

# 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: August 22, 2019  
MEETING TIME: 9:00 a.m.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION – PASTOR WAYNE ASPRODITES, DESTINY WORSHIP CENTER
- III. PLEDGE OF ALLEGIANCE – COUNCILMAN MCCONNELL
- IV. COMMUNITY ANNOUNCEMENTS
- V. APPROVAL OF THE MINUTES  
BUDGET WORKSHOP – JULY 25, 2019
- VI. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- VII. PRESENTATIONS – COUNCILMAN MCCONNELL
- 1 BUILDING AND PLANNING DEPARTMENT UPDATE
- VIII. PUBLIC COMMENTS-REGULAR (NON-PUBLIC HEARINGS) & CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)
- IX. CONSENT AGENDA
- 1 **RESOLUTION 19-120, DEWBERRY TASK ORDER – BID-A-WEE WATER SYSTEM IMPROVEMENTS.** *“A Resolution of the City of Panama City Beach, Florida approving Task Order #2019-02 to the Master Services Agreement for Water Utility Engineering Services with Dewberry Engineers, Inc., related to Bid-A-Wee Water System Improvement in the amount of \$133,300; authorizing execution and providing an immediately effective date.”*
- 2 **RESOLUTION 19-130, IRONMAN FLORIDA.** *“A Resolution of the City of Panama City Beach, Florida related to the “Ironman Florida Triathlon”; authorizing extraordinary traffic control of portions of South Thomas Drive, Thomas Drive, Surf Drive, Front Beach Road, West Pier Park Drive, Pier Park Drive, Bay Parkway and SR 79 on Friday, November 1, 2019, and Saturday November 2, 2019 for the event as more particularly set forth in the body of the Resolution.”*
- 3 **RESOLUTION 19-131, PIRATES OF THE HIGH SEAS FESTIVAL ROAD CLOSURE.** *“A Resolution of the City of Panama City Beach, Florida related to the “Pirates of the High Seas Festival”; authorizing closure of portion of LC Hilton, Jr. Drive, Sea Monkey Way, Longboard Way and Pier Park Drive on October 11 and 12, 2019 for the event; and authorizing closure of a portion of Powell Adams Road and the temporary usage of a portion of Front Beach Road on October 12 to permit the event’s parade.”*
- X. REGULAR AGENDA - DISCUSSION/ACTION
- NO. OFFICIAL ITEM
- 1 LP RESOLUTION 19-132, EMPLOYEE PHYSICALS.
- 2 AS ORDINANCE 1495, SEWER AND RECLAIMED WATER RATE INCREASE, 1<sup>ST</sup> READING.
- 3 ML ORDINANCE 1496, ILLICIT DISCHARGE (MS4).



---

# DRAFT MINUTES

---

The Special Meeting/Budget Workshop 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 July 25, 2019.

ROLL  
MAYOR MIKE THOMAS

COUNCILORS:  
PAUL CASTO  
PHIL CHESTER  
GEOFF MCCONNELL  
HECTOR SOLIS

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

Mayor Thomas called the Special Meeting/Budget Workshop to order at 11:57 a.m. with all Councilmen, the City Manager, Finance Director, City Clerk, and City Attorney present.

Mayor Thomas announced it was a Public Hearing and introduced Ms. White, Finance Director. Ms. White explained she has met with each Council Member to discuss the budget one on one.

**ITEM 1 CRA FUND, AGENCY AND SPECIAL REVENUE FUND.** Ms. White gave a brief overview of the CRA Agency. She explained the nature of the two Community Redevelopment Agencies, Front Beach Road and Pier Park, and how they are accounted in the City's budget. She explained the funding mechanism for the Pier Park CRA and Front Beach Road CRA, the Tax Increment Funding (TIF). The TIF each year for the Pier Park CRA is transferred to the Community Development District while the Front Beach Road TIF money is transferred to the Special Revenue Fund, which is the fund that is used to operate and fund the projects in the Front Beach Road CRA. Mr. White explained the tax increment funds for Front Beach Road are anticipated for next fiscal year are estimated at 11.2 million, and the tax increment funds for Pier Park are anticipated to at 460,000.

Discussion ensued regarding the status of the Front Beach Road CRA and permitting from the Florida Department of Transportation.

Ms. White explained that under the anticipated revenue and expenditures in the proposed budget, substantially all of the Front Beach Road CRA funds received would be committed to the project.

**ITEM 2 PIER FUND.** Ms. White explained she restructured the accounts internally to be more compliant with the Florida Uniform Accounting Code. She explained admissions at the pier were down in the fall due, due to Hurricane Michael; which decreased pier revenue. She explained the Renewal and Replacement Reserve is currently at 800,000 and would like to see it reach \$1,000,000. Councilman Casto

Budget Workshop  
July 25, 2019



agreed with the idea of the increase. Ms. White explained the money is placed in the Florida Investment Trust. She noted a decrease in personnel expenses due to the seasonal lifeguards shifting into the General Fund. She explained the department has proposed additional personnel for the next fiscal year, one being a full-time equipment maintenance worker, and the other being the part-time bookkeeper to become full time.

**ITEM 3 AQUATIC CENTER FUND.** Ms. White explained during the fall season the pool has little activity. She explained the City transferred \$450,000 from the pier fund to the aquatic center this fiscal year. For next fiscal year, the budget proposed a transfer of \$750,000 will to primarily fund a capital improvement project. She explained the Cash Carry Forward dollar amount is \$382,000; and highlighted that the department did well in controlling costs. Ms. White later revisited the pool fund and explained the operating expenses and capital improvements budget.

**ITEM 4 CITY WIDE SALARY DISCUSSION.** Ms. White stated the budget accounted for a 2% cost of living raise for all City employees, as well as a 2% merit raise depending on evaluations. The Council discussed the process for approving and determining merit raises and suggested ensuring the process was fair to all employees. Ms. White explained that health insurance premiums will remain unchanged for next fiscal year with a slight increase in dental and life insurance. She explained the City's share of the general employee and police retirement contributions went down and the fire department went up about 4.5% due to the number of new employees hired with another increase anticipated in 2021.

**ITEM 5 GENERAL FUND – REVENUE.** Ms. White explained the existing employees and proposed addition of 21.75 new employees in the general fund in the fiscal year 2020. She explained the two additions for each department. Administration proposed adding a new full-time floating position and an additional accountant, due to the workload with the City's growth and Ms. White's anticipated retirement. She explained the Police department's request of 6 positions, four patrol and two communications. She explained the Fire department's request for 11 positions consisting of nine firefighters, one Beach and Surf Director, and one Director of Training. She explained the Street department's request of 1.25 people, one maintenance worker and the .25 being a field inspector allocated between stormwater, street, and CRA. Finally, she explained the Recreation department's request for 1.50 positions, the half being a part-time bookkeeper position to be filled as full-time, and one being a mechanic position. She explained in the fiscal year 2020 there are 324 current approved positions, with 26 proposed new positions totaling 350 for next fiscal year and discussed future projections on retirements and succession.

Councilman Solis requested a cost analysis of the fire assessment. Ms. White explained the general fund revenue projections incorporate fire assessments revenue, showing fire assessment revenue for \$3,900,00 this fiscal year with next year projecting an increase to approximately \$4,000,000. Discussion ensued. Ms. White explained the next workshop will be a discussion on the General Fund and some projections about the long-term projections of employee and capital costs.

**ITEM 6 ADDITIONAL BUDGET MATTERS.** Councilman Solis initiated a discussion of the current pricing for use of the Frank Brown Park fields and asked for a comparison with other similar sports complexes including the new complex recently

opened by Bay County. The Council discussed discounts to local residents, matching the new County complex, and charges for parking. The Council asked Parks Director Jim Ponek for additional information about fees in the coming meetings.

Ms. White explained for business tax receipts were originally projected 11.8 million in revenue. She stated that Hurricane Michael drove revenue up to projected revenue of 13.8 million this year. Her projections for next fiscal year was set at 12 million. She reviewed the health of the business tax revenue. Councilman Chester complimented the staff for its collection efforts. Ms. White explained that staff has been diligent in collecting business taxes and imposing late fees in accordance with the City's code. She briefly noted the increased revenue projected from Pier Park and other revenue streams to the general fund.

Regarding FEMA reimbursements, Ms. White commented timing for payments is unknown. She explained that the City has received half of the cost for its debris contract with Crowder Gulf. She commented she feels confident the City will receive the other half by the end of the fiscal year. Ms. White noted that no revenue is projected for next fiscal year, but any revenue received should be used to build up depleted reserves. Councilman Solis noted the additional revenue derived from changes in investment of reserve and restricted funds and encouraged staff to continue these efforts.

Ms. White provided a review of the Cash Carry Forward and complimented the Department Heads for prudent budget management.

Councilman Casto thanked Ms. White for preparing the budget, it is a tremendous amount of work. He stated it is a smart move to hire another accountant and have them trained in the transition period of Ms. White getting ready for retirement.

Mayor Thomas explained the City needs to be more conservative with their money. He stated employees now clock in and out and employees and have stopped taking vehicles home. Mayor Thomas noted the savings to the City thanks to these measures. He emphasized the need to practice good budgeting and accounting. Councilman Solis agreed that the City needs to be more conservative with the money and that the City has to prepare for losing tourists due to a natural disaster. Councilman McConnell commented as we build more residences, townhomes, and apartments the City is required to provide more services and the City must plan revenue to provide those additional services.

Ms. White commented that every department within the City are busier than they have ever been. Mayor Thomas opened the Public Comments section of the meeting at 1:06 p.m. and invited comments. There were none. He closed the Public Comments.

With nothing further, the meeting was adjourned at 1:07 p.m.

READ AND APPROVED this 22<sup>nd</sup> of August, 2019.

**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

# CONSENT ITEM

1



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
Utilities Department - Al Shortt, Utilities Director

2. MEETING DATE:  
August 22, 2019

3. REQUESTED MOTION/ACTION:  
Approve a Task Order with Dewberry for water system engineering services related to improving potable water service and fire protection in a portion of City's Bid-A-Wee subdivision service 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)  
The Utilities Department budgeted funds this year to improve potable water system infrastructure in a portion of the Bid-A-Wee subdivision area, more particularly east of Nautilus Road, south of Bay Avenue and south/west of Crane Street and north of Front Beach Road. These areas have undersized water mains some of which are older technology galvanized steel and lack adequate fire hydrant coverage.  
  
Staff requested a proposal from Dewberry Engineers, Inc. to provide the necessary survey, engineering, permitting and limited construction inspection effort for the project. Attached for your review is their proposal as Attachment "A" under the current Master Services Agreement. Staff has reviewed the proposal and finds that the requested fee of \$133,300.00 is in line with the work effort. Also attached for your review is a draft Exhibit "B", Combined Task Order and Notice To Proceed, that would be executed upon City Council approval. Staff recommends approval of the Task Order and the project is budgeted for completion over the next two fiscal years. The conceptual estimated construction cost of the utility improvements is approximately \$1,000,000.  
  
WHY - To allow the City Manager to execute the Task Order between the City and Dewberry Engineers, Inc. for professional surveying and engineering services related to improving the City's potable water system.  
  
WHAT - Completion of the necessary surveying, engineering, permitting and inspection scope to support the improvement of City utility infrastructure and provide for enhanced water service and fire protection capacity.

**RESOLUTION 19-120**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER # 2019-02 TO THE MASTER SERVICES AGREEMENT FOR WATER UTILITY ENGINEERING SERVICES WITH DEWBERRY ENGINEERS, INC., RELATED TO BID-A-WEE WATER SYSTEM IMPROVEMENTS IN THE AMOUNT OF \$133,300; AUTHORIZING EXECUTION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized to deliver and execute on behalf of the City that certain Task Order # 2019-02 to the Master Services Agreement for Utility Engineering Services between the City and Dewberry Engineers, Inc., relating to the Bid-A-Wee Water System Improvements, in the basic amount of One Hundred Thirty Three Thousand, Three Hundred Dollars (\$133,300.00), 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 shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_  
Mike Thomas, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Jan Bossert, City Clerk

**EXHIBIT B**  
**COMBINED TASK ORDER AND**  
**NOTICE TO PROCEED**

TASK ORDER NO. GWSRU 2019-02

DATE: August \_\_, 2019

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DEWBERRY ENGINEERS INC. (formerly PREBLE-RISH, INC.) RELATING TO PROFESSIONAL UTILITY ENGINEERING SERVICES (General Water and Sewer and Reclaimed Utility) dated April 8, 2014, (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to **Bid-A-Wee Water System Improvements**.

Engineer's total compensation shall be (check one):

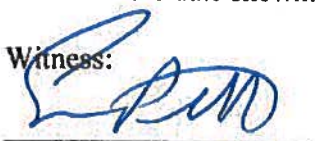
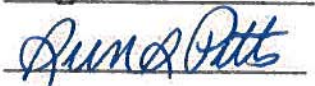
a stipulated sum of **\$133,300**; or  
 a stipulated sum of \$ \_\_\_\_\_ plus one or more specified allowances listed below which may be authorized in writing by the City Manager or his designee,  
Allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, and  
Allowance of \$ \_\_\_\_\_ for \_\_\_\_\_; or  
 a fee determined on a time-involved basis with a maximum cost of \$ \_\_\_\_\_;

Work shall begin on August \_\_, 2019, and shall be completed within One Hundred Fifty (150) calendar days. The date of completion of all work is therefore \_\_\_\_\_, 2019. Liquidated delay damages, if any, are set at the rate of \$0 per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.



Upon execution of this task order by both Engineer and City, Engineer is directed to proceed.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

Witness:

  
\_\_\_\_\_  
  
\_\_\_\_\_

DEWBERRY ENGINEERS, INC.

By:  Date: 8/2/19.  
Its: 

CITY OF PANAMA CITY BEACH, FL.

ATTEST:

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

CONSENT  
AGENDA ITEM # 1

**ATTACHMENT A**

**BID-A-WEE WATER SYSTEM IMPROVEMENTS  
TASK ORDER FY 2019  
DEWBERRY**

This task order is for the purpose of Dewberry as the ENGINEER to provide professional services for the Bid-A-Wee Water System Improvements 2011 to the City of Panama City Beach (City) acting by and through its Council. Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN THE CITY OF PANAMA CITY BEACH AND DEWBERRY ENGINEERS, INC. RELATING TO UTILITY ENGINEERING SERVICES (General Water and Sewer and Reclaimed Utility) dated April 8, 2014 (the Agreement), the terms, conditions and definitions of which are incorporated herein as set forth in full. Neither party is in breach of the Agreement.

**DESCRIPTION OF ENGINEER'S SERVICES**

**SCOPE OF SERVICES**

**A. Preliminary Design Services**

Dewberry will meet with Owner and review the existing system, plan the new system, and discuss all issues related to the project.

**B. Surveying Services**

Dewberry shall survey the entire route of the proposed improvements and includes approximately 13,625 LF of route survey. The survey shall include all above ground improvements, topographic information, and utilities located by respective utility companies. Dewberry will also locate the right of way for the entire route.

Dewberry will set construction benchmarks along the route. Dewberry will not be responsible for construction stakeout or as-builts. The survey data shall be in state plane coordinates.

**C. Design Services**

Dewberry shall design the proposed water main improvements as well as include the system in the City's current hydraulic water model to confirm required fire flows. Dewberry shall provide plans, details, specifications and contract documents to the City for review.

Dewberry shall submit 60%, 90% and 100% plans to the City for review and approval.

**D. Permitting Services**

Dewberry shall obtain the FDEP Water Construction Permit, FDOT Utility Permit, Bay County Utility Permits and shall prepare the NPDES permit application for the contractor. The City shall be responsible for all permitting fees.

**E. Construction Services**

Dewberry shall provide a full time resident inspector for six (6) weeks (maximum). Dewberry shall provide limited site visits by the project manager and project engineer. Dewberry shall attend monthly progress meetings. Dewberry shall review all shop drawings. Dewberry shall certify the water system to FDEP upon completion. Dewberry shall conduct a pre-final inspection and generate a punch list, as well as a final inspection and generate a final punch list to the contractor. Dewberry will not review partial payment applications, however, Dewberry will assist the City with the applications, if necessary. Dewberry will provide the City with daily, weekly and monthly inspection reports.

**F. Deliverables**

Dewberry will provide the following deliverables to the City:

1. One set of 60% review documents (plans, specifications, contract documents) for the City's review and comment.



2. Attend meeting with the City to discuss the City's 60% comments.
3. One set of 90% review documents (plans, specifications, contract documents) for the City's review provided in digital (dwg) format on CD, along with two (2) hard copies.
4. Attend meeting with the City to discuss the City's 90% comments.
5. Provide shop drawing reviews within 7 business days of receipt back to contractor and the City.
6. Two (2) full size and three (3) half size copies of 100% plans, two (2) specifications, and contract documents.
7. Certified record drawings compiled by the contractor and PRI. All as-built drawings shall be provided in digital (dwg) format on CD, along with three (3) hard copies.

**G. Professional Services Fees**

1. Surveying (\$2.25 @ 13,625 LF)	\$ 30,656.25
2. Engineering, and preparation of contract documents	\$ 65,137.03
3. Update City's Hydraulic Water Model	\$ 1,750.00
4. Construction Administration and Inspection	\$ 30,556.72
5. Permitting	\$ 3,500.00
6. City As-Builts compiled from contractor As-Builts	\$ 1,700.00

**Lump Sum Total \$ 133,300.00**

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**DEWBERRY ENGINEERS, INC.**

Address for Correspondence

203 Aberdeen Parkway  
Panama City, Florida 32405

By:  \_\_\_\_\_

Name and Title: Vice President

Witnessed:  \_\_\_\_\_

Date: 8/2/2019

**CITY OF PANAMA CITY BEACH, FLORIDA**

Address for Correspondence

110 South Arnold Road  
Panama City Beach, Florida 32413

By: \_\_\_\_\_

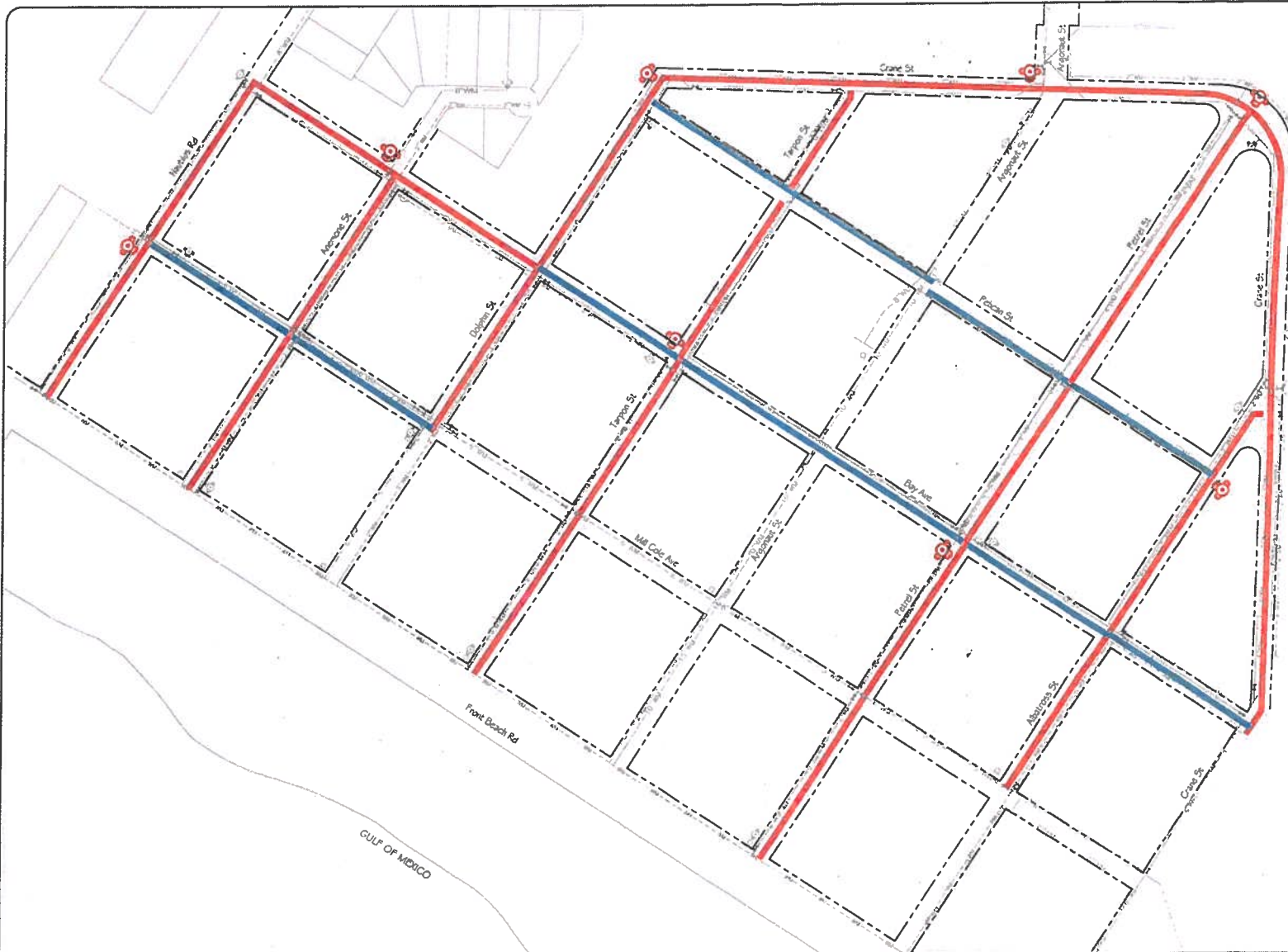
Name and Title: \_\_\_\_\_

Witnessed: \_\_\_\_\_

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

K:\PROPOSAL SPCB Bid-A-Wee Watermain Improvement Task Order Attachment A 08-01-19.doc

CONSENT  
AGENDA ITEM # 1



**LEGEND:**

- 6" WATER MAIN IMPROVEMENT  
(9,800 LF)
- 4" WATER MAIN IMPROVEMENT  
(3,825 LF)
- FIRE HYDRANT ASSEMBLIES  
(8 EACH)

ALL IN 2019 (AS SHOWN) CITY OF PANAMA CITY, FLORIDA  
 WATER MAIN IMPROVEMENT PLAN (SEE SHEET 1001-1002)

NO	DATE	APPR	REVISION
1			
2			
3			
4			
5			

**Dewberry**  
 203 Aberdeen Parkway, Panama City, FL 32405  
 850.522.0644, www.dewberry.com

**ATTACHMENT B**  
**BID-A-WEE WATER SYSTEM IMPROVEMENTS**  
**CITY OF PANAMA CITY BEACH**  
**FLORIDA**

DATE: AUGUST 2019	PROJECT NO. -
APPROVED:	
DRAWN: S. RAY	SHEET NO. B
CHECKED: E. PITTS	

EB# 0008794

**CONSENT**  
**AGENDA ITEM #**

**1**

**ATTACHMENT C - ENGINEER'S COST OPINION  
 BID-A-WEE WATER SYSTEM IMPROVEMENTS  
 DEWBERRY  
 PREPARED FOR:  
 THE CITY OF PANAMA CITY BEACH**

Item Number	Item Description	Quantity	Unit	Unit Price	Total
<b>GENERAL COSTS</b>					
1	Mobilization	1	LS	\$ 5,500.00	\$ 5,500.00
2	Bonds and Insurance (2%)	1	LS	\$ 17,312.38	\$ 17,312.38
3	Layout and As-Builts	1	LS	\$ 10,000.00	\$ 10,000.00
4	Erosion Control / Silt Fence	1	LS	\$ 2,300.00	\$ 2,300.00
5	Maintenance of Traffic (MOT)	1	LS	\$ 3,500.00	\$ 3,500.00
6	Testing, Disinfection, Flushing Water Main	1	LS	\$ 7,500.00	\$ 7,500.00
7	Testing Density/ Asphalt	1	LS	\$ 12,500.00	\$ 12,500.00
<b>SUBTOTAL</b>					<b>\$ 58,612.38</b>
<b>CONSTRUCTION</b>					
1	Sod	1,000	SY	\$ 4.25	\$ 4,250.00
2	Concrete Driveway (Removal/Replacement)	8,000	SF	\$ 8.25	\$ 66,000.00
3	Open Cut Asphalt Roadway/Remove	24	EA	\$ 1,500.00	\$ 36,000.00
4	Limerock 8" (24 intersections)	4,800	SY	\$ 12.75	\$ 61,200.00
5	SP-9.5MM 1" Thick/Patch	60	TN	\$ 125.00	\$ 7,500.00
6	Prime Coat	18,675	SY	\$ 0.65	\$ 12,138.75
7	SP-9.5MM 1" Thick Overlay	225	TN	\$ 165.00	\$ 37,125.00
8	Thermo Pavement Markings/Stop Bar	24	EA	\$ 725.00	\$ 17,400.00
9	Miscellaneous Restoration	1	LS	\$ 20,000.00	\$ 20,000.00
10	Fire Hydrant Assembly	8	EA	\$ 2,875.00	\$ 23,000.00
11	Flushing Stand Assembly	1	EA	\$ 1,500.00	\$ 1,500.00
12	4" PVC Watermain C900	3,825	LF	\$ 24.00	\$ 91,800.00
13	6" PVC Watermain C900	9,800	LF	\$ 30.00	\$ 294,000.00
14	4" HDPE Directional Bore	100	LF	\$ 65.00	\$ 6,500.00
15	6" HDPE Directional Bore	100	LF	\$ 85.00	\$ 8,500.00
16	Connect to Existing Watermain	20	EA	\$ 850.00	\$ 17,000.00
17	4" Pipe Fittings	1	LS	\$ 7,500.00	\$ 9,180.00
18	6" Pipe Fittings	1	LS	\$ 15,000.00	\$ 29,400.00
19	4" MJ Gate Valve	14	EA	\$ 800.00	\$ 11,200.00
20	6" MJ Gate Valve	32	EA	\$ 950.00	\$ 30,400.00
21	1" Service Connection (Short)	50	EA	\$ 375.00	\$ 18,750.00
22	1" Service Connection (Bore)	81	EA	\$ 775.00	\$ 62,775.00
<b>SUBTOTAL</b>					<b>\$ 865,618.75</b>
<b>TOTAL ESTIMATED CONSTRUCTION COST =</b>					<b>\$ 924,231.13</b>
<b>CONTENGENCIES 10% =</b>					<b>\$ 92,423.11</b>
<b>TOTAL ESTIMATED CONSTRUCTION COST WITH CONTENGENCIES =</b>					<b>\$ 1,016,654.24</b>

Surveying (\$2.25 x 13,625 LF)	\$30,656.25
Engineering & Design	\$64,921.41
Permitting	\$3,500.00
Inspection	\$30,500.00
Hydraulic Water Model Updates	\$1,750.00
City As-Builts compiled from	
Contactor As-Builts	\$1,700.00
<b>Professional Service Fees Total</b>	<b>\$133,027.86</b>

**TOTAL PROJECT COST \$ 1,149,681.89**

# CONSENT ITEM

2



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
ADMINISTRATION

2. MEETING DATE:  
August 22, 2019

3. REQUESTED MOTION/ACTION:

Consideration of Resolution 19-130 for extraordinary traffic control on portions of South Thomas Drive, Thomas Drive, Surf Drive, Front Beach Road, W. Pier Park Drive, Pier Park Drive, Bay Parkway and SR 79 on November 1 and 2, 2019.

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 21st annual Ironman Florida Triathlon, will be held on November 2, 2019.

The event necessitates careful traffic control and extraordinary usage of South Thomas Drive, Thomas Drive, Surf Drive, Front Beach Road, W. Pier Park Drive, Pier Park Drive, Bay Parkway and State Road 79 in the corporate limits of Panama City Beach.

Staff recommends approval.





TO: Panama City Beach City Manager  
FROM: IRONMAN Florida  
SUBJECT: IRONKIDS Fun Run 2019

July 10, 2019

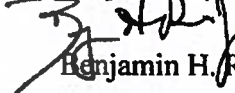
In preparation for the 21<sup>st</sup> edition of IRONMAN Florida 2019, I would like to take this time to thank you for your continued support and consideration for this event. We are proud to be a part of this community and its continued relationship with Panama City Beach leadership and residents. Our partnership with the Tourist Development Council had continued to promote this event as a destination race within the IRONMAN circuit. The events popularity among athletes continues to grow with the events selling out each year.

In recent years we have brought our IRONKIDS fun run to IRONMAN Florida with great success. This event is to promote fitness to our youth and to give back to our communities. This event is on Friday November 1 at 3:30 PM on South Thomas Dr. in front of our host the Boardwalk beach Resort. With this said we are requesting a portion of South Thomas Dr. be closed to "local traffic only" from Friday November 1 @ 12 O'clock thru Sunday November 3 at 6:00 A.M. This closure allows us to execute the IRONKIDS run as well as prepare for the event on Saturday. The road closure will be limited to Royal American's property of the Boardwalk Resort at 9400 South Thomas Drive, PCB, Florida. All properties will be accessible from South Thomas Drive. Traffic detour signs will be utilized for traffic flow information.

If there are any questions or concerns, please feel free to reach out to me directly.

Thank you for your consideration with this request

Respectively

  
Benjamin H. Rausa Jr.

Race Director

IRONMAN Florida

IRONMAN 70.3 Gulf Coast Race Director

[ben.rausa@ironman.com](mailto:ben.rausa@ironman.com)

850-774-6221

CONSENT  
AGENDA ITEM #

2

RESOLUTION 19-130

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA RELATED TO THE "IRONMAN FLORIDA TRIATHLON"; AUTHORIZING EXTRAORDINARY TRAFFIC CONTROL OF PORTIONS OF SOUTH THOMAS DRIVE, THOMAS DRIVE, SURF DRIVE, FRONT BEACH ROAD, WEST PIER PARK DRIVE, PIER PARK DRIVE, BAY PARKWAY AND SR 79 ON FRIDAY, NOVEMBER 1, 2019, AND SATURDAY, NOVEMBER 2, 2019 FOR THE EVENT AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE RESOLUTION.

WHEREAS, the Ironman Florida is hosting the 21<sup>st</sup> annual Ironman Florida Triathlon, a swim, 26.2 mile run and 112 mile bike event (the "Event") on Saturday, November 2, 2019, which Event includes the Iron Kids Fun Run on Friday, November 1, 2019 in Panama City Beach; and

WHEREAS, the Event necessitates careful control and extraordinary usage of South Thomas Drive, Thomas Drive, Surf Drive, Front Beach Road, West Pier Park Drive, Pier Park Drive, Bay Parkway, and State Road 79, in the corporate limits of Panama City Beach.

NOW, THEREFORE, be it resolved by the City of Panama City Beach that during the hours of 12:00 P.M. and 5:00 P.M. on Friday, November 1, 2019 all vehicular traffic shall be rerouted or otherwise controlled on South Thomas Drive from 9450 South Thomas Drive (Boardwalk Beach resort) for the Ironkids Fun Run.

AND be it FURTHER resolved by the City of Panama City Beach that during the hours of 4:00 A.M. and 11:59 P.M. on Saturday, November 2, 2018, all vehicular traffic shall be controlled on Front Beach Road west from South Thomas Drive to West Pier Park Drive, Pier Park Drive to Bay Parkway, then continuing to State Road 79, State Road 79 north to the City limits, and South Thomas Drive, Thomas Drive and Surf Drive east to the City limits per the attached maps which accompany this Resolution to accommodate the Event.

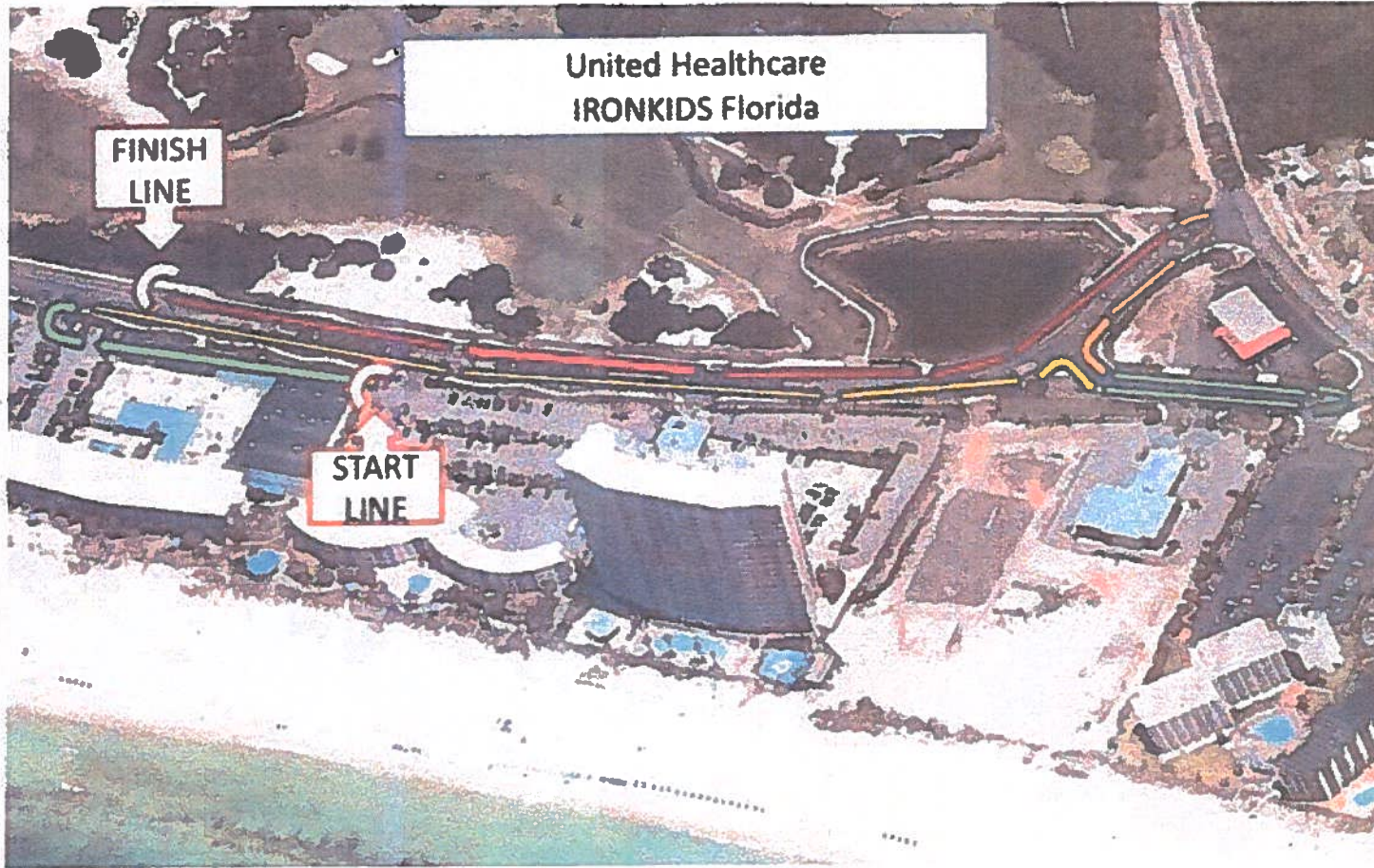
PASSED, APPROVED AND ADOPTED IN REGULAR SESSION this 22<sup>nd</sup> day of August, 2019.

CITY OF PANAMA CITY BEACH

By: \_\_\_\_\_  
Mike Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Mary Jan Bossert, City Clerk

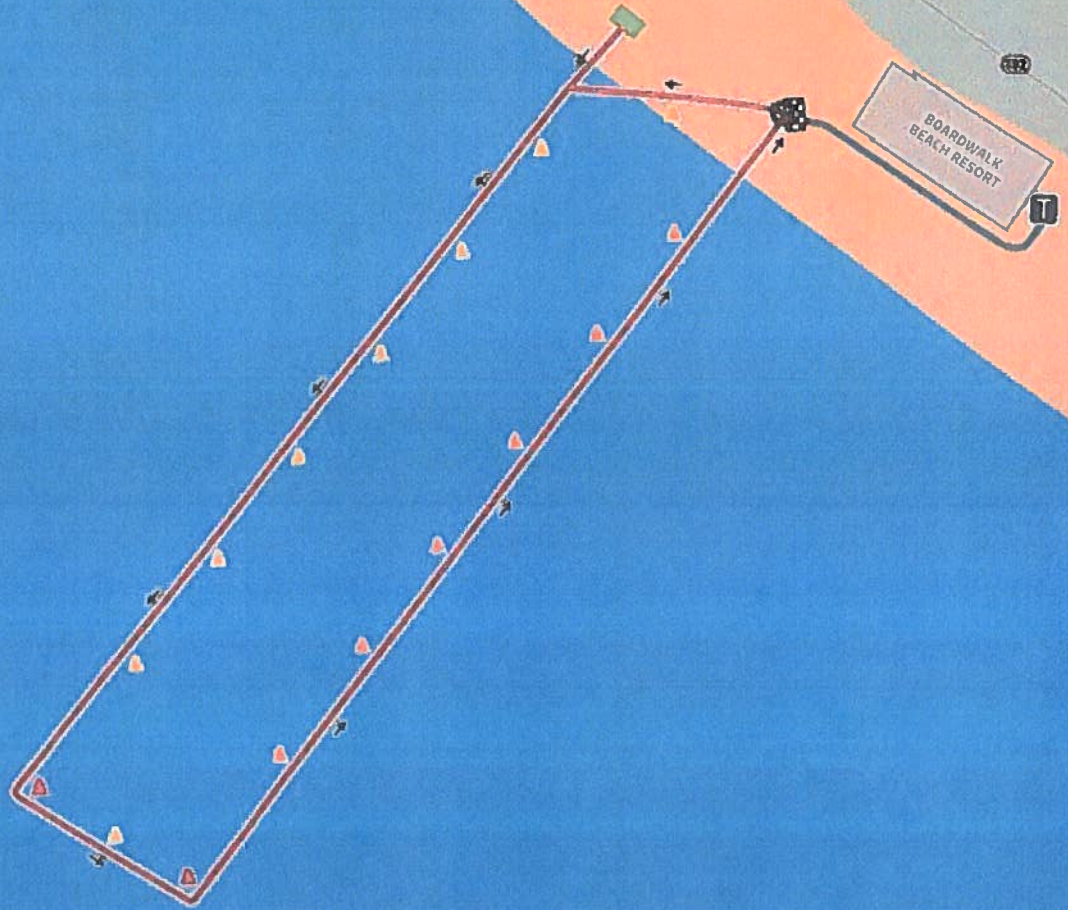


United Healthcare  
IRONKIDS Florida

FINISH  
LINE

START  
LINE





**LEGEND**

- TRANSITION AREA
- START LINE
- FINISH LINE
- TURN BUOYS
- OUTBOUND SIGHTING BUOYS
- RETURN SIGHTING BUOYS
- RUN OUT TO TRANSITION
- BEGIN 2<sup>ND</sup> LOOP

CONSENT  
AGENDA ITEM # 2





**LEGEND**

- TRANSITION AREA
- START LINE
- FINISH LINE
- MILE MARKERS
- U-TURN

CONSENT  
AGENDA ITEM # \_\_\_\_\_



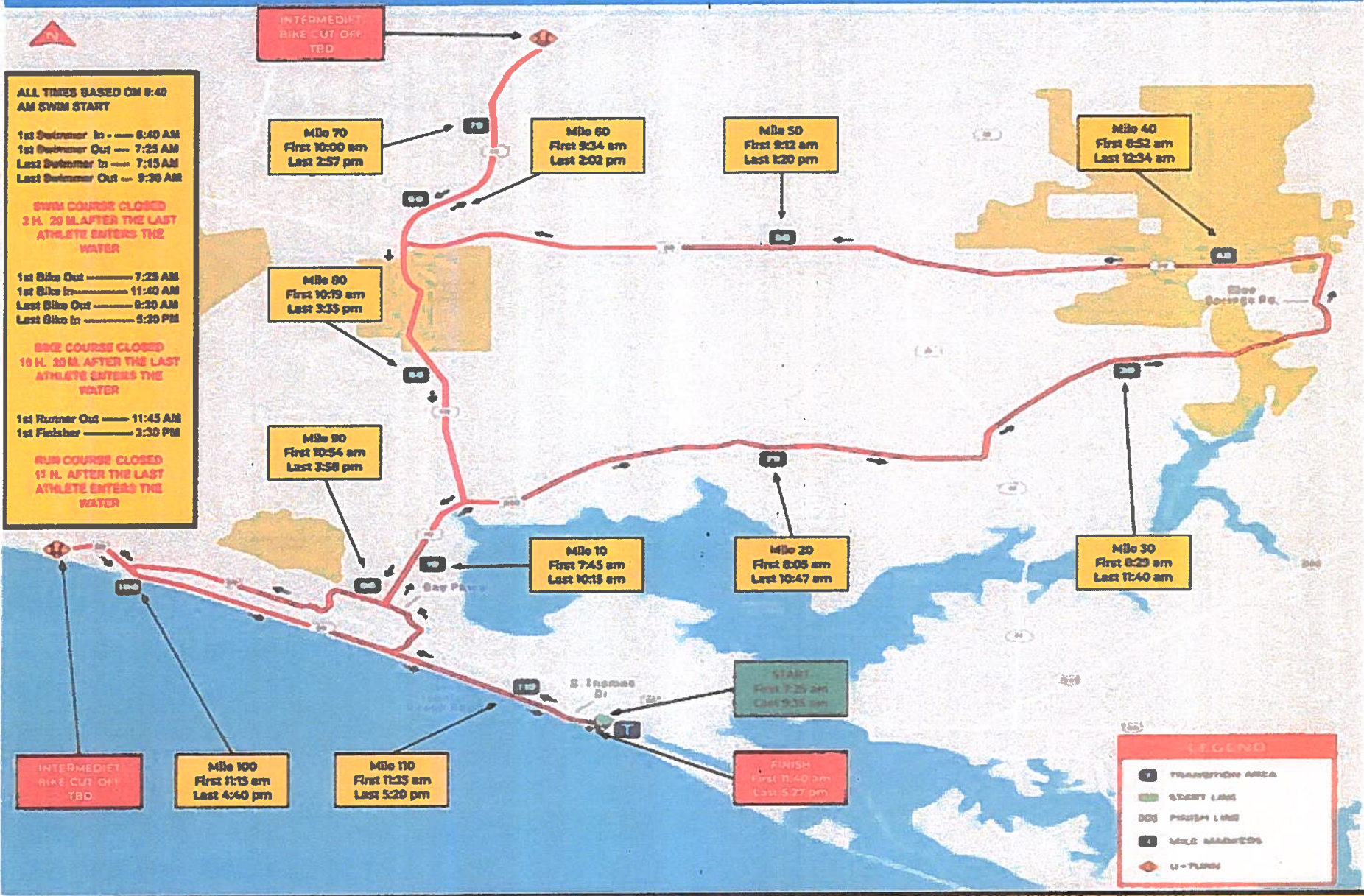


## IMFL 2019 V1 Bike Course Map

### Turn by Turn Directions

Left out of transition onto South Thomas Drive  
Left onto Front Beach Road  
Left at Front Beach Road / Middle Beach Road Merge  
Right onto West Pier Park Drive  
Left onto Pier Park Drive  
Continue across Panama City Beach Parkway onto the Bay Parkway  
Right turn onto Highway 79 North  
Right turn onto CR 388 East  
Left turn onto Highway 77 North  
Right onto County Road 388 East  
Left turn onto Blue Springs Road  
Left turn onto Highway 20 West  
Right turn onto Highway 79 North  
Continue North 8.4 Miles to Turnaround  
Turnaround and Continue South  
Right turn onto Gayle's Trails  
Left turn onto Griffin Boulevard  
Right turn onto Ashley Drive  
Right turn onto Panama City Beach Parkway West  
Continue west on the Panama City Beach Parkway over the Phillips Inlet Bridge  
Turn Around at the Bay County Line US 98 East (Panama City Beach Parkway)  
Right onto Front Beach Road  
Continue on Front Beach Road  
Right turn at Front Beach Road / Middle Beach Road Merge  
Right turn onto South Thomas Drive  
Right into transition





ALL ATHLETES WHO DO NOT REACH THE DESIGNATED INTERMEDIATE CUT-OFF LOCATIONS WILL BE TRANSPORTED IN VIA SAG VEHICLES. COURSE CLOSURES AT 8:45 PM





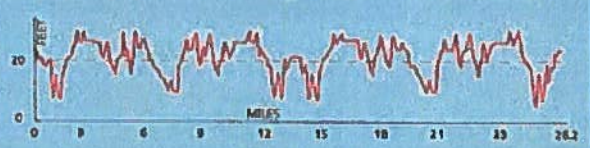
**TURN BY TURN DIRECTIONS**

- Start at the Boardwalk Beach Resort and go east on South Thomas Dr. to Thomas Dr.
- Right on Thomas Dr.
- Right on Joan Ave.
- Left on Surf Dr.
- Left on Utes, crossing Thomas Dr.
- Bear right on Sunset Ave.
- Bear left on South Lagoon Dr.
- Right on Mystic St.
- Left on Hilltop Ave.
- Left on Treasure Cir.
- Right on Beach Dr.
- Left on Irwin St.
- Left on Thomas Dr.
- Right on Spyglass Dr.
- Left on Lookout St.
- Right on Thomad Dr. continuing into St. Andrew's State Park
- Enter park, following perimeter of parking area
- Follow path onto St. Park Circ. making a right turn
- Continue to turnaround and reverse direction
- Turn left onto St. Park Lane following cones towards the park exit
- Exit St. Park returning to the Boardwalk Beach Resort
- Turnaround on South Thomas Dr. (special needs) behind Alivin's Island
- Turn left for second loop/straight to finish at Boardwalk Beach Resort
- Finish at the Boardwalk Beach Resort

**LEGEND**

- TRANSITION AREA
- START LINE
- FINISH LINE
- 1<sup>st</sup> LOOP MILE MARKERS
- 2<sup>nd</sup> LOOP MILE MARKERS
- BEGIN 2<sup>nd</sup> LOOP
- U-TURN
- WATER/AID STATION

Start Elevation: 21 ft • Finishing Elevation: 21 ft • Gain: 148 ft



# CONSENT ITEM

3





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
ADMINISTRATION

2. MEETING DATE:  
AUGUST 22, 2019

3. REQUESTED MOTION/ACTION:

Consideration of Resolution 19-131 to close portions of roads in Pier Park on October 11 to 12, 2019 for the parade.

4. AGENDA

PRESENTATION  
PUBLIC HEARING  
CONSENT  
REGULAR

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

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 Pirates of the High Seas Festival will be held on Friday, October 11 and Saturday, October 12, 2019 with the main parade being held on October 12, 2019.

The event necessitates careful traffic control and extraordinary usage of portions of roads within Pier Park, on Powell Adams Road and on Front Beach Road from Powell Adams to Pier Park Drive for the parade.

Staff recommends approval.

## **Friday, October 11 (Pier Park)**

- 5:00pm Festival Village & Little Pirates Fun Zone Open** (*Grand Theatere Plaza*)
- 5:30pm Kids Parade** (*Begins/Ends at The Back Porch*)
- 6:15pm Opening Ceremonies & Treasure Drop** (*Center Stage*)
- 6:30pm Pirate Crawl/ Second Line Parade** (*South to North, ends at Celebration Stage*)
- 8:00pm Live Music: Trop Rock Junkies** (*Celebration Stage*)
- 9:15pm Fireworks** (*Russell-Fields City Pier*)

## **Saturday, October 12 (Pier Park)**

- 8:00am Pirates of the High Seas Fest 5k Run/Walk** (*Frank Brown Park*)
- 12:00pm Festival Village & Little Pirates Fun Zone Open** (*Grand Theatre Plaza*)
- 12:00pm Live Music: Tusk, the Music of Fleetwood Mac** (*Celebration Stage*)
- 1:30pm Commodore Mayhem Magic Show** (*Celebration Stage*)
- 2:30pm Pirate Invasion** (*Pier Stage*)
- 3:30pm Live Music: Tom Mason & the Blue Buccaneers** (*Celebration Stage*)
- 5:00pm Main Parade** (*Pier Park Route*)
- 7:00pm Live Music: Caribbean Chillers** (*Celebration Stage*)
- 8:30pm Fireworks** (*Russell-Fields City Pier*)

## **Sunday, October 13 (Grand Lagoon)**

- 12:00pm Festival Village Opens** (*Capt. Anderson's Marina Parking Area, 5550 N. Lagoon Drive*)
- 12:00pm Kids Fishing Clinic** (*Marina Dock*)
- 12:00pm Live Music: Tom Mason & the Blue Buccaneers** (*Main Stage*)



- 1:15pm**    **Storytelling: The Legend of Dominique Youx** (*Main Stage*)
- 2:00pm**    **Pirate Battle-Flotilla Drives out the Pirates** (*Grand Lagoon/Marinas*)
- 3:15pm**    **Treasure Hunt Announcement** (*Main Stage*)
- 3:15pm**    **Commodore Mayhem Magic Show** (*Capt. Anderson's Stage*)
- 5:00pm**    **Pirate Pet Parade** (*Capt. Anderson's Stage*)
- 6:00pm**    **Live Music:**
- 7:15pm**    **Fireworks** (*Grand Lagoon*)

RESOLUTION NO. 19-131

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA RELATED TO THE "PIRATES OF THE HIGH SEAS FESTIVAL"; AUTHORIZING CLOSURE OF PORTIONS OF LC HILTON, JR. DRIVE, SEA MONKEY WAY, LONGBOARD WAY AND PIER PARK DRIVE ON OCTOBER 11 AND 12, 2019 FOR THE EVENT; AND AUTHORIZING CLOSURE OF A PORTION OF POWELL ADAMS ROAD AND THE TEMPORARY USAGE OF A PORTION OF FRONT BEACH ROAD ON OCTOBER 12 TO PERMIT THE EVENT'S PARADE.

WHEREAS, the "Pirates of the High Seas Festival" (the "Event") is being held on Friday, October 11, 2019 and on Saturday, October 12, 2019 in Panama City Beach; and

WHEREAS, the Event necessitates careful traffic control and extraordinary usage of Front Beach Road and other city roads within and around Pier Park.

NOW, THEREFORE, be it resolved by the City of Panama City Beach that:

1. During the hours of 12:00 A.M. on Friday, October 11, 2019, until 12:00 A.M. on Sunday, October 13, 2019, portions of L.C. Hilton, Jr. Drive, Sea Monkey Way, and Pier Park Drive beginning at the Grand Theatre roundabout to Long Board Way shall be closed and all vehicular traffic shall be rerouted or otherwise controlled in accordance with the attached map which accompanies this Resolution to accommodate the Event.
2. During the hours of 4:30 P.M. to 7:30 P.M. on Saturday, October 12, 2018, portions of Pier Park Drive and Powell Adams Road shall be closed and all vehicular traffic on Powell Adams Road and on Front Beach Road from Powell Adams to Pier Park Drive shall be rerouted in accordance with the attached map which accompanies this Resolution to accommodate the Event's Parade.

PASSED, APPROVED AND ADOPTED IN REGULAR SESSION this \_\_\_\_ day of \_\_\_\_\_, 2019.

CITY OF PANAMA CITY BEACH

By: \_\_\_\_\_  
Mike Thomas, Mayor

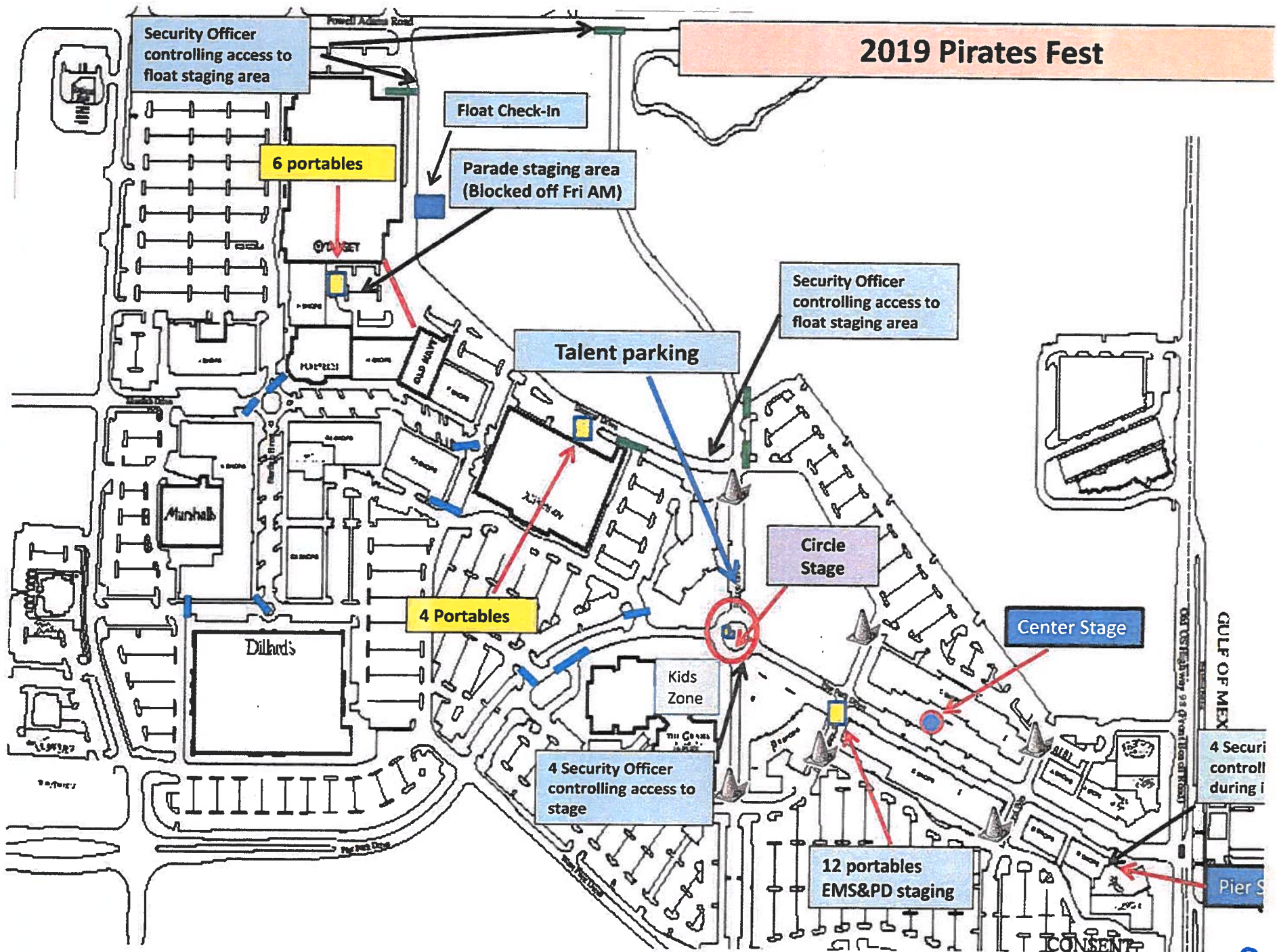
ATTEST:

\_\_\_\_\_  
Mary Jan Bossert, City Clerk

Resolution 19-131

CONSENT  
AGENDA ITEM # 3

# 2019 Pirates Fest







Friday 4am Road Closures

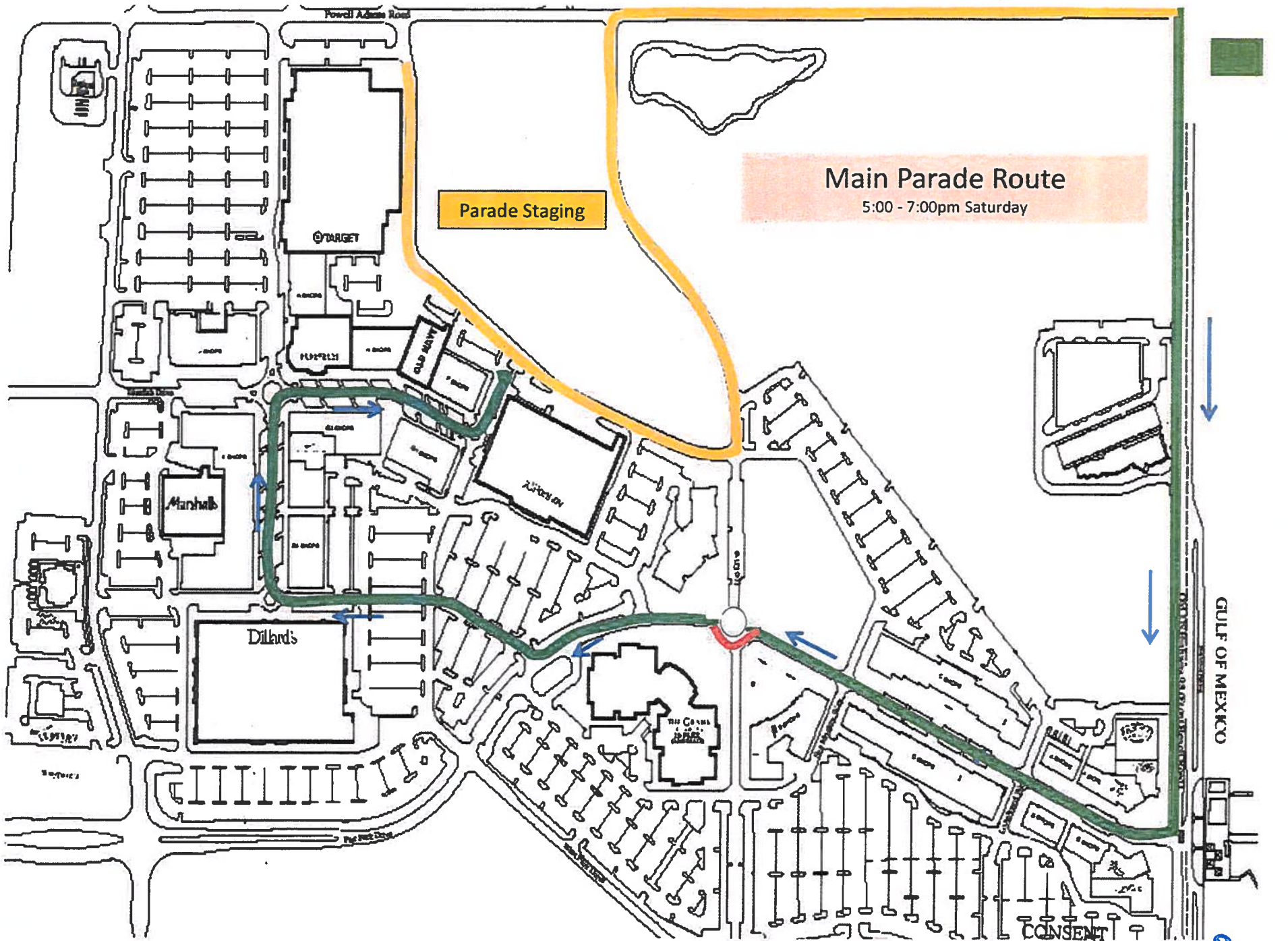
Saturday 6am Road Closures

Temp. Children's parade closure

Temp closures just before the Main

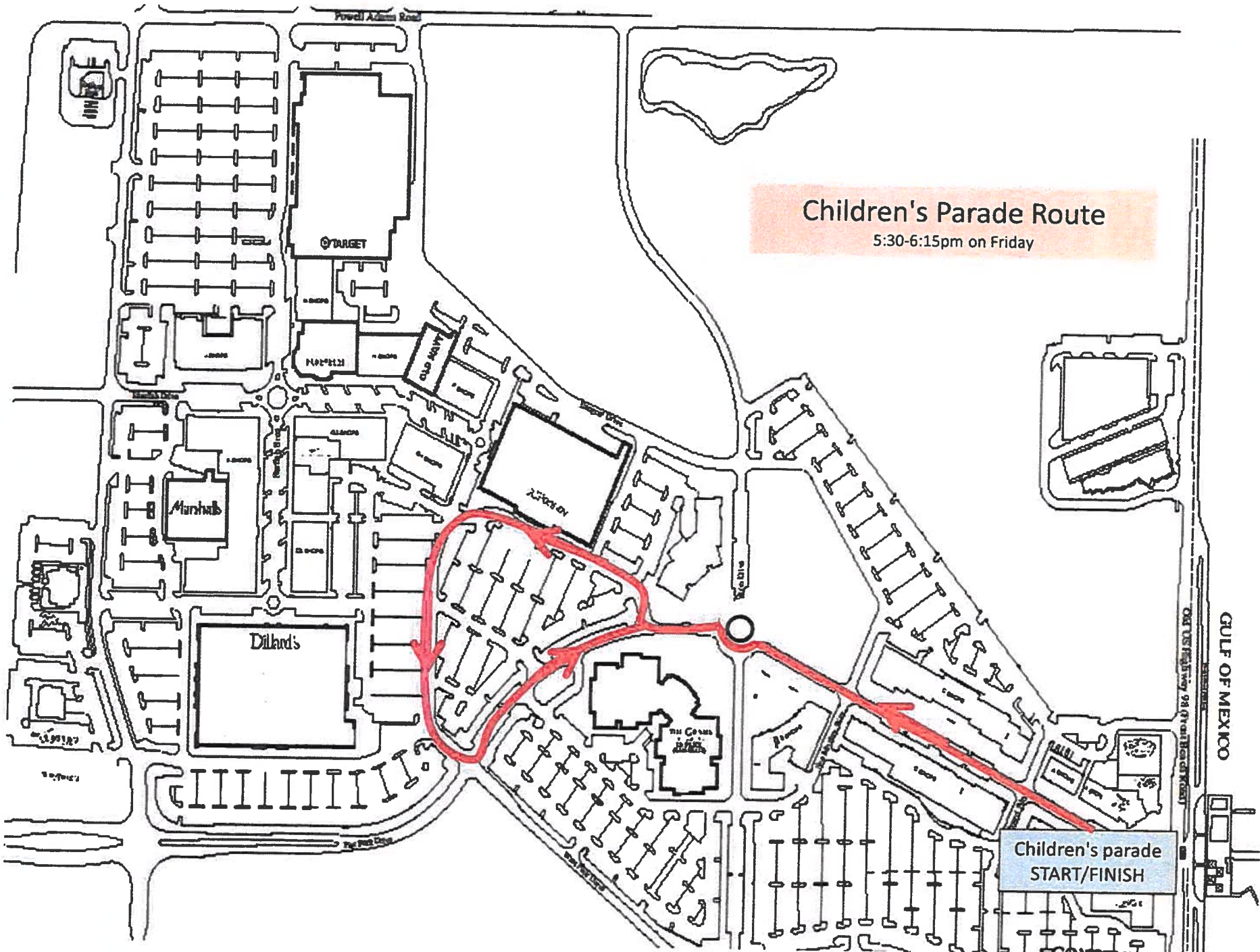
Note: PPDR will re-open at 6am on Sunday October 13th





**Main Parade Route**  
5:00 - 7:00pm Saturday

**Parade Staging**



**Children's Parade Route**  
5:30-6:15pm on Friday

Children's parade  
START/FINISH



**REGULAR ITEM**

**1**





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Administration/Lori Philput

**2. MEETING DATE:**

8/22/2019

**3. REQUESTED MOTION/ACTION:**

Approve an agreement with Life Scan Wellness Centers to implement a voluntary Employee Wellness Program for City employees consistent with the City's claims reserve budget at a cost not to exceed \$395 per employee.

**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)**

One of the City's goals in funding its claims reserves is to provide wellness programs for its employees. An important first step in establishing that program is to provide employees an opportunity to be informed about the state of their health without fear of the expense or time associated with scheduling a physical exam with a private healthcare provider.

The City currently provides comprehensive on-site physical examinations for employees of the Fire Department through an agreement with Life Scan Wellness Centers. Staff desires to fund these same physical examinations for all employees to encourage employees to remain fully informed of their physical health. Staff feels this service will save employees thousands of dollars otherwise not covered by insurance as well as promote healthier lifestyles and improve morale.

The cost for each physical exam is \$395 per employee and contemplates a not to exceed amount of \$138,250 to account to exams of 350 employees. This program will be funded through the City's claims reserves and does not require amendment of the budget.

Staff recommends approval.



**RESOLUTION 19-132**

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH LIFE SCAN WELLNESS CENTERS AUTHORIZING FUNDING FROM RESERVE ACCOUNTS FOR ON-SITE EMPLOYEE COMPREHENSIVE PHYSICAL EXAMS, IN AN AMOUNT NOT TO EXCEED \$138,250; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

**BE IT RESOLVED** by the City of Panama City Beach, Florida that the appropriate officers of the City are authorized to accept and deliver that certain Agreement with Life Scan Wellness Centers, relating to the performance of no more than 350 on-site comprehensive physical employee exams at a rate of \$395.00 per employee, in an amount not to exceed One Hundred Thirty-Eight Thousand, Two Hundred, Fifty Dollars (\$138,250.00), on substantially the terms and conditions set forth in the quote attached hereto as Exhibit A, 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 \_\_\_\_\_, 2019.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_  
Mike Thomas, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Jan Bossert, City Clerk

Resolution 19-132

**AGENDA ITEM #** 1

<b>Life Scan Wellness Centers</b>		<b>Pg. 1</b>
<b>LIFE SCAN WELLNESS EXAM Quote for Panama City Beach Employee Wellness Program (350)</b>		
<b>Physical Exam</b>		
Hands on Physical with Health History		included
Vision Exam (Titmus)		included
Audiometry (Hearing Exam)		included
Skin Cancer Assessment		included
Back Health Assessment		included
Cardiovascular Risk Reduction Assessment		included
Behavioral Health Screening and Stress Awareness		including
Epworth Sleep Disorder Assessment		included
Personal Consultation with review of testing results		included
<b>Blood and Laboratory Tests</b>		
Hemoccult Test for colon cancer		included
Urinalysis		included
Lipid Panel		included
Diabetes Tests (Hemoglobin A1C and Glucose)		included
Complete Blood Count		included
Comprehensive Metabolic Panel		included
TSH (Thyroid blood test)		included
PSA (men, prostate cancer antigen)		included
Testosterone (men)		
CA-125 (women, ovarian cancer antigen)		included
<b>Cardiopulmonary Assessments</b>		
Resting EKG		included
Cardiac Treadmill Stress Test with EKG		included
Echocardiogram Heart Ultrasound		included
Carotid Arteries Ultrasound		included
Aorta and Aortic Valve Ultrasound		included
Pulmonary Function Test		included
<b>Cancer and Disease Ultrasound Assessment</b>		
Thyroid Ultrasound		included
Liver, Pancreas, Gall Bladder, Spleen, & Kidney Ultrasounds		included
Bladder Ultrasound		included
Pelvic Ultrasound for Women (Ovaries, Uterus)		included
Testicular Ultrasound for Men		included
Prostate Ultrasound for Men		included
<b>Fitness Evaluations (WFI Guidelines)</b>		
Muscular Strength and Muscular Endurance Evaluation		included
Aerobic Endurance Evaluation (VO2 Max Calc)		included
Body Composition and Body Fat Analysis		included
Flexibility Evaluation		included
Nutrition and Diet Recommendations		included
Personal Fitness Recommendations		included
<b>FLAT RATE PER PERSON</b>		<b>\$395.00</b>
<b>TOTAL FOR 350 Wellness Exams</b>		<b>\$138,250.00</b>

**REGULAR ITEM**

**2**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Utilities Department - Al Shortt, Utilities Director

**2. MEETING DATE:**

September 12, 2019

**3. REQUESTED MOTION/ACTION:**

Approve a 2% sewer and reclaimed water rate increase for the upcoming fiscal year beginning October 1, 2019, continuing to September 30, 2020..

**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 August 2016, the city's rate consultant, Public Resources Management Group (PRMG), performed a water and wastewater rate analysis and made recommendations for the following five (5) fiscal years. A digital copy of the rate analysis is available for public inspection on the City's website. In accordance with the study recommendations, no increases were implemented for FY 2016/2017. Rates were increased 1% for potable water and 2% for sewer and reclaimed water for FY 2017/2018. Rates were increased 0% for potable water and 2% for sewer and reclaimed water for the current fiscal year. We are approaching the 4th year of the study period and the PRMG study recommends no increase in potable water rates and a 2% increase in sewer and reclaimed water rates for the upcoming fiscal year beginning October 1. Legal staff has prepared the attached Ordinance 1495 implementing the increases. Notices of the proposed rate increases were included on water bills and mailed to customers as required.

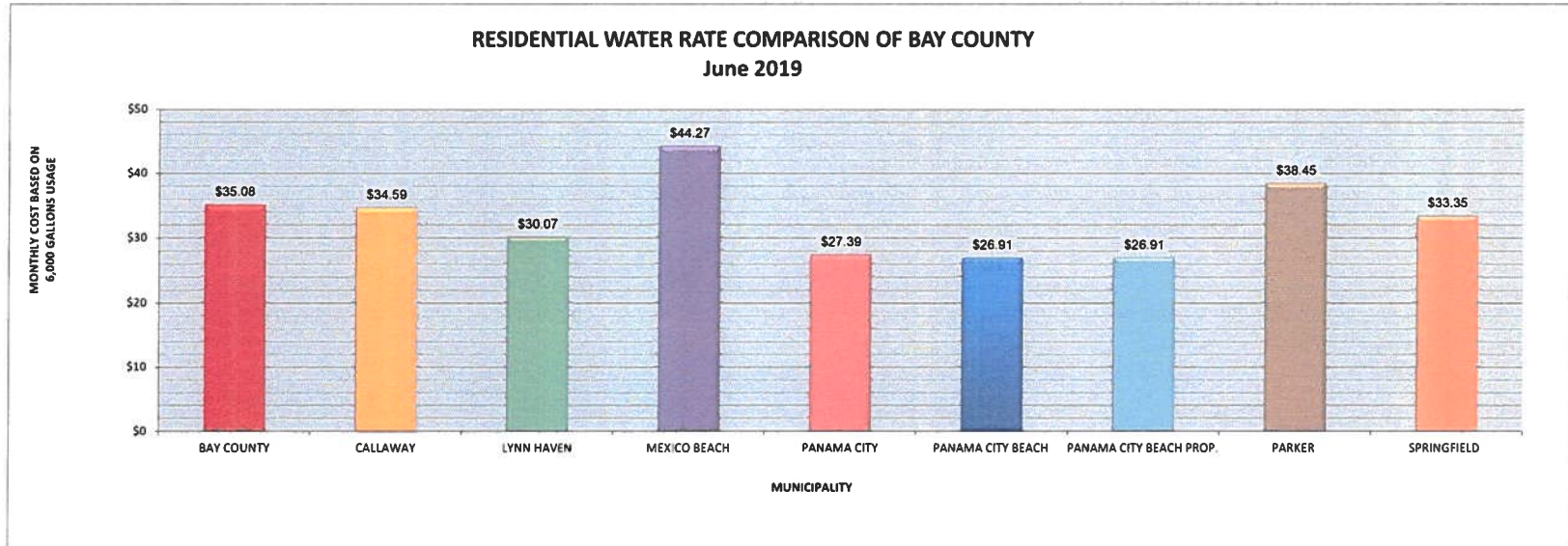
Also attached for your information are three spreadsheets and graphs which offer a comparison of the City's current and proposed water/sewer rates with other municipalities in Bay County. The dark blue bar in the graphs represents the City's current rates and the adjacent light blue bar represents the rates if the increase is approved. Even with the proposed rates, the combined water and sewer charges for a single family home in Panama City Beach are significantly lower than the amount charged by the other municipalities within the County.

Staff recommends approval of Ordinance 1495. Implementation of routine moderate rate adjustments allows the utility system to remain financially solvent, provide quality service and meet or exceed environmental regulations.

**RESIDENTIAL WATER RATE COMPARISON  
BAY COUNTY UTILITY SYSTEMS  
June 2019**

SYSTEM NAME	MINIMUM BILL		BLOCK 1 RATE PER 1000 GAL	BLOCK 1 LIMIT	BLOCK 2 RATE PER 1000 GAL	BLOCK 2 LIMIT	BLOCK 3 RATE PER 1000 GAL	BLOCK 3 LIMIT	BLOCK 4 RATE PER 1000 GAL	BLOCK 4 LIMIT	COST FOR # OF GALLONS										WATER RATE STRUCT.		
	\$/BILL	GAL INCL									1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000		11,000	12,000
BAY COUNTY	\$20.08	0	\$2.37	3,000	\$2.63	6,000	\$3.29	9,000	\$3.93	100,000	\$22.45	\$24.82	\$27.19	\$29.82	\$32.45	\$35.08	\$38.37	\$41.66	\$44.95	\$48.88	\$52.81	\$56.74	INV
CALLAWAY	\$11.37	0	\$3.87	100,000							\$15.24	\$19.11	\$22.98	\$26.85	\$30.72	\$34.59	\$38.46	\$42.33	\$46.20	\$50.07	\$53.94	\$57.81	FLAT
LYNN HAVEN	\$9.43	0	\$3.44	100,000							\$12.87	\$16.31	\$19.75	\$23.19	\$26.63	\$30.07	\$33.51	\$36.95	\$40.39	\$43.83	\$47.27	\$50.71	FLAT
MEXICO BEACH	\$37.71	4000	\$3.28	100,000							\$37.71	\$37.71	\$37.71	\$37.71	\$40.99	\$44.27	\$47.55	\$50.83	\$54.11	\$57.39	\$60.67	\$63.95	FLAT
PANAMA CITY	\$7.59	0	\$3.30	100,000							\$10.89	\$14.19	\$17.49	\$20.79	\$24.09	\$27.39	\$30.69	\$33.99	\$37.29	\$40.59	\$43.89	\$47.19	FLAT
PANAMA CITY BEACH	\$17.10	3000	\$3.27	100,000							\$17.10	\$17.10	\$17.10	\$20.37	\$23.64	\$26.91	\$30.18	\$33.45	\$36.72	\$39.99	\$43.26	\$46.53	FLAT
PANAMA CITY BEACH PROP.	\$17.10	3000	\$3.27	100,000							\$17.10	\$17.10	\$17.10	\$20.37	\$23.64	\$26.91	\$30.18	\$33.45	\$36.72	\$39.99	\$43.26	\$46.53	FLAT
PARKER	\$9.59	0	\$4.81	100,000							\$14.40	\$19.21	\$24.02	\$28.83	\$33.64	\$38.45	\$43.26	\$48.07	\$52.88	\$57.69	\$62.50	\$67.31	FLAT
SPRINGFIELD	\$8.69	0	\$4.11	100,000							\$12.80	\$16.91	\$21.02	\$25.13	\$29.24	\$33.35	\$37.46	\$41.57	\$45.68	\$49.79	\$53.90	\$58.01	FLAT
AVE.	\$15.20	875	\$3.56								\$17.93	\$20.67	\$23.41	\$26.59	\$30.18	\$33.76	\$37.44	\$41.11	\$44.78	\$48.53	\$52.28	\$56.03	
MEDIAN	\$10.48	0	\$3.37								\$14.82	\$18.11	\$22.00	\$25.99	\$29.98	\$33.97	\$37.92	\$41.62	\$45.32	\$49.34	\$53.36	\$57.28	
MIN	\$7.59	0	\$2.37								\$10.89	\$14.19	\$17.10	\$20.37	\$23.64	\$26.91	\$30.18	\$33.45	\$36.72	\$39.99	\$43.26	\$46.53	
MAX	\$37.71	4000	\$4.81								\$37.71	\$37.71	\$37.71	\$37.71	\$40.99	\$44.27	\$47.55	\$50.83	\$54.11	\$57.69	\$62.50	\$67.31	

INV = INVERTED RATE STRUCTURE: UNIT RATE INCREASES WITH EACH SUCCESSIVE BLOCK OF WATER USAGE.  
FLAT = FLAT RATE: UNIT RATE REMAINS CONSTANT.

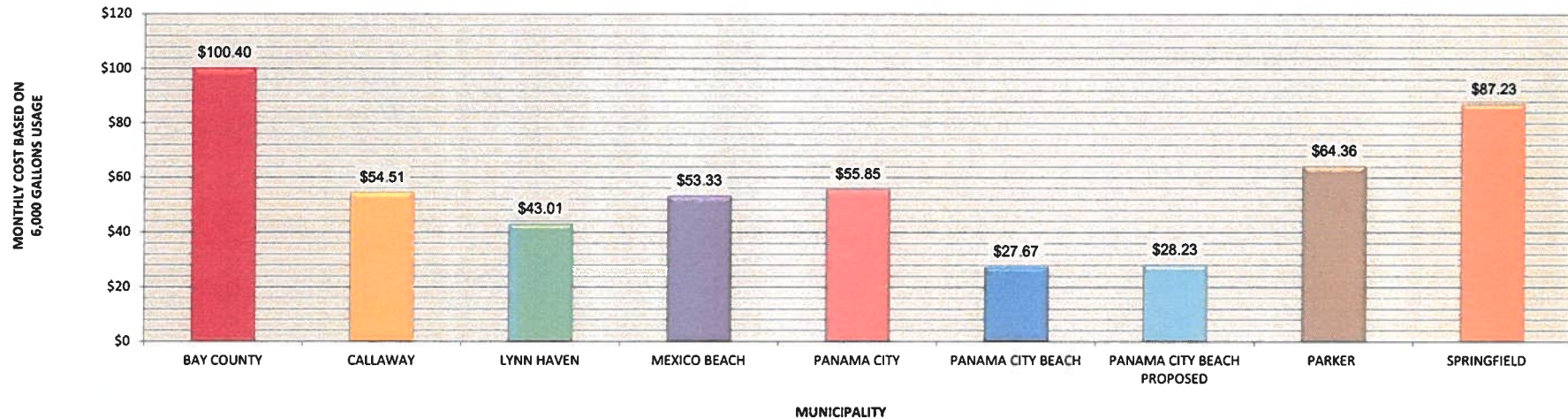




**RESIDENTIAL SEWER RATE COMPARISON**  
**BAY COUNTY UTILITY SYSTEMS**  
 June 2019

SYSTEM NAME	MINIMUM BILL		BASE RATE/ 1000 GAL	MAX GAL. BILLED	COST FOR # OF GALLONS											
	\$/BILL	GAL. INCL.			1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000	11,000	12,000
BAY COUNTY	\$35.24	0	\$10.86	NONE	\$46.10	\$56.96	\$67.82	\$78.68	\$89.54	\$100.40	\$111.26	\$122.12	\$132.98	\$143.84	\$154.70	\$165.56
CALLAWAY	\$30.69	0	\$3.97	NONE	\$34.66	\$38.63	\$42.60	\$46.57	\$50.54	\$54.51	\$58.48	\$62.45	\$66.42	\$70.39	\$74.36	\$78.33
LYNN HAVEN	\$9.11	0	\$5.65	12000	\$14.76	\$20.41	\$26.06	\$31.71	\$37.36	\$43.01	\$48.66	\$54.31	\$59.96	\$65.61	\$71.26	\$76.91
MEXICO BEACH	\$45.81	4,000	\$3.76	NONE	\$45.81	\$45.81	\$45.81	\$45.81	\$49.57	\$53.33	\$57.09	\$60.85	\$64.61	\$68.37	\$72.13	\$75.89
PANAMA CITY	\$17.39	0	\$6.41	12000	\$23.80	\$30.21	\$36.62	\$43.03	\$49.44	\$55.85	\$62.26	\$68.67	\$75.08	\$81.49	\$87.90	\$94.31
PANAMA CITY BEACH	\$19.15	3,000	\$2.84	NONE	\$19.15	\$19.15	\$19.15	\$21.99	\$24.83	\$27.67	\$30.51	\$33.35	\$36.19	\$39.03	\$41.87	\$44.71
PANAMA CITY BEACH PROPOSED	\$19.53	3,000	\$2.90	NONE	\$19.53	\$19.53	\$19.53	\$22.43	\$25.33	\$28.23	\$31.13	\$34.03	\$36.93	\$39.83	\$42.73	\$45.63
PARKER	\$25.51	1,000	\$7.77	NONE	\$25.51	\$33.28	\$41.05	\$48.82	\$56.59	\$64.36	\$72.13	\$79.90	\$87.67	\$95.44	\$103.21	\$110.98
SPRINGFIELD	\$28.13	0	\$9.85	NONE	\$37.98	\$47.83	\$57.68	\$67.53	\$77.38	\$87.23	\$97.08	\$106.93	\$116.78	\$126.63	\$136.48	\$146.33
AVE.	\$26.43	1,000	\$6.40	12,000	\$31.02	\$36.58	\$42.15	\$48.07	\$54.47	\$60.87	\$67.26	\$73.66	\$80.05	\$86.45	\$92.85	\$99.24
MEDIAN	\$26.82	0	\$6.03	12,000	\$30.09	\$35.96	\$41.83	\$46.19	\$50.06	\$55.18	\$60.37	\$65.56	\$70.75	\$75.94	\$81.13	\$86.32
MIN.	\$9.11	0	\$2.90	12,000	\$14.76	\$19.53	\$19.53	\$22.43	\$25.33	\$28.23	\$31.13	\$34.03	\$36.93	\$39.83	\$42.73	\$45.63
MAX.	\$45.81	4,000	\$10.86	12,000	\$46.10	\$56.96	\$67.82	\$78.68	\$89.54	\$100.40	\$111.26	\$122.12	\$132.98	\$143.84	\$154.70	\$165.56

**RESIDENTIAL SEWER RATE COMPARISON OF BAY COUNTY**  
 June 2019

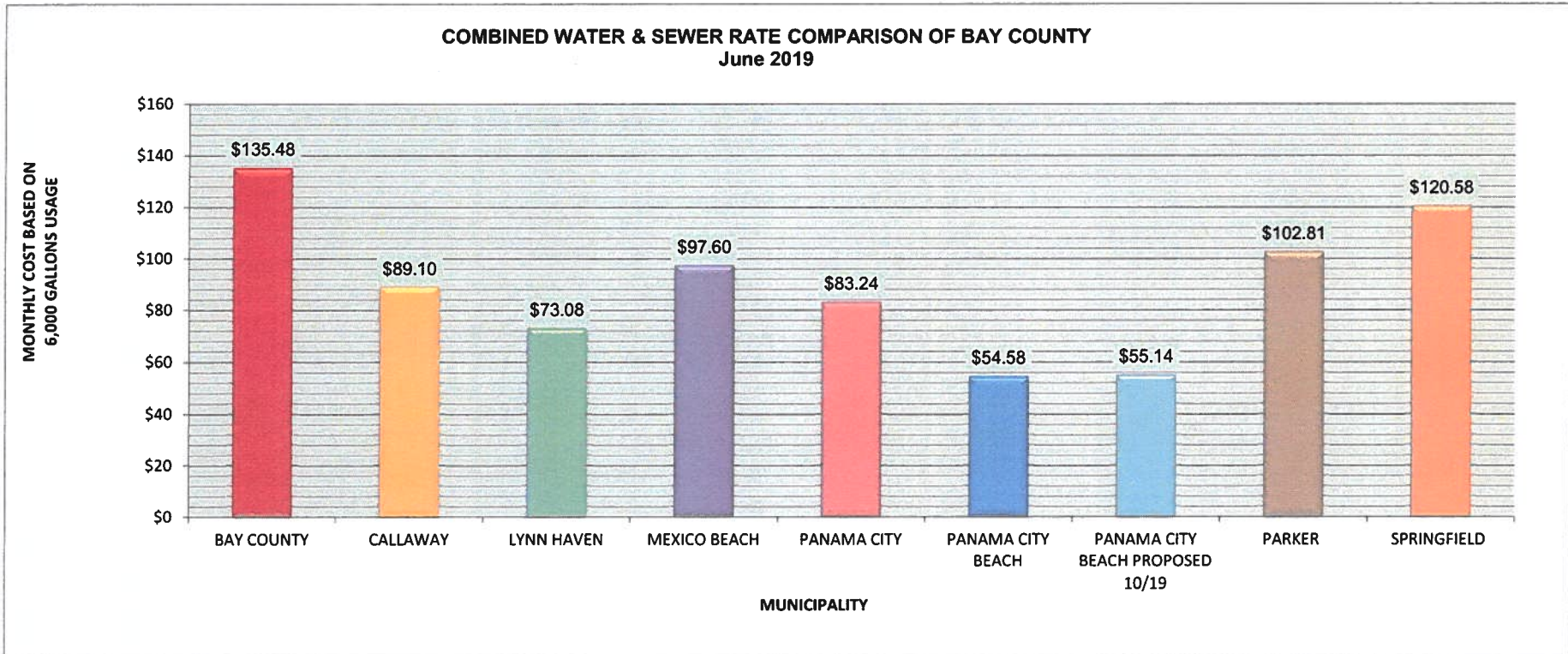




**COMBINED RESIDENTIAL WATER & SEWER RATE COMPARISON**  
**BAY COUNTY UTILITY SYSTEMS**  
 June 2019

SYSTEM NAME	COST FOR # OF GALLONS											
	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000	11,000	12,000
BAY COUNTY	\$68.55	\$81.78	\$95.01	\$108.50	\$121.99	\$135.48	\$149.63	\$163.78	\$177.93	\$188.79	\$207.51	\$222.30
CALLAWAY	\$49.90	\$57.74	\$65.58	\$73.42	\$81.26	\$89.10	\$96.94	\$104.78	\$112.62	\$116.59	\$128.30	\$136.14
LYNN HAVEN	\$27.63	\$36.72	\$45.81	\$54.90	\$63.99	\$73.08	\$82.17	\$91.26	\$100.35	\$106.00	\$118.53	\$127.62
MEXICO BEACH	\$83.52	\$83.52	\$83.52	\$83.52	\$90.56	\$97.60	\$104.64	\$111.68	\$118.72	\$122.48	\$132.80	\$139.84
PANAMA CITY	\$34.69	\$44.40	\$54.11	\$63.82	\$73.53	\$83.24	\$92.95	\$102.66	\$112.37	\$118.78	\$131.79	\$141.50
PANAMA CITY BEACH	\$36.25	\$36.25	\$36.25	\$42.36	\$48.47	\$54.58	\$60.69	\$66.80	\$72.91	\$79.02	\$85.13	\$91.24
PANAMA CITY BEACH PROPOSED	\$36.63	\$36.63	\$36.63	\$42.80	\$48.97	\$55.14	\$61.31	\$67.48	\$73.65	\$79.82	\$85.99	\$92.16
PARKER	\$39.91	\$52.49	\$65.07	\$77.65	\$90.23	\$102.81	\$115.39	\$127.97	\$140.55	\$148.32	\$165.71	\$178.29
SPRINGFIELD	\$50.78	\$64.74	\$78.70	\$92.66	\$106.62	\$120.58	\$134.54	\$148.50	\$162.46	\$172.31	\$190.38	\$204.34
AVE.	\$48.95	\$57.25	\$65.55	\$74.66	\$84.64	\$94.63	\$104.70	\$114.76	\$124.83	\$131.64	\$145.13	\$155.27
MEDIAN	\$44.91	\$55.12	\$65.33	\$75.54	\$85.75	\$93.35	\$100.79	\$108.23	\$115.67	\$120.63	\$132.30	\$140.67
MIN.	\$27.63	\$36.63	\$36.63	\$42.80	\$48.97	\$55.14	\$61.31	\$67.48	\$73.65	\$79.82	\$85.99	\$92.16
MAX.	\$83.52	\$83.52	\$95.01	\$108.50	\$121.99	\$135.48	\$149.63	\$163.78	\$177.93	\$188.79	\$207.51	\$222.30

**COMBINED WATER & SEWER RATE COMPARISON OF BAY COUNTY**  
 June 2019



ORDINANCE NO. 1495

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ESTABLISHING THE SEWER AND RECLAIMED WATER RATES FOR FISCAL YEAR 2019-20 AND THEREAFTER; INCREASING THE SEWER AND REUSE WATER RATES IN THE AMOUNT OF TWO PERCENT (2%), ALL AS MORE PARTICULARLY STATED IN THE BODY OF THIS ORDINANCE; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE OF OCTOBER 1, 2019.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 23-60 of the City's Code of Ordinances shall be amended to provide for the following charges and fees to be imposed and collected for wastewater service:

**Sec. 23-60. Charges and Fees.**

- (a) *Purpose:* It is the purpose of this Article to provide for the recovery of costs from users of the City's wastewater disposal system for the implementation of the program established herein. These charges and fees relate solely to the matters covered by this Ordinance and are separate from all other fees chargeable by the City. After passage of this ordinance, all charges and fees may be amended by resolution of the City Council.
- (b) *Service Charges:* It is hereby determined necessary to fix and collect sewer service charges from customers. Such revenue received shall be used for operation, maintenance, replacement, debt retirement and other authorized expenses.
- (c) *Service Charges and Fees:*
  - (1) *Additional Fees.\*\** In addition to those fees specified herein, the City may, by a separate schedule of fees, establish and collect:
    - (a) fees for reimbursement of costs of setting up and operating the City's pretreatment program,
    - (b) fees for monitoring, inspection and surveillance procedures,
    - (c) fees for reviewing accidental discharge procedures and construction,
    - (d) fees for permit applications,
    - (e) fees for filing appeals,
    - (f) fees for consistent removal (by the City) of pollutants otherwise subject to Federal Pretreatment Standards,
    - (g) other fees as the City may deem necessary to carry out the requirements contained herein.

(2) *Charges and Fees.*\*\* The City does hereby levy and assess the following charges and fees, which are to be collected by and payable to the City, for services to users of the public sewer lines, mains and laterals for the disposal of sewage provided by the City to those establishments which are connected with the said sewer system, which charges are hereinafter designated, and the said users shall pay for said services the sums so designated at the same time as the payment for water services shall be made as provided by the ordinances for the City and which charges shall be assessed upon the utility bill of all users, and the said user shall pay charges as hereinafter set forth as follows and which may be amended from time to time by the City Council by resolution:

(A) *Within and Without the City Limits.* The minimum monthly charge for wastewater service, including the first three thousand (3,000) gallons of wastewater furnished to all customers of the system, shall be as follows:

TABLE INSET:

	Item		Base Facility Charge for Service Inside City	Base Facility Charge for Service Outside City
(1)	Single-family residential, each		\$19.15 <b>\$19.53</b>	\$23.94 <b>\$24.41</b>
(2)	Duplex		\$19.15 <b>\$19.53</b>	\$23.94 <b>\$24.41</b>
(3)	Mobile home park, each site		\$19.15 <b>\$19.53</b>	\$23.94 <b>\$24.41</b>
(4)	Apartment or condominium		\$19.15 <b>\$19.53</b>	\$23.94 <b>\$24.41</b>
(5)	Motel Unit		\$14.37 <b>\$14.66</b>	\$17.96 <b>\$18.33</b>
(6)	Washateria, each washer		\$19.15 <b>\$19.53</b>	\$23.94 <b>\$24.41</b>
(7)	Small non-residential Establishments (Service Stations, Retail Stores, Offices, Churches; based on size of water meter)			
	a.	3/4 "	\$28.74 <b>\$29.28</b>	\$35.89 <b>\$36.60</b>
	b.	1"	\$38.29 <b>\$39.06</b>	\$47.86 <b>\$48.83</b>
(8)	Large non-residential Establishments (Schools, Restaurants, Short Order Food Establishments, Lounges, Sanitary Dump Stations, Public Restrooms, Amusement Parks, Parks: based on size of water meter)			
	a.	1 1/2"	\$59.74 <b>\$60.93</b>	\$74.68 <b>\$76.16</b>
	b.	2"	\$74.57 <b>\$76.06</b>	\$93.21 <b>\$95.08</b>
	c.	3"	124.40 <b>\$126.89</b>	\$155.50 <b>\$158.61</b>
	d.	4"	\$179.19 <b>\$182.77</b>	\$223.99 <b>\$228.46</b>
	e.	6"	\$358.46 <b>\$365.63</b>	\$448.08 <b>\$457.04</b>
	f.	Greater than 6"	By contract	+ 25% surcharge
(9)	Campgrounds, each site		\$3.54 <b>\$3.61</b>	\$4.43 <b>\$4.51</b>

The monthly overage charge for wastewater service furnished above the minimum shall be two dollars and ~~ninety eight~~ **four** cents (**\$2.90**) (~~\$2.84~~) per one thousand (1,000) gallons inside the City and three dollars and ~~sixty two~~ **five** cents (**\$3.63**) (~~\$3.55~~) per one thousand gallons outside the City.

(B) Former Grand Lagoon Utilities Geographic Area of Service.

- (1) Notwithstanding Section 23-60(c) of this Code, the rates, fees, and charges for sewer service within the Grand Lagoon Utilities, Inc., geographic area of service as designated by the Florida Public Service Commission on August 1, 1989, shall be as follows:

GENERAL MONTHLY SEWER RATES  
(All Except Residential)

TABLE INSET:

Meter Size	Base Facility Charge
5/8" x 3/4"	<del>\$23.50</del> <b>\$23.97</b>
3/4"	<del>\$35.65</del> <b>\$36.36</b>
1"	<del>\$58.34</del> <b>\$59.48</b>
1 1/2"	<del>\$117.31</del> <b>\$119.66</b>
2"	<del>\$177.46</del> <b>\$181.01</b>
3"	<del>\$335.02</del> <b>\$341.72</b>
4"	<del>\$521.66</del> <b>\$532.09</b>
6"	<del>\$1,043.35</del> <b>\$1,064.22</b>
Gallonge charge <del>\$4.09*</del> <b>\$4.17*</b>	

\*Per 1,000 gallons or part thereof

RESIDENTIAL MONTHLY SEWER RATES

TABLE INSET:

Meter Size	Base Facility Charge
All	<del>\$23.48</del> <b>\$23.95</b>
Plus Gallonge Charge <del>\$3.41*</del> <b>\$3.48*</b>	

(Maximum Charge at 10,000 Gallons)

\*Per 1,000 gallons or part thereof

- (2) Reserved.
- (3) Multiple Classifications. One service used for more than one of the classifications above shall pay and be charged for each of such usages.
- (4) Incremental Usage. The monthly overage charge for sewers set forth in subsection (a) above shall be calculated upon each one thousand (1,000) gallons of water, or part thereof, consumed in excess of the gallonage per month included in the minimum water charge.

(C) Former Bayside Utilities Geographic Area of Service.

- (1) Notwithstanding Section 23-60(c) of this Code, the rates, fees, and charges for sewer service within the Bayside Utilities, Inc., geographic area of service, shall be as follows:

GENERAL MONTHLY SEWER RATES  
(All Except Residential)

TABLE INSET:

Meter Size	Base Facility Charge
5/8" x 3/4"	\$21.02 <b>\$21.44</b>
1"	\$55.85 <b>\$56.97</b>
1 1/2"	\$110.92 <b>\$113.14</b>
2"	\$176.98 <b>\$180.52</b>
3"	\$333.67 <b>\$340.34</b>
4"	\$519.53 <b>\$529.92</b>
6"	\$1,039.11 <b>\$1059.89</b>
8"	\$1,673.67 <b>\$1,707.14</b>
Gallorage charge \$8.14* <b>\$8.30</b>	

\*Per 1,000 gallons or part thereof

RESIDENTIAL MONTHLY SEWER RATES

TABLE INSET:

Meter Size	Base Facility Charge
All	\$21.04 <b>\$21.43</b>
Plus Gallorage Charge \$6.75* <b>\$6.89*</b>	

(Maximum Charge at 6,000 Gallons)

\*Per 1,000 gallons or part thereof

- (2) Reserved.
  - (3) Multiple Classifications. One service used for more than one of the classifications above shall pay and be charged for each of such usages.
  - (4) Incremental Usage. The monthly overage charge for sewers set forth in subsection (a) above shall be calculated upon each one thousand (1,000) gallons of water, or part thereof, consumed in excess of the gallorage per month included in the minimum water charge.
- (d) (1) Distribution of Operation and Maintenance Costs. For the purpose of insuring a proportional distribution of operation and maintenance cost to each user, commercial and Industrial Users and bulk customers shall be subject to a surcharge for discharging wastewater which is defined as having the following concentrations (milligrams per liter - mg/l):
- (i) Biochemical Oxygen Demand at 5 days at 20 degrees C, abbreviated BOD5 - 250 mg/l
  - (ii) Total Suspended Solids, abbreviated TSS - 220 mg/l
- (2) Each commercial and Industrial User and bulk customer that is determined to discharge wastewater having pollutants in excess of normal wastewater shall pay a charge dependent on water volume consumed or wastewater discharged and measured by a wastewater flow meter. These pollutant surcharges are as follows:
- (i) BOD5 - \$0.14 per pound/month
  - (ii) TSS - ~~\$0.37~~ **\$0.39** per pound/month



- (3) Pollutants in excess of normal wastewater shall be determined from periodic laboratory analysis of the user's wastewater. Laboratory analysis of the wastewater shall be conducted as outlined in the latest publication of the Standard Methods for the examination of Water and Wastewater, or American Society for Testing and Materials, Part 31, Water, or the U.S. Environmental Protection Agency Methods.
  - (4) In the event that a commercial or Industrial User or bulk customer discharges certain wastes containing inordinate oxygen demanding substances, the City reserves the right to substitute Chemical Oxygen Demand (COD) or Total Organic Carbon (TOC) test instead of BOD5. An evaluation of the user's discharge and the cost of treatment will be established for such substances. If an Industrial User chooses or elects COD, then the ratio of COD to BOD must be 2:1. In the event an Industrial User requests to use TOC, then his proposed methodology shall be submitted to the City for approval prior to it being used as a basis for charging for this particular pollutant. It shall be the responsibility of industrial and commercial users and bulk customers to notify the City of changes in the pollutant and contribution of their wastewater.
  - (5) For purposes of determining commercial and industrial sewer charges, each user's water consumption or wastewater discharged and measured by a wastewater flow meter shall be taken as that metered water volume consumed during the current month.
  - (6) If any user can prove to the satisfaction of the City that substantial amounts of metered water do not enter the waste water collection system, the sewer bill will be reduced accordingly.
  - (7) Notwithstanding any other provision of this ordinance, if the City determines that wastewater services provided any commercial or Industrial User or bulk customer significantly differs from that upon which the rate structure set forth in subsection (A) of this article, the City may enter into a separate agreement with any such user to discharge sewer into the public sewer under such rates, terms and conditions as may be reasonable under the circumstances.
- (e) Each user that discharges any toxic pollutants which cause an increase in the cost of managing the effluent or the sludge treatment works shall pay for any such increased cost.
  - (f) Rates are to be adjusted annually, based on the adopted budget for the wastewater system. This annual review and adjustment shall be the result of studies that reflect any change in the proportionate contribution of wastewater flow or pollutant by any class of user. The adjusted rate or rates, whether by increase or decrease, shall be reflected in each subsequent billing period by the amount of such change. This annual review will ensure a proportional distribution of operation and maintenance and renewal and replacement, and other costs to each user including major and minor industrial, commercial and residential users.
  - (g) The City of Panama City Beach from time to time and as often as shall be necessary will revise rates, fees and charges of the wastewater collection, transmission, treatment and disposal system in order to comply with revenue needs of operating, maintenance, capital costs, debt service and reserve requirements and other costs associated with the Series 1997 Revenue Bonds and the Department of Environmental Protection State Revolving Fund Loan agreement.

SECTION 2. From and after the effective date of this ordinance, Section 23-146 of the City's Code of Ordinances shall be amended to provide for the following charges

and fees to be imposed and collected for reuse water service:

**Sec. 23-146. Reclaimed Water Rates and Service Charges Assessed.**

Purpose: It is the purpose of this Article to provide for the recovery of costs from users of the City's reclaimed water system for the implementation of the program established herein. These charges and fees relate solely to the matters covered by this Resolution and are separate from all other fees chargeable by the City.

- (a) The minimum monthly charge for reclaimed water service, including the first three thousand (3,000) gallons of reclaimed water furnished to all customers of the system, except bulk customers requiring in excess of 100,000 gallons per day on any day, shall be as follows:

TABLE INSET:

Size of Connection	Inside City	Outside City
(1) 3/4"	<del>\$8.70</del> <b>\$8.87</b>	<del>\$10.88</del> <b>\$11.09</b>
(2) 1"	<del>\$13.08</del> <b>\$13.34</b>	<del>\$16.35</del> <b>\$16.68</b>
(3) 1- 1/2"	<del>\$24.82</del> <b>\$25.32</b>	<del>\$31.03</del> <b>\$31.65</b>
(4) 2"	<del>\$47.04</del> <b>\$47.98</b>	<del>\$58.80</del> <b>\$59.98</b>
(5) Above 2"	By contract but no less than cost of maintenance of meter	Same Plus 25%

- (b) The monthly charge for water furnished above the minimum shall be ~~seventy five seventy-three cents (\$0.75 \$0.73)~~ per one thousand (1,000) gallons inside the City and ~~ninety eight ninety-one cents (\$0.94 \$0.94)~~ per one thousand gallons outside the City.
- (c) The monthly charge for bulk customers requiring in excess of 100,000 gallons per day on any day shall be by contract.
- (d) Each occupied building or structure, or each apartment in the same building, shall pay the monthly minimum charge. Duplex dwellings, garage apartments and other multiple family dwellings served by one (1) service connection and meter shall pay the minimum charge as those specified for condominiums and apartments. No service connection and meter may serve more than one (1) building lot.
- (e) Should the City desire that meter deposits be required of customers, the same shall be accomplished by the passing of a resolution by the City Council.

SECTION 3. The appropriate officers and agents of the City are authorized and directed to codify, include and publish the provisions of this Ordinance within the Panama City Beach 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. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

This Ordinance shall become effective as of October 1, 2019.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MIKE THOMAS, MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXAMINED AND APPROVED by me this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MIKE THOMAS, MAYOR

PUBLISHED in the Panama City News-Herald on the \_\_\_ day of \_\_\_\_\_, 2019.

POSTED on [pcb.gov.com](http://pcb.gov.com) on the \_\_\_ day of \_\_\_\_\_, 2019.

---

**REGULAR ITEM**

**3**

---





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Stormwater/Kathy Younce

2. MEETING DATE:

8/22/2019

3. REQUESTED MOTION/ACTION:

Approve Ordinance 1496 which prohibits Illicit discharge into the City's municipal stormwater utility system.

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 City is required to obtain a generic permit for discharge of stormwater from Phase II Municipal Separate Storm Sewer Systems (MS4) from the Florida Department of Environmental Protection (FDEP). The City applies for this permit every 5 years. Each year certain activities and documentation are required of City stormwater staff to perform and document. These activities must be done to ensure compliance with the permit. The recent Notice of Intent was filed through the State and as a condition of this permit we are required to update our Ordinances to include prohibiting illicit discharge to our MS4.

This Ordinance was brought before the Planning Board for consideration and was approved August 14, 2019. If approved, this Ordinance will be brought before the City Council for second reading and adoption on September 12th. Staff recommends approval of this Ordinance.

ORDINANCE NO. 1496

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATING TO STORMWATER MANAGEMENT; PROHIBITING ILLICIT DISCHARGE INTO THE MUNICIPAL STORM DRAIN SYSTEM, ESTABLISHING EXEMPTIONS, ENFORCEMENT AND PENALTIES, AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City maintains a municipal stormwater utility system, through which stormwater is collected and conveyed; and

WHEREAS, the City finds and determines that it is necessary to prevent the introduction of pollutants into the municipal stormwater system which could harm the system or environment into which it is passed or received; and

WHEREAS, the Planning Board considered the proposed amendment to the Land Development Code on August 14, 2019, and recommended approval; and

WHEREAS, the City Council has considered the amendments and finds that they are in the best interests of the health, safety and welfare of the City's residents and visitors.

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 3.05.24 of the Land Development Code of the City of Panama City Beach related to Illicit Discharge Prohibited, is created to read as follows:

### **3.05.24 Illicit discharge prohibited.**

**A. Prohibition.** No person shall discharge or cause to be discharged into the municipal storm drain system, adjacent properties or watercourses any liquid, solid or gaseous materials, including but not limited to pollutants or water containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater. The commencement, conduct or continuance of any illicit discharge to the storm drain system is prohibited except as described in subsection (B). For purposes of this section, discharge shall mean and include the release, spilling, leaking, seeping, pouring, emitting, emptying or dumping of materials into the municipal storm drain system.

**B. Exemptions.** The following discharges are exempt from discharge prohibitions established in subsection (A): (i) water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, pumped ground water containing no visible color, turbidity or detectable odor, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools if dechlorinated (less than one parts per million chlorine), fire fighting activities, and any other water source not including pollutants; (ii) discharges determined in writing by the City as being necessary to protect public health and safety; (iii) dye testing, provided written notice is provided to the City Engineer at least 48 hours prior to commencement of the test; and (iv) any non-stormwater discharge permitted under an NPDES permit, waiver or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency (EPA), provided that the discharger is in full compliance with all requirements of the permit, waiver or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

**C. Enforcement and Penalties.**

(i) Whenever the City finds that a person has violated this section, the City may order compliance by written order of violation to the responsible person. The notice may require, without limitation:

1. The performance of monitoring, analyses, and reporting.
2. The elimination of illicit discharges.
3. That violating discharges, practices or operations shall cease and desist.
4. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of affected property.
5. The payment of a fine to cover actual administrative and remediation costs.
6. The implementation of source control or treatment practices.
7. A deadline within which such remediation or restoration must be completed.

8. Notice that should the violator fail to timely remediate or restore within the established deadlines, that the City may undertake or cause to be undertaken the remediation or restoration, and that the expense thereof shall be charged to the property owner which may become a lien or special assessment on the property if unpaid.

(ii) The City, without prior notice, may suspend access to the City's municipal storm sewer system when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, the MS4, or waters of the United States. If the violator fails to timely comply with a suspension order issued by the City, the City may enter the property and take such actions as deemed necessary to prevent or minimize damage to persons, the MS4 or waters of the United States. The violator shall be responsible to reimburse the City for all costs incurred by the City in taking the corrective actions.

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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ News Herald \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Posted on pcbgov.com on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**REGULAR ITEM**

**4**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
ADMINISTRATION/MARIO GISBERT

2. MEETING DATE:  
AUGUST 22, 2019

3. REQUESTED MOTION/ACTION:

APPROVE FIRST READING OF ORDINANCE 1497 REQUIRING THAT BEACH COMMERCE BOOTHS BE OUTFITTED WITH THROWABLE PERSONAL FLOATATION DEVICES AND ALLOWING THE SALE OR RENTAL OF PERSONAL FLOATATION DEVICES ON THE GULF SANDY BEACH.

4. AGENDA

PRESENTATION	<input type="checkbox"/>
PUBLIC HEARING	<input type="checkbox"/>
CONSENT	<input type="checkbox"/>
REGULAR	<input checked="" type="checkbox"/>

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 CITY COUNCIL RECENTLY ADOPTED ORDINANCE 1494 STRENGTHENING THE CITY'S ENFORCEMENT AND EDUCATION RELATED TO THE BEACH SAFETY FLAG WARNING SYSTEM. IN THE PROCESS OF DRAFTING ORDINANCE 1494, THE COUNCIL DEBATED THE PROPRIETY OF REQUIRING BEACH COMMERCE BOOTHS BE OUTFITTED WITH USCG APPROVED TYPE IV THROWABLE PERSONAL FLOATATION DEVICES TO BE AVAILABLE IN THE EVENT OF AN EMERGENCY ON THE BEACH.

WHILE THIS REQUIREMENT WAS ULTIMATELY REMOVED FROM THE ORDINANCE, IT WAS REQUESTED THAT IT BE BROUGHT BACK AS A SEPARATE ORDINANCE FOLLOWING THE COUNCIL'S BEACH SAFETY WORKSHOP WITH THE BOARD OF COUNTY COMMISSIONERS AND TOURIST DEVELOPMENT COUNCIL.

ORDINANCE 1497 ESTABLISHES THIS REQUIREMENT AND ESTABLISHES PENALTIES FOR VIOLATIONS OF SECTION 7-22 OF THE CODE RELATED TO BEACH SAFETY SIGNS AND EQUIPMENT. ADDITIONALLY, IT ALLOWS FOR THE SALE OR RENTAL OF PERSONAL FLOATATION DEVICES ON THE SANDY GULF BEACH TO ENCOURAGE BEACH GOERS TO EQUIP THEMSELVES PRIOR TO AN EMERGENCY WITH SAFETY EQUIPMENT. CONSISTENT WITH OTHER PROVISIONS APPROVED IN ORDINANCE 1494, THIS ORDINANCE WILL NOT TAKE EFFECT UNTIL MARCH, 2020.

IF APPROVED, THIS ORDINANCE WILL BE SCHEDULED FOR SECOND READING AND ADOPTION ON SEPTEMBER 12. STAFF RECOMMENDS APPROVAL.

ORDINANCE 1497

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING CHAPTER 7 OF THE CITY'S CODE OF ORDINANCES RELATING TO BEACH SAFETY; REQUIRING THAT EACH BEACH COMMERCE BOOTH OR STALL BE OUTFITTED WITH THROWABLE PERSONAL FLOATATION DEVICES AND ESTABLISHING PENALTIES FOR VIOLATION; ALLOWING FOR THE SALE OR RENTAL OF PERSONAL FLOATATION DEVICES ON THE SANDY GULF BEACH; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, since its founding, the City has been blessed with the Gulf of Mexico's natural blessings, making it home to the "World's Most Beautiful Beaches;" and

WHEREAS, the Gulf of Mexico can experience turbulent conditions which may pose a danger to the millions of visitors and residents who visit her shores within the City each year; and

WHEREAS, swimmers who suffer distress during rapidly changing conditions are often without a floatation device that could extend the ability to tread water while rescuers come to their aide; and

WHEREAS, the City Council deems the availability of floatation devices both for swimmers and those who may attempt to rescue them is of paramount importance to the chances of successful open water rescues; and

WHEREAS, the City Council desires to make personal throwable floatation devices available to swimmers in distress while strongly cautioning any civilians against attempting rescues of distressed swimmers in red or double red flags.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this Ordinance, Section 7-22 of the City's Code of Ordinances is amended to read as follows (new text **and underlined**, deleted text ~~struckthrough~~):



**Sec. 7-22. - "No lifeguard" and beach safety signage and equipment required.**

(a) Any person managing or controlling a Beach Business which permits its business invitees to swim in the waters of the Gulf of Mexico behind such business shall at all times either:

1. Cause such business to furnish one or more Exclusive Lifeguards covering substantially all of its beachfront, where each Exclusive Lifeguard is responsible for no more than two hundred fifty (250) linear yards of beachfront and has a Tower in materially the center of his or her zone of responsibility, or
2. Conspicuously post at every public or common place of egress from such business to the sandy Gulf beach a sign in letters no less than four inches in height stating "No Lifeguard on Duty" and "Swim at Own Risk."

(b) In addition, any person managing or controlling a Beach Business which permits its business invitees to swim in the waters of the Gulf of Mexico behind such business shall at all times conspicuously post, at every public or common place of egress from such business to the sandy Gulf beach, signs in form and substance approved by the City Manager:

1. Explaining the flag warning system; and
2. Explaining and warning swimmers of rip currents.

(c) During all times when double red flags are flying, an owner or operator of a public lodging establishment or other lodging accommodations adjacent to the Gulf of Mexico rented by the day or week shall conspicuously post a two-sided sign at any public or common place of egress from such business which states that the water is closed in substantially the following form:

"WATER CLOSED TO PUBLIC.  
ENTRY INTO GULF OF MEXICO

PUNISHABLE BY ARREST.  
SECTION 7-12, PCB CODE OF ORD.”

**(d) Each booth or stall from which solicitation, sales, or rentals of Beach Amusements or Beach Services are conducted shall be equipped with two (2) United States Coast Guard approved Type IV throwable personal floatation devices conspicuously displayed on a booth/stall and available for emergency response.**

**(e) Violation of this section shall be punishable as a Class 1 Infraction pursuant to Section 7-501.**

SECTION 2. From and after the effective date of this Ordinance, Section 7-81 of the City’s Code of Ordinances is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

**Sec. 7-81. - Same—Exemption of certain goods and services; purpose.**

(a) The prohibition contained in Section 7-80 shall not apply to the immediate sale or rental within a booth or stall, or soliciting or canvassing from within a booth or stall, for the immediate sale or rental of the following goods or services in and from such sand beach areas:

- (1) Umbrellas;
- (2) Chairs;
- (3) Cabanas;
- (4) Personal Watercrafts;
- (5) Hobie Cats, Sunfish, Prindles and similar sailboats;
- (6) Sailboards (but not Kite-Boards);
- (7) Kayaks, Canoes and similar hand paddled boats;
- (8) Watercycles;
- (9) Floats and surfboards;
- (10) Parasail Rides, Kite Rides and Watersled Rides;

(11) Sun protective oils and creams.

(12) Beach Photography, including photographs subsequently purchased and delivered off the beach;

**(13) U.S. Coast Guard approved personal floatation devices.**

(b) As used in this section, the term "booth or stall" shall mean an immobile structure or partial enclosure on the sand beach not exceeding fifty (50) square feet of gross horizontal space.

(c) The purpose of these exemptions is to reasonably permit the solicitation and immediate sale or rental of certain goods and services which serve a public need in the sand beach areas and are not themselves a nuisance or detriment, without unreasonably interfering with the flow, recreation, enjoyment and privacy of persons otherwise upon the sand beach areas.

(d) The goods permitted by this section to be placed upon the beach for rental or sale shall not be displayed, or stored or placed within thirty (30) feet landward of the primary wrack line or, if there be no primary wrack line, the scarf line or landward edge of the "wet sand" so as to avoid being an obstacle to emergency and other permitted vehicles.

(Ord. No. 297, § 2, 5-23-85; Ord. No. 299, § 1, 12-12-85; Ord. No. 409, § 1, 3-11-93; Ord. No. 415, § 1, 10-14-93; Ord. No. 432, § 1, 6-23-94; Ord. No. 501, § 1, 8-13-96; Ord. No. 568, § 1, 7-23-98; Ord. No. 745, § 4, 6-27-02; Ord. No. 1051, § 3, 11-9-06; Ord. No. 1183, § 1, 6-10-2010; Ord. No. 1301, § 1, 7-10-2014)

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 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 on March 1, 2020.

PASSED, APPROVED AND ADOPTED at the regular meeting of the

City Council of the City of Panama City Beach, Florida, this \_\_\_\_ day of

\_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Posted on pcbgov.com on the \_\_\_\_ day of \_\_\_\_\_, 2019.



**REGULAR ITEM**

**5**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
ADMINISTRATION/LEGAL

2. MEETING DATE:  
AUGUST 22, 2019

3. REQUESTED MOTION/ACTION:  
Read and consider a procedural ordinance concerning possible implementation of a right of way operation and maintenance assessment associated with the Front Beach Road CRA and adopted plan.

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 Goal: In June the Council determined to seek review of means to promptly develop a fair and reliable payment strategy for defraying some of the administrative, operational and maintenance expenses associated with the City's improvement of transportation and place-making infrastructure in the Front Beach Road Community Redevelopment Area. This action, the first reading of a procedural ordinance to establish an assessment program for this purpose, carries out the Council's direction to move toward implementing this supplemental funding for FY 2019-20.

Why Action is Necessary: The ordinance establishes the procedure that will govern the Council's adoption of an initial and annual right of way assessment program. No assessment can begin to be imposed without the second reading of the ordinance and a public hearing on both the ordinance and an assessment resolution to defray City and CRA costs; and, serves to comply with responsibilities and objectives in that CRA plan.

Adoption of this ordinance is procedural. Adoption of the ROW Assessment must be by separate Resolution in the manner provided by the Ordinance and other Florida law.

Staff recommends approval. If the Council approves first reading of the Ordinance, staff will advertise a second reading and public hearing on the adoption of the Ordinance for September 12, 2019.

---

**CITY OF PANAMA CITY BEACH, FLORIDA**

---

**PROCEDURAL ORDINANCE RELATED  
TO ASSESSMENTS FOR THE PROVISION AND FUNDING OF COMMUNITY  
REDEVELOPMENT RELATED CAPITAL, SERVICES, FACILITIES AND  
PROGRAMS**

---

**FIRST READING AUGUST 22, 2019**

**SECOND READING AND ADOPTION SEPTEMBER 12, 2019**

---

TABLE OF CONTENTS

	PAGE
<b>ARTICLE I</b>	
<b>INTRODUCTION</b>	
SECTION 1.01. DEFINITIONS .....	1
SECTION 1.02. INTERPRETATION .....	5
SECTION 1.03. FINDINGS.....	5
<b>ARTICLE II</b>	
<b>ANNUAL ASSESSMENT</b>	
<b>FOR COMMUNITY REDEVELOPMENT ASSESSED COSTS</b>	
SECTION 2.01. GENERAL AUTHORITY .....	8
SECTION 2.02. PROCEEDINGS.....	9
SECTION 2.03. ASSESSMENT ROLL.....	10
SECTION 2.04. NOTICE .....	11
SECTION 2.05. ANNUAL ASSESSMENT RESOLUTION .....	12
SECTION 2.06. EFFECT OF ANNUAL ASSESSMENT RESOLUTIONS.....	13
SECTION 2.07. ADOPTION OF SUBSEQUENT ANNUAL ASSESSMENT RESOLUTIONS.....	13
SECTION 2.08. ALTERNATIVE USE OF UNIFORM ASSESSMENT COLLECTION ACT .....	14
SECTION 2.09. LIEN OF ASSESSMENTS .....	17
SECTION 2.10. REVISIONS TO ASSESSMENTS .....	17
SECTION 2.11. PROCEDURAL IRREGULARITIES .....	18
SECTION 2.12. CORRECTION OF ERRORS AND OMISSIONS .....	18
<b>ARTICLE III</b>	
<b>COLLECTION OF ASSESSMENTS</b>	
SECTION 3.01. COLLECTION .....	21
SECTION 3.02. TRADITIONAL METHOD OF COLLECTION .....	22
SECTION 3.03. UNIFORM METHOD OF COLLECTION .....	24
SECTION 3.04. GOVERNMENT PROPERTY .....	25



ARTICLE IV  
ISSUANCE OF OBLIGATIONS

SECTION 4.01. GENERAL AUTHORITY .....27  
SECTION 4.02. TERMS OF THE OBLIGATIONS .....27  
SECTION 4.03. VARIABLE RATE OBLIGATIONS .....28  
SECTION 4.04. TEMPORARY OBLIGATIONS .....28  
SECTION 4.05. ANTICIPATION NOTES.....29  
SECTION 4.06. TAXING POWER NOT PLEDGED .....29  
SECTION 4.07. TRUST FUNDS.....30  
SECTION 4.08. REMEDIES OF HOLDERS.....30  
SECTION 4.09. REFUNDING OBLIGATIONS .....31

ARTICLE V  
GENERAL PROVISIONS

SECTION 5.01. APPLICABILITY .....31  
SECTION 5.02. SEVERABILITY .....31  
SECTION 5.03. ALTERNATIVE METHOD.....32  
SECTION 5.04. EFFECTIVE DATE.....33

FIRST READING

ORDINANCE NO. 1498

AN ORDINANCE RELATING TO THE PROVISION AND FUNDING OF COMMUNITY REDEVELOPMENT RELATED CAPITAL, SERVICES, FACILITIES, OR PROGRAMS IN THE CITY OF PANAMA CITY BEACH, FLORIDA; AUTHORIZING THE IMPOSITION AND COLLECTION OF ASSESSMENTS AGAINST PROPERTY THROUGHOUT THE CITY; PROVIDING CERTAIN DEFINITIONS; ESTABLISHING THE PROCEDURES FOR IMPOSING AND COLLECTING ASSESSMENTS; PROVIDING THAT ASSESSMENTS CONSTITUTE A LIEN ON ASSESSED PROPERTY EQUAL IN RANK AND DIGNITY WITH THE LIENS OF ALL STATE, COUNTY, DISTRICT, OR MUNICIPAL TAXES AND ASSESSMENTS AND SUPERIOR IN DIGNITY TO ALL OTHER PRIOR LIENS, MORTGAGES, TITLES, AND CLAIMS; AUTHORIZING THE ISSUANCE OF OBLIGATIONS SECURED BY ASSESSMENTS; PROVIDING FOR VARIOUS RIGHTS AND REMEDIES OF THE HOLDERS OF SUCH OBLIGATIONS; PROVIDING THAT SUCH OBLIGATIONS WILL NOT CREATE A GENERAL DEBT OR OBLIGATION OF THE CITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

ARTICLE I

INTRODUCTION

SECTION 1.01. DEFINITIONS. As used in this Ordinance, the following words and terms shall have the following meanings, unless the context clearly otherwise requires:

“Annual Assessment Resolution” means the resolution described in Article II hereof, establishing the rate at which an Assessment for a specific Fiscal Year will be

computed; and the adoption of which, after a duly noticed public hearing, shall be the final proceeding for the imposition of assessments related to the provision and funding of community redevelopment related capital, services, facilities or programs.

**"Assessed Cost"** means that portion of the annual budget for any Fiscal Year representing all or some portion of the cost of providing or maintaining community redevelopment related capital, services, facilities or programs to Tax Parcels within the City which will be funded through the imposition of Assessments. In the event the City also imposes an impact fee upon new growth or development for capital improvements specifically related to the Assessed Cost, the Assessed Cost shall not include costs attributable to capital improvements necessitated by new growth or development which were included in the computation of such impact fee or which are otherwise funded by such impact fee.

**"Assessed Property"** means all Tax Parcels of land included in the Assessment Roll that receive a special benefit from community redevelopment related capital, services, facilities or programs.

**"Assessment"** or **"Community Redevelopment Assessment"** means a special assessment imposed by the Council pursuant to this Ordinance, after a public hearing, to fund the Assessed Cost. The term "Assessment" and the reference to special assessments or non-ad valorem assessments herein means those assessments which can become a lien

against a homestead as permitted by Article X, Section 4 of the Florida Constitution, as amended.

**"Assessment Coordinator"** means the City Manager, or such person's designee, responsible for coordinating calculation and collection of Assessments as provided herein.

**"Assessment Ordinance"** or **"Ordinance"** means this Ordinance.

**"Assessment Roll"** means the special assessment roll relating to an Assessment confirmed by the City Council after a public hearing required in Article II hereof.

**"City"** means the City of Panama City Beach, Florida.

**"City Clerk"** means the Clerk to the City Council, or such person's designee.

**"City Council"** means the governing body of the City of Panama City Beach, Florida. Provided, however, and at the sole discretion of the City Council upon advice of its management and counsel, the term may be determined at any time or from time to time as the City Council sees fit to include the City Council acting solely or on behalf of either the City, or on behalf of the City's Community redevelopment agency, or on behalf of both governing bodies.

**"City Manager"** means the City Manager of the City.

**"Fiscal Year"** means that period commencing October 1st of each year and continuing through the next succeeding September 30th, or such other period as may be prescribed by law as the fiscal year for the City.



**“Government Property”** means property owned by the United States of America or any agency thereof, a sovereign state or nation, the State of Florida or any agency thereof, a county, a special district or a municipal corporation.

**“Obligations”** means bonds or other evidence of indebtedness including but not limited to, notes, commercial paper, capital leases or any other obligation issued or incurred to finance community redevelopment related capital, equipment, or facilities and secured, in whole or in part, by proceeds of the Assessments.

**“Pledged Revenue”** means, as to any series of Obligations, (A) the proceeds of such Obligations, including investment earnings, (B) proceeds of the Assessments pledged to secure the payment of such Obligations, and (C) any other legally available non-ad valorem revenue pledged, at the City Council's sole option, to secure the payment of such Obligations, as specified by this Ordinance and any resolution authorizing such Obligations.

**“Property Appraiser”** means the Property Appraiser of Bay County, Florida.

**“Tax Collector”** means the Tax Collector of Bay County, Florida.

**“Tax Parcel”** means a parcel of property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

**“Tax Roll”** means the real property ad valorem tax assessment roll and data base maintained by the Property Appraiser for the purpose of the levy and collection of ad valorem taxes.

**“Uniform Assessment Collection Act”** means Sections 197.3632 and 197.3635, Florida Statutes, or any successor statutes authorizing the collection of non-ad valorem assessments on the same bill as ad valorem taxes, and any applicable regulations promulgated thereunder.

**SECTION 1.02. INTERPRETATION.** Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms “hereof,” “hereby,” “herein,” “hereto,” “hereunder” and similar terms refer to this Ordinance; and the term “hereafter” means after, and the term “heretofore” means before, the effective date of this Ordinance. Words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

**SECTION 1.03. FINDINGS.** It is hereby ascertained, determined, and declared that:

(A) Pursuant to Article VIII, Section 2(b) of the Florida Constitution, and Sections 166.021 and 166.041, Florida Statutes, the City Council has all powers of local self-government to perform municipal functions and render municipal services except when prohibited by law and such power may be exercised by the enactment of City ordinances.

(B) The City Council may exercise any governmental, corporate, or proprietary power for a municipal purpose except when expressly prohibited by law, and the City Council may legislate on any subject matter on which the Florida Legislature may act, except those subjects described in (a), (b), (c), and (d) of section 166.021(3), Florida Statutes.

The subject matter of paragraphs (a), (b), (c), and (d) of section 166.021(3), Florida Statutes, are not relevant to the imposition of assessments related to community redevelopment related capital, services, facilities or programs.

(C) Special benefits from community redevelopment related capital, services, facilities or programs to affected lands provided as a result of an Assessment include, by way of example and not limitation, improved traffic circulation and capacity, improved use of right of ways, bettering a sense of place and tourism market competitiveness for properties, assured development capacity, better ingress and egress with an eye toward public safety, better capacity to evacuate and protect properties and improvements during storm events, enhancements to quality and superiority of place, visual improvements (including landscaping and hard infrastructure), thoughtful connection to the regional transportation system, and the introduction and continual availability of such benefits serve to address and remediate documented and recognized blighted area conditions. Such special benefits to property protect and increase the value and use of such properties and create economic advantage to properties within the City's community redevelopment areas.

(D) The continued annual preparedness to provide operations, administration, maintenance and management is necessary to provide community redevelopment related capital, services, facilities or programs and possess a logical relationship to the value, use and enjoyment of real property by: (1) implementing planned blighted area remediation

and protecting the value of the improvements and structures within community redevelopment areas; (2) protecting the life and safety of residents, intended occupants, visitors, and tourists in the use and enjoyment of such real property; and, (3) lowering or avoiding increases in the cost of casualty or liability insurance within the City's community redevelopment areas. Such benefits occur on both vacant and undeveloped property.

(E) The association of benefits and burdens to properties affected are strengthened by and enhanced by the presence of statutorily required community redevelopment planning and substantiated redevelopment area determinations, and are further confirmed by the relationship of delivering, providing, and maintaining such community redevelopment related capital and services to increase the value, use and enjoyment of the parcels of property within the City's community redevelopment areas.

(F) The Assessment imposed pursuant to this Ordinance is imposed by the City Council, not the Property Appraiser or Tax Collector. Any activity of the Property Appraiser or Tax Collector under the provisions of this Ordinance shall be construed as ministerial.

(G) The annual Assessments to be imposed pursuant to this Ordinance are special assessments and may also constitute and be described as non-ad valorem assessments within the meaning and intent of the Uniform Assessment Collection Act.

(H) The purpose of this Ordinance is to: (1) provide procedures and standards for the imposition of Assessments associated with community redevelopment under the home

rule powers of a municipality to impose special assessments, (2) authorize a procedure for the funding of community redevelopment related capital, services, facilities or programs providing special benefits to property within the City, and (3) establish a revenue or tax equity tool for funding community redevelopment related capital, services, facilities or programs, reduce demand on other legally available funds, allow for local policy discretion as difficult overall budget choices are made by the City Council each year, and give the community a more equitable, balanced, sustainable and dedicated means of funding community redevelopment related capital, services, facilities or programs.

**ARTICLE II**

**ANNUAL ASSESSMENT**

**FOR COMMUNITY REDEVELOPMENT ASSESSED COSTS**

**SECTION 2.01. GENERAL AUTHORITY.**

(A) The City Council is hereby authorized to impose an annual Assessment to fund all or any portion of the Assessed Cost upon benefitted property at a rate of assessment based on the special benefit accruing to such property from the provision of community redevelopment related capital, services, facilities or programs. For purposes of this Ordinance, references to 'benefit', 'special benefit', 'benefitted property' or the like also include reference to the relief of a burden created by real property or improvements thereon to continually administer to, operate, and maintain community redevelopment related capital, services, facilities or programs resulting from or associated with an adopted



community redevelopment plan. All Assessments shall be imposed in conformity with the procedures set forth in this Article II.

(B) The amount of the annual Assessment imposed each Fiscal Year against each parcel of Assessed Property shall be determined pursuant to an apportionment methodology based upon a fair and reasonable apportionment of the Assessed Cost among properties on a basis reasonably related to the special benefit provided by the availability of community redevelopment related capital, services, facilities or programs funded with Assessment proceeds. The amount of the annual Assessment imposed each Fiscal Year shall include administration and collection costs associated with the annual Assessment. In the event the Assessments are collected pursuant to the Uniform Assessment Collection Act, the amount of the annual Assessment will also include fees imposed by the Property Appraiser and Tax Collector and will be adjusted as necessary to account for any statutory discounts which are necessitated when employing the efficiencies of collecting the Assessments annually on the same bill as property taxes. Nothing contained in this Ordinance shall be construed to require the imposition of Assessments against Government Property.

**SECTION 2.02. PROCEEDINGS.**

(A) The proceedings for the imposition of an Assessment shall include a public hearing noticed in the manner set forth in Section 2.04 hereof, and the adoption at or anytime thereafter of an Annual Assessment Resolution which shall (A) contain a brief and

general description of the community redevelopment related capital, services, facilities or programs to be provided or made available, (B) describe the method or methods of apportioning the Assessed Cost among affected Tax Parcels, (C) describe the Tax Parcels, if any, to be exempted from the Assessment for legal or public policy purposes, (D) identify the rate or rates of assessment and approve and adopt the annual Assessment Roll, consistent with the requirements of Section 2.03 hereof, and (E) determine the method of collecting the Assessment.

(B) So long as the development and articulation of any method of apportionment, rates of assessment, the Assessment Roll or methods of notice have been reasonably undertaken and otherwise promulgated to the public in accordance with the time periods and provisions hereof, the Annual Assessment Resolution may be adopted at the same meeting of the City Council, or at any subsequent meeting of the City Council, immediately after adoption of this Ordinance, or any amendment hereto.

**SECTION 2.03. ASSESSMENT ROLL.**

(A) The Assessment Coordinator shall prepare, or direct the preparation of, the Assessment Roll, which shall contain the following:

- (1) A summary description of all Assessed Property by Tax Parcel conforming to the description contained on the Tax Roll.
- (2) The name of the owner of the Assessed Property.

(3) The extension or application of the rates of the proposed Assessment to be imposed against each such Tax Parcel of Assessed Property.

(B) The Assessment Roll shall be retained by the Assessment Coordinator and shall be open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Assessment for each Tax Parcel of property can be determined by use of the internet, a computer terminal available to the public or similar technology available to the public.

**SECTION 2.04. NOTICE.** At least twenty (20) days prior to the public hearing, the City shall notice the public hearing by publication in a newspaper generally circulated within the boundaries of the City. The notice shall provide the date, time and place of the hearing. The notice shall contain a general statement that the City Council will consider imposing a special assessment throughout the City or within any portion thereof, and in particular in any community redevelopment area, on the various parcels of property within the City to fund all or a portion of the cost to provide community redevelopment related capital, services, facilities or programs, the proposed rates or explanation of the schedule of Assessments and include general information pertaining to the proposed apportionment methodology, the method of collection and a statement that all affected property owners have a right to appear at the public hearing and the right to file written objections within twenty (20) days of the publication of the notice. The notice shall direct all interested persons to the Assessment Roll and information concerning the amount of the

proposed Assessment applicable to each parcel of property; provided, however, that such Assessment Roll need not be in printed form if the amount of the Assessment for each parcel of property can be determined by use of the internet, a computer terminal available to the public, or similar technology available to the public.

**SECTION 2.05. ANNUAL ASSESSMENT RESOLUTION.** At the time named in such notice, or to which an adjournment or continuance may be taken by the City Council, the City Council shall receive any written comments or objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Annual Assessment Resolution which shall (A) establish the rate or rates of assessment to be imposed in the designated Fiscal Year; (B) approve and adopt the Assessment Roll, with such amendments and directions as it deems just and right; and (C) provide direction as to the method of collection. All parcels assessed shall derive a special benefit from the community redevelopment related capital, services, facilities or programs to be provided, acquired or constructed and the Assessment shall be fairly and reasonably apportioned between the properties that receive the special benefit. All objections to the Annual Assessment Resolution shall be made in writing, and filed with the Assessment Coordinator at or before the time or adjourned time of such hearing. The Annual Assessment Resolution as confirmed shall constitute the final action necessary annually to impose or re-impose Assessments hereunder.

**SECTION 2.06. EFFECT OF ANNUAL ASSESSMENT RESOLUTION.**

The Assessments for the initial Fiscal Year and each subsequent Fiscal Year shall be established upon adoption and confirmation of the Annual Assessment Resolution. The adoption and confirmation of the Annual Assessment Resolution shall be the final adjudication of the issues presented (including, but not limited to, the benefits and burdens attributable to affected parcels, the method of apportionment and assessment, the rate or rates of assessment, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) days from the date of the City Council action adopting and confirming the Annual Assessment Resolution. The initial Assessment Roll, as approved by the Annual Assessment Resolution, shall be delivered for collection using the traditional direct billing method of collection described in Section 3.02 hereof to collect the Assessments, or such other method as the City Council by resolution shall designate.

**SECTION 2.07. ADOPTION OF SUBSEQUENT ANNUAL ASSESSMENT RESOLUTIONS.** The City Council may adopt subsequent Annual Assessment Resolutions as a part of and during its budget adoption process for each Fiscal Year following the initial Fiscal Year for which an Assessment is imposed hereunder. The Annual Assessment Resolution shall approve the Assessment Roll for the upcoming Fiscal Year. The Assessment Roll may be prepared in accordance with the methods of apportionment set forth in the prior Assessment Resolution but may include modifications



as a matter of policy as to what, if any, portion or portions of the City's and/or redevelopment agency's budget is paid for from legally available funds other than Assessment revenues. Failure to adopt an Annual Assessment Resolution during the budget adoption process may be cured at any time.

**SECTION 2.08. ALTERNATIVE USE OF UNIFORM ASSESSMENT COLLECTION ACT.**

(A) The City may determine to use the uniform method of collection provided for in the Uniform Assessment Collection Act; provided, however that all of the extraordinary procedures required by the Uniform Assessment Collection Act can be and are timely complied with.

(B) In the event the uniform method of collection provided for in the Uniform Assessment Collection Act is determined to be used, the Assessment Coordinator shall publish notice which shall conform to the requirements set forth in the Uniform Assessment Collection Act and, in addition to the requirements set forth in this Ordinance, the Assessment Coordinator shall provide notice of the proposed Assessment by first class mail to the owner of each parcel of property subject to the Assessment which shall conform to the requirements set forth in the Uniform Assessment Collection Act. Such mailed notice may be provided by including the Assessment in the Property Appraiser's notice of proposed property taxes and proposed or adopted non-ad valorem assessments under Section 200.069, Florida Statutes, or its successor in function. Such mailed notice, including

any indexed maximum rate of assessment, may also be provided in advance and combined with any notice or bill associated with the traditional direct billing method of collection, or any other reasonable means of mailed notice. In such a circumstance no additional mailed notices shall be required for increases within or less than such indexed annual increases in rates so noticed previously by mail. The Assessment Coordinator may provide proof of all such notices by affidavit. Failure of the owner to receive notice due to mistake or inadvertence shall nevertheless not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of an Assessment imposed by the City Council pursuant to this Ordinance.

(C) The City Council may also establish by resolution or directive such reasonable procedures or directions to confirm and comply with the Uniform Assessment Collection Act as may be practicable and necessary.

(D) Nothing herein shall preclude the City Council from establishing by resolution a maximum rate of assessment provided that notice of such maximum assessment rate is provided pursuant to the Uniform Assessment Collection Act. In the event that the uniform method of collection provided for in the Uniform Assessment Collection Act is used and (1) the proposed Assessment for any Fiscal Year exceeds the maximum rate of assessment adopted by the City Council and included in notice previously provided to the owners of Assessed Property by law and pursuant to the Uniform Assessment Collection Act, or, (2) the method of apportionment is changed or the

purpose for which the Assessment is imposed is substantially changed from that represented by notice previously provided to the owners of Assessed Property pursuant to the Uniform Assessment Collection Act, notice and opportunity to be heard shall be provided to the owners of such Assessed Property. Such notice shall substantially conform to the notice requirements set forth in the Uniform Assessment Collection Act and inform the owner of the time, date and place for adoption of the Annual Assessment Resolution. The failure of the owner to receive such notice due to mistake or inadvertence shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of an Assessment imposed by the City Council pursuant to this Ordinance.

(E) Without additional individual notice the maximum rate of assessment established by resolution may include and be expressed by a cognizable independent indexing feature or reference as the maximum annual increase from year to year, and shall be deemed the maximum rate of assessment authorized herein by law at the time of the initial imposition or subsequent mailed notice of the Assessment.

(F) No subsequent additional individual notice shall be required or necessary where the method of apportionment at the time of initial imposition or subsequent mailed notice remains unchanged and was otherwise previously noticed where the attributes of any individual tax parcel may change from year to year. Provided, however, implementation of any annual increases in accord with any established maximum rate of assessment shall be noticed by publication in conformance with Section 2.04 hereof.

(G) The Assessment Roll, as approved by the Annual Assessment Resolution, shall be certified and delivered to the Tax Collector as required by the Uniform Assessment Collection Act.

**SECTION 2.09. LIEN OF ASSESSMENTS.** Upon the adoption of the Assessment Roll, all Assessments shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments. Except as otherwise provided by law, until paid such lien shall be superior in dignity to all other prior liens, mortgages, titles, and claims. The lien for an Assessment shall be deemed perfected upon adoption by the City Council of the Annual Assessment Resolution. The lien for an Assessment collected under the Uniform Assessment Collection Method shall attach to the property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes imposed under the Tax Roll. The lien for an Assessment collected under the traditional method of collection provided in Section 3.02 hereof shall be deemed perfected upon adoption and confirmation by the City Council of the Annual Assessment Resolution, after a public hearing, and shall attach to the property on such date of each such Annual Assessment Resolution.

**SECTION 2.10. REVISIONS TO ASSESSMENTS.** If any Assessment made under the provisions of this Ordinance is either in whole or in part annulled, vacated, or set aside by the judgment of any court, or if the City Council is satisfied that any such Assessment is so irregular or defective that the same cannot be enforced or collected, or if

the City Council has omitted any property on the Assessment Roll which property should have been so included, the City Council may take all necessary steps to impose a new Assessment against any property benefited by the assessed costs, following as nearly as may be practicable, the provisions of this Ordinance and in case such second Assessment is annulled, vacated, or set aside, the City Council may obtain and impose other Assessments until a valid Assessment is imposed.

**SECTION 2.11. PROCEDURAL IRREGULARITIES.** Any informality or irregularity in the proceedings in connection with the levy of any Assessment under the provisions of this Ordinance shall not affect the validity of the same after the approval thereof, and any Assessment as finally approved shall be competent and sufficient evidence that such Assessment was duly levied, that the Assessment was duly made and adopted, and that all other proceedings adequate to such Assessment were duly had, taken, and performed as required by this Ordinance; and no variance from the directions hereunder shall be held material unless it be clearly shown that the party objecting was materially injured thereby. Notwithstanding the provisions of this Section, any party objecting to an Assessment imposed pursuant to this Ordinance must file an objection with a court of competent jurisdiction within the time periods prescribed herein.

**SECTION 2.12. CORRECTION OF ERRORS AND OMISSIONS.**

(A) No act of error or omission on the part of the Property Appraiser, Tax Collector, Assessment Coordinator, City Council, or their deputies, employees, or agents



shall operate to release or discharge any obligation for payment of an Assessment imposed by the City Council under the provision of this Ordinance.

(B) When it shall appear that any Assessment should have been imposed under this Ordinance against a parcel of property specially benefited by the provision of community redevelopment related capital, services, facilities or programs, but that such property was omitted from the Assessment Roll, the City Council may, upon provision of notice to the owner by first class mail, impose the applicable Assessment for the Fiscal Year in which such error is discovered, in addition to the applicable Assessment due for the prior two Fiscal Years. Such total Assessment shall become delinquent if not fully paid upon the expiration of sixty (60) days from the date of the adoption of said resolution. The Assessment so imposed shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other prior liens, mortgages, titles and claims in and to or against the real property involved and may be collected as provided in Article III hereof.

(C) The Assessment Coordinator shall have the authority at any time, upon his or her own initiative or in response to a timely filed petition from the owner of any property subject to an Assessment, based upon presentation of competent and substantial evidence, to correct any error in annually applying the Assessment apportionment method to any particular parcel of property not otherwise requiring the provision of mailed notice

pursuant to this Ordinance or the Uniform Assessment Collection Act. Additionally, because the size and nature of the Tax Roll may yield anomalies, the Assessment Coordinator is authorized to apply sound public administration judgment and delete or remove individual Tax Parcels from the Assessment Roll that due to specific circumstances do not receive a special benefit, reasonably considered otherwise not feasible to assess, or are not developable (e.g. subsurface rights, submerged, slivers, right-of-way, common elements) or are reasonably determined to be inappropriate, infeasible or impracticable to assess, and do not merit the expenditure of public funds and resources to impose or collect such Assessments. Unless the Assessment Coordinator determines that a Tax Parcel otherwise does receive benefit, for any Tax Parcel with a minimum or nominal just value set by City Resolution (using the just value reference from public records determined solely by the Property Appraiser), such value may be used as a prima facie determination that the Tax Parcel need not be included on the Assessment Roll. Any such corrections shall be considered valid ab initio and shall in no way affect the enforcement of the Assessment imposed under the provisions of this Ordinance. All requests from affected property owners for any such changes, modifications or corrections shall be referred to, and processed by, the Assessment Coordinator and not the Property Appraiser or Tax Collector.

(D) After the Assessment Roll has been delivered to the Tax Collector in accordance with the Uniform Assessment Collection Act, any changes, modifications, or

corrections thereto shall be made in accordance with the procedures applicable to correcting errors and insolvencies on the Tax Roll upon timely written request and direction of the Assessment Coordinator.

### ARTICLE III

#### COLLECTION OF ASSESSMENTS

##### SECTION 3.01. COLLECTION.

(A) The process of collection is driven by many equitable, practical and economic factors. The traditional direct billing method is initially much less expensive, more timely and provides fair and adequate notice and opportunity to be heard through publication in a newspaper of general circulation. The uniform method of collection additionally provides extraordinary notice by individual mailing, that is more expensive and the uniform method of collection is more cumbersome, involves independent third parties, and is not flexible from a timing and budget cycle standpoint. Such individually mailed notice and rigid annual timing required by the Uniform Assessment Collection Act is extraordinary and unique to collection of an Assessment occurring along with and included on the same bill as for ad valorem taxes.

(B) Unless otherwise directed by the City Council, the Assessments shall be collected pursuant to the traditional direct billing method provided in Section 3.02 hereof. Any hearing or notice required by this Ordinance may be combined with any other hearing or notice required or allowed by this Ordinance or the Uniform Assessment Collection Act.

**SECTION 3.02. TRADITIONAL METHOD OF COLLECTION.** The City may elect to collect the Assessments by any other method which is authorized by law or provided by this Section as follows:

(A) The City shall provide Assessment bills by first class mail to the owner of each affected parcel of property, other than Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the unit or units of measurement or method used to determine the amount of the Assessment, (3) the number of units attributed to or contained within the Tax Parcel, (4) the rate or rates applied to the units of measurement or method and the total amount of the Assessment imposed against the Tax Parcel for the appropriate period, (5) the location at which payment will be accepted, (6) the date on which the Assessment is due, and (7) a statement that the Assessment constitutes a lien against Assessed Property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Such direct bills may also include any other information or notices for a subsequent year.

(B) A general notice of the lien resulting from imposition of the Assessments throughout the City may be recorded in the Official Records of the County. Nothing herein shall be construed to require that individual liens or releases be filed in the Official Records.

(C) The City shall have the right to appoint or retain an agent to collect and foreclose Assessments, including all delinquent Assessments in the manner provided by law.

(D) An Assessment shall become delinquent if it is not paid within thirty (30) days from the date any installment is due. The City or its agent shall notify any property owner who is delinquent in payment of his or her Assessment within ninety (90) days from the date such assessment was due. Such notice shall state in effect that the City or its agent may either (1) initiate a foreclosure action or suit in equity and cause the foreclosure of such property subject to a delinquent Assessment in a method now or hereafter provided by law for foreclosure of mortgages on real property; or (2) cause an amount equivalent to the delinquent Assessment, not previously subject to collection using the uniform method under the Uniform Assessment Collection Act, to be collected on the tax bill for a subsequent year.

(E) All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any foreclosure action as described herein shall be included in any judgment or decree rendered therein. At the sale pursuant to decree in any such action, the City may be the purchaser to the same extent as an individual person or corporation. The City may join in one foreclosure action the collection of Assessments against any or all property assessed in accordance with the provisions hereof. All delinquent owners whose property is foreclosed shall be liable for an apportioned amount



of reasonable costs and expenses incurred by the City and its agents, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments and the same shall be collectible as a part of or in addition to, the costs of the action.

(F) In lieu of foreclosure, any delinquent Assessment and the costs, fees and expenses otherwise reasonably attributable thereto, may be collected subsequently pursuant to the Uniform Assessment Collection Act; provided however, that (1) notice is provided to the owner in the manner described by the Uniform Assessment Collection Act and this Ordinance, and (2) any existing lien of record on the affected parcel for the delinquent Assessment is supplanted by the lien resulting from certification of the Assessment Roll, as applicable, to the Tax Collector.

(G) Any City Council action required in the collection of Assessments may be by resolution.

**SECTION 3.03. UNIFORM METHOD OF COLLECTION.**

(A) In lieu of utilizing any other method of collection available to the City, the City may elect to collect Assessments using the uniform method pursuant to the Uniform Assessment Collection Act; and, for any specific parcel of benefitted property may include an amount equivalent to the payment delinquency, delinquency fees and expenses and recording costs for a prior years' assessment for a comparable capital cost, service, facility, or program provided, (1) the collection method used in connection with the prior years'

assessment did not employ the use of the uniform method of collection authorized by the Uniform Assessment Collection Act, (2) notice is provided to the owner, and (3) any lien on the affected parcel for the prior years' assessment is supplanted and transferred to such Assessment upon certification of a non-ad valorem roll to the Tax Collector by the City.

(B) If the City Council determines the Assessments are to be collected on the same bill as for ad valorem taxes, then the Assessment Coordinator shall comply and conform to the extraordinary requirements of the Uniform Assessment Collection Act.

**SECTION 3.04. GOVERNMENT PROPERTY.**

(A) To the extent permitted by law, the City reserves the right to impose a charge or fee comparable in amount to Assessments on Governmental Property. As used in this section, the context of the term 'Assessment' shall refer to such a charge or fee. If Assessments are imposed against Government Property, the City shall provide Assessment bills by first class mail to the owner or agent of each affected parcel of Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the unit or units of measurement used to determine the amount of the Assessment, (3) the number of units contained within the Tax Parcel, (4) the rate or rates applicable to the units of measurement or method and the total amount of the Assessment imposed against the Tax Parcel for the appropriate period, (5) the location at which payment will be accepted, and (6) the date on which the Assessment is due.

(B) Assessments imposed against Government Property shall be due on the same date as all other Assessments and, if applicable, shall be subject to the same discounts for early payment.

(C) An Assessment shall become delinquent if it is not paid within thirty (30) days from the date any installment is due. The City shall notify the owner of any Government Property that is delinquent in payment of its Assessment within ninety (90) days from the date such assessment was due. Such notice shall state that the City will initiate a mandamus or other appropriate judicial action to compel payment.

(D) All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any mandamus or other action as described herein shall be included in any judgment or decree rendered therein. All delinquent owners of Government Property against which a mandamus or other appropriate action is filed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments and the same shall be collectible as a part of or in addition to, the costs of the action.

(E) As an alternative to the foregoing, an Assessment imposed against Government Property may be collected as a surcharge on a utility bill provided to such Government Property in twelve installments with a remedy of a mandamus action in the

event of non-payment. The City Council may also contract for such billing services with any utility not otherwise owned by the City.

#### **ARTICLE IV**

#### **ISSUANCE OF OBLIGATIONS**

#### **SECTION 4.01. GENERAL AUTHORITY.**

(A) The City Council shall have the power and is hereby authorized to provide by ordinance or resolution, at one time or from time to time in series, for the issuance of Obligations to fund community redevelopment capital or equipment and any amounts to be paid or accrued in connection with issuance of such Obligations including but not limited to capitalized interest, transaction costs and reserve account deposits.

(B) The principal of and interest on each series of Obligations shall be payable from Pledged Revenue. The City Council may agree, by ordinance or resolution, to budget and appropriate funds to make up any deficiency in the reserve account established for the Obligations or in the payment of the Obligations, from other non-ad valorem revenue sources. The City Council may also provide, by ordinance or resolution, for a pledge of or lien upon proceeds of such non-ad valorem revenue sources for the benefit of the holders of the Obligations. Any such ordinance or resolution shall determine the nature and extent of any pledge of or lien upon proceeds of such non-ad valorem revenue sources.

**SECTION 4.02. TERMS OF THE OBLIGATIONS.** The Obligations shall be dated, shall bear interest at such rate or rates, shall mature at such times as may be

determined by ordinance or resolution of the City Council, and may be made redeemable before maturity, at the option of the City, at such price or prices and under such terms and conditions, all as may be fixed by the City Council. Said Obligations shall mature not later than forty (40) years after their issuance. The City Council shall determine by ordinance or resolution the form of the Obligations, the manner of executing such Obligations, and shall fix the denominations of such Obligations, the place or places of payment of the principal and interest, which may be at any bank or trust company within or outside of the State of Florida, and such other terms and provisions of the Obligations as it deems appropriate. The Obligations may be sold at public or private sale for such price or prices as the City Council shall determine by ordinance or resolution. The Obligations may be delivered to any contractor to pay for the provision of community redevelopment associated capital or equipment or may be sold in such manner and for such price as the City Council may determine by ordinance or resolution to be for the best interests of the City.

**SECTION 4.03. VARIABLE RATE OBLIGATIONS.** At the option of the City Council, Obligations may bear interest at a variable rate.

**SECTION 4.04. TEMPORARY OBLIGATIONS.** Prior to the preparation of definitive Obligations of any series, the City Council may, under like restrictions, issue interim receipts, interim certificates, or temporary Obligations, exchangeable for definitive Obligations when such Obligations have been executed and are available for delivery. The City Council may also provide for the replacement of any Obligations which shall become

mutilated, destroyed or lost. Obligations may be issued without any other proceedings or the happening of any other conditions or things other than those proceedings, conditions or things which are specifically required by this Ordinance.

**SECTION 4.05. ANTICIPATION NOTES.** In anticipation of the sale of Obligations, the City Council may, by ordinance or resolution, issue notes and may renew the same from time to time. Such notes may be paid from the proceeds of the Obligations, the proceeds of the Assessments, the proceeds of the notes and such other legally available moneys as the City Council deems appropriate by ordinance or resolution. Said notes shall mature within five (5) years of their issuance and shall bear interest at a rate not exceeding the maximum rate provided by law. The City Council may issue Obligations or renewal notes to repay the notes. The notes shall be issued in the same manner as the Obligations.

**SECTION 4.06. TAXING POWER NOT PLEDGED.** Obligations issued under the provisions of this Ordinance shall not be deemed to constitute a general obligation or pledge of the full faith and credit of the City within the meaning of the Constitution of the State of Florida, but such Obligations shall be payable only from Pledged Revenue and, if applicable, proceeds of the Assessments, in the manner provided herein and by the ordinance or resolution authorizing the Obligations. The issuance of Obligations under the provisions of this Ordinance shall not directly or indirectly obligate the City to levy or to pledge any form of ad valorem taxation whatsoever. No holder of any such Obligations shall ever have the right to compel any exercise of the ad valorem



taxing power on the part of the City to pay any such Obligations or the interest thereon or to enforce payment of such Obligations or the interest thereon against any property of the City, nor shall such Obligations constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City, except the Pledged Revenue.

**SECTION 4.07. TRUST FUNDS.** The Pledged Revenue received pursuant to the authority of this Ordinance shall be deemed to be trust funds, to be held and applied solely as provided in this Ordinance and in the ordinance or resolution authorizing issuance of the Obligations. Such Pledged Revenue may be invested by the City, or its designee, in the manner provided by the ordinance or resolution authorizing issuance of the Obligations. The Pledged Revenue upon receipt thereof by the City shall be subject to the lien and pledge of the holders of any Obligations or any entity other than the City providing credit enhancement on the Obligations.

**SECTION 4.08. REMEDIES OF HOLDERS.** Any holder of Obligations, except to the extent the rights herein given may be restricted by the ordinance or resolution authorizing issuance of the Obligations, may, whether at law or in equity, by suit, action, mandamus or other proceedings, protect and enforce any and all rights under the laws of the state or granted hereunder or under such ordinance or resolution, and may enforce and compel the performance of all duties required by this part, or by such ordinance or resolution, to be performed by the City.

**SECTION 4.09. REFUNDING OBLIGATIONS.** The City may, by ordinance or resolution of the City Council, issue Obligations to refund any Obligations issued pursuant to this Ordinance, or any other obligations of the City issued to finance community redevelopment associated capital or equipment, and provide for the rights of the holders hereof. Such refunding Obligations may be issued in an amount sufficient to provide for the payment of the principal of, redemption premium, if any, and interest on the outstanding Obligations to be refunded. If the issuance of such refunding Obligations results in an annual Assessment that exceeds the estimated maximum annual Assessments set forth in an Annual Assessment Resolution or other resolution, the City Council shall provide notice to the affected property owners and conduct a public hearing in the manner required by this Ordinance.

**ARTICLE V**

**GENERAL PROVISIONS**

**SECTION 5.01. APPLICABILITY.** This Ordinance and the City Council's authority to impose assessments pursuant hereto shall be applicable throughout the City.

**SECTION 5.02. SEVERABILITY.** The provisions of this Ordinance are severable; and if any section, subsection, sentence, clause or provision is held invalid by any court of competent jurisdiction, the remaining provisions of this Ordinance shall not be affected thereby.

**SECTION 5.03. ALTERNATIVE METHOD.** This Ordinance shall be deemed to provide an additional and alternative method for the doing of the things authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence. This Ordinance, being necessary for the welfare of the inhabitants of the City, shall be liberally construed to effect the purposes hereof.

[Remainder of page intentionally left blank.]

FIRST READING

**SECTION 5.04. EFFECTIVE DATE.** This Ordinance shall be in force and take effect immediately upon its passage and adoption by the City Council.

**INTRODUCED AND PASSED** on first reading in regular session of the City Council of the City of Panama City Beach, this 22nd day of August 2019.

**ATTEST: APPROVED:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mike Thomas, Mayor

**PASSED** on second and final reading by the City Council of the City of Panama City Beach, Florida, on the 12th day of September 2019.

**THE CITY OF PANAMA CITY BEACH,  
FLORIDA**

By: \_\_\_\_\_  
Mike Thomas, Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney

---

**REGULAR ITEM**

**6**

---



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
ADMINISTRATION/MARIO GISBERT

2. MEETING DATE:  
AUGUST 22, 2019

3. REQUESTED MOTION/ACTION:  
APPROVE JOB DESCRIPTIONS FOR NEW POSITIONS ANTICIPATED FOR APPROVAL IN THE FISCAL YEAR 2019-2020 BUDGET.

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)  
DURING ITS RECENT BUDGET WORKSHOPS, THE CITY COUNCIL HAS VOICED APPROVAL FOR THE ADDITIONAL OF MULTIPLE NEW POSITIONS FOR EMPLOYMENT WITH THE CITY BEGINNING ON THE START OF THE NEW FISCAL YEAR ON OCTOBER 1, 2019. WHILE THESE POSITIONS ARE NOT APPROVED UNTIL THE COUNCIL ADOPTS THE BUDGET, STAFF IS PREPARING TO MAKE THESE HIRES AS SOON AS PRACTICABLE IF AND WHEN THEY ARE APPROVED.

TO THAT END, STAFF REQUESTS APPROVAL OF THE ATTACHED NEW OR REVISED JOB DESCRIPTIONS AS FOLLOWS:

- BEACH RESCUE LIFEGUARD - SEASONAL
- BEACH RESCUE DIVISION DIRECTOR
- BEACH RESCUE RESPONDER
- BEACH RESCUE RESPONDER SUPERVISOR
- PARKS MAINTENANCE - MECHANIC - FULL TIME
- AQUATICS AND PIER SUPERVISOR
- PUBLIC WORKS FIELD SUPERVISOR III

IF APPROVED, STAFF WILL ADVERTISE THESE POSITIONS FOR HIRE WITH THE CONDITION THAT NO HIRE BE MADE UNTIL THE COUNCIL APPROVES THE POSITIONS IN THE 2019-2020 FISCAL BUDGET.

THE COUNCIL MAY APPROVE ALL OR SOME OF THE JOB DESCRIPTIONS BY MOTION. STAFF RECOMMENDS APPROVAL.



**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Beach Rescue Lifeguard – Seasonal**

---

**SALARY RANGE:** \$15.00/hr

**SHIFT:** Days

**LOCATION:** 17121 Panama City Beach Pkwy

**REPORTS TO:** Beach Rescue Supervisor

**PREPARED BY:** Fire Chief

**APPROVED BY:** City Council

**PAY GRADE:** NA

**DIVISION:** Beach Rescue

**DEPT:** Fire Rescue

**FSLA STATUS:** Non-Exempt

**POSITION:** Seasonal

**DATE:**

---

**SUMMARY:**

Beach lifeguards are responsible for water safety at the City's public beaches by preventing and responding to emergencies. Work will be performed under the primary supervision of Beach Rescue Supervisors with secondary direction from the Beach Rescue Director and the Fire Chief.

May be required to work regularly during weekends, holidays, and nights. May be scheduled to work during inclement weather.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Assesses and monitors the prevailing surf conditions and changes in those conditions, communicates with command staff any appropriate changes to the beach safety flag, change the beach safety flag upon direction from command staff.

Educates the public about beach safety and the beach flag warning system for rip currents and hazardous marine life. Advises patrons, when necessary, of dangers and providing advice to best minimize risk.

Closely monitoring patrons on the beach within designated areas of supervision with particular attention to aquatic users; acts immediately and appropriately to secure safety of patrons in the event of emergency, carries out the rescue of any person(s) in difficulty or distress and informs command staff if and when back up is required.

Provides emergency care and first aid treatment as required until the arrival of emergency medical services, carries out dry-land and in-water missing person searches, and other safety interventions and preventative actions as required to prevent/treat death or injury, minimize risk, and maintain public safety.

Provides written reports of incidents and daily activity reports for beach statistics as requested by the Fire Chief and verbally notifying, as timely as possible, the Fire Chief or identified designee of any drowning, near-drowning, or missing person.

Presents professional appearance and attitude at all times, and maintains a high standard of customer service.

Enforces City Ordinances pertaining to the beach.

Maintains safety equipment and supplies.

Prepares and maintains appropriate activity reports.

Performs miscellaneous job-related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes

responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must follow safety guidelines provided by the City; and must be dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

High school diploma, vocational school or general education degree (GED).

**MINIMUM REQUIREMENTS: APPLICANT MUST BE AT LEAST 18 YEARS OF AGE AT TIME OF EMPLOYMENT.** Must pass required swim test (500 meter/550 yards swim in under 10 minutes), which will be scheduled prior to employment. Must pass physical examination, drug and alcohol related examinations, and all background checks as required by the City of Panama City Beach. Must meet standards of the (USLA) United States Lifesaving Association's Open Lifeguard Training, receive certification and complete a USLA refresher course within one year of initial certification.

**Must** possess the following current certifications:

- Lifeguard Certifications
- Must possess 40 hours of First Aid and Medical Safety Training from American Red Cross or another acceptable agency.
- American Red Cross (CPR) Cardio Pulmonary Resuscitation for Professional Rescuer or American Heart Association Health Care Provider certification, or
- Automated External Defibrillator (AED) certification

Must possess a valid Florida driver's license - driving record must be acceptable to the City insurance program.

**LANGUAGE SKILLS:**

Ability to follow oral and/or written instructions. Appropriate public relations and communication skills necessary to deliver informational guidelines or enforce rules and

regulations for safety of patrons.

**MATEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**OTHER REQUIREMENTS:**

Must be dependable, have knowledge of water safety, rules and regulations; ability to establish rapport and communicate safety concerns with the general public, fellow workers and supervisors. May be required to work regularly during weekends, holidays, and nights. May be scheduled to work during inclement weather.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to swim, stand, walk, run, push, pull, carry, lift, talk or hear, use hands to finger, handle or feel, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must frequently lift and move up from 10-100 pounds. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally work in inclement weather, near moving mechanical parts, and is exposed to fumes, airborne particles, and risk of electrical shock. The noise level for this environment is usually moderate to loud.

The job risks exposure to bright/dim light, sunlight, chemicals, blood borne pathogens, and environmental hazards. The job requires normal visual acuity, field of vision, hearing, speaking, and color perception, sense of smell, depth perception, and texture perception.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Public Works Field Inspector III**

---

**SALARY RANGE:** \$18.75 - \$30.94/hr

**SHIFT:** Days

**LOCATION:** 110 S Arnold Road

**REPORTS TO:** City Engineer

**PREPARED BY:** City Clerk

**APPROVED BY:** City Council

**PAY GRADE:** 33

**DIVISION:** Engineering

**DEPT:** Public Works

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:**

---

**SUMMARY:**

This position is responsible for work in the field for inspections of the roadway and storm water systems owned or regulated by the City. Work is performed under the primary supervision and direction of the Public Works Director, with secondary supervision and direction being under the City Engineer.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Makes regular inspections of new roadway and storm water projects being constructed by or regulated by the City;

Reviews and assists with right-of-way permits and reviews as-built drawings.

Verifies that construction work in progress complies with approved plans and Specifications;

Verifies ADA compliance on new construction where applicable.

Coordinates connections, tie-ins and resolution of conflicts with existing City systems;

Prepare detailed records and reports of inspections;

Assists the Engineering Department with planning of system expansion and rehabilitation projects;

Reviews video of new stormwater construction where applicable;

Inspects job sites for compliance with erosion control and City MS4 regulations.

**SUPERVISORY RESPONSIBILITIES:**

Supervises other inspectors of lower rank

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

Must have graduated from standard high school or vocational school; Must have at least five (5) years of related inspection / construction experience; Should have safety training background strengths in confined space training; exposure training; should have prior supervisory experience of more than two (2) years.

**LANGUAGE SKILLS:**

Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

**OTHER REQUIREMENTS:**

Must be able to read, interpret and understand construction plans and specifications without assistance within six months; must have good writing skills and be able to keep detailed records and make clear and accurate reports; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; should be able to supervise small numbers of people; should have ability to train others. Should be proficient with excel.

Applicant should have FDOT certification for Level I MOT or acquire within 6 months.

Desirable to have FDOT certification in asphalt and concrete Level I, roadway, and earthwork Level I.

Must have a valid Florida Driver's License - driving record must be acceptable to the City insurance program. Applicants will be administered the general competency Civil Service examination.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Aquatics & Pier Supervisor**

---

**SALARY RANGE:** \$17.86 - \$29.47/hr

**SHIFT:** Days

**LOCATION:** 16200 Panama City Beach Pkwy

**REPORTS TO:** Parks & Recreation Director

**PREPARED BY:** City Clerk

**APPROVED BY:** City Council

**PAY GRADE:** 32

**DIVISION:** Aquatic & Pier

**DEPT:** Parks & Recreation

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:** 08/22/2019

---

**SUMMARY:**

This is a specialized, professional position that includes administrative and supervisory responsibilities for the development of a comprehensive aquatic and pier program. Duties include staff recruitment, safety training, facility scheduling, program planning, daily operational procedures, and preventive maintenance of a major municipal swimming pool complex, pier facility and beach accesses. Work is performed independently under the supervision of the Parks and Recreation Director.

This position may be required to work regularly during the weekends, holidays, nights and during inclement weather.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Develop a variety of aquatic activities for all ages and abilities including competitive swimming, learn to swim, fitness programs, and recreational year-round opportunities.

Supervise the selection, training, and scheduling of approximately fifty (50) employees, this includes full-time personnel and part-time seasonal staff. Also supervises swim team coaches, contract instructors, volunteers and the concessionaire contracts.

Manage the safety and health quality of the facility and patrons through daily operational procedures and preventive maintenance strategies.

Manage, coordinate and teach lifeguard training, swim coach training and lifeguard management for Lifeguards.

Manage the aquatic concession stand and train staff, including safe food handling practices

Develop emergency plans, rescue procedures and day to day accident procedures.

Develops and maintains a regularly scheduled in-service education program for employees while conducting periodic safety checks and drills.

Maintain, repair, and purchase equipment/supplies necessary to support the Aquatic Center, Pier and Beach Access operations with an understanding of mechanical and chemical expertise.

Develop budgets and financial reports.

Administer budget to effectively track annual expenses and revenue through a municipal enterprise fund.

Pursue grant funding for capital improvements and services.

Manage, schedule and supervises staff, provide staff training, development, and employee policies, procedural and financial controls.

Promote the Aquatic Center's annual memberships and daily user potential through community public relation campaigns and sports marketing opportunities.

Ensure consistent, professional service from all staff. Manage volunteer efforts such as beach cleanup and Americorps projects.

Promote marketing, new business development, public relations, and work with local events.

Oversee maintenance and seasonal requirements of pier, pool, concessions, beach volleyball courts and beach accesses.

Supervise the maintenance of the City Beach and fifty-five (55) public beach access points.

Develops programs, activities and concession promotions that helps the Aquatic Center and Pier stay successful.

Coordinate and supports interactions with City departments.

Related duties as required.

**SUPERVISORY RESPONSIBILITIES:**

Directs the overall operation of the City Aquatic Center, Pier and Beach Accesses. Recruit, supervise, assign, train, and evaluate subordinates. Supervise the general policy and enforcement of rules and regulations at the swimming pool, pier and beach access program. Supervise expenditures and revenue tracking.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must follow safety guidelines provided by the City; and must be

dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

Must possess a Bachelor's Degree from a four-year college or university in Leisure Services, Recreation, Physical Education or a related field; must have at least two (2) years of supervisory experience that includes the operation and maintenance of pool facilities, teaching and/or coaching of swimming programs or an equivalent combination of training and experience.

Must possess or be able to obtain and maintain the following current certifications:

- Lifeguard Instructor Training
- Water Safety Instructor or Swim Coach Instructor Training
- American Red Cross (CPR) Cardio Pulmonary Resuscitation for Professional Rescuer or American Heart Association Health Care Provider certification
- Automated External Defibrillator (AED) certification
- Must possess 40 hours of First Aid and Medical Safety Training from American Red Cross or other acceptable agency.
- Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO)

Must be available to attend in-service training.

Must have a valid Florida Driver's License - driving record must be acceptable to the City insurance program.

**LANGUAGE SKILLS:**

Ability to follow oral and/or written instructions. Appropriate public relations and communication skills necessary to deliver informational guidelines – clearly and concisely, or enforce rules and regulations for safety of patrons with tact, firmness and impartiality.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER REQUIREMENTS:**

Must submit to pre-employment drug screening; pass physical examination; pass a



required swim test, which will be scheduled before employment; and pass all legal background checks as required by the City of Panama City Beach. Must be dependable; have the ability to train and supervise numerous subordinates; and have the ability to develop and monitor schedules for staff. Must have knowledge of computers and Microsoft Office applications in order to keep records and make reports; ability to work harmoniously with fellow workers and others, maintain effective relationships with Parks and Recreation Supervisors, other City Departments, and local vendors. Must have excellent swimming ability and working knowledge of modern lifesaving techniques, be advanced in water first aid; pool water quality testing, chemistry and pool equipment; preventative maintenance of aquatic facilities and public areas. Proficient knowledge of state and local safety and health codes. Ability to organize multiple activities, plan for capital construction projects while services are in progress, and manage budget, payroll and capital expenditures.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stoop, stand, walk kneel, crouch, or crawl, talk or hear, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms.

The employee must frequently lift and move from 10 to more than 100 pounds. The special requirements related to this job are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must be able to swim and be able to perform training to lifeguards as required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally is exposed to inclement weather conditions, near moving mechanical parts, and is exposed to fumes, airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

The job risks are exposure to bright/dim light, chemicals, blood borne pathogens, and environmental hazards. The job requires normal visual acuity, field of vision, hearing, speaking, and color perception, sense of smell, depth perception, and texture

perception.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Parks Maintenance – Mechanic – Full Time**

---

**SALARY RANGE:** \$14.69-\$24.24/hr.

**SHIFT:** Days

**LOCATION:** 16200 Panama City Beach Pkwy

**REPORTS TO:** Parks & Maintenance Supervisor-

**PREPARED BY:** City Clerk

**APPROVED BY:** City Council

**PAY GRADE:** 28

**DIVISION:** Parks & Facilities

**DEPT:** Parks & Recreation

**FSLA STATUS:** Non-Exempt

**POSITION:** Full-Time

**DATE:** 08/22/2019

---

**SUMMARY:**

This position is responsible for the upkeep of the Parks and Maintenance Divisions maintenance equipment. Work is performed under the primary supervision and direction of the Parks Maintenance Supervisor. This position may be required to work regularly during the weekends, holidays, and nights and during inclement weather.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Makes daily inspections of all maintenance equipment;

Oversees that lawn and field care equipment is in good working order;

Responsible for daily mechanic checks and repairs such as oil changes, weed eater twine replacement, filter changes, blade changes, etc. to weed eater, lawn mowers, tractors, golf carts, blowers, trucks, power washers, paint sprayers, etc.;

Maintains a clean and operational mechanic shop;

Keeps inventory of all mechanic equipment;

Responsible for purchasing equipment;

Keep compound grounds clean and orderly; dump trash outside of building keeping mechanic shop area organized;

Clean and maintain bathrooms and floors.  
Performs other assignments as requested.

**SUPERVISORY RESPONSIBILITIES:**

None

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must follow safety guidelines provided by the City; and must be dependable. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

Must be at least eighteen (18) years of age; standard high school, vocational school, or have GED equivalency certificate preferred; OR have any equivalent combination of experience and training which provides the required knowledge, skills and abilities. It is preferred to have over five (5) years of experience with maintaining lawn maintenance equipment, automobiles, golf carts, fork lifts, front loaders, field drags, blowers, weed eaters, chemical management, etc.

**LANGUAGE SKILLS:**

Ability to follow oral and/or written instructions. Ability to learn a variety of maintenance and manual tasks; ability and willingness to learn new and more modern maintenance procedures when required.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER REQUIREMENTS:**

Must be dependable; in good physical condition; must have ability to work alone unsupervised and perform routine duties on own initiative; must be able to keep records and make reports; ability to work harmoniously with fellow workers and others.

Must possess a valid Florida driver's license - driving record must be acceptable to the City insurance program in order to operate City vehicles if required. Applicants will be administered the general competency Civil Service examination.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stoop, stand, walk kneel, crouch, or crawl, talk or hear, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms. The employee must frequently lift and move from 50 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception,



and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work in inclement weather, near moving mechanical parts, and in high, precarious places, and is exposed to toxic or caustic chemicals, dust, fumes or airborne particles; outdoor weather conditions, extreme heat, extreme cold, vibration, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Beach Rescue Division Director**

---

**SALARY RANGE:** \$17.85 - \$29.46/hr.

**SHIFT:** Days

**LOCATION:** 17121 Panama City Beach Pkwy

**REPORTS TO:** Fire Chief

**PREPARED BY:** Fire Chief

**APPROVED BY:** City Council

**PAY GRADE:** 32

**DIVISION:** NA

**DEPT:** Fire Rescue

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:**

---

**SUMMARY:**

This position is responsible for supervising and training the Beach Safety Division. The position is responsible for all aspects of the beach safety program including scheduling, training, maintenance, and overall direction. Work is performed under the primary direction of the Fire Chief.

This position is subject to emergency call-in; works evening and weekends to ensure the Beach Rescue mission is completed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Closely monitoring patrons on the beach within designated areas of supervision with particular attention to aquatic users; acts immediately and appropriately to secure safety of patrons in the event of emergency, carries out the rescue of any person(s) in difficulty or distress and informs command staff if and when back up is required.

Provides emergency care and first aid treatment as required until the arrival of emergency medical services, carries out dry-land and in-water missing person searches, and other safety interventions and preventative actions as required to prevent/treat death or injury, minimize risk, and maintain public safety.

Provides written reports of incidents and daily activity reports for beach statistics as requested by the Fire Chief and verbally notifying, as timely as possible, the Fire Chief or identified designee of any drowning, near-drowning, or missing person.

Presents professional appearance and attitude at all times, and maintains a high standard of customer service.

Enforces City Ordinances pertaining to the beach.

Maintains safety equipment and supplies.

Prepares and maintains appropriate activity reports.

Performs miscellaneous job-related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises employees in the Beach Rescue Division. Carries out supervisory responsibilities in accordance with the department's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

plan, and Standard Operating Guidelines so for the safe and efficient operations of the beach safety program.

Supervises and responds to reports of distressed swimmers or open-water rescues from lifeguards and informing other services or agencies if and when backup is required.

Coordinates with the Public Information Officer and responds to all media requests for statements of for any type of media coverage related to the Beach Safety Program and lifeguard services and otherwise refers media requests to other appropriate designees depending on the information or topics discussed.

Reviews and assists in the preparation and analysis of written reports of incidents and Daily Activity Reports for required beach statistics, consistent with the beach safety plan, and verbally notifies, as soon as practicable, the Fire Chief and City Manager in the event of a drowning or serious open water incident.

Issues, in coordination with the Public Information Officer or other designee, public service announcements regarding gulf conditions, the beach safety flag system, beach safety, and the beach safety program.

Monitors the condition of lifeguard and other beach safety equipment and schedules maintenance or replacement of equipment as needed.

Prepares an annual budget of the beach safety program including personnel, operation and capital expenses, monitors the program's expenses and schedules expenses in accordance with that budget.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data;

Uses intuition and experience to complement data; Designs work flows and procedures.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

**Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people

and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must follow safety guidelines provided by the City and department; and must be dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION and EXPERIENCE:**

High school diploma or general education degree (GED); must be willing to attend additional training and educational programs; must have a minimum of two (2) years' experience as a USLA lifeguard and hold current trainer certification. EMT or Paramedic is preferred. Must be certified to train employees in CPR, First Aid and AED. A comparable amount of training and experience as a trainer, may be substituted for minimum qualifications.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER REQUIREMENTS:**

Minimum age requirement is eighteen (18) years of age, must pass Beach Rescue Division USLA training, submit to pre-employment drug screening, complete pre-employment background investigation, pass swim test – 500 meter/550 yard swim in under ten (10) minutes and complete mile run in the sand. Applicants are required to provide proof of current physical with application.

Must possess basic computer knowledge; ability to operate a motor vehicle in a safe and competent manner. Certified and skilled in first-aid, AED, CPR, and USLA Open Water rescue. Knowledgeable in areas of marine life, beach and surf conditions, related city codes and State laws.

Must possess valid Florida Driver's License - driving record must be acceptable to the City insurance program. Applicants will be administered the general competency Civil Service examination.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Some specific job duties that require one or more of the physical demands mentioned above are operating a motor vehicle, performing first aid on an injured person, pulling a distressed swimmer from rough surf conditions, raising and lowering surf warning flags, typing basic reports or correspondence, etc.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Beach Rescue Responder Supervisor**

---

**SALARY RANGE:** \$15.42 - \$25.45/hr

**SHIFT:** Days

**LOCATION:** 17121 Panama City Beach Pkwy

**REPORTS TO:** Beach Rescue Responder Supervisor

**PREPARED BY:** Fire Chief

**APPROVED BY:** City Council

**PAY GRADE:** 29

**DIVISION:** NA

**DEPT:** Fire Rescue

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:**

---

**SUMMARY:**

This position is responsible patrolling the public beach area to monitor the activities of swimmers, educate beachgoers from a roving vehicular patrol and to maintain the flag warning system. This position will also oversee the part time seasonal rescue swimmers. Work is performed under the primary direction of the Beach Rescue Division Director.

This position is subject to emergency call-in; works evening and weekends to ensure the Beach Rescue mission is completed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Assesses and monitors the prevailing surf conditions and changes in those conditions, communicates with command staff any appropriate changes to the beach safety flag, change the beach safety flag upon direction from command staff.

Educates the public about beach safety and the beach flag warning system for rip currents and hazardous marine life. Advises patrons, when necessary, of dangers and providing advice to best minimize risk.

Closely monitoring patrons on the beach on a roving vehicular patrol with particular attention to aquatic users; acts immediately and appropriately to secure safety of patrons in the event of emergency, carries out the rescue of any person(s) in difficulty or distress and informs command staff if and when back up is required.

Provides emergency care and first aid treatment as required until the arrival of emergency medical services, carries out dry-land and in-water missing person searches, and other safety interventions and preventative actions as required to prevent/treat death or injury, minimize risk, and maintain public safety.

Provides written reports of incidents and daily activity reports for beach statistics as requested by the Fire Chief and verbally notifying, as timely as possible, the Fire Chief or identified designee of any drowning, near-drowning, or missing person.

Presents professional appearance and attitude at all times, and maintains a high standard of customer service.

Enforces City Ordinances pertaining to the beach.

Maintains safety equipment and supplies.

Prepares and maintains appropriate activity reports.

Performs miscellaneous job-related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises Rescue Responders and seasonal/part time lifeguards.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative

situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes

responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must follow safety guidelines provided by the City and department; and must be dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

High school diploma or general education degree (GED); must be willing to attend additional training and educational programs provided as part of employment.

Honorable Discharge from the United States Military (if applicable). Must have USLA Open Water Rescue certification and keep current.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and group situations. Ability to interact with the public in a tactful and polite manner.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER REQUIREMENTS:**

Minimum age requirement is eighteen (18) years of age, must pass Beach Rescue



Specialist training, submit to pre-employment drug screening, complete pre-employment background investigation, pass swim test – 500 meter/550 yard swim in under ten (10) minutes and complete mile run in the sand. Applicants are required to provide proof of current physical with application.

Must possess basic computer knowledge; ability to operate a motor vehicle in a safe and competent manner. Certified and skilled in first-aid, AED, CPR, and USLA Open Water rescue. Knowledgeable in areas of marine life, beach and surf conditions, related city codes and State laws.

Must possess valid Florida Driver's License - driving record must be acceptable to the City insurance program. Applicants will be administered the general competency Civil Service examination.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, crawl and swim. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Some specific job duties that require one or more of the physical demands mentioned above are operating a motor vehicle, performing first aid on an injured person, pulling a distressed swimmer from rough surf conditions, raising and lowering surf warning flags, typing basic reports or correspondence, etc.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Beach Rescue Responder**

---

**SALARY RANGE:** \$14.69 - \$24.24/hr

**SHIFT:** Days

**LOCATION:** 17121 Panama City Beach Pkwy

**REPORTS TO:** Beach Rescue Responder

**PREPARED BY:** Fire Chief

**APPROVED BY:** City Council

**PAY GRADE:** 28

**DIVISION:** NA

**DEPT:** Fire Rescue

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:**

---

**SUMMARY:**

This position is responsible patrolling the public beach area to monitor the activities of swimmers, educate beachgoers and to maintain the flag warning system on a roving vehicular patrol in an area designated by command staff. This position will also oversee the part time seasonal lifeguards. Work is performed under the primary direction of the Beach Rescue Division Director.

This position is subject to emergency call-in; works evening and weekends to ensure the Beach Rescue mission is completed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the essential duties and responsibilities, other tasks may be assigned:

Assesses and monitors the prevailing surf conditions and changes in those conditions, communicates with command staff any appropriate changes to the beach safety flag, change the beach safety flag upon direction from command staff.

Educates the public about beach safety and the beach flag warning system for rip currents and hazardous marine life. Advises patrons, when necessary, of dangers and providing advice to best minimize risk.

Closely monitoring patrons on the beach on a roving vehicular patrol with particular attention to aquatic users; acts immediately and appropriately to secure safety of patrons in the event of emergency, carries out the rescue of any person(s) in difficulty or distress and informs command staff if and when back up is required.

Provides emergency care and first aid treatment as required until the arrival of emergency medical services, carries out dry-land and in-water missing person searches, and other safety interventions and preventative actions as required to prevent/treat death or injury, minimize risk, and maintain public safety.

Provides written reports of incidents and daily activity reports for beach statistics as requested by the Fire Chief and Beach Rescue Director and verbally notifying, as timely

as possible, the Fire Chief or identified designee of any drowning, near-drowning, or missing person.

Presents professional appearance and attitude at all times and maintains a high standard of customer service.

Enforces City Ordinances pertaining to the beach.

Maintains safety equipment and supplies.

Prepares and maintains appropriate activity reports.

Performs miscellaneous job-related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Assists Beach rescue Responder Supervisor as needed with seasonal/part time employees

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates

group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative

tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work

when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must follow safety guidelines provided by the City and department; and must be dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

High school diploma or general education degree (GED); must be willing to attend additional training and educational programs provided as part of employment.

Honorable Discharge from the United States Military (if applicable). Must have USLA Open Water Rescue certification and keep current.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and group situations. Ability to interact with the public in a tactful and polite manner.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER REQUIREMENTS:**

Minimum age requirement is eighteen (18) years of age, must pass Beach Rescue Specialist training, submit to pre-employment drug screening, complete pre-employment background investigation, pass swim test – 500 meter/550 yard swim in under ten (10)



minutes and complete mile run in the sand. Applicants are required to provide proof of current physical with application.

Must possess basic computer knowledge; ability to operate a motor vehicle in a safe and competent manner. Certified and skilled in first-aid, AED, CPR, and USLA Open Water rescue. Knowledgeable in areas of marine life, beach and surf conditions, related city codes and State laws.

Must possess valid Florida Driver's License - driving record must be acceptable to the City insurance program. Applicants will be administered the general competency Civil Service examination.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, crawl and swim. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Some specific job duties that require one or more of the physical demands mentioned above are operating a motor vehicle, performing first aid on an injured person, pulling a distressed swimmer from rough surf conditions, raising and lowering surf warning flags, typing basic reports or correspondence, etc.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REGULAR ITEM**

**7**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
ADMINISTRATION/MARIO GISBERT

2. MEETING DATE:  
AUGUST 22, 2019

3. REQUESTED MOTION/ACTION:  
APPOINT AN APPLICANT TO THE FIREFIGHTER'S PENSION BOARD.

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 City Council's appointee to the Firefighter's Pension Board recently resigned and the City has yet to appoint a successor. The Council's appointee need not be an employee of the Fire Department but must be a resident of the City.  
  
Beginning August 2, the City advertised the vacancy and received two qualified applicants. The Council may appoint one of the applicants or continue to advertise the opening.

COMMITTEE VOLUNTEER  
FIRE PENSION BOARD APPLICATION  
PLEASE PRINT

NAME: Robert T DeMeester

HOME ADDRESS: [REDACTED] PCB, FL, 32413

MAILING ADDRESS: [REDACTED] PCB, FL, 32413

Home Phone: [REDACTED] Business Phone: 850-266-5120 Cell: [REDACTED]

How is it best to contact you during the day? ANY TIME

E-mail Address: RDeMeester@PCBfire.com Fax Number: ---

Are you a registered voter in Bay County? Yes  No

Do you currently hold an elected or appointed public office? Yes  No

If yes, which one(s)? N/A

Do you have any relatives employed or contracted by the City of Panama City Beach or Bay County?

If yes, please explain: N/A

Pension Board meets once a quarter in the City Council Chambers, City Hall.

I have read and understood Section 112.313, Florida Statutes, setting forth the standards of conduct for public officials and hereby affirm my eligibility to serve on the Fire Pension Board in a voluntary capacity.

[Signature]  
Signature of Applicant

8/7/2019  
Date

\*\*\*\*\*

Please return the completed form to Mary Jan Bossert, at the City Manager's office in person, via email to [mjbossert@pcb.gov](mailto:mjbossert@pcb.gov) or via fax at (850) 233-5108. **Application Deadline: Open Until Filled.**

Any questions, please phone 233-5100 and ask for Mary Jan; or email [mjbossert@pcb.gov](mailto:mjbossert@pcb.gov).

**PLEASE ATTACH RESUME TO APPLICATION.**

**NOTE: THE APPLICANT MUST BE A LEGAL RESIDENT OF THE CITY.**

AGENDA ITEM # 7



# ROBERT DEMEESTER

[REDACTED] Panama City Beach FL 32413 H: [REDACTED] rdemeester@pcbfire.com

## SUMMARY

Well-trained firefighter EMT knowledgeable about tools, equipment and techniques used in firefighting. Organized in approaching all fires with safety-first mentality. Highly analytical, observant and resourceful.

Committed Firefighter with expertise in structural and high-rise fires, brush and wildland fires and dispatch operations. Offering 5 years of experience in controlling, containing and extinguishing fires in Bay County . Certified and trained professional with in-depth knowledge of applicable codes, firefighting techniques and safety procedures. Capable of providing aid to individuals of disasters, including hurricanes.

## SKILLS

## EXPERIENCE

**03/2018 to Current**     **Firefighter/ EMT**  
**City Of Panama City Beach** — Panama City Beach, FL  
Firefighter EMT for the city of Panama City beach fire rescue.

**12/2014 to 03/2018**     **Firefighter**  
**City Of Panama City** — Panama City, FL  
Firefighter for the city of panama city

## EDUCATION AND TRAINING

Download

Print

Email

Spell Check

### Resume Sections

Heading

Summary

Skills

Experience

Education and Training

TEMPLATE Contemporary 4 ▾

FORMATTING ▾

COLOR ▾

AGENDA ITEM # 7

COMMITTEE VOLUNTEER  
FIRE PENSION BOARD APPLICATION  
PLEASE PRINT

NAME: Jonathan L. Miller

HOME ADDRESS: [REDACTED] PCB FL 32413

MAILING ADDRESS: SAME AS ABOVE

Home Phone: \_\_\_\_\_ Business Phone: (850) 233/5130 Cell: [REDACTED]  
How is it best to contact you during the day? \_\_\_\_\_

E-mail Address: JMiller@PCBFIRE.com Fax Number: \_\_\_\_\_

Are you a registered voter in Bay County? Yes  No   
Do you currently hold an elected or appointed public office? Yes  No   
If yes, which one(s)? \_\_\_\_\_

Do you have any relatives employed or contracted by the City of Panama City Beach or Bay County?  
If yes, please explain: [REDACTED] FIRE DEPARTMENT

Pension Board meets once a quarter in the City Council Chambers, City Hall.

I have read and understood Section 112.313, Florida Statutes, setting forth the standards of conduct for public officials and hereby affirm my eligibility to serve on the Fire Pension Board in a voluntary capacity.

[Signature]  
Signature of Applicant

8-6-19  
Date

\*\*\*\*\*  
Please return the completed form to Mary Jan Bossert, at the City Manager's office in person, via email to [mjbossert@pcb.gov](mailto:mjbossert@pcb.gov) or via fax at (850) 233-5108. **Application Deadline: Open Until Filled.**

Any questions, please phone 233-5100 and ask for Mary Jan; or email [mjbossert@pcb.gov](mailto:mjbossert@pcb.gov).

**PLEASE ATTACH RESUME TO APPLICATION.**

**NOTE: THE APPLICANT MUST BE A LEGAL RESIDENT OF THE CITY.**



---

# JONATHAN MILLER

██████████ Panama City Beach Florida 32413 · ██████████  
jmiller@pcbfire.com

---

## EXPERIENCE

*Panama City Beach Fire Rescue*

*March 8 2018 – Present*

*Firefighter / EMT*

*Respond to emergency calls, Help citizens in the community with non-emergency calls, Driving and operating the fire apparatus both engines and ladder truck.*

*Bay County EMS*

*October 1, 2013 – March 8, 2018*

*Firefighter/ EMT*

*Respond to all 911 calls in the county, transport patients to the emergency room for treatment, F.T.O officer training new EMT trainees.*

*Bay Medical Center EMS*

*September 18, 2001*

*Respond to all 911 calls in the county, Transport patients from one hospital to another hospital in different states for treatment. Baby transfers. FTO Training new EMT's.*

## EDUCATION

*Gulf Coast State College*

*March 2018-August 2018*

*Firefighter 2*

*Gulf Coast State College*

*August 2003- June 2004*

*Firefighter 1*

*Gulf Coast State College*

*January 2002- August 2002*

*EMT School*

## SKILLS

- Good with people

- *Compassion for the job*
- *Wanting the best for the firefighters retirement*

### **ACTIVITIES**

*I have completed all of my fire officer 1 classes in the first year of being hired at beach fire. Also completed and state certified pump operator. I want to be on the pension board to make sure that the right things and investments are done for the future firefighters working here at Panama City Beach.*