

RESOLUTION NO. 22-40

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO FUND AN ADDITIONAL ENGINEER FOR THE PUBLIC WORKS DEPARTMENT.

BE IT RESOLVED that the attached budget amendment #2 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2021 and ending September 30, 2022, as shown in and in accordance with the **attached** and incorporated Exhibit A, to fund an additional engineer position in the Public Works Department.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED, APPROVED AND ADOPTED in special session this 10th day of November, 2021.

**CITY OF PANAMA CITY BEACH,
FLORIDA**

By: _____


Mark Sheldon, Mayor

ATTEST:



Lynne Fasone, MMC, City Clerk

CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10

No. BA #2

FUND	General	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-4100-541.12-10	Salaries Regular	778,000.00	25,300.00	803,300.00
TO	001-4100-541.21-10	Matching FICA	62,400.00	2,000.00	64,400.00
TO	001-4100-541.22-10	Retirement	99,000.00	3,300.00	102,300.00
TO	001-4100-541.23-10	Health Insurance	126,000.00	1,700.00	127,700.00
TO	001-4100-541.23-20	Dental Insurance	6,000.00	100.00	6,100.00
TO	001-4100-541.23-30	Life Insurance	6,700.00	200.00	6,900.00
TO	001-4100-541.41-10	Communication	21,100.00	300.00	21,400.00
TO	001-4100-541.52-10	Operating Supplies	88,900.00	400.00	89,300.00
TO	001-4100-541.60-10	Capital Outlay < \$5,000	15,300.00	600.00	15,900.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	17,678,082.00	(33,900.00)	17,644,182.00
Stormwater					
TO	180-3800-538.12-10	Salaries Regular	561,000.00	37,900.00	598,900.00
TO	180-3800-538.21-10	Matching FICA	44,600.00	2,900.00	47,500.00
TO	180-3800-538.22-10	Retirement	69,000.00	5,000.00	74,000.00
TO	180-3800-538.23-10	Health Insurance	79,000.00	2,600.00	81,600.00
TO	180-3800-538.23-20	Dental Insurance	4,000.00	200.00	4,200.00
TO	180-3800-538.23-30	Life Insurance	4,400.00	200.00	4,600.00
TO	180-3800-538.41-10	Communication	18,300.00	400.00	18,700.00
TO	180-3800-538.52-10	Operating Supplies	50,500.00	600.00	51,100.00
TO	180-3800-538.60-10	Capital Outlay < \$ 5,000	11,000.00	900.00	11,900.00
FROM	180-8100-999.95-00	Restricted Reserves	118,894.00	(50,700.00)	68,194.00
			Check Adjustment Totals:	19,842,176.00	19,842,176.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funding for a new full-time engineer position

ROUTING FOR APPROVAL

DEPARTMENT HEAD _____ DATE _____

FINANCE DIRECTOR _____ DATE _____

CITY MANAGER OR ASSISTANT CITY MANAGER _____ DATE _____



City of Panama City Beach

TO: Drew Whitman/Holly White
FROM: Kelly Jenkins
DATE: October 25, 2021
RE: ***Public Works Personnel Staffing and Request***

Street (2015 = 10 employees, Current = 16) 1.6 multiplier

Stormwater (2015 = 5 employees, Current = 8) 1.6 multiplier

Inspectors (2015 = 1 employees, Current = 2) 2 multiplier

PW Director/Engineers (2015 = 3, Current = 3) – **Request for 1 Engineer I (~1-2 yrs experience)**

If Engineering went with a 1.6 multiplier we would be at 4.8 engineers round up to 5

As the needs of the City grow, staffing of field workers and needs of the dept grow. With all of the demand on maintenance, resident's concerns, project development and new project infrastructure is required, so must the staffing of engineers for oversight of each facet. This comes along with coordination and direction of projects in the field to ensure compliance with safety, ADA, specs, etc.

City Growth: The City is comprised of 8,887 acres of ***developed*** property within its total of 12,452 acres.

Street – The Street Department has taken on an additional many miles of roadway to maintain due to new subdivisions and transfers of ownership. Our level of service has gone up as well. We have currently taken on ~8 miles of the combined North Pier Park, Highway 79 and all of Bay Parkway for maintenance. We will transfer the Bay Parkway Road to the State, but plan to continue maintenance of the grass in that area. We have recently taken over CRA Segments 1, 2 and 5 of the CRA and have that additional ~3.8 miles of roadway, sidewalk, signs, landscape and storm drain to now maintain. This all leads to coordination and input from the engineering dept.

Stormwater – Along with the additional maintenance listed above there is additional storm drain that comes with the new roads that we have taken over. They come with ditches, roadside swales etc. The new subdivisions that have been built within the City come with the additional work with performing residential construction slab inspections, driveway inspections, etc. Inadvertently, with growth around the City also comes additional unanticipated issues that come up in adjacent land. Staff is tasked with finding solutions to these problems. Many are coordinated with Council and concerned residents.

CRA – Not only do we facilitate the maintenance on all connector roadways, but we coordinate and maintain the new transferred roadways on Front Beach Road. We oversee the landscape maintenance contract, pick up garbage in the City lots, repair sidewalks, fix signs and storm drains and look at new improvements along these roadways. Additional project oversight has been provided for the re-design of roadways as well. We have also taken up the coordination and implementation of the banners, specialty lighting, added new lights to roadways, etc.

Inspection dept – We coordinate all of the work with the construction of new development within City limits and some projects adjacent to City limits. Our inspectors help ensure public and private construction is done to specifications. Our inspectors ensure proper erosion control measures are in compliance, do density testing and verify the accuracy of the construction compared to the plans. We not only coordinate with active construction on public and private, but also close out projects with our inspectors.

Engineering staff review all development orders, subdivisions, plats, demolition/land clearing permits, right of way permits and provide project management for capital improvement projects for both in house design and consultant designed projects. We ensure they meet local codes as well as any requirements for FEMA flood zones. Additional properties have been placed in the flood zone so that most vacant land left in the City is within a FEMA flood special flood hazard area. There are special regulations that we coordinate and work with the building department to ensure we continue to develop to their standards and maintain a good standing with the FEMA Community Rating System. This helps provide residents with lower insurance rates. In addition, through these regulations we are able to get the developer to have proposed homes removed from the floodplain.

Grant writing, compliance and management has increased extremely after both Hurricane Michael and Covid. Most of these opportunities have been made available to the public works department. This takes a lot of time not only on the front end, but once they are awarded there are many additional requirements for projects that we are able to secure. Our staff has attended numerous seminars and required webinars to get certified for different grants. This includes the LAP program that helps the state transfer funds to us for grants, as well as CRA funding.

Not only do we have our duties that existed prior to Hurricane Michael and Covid, but we have taken on exciting, yet challenging projects such as the offshore outfall that is new and time consuming to coordinate with execution and design. We are looking at future outfalls as well, which is adding to the workload. If we do put grant money towards stormwater projects, we will have a need to get more projects done quicker. We have also had a larger budget for street resurfacing to increase the number of streets to oversee each year as part of that project. We have tried to stay involved with the County and the American Public Works Association (APWA) chapter along with the Transportation Planning Organization. These all take time, but do allow some opportunity to do our best to provide input for our City's interest to be a priority with FDOT.

Overall, our responsibilities have increased. There is an expectation of a quicker response time and level of service in most everything we do. We have many housekeeping code and document updates that we would like to be able to do, but do not have the time. We would like to keep moving forward expanding our department as effectively and efficiently as possible. I believe the job that would most help out now would be to add another Engineer that could do plan reviews and then eventually free up Wyatt to take on more of the in-house projects. Subsequently, I would like to plan for a new job title creation for a

position that oversees the field superintendents and is a liaison between our department Engineers and field employees. I would like to try to implement that after the proposed Engineering position, possibly FY 24. I did meet with the Paradigm professionals and they confirmed that they agreed with my proposed organizational chart, but knew it would take a little while to implement. However, they were concerned how we could do it with our limited staff. Any help that we could get now would be greatly appreciated.

Thank you for your consideration.



Civil Engineer **Public Works**

PW/4

JOB SUMMARY

This position performs engineering duties in support of department operations.

MAJOR DUTIES

- Reviews all commercial and development submittals for site and stormwater design within city limits and CRA areas.
- Reviews hydraulic analysis of drainage basis where proposed developments are to be located in or have an effect on FEMA flood zones and historical drainage patterns.
- Manages public works projects as assigned from design to development.
- Manages Public Works interdepartmental communications for development projects; reviews and inspects areas in conjunction with other departments.
- Serves as project manager and lead engineering designer for street resurfacing projects.
- Assists the City Engineer with plan reviews.
- Assists with Street Division operations; ensures the implementation of current engineering technical standards and federal and state standards.
- Assists with Stormwater Division operations; assists in the alleviation of nuisance flooding, infrastructure maintenance and rehabilitation and in troubleshooting drainage issues.
- Interacts with the public to answer questions and resolve problems.
- Serves as ADA Coordinator for the Public Works Department for right-of-way infrastructure and site review.
- Manages assigned professional landscape contracts for city facilities and CRA projects.
- Meets with residents and homeowners' associations in regard to drainage issues and right-of-way related problems.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of civil engineering principles and practices.
- Knowledge of plan development and review principles.
- Knowledge of relevant federal and state laws and regulations, city ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Public Works Director/City Engineer and Assistant Public Works Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Land Development Code, the Florida Building Code, MUTCD guidelines, the Greenbook, the FDOT Design Manual and other FDOT guidelines, ADA standards, NFWFMD Design and Performance Standards, Florida statutes and the Florida Administrative Code, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied project management and engineering duties. The need to work cooperatively with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to provide engineering support for city maintenance and capital projects. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with co-workers, other city employees, vendors, state and local government officials, elected and appointed officials, developers, contractors, consultants, vendors, and the general public.

- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

EMPLOYEE ACKNOWLEDGMENT

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

Signature

Date