

**RESOLUTION 21-20**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, RATIFYING A GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT FOR CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING IN THE AMOUNT OF \$63,556; AUTHORIZING THE PURCHASE OF 6 VEHICLES FROM MCKIBBEN POWERSPORTS OF LAKE PLACED IN THE AMOUNT OF \$63,527; AND AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE RECOGNIZE RECEIPT AND EXPENDITURE OF THE GRANT FUNDS.**

**BE IT RESOLVED** that:

1. The appropriate officers of the City are authorized to accept and deliver, and to the extent necessary ratify, on behalf of the City that certain Grant Agreement between the City and the Florida Department of Law Enforcement, relating to the use and acceptance of funds from the Coronavirus Emergency Supplemental Funding (CESF) Program, in the basic amount of Sixty Three Thousand, Five Hundred Fifty Six Dollars (\$63,556.00), in the form attached and presented as Exhibit A to the Council today, draft dated June 26, 2020.
2. The appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Agreement between the City McKibben Powersports of Lake Placid, relating to the purchase of one police utility vehicle and 5 ATVs, in the basic amount of Sixty Three Thousand, Five Hundred Twenty Seven Dollars (\$63,527.00), in substantially the form of the quote attached and presented as Exhibit B to the Council today, draft dated October 9, 2021, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.
3. The following budget amendment #6 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, as shown in and in accordance with the attached and incorporated Exhibit C.

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

**PASSED** in regular session this 22<sup>nd</sup> day of October, 2020.

**CITY OF PANAMA CITY BEACH**

By: 

Mark Sheldon, Mayor

**ATTEST:**

  
Lyne Fasone, City Clerk

**Coronavirus Emergency Supplemental Funding (CESF) Program**

**SPECIAL CONDITIONS**

Subrecipient: City of Panama City Beach

Subgrant Number: 2020-CESF-BAY-2-C9-018

Project Title: 2020 CESF PROGRAM

Pass-through Entity: Florida Department of Law Enforcement

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In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

**Ref# S42625:** Although federal regulations require a three year retention period on all grant records, the State of Florida General Records Schedule GS1-SL for state and local agencies, which is more stringent, requires subgrant recipients to maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for review upon request.

**Ref# S42627:** At the time of application approval, the subgrantee had not submitted a current EEO Plan (Utilization Report) to the Office of Criminal Justice grants. These documents must be maintained and provided to the Office of Criminal Justice Grants at monitoring.

**Ref# S42629:** The inventory system for the subgrantee does not appear to comply with all federal requirements identified in the Office of Management and Budget (OMB) Uniform Requirements, 2 C.F.R. 200.310-316, specifically related to the where the property title vests, as well as location and condition of the property. All subaward equipment tracking and documentation must comply with the standards identified in OMB's Uniform Requirements and documentation must be maintained and provided to the Office of Criminal Justice Grants at monitoring.

**Ref# S42630:** The subgrantee's procurement policy does not appear to comply with all federal procurement requirements outlined in the Office of Management and Budget (OMB) Uniform Requirements, specifically conflict of interest statements (200.318(c)), acquiring duplicative/unnecessary items (200.318(d)), verifying suspension and debarment (200.318(h)), prohibiting geographical preference (200.319(b)), micropurchases (200.320(a)), and small purchases (200.320(b)). All subaward procurements must comply with the standards identified in OMB's Uniform Requirements and documentation must be maintained and provided to the Office of Criminal Justice Grants at monitoring.

**Ref# S42631:** At the time of application, the subgrantee indicated their jurisdiction does not have adequate separation of duties related to financial and procurement matters. All subaward transactions must comply with the standards identified in the Office of Management and Budget (OMB), Uniform Grant Requirements, 2 CFR 200.303(a), and documentation must be maintained and provided to the Office of Criminal Justice Grants at monitoring.

**Coronavirus Emergency Supplemental Funding (CESF) Program**

**ACCEPTANCE OF FEDERAL FUNDING ASSISTANCE**

Subrecipient: City of Panama City Beach

Subgrant Number: 2020-CESF-BAY-2-C9-018

Project Title: 2020 CESF PROGRAM

Pass-through Entity: Florida Department of Law Enforcement

This award is subject to all applicable rules, regulations, and conditions, as contained in the Department of Justice Grants Financial Guide, and the Office of Management and Budget Uniform Grant Requirements (2 C.F.R. Part 200). This award is also subject to the incorporated standard and special conditions, and such further rules, regulations, and policies as may be reasonably prescribed by the State or Federal Government.

In witness whereof, the parties affirm they each have read and understand the conditions set forth in this agreement, have read and understand the agreement in its entirety, and accept this agreement through the signature of their duly authorized officers on the date, month, and year set out below.

City of Panama City Beach  
Authorizing Official (Commission Chairperson, Mayor, or Designated Representative)

  
\_\_\_\_\_  
Signature 06/26/2020  
Date

Mark Sheldon City Mayor / Panama City Beach, Florida  
Printed Name and Title

Panama City Beach Police Department  
Authorizing Official (Official, Administrator, or Designated Representative)

  
\_\_\_\_\_  
Signature 06/26/2020  
Date

Drew R. Whitman Chief of Police / Panama City Beach Police Department  
Printed Name and Title

Florida Department of Law Enforcement  
Office of Criminal Justice Grants

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title

# Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

## Section 1: Administration

### Subgrant Recipient

**Organization Name:** City of Panama City Beach  
**County:** Bay

### Chief Official

**Name:** Mark Sheldon  
**Title:** Mayor  
**Address:** 17007 Panama City Beach Parkway  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-5225  
**Phone:** 850-233-5100 **Ext:**  
**Fax:**  
**Email:** msheldon@pcb.gov

### Chief Financial Officer

**Name:** Holly White  
**Title:** City Clerk  
**Address:** 110 South Arnold Road  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-2140  
**Phone:** 850-233-5054 **Ext:** 2402  
**Fax:** 850-233-5013  
**Email:** hwhite@pcb.gov

## Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

### Section 1: Administration

#### Implementing Agency

**Organization Name:** Panama City Beach Police Department  
**County:** Bay

#### Chief Official

**Name:** Drew Whitman  
**Title:** Chief of Police  
**Address:** 17110 Firenzo Street  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-2128  
**Phone:** 850-233-5000 **Ext:**  
**Fax:** 850-233-5013  
**Email:** dwhitman@beachpolice.org

#### Project Director

**Name:** Richard McClanahan  
**Title:** Captain  
**Address:** 17110 Firenzo Avenue  
**City:** Panama City Beach  
**State:** FL **Zip:** 32413-2128  
**Phone:** 850-233-5000 **Ext:** 6  
**Fax:**  
**Email:** rmccclanahan@beachpolice.org

## Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

### Section 2: Project Overview

#### General Project Information

**Project Title:** 2020 CESF PROGRAM  
**Subgrant Recipient:** City of Panama City Beach  
**Implementing Agency:** Panama City Beach Police Department  
**Project Start Date:** 3/20/2020      **End Date:** 9/30/2021

#### Problem Identification

Panama City Beach, Bay County, Florida has experienced a high number of tourist from all over the world during the COVID-19 outbreak. This resulted in never before measures being taken by our City Council and adherence and enforcement of the Governors orders. One of the major areas impacting the Panama City Beach Police Department was the enforcement of the closure of the beaches and enforcement of the social distancing measures that were set in place by the Governors Executive Order. The enforcement of these orders fell on the responsibility of the Panama City Beach Police Department.

Panama City Beach Florida has experienced a number of difficulties resulting from COVID-19. Due to the COVID-19 outbreak in Panama City Beach, Bay County, Florida, our City Commissioners closed the beaches to the public. One agency was tasked with the closure of the "Sandy portion of Panama City Beach". This encompassed over a 9 mile stretch of beach that required numerous police All Terrain Vehicles (ATV) and police Utility Terrain Vehicles (UTV) to patrol/police the beaches daily preventing the public from going onto the beaches. Due to a shortage of police personnel and police vehicles the Police Department allocated resources from other City Departments putting an even greater strain on the City of Panama City Beach.

#### Project Summary (Scope of Work)

The City of Panama City Beach will use grant funds to support their police department with equipment to prepare for, prevent, and/or respond to the coronavirus.

Deliverable 1: Grant funds will be used to purchase a Police Utility Terrain Vehicle (UTV) and Police All Terrain Vehicles (ATV) to better adequately provide proper police patrols, enforcement, and police coverage on the "sandy portions of the beach" of the City of Panama City Beach as it relates to COVID closures and ordinances. Documentation to be provided at monitoring will include: procurement documentation, purchase order, invoice, inventory records, and cancelled checks or statements.

# Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

## Section 3: Performance

### General Performance Info:

**Performance Reporting Frequency:** Quarterly

**Prime Purpose Area:** CESF - Coronavirus Emergency Supplemental Funding

**State Purpose Area:** 3E - Equipment (OCO)

### Objectives and Measures

**Objective:** Equipment Questions - Questions for all recipients purchasing equipment.

**Measure:** Equipment 01  
Will the applicant expend funds on equipment?

**Goal:** Yes

**Measure:** Equipment 02  
If yes, how much money is being allocated to purchasing equipment?

**Goal:** 63556



# Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

## Section 4: Financial

### General Financial Info:

**Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.**

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596045116

### Budget:

Budget Category	Prime	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$63,556.00	\$0.00	\$63,556.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$63,556.00</b>	<b>\$0.00</b>	<b>\$63,556.00</b>
<b>Percentage</b>	<b>100.0</b>	<b>0.0</b>	<b>100.0</b>

### Project Generated Income:

Will the project earn project generated income (PGI)? No



## Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

### Section 4: Financial (cont.)

#### Budget Narrative:

Operating Capital Outlay = \$63,556

5 fully equipped All Terrain/Utility Terrain Vehicles for routine police patrol and COVID-related enforcement on beaches.

Grant funds will be used to pay for any applicable shipping or freight charges. Extended warranties (if applicable) will not be requested for reimbursement on the grant.

The City of Panama City Beach is responsible for any amount over the grant allocation of \$63,556.

## Application for Funding Assistance

Florida Department of Law Enforcement  
Coronavirus Emergency Supplemental Funding

### Section 4: Financial

#### Section Questions:

**Question:** What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

**Answer:** 5000

Today's Date : 10-9-2021

## Proposal for POLICE UTV & ATV

McKibben Powersports of Lake Placid  
614 U.S. 27 South  
Lake Placid ,FL 33852

### 2021 Police UTV & 2021 ATV Request for Bids

- Category:Admin
- RFP Number:10.14.2020 2021 Police UTV & 2021 ATV
- Start Date:09/28/2020 4:15 PM
- Close Date:10/14/2020 10:30 AM

Enclosed is the proposal for our Bid to Furnish the City of Panama City Beach one New 2021 Yamaha Viking 6 seater UTV in blue and (five) New 2021 Honda Rancher 420 4wd ATV'S in blue

The Yamaha Model # is YXC70VPXLG .

The Honda Model # is TRX420FA2M

These model's match the required specifications under the bid guidelines.

We will also deliver the 2021 Yamaha Viking 6 seater to Panama City Beach with the UTV Emergency Lighting Equipment installed on the blue Yamaha Viking UTV.

We will also deliver the 5 2021 Honda Rancher 420's with the lights and siren package installed to Panama City Beach.

The Proposed bid price for the 6 units is \$63,527 .

This Proposal includes delivery to Panama city Beach FL.

If you have any questions feel free to contact me @ :  
McKibben Powersports of Lake Placid

  
Dave Farina

Dave.farina@mckibbenps.com  
Cell # 863-269-7755

EXHIBIT B

# McKibben Powersports of Lake Placid

Call Us first for all of your Powersports needs.

PHONE (863) 699-2453

WWW.MCKIBBENPOWERSPORTSOFLAKEPLACID.COM

614 U.S. 27 South  
Lake Placid, FL 33852

614 U.S. 27 South  
Lake Placid, FL 33852

Direct 863-699-2453

Fax 863-699-2439

## BID SHEET

DATE 8-Oct-20

PAOB 1 of 1

REQUESTING AGENCY:

City of Panama City Beach

CONTACT PERSON:

PHONE NUMBER:

2021 Yamaha Viking 6 Seater UTV  
686CC/AutoMatic/Dumped / EPS

MODEL: YX070VPXLG

*(Unit will be in Blue)*

Spec:

BASE PRICE: \$13,000.00

OPTION #	DESCRIPTION	COST
<u>1XD-F8330-V0</u>	<u>Fold Down Windshield</u> <u>Installed</u>	<u>\$699.00</u>
<u>FT-VIK6EROOF</u>	<u>Metal Roof</u> <u>Installed</u>	<u>\$799.00</u>
	<u>Center Rear View Mirror</u> <u>Installed</u>	<u>\$89.00</u>
<u>1XD-F8204-V0-00</u>	<u>Left Side Mirror</u> <u>Installed</u>	<u>\$99.00</u>
<u>1XD-F8206-V0-00</u>	<u>Right Side Mirror</u> <u>Installed</u>	<u>\$99.00</u>
<u>Plastics</u>	<u>Swap to Blue plastics</u> <u>Installed</u>	<u>\$3,500.00</u>
	<u>UTV Emergency Lighting Siren Equipment</u> <u>Installed</u>	<u>\$5,772.00</u>

TOTAL OF OPTIONS:

EXTENDED WARRANTY:

SUB TOTAL

\$5,772.00

\$19,762.00

TAX  
FLORIDA REGISTRATION

Tax Exempt  
Self Register

QTY 1 Each

\$19,762.00

*I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes please feel free to contact me at any time, I will be happy to assist you.*

Comments: Price includes Delivery to Panama City Beach.

The unit delivered will be a 2021 Yamaha Viking 6 in Blue.

McKibben Motorsports of LP INC DBA McKibben Powersports of LP FE# 868-0485022

VEHICLE QUOTED BY:

Dave Farina Outside Salesmanager

863-699-2453

*"I Want to be Your Powersports Provider"*

Dave.farina@McKibbanco.com

# McKibben Powersports of Lake Placid

Call Us first, for all of your Powersports needs.

PHONE (863) 699-2453

WWW.MCKIBBENPOWERSPORTSOFLAKEPLACID.COM

614 U.S. 27 South Lake Placid, FL 33852	614 U.S. 27 South Lake Placid, FL 33852
Direct 863-699-2453	Fax 863-699-2453

## BID SHEET

DATE 9-Oct-20

PAGE 1 of 1

REQUESTING AGENCY: Panama City Beach

CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

2021 Honda Fourtrax Rancher 420 4x4  
420CC/ AutoMatic DCT/ EPS

MODEL: TRX420FA2M  
*Unit will be in Shade Blue!*

6 UNITS

BASE PRICE: \$7399 ea

OPTION #	DESCRIPTION	Installed	COST
Front Box	Quadboos ATV Rear Storage box	Installed	\$200.00
Rear Box	Quadboos ATV Front Storage box	Installed	\$200.00
	Lights & Sirens		\$954.00

TOTAL OF OPTIONS: \$1,354.00  
EXTENDED WARRANTY: \_\_\_\_\_  
SUB TOTAL \$8,753.00

TAX  
FLORIDA REGISTRATION 8763.00 X QTY 6 Tax Exempt Self Register \$43,765.00

*I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes please feel free to contact me at any time, I will be happy to assist you.*

Comments: Price includes Delivery to Panama Beach Florida.  
We will deliver 6 2021 Honda Rancher 420 TRX420FA2M models.

McKibben Motorsports of LP INC DBA McKibben Powersports of LP PEI #86-0486022

VEHICLE QUOTED BY: Dave Farina Outside Salesmanager 863-699-2453  
*"I Want to be Your Powersports Provider"*  
Dave.farina@McKibbensports.com



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

No. BA # 6

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2101-521.64-55	Machinery and Equipment Mach and Equip Grant	0.00	63,556.00	63,556.00
TO	001-0000-331.20-25	Federal Grant Coronavirus ATVs/UTV	0.00	<b>(63,556.00)</b>	<b>(63,556.00)</b>
		Check Adjustment Totals:	0.00	0.00	0.00

**BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:**

To approve the award of Coronavirus Emergency Supplemental Funding (CESF) Program; Grant # 2020-CESF-BAY-2-C9-018 in the amount of \$63,556.00; to appropriate the grant funds for the purchase of the equipment contemplated in the grant; to authorize the purchase of said equipment from McKibben Powersports of Lake Placid in the amount of \$63,527.

**ROUTING FOR APPROVAL**

\_\_\_\_\_ DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ DATE

\_\_\_\_\_ FINANCE DIRECTOR \_\_\_\_\_ DATE

EXHIBIT C