

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: February 13, 2020

MEETING TIME: 6:00 p.m.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION – COUNCILMAN MCCONNELL
- III. PLEDGE OF ALLEGIANCE – COUNCILMAN MCCONNELL
- IV. COMMUNITY ANNOUNCEMENTS
- V. APPROVAL OF THE MINUTES
REGULAR MEETING – JANUARY 9, 2020
- VI. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- VII. PRESENTATIONS – COUNCILMAN MCCONNELL
1 BOYS & GIRLS CLUB CIVIC ACHIEVEMENT AWARD.
- VIII. PUBLIC COMMENTS – REGULAR (NON-PUBLIC HEARINGS) &
CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)
- X. REGULAR AGENDA - DISCUSSION/ACTION
OFFICIAL ITEM
- 1 ML ORDINANCE 1508, COMMUNITY MEETINGS, 2ND READING,
PUBLIC HEARING.
- 2 ML ORDINANCE 1513, UPDATING CAPITAL IMPROVEMENTS
SCHEDULE, 2ND READING, PUBLIC HEARING.
- 3 ML ORDINANCE 1514, R-3 SETBACKS, 2ND READING, PUBLIC
HEARING.
- 4 ML ORDINANCE 1515, PODIUM STANDARDS, 2ND READING,
PUBLIC HEARING.
- 5 HW RESOLUTION 20-55, SICK LEAVE PAYOUT AND BUDGET
AMENDMENT #13.
- 6 HW RESOLUTION 20-56, CITY MANAGER SALARY AND BENEFITS,
BUDGET AMENDMENT #14.
- 7 LC RESOLUTION 20-57, BEACH AND SURF ATV PURCHASE AND
BUDGET AMENDMENT #15.
- 8 AS RESOLUTION 20-59, AMENDMENT TO AGREEMENT WITH GAC
CONTRACTORS, INC. AND BUDGET AMENDMENT #16.
- 9 DW POLICE DEPARTMENT WRECKER SERVICE RFQ DISCUSSION.
- 10 TO CIVIL SERVICE BOARD APPOINTMENT.
- 11 TO AUDIT COMMITTEE VACANCIES DISCUSSION.
- 12 TO CITIZEN SURVEY TOPICS DISCUSSION.
- XI. DELEGATE AND STAFF REPORTS

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

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

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

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

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


 City Clerk

2.10.2020
 Date


 City Clerk

2.10.2020
 Date

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

E-mailed to interested parties and posted on the website on: 02/10/20 4 p.m.

NOTE: COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY'S WEBSITE WWW.PCBGOV.COM THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE AND CITY FACEBOOK PAGE "CITY OF PANAMA CITY BEACH-GOVERNMENT".

NOTE: ONE OF MORE MEMBERS OF OTHER CITY BOARDS MAY APPEAR AND SPEAK AT THIS MEETING.

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

**DRAFT
MINUTES**

The Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency, held on January 9, 2020.

ROLL

MAYOR MIKE THOMAS

COUNCILORS:

PAUL CASTO
PHIL CHESTER
GEOFF MCCONNELL
HECTOR SOLIS

INTERIM CITY MANAGER:

HOLLY WHITE

CITY CLERK:

MARY JAN BOSSERT

CITY ATTORNEY:

AMY MYERS

Mayor Thomas called the Regular Meeting to order at 6 p.m. with all Councilmen, the Interim City Manager, City Clerk, and City Attorney present.

Pastor Ramon Duvall with Beachside Fellowship gave the invocation and Councilman Casto led the Pledge of Allegiance.

Mayor Thomas announced the upcoming Community Events. He thanked Pastor Duval for his guidance and assistance in the community. He announced the passing of Mr. Jimmy Patronis, Sr. Mayor Thomas commented Mr. Patronis was a great addition to the Beach, he loved his community and will be truly missed.

The Minutes for the Special Meeting of December 2, 2019; Regular Meeting of December 12, 2019; and the Special Meeting of December 13, 2019 were read. **Councilman Chester made the motion to approve the Minutes as written. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

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

Mayor Thomas asked if there were any additions or deletions to the Agenda. Mayor Thomas added a discussion of Bay Parkway.

Councilman Chester made the motion to approve the agenda with the addition. Second was by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

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

PRESENTATIONS

1 BOYS & GIRLS CLUB CIVIC ACHIEVEMENT AWARD. Councilman Casto introduced Colby Wyatt and presented him with the Civic Achievement Award for exemplary service to the Boys and Girls Club. Ms. Latina Reed, Club Representative, spoke of Colby's contributions to the Club. The audience responded with applause.

2 PROCLAMATION – KEY CLUB. Councilman Casto read the Key Club Proclamation in its entirety. Councilman Casto presented the Proclamation to the Key Club and thanked them for their service. The audience responded with applause.

3 PROCLAMATION – LAW ENFORCEMENT APPRECIATION DAY. Councilman Casto presented Chief Whitman with a Proclamation honoring the Panama City Beach Police Department on National Law Enforcement Appreciation Day. The audience responded with applause. Chief Whitman thanked the Council.

4 HALF-CENT SALES TAX CITIZENS OVERSIGHT COMMITTEE PRESENTATION. Mayor Thomas welcomed Chair Roger Scheeres to the podium. Chair Scheeres spoke of the other Committee members and gave a brief history of the Oversight Committee and its duties. He reported that \$631,031.90 of half-cent sales tax funds have been spent for the Bay Parkway Segment 2 Project in 2019. He thanked Ms. Holly White and Clerk Mary Jan for the support of their committee. Mayor Thomas thanked the Committee for the work they do. Councilman Solis commented he appreciated everything Chair Scheeres does for the City.

PUBLIC COMMENTS (REGULAR NON-PUBLIC HEARINGS AND CONSENT ITEMS)

Mayor Thomas opened the Public Comments section of the meeting at 6:18 p.m. and invited comments.

1 Tom Klomps, 614 Poinsettia Court. Mr. Klomps questioned a provision of the Landscape Maintenance Services Agreement consent item.

With nothing further, Mayor Thomas closed the Public Comments at 6:19 p.m.

CONSENT AGENDA

Ms. Bossert read the Consent Agenda Item by title.

1 RESOLUTION 20-38, BID AWARD – SKID-STEER. *“A Resolution of the City of Panama City Beach, Florida, approving an agreement with United Rentals for the purchase of a Skid Steer in the amount of \$50,995.00.”*

2 RESOLUTION 20-39, BID AWARD – LANDSCAPE MAINTENANCE SERVICES – CITY MAIN CAMPUS FY 2020. *“A Resolution of the City of Panama City Beach, Florida, approving an agreement with Rotolo Consultants, Inc., related to Landscape Maintenance Services on the City's Main Campus in the amount of \$40,707.80 per annum.”*

3 RESOLUTION 20-40, BID AWARD – FRANK BROWN PARK PARKING LOT SEALING & CRACK REPAIR. *“A Resolution of the City of Panama City Beach, Florida, approving an agreement with Emerald Coast Striping for the repair and resurface of the Frank Brown Park parking lot in the amount of \$58,000.”*

Ms. Myers addressed Mr. Klomp's question and explained an older version of the contract was used to prepare this item. Ms. Myers stated the correct Project Representative should be Kelly Jenkins.

Councilman Solis made the motion to approve the Consent Agenda with the modification of Kelly Jenkins as Project Representative on Consent Item 2. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

REGULAR AGENDA

ITEM 1 RESOLUTION 20-31, BID AWARD – BEVERAGE VENDING AT PARKS. Ms. Myers read Resolution 20-31 by title. The Mayor asked if there were any questions by the Council Members; there were none. Councilman Solis thanked Mr. Ponek for all his hard work putting this together, all Council echoed their thanks.

Councilman Chester made the motion to approve Resolution 20-31. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 2 RESOLUTION 20-41, BUDGET AMENDMENT #8, REAPPROPRIATING FUNDS FOR SCHOOL ZONE SIGNS. Ms. Myers read Resolution 20-41 by title. There were no comments.

Councilman Casto made the motion to approve Resolution 20-41. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 3 RESOLUTION 20-42, REVISING AUDIT COMMITTEE. Ms. Myers read Resolution 20-42 by title. She explained under the new legislation city employees may not serve on the committee except in an advisory capacity. Staff recommends the committee be comprised of one Councilperson and four qualified persons appointed by the Council, serving two-year terms. The members do not need to be City electors but do need to have a basic understanding of accounting and auditing principles.

Councilman McConnell made the motion to approve Resolution 20-42. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 4 RESOLUTION 20-43, CITY MANAGER CONTRACT. Ms. Myers read Resolution 20-43 by title. The Mayor asked if there were any questions or comments by the Council Members. Councilman McConnell stated he is pleased the incoming City Manager mentioned he will be graded on a citizen survey and benchmark report at this six-month evaluation. Councilman McConnell commented he has always been a fan of strategic planning and believes the suggested employee survey is also a great idea. Councilman Solis commented Mr. O'Rourke is extremely knowledgeable and on top of his game. Councilman Casto commented he has reviewed the contract and Mr. O'Rourke is qualified, he looks forward to working with the incoming City Manager and making Panama City Beach a better community. Councilman Chester echoed their comments and stated Mr. O'Rourke is an asset to Panama City Beach.

Councilman McConnell made the motion to approve Resolution 20-43. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 5 RESOLUTION 20-44, AUTHORIZING LETF FUNDS FOR K9 OFFICER. Ms. Myers read Resolution 20-44 by title. Councilman Solis asked about the selection process. Chief Whitman explained the officers volunteer for it and make sure they are qualified to handle a K9.

Councilman Solis made the motion to approve Resolution 20-44. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 6 RESOLUTION 20-37, BID AWARD – AQUATIC CENTER POOL LINER PROJECT 2020 AND BUDGET AMENDMENT #10. Ms. Myers read Resolution 20-37 by title. Councilman McConnell commented he would like to see the new City Manager make sure the City's processes are not stopping other bids from coming in, this is another sole responsive bid. He commented on the City making bids more competitive. The Mayor commented surrounding cities and the County has seen fewer bids lately.

Councilman Solis made the motion to approve Resolution 20-37. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye

Councilman McConnell Aye
Councilman Solis Aye
Mayor Thomas Aye

ITEM 7* RESOLUTION 20-45, CRA WORK ORDER. Ms. Myers read Resolution 20-45 by title. There were no comments.

Councilman McConnell made the motion to approve Resolution 20-45. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 8 RESOLUTION 20-46, FIRE STATION CHANGE ORDER. Ms. Myers read Resolution 20-46 by title. Councilman Solis explained the City allotted \$30,000 for the electrical service for the new Fire Station, months after the project was awarded, Gulf Power provided a quote in the amount of \$59,546 for extending its service. The actual charge resulted in a \$29,546 additional cost and required a change order to cover the cost. Ms. Myers explained that a budget amendment accompanied the change order.

Councilman McConnell made the motion to approve Resolution 20-46. Second was made by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 9* RESOLUTION 20-47, POWELL ADAMS ROAD ENGINEERING SERVICES. Ms. Myers read Resolution 20-47 by title. Councilman Solis commented he is excited about this project; this will solve traffic flow issues at the turning lane.

Councilman Solis made the motion to approve Resolution 20-47. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 10 ORDINANCE 1504, CARR ANNEXATION, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1504 by title. Mayor Thomas explained the location of the subject property. Mayor Thomas opened the Public Hearing at 6:40 p.m. and invited comments. There were none. He closed the Public Hearing at 6:40 p.m.

Councilman Chester made the motion to approve Ordinance 1504. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto Aye

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

ITEM 11 ORDINANCE 1505, CARR COMPREHENSIVE PLAN AMENDMENT, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1505 by title. Mayor Thomas opened the Public Hearing at 6:42 p.m. and invited comments. There were none. He closed the Public Hearing at 6:42 p.m.

Councilman Casto made the motion to approve Ordinance 1505. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 12 ORDINANCE 1506, CARR ZONING, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1506 by title. Mayor Thomas opened the Public Hearing at 6:43 p.m. and invited comments. There were none. He closed the Public Hearing at 6:43 p.m.

Councilman McConnell made the motion to approve Ordinance 1506. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 13 ORDINANCE 1507, PLACEMENT OF INFLATABLE AMUSEMENTS ON THE SANDY GULF BEACH, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1507 by title. Mayor Thomas opened the Public Hearing at 6:44 p.m. and invited comments. There were none. He closed the Public Hearing at 6:44 p.m.

Councilman Chester made the motion to approve Ordinance 1507. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 14 ORDINANCE 1508, COMMUNITY MEETINGS, 1ST READING. Ms. Myers read Ordinance 1508 by title. Councilman McConnell commented he is in favor of this Ordinance.

Councilman McConnell made the motion to approve Ordinance 1508. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 15 ORDINANCE 1509, ST. JOE PIER PARK EAST LARGE-SCALE COMPREHENSIVE PLAN AMENDMENT, 1ST READING, PUBLIC HEARING. Ms. Myers read Ordinance 1509 by title. Mayor Thomas opened the Public Hearing at 6:45 p.m. and invited comments. There were none. He closed the Public Hearing at 6:45 p.m. **Councilman McConnell made the motion to approve Ordinance 1509. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:**

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

ITEM 16 ORDINANCE 1510, ST. JOE PIER PARK EAST REZONING, 1ST READING, PUBLIC HEARING. Ms. Myers read Ordinance 1510 by title. Mayor Thomas opened the Public Hearing at 6:47 p.m. and invited comments. There were none. He closed the Public Hearing at 6:47 p.m. **Councilman Chester made the motion to approve Ordinance 1510. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

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

ITEM 17 ORDINANCE 1511, ST. JOE FOUR CORNERS LARGE-SCALE COMPREHENSIVE PLAN AMENDMENT, 1ST READING, PUBLIC HEARING. Ms. Myers read Ordinance 1511 by title. Mayor Thomas opened the Public Hearing at 6:48 p.m. and invited comments. There were none. He closed the Public Hearing at 6:48 p.m. **Councilman Solis made the motion to approve Ordinance 1511. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

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

ITEM 18 ORDINANCE 1512, ST. JOE FOUR CORNERS REZONING, 1ST READING, PUBLIC HEARING. Ms. Myers read Ordinance 1512 by title. Mayor Thomas opened the Public Hearing at 6:49 p.m. and invited comments. There were none. He closed the Public Hearing at 6:49 p.m.

Councilman Casto made the motion to approve Ordinance 1512. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 19 ORDINANCE 1513, UPDATING CAPITAL IMPROVEMENTS SCHEDULE, 1ST READING. Ms. Myers read Ordinance 1513 by title. There were no comments.

Councilman Solis made the motion to approve Ordinance 1513. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 20 ORDINANCE 1514, R-3 SETBACKS, 1ST READING. Ms. Myers read Ordinance 1514 by title. She explained staff determined the rear setback standards for R-3 are backward and believe it to be a result of a scrivener's error and has initiated this LDC amendment to correct it.

Councilman Chester made the motion to approve Ordinance 1514. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 21 ORDINANCE 1515, PODIUM STANDARDS, 1ST READING. Ms. Myers read Ordinance 1515 by title. Councilman McConnell asked Mr. Mel Leonard to approach the podium to explain these standards. Mr. Leonard explained the City Council adopted Ordinance 1475 which removed the availability of Height Incentives and set maximum heights in the Front Beach overlay districts. As a result, the podium standards established for FBO 2 and 3 districts need to be modified to establish new heights at which the podiums should begin.

Councilman Solis made the motion to approve Ordinance 1515. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 22 DISCUSSION OF ACTING CITY MANAGER STIPEND. Mayor Thomas explained Ms. White has assisted the City in the Acting City Manager role. While working in this role she has lost one week vacation time for the year. Mayor Thomas suggested the City reimburse Ms. White for the lost vacation time. The Council thanked Ms. White for doing a great job as Acting City Manager.

Councilman Chester made the motion to approve the Acting City Manager Stipend. Second was made by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 23 DISCUSSION OF FRONT BEACH ROAD CRA SEGMENT 2. Mayor Thomas called David Campbell to the podium. Mr. Campbell explained the paving of Segment 2 is almost complete. Moving forward the striping will be transitioned from temporary paint to thermoplastic. The decorative crosswalks will start to be installed next week. Some timing difficulties have occurred throughout the project. He received an update from Gulf Power stating that they are preparing the conversions from the Waffle House to Richard Jackson. After work is completed, they will cut the electric poles for the next set of contractors to place the communication lines. He explained some poles are located on the sidewalks, where underground work will need to take place. The right-of-way acquisition is not completed on Highway 79. The next segment of the CRA is 4.1 that goes from Lullwater to Hills Road. He explained that the project is at the 60% mark on those plans and to expect upcoming construction on Front Beach Road.

Councilman McConnell commented he is looking forward to Segment 2 being completed. Councilman Casto commented he is pleased with the red asphalt. The Council thanked Mr. Campbell for continuing to do a great job in the CRA process.

ITEM 24 DISCUSSION OF BAY PARKWAY. Mayor Thomas explained City staff has met with the County, the State, and St. Joe Company in regard to Bay Parkway. He acknowledged the City must have another road to alleviate traffic issues. He explained the County is preparing to start from the opposite end to come from the Sports Complex toward the back. Mayor Thomas that the decision is politically difficult. He suggested instructing staff to move forward and continue working on this project and come up with a solution. Councilman McConnell stated he would like a full brief from Ms. Jenkins. Councilman Chester asked how the City will obtain the money for this project. He commented he would like to be kept updated. Councilman Solis noted that the City continued to grow, and that the City could not stop it.

DELEGATIONS

Mayor Thomas explained the Delegations period and opened this portion of the meeting at 7:17 p.m.

1 Bill Caravello, 407 Dolphin Street. Mr. Caravello asked when the Highway 98 widening will start. Councilman Solis commented it will take four to six years minimum. He thanked the Mayor for visiting the Lyndell Center.

2 Larry Messinger, 129 Moonlight Bay Drive. He commented on the Bay Parkway Project that public input has not been put into this project. He explained his property is in the proposed project that will make his property value decrease.

Mayor Thomas explained this project is preliminary and the Council was only discussing possibilities. He assured Mr. Messinger that further public input would be invited.

3 Gary Beck, 17101 Front Beach Road. Mr. Beck spoke of the Constitution and the Bill of Rights. He spoke of corruption and the BP oil spill.

4 Scott Heilmann, 137 Johnson Bayou Drive. Mr. Heilmann thanked the Council for all they do. He asked what the plans are for Bay Parkway. He expressed concern for future growth and congestion created by planned additional housing units behind Breakfast Point.

Mayor Thomas explained that the area he is speaking on is unincorporated Bay County, not the City.

5 Tom Klomps, 614 Poinsettia Court. Mr. Klomps thanked the Council for getting Short Street paved. He expressed his concern about the color contrast of Alvin's Island. He suggested the Planning Board create an Ordinance that when new businesses come in or renovate, that the exterior colors are in line with surrounding homes and businesses.

With no further comments, Mayor Thomas closed the Delegations period at 7:33 p.m.

ATTORNEY REPORT

Ms. Myers reported following the direction the Council gave staff regarding financing for Community Redevelopment, the Bond Team was assembled. This team has drafted two bond resolutions that will come before the Council in upcoming meetings. Notices have been sent to taxing authority about these meetings. She explained staff is working with the team to put that together.

Ms. Myers reported the deadlines for the Super Tuesday election if a referendum item is wanted to amend the Charter.

CITY MANAGER REPORT

Ms. White explained she and Mr. Campbell met with the County to give them an update on the CRA process and the potential of issuing bonds. She commented she wants to keep communication open where no one is caught by surprise. She stated a digital clock would be in place for the next meeting that will display the countdown for public comment and delegations. She stated the "In God We Trust" around the Dias had been ordered.

COUNCIL COMMENTS

Councilman Casto recommended scheduling an Open House of the new City Hall. The Council agreed to schedule the City Hall Open House and City Manager Reception for Thursday, February 27, 2020, at 10:30 a.m.

Councilman Chester had no comments.

Councilman Solis proclaimed Happy New Year to everyone.

Councilman McConnell thanked the Police Department and appreciates all their hard work. He commented he would like to add an Assistant City Manager under the Charter, to be under the supervision of the Council. The Mayor commented he thinks the

Assistant City Manager should be under the supervision of the City Manager and not the City Council. Councilman Casto agreed with Mayor Thomas.

Mayor Thomas commented Panama City Beach is a wonderful place to live and work.

With nothing further, the meeting was adjourned at 7:53 p.m.

READ AND APPROVED this 13th of February 2020.

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

PRESENTATION

1

CITY OF PANAMA CITY BEACH

CIVIC ACHIEVEMENT AWARD

Be It Known That

Kailani House

HAS GIVEN EXCEPTIONAL SERVICE

**TO THE BOYS AND GIRLS CLUB
OF PANAMA CITY BEACH**

For the responsibility assumed, for the unselfish service rendered her community and its citizens in discharging the duties of good citizenship, this token of CIVIC ACHIEVEMENT is hereby awarded.

Presented this 13th of February, 2020



MAYOR MIKE THOMAS

REGULAR ITEM

1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
PLANNING

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:
HOLD PUBLIC HEARING AND CONSIDER SECOND READING OF ORDINANCE 1508 REQUIRING COMMUNITY MEETINGS AS A CONDITION PRECEDENT TO MASTER PLAN APPROVAL

4. AGENDA

PRESENTATION	<input type="checkbox"/>
PUBLIC HEARING	<input checked="" type="checkbox"/>
CONSENT	<input type="checkbox"/>
REGULAR	<input checked="" 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 PLANNING BOARD IS AUTHORIZED TO CONSIDER AND APPROVE MASTER PLAN DEVELOPMENTS IN THE CITY. AT THE PUBLIC HEARINGS TO CONSIDER SUCH APPLICATIONS, THE PLANNING BOARD IS OFTEN CALLED UPON BY NEIGHBORS AND INTERESTED PARTIES TO ADDRESS QUESTIONS AND CONCERNS REGARDING THE DEVELOPMENT THAT ARE OUTSIDE THE SCOPE OF THE PLANNING BOARD'S INQUIRY AND AUTHORITY. THE PLANNING BOARD RECOMMENDS AN AMENDMENT TO THE CITY'S MASTER PLAN APPLICATION REQUIREMENTS, TO REQUIRE MASTER PLAN DEVELOPERS TO PROVIDE EVIDENCE OF A MEETING HELD WITH NEIGHBORS TO DISCUSS THE PROPOSED DEVELOPMENT IN ADVANCE OF THE PUBLIC HEARING HELD BY THE CITY ON THE APPLICATION.

THE PLANNING BOARD DOES NOT RECOMMEND THAT THE MEETING REQUIREMENT ATTACH TO EVERY LAND USE APPLICATION, BUT ONLY TO MASTER PLAN APPLICATIONS FOR LARGE SITE DEVELOPMENTS, PUDS AND TNODS.

THE PLANNING BOARD CONSIDERED THE REQUEST AT THEIR NOVEMBER 13, 2019 MEETING AND RECOMMENDED APPROVAL. THIS ORDINANCE WAS CONSIDERED AND APPROVED BY COUNCIL AFTER FIRST READING AT THEIR JANUARY 9, 2020 MEETING. NOTICE OF A PUBLIC HEARING AND SECOND READING WAS PROPERLY PUBLISHED ON JANUARY 28, 2020.

IF APPROVED, THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY.

ORDINANCE NO. 1508

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY’S LAND DEVELOPMENT CODE RELATED TO APPLICATIONS FOR MASTER PLANS; REQUIRING APPLICANTS TO SUBMIT EVIDENCE OF A COMMUNITY MEETING REGARDING THE PROPOSED APPLICATION; ESTABLISHING CRITERIA FOR THE TIME, PLACE, AND CONTENT OF THE MEETING; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

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

SECTION 1. From and after the effective date of this ordinance, Section 10.02.05 of the Land Development Code of the City of Panama City Beach related to Additional Submittal Requirements for Large Site Development Plans, TNOD and PUD Master Plans, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

10.02.00 APPLICATION REQUIREMENTS

...

10.02.05 Additional Submittal Requirements for Large Site Development, TNOD and PUD Master Plans

Each application for a large site development, *TNOD* or *PUD* master plan shall contain the following information:

- A. All information required pursuant to section 10.02.02.

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- B. A statement of objectives describing the general purpose and character of the proposed **Development**, including type of structures, **Uses**, **Lot** sizes and **Setbacks**.
- C. A boundary survey.
- D. Perimeter buffering and landscaping.
- E. General location and size of **Land Uses**.
- F. Type of zoning districts and existing **Uses** abutting the proposed **Development** boundaries.
- G. A detailed, written list and complete explanation of how the proposed **Development** differs from any provision of the **LDC**, including a comparison with the **Lot** and **Building** standards of the underlying zoning district. If the master plan is approved, any such difference not listed or explained shall not be recognized or permitted and no such difference shall be implied or inferred.
- H. A detailed explanation of the public benefit which justifies allowing the property owner to deviate from otherwise applicable minimum requirements of the **LDC**.
- I. A timeline for the **Development**, which addresses the following items:
 - 1. **Development** phases, if applicable and benchmarks for monitoring the progress of construction of each phase. Wherever applicable, the benchmarks shall include:
 - (a) Land clearing;
 - (b) Soil stabilization;
 - (c) Construction of each landscaping element of horizontal infrastructure, including, but not limited to, roads, utilities and drainage; and
 - (d) Vertical infrastructure and improvements.
 - 2. The Final Development Plan shall be submitted within one (1) year of master plan approval. The timeline shall show that construction of the horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the final development plan; provided that in the event the **Development** is divided into phases, the timeline shall show that construction of Phase I horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the first final development plan and that the horizontal infrastructure for all remaining phases will be substantially completed within four (4) years after approval of the final development plan.

20191211

3. The timeline shall provide that ninety (90) percent of the land area of the **Development**, excluding horizontal infrastructure, will be built-out to its intended, final **Use** within ten (10) years of approval of the master plan.
 4. Proposed dates for the submittal of progress reports.
- J. Other applicable information as required on the application for **Development** master plan or which the applicant may desire to submit to demonstrate satisfaction of the conditions set forth in this **LDC**.
- K. This section shall not be construed so as to require detailed engineering or **Site Plan** drawings as a prerequisite to approval by the Planning Board. An applicant may provide a concept plan showing the general types and locations of proposed **Development, Open Space**, conservation areas, etc. (bubble plan); however, detailed drawings and information consistent with the approved master plan will be required prior to approval of a final development plan for any phase(s) of **Development**. In the event that the master plan contains no provision for a particular matter that is regulated in the underlying zoning district or the prior zoning district in the case of a PUD generally, then the final development plan approval shall be consistent with both the approved Master Plan and all regulations applicable within the underlying or prior zoning district.
- (Ord. #1254, 11/14/13)

- L. **The applicant must provide evidence of its hosting of a community meeting regarding the proposed application, in the form of notice, sign-up sheet and meeting summary, which meeting and documentation shall conform to the requirements of this section. Evidence of a meeting held more than five months prior to the applicant's submission of an application shall be deemed insufficient to meet this requirement.**
1. **Reasonable Time and Place. If scheduled other than during a regularly scheduled Association meeting, the meeting shall commence between the hours of 9am and 7:30pm. The meeting shall be held within the City limits, in a facility that will accommodate the attendance and participation of all noticed parties.**
 2. **Notice. Notice of the meeting shall be provided by the applicant as required by Section 10.03.02 to all owners of surrounding property lying in whole or in part within 300 feet of the boundary of the subject property. The Developer may include notice of the community meeting in the same Neighborhood Notice of the public hearing before the Planning Board required by Section 10.10.01.B.**
 3. **Agenda. Topics covered in the community meeting shall include, but are not limited to: scale, density, intensity, building heights, setbacks, potential traffic**

impacts, environmental impacts, stormwater management, lighting, hours of operation and noise.

4. **Summary. The applicant shall prepare or cause to be prepared a written summary of the meeting, which summary shall memorialize the names and interests of persons participating in the meeting; the length of the meeting; the concerns raised by the noticed persons; and any assurances made by the applicant or his or her agents in that meeting regarding the proposed application or development.**
5. **Physical attendance by the applicant mandatory. The applicant or applicant's agent of record must be physically present at the meeting to facilitate the presentation of the proposed application and discussion of its impacts. This shall not be construed to prohibit the telephonic or electronic attendance by any person or entity retained by the applicant.**

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

20191211

City Council of the City of Panama City Beach, Florida, this ____ day of _____, 2020.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Published in the News Herald on the 28th day of January, 2020.

Posted on pcbgov.com on the ____ day of _____, 2020.

REGULAR ITEM

2



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
Building and Planning Department

2. MEETING DATE:
February 13, 2020

3. REQUESTED MOTION/ACTION:
Hold public hearing and consider second reading of Ordinance 1513, the annual update to the Capital Improvements Schedule of the Comprehensive 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)

An annual update of the City's Capital Improvements Schedule is required by Section 163.3177(3)(b), Florida Statutes. The Capital Improvements Schedule is required to show only those projects necessary to maintain the adopted levels of service established in the City's Comprehensive Plan.

The Planning Board considered the update on December 11, 2019, and recommended approval. The ordinance was considered and approved by Council after first reading at their January 9, 2020 meeting. Notice of a public hearing and second reading was properly published on January 28, 2020.

ORDINANCE NO. 1513

AN ORDINANCE AMENDING ORDINANCE 1143, KNOWN AS THE 2009 AMENDED AND RESTATED CITY OF PANAMA CITY BEACH COMPREHENSIVE GROWTH DEVELOPMENT PLAN; AMENDING THE CAPITAL IMPROVEMENT ELEMENT TO UPDATE THE SCHEDULE OF CAPITAL IMPROVEMENTS; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.

WHEREAS, the Panama City Beach Council adopted the 2009 Amended and Restated City of Panama City Beach Comprehensive Growth and Development Plan (the Comprehensive Plan) on December 10, 2009, by Ordinance No. 1143; and

WHEREAS, the City has prepared the annual update to the Capital Improvement schedule, and desires to amend the Capital Improvement Element of said Comprehensive Plan by ordinance to comply with the provisions of Section 163.3177(3)(b), Florida Statutes; and

WHEREAS, the Panama City Beach Planning Board reviewed the amendment request on December 11, 2019 and recommended approval; and

WHEREAS, on February 13, 2020, the City Council conducted a properly noticed hearing to consider the updates to the schedule of Capital Improvements, and adopted this Ordinance during that hearing.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE

CITY OF PANAMA CITY BEACH, FLORIDA:

SECTION 1. The attached Capital Improvements Schedule for planning improvements within the years 2020 through 2025 is hereby adopted.

SEE ATTACHED COMPOSITE EXHIBIT A
SETTING FORTH THE UPDATED CAPITAL
IMPROVEMENTS SCHEDULE

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

SECTION 3. This ordinance shall take effect as provided by law.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ of _____, 2020.

Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Ordinance No. 1513
Page 2 of 3

AGENDA ITEM # 2

PUBLISHED in the Panama City News Herald on the 28th day of January, 2020.

POSTED AT www.pcbgov.com on _____

Mary Jan Bossert, City Clerk

CAPITAL IMPROVEMENTS SCHEDULE

City of Panama City Beach FY 19/20

Traffic Circulation		Funding Source	Current Status	FY 19-20	FY 20-21	21-22	22-23	Beyond 23-24
1.	Clarence Av. Road Widening with sidewalks. Improve various street surfaces and shoulders	Gas Tax	<i>on-going</i>	\$500,000				
2.	Alf Coleman Road -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$26,000,000 <i>total cost</i> \$7,400,000 <i>spent to date</i>	\$770,000	\$847,400			\$16,982,600
3.	N. Thomas Drive -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$990,000 <i>spent to date</i> \$31,000,000 <i>total cost</i>					\$30,010,000
4.	Hill Road -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$160,900 <i>spent to date</i> \$16,500,000 <i>total cost</i>					\$16,339,100
5.	Powell Adams Road -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA Prop. Share	<i>Seg. I Completed</i> \$3,000,000 \$6,000,000 <i>total cost for Seg. II</i>	\$995,000	\$2,100,000	\$2,750,309		\$2,845,309

EXHIBIT A

Traffic Circulation		Funding Source	Current Status	FY 19-20	FY 20-21	21-22	22-23	Beyond 23-24
6	S. Thomas Drive -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	Construction completed in '13 \$14,230,000 total cost					
7	Clara Avenue -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$124,000 spent to date \$22,000,000 total cost					\$21,876,000.00
8	Front Beach Road Segment 1 (S. Thomas to N. Thomas Drive) -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA Part of South Thomas Dr. project. See project #6	Construction completed in '13 \$11,130,000 total cost					
9	Front Beach Road Segment 2 (Jackson Blvd. to S. Thomas) -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	Spent to date \$9,500,000	\$1,500,000				

Traffic Circulation		Funding Source	Current Status	FY 19-20	FY 20-21	21-22	22-23	Beyond 23-24
10.	Front Beach Road Segment 3 (State Road 79 to Lullwater Dr) -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA FDOT Prop. Share	<i>Design Const. and Util. CE&I and Post Design \$630,000 Spent to date. \$24,000,000 total cost.</i>	\$7,750,000	\$8,000,000	\$7,620,000		
11.	S. Arnold Road (SR 79) -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA TRIP funding FDOT FDOT 5-Year Work Program	<i>TRIP funding granted for PDE \$1,185,013 spent to date \$15,000,000 total cost</i>	Included in Segment 3				\$13,814,987
12.	Front Beach Road Segment 4.1 (Lullwater Dr. to Hill Rd.) -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	<i>Design Right of Way, construct.</i>	\$760,000	\$760,000	\$6,227,000		\$10,342,525
13.	Front Beach Road Segment 4.2 (Hill Rd. to Hutchison Blvd.) -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	<i>Design Right of Way, construct.</i>					\$1,000,000

Traffic Circulation		Funding Source	Current Status	FY 19-20	FY 20-21	21-22	22-23	Beyond 23-24
14.	Front Beach Road Segment 4.3 (Hutchison Blvd to R Jackson) -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	Design Right of Way, construct					\$100,000
15.	Cobb Road -ped/bic improvements -landscaping -streetscaping	FBR-CRA	No activity to date \$13,000,000 total cost					\$13,000,000
16.	Nautilus Street -landscaping -streetscaping	FBR-CRA	\$15,000,000 total cost					\$15,000,000
17.	North Thomas Drive Parking Lot	FBR-CRA Prop. Share	\$5,250,000 spent Parking lot stabilized					
18.	Multimodal Center West	FBR-CRA	No Activity to date					
19.	Bay Parkway Phase 1 -Colony Club Connector Road -Bay Parkway Phase 2		Construction Complete \$3,600,000 \$800,000	\$11,000,000				
20.	PCB Parkway(Nautilus to Jackson) Add Lanes Reconstruct	FDOT 5-Year Work Program	Preliminary Design Engineering	\$2,828,500				Ongoing
21.	PCB Parkway (Mandy Lane to Thomas Dr.)	FDOT 5-Year Work Program	Preliminary Design PD&E Study	\$4,874				Ongoing
22.	ITS Improvements	FDOT 5-Year Work Program		\$450,000	\$450,000	\$500,000	\$500,000	Ongoing

Traffic Circulation		Funding Source	Current Status	FY 19-20	FY 20-21	21-22	22-23	Beyond 23-24
23	West Bay Parkway from Walton County to SR 79 (needed to meet future demand)	FDOT 5-Year Work Program	PD&E Study	\$1,041				Ongoing

Recreation & Open Space		Funding Source	Current Status	FY 19-20	FY 20-21	21-22		
24.	Multi Use Path/Trail From East Side of Trieste Subdiv. Breakfast Point Subdivision Phase 2 - From Sports Complex to Wildwood Road	City Matching Funds & Sun Trail Grant	Design Complete \$108,464 City	Construction \$904,716 FDOT \$133,315 City				
		City Matching Funds & Sun Trail Grant	Design Started	\$160,430 City				

Schools								
25.	See Note #2 at end of report.	School Board						

Potable Water, Wastewater, and Reuse		Funding Source	Current Status	FY 19-20	FY 20-21	21-22	22-23	Beyond 23-24
Potable Water								
26	Bid-A-Wee Water Main Replacements	Utility	\$1,322,515 Balance to Finish	\$1,322,515				
27	System Extensions & Loops	Utility	\$2,185,000 Balance to Finish			\$550,000	\$550,000	\$1,085,000
28	Bay Parkway to Nautilus Water Main	Utility	\$280,000 Balance to Finish	\$280,000				

Potable Water, Wastewater, and Reuse		Funding Source	Current Status	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Beyond 23-24
Wastewater and Reuse								
29.	New Wastewater Treatment Plant 4 MGD Phase 1	Utility	\$49,015,000 <i>Balance to Finish</i>				\$750,000	\$48,265,000
30.	Bay Parkway to Nautilus Forcemain and Reclaimed Mains	Utility	\$4,401,675 <i>Balance to Finish</i>	\$2,500,000	\$1,901,675			
31.	Lift Station #73 Cobb Rd. Replacement	Utility	\$2,687,500 <i>Balance to Finish</i>	\$500,000	\$2,187,500			
32.	SR 79 Reclaimed Transmission Main	Utility	\$2,886,000 <i>Balance to Finish</i>			\$800,000	\$2,086,000	
33.	Lift Station # 4 Driftwood. Replacement	Utility	\$5,010,000 <i>Balance to Finish</i>	\$650,000	\$2,994,300	\$1,365,700		
34.	Waste / Reclaimed System extentions / loops	Utility	\$1,380,000 <i>Balance to Finish</i>			\$350,000	\$350,000	\$680,000
Stormwater Improvements								
35.	Stormwater Improvements	Stormwater Utility Assessments		\$1,744,448	\$772,000	\$1,077,000	\$527,000	\$1,050,000
Prop Share Projects		Funding Source	Current Status					
1.	US 98 Int. w/ Hill Rd. and US 98 Int. w/ Clara Avenue (needed to meet future demand)	Seahaven Prop. Share	\$300,000 based on trip triggers					
2.	US 98-Hill Rd. 6-laning (needed to meet future demand)	Seahaven Prop. Share	\$1,350,000 (trip triggers)					
3.	US 98-Clara Ave. 6-laning (needed to meet future demand)	Seahaven Prop. Share	\$1,350,000 (trip triggers)					
4.	PD&E for US 98 from SR 79 to Thomas Drive flyover (needed to meet future demand)	Seahaven Prop. Share	\$2,000,000 (trip triggers)					

Prop. Share Projects		Funding Source	Current Status					
5.	ITS for US 98 from Phillips Inlet to Thomas Dr. flyover (needed to meet future demand)	Seahaven Prop. Share	\$1,000,000 (trip triggers)					
6.	Hill Rd. Improvements (needed to meet future demand)	Seahaven Prop. Share	\$938,766 (trip triggers)					

- Notes**
1. The City of Panama City Beach hereby adopts by reference the most current 5-year Schedule of Improvements as adopted by the FDOT, District 3 and the Bay County TPO.
 2. The City of Panama City Beach hereby adopts by reference the Bay County School District's 2019-2020 Work Plan.
 3. The FBR-CRA is funded with tax increment payments from Bay County. The amount of tax increment expected for FY 19/20 is approximately \$11,000,000.
 4. The City of Panama City Beach will coordinate with the most current Water Supply Plan as formally adopted by the Northwest Florida Water Management District.

REGULAR ITEM

3



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
PLANNING

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:
HOLD PUBLIC HEARING AND CONSIDER SECOND READING OF AN ORDINANCE AMENDING THE REAR SETBACK REQUIREMENTS IN R-3 ZONING DISTRICTS

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

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

The City's current regulations for rear setbacks in R-3 districts require a larger setback when such development is adjacent to other non-residential uses. Staff has determined that these rear setback standards for R-3 are backwards, and recommends that the LDC be amended to require a larger setback when such development is adjacent to residential uses. Staff believes the current R-3 setbacks reflected in Table 4.02.02A to be the result of a scrivener's error, and has initiated this LDC amendment to correct it.

The Planning Board considered the proposed amendment at their meeting on December 11, 2019 and recommended approval. The ordinance was considered and approved by Council after first reading at their January 9, 2020 meeting. Notice of a public hearing and second reading was properly published on January 28, 2020.

ORDINANCE NO. 1514

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE; AMENDING TABLE 4.02.02A RELATING TO THE REAR SETBACKS APPLICABLE IN R-3 ZONING DISTRICTS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City's current regulations for rear setbacks in R-3 districts require a larger setback when such development is adjacent to other non-residential uses; and

WHEREAS, staff finds these rear setback standards for R-3 to be in error, and recommends that the LDC be amended to require a larger setback when such development is adjacent to residential uses.

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, Table 4.02.02A of the Land Development Code of the City of Panama City Beach related to Unified Development in Multiple Districts, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

4.02.02 Dimensional Standards for Zoning Districts

...

H. Building Height, Setback and Coverage Requirements

1. **Building** location is determined by the **Setback** standards from the property line on the front, sides and rear of the property. Table 4.02.02.A sets forth the **Setback** requirements, along with the maximum **Building Height** for each zoning district. These provisions are modified for FBO districts pursuant to Section 7.02.03.

2. Every part of the required **Setback area** shall be open from its lowest point to the sky, unobstructed except for the customary projection of sills, belts, courses, **Cornices**, ornamental features, and **Eaves** that do not extend more than three (3) feet into the setback area; approved **Accessory Buildings**; and fencing. Open or enclosed fire escapes, outside stairways, balconies, chimneys, flues, generators or other projections shall not extend into any required **Setback area**, except that uncovered steps may project not more than three (3) feet into any required **Setback area**. Air conditioner/heat pumps shall be located the lesser of the **Setback** for the principal **Building** or five (5) feet from the property line. Underground improvements are not subject to **Setback** requirements.
3. **Building Height** shall be measured from the highest crown (highest point in the vehicular area of the right of way) of an abutting street to the highest point of the ceiling in the highest habitable **Story**.
4. **Roof** pitches greater than 12:12 (twelve feet of rise for twelve horizontal feet), height are prohibited.
5. Nothing shall extend above the ridgeline except chimneys, cupolas, steeples, parapets, antennas, mechanical equipment and elevator equipment. Within the AR zoning district, height limitations shall not apply to silos.
6. Within commercial districts, there shall be no projection of sills, belts, courses ornamental features or **Eaves** over any public right-of-way.

Table 4.02.02.A: Building Height and Setback Standards

Zoning District	Maximum Building Height (in feet) ^{6/} Without/ With Incentives	Minimum Setbacks from Property Lines (in feet)					
		Front	Side	Side Adjacent to Street	Rear	General	Adjacent Residential Districts Above ⁵
AR	35	25	50 ¹	50 ¹	50		
R-1a	35	30	12	25	30		
R-1b	35	25	7.5	20	25		
R-1c	35	20	5	15	20		
R-1cT	35	20	5	15	20		
R-O	35	20	0 ^{1,2}	10 ¹	20		
RTH	35	25	7.5	15	20		
R-2	35	25	5 ¹	15	25		
			General	Adjacent Residential Districts Above ⁵		General	Adjacent Residential Districts Above ⁵
R-3	55	25	5 ¹	15	15 ⁴	15 ^{25³}	25 ³ +5
CL	35	25	5 ¹	15	15	10	15
CM	55	25	5 ¹	15	15 ⁴	10 ³	15
CH	65	25	5 ¹	15	15 ⁴	10 ³	15
M-1	55	25	5 ¹	15	5 ¹	5 ³	15
C	10	25	5 ¹	15	15	10	15
R	55	25	5 ¹	15	15 ⁴	10 ³	15
PF	55	25	5 ¹	15	15 ⁴	10 ³	15

¹ The **Side Yard Setbacks** shown apply to one-story **Buildings**. For each story above the first story, the **Side Yard Setback** shall increase 2.5 feet.

² A zero **Side Yard Setback** is allowed, but shall apply to only one **Side Yard**. The second **Side Yard** shall have a **Setback** of eight (8) feet.

³ The minimum **Rear Yard Setback** shall increase four (4) feet for each **Story** above the third story. In the M-1 district the **Rear Yard Setback** shall increase six and one-half (6.5) feet for every **Story** above the first **Story**.

⁴ The minimum **Side Street Setback** shown applies to 1-3 story **Buildings**. For each **Story** above the third **Story**, the **Side Street Setback** shall increase 2.5 feet.

⁵ The minimum **Setback** for a **Side** or **Rear Yard**, adjacent to an R-2 district or above (R-2 through AR), shall be as shown in the table. For each **Story** above the first, such **Side** and **Rear Yard Setback** shall increase by one (1) foot for every foot of height beginning at fifteen (15) feet

from the side or rear property line as applicable.

6 Maximum height may be affected by **Setback** or overlay district requirements.

7. Within the **Residential** subdivisions listed below that are located outside an FBO district, no permit shall be issued for a three (3) Story dwelling or a dwelling exceeding twenty (20) feet in **Building Height** until at least thirty (30) percent of the lots in the subdivision have been developed with two (2) story dwellings. This provision does not apply to the portions of the following subdivisions located within an FBO district:

Miramar Beach Area - All R-1C zoned areas in the following subdivisions:

- Miramar Heights Subdivision
- Wells Gulf Beach Estates
- Miramar Beach 1st Addition

Palmetto Trace - All phases.

Summerwood - All phases.

Summerbreeze Subdivision - All phases

Gulf Highlands, Unit 2 - All R-1B zoned areas.

Open Sands - All R-1C zoned areas including the Pura Vida unrecorded subdivision.

Gulf Highlands Subdivision - All R-1B or R-1C zoned areas.

El Centro Beach Area - All R-1C zoned areas in the following subdivisions:

- El Centro Beach
- Diamond Head Section of Lakeside By The Gulf
- Crown Point Section of Lakeside By The Gulf

Colony Club Area - All property zoned as R-1A in the following subdivisions:

- Greens West
- Bay West Estates Unit 1
- Colony Club Subdivision Phase 1
- Trieste Phase 2
- North Colony Club Estates Phase 1
- Trieste
- Colony Club Harbour Phases 1, 2, and 3
- All unrecorded lots in the Colony Club area.

The Glades Area - All property zoned as R-1B or R-O in the following subdivisions:

- The Glades and The Glades Phase II
- Tierra Verde and Tierra Verde Phase II

- Glades unrecorded addition

Bid-A-Wee Beach Area - All property zoned as R-1C or R-O in the following subdivisions:

- Seclusion Beach
- North Bid-A-Wee 1st Addition
- North Bid-A-Wee Beach
- Reflections
- Bid-A-Wee Beach 1st Addition
- Bahama Beach and Bahama Beach 1st Addition
- Daugeette Addition to Bahama Beach
- Fernwood Park
- Gardenia Beach
- Hearn's Addition to Bahama Beach
- Hutchison's 1st Addition and 2nd Addition
- Leary's 2nd Addition

(Ord. #1340, 4/9/15; Ord #1475, 12/13/18)

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 _____, 20__.

MAYOR

ATTEST:

CITY CLERK

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

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AGENDA ITEM # 3

MAYOR

Published in the News Herald on the 28th day of January, 2020.

Posted on pcbgov.com on the _____ day of _____, 2020.

REGULAR ITEM

4



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
PLANNING

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:
HOLD PUBLIC HEARING AND CONSIDER SECOND READING OF ORDINANCE AMENDING THE HEIGHTS AT WHICH THE CITY'S PODIUM STANDARDS APPLY

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 DECEMBER 2018, THE CITY COUNCIL ADOPTED ORDINANCE 1475 WHICH REMOVED THE AVAILABILITY OF HEIGHT INCENTIVES AND SET MAXIMUM HEIGHTS IN THE FRONT BEACH OVERLAY DISTRICTS. AS A RESULT, THE PODIUM STANDARDS ESTABLISHED FOR FBO 2 AND 3 DISTRICTS NEED TO BE MODIFIED TO ESTABLISH NEW HEIGHTS AT WHICH THE PODIUMS SHOULD BEGIN.

THE PLANNING BOARD CONSIDERED THIS AMENDMENT ON MAY 8, 2019 AND RECOMMENDED APPROVAL. STAFF RECOMMENDS APPROVAL. THE ORDINANCE WAS CONSIDERED AND APPROVED BY COUNCIL AFTER FIRST READING AT THEIR JANUARY 9, 2020 MEETING. NOTICE OF A PUBLIC HEARING AND SECOND READING WAS PROPERLY PUBLISHED ON JANUARY 28, 2020.

IF APPROVED, THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY.

ORDINANCE NO. 1515

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO PODIUM STANDARDS; REVISING THE HEIGHTS AT WHICH THE PODIUM SHALL BE REQUIRED; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, on December 14, 2018, the City adopted Ordinance 1475, which eliminated the availability of height incentives and confirmed maximum heights in the Front Beach Overlay Districts; and

WHEREAS, the City's podium standards need to be modified to reflect the new height in which those standards are to be applicable.

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, Table 7.02.03 I of the Land Development Code of the City of Panama City Beach related to Building Height and Podium Standards in the Front Beach Overlay Districts, is amended to read as follows (new text **bold and underlined**, deleted text ~~struck through~~):

7.02.03 Front Beach Overlay Districts

...

H. Building Height and Podium Standards

1. Table 7.02.03.H establishes the minimum and maximum **Heights for Buildings** in each of the FBO districts in terms of feet.
2. Table 7.02.03.I establishes standards for upper **Stories** that are built on top of the **Building** podium or base **Stories**, which are defined in terms of maximum feet (**Stories**). Illustrations following the exhibit are conceptual only and are not intended to mandate

Ordinance 1515

Page 1 of 5

AGENDA ITEM # 4

the position of upper **Stories** on the podium, provided, however that in the ~~FBO-3~~ and FBO-4 districts, the side **Setbacks** shall be increased by at least fifteen (15) feet above the lesser height of one hundred twenty (120) feet or ten (10) **Stories**.

3. In a FBO-2 or FBO-3 district, **Buildings** thirty-five (35) feet tall or taller shall be set back from an FBO-1 or **Single Family Residential** district at least one hundred (100) feet. Starting at a distance of one hundred (100) feet from the applicable district boundary, **Building Height** may be increased to forty-five (45) feet. Beyond two hundred (200) feet, **Building Height in an FBO-3 district** may be increased from forty-five (45) feet by one (1) foot for every one (1) foot increase in **Setback**. See Figure 7.02.03.A.
4. In the FBO-1 district, **Buildings** may extend an additional ten (10) feet beyond the total height allowed in this section provided that the portion of the **Building** exceeding the total height includes a tower room only. Tower rooms are restricted to a maximum of one hundred (100) square feet in area, excluding stairwells.
5. In the FBO-1 district, the width of the building above the second **Story** shall be not be greater than seventy-five (75) percent of the width of the **Ground Story**. Width of each **Story** shall be measured at the widest part of the applicable **Story** parallel to the shoreline of the Gulf of Mexico. The provisions of this paragraph and Table 7.02.03.I shall not apply to lots that are narrower than fifty-five (55) feet, as measured perpendicular to the lot's primary frontage road.

(Ord. #1426, 11/9/17; Ord. #1446, 2/22/18)

Table 7.02.03.H: Minimum and Maximum Building Heights (in feet)

	FBO-1	FBO-2	FBO-3	FBO-4
Minimum	12	14	14	14
Maximum	35	45	75	150

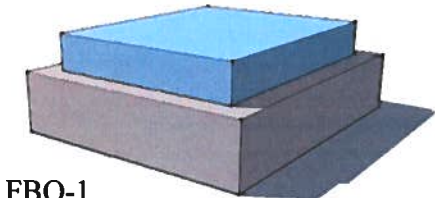
Notes:

- 1: **Height** shall be measured in accordance with section 4.02.02.
- 2: The maximum height may be limited in the FBO-2 or FBO-3 district by the provisions of section 1.02.01A.3.

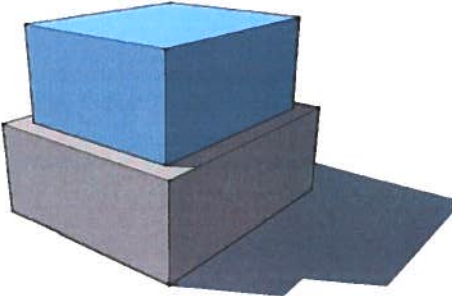
Table 7.02.03.I: Podium Standards

Zone	<i>Building Can Occupy No More Than 75% of the Ground Floor Building Footprint Above the Lesser of:</i>
FBO-1	25 feet or 2 Stories
FBO-2	35 45 feet or three four Stories
FBO-3	55 75 feet or 5 10 Stories
FBO-4	120 feet or 10 Stories

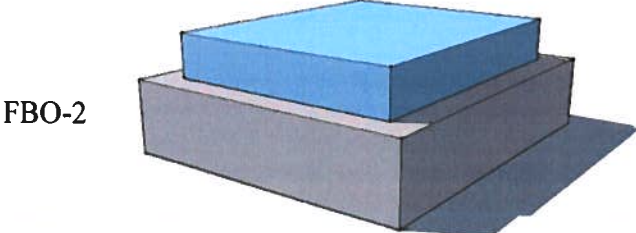
Podium and Upper Story Illustrations



FBO-1

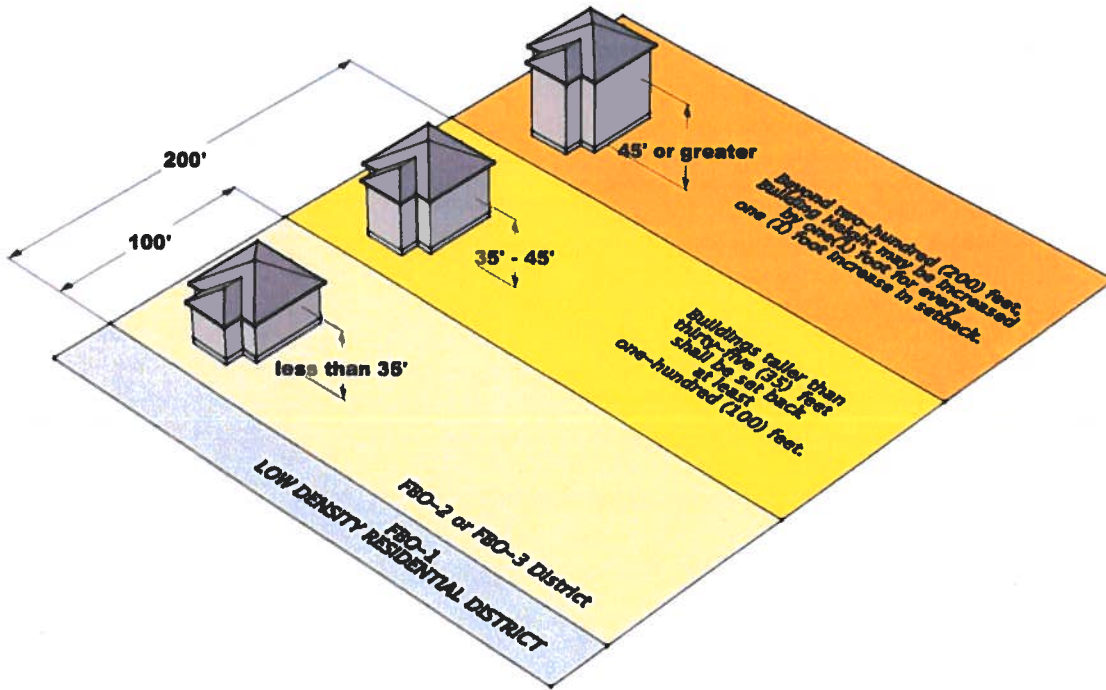


FBO-3



FBO-2

Figure 7.02.03.A: Setbacks for Buildings Taller Than 35 Feet



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
_____, 2020.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of
_____, 2020.

MAYOR

Published in the News Herald on the 28th day of January, 2020.

Posted on pcbgov.com on the ____ day of _____, 2020.

Ordinance 1515
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AGENDA ITEM #

4

REGULAR ITEM

5



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration- Holly White

2. MEETING DATE:

February 13, 2020

3. REQUESTED MOTION/ACTION:

Approve a budget amendment as a result of the passage and implementation of Resolution 20-14 in October 2019 which provides a mechanism for DROP participants to cash out vested sick leave over the period of their DROP participation.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

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

N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No

N/A

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

In October 2019, the Council adopted Resolution 20-14 which authorized the early payout of accrued sick leave to City employees who are in the DROP. Eight(8) DROP participants took advantage of this voluntary program in December 2019 and 4,158 hours of accrued sick leave were paid out. The potential exists for additional payouts to DROP participants in calendar year 2020. The attached budget amendment #13 appropriates the amount necessary to cover the actual payments made in December 2019 as well as potential estimated payments in calendar year 2020. Funding is provided from reserves previously designated for accrued compensated absences.

STAFF recommends approval of budget amendment #13.

RESOLUTION 20-55

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THE PAYMENT OF EARLY SICK LEAVE PAYOUTS FROM RESERVES DESIGNATED FOR COMPENSATED ABSENCES; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED by the City of Panama City Beach, Florida that the following budget amendment (#13) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2019, and ending September 30, 2020, as shown in and in accordance with the attached and incorporated Exhibit A, to appropriate expenditures in FY 2020 for the payment of early sick leave payouts from reserves designated for compensated absences.

THIS RESOLUTION shall be effective 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 February, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

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

No. BA # 13

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.12-10	Salaries Regular	875,000.00	11,600.00	886,600.00
TO	001-1300-513.21-10	Taxes FICA	54,567.00	503.00	55,070.00
TO	001-2201-522.12-10	Salaries Regular	2,851,500.00	96,000.00	2,947,500.00
TO	001-2201-522.21-10	Taxes FICA	257,071.00	7,344.00	264,415.00
TO	001-4100-541.12-10	Salaries Regular	852,500.00	61,000.00	713,500.00
TO	001-4100-541.21-10	Taxes FICA	53,981.00	4,669.00	58,650.00
FROM	001-8100-999.92-00	Reserves for Compensated Absences	500,000.00	(181,116.00)	318,884.00
	UTILITY				
TO	401-3300-533.12-10	Salaries Regular	1,965,000.00	77,600.00	2,042,600.00
TO	401-3300-533.21-10	Taxes FICA	160,405.00	4,845.00	165,050.00
TO	401-3500-535.12-10	Salaries Regular	2,420,000.00	36,500.00	2,456,500.00
TO	401-3500-535.21-10	Taxes FICA	199,485.00	2,235.00	201,720.00
FROM	401-8100-999.92-00	Reserves for Compensated Absences	500,000.00	(120,980.00)	379,020.00
					0.00
		Check Adjustment Totals:	10,289,509.00	0.00	10,289,509.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds for early sick leave payouts pursuant to Resolution 20-14 from reserves designated for compensated absences

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

REGULAR ITEM

6



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration- Holly White

2. MEETING DATE:

February 13, 2020

3. REQUESTED MOTION/ACTION:

Approve a budget amendment as a result of the passage of Resolution 20-43 in January 2020 which approved the contract of new City Manager Tony O'Rourke.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

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

In January 2020, the Council adopted Resolution 20-43 which approved the contract for new City Manager, Tony O'Rourke. Budget amendment #14, is necessary to appropriate funds pursuant to the terms of the contract approved by Resolution 20-43 providing for the difference in pay between the incoming and outgoing City Managers, providing for various car, housing and moving allowances and providing for the related taxes and retirement benefits. Funding for the additional administrative costs will be from available reserves. Approximately \$15,000 will be offset from the funds received from the City of Mexico Beach as a result of the employee interchange agreement between the two cities.

STAFF recommends approval of budget amendment #14.

RESOLUTION 20-56

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE ADDITIONAL FUNDS FOR SALARY AND BENEFITS APPROVED IN RESOLUTION 20-43.

WHEREAS, on January 9, 2020, the Council adopted Resolution 20-43, approving an agreement with Tony O'Rourke relating to his employment as City Manager.

WHEREAS, a budget amendment is necessary to reflect the unbudgeted salary and benefit costs approved by that contract.

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

1. The following budget amendment #14 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2019, and ending September 30, 2020, as shown in and in accordance with the attached and incorporated Exhibit A.
2. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this _____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By _____
MIKE THOMAS, MAYOR

ATTEST:

MARY JAN BOSSERT, CITY CLERK

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

No. BA # 14

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.12-10	Salaries Regular	686,600.00	29,000.00	715,600.00
TO	001-1300-513.15-20	Vehicle Expense	10,800.00	350.00	11,150.00
TO	001-1300-513.15-50	Housing / Moving Allowance	0.00	32,500.00	32,500.00
TO	001-1300-513.21-10	Taxes FICA	55,070.00	500.00	55,570.00
TO	001-1300-513.22-10	Retirement	47,744.00	4,926.00	52,670.00
TO	001-1300-513.60-10	Capital Outlay < \$5,000	20,000.00	3,500.00	23,500.00
TO	001-0000-369.90-00	Miscellaneous	(25,000.00)	(15,000.00)	(40,000.00)
FROM	001-8100-999.96-00	Reserves Available for Expenditures	4,570,576.00	(55,776.00)	4,514,800.00
		Check Adjustment Totals:	5,365,790.00	0.00	5,365,790.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds for salary, benefits and equipment related to the new City Manager pursuant to the terms of the contract approved by Resolution 20-43 on 01/09/20

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

REGULAR ITEM

7



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Fire Chief/ Larry Couch

2. MEETING DATE:

02/13/2020

3. REQUESTED MOTION/ACTION:

Purchase of one (1) Honda Rancher 4X4 ATV with custom equipment rack for Beach Safety Division

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
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)

Fire Rescue is requesting a budget amendment to purchase one (1) Honda Rancher 4X4 ATV with custom equipment rack for our Beach Safety Division. This was not budgeted in the 2019-2020 budget as the program had not yet been moved under Fire Rescue. We have received three (3) quotes from the following Vendors for the ATV;

Panama City Cycles	2019 Honda Rancher (red) \$7,704.89
KM Cycle & Marine Ft. Walton	2020 Honda Rancher (red) \$6,100.00
Red Hills Powersports Tallahassee	2020 Honda Rancher (red) \$6,598.50

The custom rack is built to the specifications that the Beach Safety Division already uses. It has a cost of \$850.00

Staff requests approval of the budget amendment to purchase the ATV from KM Cycle & Marine for \$6,100.00 plus purchasing a custom rack for \$850.00 for a total of \$6950.00.

RESOLUTION 20-57

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH KM CYCLE & MARINE, LLC FOR THE PURCHASE OF ONE HONDA RANCHER 4X4 ATV WITH CUSTOM RACK IN THE TOTAL AMOUNT OF \$6,950; AND APPROVING A BUDGET AMENDMENT TO FULLY FUND THE PURCHASE.

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

1. The appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Agreement between the City and KM Cycle & Marine, LLC, relating to the purchase of one 2020 Honda Rancher 4X4 ATV with custom rack for the Beach Safety Division, in the total amount of Six Thousand, Nine Hundred Fifty Dollars (\$6,950.00), as presented to the Council today.
2. The following budget amendment (#15) is adopted for the fiscal year beginning October 1, 2019 and ending September 30, 2020, to fully fund the purchase, in substantially the form attached as Exhibit A.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

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

No. BA # 15

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2102-522.64-20	Machinery and Equipment	0.00	7,000.00	7,000.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	4,496,000.00	(7,000.00)	4,489,000.00
		Check Adjustment Totals:	4,496,000.00	0.00	4,496,000.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds for the purchase of a Honda Rancher with custom rack for the Fire Department Beach Safety Division

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

AGENDA ITEM # 7

REGULAR ITEM

8



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration - Al Shortt, Project Manager

2. MEETING DATE:

February 13, 2020

3. REQUESTED MOTION/ACTION:

Approve entering into change order(s) for the additional not-to-exceed amount of \$82,355 to the City's City Hall construction contract with GAC Contractors, Inc.

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 June of 2018, the City Council authorized staff to enter into a contract with GAC Contractors, Inc. in the amount of \$3,782,652 to construct the new City Hall and demolish the old City Hall, replacing it with additional parking and a new green space park. The City has approved minor contract changes during construction of the City Hall, though none have resulted in the total contract expenditure exceeding the Council approved amount. Staff is now requesting approval to enter into a change order with GAC contractors to perform additional work that was not included in the original contract documents.

Two smaller items in the new City Hall are an installation of a bronze exterior dedication plaque for \$2,475 and casework to provide drawers and a large desk area in the council chamber A/V room in the amount of \$3,498.

The major proposed expenditure is the addition of a curved masonry feature wall on the north end of the park, additional concrete paving adjacent to the wall, sidewalks connecting to the sidewalks along PCB Pkwy and irrigation/sod in the PCB Pkwy right of way. The wall was contemplated in the early master plan but not included in the bid documents as a cost savings measure. GAC has proposed a cost of \$76,381.67 to perform all of the construction needed. Staff believes the requested irrigation/sod component of \$12,480.40 is high and we are in discussions with the contractor to resolve that amount.

The total amount currently requested by the contractor is \$82,354.67. In order to not interrupt progress of the soon to be finished work, staff requests the council authorize the City Manager to enter into change order(s) for the not-to-exceed amount of \$82,355 to complete the work described above, subject to negotiation to reduce the irrigation/sod costs.

The City's General Fund has sufficient funds to accommodate the change order, but a budget amendment will be required to increase the budget and expend the funds in this fiscal year. A proposed FY2020 General Fund budget amendment form is also attached for review and approval.

RESOLUTION 20-59

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA AUTHORIZING AN AMENDMENT TO THE CITY'S AGREEMENT WITH GAC CONTRACTORS, INC., RELATED TO CITY HALL CONSTRUCTION PROJECT, IN THE NOT-TO-EXCEED AMOUNT OF \$82,355; APPROVING A BUDGET AMENDMENT TO APPROPRIATE ADDITIONAL PROJECT FUNDS.

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

1. An Amendment to the City's Agreement with GAC Contractors, Inc., related to the City Hall Construction Project, is authorized to cover additional costs associated with the installation of a bronze exterior dedication plaque and casework to provide drawers and a large desk area in the council chamber A/V room, a curved masonry feature wall on the north end of the park, additional concrete paving adjacent to the wall, sidewalks connecting to the sidewalks along PCB Pkwy and irrigation/sod in the PCB right of way , in an amount not to exceed Eighty Two Thousand, Three Hundred Fifty Five Dollars (\$82,355.00), as presented to the Council today.
2. The following budget amendment (#16) is adopted for the fiscal year beginning October 1, 2019 and ending September 30, 2020, to fully fund the purchase, in substantially the form attached as Exhibit A.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____ 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

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

No. BA # 16

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.63-10	Improvements	513,000.00	83,000.00	596,000.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	4,489,000.00	(83,000.00)	4,406,000.00
		Check Adjustment Totals:	5,002,000.00	0.00	5,002,000.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds for change orders for the City Hall construction project with GAC Contractors for various items, primarily a wall with signage, omitted from the original contract specifications

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

REGULAR ITEM

9



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
POLICE DEPARTMENT / DREW WHITMAN

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:
APPROVE THE FORM OF A REQUEST FOR QUALIFICATIONS AWARDDING POLICE DEPARTMENT WRECKER SERVICE AND STORAGE SERVICES

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 HAS EXPRESSED A DESIRE TO REVISIT THE CITY'S CURRENT EXCLUSIVE USE OF SOLE SOURCE WRECKER SERVICES THROUGHOUT THE CITY. THE CITY IS UNDER A CURRENT CONTRACT THAT MAY BE CANCELLED WITH 30 DAYS NOTICE.

STAFF HAS PREPARED A REQUEST FOR QUALIFICATIONS SEEKING QUALIFIED PROPOSALS FOR TWO TYPES OF SERVICES. PROBLEMATIC/SPECIALTY SERVICES WILL BE AWARDED EXCLUSIVELY TO THE MOST QUALIFIED RESPONSIVE FIRM. IN ADDITION, THE CITY WILL AWARD NONEXCLUSIVE WRECKER SERVICES TO ALL QUALIFIED RESPONSIVE FIRMS.

PRIOR TO SOLICITING PROPOSALS, STAFF SEEKS THE COUNCIL'S APPROVAL TO ENSURE THAT THE REALIGNMENT OF WRECKER SERVICES IS CONSISTENT WITH ITS EXPRESSED DESIRE TO REXAMINE THE CITY'S USE OF THESE SERVICES.



City of Panama City Beach, Florida

REQUEST FOR QUALIFICATIONS (RFQ)

Wrecker Service & Storage

Date:

Submit Proposals to:
Tony O'Rourke, City Manager
17007 Panama City Beach Parkway
Panama City Beach, Florida 32413

Submissions Due:

Advertisement

**CITY OF PANAMA CITY BEACH
WRECKER SERVICE & STORAGE
REQUEST FOR QUALIFICATIONS**

The City of Panama City Beach seeks statements of qualifications from interested companies to provide Wrecker Services & Storage including transporting all automobiles, vessels, and other vehicles which are removed from highways, streets, and roads within the corporate city limits as directed by any police officer of the City. The City desires to award an exclusive contract to a qualified company to provide Specialty Towing Services, and non-exclusive contracts to qualified firms willing to serve on a rotation for routine towing and storage services, to wit:

“Problematic/Specialty Towing Services” are defined as those services where a normal tow truck would not be able to complete the service. Such examples may include, but not be limited to, an elongated limousine, tall monster truck, a tractor trailer, a large vessel, or an aircraft. Removal of vessels or aircraft from waterways may also be examples as well as removal of unsecured loads or debris from an accident scene. All Traffic Homicides will be considered problematic/specialty.

“Routine Towing Services” are defined as a tow that does NOT require special techniques or special equipment. It is considered a routine tow only wherein equipment is considered normal use of a tow sling, wheel lift, or winch cable to winch a vehicle onto a tilt bed/flatbed tow truck.

Companies may respond to one or both requests for qualifications. Statements of Qualification will be received by Tony O’Rourke, City Manager, 17007 Panama City Beach Parkway, Panama City Beach, Florida until 2:00 p.m. Central Standard Time (CST) on [], 2020. Submittals will be publicly opened immediately thereafter. Late proposals will be kept by the City, but not considered for award. The City will not consider for award any proposals submitted via facsimile, email, or other forms of electronic transmission. The qualifications and other information should be submitted in strict compliance with the directives provided in the RFQ. City is under no obligation, either express or implied, to reimburse responding firms for any expenses associated with preparation and submittal of the Statement of Qualifications in response to this request.

Statements of Qualifications (SOQ) shall be submitted in a sealed envelope or box, plainly marked with respondent’s name, address, date, time of SOQ deadline and clearly marked as to which category of services the SOQ is in response to. Each SOQ submitted shall be

limited to only one request. Companies desiring to respond to both requests shall submit separately sealed statements of qualification for each request.

The complete Request for Qualifications (RFQ) is on file with and may be obtained from City Hall, 17007 Panama City Beach Parkway, Panama City Beach, Florida. The Request for Qualification (RFQ) can also be obtained from the City's website: www.pcbgov.com.

A mandatory meeting will be held at [] **2020** in the Panama City Beach Council Chamber, 17007 Panama City Beach Parkway, Panama City Beach, FL 32413 for interested service providers. Point of Contact will be []

It is the responsibility of the interested providers to check the website to stay current on all Q&A and any addendums. It will not be the City's responsibility to ensure that the most current information is available in any additional way other than posting on the website.

The City of Panama City Beach's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

The City reserves the right to accept or reject any and all SOQs in whole or in part, to waive informalities in the RFQ documents, to obtain new SOQs, or to postpone the opening of SOQs, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFQ and proceed by whatever appropriate means it may elect. Each Statement of Qualifications shall be valid to the City for a period of ninety (90) days after opening.

INTRODUCTION

I. Statement of Purpose

The City of Panama City Beach (hereinafter referred to as the "City") is seeking qualified companies to provide Wrecker Service & Storage including transporting all automobiles, vessels, and other vehicles which are removed from the streets by any Police Officer of the City under the authority of the Code of Ordinances of the City of Panama City Beach, the Standard Operating Procedures (SOP) of the Panama City Beach Police Department and Florida State Statutes. The City desires to award an exclusive contract to a qualified company to provide Specialty Towing Services, and non-exclusive contracts to qualified firms willing to serve on a rotation for routine towing and storage services, to wit:

"Problematic/Specialty Towing Services" are defined as those services where a normal tow truck would not be able to complete the service. Such examples may include, but not be limited to, an elongated limousine, tall monster truck, a tractor trailer, a large vessel, or an aircraft. Removal of vessels or aircraft from waterways may also be examples as well as removal of unsecured loads or debris from an accident scene. All Traffic Homicides will be considered problematic/specialty.

"Routine Towing Services" are defined as a tow that does NOT require special techniques or special equipment. It is considered a tow only wherein equipment is considered normal use of a tow sling, wheel lift, or winch cable to winch a vehicle onto a tilt bed/flatbed tow truck.

Historically, the Police Department requires the towing of between 35 and 50 vehicles per month with a majority of the vehicles requiring storage. Respondents will not have to provide storage for seized vehicles. The officers act under the authority of the Code of Ordinances of the City of Panama City Beach, the Standard Operating Procedures of the Panama City Beach Police Department, and Florida Statutes, the provisions of which are incorporated herein and made a part hereof by reference. Respondents will remove all traffic debris from an accident scene at no cost to the City and will remove all non-crash related debris from public streets when requested by the Police Department at no charge.

II. Background Information

The City of Panama City Beach was incorporated in 1970 and is considered one of the major tourist destinations in the Florida Panhandle. Annually, millions of tourists visit Panama City Beach to enjoy the beaches along the Gulf of Mexico as well as the area's many other waterways and recreational opportunities. The City is home to approximately 14,000 residents. The City is served by three

main east-west arterial roads, and several north-south connector roads. Accident data shows most occurrences are at signalized intersections along Panama City Beach Parkway, Hutchison Boulevard, and Front Beach Road. The accidents on the Parkway tend to be more severe as running speeds are much higher than on Hutchison Boulevard and Front Beach Road. It is expected that more accidents will occur as the number of signalized intersections on the Parkway increases. Additional information about the City is available at the City's website: www.pcbgov.com.

III. BID REQUIREMENTS

- A. All SOQs shall be received by the City of Panama City Beach at the Office of the City Manager, 17007 Panama City Beach Parkway, Panama City Beach, Florida by 2:00 p.m. CST on [].
- B. SOQs shall be submitted in a sealed envelope or box, plainly marked with Firm's name, address, date, and time of SOQ opening and the specific RFQ the SOQ is being submitted in response to.
- C. Each respondent shall provide one (1) original and five (5) paper copies of this proposal along with a single CD or Flash Drive containing their response to the RFQ. All copies and the CD or Flash Drive must be plainly marked by the respondent with their name, date and specific RFQ the SOQ is being submitted in response to.
- D. All SOQs that are not submitted in the required format or missing details will be subject to rejection. SOQs must be complete and specific. The City reserves the right to accept or reject any and all SOQs in whole or in part, to waive informalities in the RFQ documents, to obtain new SOQs, or to postpone the opening of SOQs, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFQ and proceed by whatever appropriate means it may elect.
- E. SOQs will be free of alterations and erasures.
- F. SOQs will be properly signed, in ink, by the respondent or by a legally authorized agent of the Respondent. It is agreed upon by the respondent that the signing and delivery of the SOQ represents the Respondent's acceptance of the terms and conditions of the specifications.
- e. Any respondent may withdraw his/her SOQ either personally or by electronic or written communication at any time prior to opening of the SOQs. All SOQs must be in the possession of the City Manager's office at the time of the proposal

opening. It is the sole responsibility of the respondent to ensure that his/her proposal reaches the City Manager's office on or before the closing date and time. SOQs submitted by telephone, telegram, facsimile or email will not be accepted. If the proposal is sent by overnight courier, (i.e., Federal Express, UPS, etc.), the SOQ must be enclosed in an envelope marked as instructed above.

- f. The City is not responsible for any expenses the respondent may incur in preparing and submitting SOQs for this RFQ.
- g. The respondent shall furnish such additional information as the City may reasonably require. This includes information indicating financial resources. The City reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to a background investigation. The City also reserves the right to make such investigations as it may deem necessary to establish the competency and financial ability of any respondent to perform the work.
- h. In accordance with Chapter 119, Florida Statutes and, except as may be provided by other applicable State and Federal Law, all respondents should be aware that the Request For Qualifications (RFQ) and the responses thereto are in the public domain. However, the respondent is requested to identify specifically any information contained in their proposals which they consider confidential and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

IV. FORMAT AND CONTENTS – Each section below shall be represented by the use of tabs, in the order listed:

- 1. Cover Page – INTRODUCTION/COVER LETTER: Respondents shall provide a letter of introduction not to exceed two (2) pages. The letter should highlight or summarize whatever information a respondent deems appropriate as a cover letter; this section shall include the name, address, telephone number, fax number and e-mail address of the person authorized to make representations for the respondent and to whom all correspondence should be directed, briefly state Respondent's understanding of the work to be done and make a positive commitment to perform the work; and provide an official signature, in ink, of a corporate officer certifying the contents the Respondent's response.
- 2. RFQ selected. Respondents shall identify one and only one RFQ to which the SOQ is directed.
- 3. **Table of Contents** – Include a clear identification of the material.

4. **Business Organization** – Provide the following information as to business operations:
 - A) Describe the business/team organization, identify who will serve as major participants and their respective roles.
 - B) Discussion of the workload capacity of the Company and availability of resources
 - C) List Company and Company member’s major claim and litigation history for past five (5) years, if any.
 - D) Geographic proximity - submit documentation indicating the size of each of the Company’s operating locations or storage yards, and their location within or proximity to the City’s municipal boundaries.
 - E) Normal business hours, principal place of business and phone number.
5. **Business Licenses** – The Respondent should be a holder of all applicable City, County and State licenses and permits as may be required to operate this type of business and must be in good standing. Such company shall have been conducted actively for a minimum of three (3) years. Please attach copies of local, state and professional licenses.
6. **Equipment** – Describe in detail your ability to fulfill the requirements of the scope of services and all other requirements set forth in the RFQ.
7. **References** – List the name and telephone number of a representative of local governments, if any, for which the respondent has provided wrecker services and storage, and the years and duration of service.
8. **Insurance**—Evidence of required insurance coverages required.

V. SCOPE of SERVICES (for both Specialty and Routine Towing Services)

- I. **RESPONSE TIME** – The Respondent is to respond (arrive at the scene) within twenty (20) minutes of notice at any time of the day or night with appropriate equipment at the request of the Panama City Beach Police Department (PCBPD). The Respondent assumes all liability in meeting the twenty (20) minutes response time including, but not limited to, any and all damages resulting from traffic accidents and motor vehicle infraction fines. The following penalties shall

apply, on an annual basis, to the Respondent for failure to respond within the required timeframe:

- | | |
|----------------------------------------------|------------------------------------------------------|
| A. 1 st & 2 nd offense | Verbal Warning |
| B. 3 rd Offense | Certified Letter of Warning |
| C. 4 th Offense | \$250.00 Fine |
| D. 5 th Offense | \$500.00 Fine or suspension at City's option |
| E. Any Further Offense | \$750.00 Fine, suspension/termination, City's option |

If the Respondent can show extenuating circumstances beyond his control, he may appeal a fine or suspension.

The Respondent is not to hook up or move any vehicle, trailer, vessel or any other vehicle at the scene in any way without first having received instructions from a PCBPD Officer.

II. **SERVICE CALL CANCELLATION** - The City reserves the right to cancel a request for services at any time, including up to the time of hook-up, without any charge. The Respondent agrees that the mere response to a service call including arrival at the scene, without other action, does not constitute a service call where charges are applicable.

III. **ETHICS AND CONDUCT** - The Respondent agrees to conduct operations in an orderly, ethical and businesslike manner. Dealing with the general public can be very sensitive in nature and may require the Respondent and his personnel to do so on a daily basis. Respondents are required to extend common courtesies such as:

- A. To expedite the release of a vehicle, trailer, vessel, or other vehicle in accordance with the terms as set forth by the City and the Panama City Beach Police Department.
- B. To assist the owner of any vehicle in retrieving documents from the vehicle to establish ownership.
- C. To allow the owner to remove the license plate and any unattached personal possessions.
- D. To explain fully and politely the reason for the tow and all charges levied.
- E. If a dispute occurs, the Respondent shall attempt to resolve the dispute promptly and politely. If it cannot be resolved satisfactorily, the dispute shall be reported to the City no later than the next business day.

- IV. **RESPONDENT PERSONNEL** - The Respondent shall have available sufficient qualified personnel for the operation of the equipment and to staff the office facilities as required to perform as specified. The Respondent shall maintain a State of Florida Department of Motor Vehicles report on each driver, to be updated annually. Each wrecker shall be operated by a driver who must meet the following qualifications:
- A. Possess a valid license in accordance with F.S. 322.
 - B. Shall be familiar with the layout of the City streets.
 - C. Shall have the physical qualifications necessary to perform the normal tasks required of a tow driver and be familiar with wrecker operations.
 - D. Shall wear a uniform with the name of the company.
 - E. Shall follow the rules for wrecker operators as outlined in the Panama City Beach Police Standard Operating Procedure (SOP) 1807 – Section IV. (Attached)
 - F. Have training in specialized recovery wrecker services, heavy duty wrecker/recovery practices and hazardous materials awareness.
 - G. Have knowledge and understanding in Traffic Incident Management including Florida "Open Roads" policy and "Guidelines for the Mitigation of Accidental Discharges of Motor Vehicle Fluids".
 - H. Respondent agrees that the owner(s) of the company or officers of a corporation shall be held fully responsible, except as otherwise prohibited by law, for acts of their employees while on duty.
- V. **TOW TRUCK MARKINGS** - The Respondent agrees to have **no** markings on vehicles, buildings, or correspondence that indicates or tends to indicate any official relationship between the Respondent and the Panama City Beach Police Department. The name, address, and telephone number of the Respondent must be applied as required by section 713.78(6), Florida Statutes.
- VI. **NOTE:** The Respondent will be required to have a minimum of two (2) vehicles available at all times to respond within 20 minutes to a scene on a twenty-four (24) hour basis seven (7) days a week.
- VII. **INSURANCE REQUIREMENTS** – The Respondent shall be insured with liability insurance of not less than \$1,000,000.00 General Liability, \$2,000,000.00 Aggregate and \$50,000.00 "on hook" coverage. Coverage must be shown in the name of the establishment, the amount insured, effective date, and expiration date of said policy.

- VIII. **MAXIMUM RATES FOR TOWING** – Maximum rates are set forth in the City of Panama City Beach Code of Ordinances, section 22-71.
- IX. **STORAGE FACILITIES** – The Respondent will maintain a storage facility or facilities to include a storage garage and outside facilities. Such places of storage shall comply with all provisions of applicable building, zoning, and environmental regulations sufficient to store all vehicles towed by him/her until such vehicle(s) are claimed by the owner or otherwise disposed of legally. Storage facilities must be in compliance with PCBPD SOP 1807 – Section IX. (Attached)
- X. **AGREEMENT TO ABIDE WITH PCBPD POLICY REGARDING PRIVATE TOWING** – The Panama City Beach Police Department’s policy with respect to vehicles at the scene of an accident which are not impounded by the Police Department and which require towing by a wrecker shall be as follows:
That any qualified wrecker company requested by a citizen may be called to the scene of an accident by a Police Officer via the police dispatcher. The Panama City Beach Police Department reserves the right to call the Respondent’s wrecker to the scene provided the Officer determines that the vehicle is or is likely to become an obstruction or hazard; and that it is in the interest of the health, safety and welfare of the general public to remove the obstruction without undue delay. In the event that the citizen does not have a preference of wrecker services, the Respondent’s wrecker will be summoned to the scene.
- XI. **GENERAL AND LEGAL REQUIREMENTS** - Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein shall be deemed to apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility. This RFQ, responses from Respondents and resulting awards from this RFQ shall be governed by the laws of the State of Florida. Any legal actions between the City of Panama City Beach, The Panama City Beach Police Department and the successful Respondent shall be brought in Bay County, Florida.
- VI. **EQUIPMENT REQUIREMENTS** – The Respondent is to provide the minimum number of wreckers in each classification listed below. If additional wreckers in any or all classes are required to handle the volume of tows requested, the Respondent is to provide them at no cost to the City. Respondent agrees to maintain a sufficient fleet of tow trucks and necessary equipment to perform the total service requirements.

For Both RFQs:

All equipment shall be modern, commercially manufactured, and in good mechanical condition. No towing service shall be used by the Respondent as an emergency vehicle. All towing vehicles must be equipped with a two-way radio (CB radio does not meet the requirement) or cellular telephone capable of covering all assigned territories. The Respondent shall have full control and total availability of all equipment listed below in his/her inventory.

Towing/Recovery vehicles of all classes should include the following:

- A. A cradle, tow plate or tow sling to pick up vehicles. The cradle, tow plate or tow sling shall be equipped with safety chains and constructed in such a manner that it will not damage the vehicle to be towed.
- B. Dual rear wheels.
- C. Clearance and marker lights and all other equipment as required by Florida Statutes.
- D. A rotor beam or strobe type light, amber in color, mounted on the wrecker in such a manner that it can be seen from the front, rear, and both sides. The amber lights shall be engaged at all times while on the scene and during the tow from the scene.
- E. At least one (1) heavy duty push broom with a minimum width of 24 inches on each vehicle.
- F. One (1) square shovel on each vehicle.
- G. One (1) long handled axe on each vehicle.
- H. One (1) crowbar or pry bar.
- I. A minimum of one (1) four (4) pound CO2 or dry chemical fire extinguisher. It must be of an approved type and have a current inspection tag attached.
- J. One (1) pair bolt cutters on each vehicle.
- K. One (1) set of jumper cables on each vehicle.
- L. A minimum of one (1) four (4) way lug wrench on each vehicle.
- M. At least one (1) charged flashlight on each vehicle.
- N. A minimum of five (5) thirty minute fuses (flares) on each vehicle.
- O. One snatch block for each winch with manufacturer's rating to match winch.
- P. Extra towing chain 6-8 feet in length with hooks on each vehicle.
- Q. Dollies.
- R. Flood lights mounted on the hoists.
- S. A wheel lift to enable transport of all types of vehicles without damage.
- T. Fifty (50) pounds of sand or suitable equivalent on each vehicle.

For Routine Towing Services:

A. Class "A" Towing/Recovery Vehicle

Quantity: Two (2), including flatbed/slide back carriers

1. To be used for the removal of cars, light trucks, or vehicles weighing 10,000 pounds gross vehicle weight (GVW) or less. It shall consist of a truck chassis with a manufacturer's rated capacity of at least 10,000 GVW with a boom and winch having a manufacturer's rating of at least 4+ ton capacity mounted on the chassis. In addition, operators may use a roll back or slide back carrier.
2. A minimum of 100 feet of 3/8 inch cable.
3. Vehicles which are equipped with wheel lifts or the equivalent may also qualify as Class "A" wreckers as long as they are equipped with a boom and all other applicable requirements are met. Wheel lifts shall be rated at a minimum of 3,000 pounds lift capacity and must utilize wheel safety straps when lifting vehicles by the wheels only.
4. Class "A" roll back or slide back wreckers must have a minimum of a one-ton truck with a 16 foot bed, dual wheels and one winch with an 8,000 pound capacity. It must also have a minimum of 50 feet of 3/8 inch cable, 2 spot (flood) lights mounted on the rear of the carrier, and a minimum of 2 safety tie-down chains at least 10 feet each in length.

B. Class "B" Towing/Recovery Vehicle

Quantity: Two (2)

1. To be used for removal of medium duty trucks or vehicles weighing 20,000 pounds GVW or less. It shall consist of a truck chassis with a manufacturer's rated capacity of at least 20,000 GVW with a boom and twin winches having a manufacturer's rating of at least 10+ ton capacity mounted on the chassis.
2. A minimum of at least 1/2 inch cable on each drum.
3. Flood lights on the hoist.
4. Dual rear tires.

For Problematic/Specialty Towing Services:

A. Class "C" Towing/Recovery Vehicle

Quantity: Two (2)

1. To be used for the removal of heavy trucks, house trailers, buses or vehicles weighing over 20,000 pounds GVW. It shall consist of a truck

chassis with a manufacturer's rated capacity of at least 30,000 pounds GVW or 50,000 pounds GVW for tandem axle trucks with a boom and twin winches having a manufacturer's rating of at least 25+ ton capacity mounted on the chassis.

2. A minimum of 200 feet of at least 5/8 inch cable on each drum.
3. Air brakes so constructed as to lock the rear wheels automatically upon failure.
4. External air hook-up hoses to supply air to disabled vehicles.
5. One (1) set of scotch blocks for wheels or hydraulic rear-extendable scotch blocks.
6. Flood lights on the hoist.

B. Class "A" Off Road Towing/Recovery Vehicle

Quantity: One (1)

1. Must be 4-wheel drive. It shall have a minimum GVW rating of 14,500 pounds with a 16,000 pound boom capacity and an 8,000 pound winching capacity.
2. A minimum of 100 feet of at least 3/8 inch cable.
3. The wheel lift must have a minimum rating of 5,000 pounds retracted and 4,000 pounds extended.
4. A minimum safe lift rating of 3,500 pounds for the tow sling.
5. Must have two (2) safety chains 5/16 inch Grade 70.

C. Special Equipment

1. Equipment such as a lowboy, air cushions, or major street clean up equipment does not have to be a part of the Respondent's inventory. However, Respondent must demonstrate, to satisfaction, that such equipment is immediately available to him/her when/if the need occurs.
2. One (1) Company owned or leased 50 ton hydraulic, extendable, fixed boom towing/recovery vehicle with a boom structural rating of 100,000 pounds or rotator type towing/recovery vehicle with the same capacity or greater. A minimum of 2 planetary winches with a manufacturer's rating of 50,000 pounds each and 200 feet of 3/4 inch cable. The boom shall extend a minimum of 150 inches beyond the tailgate. The boom shall elevate to a working height of 21 feet. The truck chassis shall be a minimum of 62,000 pounds GVW. It shall be equipped with an under reach tow unit with a capacity of 50,000 pounds. The chassis must be

designed for or reinforced for severe service. The drive line shall also be designed for severe service and geared for the low end, high torque applications frequently required for quick clearance and relocation of loaded, wrecked heavy trucks – in some cases while they are still overturned.

3. One (1) Company owned or leased 35 ton capacity rotator type heavy duty towing/recovery vehicle or extendable boom towing/recovery vehicle with the same capacity or greater. The Respondent may request to substitute a mobile crane for the rotator. To be considered, the mobile crane shall have a minimum capacity of 35 tons and be equipped for truck crash recovery with appropriate tool supplies and rigging. A valid OSHA certified crane operator certification is required. The City reserves the right to approve or reject the request to substitute a crane for the rotator towing/recovery vehicle.
4. One (1) Company owned or leased support vehicle with an enclosed or utility body and a roof mounted DOT approved Manual Uniform Traffic Control device (MUTCD) type B arrow board. The truck should be stocked with MUTCD equipment and the additional tools, equipment and materials needed to perform total service requirements.
5. One (1) Company owned or leased heavy duty skid steer loader with bucket, broom, and fork attachments. The loader should have the capability to load a dump truck.
6. One (1) Company owned or leased tandem axle tractor with sliding 5th wheel.

REGULAR ITEM

10



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:
TAKE ACTION ON THE CURRENT VACANCY ON THE CITY'S CIVIL SERVICE 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)
BY CHARTER, THE CITY COUNCIL APPOINTS TWO MEMBERS TO THE CITY'S CIVIL SERVICE BOARD. ONE OF THOSE SEATS WAS RECENTLY VACATED AND REMAINS UNFILLED. PURSUANT TO THE CITY COUNCIL'S STANDING DIRECTIONS, STAFF ADVERTISED THE VACANCY BEGINNING ON JANUARY 2, 2020.

THE CITY RECEIVED ONE APPLICATION FROM MR. MARK KINKADE WHICH IS ATTACHED FOR YOUR REVIEW. STAFF HAS CONFIRMED THAT MR. KINKADE IS QUALIFIED TO SERVE ON THE BOARD.

THE COUNCIL MAY EITHER APPOINT MR. KINKADE TO THE BOARD, RE-ADVERTISE THE SEAT, OR APPOINT ANOTHER CANDIDATE OF ITS CHOOSING. IF APPOINTED, MR. KINKADE WILL SERVE THE REMAINDER OF THE VACATED TERM WHICH EXPIRES ON OCTOBER 6, 2021.

COMMITTEE VOLUNTEER
CIVIL SERVICE BOARD APPLICATION
PLEASE PRINT

NAME: MARK KINKADE

HOME ADDRESS: 406 Savannah Park Way, PCB, FL 32407

MAILING ADDRESS: _____

Home Phone: 850-532-4293 Business Phone: 850 219-5910 Cell: 850 532-4293

How is it best to contact you during the day? cell

E-mail Address: mark@insuredbymark.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? No

If yes, please explain: _____

The Civil Service Board meets the 1st and 3rd Wednesday of the month at 12:00 p.m.

I have read and understood Section 112.313, Florida Statutes, sets forth the standards of conduct for public officials and hereby affirm my eligibility to serve on the Civil Service Board in a voluntary capacity. See attached.

[Signature]
Signature of Applicant

01-29-2020
Date

Please return the completed form to Mary Jan Bossert, at the City Manager's office in person, via email to mjbossert@pcb.gov or via fax at (850) 233-5108. **Closing Date for applications is January 31, 2020, at Noon.** Council will make their choices February 13th at their 6 p.m. meeting.

Any questions, please phone (850) 233-5100 and ask for Mary Jan; or email mjbossert@pcb.gov

NOTE: YOU MUST BE A CITY RESIDENT TO APPLY FOR THE POSITION

PLEASE ATTACH RESUME TO APPLICATION

AGENDA ITEM # 10

MARK KINKADE

406 Savannah Park Way, P C Beach, FL 32407 · 850-532-4293
mark@insuredbymark.com · www.insuredbymark.com

OBJECTIVE: TO MAKE CIVIC CONTRIBUTIONS AND SERVE ON MY LOCAL CIVIL SERVICE BOARD

State Farm Agency Owner, Dec 2016 – Present [*self-employed*]

- Owner/operator of State Farm Insurance Agency in Panama City Beach
- Responsible for managing team of licensed agents, business financials/operations, & protecting customers from every day risk via auto, home, and life insurance

State Farm Insurance Representative, Oct 2013 – Dec 2016 [*Jim Dickerson State Farm*]

- Responsible for meeting with new and prospective customers to help ensure their risks are managed properly at a competitive price
- Assisting business owner in development of team in multiple cross-functional areas as it relates to insurance, banking, and risk management

Personal Financial Account Management Program Mgr., Mar 2010 – Oct 2013 [*Zeiders Ent.*]

- Responsible for upholding contracted agreement between Zeiders Enterprises and Department of Defense initiative for Personal Financial Management by delivering education, seminars, and personal 1-on-1 coaching to Active Duty servicemembers
- Primary support role at NSA Panama City's Fleet and Family Support Center
- Mitigated security clearance risks present in military installations associated with financial concerns of service men & women
- Empowered individuals via motivational seminars to gain control of personal financial goals, eliminate debt, and plan for the future

References:

Bill Montfort – Panama City Beach, FL (850) 890-5130

Jim Ponak – Panama City Beach, FL (850) 819-3035

REGULAR ITEM

11



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:
DISCUSS APPOINTMENTS TO THE CITY'S AUDIT COMMITTEE

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 OCTOBER, 2014, THE CITY CREATED AN AUDIT COMMITTEE FOR THE PURPOSE OF, AMONG OTHER THINGS, ASSIST THE CITY COUNCIL WITH THE SELECTION OF AN AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT OF THE CITY. AT THE TIME OF ITS CREATION, THE COMMITTEE WAS COMPRISED OF THE CITY MANAGER, FINANCE DIRECTOR, AND OTHER CITY EMPLOYEES.

IN JANUARY, 2020, THE CITY COUNCIL REVISED THE MAKEUP OF THE AUDIT COMMITTEE TO PROHIBIT CITY EMPLOYEES FROM SERVING ON THE COMMITTEE BEYOND AN ADVISORY ROLE. RESOLUTION 20-42 REQUIRES A MEMBER OF THE CITY COUNCIL SERVE AS CHAIR AND THAT THE CITY COUNCIL SELECT FOUR QUALIFIED PERSONS TO SERVE ALONGSIDE THE CHAIR.

STAFF REQUESTS THAT THE COUNCIL MOVE FORWARD WITH THESE APPOINTMENTS.

RESOLUTION NO. 20-42

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, REVISING RESOLUTION 15-05 WHICH ESTABLISHED AN AUDIT COMMITTEE; REVISING THE MEMBERSHIP OF THE AUDIT COMMITTEE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, in October, 2014, the City of Panama City Beach established an audit committee to, among other things, assist the City Council when selecting an auditor to conduct the annual financial audit, in accordance with Section 218.391, Florida Statutes; and

WHEREAS, the Legislature passed CS/SB 7014, which among other things, revises Section 218.391, Florida Statutes regarding the membership of a City audit committee; and

WHEREAS, CS/SB 7014 went into effect July 1, 2019, and the City finds it necessary and appropriate to revise its Resolution establishing the audit committee to conform with the revised law.

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

SECTION 1. From and after the effective date of this Resolution, Section 2 of Resolution 15-5 is revised to read as follows:

SECTION 2. The audit committee for the City next auditor selection shall consist of one member of the City Council, who shall serve as chair of the committee,

~~the City Manager, the Director of Finance, and three~~ **four qualified persons** ~~City employees~~ selected and appointed by the City **Council**. **Each member of the audit committee shall possess a basic understanding of governmental financial reporting and auditing, and accounting or related financial management expertise evidenced by one or more of the following: a) an understanding of generally accepted accounting principles and financial statements, b) experience in preparing or auditing financial statements of comparable entities, or c) experience with internal accounting controls. City employees may not be appointed to serve on the audit committee. Manager. The City Manager and Director of Finance may serve in an advisory capacity to the** ~~shall chair this committee.~~ Committee members shall serve **for two year terms**, without compensation.

SECTION 2. Except as revised by this Resolution 20-42, all other portions of Resolution 15-05 shall remain in full force and effect.

SECTION 3. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of January, 2020.



Mike Thomas, MAYOR

ATTEST:



Mary Jan Bossert, CITY CLERK

RESOLUTION NO. 15-05

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ESTABLISHING AN AUDIT COMMITTEE; DESIGNATING THE MEMBERS OF THE AUDIT COMMITTEE; ESTABLISHING THE DUTIES OF THE AUDIT COMMITTEE, AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the City of Panama City Beach is required pursuant to Florida Statute 218.391 to establish an audit committee to assist the City Council when selecting an auditor to conduct the annual financial audit.

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

SECTION 1. The City Council of the City of Panama City Beach hereby establishes an audit committee whose purpose shall be to assist the Council in selecting an auditor to conduct the annual financial audit of the City required by Section 218.39, Florida Statutes.

SECTION 2. The audit committee for the next auditor selection shall consist of the City Manager, the Director of Finance, and three City employees selected and appointed by the City Manager. The Director of Finance shall chair this committee. Committee members shall serve without compensation.

SECTION 3. The audit committee shall have all the duties set forth in Section 218.391, Florida Statutes, regarding selection of an auditor. The audit committee shall further be tasked with attending the auditor's exit conference upon preparation of the draft audit report, and may further be tasked with the following other functions arising therefrom, including: providing recommendations for improved financial practices and

reporting, influencing appropriate action against fraud, and enhancing internal and external audit functions.

SECTION 4. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of October, 2014.


Gayle F. Oberst, Mayor

ATTEST:


CITY CLERK

REGULAR ITEM

12



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:
FEBRUARY 13, 2020

3. REQUESTED MOTION/ACTION:

DISCUSS AND APPROVE POLICY TOPICS TO BE INCLUDED ON THE FORTHCOMING CITIZEN SURVEY.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

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

STAFF IS PREPARING TO CONDUCT A CITIZEN SURVEY OF PANAMA CITY BEACH'S RESIDENTS. THE SURVEY WILL BE CONDUCTED BY A COMPETITIVELY PROCURED CONSULTING FIRM WHO SHALL PREPARE THE QUESTIONS AND ADMINISTER THE SURVEY.

WHILE THE MAJORITY OF THE QUESTIONS WILL BE STANDARD QUESTIONS COMMON TO MANY CITIES, THE SURVEY WILL ALSO INCLUDE SPECIFIC QUESTIONS ON THE COMMUNITY'S POLICY PREFERENCES.

STAFF SEEKS DIRECTION FROM THE COUNCIL ON ANY SPECIFIC POLICY TOPICS TO BE INCLUDED IN THE SURVEY. ONCE PREPARED, THE FINAL QUESTIONS WILL APPROVED BY THE COUNCIL PRIOR TO THE SURVEY'S LAUNCH.

AGENDA ITEM # 12



City of

Panama City Beach

PCB City Hall

17007 PCB Parkway
PCB, FL. 32413
P: (850) 233-5100
F: (850) 233-5108
www.pcbgov.com

Date: February 6, 2020

To: Mayor and City Council

From: Tony O'Rourke

RE: 2020 Citizen Survey Question

In the interest of soliciting citizen input to assess Panama City Beach's resident needs and expectations, measure service performance, and evaluate potential policies and plans, staff proposes conducting a 2020 Citizen Survey. The data from the Citizen Survey will help the City Council and staff make decisions on policies, programs, and funding to meet community needs. Staff proposes preparing and issuing a Request for Proposal (RFP) to evaluate and retain the services of a firm to conduct the Citizen Survey in the next several weeks.

The survey would be administered by mail to approximately 1,500 permanent residents selected at random. Residents who do not receive the mailed survey will have the option of completing the survey online. The results of the mailed survey and online survey will be tabulated and reported separately. In lieu of a mailed random survey, the City Council could save money by doing an online random survey.

The Citizen Survey will contain standardized evaluation questions about the community, city services, community participation, demographics, community quality, public safety, the economy, recreation, governance, city services, and community priorities will be included in the survey.

The City Council will also have the opportunity to create a set of questions specific to potential policies and plans the City Council would like feedback on.

The following are questions the City Council may want to include in the Citizen Survey. The questions are not currently in their final form. The survey consultant will redraft the questions to ensure question objectivity and non-bias. The City Council can also add additional questions to the survey prior to its mailing.

Proposed Questions

- Which Bay Parkway alignment option do you prefer?
 - Option 1 _____
 - Option 2 _____
 - Option 3 _____

Mayor
Mike Thomas

Vice Mayor
Phil Chester

Ward 1
Paul Casto

Ward 3
Geoff McConnell

Ward 4
Hector Solis

City Manager
Tony O'Rourke

- What kind of information do you want on the City's revised website?
 - News and events
 - Meeting notices
 - Job announcements
 - Bid information
 - Department services

- Do you have a concern about the number of trash haulers on your street?
 Yes _____
 No _____

- Are you interested in a dedicated pickleball complex for resident's use and tournaments?
 Strongly Support _____ Strongly Oppose _____
 Somewhat Support _____ Somewhat Oppose _____

- Are you interested in any of the following Aquatic Complex additions?
 - Toddler Splash Pad
 Strongly Support _____ Strongly Oppose _____
 Somewhat Support _____ Somewhat Oppose _____

 - Thermal warm pool for water exercises
 Strongly Support _____ Strongly Oppose _____
 Somewhat Support _____ Somewhat Oppose _____

 - Indoor lap pool/water exercises
 Strongly Support _____ Strongly Oppose _____
 Somewhat Support _____ Somewhat Oppose _____

- Would you prefer small assessments, such as the current Fire, Sewer, Community Redevelopment Agency assessments or an ad valorem property tax?
 Small Assessments _____
 Ad valorem tax _____

- Are you interested in a Skateboard Park at Frank Brown Park?
 Yes _____
 No _____

The cost for this Citizen Survey is estimated to be approximately \$15,000.00. It will be less if you choose not to do a mail-out survey but instead chose an online survey. Funding for this survey will come from the General Fund Operating Reserves.