



City of  
**Panama City Beach**

PCB City Hall  
17007 PCB Parkway  
PCB, FL 32413  
P: (850) 233-5100  
F: (850) 233-5108  
[www.pcbfl.gov](http://www.pcbfl.gov)

**MINUTES** of the **January 25, 2024** 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.

**Mayor Mark Sheldon called the January 25, 2024 meeting to order at 9:00 a.m.**

**ROLL CALL**

**MAYOR MARK SHELDON**  
**VICE MAYOR PAUL CASTO**  
**COUNCILMAN PHIL CHESTER**  
**COUNCILMEMBER MARY COBURN**  
**COUNCILMAN MICHAEL JARMAN**

**A quorum was present with all five members of City Council.** Others present were City Manager Drew Whitman, Assistant City Manager Holly White, City Attorneys Cole Davis, City Clerk Lynne Fasone, Directors, staff, and members of the public and press.

**INVOCATION, PLEDGE OF ALLEGIANCE AND COMMUNITY ANNOUNCEMENTS**

Mayor Sheldon led the invocation and the Pledge of Allegiance. Mayor Sheldon presented community announcements.

**APPROVAL OF MEETING MINUTES**

Mayor Sheldon called for approval of the January 11, 2024, regular meeting minutes. **Councilman Chester so moved. Councilman Jarman seconded the motion. The January 11 meeting minutes were unanimously approved by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**APPROVAL OF AGENDA**

Mayor Sheldon called for approval, additions and/or deletions to the agenda. Hearing and seeing none, **Councilman Chester moved to approve the agenda. Councilmember Coburn seconded the motion. All were unanimously in favor of approval of the agenda by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

thanked the City for the clarity. Mayor Sheldon thanked Mr. Steinkirchner and reported that short-term rental owners had until Feb 1<sup>st</sup> to submit their paperwork.

7. Molly Allen, Lullwater Resident – Ms. Allen commented that she was here to stand up for the last living coastline. Ms. Allen commented that she sent Ms. Fasone and Mr. Whitman an email this morning at 7:12 a.m. to forward to City Council. Ms. Allen requested the following public records: “Where is the engineering study for Mandy Lane South? An engineering study was not required for this project. Where is the permit for Mandy Lane South? Engineers were recently assigned to this project and have just started design. They will also be working on obtaining the permit, which will happen closer to final design. Where are the wetland mapping results for the area in the Mandy Lane South (FDEP permit 03-0190081-001DF)? Wetlands assessment is also part of the Engineer’s scope of work which is also just getting started.” Ms. Allens stated she owed an apology to Dolly Parton for her previous comments during the last Council meeting.

Mayor Sheldon called for further public comments. Hearing and seeing no further public comments, Mayor Sheldon closed the public comment portion of the agenda.

### **CONSENT AGENDA**

Mayor Sheldon asked Ms. Fasone to read the Consent Agenda.

**RESOLUTION NO. 24-72, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH FLORIDA ULS OPERATING LLC D/B/A UNITED LAND SERVICES RELATED TO LANDSCAPE MAINTENANCE SERVICES IN THE ESTIMATED ANNUAL AMOUNT OF \$56,964.00.**

**RESOLUTION NO. 24-73, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF ONE 2024 GMC SIERRA 3500 TRUCK FOR THE STORMWATER DEPARTMENT FROM ALAN JAY AUTOMOTIVE MANAGEMENT, INC., d/b/a ALAN JAY FLEET SALES, IN THE TOTAL AMOUNT OF \$66,273.00; AND AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CITY OF TALLAHASSEE’S AGREEMENT GOVERNING THAT PURCHASE.**

**RESOLUTION NO. 24-74, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH WOERNER LANDSCAPE SOURCE, INC. FOR THE SUPPLY AND DELIVERY OF THE BULK PURCHASE OF SOD AT SET UNIT PRICES AS MORE FULLY DESCRIBED IN THE BODY OF THE AGREEMENT.**

**RESOLUTION NO. 24-75, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF TWO 2024 CHEVROLET SILVERADO 2500HD TRUCKS FOR THE UTILITIES DEPARTMENT FROM ALAN JAY AUTOMOTIVE MANAGEMENT, INC., d/b/a ALAN JAY FLEET SALES, IN THE TOTAL AMOUNT OF \$146,114.00; AND AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CITY OF TALLAHASSEE’S AGREEMENT GOVERNING THAT PURCHASE.**

**RESOLUTION NO. 24-80, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF ONE INVESTIGATIVE 3D LASER SCANNING SYSTEM FOR THE POLICE DEPARTMENT FROM DUNCAN PARNELL, INC. IN THE AMOUNT OF \$65,490.60, AND APPROVING AN AGREEMENT WITH TRIMBLE INC. FOR RELATED SOFTWARE SUPPORT SERVICES.**

**ACTION ITEM, APPROVING CITY MANAGER AND CITY CLERK TRAVEL FOR FY 2024.**

Mayor Sheldon noted the Consent Agenda was available to Council. **Councilman Chester moved to approve the Consent Agenda. Vice Mayor Casto seconded the motion. All were unanimously in favor of approval of the consent agenda by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**REGULAR AGENDA- DISCUSSION/ACTION ITEMS**

**ITEM 1. ORDINANCE NO. 1639, AMENDING CHAPTER 8 OF THE CITY CODE, FIRST READING / PUBLIC HEARING.**

Mayor Sheldon introduced City Attorney Cole Davis. Mr. Davis read Ordinance 1639 by title only. Mayor Sheldon opened the public hearing. Hearing and seeing no comments, Mayor Sheldon closed the public hearing.

Mayor Sheldon invited comments from Attorney Davis. Mr. Davis explained this follows a fairly long effort to clean up some old language in the Code and changes how the City handles administrative issues in the Building Department.

Mayor Sheldon noted this item was available to Council. **Vice Mayor Casto moved to approve Ordinance 1639. Councilmember Coburn seconded the motion.** Mayor Sheldon called for further discussion. Hearing and seeing none, **Ordinance 1639 was unanimously adopted by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**\*ITEM 2. RESOLUTION NO. 24-76, APPROVING A TASK ORDER WITH DEWBERRY ENGINEERS, INC. FOR THE FRONT BEACH ROAD SEGMENT 4.2 PROJECT.**

Mayor Sheldon introduced City Attorney Cole Davis. Mr. Davis read Resolution 24-76 by title only. Mayor Sheldon called for public comments. Hearing and seeing no comments, Mayor Sheldon closed the public comment period.

Mayor Sheldon noted this item was available to Council. **Councilman Chester moved to approve Resolution 24-76. Councilman Jarman seconded the motion.** Mayor Sheldon called for further discussion. Hearing and seeing none, **Resolution No. 24-76 was unanimously adopted by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**\*ITEM 3. RESOLUTION NO. 24-77, APPROVING A TASK ORDER WITH DEWBERRY ENGINEERS, INC. FOR THE FRONT BEACH ROAD SEGMENT 4.1 PROJECT.**

Mayor Sheldon introduced City Attorney Cole Davis. Mr. Davis read Resolution 24-77 by title only. Mayor Sheldon called for public comments on Item #3. Hearing and seeing no comments, Mayor Sheldon closed the public comment period.

Mayor Sheldon noted this item was available to Council. **Councilman Chester moved to approve Resolution 24-77. Vice Mayor Casto seconded the motion.** Mayor Sheldon called for further discussion. Hearing and seeing none, **Resolution No. 24-77 was unanimously adopted by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 4. RESOLUTION NO. 24-78, APPROVING A JOB DESCRIPTION FOR A FACILITIES MANAGER; AND AUTHORIZING A BUDGET AMENDMENT.**

Mayor Sheldon introduced City Attorney Cole Davis. Mr. Davis read Resolution 24-78 by title only. Mayor Sheldon called for public comment on Item #4. Hearing and seeing none, Mayor Sheldon closed the public comment period.

Mayor Sheldon expressed support and noted this was a good move for the City to oversee the City’s buildings and keep up with the maintenance. Mayor Sheldon noted this item was available to Council. **Councilmember Coburn moved to approve Resolution 24-78. Councilman Jarman seconded the motion.** Mayor Sheldon called for further discussion. Hearing and seeing none, **Resolution 24-78 was unanimously adopted by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 5. RESOLUTION NO. 24-79, ADOPTING FEDERAL LEGISLATIVE AND EXECUTIVE BRANCH PRIORITIES FOR FISCAL YEAR 2024-2025.**

Mayor Sheldon introduced City Attorney Cole Davis. Mr. Davis read Resolution 24-79 by title only. Mayor Sheldon called for public comment on Item #5.

1. Molly Allen, Lullwater Resident – Ms. Allen commented that she was standing up for Lullwater Lake and she opposed the Outfall Project.

Mayor Sheldon called for additional comments. Hearing and seeing none, Mayor Sheldon closed the public comment period.

Mayor Sheldon noted this item was available to Council. **Councilman Chester moved to approve Resolution 24-79. Councilman Jarman seconded the motion.** Mayor Sheldon called for further discussion. Hearing and seeing none, **Resolution No. 24-79 was unanimously adopted by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 6. DISCUSSION / ACTION ITEM, APPOINTMENT OF OPEN SEAT ON THE EXAMINING BOARD.**

Mayor Sheldon called for public comment on Item # 6. Hearing and seeing none, Mayor Sheldon closed the public comment period. Mayor Sheldon invited comments from Director Leonard and/or Manager Whitman.

Manager Whitman reported Mr. John Bach had stepped up to fill the vacant Master Plumber seat. Manager Whitman reported the Board currently had vacant seats for the Gas Fitter and Master Electrician board seats.

Mayor Sheldon noted this item was available to Council. **Councilmember Coburn moved to approve the appointment of Mr. John Bach to the City’s Examining Board. Councilman Chester seconded the motion.** Mayor Sheldon called for further discussion. Hearing and seeing none, **Mr. John Bach was unanimously appointed to the City’s Examining Board by a (5-0) roll call vote.**

Councilmember Coburn	Aye
Councilman Chester	Aye
Vice Mayor Casto	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye


**CITY MANAGER REPORT** – No report.

**CITY ATTORNEY REPORT** – No report.

**COUNCIL COMMENTS** – Mayor Sheldon invited comments from Council. Hearing and seeing none, Mayor Sheldon wished Councilmember Mary Coburn a Happy Birthday!

**With nothing further, Mayor Sheldon adjourned the meeting by unanimous consent at 9:51 a.m.**

**READ AND APPROVED** this 8<sup>th</sup> day of January, 2024.

  
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 Mark Sheldon, Mayor  
 City of Panama City Beach, Florida

ATTEST:

  
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 Lynne Fasone, MMC, City Clerk

\* ACTION ITEMS NOTED WITH AN ASTERISK ARE TAKEN BOTH BY THE CITY COUNCIL AND THE PANAMA CITY BEACH REDEVELOPMENT AGENCY JOINTLY AND CONCURRENTLY. IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.



# Front Beach Road Community Redevelopment Agency (CRA) Fourth Quarter 2023 Update

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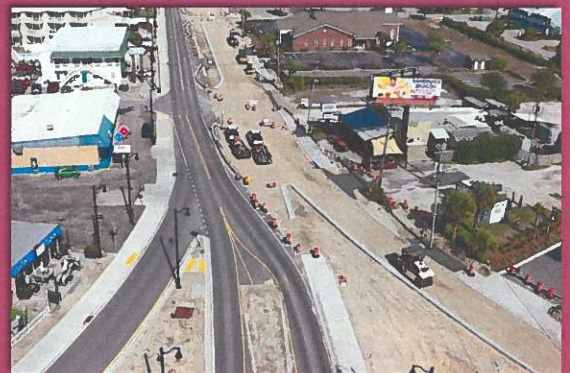
City of Panama City Beach  
January 25, 2024

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## SEGMENT 3

- At 74% project completion (December 2023 pay application)
- Work continues on future northbound travel lanes for Arnold Road. Paving in next 30 days and shift to new lanes in early 2024.
- Drainage and utility work substantially complete on north side of Front Beach Road from roundabout to Lullwater Drive
- Planning interim traffic shift to mitigate utility impacts at Lullwater Box Culvert





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## ALF COLEMAN ROAD

- Notice to Proceed issued on October 2, 2023
- 289 calendar days for completion
- Projected completion in Summer 2024 – 33% complete (December 2023 pay application)
- Retaining wall, curb and gutter work ongoing between Cabana Blvd. and south Lowe's entrance
- 120-day road closure in place to install drainage crossing





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## POWELL ADAMS

- Procured design services to update the plan sets for Phase II widening
- Phase II will be let as separate project from Segment 4.1
- Project will be completed concurrent with Segment 4.1
- Working with St. Joe Company to address traffic impacts to Powell Adams from TopGolf development



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## SEGMENT 4.1

- Right of way acquisition 100% complete
- Right of way transfer from FDOT complete
- FDEM approval to move to construction phase next step
- Will be combined with Segment 4.2 to preserve FDEM grant funding
- Construction start is dependent on land acquisition completion for Segment 4.2



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## SEGMENT 4.2

- Team working toward 90% plans submittal
- Right of way acquisition is approximately 53% complete
- Design modification for retaining wall and lighting
- Bid date (combined with Segment 4.1) is dependent on completion of right of way acquisition phase
- Some parcels will need to be acquired via eminent domain process



## SEGMENT 4.3

- Team working toward 90% plans submittal
- Real estate appraisal and appraisal review for needed parcels has been initiated
- Bid date for this segment is dependent on completion of right of way acquisition phase
- Significant parcels expected to be acquired by eminent domain process



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## **PARKING AND MOBILITY STUDY UPDATE**

- Aerial photography obtained
- Business, visitor and resident surveys received and being analyzed
- Opportunity for public comments throughout the process
- Advisory committee meeting on January 31, 2024
- Preparation of draft report for public review after input from committee is obtained





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## CHALLENGES TO CRA COMPLETION

- Utility company responses
  - Sending statutory notices to bring utility companies to the table for partnership
- Increases in construction costs due to inflation
- Construction fatigue
  - Community outreach to mitigate frustrations
- Inclement weather



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# COMMUNITY OUTREACH & COMMUNICATIONS



- Open communication with the public is top priority for the CRA
- Utilize a variety of communications platforms
- Debbie Ingram, Communications Director for City of Panama City Beach
- Donna Montgomery, Community Outreach Specialist for The Corradino Group
- Work together as a team to keep PCB residents updated, informed and safe
- Working with FDOT's public information staff to communicate Back Beach Road project status and issues through CRA contact list



# THANK YOU !

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✉ [CRA@PCBFL.GOV](mailto:CRA@PCBFL.GOV)

🌐 [WWW.PCBFL.GOV](http://WWW.PCBFL.GOV)

