32407

With Copy To:

Amy E. Myers, Esquire
Hand Arendall Harrison Sale LLC
304 Magnolia Avenue
Post Office Box 1579
Panama City, Florida 32402

Governing Law and Jurisdiction

(c) This Contract shall be construed and enforced in accordance with the laws of the State of Florida.

Parties Bound

(d) This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Contract.

Legal Construction

(e) In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Integration

(f) This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter. This Contract cannot be modified or changed except by the written consent of all of the parties.

Time of Essence

(g) Time is of the essence of this Contract. All times calculated in days hereunder shall be calendar days.

Attorney's Fees

(h) Any party to this Contract which is the prevailing party in any legal proceeding against any other party to this Contract brought under or with relation to this Contract or transaction shall be additionally entitled to recover court costs and reasonable attorneys' fees from the non-prevailing party.

Gender and Number

(i) Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

Date of Contract

(j) The term "date of this Contract" as used herein shall mean the latest of the dates on which this Contract is fully signed by Seller or Purchaser, as indicated by their signatures below, which latest date shall be the date of final execution and agreement by the parties.

[SIGNATURES ON FOLLOWING PAGE]

Executed on the dates set forth at the signatures of the parties hereto.

DATED as to Seller this _____ day of _____, 2018.

Witnesses

SELLER:
68V MOONRAKER (FL) 2017, LLC

By Nathan Cox, Manager

Witnesses

SELLER:
68V MOONRAKER (FL) 2017, LLC

By Charles T. Gross, Jr., Manager

Witnesses

SELLER:
68V MOONRAKER (FL) 2017, LLC

By James W. Lowery, Manager

DATED as to Purchaser this _____ day of _____, 2018.

ATTEST:

Jo Smith, City Clerk

PURCHASER:
PANAMA CITY BEACH, FLORIDA

By: _____
Mario Gisbert, City Manager

EXHIBIT A

Legal Description:

Parcels 8A, 10A and 10B

DESCRIPTION: NEW PARCEL "8A"

Commence at an existing concrete monument marking the Southwest corner of Section 26, Township 3 South, Range 16 West, Bay County, Florida and run South 89 degrees 36 minutes 45 seconds East, along the Southerly boundary line of said Section 26, 392.69 feet to a point in the centerline of Alf Coleman Road, thence run North 33 degrees 40 minutes 52 seconds East, along said centerline, 1027.73 feet to a point, thence departing said centerline run South 55 degrees 38 minutes 42 seconds East 40.0 feet to an iron rod marking the intersection of the Southeasterly right of way line of said Alf Coleman Road with the Northeastery right of way line of Hutchison Boulevard (Middle Beach Road) for the POINT OF BEGINNING, thence from said Point of Beginning run North 33 degrees 40 minutes 52 seconds East, along said Southeasterly right of way line, 159.80 feet to an iron rod, thence departing said Southeasterly right of way line run South 00 degrees 31 minutes 31 seconds West 59.83 feet to an iron rod, thence run South 31 degrees 57 minutes 54 seconds West 72.38 feet to an iron rod, thence run South 08 degrees 00 minutes 47 seconds East 48.81 feet to an iron rod, thence run South 55 degrees 38 minutes 42 seconds East 36.73 feet to an iron rod, thence run South 00 degrees 31 minutes 31 seconds West 2.05 feet to an iron rod on the Northeastery right of way line of said Hutchison Boulevard (Middle Beach Road), thence run North 55 degrees 38 minutes 42 seconds West, along said Northeastery right of way line, 105.21 feet to the Point of Beginning.

SUBJECT TO a 7 foot wide water and sewer easement as described in Official Record Book 988 page 1599 of the Public Records of Bay County, Florida.

DESCRIPTION: NEW PARCEL "10A"

Commence at an existing concrete monument marking the Southwest corner of Section 26, Township 3 South, Range 16 West, Bay County, Florida and run South 89 degrees 36 minutes 45 seconds East, along the Southerly boundary line of said Section 26, 392.69 feet to a point in the centerline of Alf Coleman Road, thence run North 33 degrees 40 minutes 52 seconds East, along said centerline, 1027.73 feet to a point, thence departing said centerline run South 55 degrees 38 minutes 42 seconds East 40.0 feet to an iron rod marking the intersection of the Southeasterly right of way line of said Alf Coleman Road with the Northeastery right of way line of Hutchison Boulevard (Middle Beach Road), thence continue South 55 degrees 38 minutes 42 seconds East, along said Northeastery right of way line, 105.21 feet to an iron rod for the POINT OF BEGINNING, thence from said Point of Beginning continue South 55 degrees 38 minutes 42 seconds East, along said Northeastery right of way line, 195.02 feet to an iron rod, thence departing said Northeastery right of way line run North 34 degrees 21 minutes 18 seconds East 1.70 feet to an iron rod, thence run North 55 degrees 38 minutes 42 seconds West 196.15 feet to an iron rod, thence run South 00 degrees 31 minutes 31 seconds West 2.05 feet to the Point of Beginning.

SUBJECT TO a 7 foot wide water and sewer easement as described in Official Record Book 988 page 1599 of the Public Records of Bay County, Florida.

DESCRIPTION: NEW PARCEL "10B"

Commence at an existing concrete monument marking the Southwest corner of Section 26, Township 3 South, Range 16 West, Bay County, Florida and run South 89 degrees 36 minutes 45 seconds East, along the Southerly boundary line of said Section 26, 392.69 feet to a point in the centerline of Alf Coleman Road, thence run North 33 degrees 40 minutes 52 seconds East, along said centerline, 1027.73 feet to a point, thence departing said centerline run South 55 degrees 38 minutes 42 seconds East 40.0 feet to an iron rod marking the intersection of the Southeasterly right of way line of said Alf Coleman Road with the Northeastery right of way line of Hutchison Boulevard (Middle Beach Road), thence run North 33 degrees 40 minutes 52 seconds East, along said Southeasterly right of way line, 159.80 feet to an iron rod for the POINT OF BEGINNING, thence from said Point of Beginning continue North 33 degrees 40 minutes 52 seconds East, along said Southeasterly right of way line, 419.81 feet to an iron rod, thence departing said Southeasterly right of way line run South 89 degrees 36 minutes 39 seconds East 21.87 feet to an iron rod, thence run South 31 degrees 57 minutes 53 seconds West 482.13 feet to an iron rod, thence run North 00 degrees 31 minutes 31 seconds East 59.83 feet to the Point of Beginning.

REGULAR

ITEM 7



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
LEGAL/PLANNING

2. MEETING DATE:
MAY 24, 2018

3. REQUESTED MOTION/ACTION:
CONSIDER FIRST READING OF ORDINANCE 1450 AMENDING LDC RELATED TO PUD MASTER PLAN REVISION AND INVALIDATION

4. AGENDA
PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)
CURRENTLY THE LDC PROVIDES THAT PUDS ARE CREATED BY THE (SIMULTANEOUS) APPROVAL OF A MASTER PLAN BY THE PLANNING BOARD AND A ZONING/REZONING OF PROPERTY BY THE CITY COUNCIL. CHAPTER 4 OF THE LDC PROVIDES FOR THE MODIFICATION OF A PUD MASTER PLAN BY THE CITY COUNCIL, WHILE CHAPTER 10 OF THE LDC PROVIDES THAT THE PLANNING BOARD SHALL CONSIDER PUD MASTER PLAN MODIFICATION. CHAPTER 10 OF THE LDC PROVIDES THAT UPON INVALIDATION OF A PUD MASTER PLAN (BY THE PLANNING BOARD), THE LAND WILL BE SUBJECT TO ZONING IN EFFECT PRIOR TO APPROVAL OF THE MASTER PLAN. THESE PROVISIONS PRESENT SOME LEGAL INCONSISTENCIES AND PRACTICAL UNCERTAINTIES.

AT ITS MARCH AND APRIL MEETINGS, THE PLANNING BOARD APPROVED REVISIONS TO THE LDC TO CONFIRM THE PLANNING BOARD'S AUTHORITY TO REVISE AND INVALIDATE A MASTER PLAN, TO PROVIDE THAT INVALIDATION OF A MASTER PLAN BY THE PLANNING BOARD RESULTS ONLY IN INVALIDATION OF THE PLAN AND NOT A SIMULTANEOUS REVOCATION OF ZONING, AND TO ALLOW REVISION OF A MASTER PLAN WITHOUT THE CONSENT OF ALL PUD LANDOWNERS.

IF THE COUNCIL APPROVES FIRST READING OF THE ORDINANCE, STAFF WILL PREPARE NOTICE OF A PUBLIC HEARING AND SECOND READING.

STAFF RECOMMENDS APPROVAL.

ORDINANCE NO. 1450

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO PUDS; AMENDING SECTIONS 4.02.05F TO CONFORM WITH SECTION 10.10.03 CONFIRMING THE PLANNING BOARD'S AUTHORITY TO AMEND A PUD MASTER PLAN; PROVIDING THAT LAND ON WHICH A PUD MASTER PLAN HAS BEEN INVALIDATED WILL REMAIN SUBJECT TO PUD ZONING; STATING CONDITIONS TO AMEND OR REVISE AN APPROVED PUD MASTER PLAN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 4.02.05 of the Land Development Code of the City of Panama City Beach related to Unified Development in Multiple Districts, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

4.02.05 Planned Unit Development (PUD) District Standards

- A. A planned unit development (**PUD**) is a zoning district intended to provide for flexible site design. The purpose and intent of establishing the **PUD** district are to provide procedures and standards that encourage a mixture of **Uses** anywhere in the City that are functionally integrated and that encourage innovation and imagination in the planning, design and **Development or Redevelopment** of tracts of land under **Single Unified Ownership or Control**.
- B. A property owner has no legal right for approval of a Master Plan. Rather, the City shall approve a **PUD** Master Plan only when it has determined that the applicant has demonstrated, to the satisfaction of the City, that the **PUD** Master Plan provides a sufficient public benefit to justify allowing the property owner to deviate from otherwise applicable minimum requirements of the **LDC**.

20180406

- C. A **PUD** shall include at least one (1) **Residential Use** and one (1) non-residential **Use**. At least three (3) **Uses** shall be included in the **PUD**. Each **Use** shall comprise at least ten (10) percent of the total land area of the **PUD** and shall be selected from the following list. Acreage dedicated to **Streets**, stormwater and other common spaces shall not be utilized in the calculation of the 10% percent lot minimum.
1. **Single Family Residential;**
 2. **Multi-family Residential;**
 3. **Retail Sales or Services or Personal Services;**
 4. **Silviculture;**
 5. **Public Uses;**
 6. **Recreation or Open Space; or**
 7. **Light Industry**, provided the Planning Board determines that the activity has a minimal impact and is subordinate in size and intensity to at least one (1) other land **Use** within the **PUD**.
- D. **Development** of each **Use** in a **PUD** shall comply with the provisions for the most restrictive zoning district classification in which that **Use** is allowed unless the **City** approves deviations from the strict application of requirements of the applicable zoning district classifications. The **City** may approve such deviations when it determines that the **Development** protects the public interest and provides a public benefit. For purposes of this section, examples of a public benefit include, but are not limited to: dedication for parks and beach access; protection of environmentally sensitive resources; or the provision of extra **Open Space**, buffering and landscaping.
- E. Deviations in design standards may be approved for the following:
1. **Lot** area and **Lot** dimensions, so long as the **Development** conforms to the maximum density and intensity established for the site. The maximum density and intensity of the site shall be that permitted by the underlying zoning district. The maximum density shall only be applicable to those areas designated as **Residential** on the approved Master Plan. Acreage designated as non-residential on the Master Plan may not be Used in the calculation of **Residential** density. The maximum intensity shall only be applicable to those areas designated as non-residential on the approved Master Plan. Acreage designated as **Residential** on the Master Plan may not be Used in the calculation of non-residential intensity. **Residential Uses** may be permitted by the Planning Board within non-residential areas (as shown on an approved Master Plan) subject to a limitation of the intensity standard of the underlying zoning district. Density shall not apply to **Residential Uses** within non-residential area as shown on the Master Plan.

20180406

2. Parking requirements. See section 4.05.00.
 3. **Sign** standards for the area, number and size of signs may be modified subject to the approval of a master signage plan that establishes a coordinated signage program within the **PUD**.
 4. Roadway and **Access** standards. All sites within a Planned Unit **Development** shall provide at least one vehicular **Access** and at least one pedestrian and bicycle **Access** to at least one other portion of the Planned Unit **Development**.
 5. **Setback** requirements, provided that a minimum **Setback** of twenty-five (25) feet shall be required when non-residential **Development**, **Multi-family Development** or **Townhomes** within the **PUD** is proposed to abut land zoned or Used for **Single Family Residential Development** outside of the **PUD**.
- F. A **PUD** district shall be established by **Rezoning** and ~~simultaneous~~ approval of a **PUD** Master Plan for the entire area **Rezoned**, both according to the procedures established in Chapter 10. In order to approve a **PUD** Master Plan or any revision thereto the **Planning Board** ~~City Council~~, ~~after receiving the recommendation of the Planning Board~~, must determine that the following conditions (among others it deems appropriate) are met by the applicant:
1. The planned **Development** is consistent with the Comprehensive Plan;
 2. The planned **Development** is coordinated rather than an aggregation of individual and unrelated **Buildings** and **Uses**;
 3. The planned **Development** incorporates a compatible mix of **Residential** and **non-residential Uses**;
 4. The planned **Development** incorporates three **Uses** meeting the required minimum proportions;
 5. The applicant is providing sufficient public benefit to allow the applicant to deviate from the regulations for **Development** of the **Uses** in the city's base zoning districts; and
 6. All land included for purpose of **Rezoning** to a **PUD** zoning district encompasses at least 5 acres and is owned or under the control of the applicant.
 7. The planned **Development** is compatible with existing **Development** abutting the proposed **PUD** district as demonstrated by the following factors, considered from the point of view of the abutting **Development**:
 - (a) Existing **Development** patterns;
 - (b) Scale, mass, height and dimensions of existing **Buildings**;

20180406

- (c) Total density and density transitions;
 - (d) Intensity, as measured by floor area ratio and transitions;
 - (e) Extent and location of parking, **Access** points and points of connectivity to surrounding neighborhoods;
 - (f) Amount, location and direction of outdoor lighting;
 - (g) Extent and location of **Open Space**; and
 - (h) The location of **Accessory Structures** such as dumpsters, recreational equipment, swimming pools or other structures likely to generate negative impacts such as noise, lights or odors;
 - (i) Sufficiency of **Setbacks** to mitigated potential nuisances; and
 - (j) Proximity and use of all areas that will be utilized for any purpose other than landscaping.
- G. Revisions to an Approved PUD Master Plan:** Revisions to an approved **PUD** Master Plan shall be made in accordance with section 10.15.00 of this **LDC**. **A substantial deviation may be approved only if the PUD Master Plan, as revised, could be approved as an original master plan. Notice of the application shall be mailed to each owner of property within the PUD as known by reference to the most recent, final ad valorem tax roll prepared by the Bay County Property Appraiser, unless such owner has signed or consented in writing to the application. Notwithstanding the requirements of Section 10.15.00, a substantial deviation may be approved without consent of all the owners of property within the PUD where:**
- 1. **All owners of the property to which the revisions will apply sign the application;**
 - 2. **The previously approved PUD Master Plan does not authorize a transfer of densities or intensities between the property to which the revisions will apply and any different Parcel or property within the PUD, unless all the then current owners of that different Parcel or property consent to the application; and**
 - 3. **The applicant demonstrates that the revision will not materially and adversely affect (i) the permitted Use or enjoyment of any Parcel or property within the PUD to which the revisions will not apply, or (ii) the investment backed expectations of a reasonable man for that property.**
- H.** No development shall occur until a final development plan for the **PUD** has been approved.

SECTION 2. From and after the effective date of this ordinance, Section 10.10.05 of the Land Development Code of the City of Panama City Beach related to

Unified Development in Multiple Districts, is amended to read as follows (new text

bold and underlined, deleted text ~~struckthrough~~):

10.10.00 TYPE V PROCEDURES – PLANNING BOARD PROCEEDINGS

...

10.10.05 Invalidation of Master Plan

- A. Within thirty (30) days of the Building and Planning Department's determination that there has been a failure Failure to complete a benchmark by the time specified in the Master Plan timeline, the Department shall schedule a hearing on that matter before the Planning Board, which may ~~shall, upon notice and hearing,~~ result in the invalidation of the Master Plan and Final *Development* Plan by written order of the Planning Board.
- B. Upon invalidation of the Master Plan, all land *Development* regulations in effect prior to the approval of the Master Plan, as applicable shall apply to the property which was the subject of the Master Plan.
- C. Property subject to an invalidated TNOD Master Plan shall be subject to the underlying zoning district regulations.
- D. Property subject to an invalidated *PUD* Master Plan shall be subject to the regulations for the underlying *PUD* zoning district ~~in effect prior to approval of the *PUD* zoning.~~
- E. Property subject to an invalidated FBO district Master Plan shall be Subject to the applicable FBO district regulations.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach Land Development Code, and unless a

20180406

contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 5. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2018.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2018.

MAYOR

Published in the _____ on the ____ day of _____, 2018.

Posted on pcbgov.com on the ____ day of _____, 2018.

REGULAR ITEM 8



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

PLANNING DEPARTMENT

2. MEETING DATE:

MAY 24, 2018

3. REQUESTED MOTION/ACTION:

CONSIDER FIRST READING OF ORDINANCE 1455 AMENDING LDC RELATED TO COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

THE LDC DOES NOT CURRENTLY PROVIDE STANDARDS FOR PARKING AND STORAGE OF COMMERCIAL VEHICLES IN SINGLE FAMILY RESIDENTIAL ZONING DISTRICTS.

STAFF RECOMMENDS ADOPTING STANDARDS IN SECTION 4.02.04 RESTRICTING PARKING OF COMMERCIAL VEHICLES WHICH EXCEED CERTAIN LENGTHS AND WIDTHS AND ALLOWING UNENCLOSED STORAGE OF NO MORE THAN TWO VEHICLES WITH A COMMERCIAL MESSAGE. THE STANDARDS ALLOW FOR EXCEPTIONS FOR VEHICLES STORED IN AN ENCLOSED GARAGE OR FOR VEHICLES PERFORMING SERVICES IN THOSE DISTRICTS. THE SINGLE FAMILY RESIDENTIAL INCLUDES R1A, 1B, 1C, 1CT AND U.

AT ITS APRIL MEETING, THE PLANNING BOARD APPROVED WITH THE FOLLOWING RECOMMENDED CHANGES: SECTION 4.02.04 1.(a) BE CHANGED FROM "ZONED" TO "ZONED OR USED" AND SECTION 4.02.04 1.(a)1 BE CHANGED FROM "TWO (2)" TO "THREE (3) OR MORE VEHICLES". STAFF HAS ADOPTED THE LATTER OF THOSE CHANGES BUT, FOR LEGAL REASONS, DOES NOT RECOMMEND THE FORMER.

IF THE CITY APPROVES FIRST READING OF THE ORDINANCE, STAFF WILL PREPARE NOTICE OF A PUBLIC HEARING AND SECOND READING OF THE ORDINANCE.

STAFF RECOMMENDS APPROVAL.

ORDINANCE NO. 1455

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING SECTION 4.02.04 OF THE CITY'S LAND DEVELOPMENT CODE RELATED TO PARKING OF CERTAIN COMMERCIAL VEHICLES IN AREAS ZONED FOR SINGLE FAMILY RESIDENTIAL PURPOSES; PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 4.02.04 of the Land Development Code of the City of Panama City Beach related to Commercial Vehicle Parking, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

4.02.04 Performance Standards for Zoning Districts.

I. Additional standards for Residential Districts.

5. Commercial Vehicle Parking and Storage

(a) It shall be unlawful for any person to park, in or upon any property, public or private, in any area of the City zoned Single Family Residential, any of the following:

- 1. Three (3) or more vehicles, not exceeding the size limitations in this section, displaying a Commercial message visible from the right of way. For the purposes of this section, "Commercial" shall be given the same meaning as defined in section 5.07.01 of this Code.**
- 2. Any truck or other commercial vehicle with a gross vehicle weight rating (GVWR) in excess of fourteen thousand (14,000) pounds or twenty (20) feet in length.**

3. Any trailer having a GVWR in excess of ten thousand (10,000) pounds or twenty (20) feet in length. For purposes of this section, "trailer" shall mean a vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle.

(b) The restrictions provided in this section shall not apply to:

1. Any vehicles which are entirely enclosed within the confined of an enclosed garage or permitted storage structure or otherwise completely screened from view from the right of way.
2. Vehicles used by licensed contractors or service providers while actually doing work in such *Single Family Residential* districts between the hours of 7:00 AM to 6:00 PM excluding Sundays and holidays, provided, however, that such vehicles shall contain written identification on both sides of the vehicle clearly indicating the name of the contractor or service establishment.
3. Mobile cranes and other heavy equipment used during building construction.
4. Loading or unloading of vehicles provided that such loading or unloading shall take no more than two (2) hours, and shall not be done between the hours of 7:00 PM of one day and 7:00 AM of the next day. The two (2) hour and time-of-day limits shall not apply to residential moving trucks loading, unloading, or parked for the purposes of moving in or out of a residential dwelling.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 3. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2018.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this _____ day of _____, 2018.

MAYOR

Published in the _____ on the _____ day of _____, 2018.

Posted on pcbgov.com on the _____ day of _____, 2018.

**REGULAR
ITEM 9**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

PLANNING

2. MEETING DATE:

MAY 24, 2018

3. REQUESTED MOTION/ACTION:

CONSIDER AND APPROVE FIRST READING OF ORDINANCE AMENDING LDC RELATED TO TRANSIENT RESIDENTIAL RENTAL SIGNAGE AND REGULATIONS.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

THE PLANNING BOARD HAS DIRECTED STAFF TO REVISE THE CITY'S SIGN CODE TO ACKNOWLEDGE THE YEAR-ROUND SIGNAGE ADVERTISING SHORT TERM RENTALS, AND TO PROHIBIT SUCH SIGNAGE OUTSIDE OF THE FRONT BEACH ROAD OVERLAY DISTRICT. AS PART OF THIS EFFORT, STAFF WAS ALSO DIRECTED TO REVISE THE DEFINITIONS OF LODGING ACCOMMODATION, DWELLING AND TRANSIENT RESIDENTIAL RENTALS FOR CLARITY AND CONSISTENCY.

THE PROPOSED ORDINANCE REVISES THE DEFINITIONS OF DWELLING, LODGING ACCOMMODATION, TRANSIENT RESIDENTIAL RENTAL AND REAL ESTATE SIGN, AND REVISES THE EXISTING PROHIBITION OF TRANSIENT RESIDENTIAL SIGNAGE TO APPLY OUTSIDE OF THE FRONT BEACH ROAD OVERLAY. IF ADOPTED, THE ORDINANCE WILL PERMIT SIGNAGE ADVERTISING SHORT TERM RENTALS ON PROPERTY IN THE FRONT BEACH OVERLAY DISTRICT USED FOR THAT PURPOSE.

THE PLANNING BOARD RECOMMENDED APPROVAL OF THIS ORDINANCE AT ITS MEETING ON APRIL 9, 2018. IF THE COUNCIL APPROVES FIRST READING OF THE ORDINANCE, STAFF WILL PREPARE NOTICE OF A PUBLIC HEARING AND SECOND READING OF THE ORDINANCE.

ORDINANCE NO. 1458

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE RELATED TO TRANSIENT RESIDENTIAL RENTALS; AMENDING THE DEFINITIONS OF DWELLING, LODGING ACCOMMODATION, AND TRANSIENT RESIDENTIAL RENTAL FOR CONSISTENCY; AMENDING THE CITY'S SIGN CODE TO AMEND THE DEFINITION OF REAL ESTATE SIGN AND TO PROHIBIT SIGNAGE FOR TRANSIENT RESIDENTIAL RENTALS OUTSIDE OF AN FBO DISTRICT; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 1.07.02 of the Land Development Code of the City of Panama City Beach related to Definitions, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

1.07.02 Definitions

As used in the *LDC*, the following terms shall have the meanings assigned to them. When one or more defined terms are used together, their meanings shall also be combined as the context shall require or permit. All terms not specifically defined shall carry their usual and customary meanings. Undefined terms indigenous to a trade, industry or profession shall be defined when used in such context in accordance with their usual and customary understanding in the trade, industry or profession to which they apply.

...

Dwelling (also called Dwelling Unit) – Any ***Building*** or part thereof, constituting a separate, independent housekeeping establishment for no more than one (1) ***Family*** and physically separated

from any other rooms or housekeeping establishments which may be in the same structure. A **Dwelling Unit** contains sleeping facilities, sanitary facilities and a kitchen. A **Dwelling Unit** rented for periods of less than six (6) months each shall be presumed to be a **Transient Residential Rental Lodging Accommodation Unit**. **Lodging Accommodation Units** shall not be considered **Dwelling Units** for purposes of density requirements. **Lock-Out Units** shall be considered a **Dwelling Unit** when not located in a **Lodging Accommodation**.

...

Lodging Accommodation – An establishment under unified control, provided for temporary rental to transient individuals or groups. Examples of **Lodging Accommodations** include, but are not limited to, hotels, motels, tourist courts, motor courts, motor inns, motor lodges, **Public Lodging Establishments** and inns, but not **Dwelling Units** ~~located outside of a FBO District located between the sandy beach of the Gulf and Front Beach Road or South Thomas Drive~~ that are used as **Transient Residential Rentals**. Any establishment containing one (1) or more rental units for transients or tourists shall be deemed a **Lodging Accommodation**.

...

Transient Residential Rental – A dwelling unit ~~located outside of a FBO District located between the sandy beach of the Gulf and Front Beach Road or South Thomas Drive~~ that is provided for temporary rental to transient individuals or groups for a duration of less than six (6) months.

SECTION 2. From and after the effective date of this ordinance, Sections 5.07.01 and 5.07.04 of the City's Sign Code related to Transient Residential Rentals is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

5.07.00 SIGN CODE

5.07.01 Definitions and Short Title.

This section 0 shall be known as the "***City of Panama City Beach Sign Code.***"

(Ord. #1254, 11/14/13)

As used in this section, the following additional, defined terms have the meanings assigned to them. When one or more defined terms are used together, their meanings shall also be combined as the context requires or **Permits**.

...

Real Estate Sign: a ~~Temporary~~ **Sign Erected** by the owner or his agent, advertising the real property upon which the **Sign** is located for rent, lease or sale.

...

5.07.04 Prohibited Signs.

It shall be unlawful for any person to **Erect**, display, or allow to be **Erected** or displayed within the **City** any of the following types of **Signs**:

...

MM. Outside of an FBO district, Signs on Transient Residential Rentals or the property where **Transient Residential Rentals** are located that advertise the existence or availability of the property as a **Transient Residential Rental**.

...

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach Land Development Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 5. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the

Ordinance 1458

Page 3 of 4

City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2018.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2018.

MAYOR

Published in the _____ on the ____ day of _____, 2018.

Posted on pcbgov.com on the ____ day of _____, 2018.

**REGULAR
ITEM 10**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

PLANNING

2. MEETING DATE:

MAY 24, 2018

3. REQUESTED MOTION/ACTION:

CONSIDER FIRST READING OF ORDINANCE 1457 AMENDING LDC RELATED TO LANDSCAPING STANDARDS FOR VEHICULAR USE AREAS OF NON-CONFORMING USES

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

AT ITS FEBRUARY MEETING, THE PLANNING BOARD DIRECTED STAFF TO PREPARE AN ORDINANCE RELAXING THE LANDSCAPING STANDARDS FOR NON-CONFORMING USES. THE PROPOSED ORDINANCE EXPRESSLY RELAXES THOSE STANDARDS BY ALLOWING PERIMETER LANDSCAPING TO BE COUNTED TOWARD THE MINIMUM PLANTING AREA PERCENTAGE, REDUCING THE REQUIRED PLANTING AREA; AND FURTHER AUTHORIZES STAFF TO MAKE MODIFICATIONS TO THE LANDSCAPING REQUIREMENTS, UP TO 10%, WHEN CERTAIN STANDARDS ARE MET. THE MODIFICATION AUTHORITY GRANTED HERE IS SUBSTANTIALLY SIMILAR TO THAT GRANTED STAFF FOR CERTAIN DESIGN MODIFICATIONS OF SITES IN THE FBO.

IF THE CITY APPROVES FIRST READING OF THE ORDINANCE, STAFF WILL PREPARE NOTICE OF A PUBLIC HEARING AND SECOND READING OF THE ORDINANCE.

STAFF RECOMMENDS APPROVAL.

ORDINANCE NO. 1457

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING SECTION 4.06.04 OF THE CITY'S LAND DEVELOPMENT CODE RELATED TO LANDSCAPING STANDARDS; RELAXING THE LANDSCAPING REQUIREMENTS FOR VEHICULAR USE AREAS OF NON-CONFORMING DEVELOPMENT AS MORE SPECIFICALLY PROVIDED IN THE BODY OF THE ORDINANCE; AUTHORIZING PLANNING STAFF TO MAKE LIMITED ADMINISTRATIVE MODIFICATIONS TO THE LANDSCAPING STANDARDS FOR NON-CONFORMING USES WHEN CERTAIN STANDARDS ARE MET; PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 4.06.04 of the Land Development Code of the City of Panama City Beach related to Landscaping Standards for Vehicular Use Areas, is amended to read as follows (new text **bold and underlined**, deleted text ~~struck through~~):

4.06.04 Landscaping Standards for Vehicular Use Areas

A. Applicability

All off-**Street Parking Lots** and **Vehicular Use Areas** associated with **New Development, Redevelopment** or any addition to an off-**Street Parking Lot** or **Vehicular Use Area** on parcels abutting a Scenic Corridor are required to include landscaping.

B. Perimeter landscaping

A minimum buffer width of ten (10) feet shall be required between all **Parking Lots** and public rights-of-way. The buffer shall contain one (1) large or medium tree for each twenty (20) linear feet of buffer. All hedges shall be planted with no more than a six (6) inch spacing between the edges of each plant. (See Figure 4.06.04.A) This section shall not apply to those **Vehicular Use**

Areas along Front Beach Road, Thomas Drive, or S. Thomas Drive.

(a) C. Interior landscaping (See

Figure 4.06.04.B for an illustration of typical interior landscaping.)

1. Except for existing *Non-Conforming Development*, planting areas within *Vehicular Use Areas* shall equal not less than twenty (20) percent of the gross area devoted to vehicular Use. Planting areas within *Vehicular Use Areas* of existing *Non-Conforming Development* shall equal not less than ten (10) percent of the gross area devoted to vehicular Use. The perimeter landscaping shall not count toward meeting the required interior landscaping, provided, however, the perimeter landscaping requirement may count toward the required interior landscaping requirement for existing *Non-Conforming Development*.
2. Interior planting areas may be located in tree islands, at the end of parking bays, or between rows of *Parking Spaces*. There shall not be more fifteen (15) contiguous *Parking Spaces* between planting areas. Trees and other landscaping planted in the planter island areas shall be credited toward the landscaping requirements of the *Vehicular Use Area*. Planting areas may also be located within *Driveway* medians, provided the median is a minimum of ten (10) feet wide.
3. Interior planting areas may be located to effectively accommodate stormwater runoff, as well as to provide shade in large expanses of paved areas.
4. Individual planting areas shall not be less than four hundred (400) square feet for medium and large trees. Individual planting areas for all other trees shall not be less than one hundred eighty (180) square feet.
5. A continuous curb or other means of protection shall be provided to prevent injury to vegetation within the planting areas. Where existing trees are preserved, tree wells, tree islands, or a continuous curb shall be installed to protect the trunk and root system from damage. One (1) large or medium tree shall be installed for each four hundred (400) square feet of planting area. Three (3) small trees may be substituted for one (1) medium or large tree, at the discretion of the property owner.
6. Five (5) *Shrubs* shall be installed for each fifty (50) square feet of planting area.
7. One (1) square foot of *Ground Cover* shall be installed for each five (5) square feet of planting area. At the owner's option, grassed areas may be substituted for up to fifty (50) percent of the square footage of *Ground Cover* required.
8. A fractional tree or *Shrub* shall be rounded up to the next highest whole number.

- D. The regulations of section C may be modified by the Building and Planning Department by up to 10% as a Type I approval for existing *Non-Conforming Development* which are located outside the Front Beach Overlay District. In order for an application for an administrative modification to be approved or approved with conditions, the Building and Planning Department must find, based on the application submitted, that the applicant is eligible for the modification; that the modification is needed due to the physical shape, configuration, topographical condition, or existing development of the lot; that the modification is compatible with adjacent and nearby *Development*; and the modification will not have a detrimental effect on the community health, safety or welfare.**

Figure 4.06.04.A: Illustration of Parking Lot Landscaping

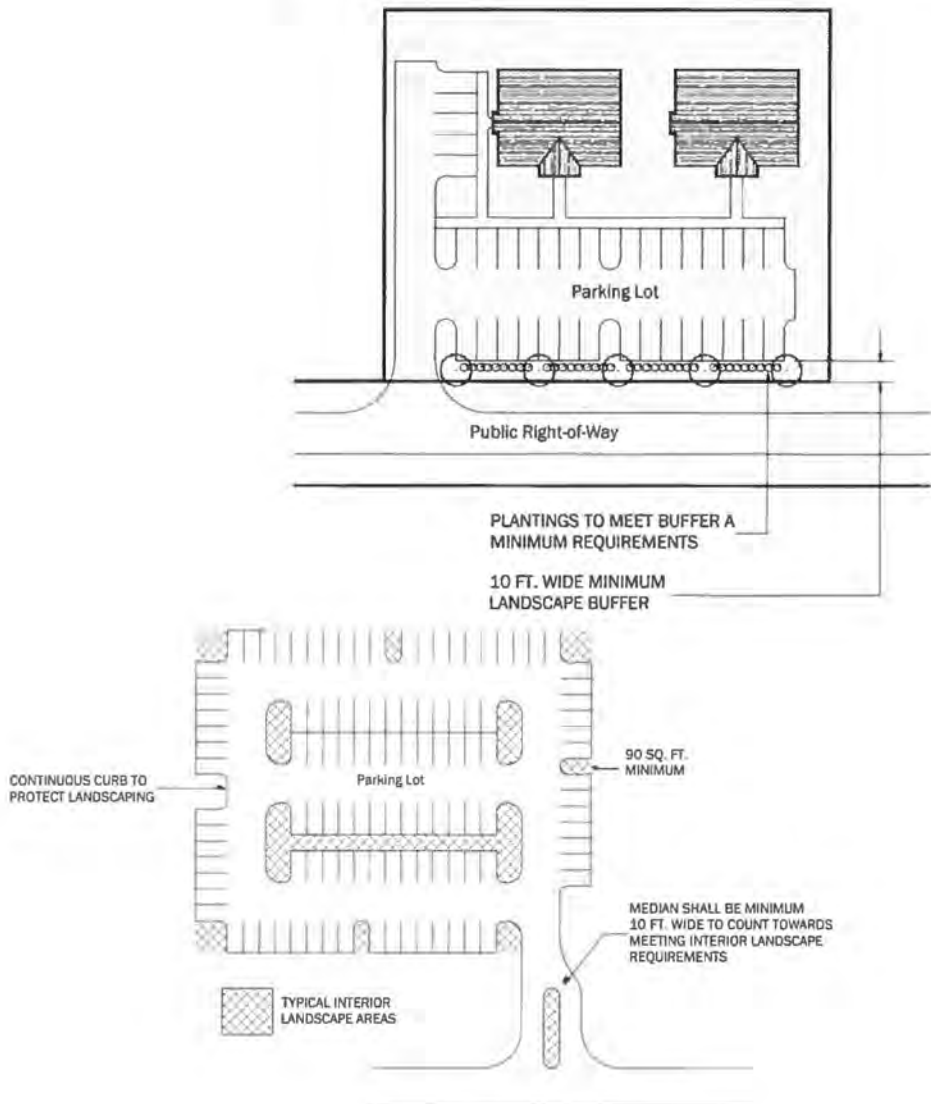
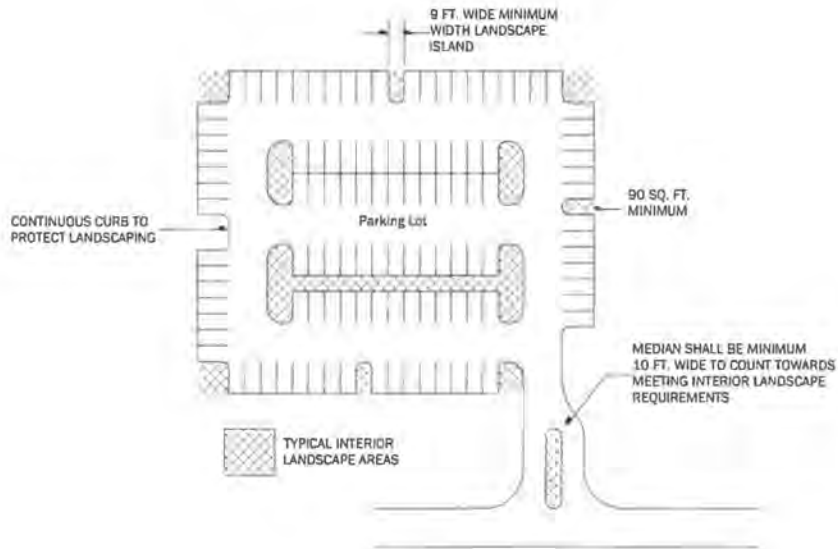


Figure 4.06.04.B: Illustration of Typical Interior Landscaping



SECTION 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 3. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2018.

MAYOR

Page 4 of 5
Ordinance 1457

AGENDA ITEM # 10

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2018.

MAYOR

Published in the _____ on the ____ day of _____, 2018.

Posted on pcbgov.com on the ____ day of _____, 2018.

REGULAR ITEM 11



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

MAY 24, 2018

3. REQUESTED MOTION/ACTION:

CONSIDER FIRST READING OF ORDINANCE 1456 AMENDING LDC RELATED TO ABANDONED CONDITIONAL USES

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

PRESENTLY THE CITY'S LDC PROVIDES THAT A CONDITIONAL USE APPROVED IS DEEMED ABANDONED IF NOT USED AND ACTED UPON WITHIN A YEAR OF ITS APPROVAL. (SECTION 5.06.17). STAFF PROPOSES AN AMENDMENT TO THE LDC TO PROVIDE THAT A CONDITIONAL USE WHICH IS TIMELY ACTED UPON MAY NONETHELESS BE ABANDONED IF THE USE IS DISCONTINUED FOR A PERIOD CERTAIN.

THE PLANNING BOARD CONSIDERED THE ORDINANCE AT ITS APRIL MEETING AND RECOMMENDED APPROVAL.

IF THE CITY APPROVES FIRST READING OF THE ORDINANCE, STAFF WILL PREPARE NOTICE OF A PUBLIC HEARING AND SECOND READING OF THE ORDINANCE.

STAFF RECOMMENDS APPROVAL.

ORDINANCE NO. 1456

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING CHAPTER 5 OF THE CITY'S LAND DEVELOPMENT CODE RELATED TO CONDITIONAL USES; PROVIDING THAT A CONDITIONAL USE SHALL BE DEEMED ABANDONED IF THE USE IS DISCONTINUED FOR 180 DAYS OR MORE, PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 5.06.17 of the Land Development Code of the City of Panama City Beach related to Conditional Uses, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

5.06.00 CONDITIONAL USES

...

5.06.17 Limitation on Time to Exercise Conditional Use Approval

Any *Conditional Use* authorized by the Planning Board **shall be deemed Abandoned and be void and of no further force and effect if: a) ~~and~~ not used and acted upon in a real and substantial way by the applicant or the applicant's successor in interest within one (1) year from the date on which the decision of the Planning Board is reduced to a written order or if appealed the date on which the order becomes final, or b) the Conditional Use is timely used and acted upon in a real and substantial way but is discontinued by the applicant or applicant's successor(s) in interest for a period of more than 180 days in any 365 day period.** ~~shall be deemed Abandoned and be void and of no further force and effect.~~

SECTION 2. All ordinances or parts of ordinances in conflict herewith are

repealed to the extent of such conflict.

SECTION 3. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach Land Development Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 4. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2018.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 20__.

MAYOR

Published in the _____ on the ____ day of _____, 20__.

Posted on pcbgov.com on the ____ day of _____, 20__.

**REGULAR
ITEM 12**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

FIRE/ADMINISTRATION

2. MEETING DATE:

MAY 24, 2018

3. REQUESTED MOTION/ACTION:

APPROVE RESOLUTION RELATED TO PAST AND FUTURE PROFESSIONAL SERVICES TO IMPLEMENT THE CITY'S FIRE ASSESSMENT

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

In September 2017, the City directed Mark Lawson, PA, GAI Consultants and Ennead, LLC to develop and implement a fire assessment program. That effort was largely concluded with the issuance in February of a final judgment validating the City's assessment program. Staff has received the invoices for the implementation effort and finds the work described consistent with the Directory Resolution and Task Order 2018-1 authorizing it. Because this work effort was not contemplated when the 2017-2018 FY budget was set, a budget amendment is necessary to now pay for the completed work.

Going forward on a year in, year out basis we recommend and request that the City authorize and use an annually repeating or evergreen work order for these consultants to amend the assessment program as necessary, to develop the annual assessment resolution, and to update the final roll which is certified to the Tax Collector each September. The annual work effort will generally begin in the spring and end with certification of the roll in September, though the 3 firms' collective efforts in maintaining the Simplified Fire regime will be generally available throughout the entire year.

Staff recommends approval of the Annual Task Order, and the budget amendments to fund the past and future work.

RESOLUTION 18-97

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A WORK ORDER WITH MARK LAWSON RELATED TO THE ANNUAL UPDATE AND PREPARATION OF THE CITY'S FIRE ASSESSMENT RESOLUTION AND ROLL, IN THE BASIC ANNUAL AMOUNT OF \$20,000; AUTHORIZING BUDGET AMENDMENTS FOR COMPLETED WORK AND ONGOING SERVICES; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City has incurred professional fees unforeseen during the preparation of the FY 2017-2018 budget, related to the numerous tasks assigned to Special Counsel related to the development and validation of the City's fire assessment; and

WHEREAS, sufficient funds for payment of these fees are available in reserves to adequately supplement the Fire Department budget; and

WHEREAS, the transfer of budgeted funds requires approval of the City Council.

NOW THEREFORE, BE IT RESOLVED by the City of Panama City Beach, Florida that:

1. The appropriate officers of the City are authorized and directed to execute and deliver on behalf of the City that certain Work Order 2018-2 with Mark G. Lawson, PA, providing generally for the annual evaluation, development and update of the City's Fire Assessment Program, and specifically for preparation and implementation of the annual Assessment Resolution and Roll, in the basic annual amount of Twenty Thousand Dollars (\$20,000), in substantially the form attached as Exhibit A and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution of such agreement shall be conclusive evidence of such approval. Execution of Work Order 2018-2 will terminate the hourly billing of tasks authorized under Work Order 2018-1, and any remaining tasks for implementation of the City's 2018 Fire Assessment shall be undertaken and compensated in accordance with Work Order 2018-2.

2. The following budget amendment (# 25) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, as shown in and in accordance with the attached and incorporated Exhibit B, for the completed professional services rendered to develop and validate the City's fire assessment.

3. The following budget amendment (# 26) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, as shown in and in accordance with the attached and incorporated Exhibit C, for the purposes stated herein.

4. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of May, 2018.

CITY OF PANAMA CITY BEACH

By _____
MIKE THOMAS, MAYOR

ATTEST:

JO SMITH, CITY CLERK

WORK ORDER
No. 2018-2

TO: Mark G. Lawson, P.A.
Attention: Mark G. Lawson and James C. Dinkins

FROM: Mario Gisbert, City Manager
City of Panama City Beach, Florida

1. **SCOPE OF SERVICES.** In accordance with the Professional Services Agreement between the City and your firm, and direction of the City Council, Mark G. Lawson, P.A. ("MGLPA") has been and is annually directed and authorized to undertake the following activities:

Task 1. Cause to be acquired and analyze relevant data and documentation including master parcel list, millage coding documentation, fire protection budget information provided, interlocal agreements, fire and assessment related statutes, ordinances and resolutions provided to determine those expenses which may be lawfully recovered through a fixed and variable cost recovery special assessment on a per tax parcel basis, sometimes called "Simplified Fire".

Task 2. Develop a preliminary non-ad valorem assessment roll including all tax parcels proposed for assessment.

Task 3. Consider and analyze case law and general law requirements and deadlines; and collaborate with approved consultants, City staff and officials to develop a detailed critical events schedule including key dates for necessary actions and deliverables.

Task 4. Prepare and present to the City Council, City Manager, City Attorney and Fire Chief an updated executive summary report or memorandum, if necessary, or otherwise share memoranda annually, as needed, summarizing the budget analysis, addressing the apportionment methodology and providing an array of funding (amount) alternatives or recommendations as directed by the City Manager and Fire Chief.

Task 5. Prepare any updated ordinance, implementing resolution(s) or other documents authorizing and initiating the process required for the special assessment program.

Task 6. If requested, appear before the City Council to present any required implementing documents or resolutions.

Task 7. Update the non-ad valorem assessment roll according to direction of the City Council.

Task 8. Facilitate required notices with City staff; and at the City's request, additionally make available an interactive means of roll presentation via the internet from a link

Exhibit A

AGENDA ITEM # 12

shown on the City's website (as a separate expense or cost) so all interested persons may view all the assessments.

Task 9. Prepare an annual assessment resolution levying assessments, approving the assessment roll and directing the use of the uniform method beginning with any updates in the 2018-19 fiscal year, and each year thereafter.

Task 10. If requested, appear and assist the City Council with any public hearing to present the assessment resolution; and, adoption thereof.

Task 11. Facilitate timely compliance with statutory prerequisites and reasonable local requirements necessary for collection of the assessments on the annual property tax bill.

2. **ACKNOWLEDGMENT OF USE OF NECESSARY CONSULTANTS.** The City directs, authorizes and confirms collaboration with Dr. Owen Beitsch an economist practicing with GAI Consultants, Inc. ("GAI"), and Ennead, LLC ("Ennead") for the purpose of working with the City and MGLPA to develop and implement the subject funding program from year to year. In such capacity, GAI and Ennead shall not be deemed clients or subcontractors of MGLPA, but also in privity with the City.

3. **COMPENSATION; TERM.** Fees are authorized based upon hourly rates described in the Professional Services Agreement. In addition to such rates, the professionals shall be entitled to reimbursement for actual costs incurred, but not exceeding that provided by Chapter 112, Florida Statutes. These rates will not change except upon notice and acceptance by the City.

The Firm, GAI and Ennead recognize the financial circumstances facing Florida communities and local governments in the wake of the past national economic downturn and the reduction in tax and other revenues emanating from a general pressure to be more efficient, and continuing success and familiarity as a result of the Simplified Fire approach. Accordingly, the City and the firms have agreed to undertake the work effort contemplated hereunder based upon an annual negotiated fee as follows:

(a) The firms will undertake all of the foregoing tasks annually for a single initial lump sum professional services fee of \$20,000 to be paid in two (2) equal installments - one within fifteen (15) days of delivery of the executive summary report or memorandum described in Task 4; and the second within fifteen (15) days of the delivery of a certifiable roll to the City for delivery by the City to the tax collector.

(b) The City shall additionally pay all reasonable costs incurred by the firms on a monthly basis (upon provision of appropriate reimbursement back-up and detail for audit purposes);

(c) In the event the assessment roll for any year substantially exceeds 20,000 tax parcels, the City will pay \$0.92 for each tax parcel certified for collection over the first 20,000 tax parcels to compensate as a large-roll surcharge for larger and more significant roll work;

(d) The firms shall submit itemized hourly statements for all work associated with any additional services beyond this Scope of Services on a monthly basis, only if and when the firms are directed to proceed in writing; and

(e) This authorization and Work Order shall continue from year to year with Task 1 work beginning in March each year, unless either party notifies the other in writing otherwise on or before March 1.

All invoices will provide appropriate reimbursement backup and detail required by the City for audit purposes. The fees associated with this Work Order reflect a fixed or negotiated and circumstantial discount warranted by the now judicially validated establishment of the City's program, the City's direction and continued intent to hereafter collect same using the tax bill collection method authorized by section 197.3632, Florida Statutes.

The foregoing negotiated fee structure does not cover amounts for the time and cost of authorized or requested travel, published notices, printing or mailing, fees or charges of the property appraiser or tax collector, or similar expenses associated with assessment implementation, roll presentation via the internet, litigation or threats of litigation, transcription fees or filing fees all of which will be the responsibility of the City, or any additional work not described above or for other engagements.

4. WORK ORDER BUDGET. The annual budget appropriation for this Work Order shall be the amount of \$25,000 for professional services and demonstrated and authorized expenses plus any large-roll surcharge described in Section 3.(c). The City acknowledges that additional costs and fees for any additional services authorized in writing by the City may require an additional budget appropriation.

Authorized and confirmed by:

Accepted and confirmed by:

Mario Gisbert, Contract Administrator

Mark G. Lawson, P.A.

Date:

Date:

cc: GAI
Ennead

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 25

FUND	GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2200-522.31-60	Professional Services-Other	35,000.00	119,200.00	154,200.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	6,573,803.00	(119,200.00)	6,454,603.00
TO			0.00	0.00	0.00
FROM			0.00	0.00	0.00
		Check Adjustment Totals:	6,608,803.00	0.00	6,608,803.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate reserves for various professional services associated with development and validation

of fire assessment - special counsel, et al

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE
 _____ FINANCE DIRECTOR _____ DATE

AGENDA ITEM # 12

Exhibit B

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 26

FUND	GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2200-522.31-60	Professional Services-Other	154,200.00	20,000.00	174,200.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	6,454,603.00	(20,000.00)	6,434,603.00
TO			0.00	0.00	0.00
FROM			0.00	0.00	0.00
		Check Adjustment Totals:	6,608,803.00	0.00	6,608,803.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate reserves for special counsel for ongoing services related to fire assessment

ROUTING FOR APPROVAL

DEPARTMENT HEAD _____ DATE _____

CITY MANAGER _____ DATE _____

FINANCE DIRECTOR _____ DATE _____

AGENDA ITEM # 12

Exhibit C

REGULAR

ITEM 13



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Public Works

2. MEETING DATE:

5/24/2018

3. REQUESTED MOTION/ACTION:

Approve staff ranking of engineering firms responding to a request for qualifications related to Major Transportation Engineering and Design Services for the Community Redevelopment Agency, CRA area.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE) Yes No

N/A

BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

Staff advertised to request statements of qualifications in accordance with Florida Statute 287.055, relating to continuing professional engineering services for the Community Redevelopment Agency area. The work will include both the design of original plans and revision or completion of existing unfinished plans. The initial work will be one or more task orders for Front Beach Road Segment 3 (consisting of SR 79 and Front Beach Road from SR 79 to Lullwater Drive) and Segment 4.1 (SR 79 to Hills Road). The City received a total of five (5) Statement of Qualification (SOQ) packages in response to the advertisement. The review committee was comprised of the following five City staff members:

1. Kathy Younce
2. Wyatt Rothwell
3. Mark Shaeffer
4. Michael Roe
5. Mel Leonard

The staff committee found all five to be both qualified and responsive. The committee members individually reviewed each of the 5 SOQ's and ranked the submittals (see Attached Exhibit A). The committee ranked Dewberry 1st, CPH 2nd and Atkins 3rd. Staff would like to begin negotiations with the first ranked firm to be able to bring back an agreement to Council for approval.

RESOLUTION 18-98

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE CITY TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT FOR TRANSPORTATION ENGINEERING AND DESIGN SERVICES RELATED FOR THE FRONT BEACH ROAD CRA PROJECTS; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City has requested statements of qualifications from firms for engineering and design services for major transportation; and

WHEREAS, 5 firms responded to the RFQ; and

WHEREAS, a five member evaluation committee individually reviewed the statements of qualifications; and

WHEREAS, based on the evaluations of the statements of qualifications and team presentations, the committee ranked Dewberry Engineers, Inc. No.1 for purposes of entering negotiations for a satisfactory contract for this work.

BE IT RESOLVED that appropriate officers of the City are authorized and directed to attempt to negotiate a Professional Services Agreement for the transportation engineering services related to projects in the City's Front Beach Redevelopment Area with one of the Firms in the following order of ranking:

First - Dewberry Engineers, Inc.,
Second- CPH Engineers, Inc. and
Third- Atkins

and to return the negotiated Agreement to the City Council for approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____, 2018.

CITY OF PANAMA CITY BEACH

By: _____
MIKE THOMAS, Mayor

ATTEST:

JO SMITH, City Clerk

EXHIBIT A

MAJOR TRANSPORTATION ENGINEERING AND DESIGN SERVICES (CRA)

COMMITTEE MEMBER RANK (1 is highest)

ENGINEERING FIRM	KY	WR	MS	MR	ML	TOTAL
Dewberry Engineering	1	1	2	1	1	6
CPH	2	2	1	3	2	10
Atkins Engineering	2	4	3	2	2	13
Panhandle Engineering	3	3	4	4	3	17
Volkert	4	5	5	5	4	23