

# 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: NOVEMBER 9, 2017

MEETING TIME: 6:00 P.M.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION- NAVY CHAPLAIN BILL KUNDO, FORMER ARMY MEDIC
- III. PLEDGE OF ALLEGIANCE- COMMANDER JIM DOESCHER, MILITARY ORDER OF THE PURPLE HEART, CHAPTER 794
- IV. COMMUNITY ANNOUNCEMENTS
- V. APPROVAL OF THE SPECIAL MINUTES OF AUGUST 24 AND SEPTEMBER 14, AND REGULAR MINUTES OF OCTOBER 26, 2017
- VI. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- VII. PRESENTATIONS- MAYOR THOMAS
  - 1 VETERANS DAY PROCLAMATION & PRESENTATION
  - 2 BOYS & GIRLS CLUB CIVIC ACHIEVEMENT AWARD PRESENTATION
  - 3 IRONMAN FLORIDA CHECK PRESENTATION- BEN RAUSA
  - 4 PRESENTATION TO FIRE CHIEF JOHN DALY
- VIII. PUBLIC COMMENTS-REGULAR (NON-PUBLIC HEARING) & CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)
- IX. CONSENT AGENDA
  - 1 **"NATIONAL PEARL HARBOR REMEMBRANCE DAY" PROCLAMATION.** *"A Proclamation designating December 7, 2017 as "National Pearl Harbor Remembrance Day" and directing that the flags be lowered to half-staff on December 7<sup>th</sup> in honor of those who died as a result of their service at Pearl Harbor."*
  - 2 **RESOLUTION 18-13, NUISANCE ABATEMENT LIEN, 500 WEST GULF BOULEVARD.** *"A Resolution of the City of Panama City Beach, Florida, approving an amount of \$3,138.16 to be liened on property located at 500 West Gulf Boulevard for costs incurred by the City to abate nuisances located upon such property; authorizing the appropriate officers of the City to record the lien and notify interested parties of such lien; and approving an immediately effective date."*
  - 3 **ORDER 01-ZN-18, APPROVAL OF THE BAY PARKWAY ZONING.** *"The City Council of the City of Panama City Beach, having received testimony and reviewed the exhibits produced during the Quasi-Judicial Hearings held on this matter on July 13, September 28, and October 26, 2017, orders that the subject Zoning request is hereby GRANTED and the captioned Ordinance 1421 shall be ADOPTED."*
  - 4 **ORDER 01-RZ-18, APPROVAL OF THE HOMBRE GOLF CLUB REZONING.** *"The City Council of the City of Panama City Beach, having received testimony and reviewed the exhibits produced during the Quasi-Judicial Hearings held on this matter on July 13, September 28, and October*

26, 2017, orders that the subject rezoning request is hereby GRANTED and the captioned Ordinance 1423 shall be ADOPTED."

5 **ORDER 01-RH-18, APPROVAL OF THE LARGE SITE DEVELOPMENT, PCB ACRES, LLC.** "The City Council of the City of Panama City Beach, having heard testimony and reviewed the exhibits produced during the Quasi-Judicial Hearing in this matter held on October 12, 2017, orders that the decision of the Planning Board is AFFIRMED and the Large Site Development Application is APPROVED with the CONDITION as more particularly described in the body of the Order."

6 **ORDER 02-CU-18, APPROVAL OF HEIGHT INCENTIVE, PCB ACRES, LLC.** "The City Council of the City of Panama City Beach, being fully advised in the premises and having held a Public Hearing on this matter on October 12, 2017, orders that the Applicant's Height Increase Request is hereby APPROVED with CONDITIONS as more particularly described in the body of the Order."

7 **RESOLUTION 18-14, CODE ENFORCEMENT VEHICLE PURCHASE.** "A Resolution of the City of Panama City Beach, Florida, approving the purchase of 2018 Ram 1500 Quad Cab 4x4, DS6L41, from Autonation Chrysler Dodge Jeep Ram Pembroke Pines in the basic amount of \$26,920; and providing an effective date."

8 **RESOLUTION 18-15, BID AWARDS- WWTF INFLUENT PIPING REPLACEMENT.** "A Resolution of the City of Panama City Beach, Florida, approving the purchase of piping replacement materials for the City's Wastewater Treatment Facility from three different vendors in the total amount of \$316,999.34 as more particularly set forth in the Resolution; and providing an immediately effective date."

9 **RESOLUTION 18-16, BID AWARD- SOIL CONDITIONING CHEMICALS PURCHASE.** "A Resolution of the City of Panama City Beach, Florida, approving the purchase of soil conditioning chemicals for the City's Parks and Recreation Department from Southeastern Turf for \$80,820.50; and providing an immediately effective date."

10\* **RESOLUTION 18-17, CRA VEHICLE PURCHASE.** "A Resolution of the City of Panama City Beach, Florida, approving the purchase of 2018 Ram 1500 Quad Cab 4x4, DS6L41, from Autonation Chrysler Dodge Jeep Ram Pembroke Pines in the basic amount of \$24,304; and providing an effective date."

**\* Action on this item is taken by both the City Council and the City of Panama City Beach Community Redevelopment Agency, jointly and concurrently.**

**X. REGULAR AGENDA - DISCUSSION/ACTION**

<b>NO.</b>	<b>OFFICIAL</b>	<b>ITEM</b>
1	ML	<b>ORDINANCE 1426, AMENDING LDC REVISING PODIUM STANDARDS IN FBO-1 DISTRICT, 2<sup>ND</sup> READING, <u>PUBLIC HEARING</u> AND ADOPTION.</b>
2	ML	<b>ORDINANCE 1437, AMENDING LDC REGARDING SURFACE PARKING STANDARDS IN FBO DISTRICT, 2<sup>ND</sup> READING, <u>PUBLIC HEARING</u> AND ADOPTION.</b>
3	ML	<b>ORDINANCE 1441, ACCESSORY STRUCTURES, 1<sup>ST</sup> READING, <u>PUBLIC HEARING</u>.</b>
4	ML	<b>ORDINANCE 1442, ANNUAL UPDATE OF CAPITAL IMPROVEMENTS SCHEDULE, 1<sup>ST</sup> READING.</b>
5	ML	<b>APPOINT CHAIR FOR PLANNING BOARD FOR 2017-2018.</b>

- 6 MG TDC BOARD MEMBERS APPOINTMENTS.
- 7 AM ORDINANCE 1438, CHARTER AMENDMENT PIGGYBACKING, 2<sup>ND</sup> READING, PUBLIC HEARING AND ADOPTION.
- 8 AM ORDINANCE 1439, CHARTER AMENDMENT BEACH EASEMENT SWAP, 2<sup>ND</sup> READING, PUBLIC HEARING AND ADOPTION.
- 9 KJ PLAT APPROVAL LYNDELL PLACE, PUBLIC HEARING (CONTINUED).
- 10 AS RESOLUTION 18-18, UTILITY VEHICLE PURCHASE AND BUDGET AMENDMENT #2.
- 11 DW RESOLUTION 18-20, BID AWARDS- 2018 POLICE FLEET VEHICLES PURCHASE AND EQUIPMENT INSTALLATION.
- 12 LC UPDATED FIRE DEPARTMENT JOB DESCRIPTIONS.
- 13 AM COUNCIL DIRECTION ON FIRE SPECIAL ASSESSMENT.
- 14 AM ORDINANCE 1444, FIRE SERVICE ASSESSMENT ORDINANCE, 1<sup>ST</sup> READING.

**XI. DELEGATES AND STAFF**

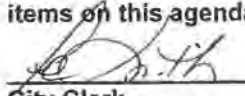
- 1 **DELEGATIONS.** In accordance with the City Council's rules and procedures, residents or tax-collectors of the City (upon any subject of general or public interest), City employees (regarding his/her employment), and water and sewer customers (on matters related to the City's water and/or sewer 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.**

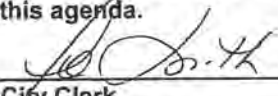
JOHN REICHARD   X    
 PHIL CHESTER   X    
 JOSIE STRANGE   X    
 HECTOR SOLIS   X    
 MIKE THOMAS   X  

JOHN REICHARD   X    
 PHIL CHESTER   X    
 JOSIE STRANGE   X    
 HECTOR SOLIS   X    
 MIKE THOMAS   X  

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.

 11/7/17  
 City Clerk Date

 11/7/17  
 City Clerk 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.

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E-mailed and/or Faxed to following interested parties on: 11/7/17, 5 P.M.

<u>NEWS MEDIA</u>	<u>CONTACT</u>
News Herald	Tyra Jackson
Bullet	Linda Lucas
Channel 4	Ryan Rodig
Channel 7	Jeremy Pate
Channel 13	Ken McVay
Comcast	Stefanie Bowden
WOW	Cil Schnitker
WKGC	Emily Balazs
WLTG	A. D. Whitehurst
Clear Channel	Crystal Presley
Powell Broadcasting	Jeff Storey, GM

NOTE; COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY'S WEBSITE [WWW.PCBGOV.COM](http://WWW.PCBGOV.COM) UNDER "AGENDA INFORMATION". THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE.

NOTICE IS HEREBY GIVEN THAT ONE OF MORE MEMBERS OF OTHER CITY BOARDS MAY ATTEND 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 Special Meeting and Public Hearing 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, regarding the Budgets for the General Fund Revenue, held on August 24, 2017.

ROLL  
MAYOR MIKE THOMAS

COUNCILORS:  
JOHN REICHARD  
JOSIE STRANGE  
PHIL CHESTER  
HECTOR SOLIS

CITY MANAGER:  
MARIO GISBERT  
DEPUTY CITY CLERK:  
JO SMITH  
CITY ATTORNEY:  
AMY MYERS

Mayor Thomas called the Special Meeting and Public Hearing to order at 10:05 A.M. with all Council members, City Manager, Deputy City Clerk and City Attorney present.

Councilman Reichard gave the invocation and led the Pledge of Allegiance.

#### GENERAL FUND

Ms. White said she would give a brief overview of the Funds and if the Council had any specific questions about the operations, the Department Head could answer those questions.

She gave a summary for the Proposed Budget and explained approximately \$22 Million Dollars would come forward in cash balances, some of those restricted funds and some set asides. She estimated next year's revenue to be approximately \$24.4 Million Dollars, with some of that revenue also restricted. The expenditures by each Department totaled \$23.7 Million Dollars. Restricted funds totaled \$3.6 Million Dollars, money that could not legally be spent except in accordance with an ordinance, such as Impact Fees. The Half-Cent Sales Tax was reserved until the Council designated what project to fund. Money was also set aside for accrued compensated absences, road maintenance and capital expenditures. The Capital Projects set aside totaled \$10.8 Million Dollars that included the new City Hall, the new Fire Station, and the extension of the Bay Parkway. Ms. White said she liked to keep 25% set aside on an annual basis in case of an emergency and that amount was \$5.6 Million Dollars. Regarding General Fund Personnel, thirteen additional positions were proposed in the General Fund. Discussion ensued.

Councilman Chester asked how much the Beach generated for the Half-Cent Sales Tax. Mr. Gisbert explained there had been estimates that the Beach produced 65% of the Ad Valorem Tax and in the City limits was 45%. The Beach was the prominent producer of that tax, yet only received back approximately 7%. Councilman Chester explained Callaway and Lynn Haven received more Ad Valorem Tax than the City because it was based on population. Ms. White explained that everything revenue wise was going great, now performing around 7%.

Councilman Solis explained that the Pier lease was approximately \$25,000 a year and if a building or a shell of a building was on the vacant property at the pier, it could be additional reoccurring income. Councilman Reichard explained the incentives in the Land Development Code (LDC) included being able to see the beach. That might be one of the few oases that were left and a park bench in that area was a clever idea.

Ms. White said that the Legislative Department Budget was basically the same. For the Administrative Department, the biggest difference was the \$280,000 construction in progress for the potential new City Hall building. Health insurance remained flat and the retirement contribution has decreased on all three Plans. She reported thirty employees were in the DROP program now. Mayor Thomas asked the liability for their accrued time when they left. Ms. White responded approximately \$1 Million Dollars. Councilwoman Strange asked who received the \$10,000 vehicle expense. Ms. White said she and Mr. Gisbert received the vehicle allowance in their Department. Discussion ensued.

Regarding Legal for the General Fund, there was an increase on the Amended Budget due to the activities going this year and projecting it staying flat for the upcoming year. Discussion ensued.

Ms. White explained Comp. Planning and the Building Department fell under Mr. Leonard. The Comp. Planning Budget decreased and operating expenses remained consistent. For the Building Department Budget, there were significant changes primarily due to additional personnel. She explained that an additional Code Enforcement Officer would potentially eliminate the outside contract services for building inspections. Councilwoman Strange asked how many new employees were added. Ms. White responded there would be three total: a new Code Enforcement Officer, a new Building Official/Inspector, and a Licensing Aide.

Regarding the Police/Law Enforcement Department, their Budget included four new employees with three contingent on the Department being awarded the COPS grant. The Budget included the City's 25% share. Councilman Solis asked for the breakdown of the grant. Chief Whitman clarified the City paid 25% the first year, 25% the second year, 44% the third year, and 100% the fourth year. There was a small drop in the retirement contribution percentage in the Police Fund, 19% to 17%. All of the Mutual Aid was not spent that had been budgeted this year and was moved into the Proposed Budget. Insurance liability had an 18% premium increase. Councilman Reichard asked if we needed to look for better rates. Ms. White explained she and Mr. Gisbert had discussed delaying consideration until next year due to the time crunch and not having Risk Management personnel. Councilwoman Strange asked about the incentive pay in that Law Enforcement had \$33,000 and no other department had anything close to that level. Ms. White responded that by Florida Statute, the City must pay for certain education requirements. The four K-9 officers received incentive pay, an extra \$100 per month and most expenses were reimbursed by the State. Councilman Solis asked why the overtime pay decreased. Chief Whitman responded that he reorganized the patrol shifts to 12-hour shifts, two days on, two days off, which gave the officers more downtime. Ms. White said the Police Department also had a Comprehensive Traffic Enforcement Grant (CTEP) that paid for overtime traffic enforcement issues but it was not budgeted that until the grant was awarded. Councilman Chester asked about the 800-megahertz system. Chief Whitman explained his officers could communicate state wide with this system and that it was time to rebuild the City's outdated system. It was going to be County wide as well and Public Works and other departments had access to this system as well.

Ms. White explained that the Fire Department had the biggest Budget increase this year. Three additional Firefighters were added to the Budget as well as two Firefighters leaving with their sick leave payout budgeted. Two other Firefighters were in the DROP program and who stated they may leave next year so that time payout was budgeted. Councilwoman Strange asked how many people were on auxiliary. Deputy Chief Couch responded eight Firefighters. Ms. White said the operating expenses were up primarily due to repairs and maintenance. She said there were many \$10,000 to \$15,000 items that needed to be fixed and had been budgeted. Councilman Solis asked for examples and Chief Daly explained one big-ticket item was the apparatus floor replacement. Councilman Solis asked with the \$3 Million Dollars in the Budget to build a new fire station, how many more employees would be needed to staff the new fire station. Chief Daly responded that for a new fire station, it would be between twelve and eighteen Firefighters, four on each shift with three shifts per day. He continued that the City needed a new station to fill a lot of gaps and provide a faster backup for each of the other stations. Ideally, there should be three personnel on an engine and two on the rescues. The east end of the City was the busiest area. Chief Daly said when he became Chief, the call volume was approximately 1100 calls a year and now there were 5000 calls this year. Councilman Reichard inquired about the tentative location of the new fire station and Chief Daly stated they are hoping for the Nautilus area. Councilman Solis stated a Fire Assessment study should be discussed. Mayor Thomas requested that Mr. Gisbert post an RFQ for a Fire Assessment. He also thanked Chief Daly for his service to the City.

Ms. White said for the Street Department, the Proposed Budget had a large decrease from last year's Budget. This Department had two additional maintenance personnel, consistent operational expenses and the machinery equipment would include an additional trash truck. Mr. Casto explained they were down to two trash trucks but need three trucks to keep up with yard debris. Councilman Reichard asked if they can change shifts to do pickups on Saturday and Sunday. Mr. Casto responded affirmatively, using the two trucks and work longer with the hope that those trucks continue to function. The life span of the trucks was about five years, with one truck seven years old, one seventeen years old and the new one that has had a lot of problems. Mayor Thomas asked what the cost of the service. Mr. Casto responded that it was approximately \$500,000 running three trucks with the tipping fees. Councilwoman Strange asked if the

parts from the 2003 truck could be used on the other trucks. Mr. Casto replied that it was better to have an old truck as backup rather than not having no truck. Councilman Reichard said there were landscape businesses dumping their debris on City streets. Mr. Casto stated Code Enforcement helped on that issue and some relief with help from the media. They were now dumping on County roads and Bay Parkway. Councilman Solis stated the City did not charge for trim/debris pickup. Councilman Reichard asked how the commercial businesses be policed to prevent the dumping. Mr. Casto stated it was the property owner's responsibility to dispose of the debris if a professional did the work. It was difficult for the City's drivers to know if a professional did the work or not. The businesses charged a tipping fee to the homeowner and then dump it on another person's property.

Ms. White said for the Library Budget, there was nothing significantly different other than battling the air conditioner unit with future repairs to a normal level. The Library, the EDA, and Senior Center did not request an increase in funds for the Proposed Budget. Only the TPO sent a request for an increase of \$6,000 based on an increase in trips. Bay County asked the City to contribute \$1,400 to the Bay County Transportation Disadvantage Program that provided transportation services for individuals who were eligible and had no access to other transportation. The figure was based upon the number of trips which were relatively few compared to other municipalities. Mayor Thomas stated that he did not think the City should pay for County transportation. Councilman Solis said it did offer a service and agreed with the increase to the TPO. Discussion ensued.

Regarding the Recreation Budget, this Department had the smallest change. There was one personnel addition for the Pier and one administrative person to share among the three departments. Councilman Solis said suggested asking the TDC for more money to subsidize the upkeep of the fields, lights and upgrades. Mayor Thomas stated this was a tourist town and revenue was going up every year so everything was working. Councilwoman Strange asked about the condition of the Frank Brown Park parking and the ball field lights. Mr. Ponck responded that some of the parking area lights had been hit, an older parking lot needed to be resurfaced and some lights were leaning. Mr. Gisbert said funds had already been set aside for the soccer field lights and the south complex lights. If the Department needed to start saving money for those lights, it should start now. Councilwoman Strange asked when the County Sports Complex was opening and if the City would be able to compete? Mr. Gisbert explained there would be no competition and he did not foresee any loss of participation. Ms. White explained the pier and the pool were the busiest in the summer and Pool revenue for July looked great. Their revenue increased \$30,000 each year.

Mayor Thomas opened the public meeting at 11:28 A.M. and closed the public meeting at 11:28 A.M.

Mayor Thomas explained he skipped over the City Managers report in the last meeting. Ms. Myers explained in September she would discuss the Charter Amendments with each of the Council members. Councilman Reichard said the City Manager should not have to live in the City. Councilman Solis gave kudos to Mr. Gisbert and Ms. White for keeping the budget in line.

Mr. Gisbert said applications were being solicited for the Civil Service Board and the Planning Board. He also reported the job vacancies posted on the website as well as one Bid. He announced upcoming community events.

With nothing further, the meeting was adjourned at 11:35 A.M.

READ AND APPROVED this 9th of November, 2017.

**IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.**

\_\_\_\_\_  
Mayor

ATTEST:

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



The Special Meeting and Public Hearing of the City Council of the City of Panama City Beach, Florida, regarding the Budget Workshop for the Utility Fund, held on September 14, 2017.

ROLL  
MAYOR MIKE THOMAS

COUNCILORS:  
JOHN REICHARD  
JOSIE STRANGE  
PHIL CHESTER  
HECTOR SOLIS

CITY MANAGER:  
MARIO GISBERT  
DEPUTY CITY CLERK:  
JO SMITH  
CITY ATTORNEY:  
AMY MYERS

Mayor Thomas called the Special Meeting and Public Hearing to order at 4:00 P.M. with all Council members, City Manager, Deputy City Clerk and City Attorney present.

Councilman Chester gave the invocation and led the Pledge of Allegiance.

Ms. White said she would give a broad overview of the Utility Fund and if the Council had any specific questions about the operations, Mr. Shortt or Ms. Jenkins could answer those questions.

Regarding revenue for the Utility Fund, nothing significant changed. She did plan the slight increase of 1% for Water and 2% for Sewer, already approved from the rate study. She also had the Stormwater Assessment increase, approved as part of the Stormwater Assessment Study already approved by Council. There was not anything significantly different other than the \$500,000 capital contribution from Bay County for the Bayside repaving. Those funds were received, non-recurring. Ms. White said cash carry forward for 2017 was \$52 Million Dollars with 2018 as \$44 Million Dollars, all part of the rate plan and the cash on hand for capital projects. She said over the next several years, the unrestricted cash number would continue decreasing as funds were used for the planned capital projects.

#### **WATER**

For Water, regarding personnel, Ms. White said there was a substantial increase of 15% from the result of adding five people allocated between Water and Wastewater. She said they would also share the cost of the IT employee. Because the bulk of the City employees were in Water and Wastewater, the cost for the COLA and Merit Increase was a large factor. In Operations, nothing changed except an increase in water purchased from Bay County.

Councilman Reichard questioned the Legal fees and Ms. White explained the Utility Fund legally separate from the General Fund and bore its own share of legal costs. She explained why the legal fees were all rolled into one in the General Fund. Councilwoman Strange asked the total figure for legal fees and Ms. White said she would have to look. Mr. Gisbert said the majority of legal fees were in the General Fund, about \$500,000, and Ms. White said the fees were within budget. She left the budget at the same amount for 2018 as Staff anticipated the same amount of legal activity. Councilwoman Strange said she thought the City should have inhouse legal. Ms. White said from her experience with other cities, she did not believe it would be a cost savings. Councilman Chester asked about the County and Mayor Thomas said inhouse legal cost them more. The County went inhouse because they had been having problems in accessing the firm at times.

Ms. White said on the capital side, some projects that were planned this year were pushed out into 2018. Mr. Gisbert said with the hurricanes, FDEP would be moving slower than normal and grants were probably frozen so he did not anticipate any Stormwater grants being awarded. Ms. White said only one current project in Water and Wastewater was funded by grants.

Mayor Thomas said he had been told that the City's system in Bid-A-Wee was bad. He said it was an old system but the water availability was there. Mr. Shortt said that was correct as the pipes were undersized and rusting from the inside out. He continued that \$675,000 was budgeted this year for the old metal galvanized pipe to be replaced.

Councilwoman Strange asked about the proposed condo development and if it would tax Bid-A-Wee's service. Ms. Shortt said for the proposed project, a hydraulic analysis had been run to determine the water and fire demand on the line, and if it did not meet the requirements, the developer would have to upsize the system to meet that requirement without hurting everyone else. Mr. Gisbert said the new project would not be tapping into the neighborhood line.

Councilman Reichard asked why not require the developer to replace the old lines in that area. Mr. Shortt replied that if the individual project did not push over the threshold, it would be difficult to ask the developer to spend the extra funds.

Councilman Solis asked about the utility land for sale and if the projections were included. Ms. White said no because she had no idea what may or may not sell this year and its absolute cost. Councilman Reichard asked about the Bay Point land. Mr. Gisbert said they were not listed yet as the matter was more complicated than originally thought. Mr. Shortt said those two parcels had to go through a public notice period and had not yet been noticed. Signs would be posted and all real estate firms would be noticed that the properties were available. He questioned a real estate fee to the City and Councilwoman Strange said she thought the properties would sell on their own. For the two properties in Bay Point, Mr. Shortt said he would confer with Mr. Leonard to see if it would be noticed to all property owners within Bay Point or just within a certain radius of those properties. He confirmed any sale contract would come to Council for approval. Councilman Solis suggested placing ads in the paper for the smaller lots. Mayor Thomas said he would prefer signs placed on the lots and allow the neighborhood the first opportunity, and then after a month place the ad in the paper.

Councilwoman Strange asked about the leachate, waste hauled for the County, and said the late payments had been decreasing. Mr. Shortt said that item was under contact with Bay County, some years \$75,000 and others over \$200,000. Ms. White said the online payments helped that decrease, avoiding the late charge and improving the City's cash flow. Councilman Solis asked if the City charged a credit card processing fee, and Ms. White responded no. She said it was a substantial cost but the credit card companies charged the City a reduced rate as a government that did not pass the fee to the customers. She said that was a decision made by the sitting Council when the credit cards were implemented in order to encourage the use of credit cards by absorbing the fee. Councilwoman Strange said that was better for the residents. Ms. White continued that on heavy months during the summer, the fees were as high as \$6,000 per month. However, late payments decreased which improved the City's cash flow. Mr. Gisbert said payment with credit cards also reduced the work for the workforce. Councilman Reichard said it had also been very successful with Homeowners Associations.

Ms. White said one form of payment not currently offered but which Staff would recommend was IVR, integrated voice, call in and pay by phone. She said Staff now was looking into that option but the City was not at that point.

### **WASTEWATER**

For Wastewater, personnel costs increased with two new Maintenance Trainees and a Plant Operator (paid 100% by Wastewater) and a portion of the Water personnel costs. Mr. Shortt explained for the new Maintenance employees, the lift station crews previously worked Monday through Friday but with growth, the new people would allow seven days per week system coverage and not rely on calling someone into work on overtime and have the risk of sewer spill. Mr. Gisbert said this would reduce the overtime now with a weekend crew. Mr. Shortt said two people on the water side would also go to weekend coverage. Ms. White explained that she took the same level of overtime and added the COLA and merit factor but did anticipate it would be lower next year.

Ms. White said Fire Department personnel were used for some of the burns at the Conservation Park rather than paying an outside contractor. The Utility Department reimbursed the Fire Department for those costs, and she had \$30,000 in the proposed budget for FY18. Last year's proposed cost was \$30,000 but the cost was actually \$10,000. Councilman Reichard asked if the reimbursement to the Fire Department could be used for anything or if merely a savings to the City. Ms. White explained that the reimbursement went back into the General Fund as a Revenue Reimbursement.

Councilman Reichard said Bid-A-Wee had serious stormwater problems and asked if there would be an opportunity to fix those problems when the pipes were replaced. Mr. Shortt said changing the water pipes would not change the stormwater issues. Ms. Jenkins said Sea Oats had the drainage problem and Mr. Shortt's project would not be on that street. She continued that combining the two projects did not make sense because there were two different areas.

For Operations, there was a substantial increase from \$4 Million Dollars to \$6.8 Million Dollars, the bulk in the Sewer Rehabilitation Project. Mr. Shortt said the project was not replacing the pipes but rather inserting a new liner inside the pipes for \$2 Million Dollars and \$650,000 replacing the piping in the influent pump station at the Sewer Plant. The pipe was originally installed in 2001 and the hydrogen sulfide gas over the years had eaten the steel pipes.

Councilwoman Strange asked about the Miscellaneous/Other, a constant figure. Mr. Shortt explained it was the FDEP required monitoring program at the Wetlands, about \$95,000 annually, basically contracted work. Ms. White said that line item also included IT as well as Bond Disclosure reports due every year. Councilman Reichard asked if the FDEP matter had a five year cap. Mr. Shortt said the Corps did the five year inspection but FDEP had not done theirs yet. He said the site must meet a certain threshold before being released from monitoring.

Ms. White said she also increased the electricity costs because the Sewer side was a heavy user and she did not know next year's rates. On the Capital side, some projects had been completed this year, such as the Edgewater Lift Station. Next year, Bayside Utilities should be competed as well as the Reclaimed on Cauley.

#### STORMWATER

Ms. White said one new employee was added in maintenance and employees were allocated between the CRA, Stormwater, and Street Departments. The planned COLA and merit increases added to the additional cost. On the Operating side, the large increase was the Professional Engineering for the basin study, part coming back from Bay County. Ms. Jenkins said  $\frac{3}{4}$  of the \$70,000 would be coming from the County. For the Capital projects, some were hopefully to be funded via grants so those projects may be pushed out depending upon the funding. Mr. Gisbert said Sea Oats were listed under Capital Projects at \$500,000 to address the stormwater issue.

#### DEBT PAYMENTS IN THE UTILITY FUND

Ms. White said these items were the principal and interest payments on the outstanding longterm debt. She said one large increase in the Amended Budget was the payoff of the State Revolving Fund (SRF) #1. This removed \$1 Million Dollars annually for that note. She said at one point, the City had three SRF loans and now only one remained. She said there were three outstanding Bond issues and the 2009 issue was primarily refunded in 2016 but the call date was June 2019 so a few more years of payments were still outstanding. Ms. White said she had prepared a schedule which was placed at each seat. She reminded that it was only the Utility Fund, and the only other was the Bond issue in the CRA. Regarding the SRF #2, several Council members had questioned paying off that loan. The rate was fairly low, less than 2%, and if paid off, it would save approximately \$430,000 over the next ten years in interest payments. Councilman Solis said he had asked the question because he personally opposed paying interest on loans if the money was available to pay the note in full. He said the payoff could generate less paperwork, did not affect any projects, and if the Council agreed, another \$430,000 could be saved over the upcoming years. Ms. White said the City had a ratings call next week and current bond ratings were AA- and A+. Periodically, the firm would send the City a list of questions and once answered and then reviewed by the rating firm, the firm would either uphold the existing ratings on the Bonds or downgrade them. She said last year, the Bonds were upgraded. Councilman Reichard asked her what she expected the rating to be now. Mr. Shortt said the Fund was in good financial shape and Ms. White said she expected the firm would uphold the existing rating but added that it was difficult to go up from the City's current rating. She said at the end of FY18, if paid according to the current schedule, the total outstanding principal balance would be \$42,636,000.

Councilman Reichard questioned about the SRF #1 loan payoff. Ms. White said on October 15, 2017, at the next scheduled payment, the payoff would be \$2.8 Million Dollars. Councilman Reichard agree with Councilman Solis in paying off that loan. Ms. White said \$300,000 was budgeted this year for the normal payment and she did not think it would hurt the Fund to pay off that debt. Mayor Thomas asked Mr. Shortt his opinion on the payoff, stating that it would save a substantial amount of money. Mr. Shortt agreed, but stated that the reserves would be heavily used over the next four years, and by the time the rate study was completed, the reserves would be down to about \$20 Million Dollars.

**Councilman Solis made the motion to pay off the SRF #2 note. Second was by Councilman Reichard. The motion passed by the unanimous roll call vote recorded as follows:**

**Councilwoman Strange   Aye**  
**Councilman Solis        Aye**  
**Councilman Reichard   Aye**  
**Councilman Chester     Aye**  
**Mayor Thomas            Aye**

Ms. White said she would make that change and obtain a payoff amount.

Councilman Solis said he had met with Ms. White to discuss the large cash areas and meeting with new people to discuss savings opportunities. After that conversation, she received an email from Regions Bank looking at the City's entire relationship. She said years ago, when interest rates were so low and the fees high, the bank restructured the City's aggregate, pooled the interest and removed all fees which could be substantial at thousands of dollars per month. Ms. White said Regions knew the City was shopping with other banks. She reminded that a few months ago, an account had been opened with Ameris Bank. Councilman Reichard asked about the City's relationship with SunTrust and if they could shop other banks for the City. Ms. White said Staff was already looking into this matter and stated she received calls daily from various banks. Ms. White said she would bring information back to Council.

Councilman Reichard asked Ms. Jenkins about the City's attitude going forward concerning the streets that always flooded through no fault of the City. He said at a prior meeting with the Glades Homeowners, the owners had paid only \$47,000 in Stormwater Assessments but the City had spent \$300,000 in their neighborhood trying to correct a problem that the City did not create. He said there was the same problem in Bid-A-Wee. He questioned how this attitude affected the budget since the problems were not being alleviated. Ms. Jenkins explained that historically, engineers did studies which noted the problem areas. Recently, the priorities were changed to areas where homes flooded. The focus was then Gulf Highlands, the Glades, and Sea Oats. Some owners could argue that development occurring around the area would adversely impact the homes. She continued that the City could afford to do these projects over time and she distributed copies of the projected five year project summary.

Councilman Reichard asked if this five year plan would correct the flooding in those problem areas and Ms. Jenkins said she could not guarantee that ultimately the flooding would be fixed. Councilman Chester asked if homes had been flooded on Sea Oats and Ms. Jenkins replied affirmatively in 2013. Mayor Thomas said he thought Gulf Highlands was the worst and Ms. Jenkins concurred.

Councilman Solis asked about the FEMA grant prospects for Gulf Highlands. Ms. Jenkins explained that she had been notified that the award was on hold as of September 5<sup>th</sup> because of the immediate needs and funding restrictions due to recent hurricanes. She said she spoke to them again today and nothing had changed. Regarding the grant, she explained it was approximately \$600,000 and the City had already received \$90,000 for the engineering and surveying. If the City did anything with this project, those funds would have to be repaid. Ms. Jenkins said more information may be forthcoming in a few months. Councilman Reichard asked if this would affect the pipes going under Front Beach Road and Ms. Jenkins replied yes.

Councilman Solis mentioned a property on Alf Coleman, Surfside Storage, with an expired leaseback and asked about collecting the past due payments. Ms. Myers stated that a demand letter had been sent and the business attorney was in contact to discuss options. Councilman Solis said nothing had been paid for almost two years. Ms. Myers explained that the company had made a business damage claim, and as part of the resolution for that claim, the City allowed them to sit on the land to reduce the cash to be paid. She explained it was a mediated agreement with the leaseback agreement contemplating that they could stay on the land for six years because the City did not have an immediate need for the land. That term expired and the building was unoccupied with trailers sitting on the vacant lot. Councilman Solis said the storage unit had One Hundred units and questioned whether the City would receive the \$72,000. He mentioned that site had been the area for a retainer pond which might alleviate some of the flooding on Alf Coleman.

Ms. Jenkins said they had looked at that option briefly and the pond site was viable if the road was raised. She said she did not think it would help significantly without the raised road but would look further. Ms. Myers said the land belonged to the City and the business was a holdover tenant. Councilman Reichard said that portion of Alf Coleman was a higher elevation and Ms. Jenkins stated there was a point on the road where it drained south. Mayor Thomas asked if the City built up the road, would it flood the Cabana West subdivision. Ms. Jenkins said the City would have to ensure that there would be no flooding. The Mayor asked if the subdivision used the crown of the existing

road and if the City raised the road, how would the water not go into the subdivision. Ms. Jenkins said she said she did not believe the road could be raised higher than their development. However, it was a stormwater review through the County, not the City. Mayor Thomas said if the City built the road higher, it would be a problem with the water going into the subdivision.

Councilman Solis asked if the Council would consider opening another payment plan for those residents connecting to the sewer system. He said he hoped for another opportunity for older homes with poor septic systems. Mr. Shortt asked if he meant specifically the seven neighborhoods converted over the last fifteen years. Councilman Solis said yes. Ms. White mentioned the five percent interest rate charge and putting a lien on the home. Councilman Solis said he thought the 5% was reasonable. Councilman Reichard mentioned the sewer lines placed on South Lagoon paid via the airport fines years ago. Mr. Shortt said the South Lagoon area had approximately 1300 home sites, with \$500,000 from the fines and \$700,000 from the City, and the sewer was built for about 100 homes. He said the last estimate for the entire sewer line would be \$20 Million Dollars, largely due to the roads to be rebuilt. He said the City was not prepared for the remaining 1200 home sites. Councilman Reichard spoke of the low participation at the meeting with the Friends of the Lagoon, and Ms. White confirmed the low participation for the Impact Fee financing. Only sixteen connected to the system. Mr. Shortt said in the neighborhood, there was only 25% connected to the system. Councilman Solis said he had some residents mention that if the sewer was available, they would connect but could not afford without some form of financing. Mayor Thomas said it did not hurt to offer the option as often as possible. Mr. Gisbert asked what time frame was being considered, such as a three month window. Councilman Solis said yes and Councilman Reichard concurred.

With nothing further, the meeting was adjourned at 5:15 P.M.

READ AND APPROVED this 9th of November, 2017.

**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

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 October 26, 2017.

ROLL

MAYOR MIKE THOMAS

COUNCILORS:  
JOHN REICHARD  
JOSIE STRANGE  
PHIL CHESTER

CITY MANAGER:  
MARIO GISBERT  
CITY CLERK:  
JO SMITH  
CITY ATTORNEY:  
AMY MYERS

Mayor Thomas called the Regular Meeting to order at 9:00 A.M. with Councilman Reichard, Councilman Chester, and Councilwoman Strange, City Manager, City Clerk and City Attorney present.

Pastor Gregory George of the Gulf Beach Baptist Church gave the invocation and Councilman Reichard led the Pledge of Allegiance.

The Mayor announced the upcoming Community Events. Councilman Reichard announced the J. R. Arnold High School Homecoming Parade. The Mayor announced that Councilman Solis was out of town.

The Minutes of the Special Meeting of July 27 and the Regular Meeting of October 12, 2017 were read and approved as written per motion by Councilwoman Strange. Second was by Councilman Chester. The motion passed by unanimous roll call vote of those present recorded as follows:

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

Mayor Thomas asked if there were any additions or deletions to the Agenda. There were none. Councilwoman Strange made the motion to approve the Agenda as written. Second was by Councilman Chester and the motion passed by unanimous roll call vote of those present recorded as follows:

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Aye
Councilman Reichard	Absent
Mayor Thomas	Aye

**PUBLIC COMMENTS (Consent and Regular Items only)**

The Mayor opened the Public Comments portion of the meeting and reminded that the speakers were limited to three minutes on Agenda and non-Public Hearing items. There were no comments. He closed the Public Comments portion of the meeting.

**CONSENT AGENDA**

Ms. Smith read the Consent Agenda items by title.

**1 ORDER 04-PL-17, BREAKFAST POINT PHASE 3B PLAT.** After receiving testimony and reviewing the exhibits produced during the Quasi-Judicial Hearing on October 12, 2017, the City Council orders that the subject request to subdivide the land is hereby GRANTED and the captioned plat of Breakfast Point Phase 3B is APPROVED.

**2 RESOLUTION 18-08, EMERALD COAST CRUIZIN' PARADE ROAD CLOSURES.** "A Resolution of the City of Panama City Beach related to the Emerald Coast Cruizin' Event; authorizing closure of portions of Stingray Drive, L.C. Hilton Drive and Pier Park Drive on Wednesday, November 8, 2017 for the parade".

**3 RESOLUTION 18-09, CHRISTMAS PARADE ROAD CLOSURES.** "A Resolution of the City of Panama City Beach related to the annual Christmas Parade; authorizing closure of portions of Pier Park Drive, Starfish Street, Bluefish Drive, Stingray Drive, L.C. Hilton Drive and Powell Adams Road between 3:00 P.M. and 7:00 P.M. on December 9, 2017 for the parade; and authorizing temporary usage of a portion of Front Beach Road (U.S.98) between 3:00 P.M. and 7:00 P.M. on December 9, 2017 to permit the parade; and providing an immediately effective date."

Councilman Reichard made the motion to approve the Consent Agenda. Second was by Councilwoman Strange and the motion passed by unanimous roll call vote of those present recorded as follows:

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**REGULAR AGENDA- DISCUSSION/ACTION**

**ITEM 1 RESOLUTION 18-10, IRONMAN FLORIDA TRIATHLON TEMPORARY LANE CLOSURE.** Ms. Myers read Resolution 18-10 by title and said that the Council had already authorized the redirecting of traffic, and this specific request was to close a portion of Front Beach Road within the City's jurisdiction. Mr. Gisbert explained the bicycle and vehicle traffic pattern which would be more efficient and safer due to the construction in that area. The Mayor asked if there were any questions by Council and there were none. Councilwoman Strange made the motion to approve Resolution 18-10. Second was by Councilman Reichard and the motion passed by unanimous roll call vote of those present recorded as follows:

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 2 ORDINANCE 1420, BAY PARKWAY COMP PLAN AMENDMENT, 3<sup>RD</sup> READING, PUBLIC HEARING, AND ADOPTION.** Ms. Myers read Ordinance 1420 by title. Mayor Thomas asked the Council members if there were any questions or comments; there were none. He opened the Public Hearing at 9:08 A.M. and asked for audience comments. Hearing none, he closed the Public Hearing at 9:09 A.M. Councilwoman Strange made the motion to approve Ordinance 1420. Second was by Councilman Chester and the motion passed by unanimous roll call vote of those present recorded as follows:

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 3 ORDINANCE 1421, BAY PARKWAY REZONING, 3<sup>RD</sup> READING, PUBLIC HEARING, AND ADOPTION.** Ms. Myers read Ordinance 1421 by title. The Mayor asked if there were any questions or comments by the Council members; there were none. He opened the Public Hearing at 9:09 A.M. With no comments, the Mayor closed the Public Hearing at 9:09 A.M. Councilman Reichard made the motion to approve Ordinance 1421. Second was by Councilwoman Strange and the motion passed by unanimous roll call vote of those present recorded as follows:

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 4 ORDINANCE 1422, HOMBRE GOLF CLUB COMP PLAN AMENDMENT, 3<sup>RD</sup> READING, PUBLIC HEARING, AND ADOPTION.** Ms. Myers read Ordinance 1422 by title. The Mayor asked if there were any questions by the Council members and there were none. He opened the Public Hearing at 9:10 A.M.

Mr. Jay Sourbeer, 111 Hombre Circle. Mr. Sourbeer thanked the City for the sign on North Glades Trail which seemed to help the traffic situation. He said during the Planning Board meeting, it was proposed that there might be a rezoning where some of the land taken from Recreation would be balanced by other land taken from the golf course and added to Recreation. He said the Rezoning was adopted without any discussion. Mr. Sourbeer also asked for a bike lane on South Glades Trail.

The Mayor asked for further comments from the floor. There were none. He closed the Public Hearing at 9:12 A.M. Councilwoman Strange asked Mr. Gisbert if a bike lane could be added. Mr. Gisbert replied that he would have to research it. Mayor Thomas said other neighborhoods would then ask for bike lanes, and it was not feasible without other funding mechanisms and the lanes would be on someone's property. Councilwoman Strange asked about the Oversight Committee and Mayor Thomas said they were for roads. **Councilman Reichard made the motion to approve Ordinance 1422. Second was by Councilman Chester and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 5 ORDINANCE 1423, HOMBRE GOLF CLUB REZONING, 3<sup>RD</sup> READING, PUBLIC HEARING, AND ADOPTION.** Ms. Myers read Ordinance 1423 by title. The Mayor asked the Council members if any questions or comments; there were none. He opened the Public Hearing at 9:15 A.M. Hearing none, the Public Hearing was closed at 9:15 A.M. **Councilman Chester made the motion to approve Ordinance 1423. Second was by Councilman Reichard and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 6 ORDINANCE 1429, FRONT YARD SETBACKS FOR LAWN DEVELOPMENTS IN FBO DISTRICTS, 2<sup>ND</sup> READING, PUBLIC HEARING, AND ADOPTION.** Ms. Myers read Ordinance 1429 by title. Mayor Thomas opened the Public Hearing at 9:17 A.M. There were no comments. **Councilwoman Strange made the motion to approve Ordinance 1429. Second was by Councilman Chester.** Mayor Thomas asked Mr. Leonard if this Ordinance affected any Variances or Hearings in the immediate future. Mr. Leonard responded no. **The motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 7 ORDINANCE 1427, USED CAR LOTS, 1<sup>ST</sup> READING, PUBLIC HEARING.** Ms. Myers read Ordinance 1427 by title and explained this was a Public Hearing because of the change to a Supplemental Use. The Mayor asked the Council members if they had any questions.

Councilwoman Strange asked if the existing businesses would be grandfathered. Ms. Myers replied that those businesses would become non-conforming uses. Mr. Gisbert said those businesses would remain grandfathered as long as they continued to function as existing today. Ms. Myers explained that Non-Conforming Uses were explained in the Land Development Code and how a non-conforming development could



lose its grandfathered status. Mayor Thomas asked about the non-conforming status if the owners upgraded their business over 50%. Ms. Myers said the 50% threshold became important in the floodplain regulations but she was not certain how it would apply to non-conforming uses. The Mayor asked Mr. Leonard why this Ordinance had been prepared. Councilwoman Strange said she asked for the Ordinance. Mr. Leonard explained about new and used vehicle businesses along the Parkway and at the entrances of subdivisions because they could become a nuisance. Councilwoman Strange asked about a natural disaster and what if the business took more than 120 days to rebuild. Ms. Myers explained if the owners were occupying the site and actively repairing the businesses, the non-conforming status would not be lost. Councilman Chester asked if this meant strictly automobiles and Ms. Myers said it applied to all motor vehicles, including LSVs, scooters, and cars. Mr. Leonard said this was new sites for sales as the existing sites were grandfathered. He also explained the two distance triggers, 500' and 1000', and the few locations which would be available. Councilman Reichard said he was concerned about the 1000' trigger which ruled out a lot of property and the Ordinance affecting the value of the land. With no further comments, the Mayor opened the Public Hearing at 9:25 A.M.

1. Mr. Tod Ingram, Sport Vehicle Assn, 12202 Hutchison Blvd. Mr. Ingram said several members were concerned due to the law of unintended consequences, and the backdoor approach to eliminate nine businesses in this community. Concerning the grandfathering, his members had been grandfathered before and the status was removed. He said his members provided a service and \$50,000 per day revenue.

2. Ms. Colleen Swab, California Cycles, 13416 Front Beach Road. Ms. Swab said this was a problem as they would not be able to open a location to sell LSVs or scooters. She stated that the grandfathering clause did not remain permanent. She said other businesses would be targeted and she urged the Council not to adopt this Ordinance.

3. Mr. Robin Kelley, 120 Kensington Circle. Mr. Kelley read a memo from the Planning and Building Department concerning new regulations. He said his company was improving a property with no complaints by the residents, and questioned their company being referenced in the memo.

4. Mr. Burnie Thompson, 301 Lullwater Drive. Mr. Thompson mentioned property rights, liberty and the rule of law. He mentioned five acres being required for a used car dealership as well as an 8' wall. He suggested this Ordinance might hurt working class people who could not afford a new car.

5. Mr. Gary Beck, 2601 Beech Street. Mr. Beck spoke of government encroachment on people's rights.

6. Mr. Mike Frimet, 18100 Panama City Beach Parkway. Mr. Frimet said he was a licensed auto repair business as well as a licensed used car dealer. He said if his business would now be non-conforming, his concern was his property value plummeting and in the event of a disaster, his building would not be covered by insurance.

With no further comments from the audience, the Public Hearing was closed at 9:42 A.M.

Councilwoman Strange said she had requested this Ordinance due to complaints from residents about the car dealerships opening on the Parkway. She did not intend to affect scooters or repair shops, and apologized to the audience.

Councilman Reichard said he had not considered the insurance issue and asked Ms. Myers for her input. Ms. Myers said she did not know. Councilman Reichard said the intent of the proposed Ordinance was not to have a used car lot at the entrance of a subdivision. He suggested removing this from the Agenda to allow more exploration of the insurance question. **Councilman Reichard made the motion to remove Ordinance 1427 from the Agenda pending more research. Second was by Councilman Chester and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 8 SCHEDULE REHEARING OF REQUEST FOR VARIANCE DENIED BY PLANNING BOARD.** Mr. Leonard said the original request was for a development to have access onto a residential street and the request was denied by the Planning Board. The owner asked for Council reconsideration and a date selected for the Rehearing. Various dates were discussed for the meeting with the normal Council meeting dates either outside of the 45 day window or insufficient time for notice. Councilwoman Strange suggested November 15<sup>th</sup>. Mayor Thomas asked if the applicant would have to agree with the November 15<sup>th</sup> date, and Ms. Myers said that date was within the 45 day window. Councilwoman Strange suggested 10:00 A.M. There were no objections to the date and time. Mayor Thomas asked if the City paid for the Rehearing expenses. Ms. Myers said there was not an application fee for a Rehearing and the cost for advertising was borne by the City. Mr. Leonard said when the fees were set for the original applications, Rehearing fees were included in the fee.

**ITEM 9 ORDINANCE 1434, REVISION OF ROADS ON WHICH GOLF CARTS CAN TRAVEL, 2<sup>ND</sup> READING, PUBLIC HEARING, AND ADOPTION.** Ms. Myers read Ordinance 1434 by title. The Mayor asked the Council members if there were any questions for Staff; there were none. He opened the Public Hearing at 9:48 A.M. There were no comments from the audience. He closed the Public Hearing at 9:48 A.M. **Councilman Reichard made the motion to approve Ordinance 1434. Second was by Councilman Chester and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 10 RESOLUTION 18-11, NORTH GLADES CHANNEL APPROPRIATIONS REQUEST.** Ms. Myers read Resolution 18-11 by title. The Mayor asked the Council members if there were any questions; there were none. **Councilwoman Strange made the motion to approve Resolution 18-11. Second was by Councilman Chester and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 11 RESOLUTION 18-12, MAJESTIC BEACH RESORT FRONT BEACH ROAD CLOSURE.** Ms. Myers read Resolution 18-12 by title, closing the roadway from November 13<sup>th</sup> through November 22, 2017. Mayor Thomas said this closure was to paint the pedestrian bridges. Councilman Reichard said he knew Mr. Danny Wilson who could explain more of the request.

Mr. Danny Wilson, Director for Engineering for Resort Collections, said this proposal was to paint both pedestrian bridges, last done two years ago. He explained the traffic detour which would circle through the parking deck. Mr. Wilson said it may not take the full ten days for the work, normally done in six to seven days barring any bad weather. In the past, FDOT issued the approval and monitored the detour. He said using the detour would keep the traffic flowing. Councilman Chester asked if they would use the same product as painted two years ago, and Mr. Wilson said yes. Councilman Chester mentioned other products were available.

Councilman Reichard asked Mr. Casto how this closure would affect the CRA progress. Mr. Casto said Mr. Wilson had met with the CRA contractor on this proposal and the contractor approved. Mr. Casto reminded that the roadway had been closed in the past for repainting and that this detour worked better for traffic flow rather than a flagman and lane closure. He said the City had not received any complaints in the past when the traffic was detoured.

Mayor Thomas said the nearby roads were being damaged by tractor trailers which could not make those sharp turns and it seemed an expense to the City for approving this detour. Councilwoman Strange asked about the other condominiums and their pedestrian bridges. She said the other condos seemed to maintain their bridges

better. Mr. Wilson said he disagreed as all bridges rusted. Councilman Reichard reminded that the State had approved this type of closure in the past but he was concerned about the tight turns. Mayor Thomas suggested the next time that the Resort did any paving work that the corners be repaired. Councilman Chester also suggested more products were available which would last longer than two years. **Councilwoman Strange made the motion to approve Resolution 18-12. Second was by Councilman Reichard and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 12 PLAT APPROVAL, LYNDELL PLACE, PUBLIC HEARING.** Ms. Myers said some items on the Plat were still outstanding and Staff requested that the Public Hearing be continued until November 9<sup>th</sup>. There were no objections. The Mayor opened the Public Hearing at 10:00 A.M. for anyone who wished to make comments now. There were no comments.

**ITEM 13 RESOLUTION 18-07, BUDGET AMENDMENT #1 AND RATIFICATION OF POLICE VEHICLES PURCHASE.** Ms. Myers read Resolution 18-07 by title. Councilman Reichard said he had spoken with Chief Whitman and the new Ford Explorers were 4WD. He questioned if all the new Police Fleet vehicles should be beach-worthy. Chief Whitman explained that these vehicles were also used in wooded areas and the Conservation Park when people were lost and for extra patrols, not merely on the beach. **Councilwoman Strange made the motion to approve Resolution 18-07. Second was by Councilman Reichard and the motion passed by unanimous roll call vote of those present recorded as follows:**

Councilman Chester	Aye
Councilwoman Strange	Aye
Councilman Solis	Absent
Councilman Reichard	Aye
Mayor Thomas	Aye

**ITEM 14 BAY COUNTY TAXABLE VALUES BY MUNICIPALITY.** Mr. Gisbert explained the three graphs in the Agenda packet. One graph was the land mass for the County with the different municipalities noted. Another graph was the taxable value per square mile for the municipalities and the two sections of Bay County east and west of Hathaway Bridge. For the City, the total taxable value per square mile was \$209,345,713. The final chart was the 2017 total taxable value by municipality with the City at \$4,080,199,663 at 29% and the unincorporated part of Bay County on the beach was \$3,960,848,439 at 28%. Mr. Gisbert said out of these funds the City only received the CRA fee, a very small component of what was contributed to the County.

Mayor Thomas said the unincorporated areas on the beach paid over 70% of the entire Fire Tax for the County. He said the beach did its fair share of contributing to the County. Councilman Chester said for the ½ Cent Sales Tax, the distribution was done by population and Callaway and Lynn Haven would receive more tax than the City, even though the City generated over 60% of the funds. Councilman Reichard said the distribution was regulated by the State and could not be changed.

#### **DELEGATIONS**

Mayor Thomas opened the Delegations period.

1 Mr. Paul Dalton, 107 Manistee Drive. Mr. Dalton thanked the Council for providing the Police Department with more equipment. He urged the Council to consider hiring more Police Officers for the undermanned Department.

2 Mr. Burnie Thompson, 301 Lullwater Drive. Mr. Thompson commented that the meeting had been nice due to less attacks on people's private property and violations of the rule of law.

3 Mr. Darrell Sellers, 10713 Front Beach Road. Mr. Sellers said there had been two great years with business up tremendously and thanked the Council for their efforts. He mentioned government accountability and in Tennessee, when someone ran for office, they submitted their credit score. He suggested looking into that idea.

4 Ms. Paula Henry, 514 Evergreen. Ms. Henry thanked Code Enforcement for cleaning up properties within her neighborhood. She mentioned her property value doubled within the last four years due to the improvements on the beach. She said there were only ten current lawsuits and a majority were filed before the current Council took office.

5 Mr. Ben Rausa, 9400 South Thomas Drive. Mr. Rausa said on behalf of Ironman Florida, they considered Panama City Beach as home with this year being the 19<sup>th</sup> event. He also appreciated the temporary road closure for the safety of the athletes as well as spectators and vehicles. He distributed a traffic impact guide for the Council members and audience.

6 Mr. Gary Beck, 2601 Beech Drive. Mr. Beck spoke of violation of his constitutional rights.

7 Ms. Genese Hatcher. She said the City was looking better every day and appreciated everyone's efforts in making the City more beautiful. Regarding credit scores, that had nothing to do with a person's merit. She suggested using a board to mediate when people had problems which might result in fewer lawsuits.

8 Mr. Tim Sowell, 611 Poinsettia Drive. Mr. Sowell said just because someone had a bad life event which affected their credit score did not mean they were not a decent human being worthy of sitting on the City Council. He spoke of untruths on applications. There were no further comments from the audience.

Ms. Myers said that of the pending lawsuits against the City, only two arose from the actions of this Council. Regarding plats, Ms. Myers said this was the second meeting where a Plat Public Hearing was continued and explained the reasons why. She explained advertising deadlines and that Staff was usually optimistic that all issues would be resolved by the date of the Public Hearing. She asked if the Council would prefer Staff waiting until all issues were resolved before advertising and placing the Plat approval on the Agenda. Ms. Myers said that would create a delay.

Councilwoman Strange said she thought the Plats should be complete. Ms. Myers said once advertised, Staff was not comfortable removing the item from the Agenda even if the developer agreed. For advertising purposes, it was more efficient to keep on the Agenda and continue the Public Hearing until the next meeting. If the developer asked for the Plat to be withdrawn or moved to a future date, they would bear the cost of advertising.

Mayor Thomas said he did not have a problem with the status quo as he felt sure the developer was as anxious for the Plat approval. However, if the developer did not meet all items required by the Plat, the developer should bear the advertising costs. He understood developers pushing the schedule due to the money involved.

Mr. Gisbert announced the job vacancies and the outstanding bids posted on the website.

Councilman Chester thanked Lt. Jamey Wright for the awesome job on the recent Cops N Kids event at Frank Brown Park. Mayor Thomas said the event had the festival site packed with locals. He said the locals were able to use a site paid by tourists.

The meeting was adjourned at 10:25 A.M.

READ AND APPROVED this 9th of November, 2017.

**IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.**

---

Mayor

ATTEST:

---

City Clerk

# Presentations



# ~Proclamation~

A PROCLAMATION HONORING  
NOVEMBER 11, 2017  
AS  
VETERANS DAY  
IN PANAMA CITY BEACH, FLORIDA

WHEREAS, we have a sacred trust with those who wear the uniform of the United States of America. These veterans deserve our deepest appreciation and respect as we recognize those who were willing to give their last full measure of devotion for us; and

WHEREAS, our Nation's servicemen and women are our best and brightest, enlisting in times of peace and war, serving with honor under the most difficult circumstances, and making sacrifices that many of us cannot begin to imagine; and

WHEREAS, today, we reflect on the invaluable contributions of our country's veterans and reaffirm our commitment to provide them and their families with the essential support they were promised and have earned; and

WHEREAS, we also pay tribute to all who have worn the uniform and continue to serve their country as civilians. Many veterans act as coaches, teachers, and mentors in the communities, selflessly volunteering their time and expertise. Our veterans continue to stand up for those timeless American ideals of liberty and self-determination.

NOW, THEREFORE, the City Council of the City of Panama City Beach calls upon all citizens to observe November 11, 2017 as

## Veterans Day

and encourage all Americans to honor the heroes we have lost, and rededicate ourselves to the next generation of veterans by supporting our Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen as they return home from duty.

Mayor Mike Thomas

Councilman John Reichard  
Ward 1

Councilman Phil Chester  
Ward 2

Vice-Mayor Josie Strange  
Ward 3



Councilman Hector Solis  
Ward 4

CITY OF PANAMA CITY BEACH

# CIVIC ACHIEVEMENT AWARD

*Be It Known That*

**Iris Skelton**

**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 9<sup>th</sup> of November, 2017**



  
MAYOR MIKE THOMAS

# Consent Agenda

## Item 1





# ~Proclamation~

A PROCLAMATION DESIGNATING  
DECEMBER 7, 2017  
AS

“NATIONAL PEARL HARBOR REMEMBRANCE DAY”

WHEREAS, seventy-six years ago, more than 2,400 Americans lost their lives in a surprise attack on Pearl Harbor. On National Pearl Harbor Remembrance Day, we think of those who died on December 7, 1941 and honor those who sacrificed in defense of our homeland and liberty during World War II; and

WHEREAS, on that peaceful Sunday morning, our Country suffered a vicious, unprovoked attack that changed the course of history. Though our Pacific Fleet was battered, broken and nearly destroyed, our citizens were inspired by the great acts of heroism from those who survived and from those who did not; and

WHEREAS, after the devastating attacks on Pearl Harbor, President Franklin D. Roosevelt declared, “We are going to win the war and we are going to win the peace that follows.” From this attack grew the steadfast resolve that has made America the defender of freedom around the world. In the 21<sup>st</sup> century, freedom is again under attack and young Americans have stepped forward to serve in a global war on terror that will secure our liberty and determine the destiny of millions around the world. These patriots are protecting our country and our way of life by upholding the tradition of honor, bravery, and integrity demonstrated by that generation that fought for our Nation in World War II; and

WHEREAS, like generations before, we will answer history’s call with confidence, confront threats to our way of life, and build a more peaceful world for our children and grandchildren. Today, as we defend our Nation’s ideals, we pay special tribute to those who lost their lives at Pearl Harbor, honor our veterans of World War II, and celebrate the liberty that makes America a lasting symbol of hope to the world;

NOW, THEREFORE, the City Council of the City of Panama City Beach does hereby proclaim December 7, 2017 as

## “National Pearl Harbor Remembrance Day”

and encourage all Americans to observe this solemn occasion with appropriate ceremonies and activities. I urge everyone to fly the flag of our Nation at half staff this December 7<sup>th</sup> in honor of those who died as a result of their service at Pearl Harbor.

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

  
\_\_\_\_\_  
Councilman John Reichard  
Ward 1

  
\_\_\_\_\_  
Councilman Phil Chester  
Ward 2

  
\_\_\_\_\_  
Vice-Mayor Josie Strange  
Ward 3



  
\_\_\_\_\_  
Councilman Hector Solis  
Ward 4

CONSENT  
AGENDA ITEM # 1

# Consent Agenda

## Item 2



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department

**2. MEETING DATE:**

11/09/2017

**3. REQUESTED MOTION/ACTION:**

The City Council is requested to consider the attached Resolution 18-13 approving an amount of \$3,138.16 to be liened on property located at 500 West Gulf Boulevard for costs incurred by the City to abate nuisances located upon such property.

**4. AGENDA**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** Yes  No   
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes  No

N/A

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

The City incurred costs related to nuisance abatement at 500 Gulf Boulevard. The work included installing fence panels and gates and removal of debris.

The total lien includes the costs incurred for the title search report, postage and attorney's fees.

CONSENT  
AGENDA ITEM # 2

**RESOLUTION 18-13**

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AMOUNT OF \$3,138.16 TO BE LIENED ON PROPERTY LOCATED AT 500 WEST GULF BOULEVARD FOR COSTS INCURRED BY THE CITY TO ABATE NUISANCES LOCATED UPON SUCH PROPERTY; AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIEN AND NOTIFY INTERESTED PARTIES OF SUCH LIEN; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, pursuant to Section 15-25 of the City's Code of Ordinances, the City has undertaken the abatement of public nuisances defined by Section 15-17 of the City Code, following notice and non-action by the Owners to come into compliance with the City Code section; and

WHEREAS, pursuant to 15-26 of the City's Code, the City Council shall assess the entire cost of the abatement of the nuisance against the property, inclusive of all administrative, legal, postal and publication expenses, and any other direct or indirect costs associated therewith.

**NOW THEREFORE, BE IT RESOLVED** by the City Council that a lien be assessed against the following property in the amount set forth below:

<b>PROPERTY ID NO.</b>	<b>APPARENT OWNERS</b>	<b>ADDRESS</b>	<b>AMOUNT OF LIEN</b>
33912-010-000	Estate of Everett L. Hunt & Glenda F. Hunt	500 West Gulf Blvd. Panama City Beach, FL 32413	\$3,138.16

AND BE IT FURTHER RESOLVED that the appropriate officers of the City are hereby authorized and directed to record such lien and notify the Tax Collector and all interested parties of such lien.

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

**PASSED** in regular session this 9th day of November, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk

Resolution 18-13

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

**PANAMA CITY BEACH**  
**BUILDING AND PLANNING DEPARTMENT**  
110 S. Arnold Road, Panama City Beach, FL 32413  
850-233-5100 Fax: 850-233-5049

August 22, 2017

**NOTICE OF LIEN  
CODE ENFORCEMENT**

RE: Estate of John and Glenda Hunt  
AND ALL INTERESTED PARTIES:  
500 West Gulf Boulevard  
Panama City Beach, FL 32413

VIA CERTIFIED AND REGULAR MAIL TO:  
Estate of Everett L. Hunt and Glenda F. Hunt  
Apparent Residents: John Hunt  
500 West Gulf Boulevard  
Panama City Beach, FL 32413

Chuck Perdue  
Bay County Tax Collectors office  
850 W. 11<sup>th</sup> Street  
Panama City, FL 32401

PREPARED BY: James Tindle  
DEPARTMENT: Building and Planning

1. Pursuant to Section 15-25 of the City of Panama City Beach Code of Ordinances, the City has undertaken certain actions to abate the nuisance located at 500 West Gulf Boulevard, Panama City Beach, FL 32413.
2. The amount of the City's abatement lien is as follows:

Labor \$2,094.63 (Clean-up and Labor)

Title search report: \$150.00

Postage: \$16.03

Attorney Fee's: \$877.50

TOTAL: \$3,138.16

3. Pursuant to Section 25-34, Code of Panama City Beach, Florida, notice is hereby given that there has been assessed, pursuant to the provisions of said law, against the above named person/business at the above stated address, owner of the property described as:

**Lots Sixteen (16) and Seventeen (17), Block "E", Open Sands, according to plat on file in Plat Book 8, Page 67, Public Records of Bay County, Florida.**

Civil penalties and costs of an administrative hearing, if applicable, including a reasonable attorney's fee, if applicable, and repair costs, if applicable, which, after demand for the payment thereof remains unpaid, and by the virtue of the above mentioned law, the amount constitutes a lien in favor of Panama City Beach, Florida upon the title to and interest in, whether legal or equitable, the property herein above described; said lien shall be prior in dignity to all other liens, excepting County taxes and taxes and liens of equal dignity therewith. Panama City Beach, Florida may foreclose or otherwise execute on the lien as provided for by the law.

WITNESS: The official seal of the City of Panama City Beach and the hand of the City Clerk thereof, City of Panama City Beach, Bay County, Florida.

Dated this 22<sup>nd</sup> day of August, 2017.

By: Jo Smith  
Jo Smith, Acting as City Clerk

CONSENT  
AGENDA ITEM # 2

# Consent Agenda

## Item 3



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

APPROVE FORM OF ORDER FOR BAY PARKWAY ZONING

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)

ZONINGS ARE TYPE II APPLICATIONS FOR WHICH A QUASI JUDICIAL HEARING IS REQUIRED BY LAW.

FOR MATTERS REQUIRING A QUASI-JUDICIAL HEARING, THE CITY'S LAND DEVELOPMENT CODE REQUIRES DECISION MAKING BODIES TO ENTER AN ORDER WHICH CONTAINS FINDINGS OF FACT AND CONCLUSIONS OF LAW IN SUPPORT OF ITS DECISION.

ON OCTOBER 26, THE CITY HELD A QUASI JUDICIAL HEARING ON THE ZONING OF BAY PARKWAY, ULTIMATELY ACTING TO APPROVE THE ZONING DESIGNATION OF THIS LAND AS PUBLIC FACILITIES. AN ORDER RECITING THE FACTS AND LAW ARISING FROM THAT HEARING ARE ATTACHED FOR YOUR REVIEW.

IF THE ORDER APPEARS ACCURATE, IT MAY BE APPROVED BY MOTION. IF ANY PORTION OF THE ORDER APPEARS INACCURATE OR INCOMPLETE, IT SHOULD BE PULLED FROM THE CONSENT AGENDA SO THAT THE ORDER MAY BE DISCUSSED AND AMENDED AS NECESSARY ON THE REGULAR AGENDA.



**CITY COUNCIL OF THE  
CITY OF PANAMA CITY BEACH**

**IN RE: REQUEST TO ZONE 13 ACRES OF LAND AS PUBLIC FACILITIES**

**Submitted by The City of Panama City Beach**

**PROPERTY LOCATED adjacent to the northern boundary line of the City east of State Road 79  
PANAMA CITY BEACH, FLORIDA**

**QUASI-JUDICIAL HEARING on ADOPTION of ORDINANCE 1421**

**01-ZN-18**

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**ORDER**

The **CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH**, having received testimony and reviewed the exhibits produced at the Quasi-Judicial Hearing held on this matter on July 13, September 28 and October 26, 2017, hereby makes the following Findings of Fact and Conclusions of Law.

**PROCEDURAL HISTORY**

1. Upon original application of the City, the owners of 13 acres of real property located adjacent to the northern boundary line of the City's corporate limits east of State Road 79, such property known and used as "Bay Parkway," to rezone such land from Bay County's designation of County Village Center to the City's designation of Public Facilities, the City's Planning Board held a properly advertised Quasi-Judicial Hearing to consider the request on June 12, 2017. At the conclusion of the hearing,

Bay Parkway Zoning  
01-ZN-18  
Page 1 of 4

CONSENT  
AGENDA ITEM # 2

the Board unanimously recommended approval of the request, which recommendation was incorporated into the Planning Board's Order, Finding of Fact and Conclusions of Law dated June 14, 2017.

2. The City Council held a properly advertised first reading on the captioned ordinance embodying the request on July 13, 2017, at which public comment was invited but not received. Competent substantial evidence in the form of staff and applicant testimony and documentation was received at this first hearing.
3. The City Council held a second reading and Quasi Judicial Hearing on the ordinance embodying the request on September 28. No public comment on the zoning ordinance was received at this hearing.
4. The City Council held a third reading and Quasi-Judicial Hearing on the ordinance to ensure all notice requirements for adoption of the ordinance were met, during which public comment was requested but none received.

### **FINDINGS OF FACT**

5. Notice of the July 13, 2017 and October 26, 2017 hearings were properly given.
6. The City Planner is qualified to express opinions on the matters addressed herein related to the City's Comprehensive Plan and Land Development Code.
7. The City Planner testified that the requested zoning designation is consistent in all respects with the City's Comprehensive Plan and that the request complies with all the procedural requirements of the City's Land Development Code.

8. The City Planner testified the zoning designation requested would not result in an increase in impacts on local or state facilities, and was compatible with adjacent properties.

### **CONCLUSIONS OF LAW**

9. Pursuant to Section 166.041(3)(c), Florida Statutes and Sections 10.04.03.B and 10.07.02.B of the City's Land Development Code, the City Council has jurisdiction to conduct a quasi-judicial hearing on this matter and determine whether the request should be granted by adoption of the captioned ordinance.
10. The proposed zoning request complies with all procedural requirements of the City's Land Development Code.
11. The requested zoning designation is consistent with the City's comprehensive Plan, and will accomplish a legitimate public purpose and best serve the public interests of the community as a whole.

**THEREFORE, IT IS ORDERED AND ADJUDGED** that the subject zoning request is hereby **GRANTED** and accordingly, the captioned Ordinance shall be **ADOPTED**.

Parties with standing have the right to appeal this decision by certiorari to the Fourteenth Judicial Circuit Court within thirty (30) days of the date of this Order.

If any part of this Order is deemed invalid or unlawful, the invalid or unlawful part shall be severed from this Order and the remaining parts shall continue to have full force and effect.

Bay Parkway Zoning  
01-ZN-18  
Page 3 of 4

CONSENT  
AGENDA ITEM # 3

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

ATTEST:

\_\_\_\_\_  
JO SMITH, CITY CLERK

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# Consent Agenda

## Item 4



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

APPROVE FORM OF ORDER FOR HOMBRE REZONING ORDINANCE 1423

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)

REZONINGS ARE TYPE II APPLICATIONS FOR WHICH A QUASI JUDICIAL HEARING IS REQUIRED BY LAW. FOR MATTERS REQUIRING A QUASI-JUDICIAL HEARING, THE CITY'S LAND DEVELOPMENT CODE REQUIRES DECISION MAKING BODIES TO ENTER AN ORDER WHICH CONTAINS FINDINGS OF FACT AND CONCLUSIONS OF LAW IN SUPPORT OF ITS DECISION.

ON OCTOBER 26, THE CITY HELD A QUASI JUDICIAL HEARING ON THE REZONING REQUEST OF HOMBRE DEVELOPMENT, LLC, ULTIMATELY ACTING TO APPROVE THE REZONING OF 39.82 ACRES FROM RECREATION TO R-1B. AN ORDER RECITING THE FACTS AND LAW ARISING FROM THAT HEARING ARE ATTACHED FOR YOUR REVIEW.

IF THE ORDER APPEARS ACCURATE, IT MAY BE APPROVED BY MOTION. IF ANY PORTION OF THE ORDER APPEARS INACCURATE OR INCOMPLETE, IT SHOULD BE PULLED FROM THE CONSENT AGENDA SO THAT THE ORDER MAY BE DISCUSSED AND AMENDED AS NECESSARY ON THE REGULAR AGENDA.

CONSENT  
AGENDA ITEM #

4

**CITY COUNCIL OF THE  
CITY OF PANAMA CITY BEACH**

**IN RE: REZONING 39.82 ACRES OF LAND FROM RECREATION to  
R-1B  
Submitted by Hombre Development, LLC  
PARCEL NO. 34810-000-000  
PROPERTY LOCATED east of Glades Trail  
PANAMA CITY BEACH, FLORIDA**

**QUASI-JUDICIAL HEARING on ADOPTION of ORDINANCE 1423**

**01-RZ-18**

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**ORDER**

The **CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH**, having received testimony and reviewed the exhibits produced at the Quasi-Judicial Hearings held on this matter on July 13, September 28 and October 26, 2017, hereby makes the following Findings of Fact and Conclusions of Law.

**PROCEDURAL HISTORY**

1. Upon original application of Hombre Development, LLC to rezone the zoning designation of approximately 39.82 acres of real property located east of Glades Trail from Recreation and R-1B, the City's Planning Board held a properly advertised Quasi-Judicial Hearing to consider the request on June 12, 2017. At the conclusion of the hearing, the Board recommended approval of the request, which recommendation was incorporated into the Planning Board's Order, Finding of Fact and Conclusions of Law dated June 14, 2017.
2. The City Council held a first reading and public hearing on the captioned

CONSENT  
AGENDA ITEM # 4

ordinance embodying the request on July 13, 2017, during which public comment was requested and received.

3. The City Council held a second reading and Quasi-Judicial Hearing on the ordinance embodying the request on September 28, 2017, during which competent substantial evidence consisting of staff testimony and documentation was received. Public comment was invited at this public hearing but none was received.
4. The City Council held a third reading and Quasi-Judicial Hearing on the ordinance to ensure all notice requirements for adoption of the ordinance were met, during which public comment was requested and received.

#### **FINDINGS OF FACT**

4. Notice of the July 13, 2017 and October 26, 2017 hearings were properly given.
5. The City Planner is qualified to express opinions on the matters addressed herein related to the City's Comprehensive Plan and Land Development Code.
6. The City Planner testified that the requested zoning designation is consistent in all respects and is compatible with the City's Comprehensive Plan and that the request complies with all the procedural requirements of the City's Land Development Code.
8. The Applicant gave testimony and displayed maps showing the proposed use of the property if rezoned.
9. Public comment was received but no evidence was presented to establish that maintaining the existing zoning classification with respect to the subject property will accomplish a legitimate public purpose.

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**CONCLUSIONS OF LAW**

10. Pursuant to Section 166.041(3)(c), Florida Statutes and Sections 10.04.03.B and 10.07.02.B of the City's Land Development Code, the City Council has jurisdiction to conduct a quasi-judicial hearing on this matter and determine whether the request should be granted by adoption of the captioned ordinance.
11. The proposed rezoning request complies with all procedural requirements of the City's Land Development Code.
12. The proposed rezoning designation is consistent with the City's comprehensive Plan, and will accomplish a legitimate public purpose and best serve the public interests of the community as a whole.

**THEREFORE, IT IS ORDERED AND ADJUDGED** that the subject rezoning request is hereby **GRANTED** and accordingly, the captioned Ordinance shall be **ADOPTED**.

Parties with standing have the right to appeal this decision by certiorari to the Fourteenth Judicial Circuit Court within thirty (30) days of the date of this Order.

If any part of this Order is deemed invalid or unlawful, the invalid or unlawful part shall be severed from this Order and the remaining parts shall continue to have full force and effect.

DONE this \_\_\_\_ day of November, 2017.

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

ATTEST:

\_\_\_\_\_  
JO SMITH, CITY CLERK

# Consent Agenda

## Item 5



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

APPROVE FORM OF ORDER FOR PCB ACRES LARGE SITE DEVELOPMENT REQUEST

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)

REHEARINGS OF PLANNING BOARD DECISIONS ARE TYPE V DECISIONS FOR WHICH A QUASI JUDICIAL HEARING IS REQUIRED BY LAW. FOR MATTERS REQUIRING A QUASI-JUDICIAL HEARING, THE CITY'S LAND DEVELOPMENT CODE REQUIRES DECISION MAKING BODIES TO ENTER AN ORDER WHICH CONTAINS FINDINGS OF FACT AND CONCLUSIONS OF LAW IN SUPPORT OF ITS DECISION.

ON OCTOBER 12, THE CITY HELD A QUASI JUDICIAL REHEARING ON THE LARGE SITE DEVELOPMENT APPLICATION SUBMITTED BY PCB ACRES, LLC, ULTIMATELY ACTING TO APPROVE THE PROPOSED DEVELOPMENT ON THE CONDITION THAT THE PROPOSED DEVELOPMENT NOT UTILIZE CRANE STREET FOR VEHICULAR ACCESS TO AND FROM THE PROPERTY. AN ORDER RECITING THE FACTS, LAW AND CONDITIONS ARISING FROM THAT HEARING ARE ATTACHED FOR YOUR REVIEW.

IF THE ORDER APPEARS ACCURATE, IT MAY BE APPROVED BY MOTION. IF ANY PORTION OF THE ORDER APPEARS INACCURATE OR INCOMPLETE, IT SHOULD BE PULLED FROM THE CONSENT AGENDA SO THAT THE ORDER MAY BE DISCUSSED AND AMENDED AS NECESSARY ON THE REGULAR AGENDA.

**CITY COUNCIL OF THE  
CITY OF PANAMA CITY BEACH**

**IN RE:           REQUEST FOR APPROVAL OF LARGE SITE DEVELOPMENT  
for parcel ID 34481-000-000, 34481-010-000, and 34480-000-000.  
Containing 13.28 acres of land.**

**Submitted by PCB Acres, LLC.**

**QUASI-JUDICIAL REHEARING held on October 12, 2017.**

**01-RH-18**

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**ORDER**

The **CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH**, having heard testimony and reviewed the exhibits introduced at the Quasi-Judicial Rehearing in this matter held on October 12, 2017, sets forth the following Procedural History, Findings of Fact, and Conclusions of Law.

**PROCEDURAL HISTORY**

1.     On July 21, 2017, PCB Acres, LLC, acting as the agent and on behalf of Premier Development Group, the owner of the captioned property, applied for a Large Site Development approval ("LSD Application") in order to construct a master planned resort community involving approximately 13.28 acres of land which are located at 13623 and 13626 Front Beach Road ("Property"). The parcel north of Front Beach Road contains approximately 10.01 acres and is located in FBO-2, and the parcel south of Front Beach Road contains approximately 3.27 acres and is located in FBO-4. The development proposed on the north parcel includes twenty-seven (27) single-family cottages, twenty-four (24) podium

condominium units<sup>1</sup>, thirty-nine (39) under condominium units<sup>2</sup>, a two (2) acre swimming and small watercraft lagoon, a multi-story parking facility, one (1) 242-unit hotel with conference and ballroom facilities, and a street providing internal traffic circulation from Front Beach Road and Crane Street. The development on the south parcel includes two (2) condominium towers housing 256 units, with on-site parking, a beach club and pool facilities, and three (3) public beach accesses.

2. Staff properly and timely prepared a written report setting forth City Staff's analysis of the development proposed in the LSD Application.
3. On August 14, 2017, the Planning Board held a properly advertised Quasi-Judicial Hearing on the LSD Application and, based upon competent, substantial evidence presented at the Quasi-Judicial Hearing, approved the request according to the criteria set forth in Sections 7.02.03P and 10.10.02C of the City's Land Development Code ("City's LDC").
4. Pursuant to Section 10.10.02F of the City's LDC, Bill Caravello, Peter Fischetti, Stan LeCain, and Jim Smith timely requested a rehearing before the City Council. Mr. Caravello, Mr. Fischetti, Mr. LeCain, and Mr. Smith are residents of the Bid A Wee neighborhood, which is adjacent to the Property.
5. On October 12, 2017, pursuant to Section 10.17.04 of the City's LDC, the City Council held a properly advertised Quasi-Judicial Rehearing.
6. The City Council determined that Mr. Caravello, Mr. Fischetti, Mr. LeCain, and Mr. Smith were Adversely Affected Persons.
7. The City Council received testimony and exhibits from the Applicant and the four (4) Adversely Affected Persons, subject to cross examination and under oath.
8. The City Council invited and received public comment from other community residents.
9. Without objection, the record of the Planning Board's proceedings in this matter was introduced into evidence.

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<sup>1</sup> Podium condominiums units is the term used by the Developer to describe those units contained in a building located south of the cottages on the Property's western property line fronting Crane Street.

<sup>2</sup> Under condominium units is the term used by the Developer to describe those units adjacent to the parking garage on the eastern portion of the Property. Also described by the Developer as "liner condos."

5

**FINDINGS OF FACT**

10. Based on the un-contradicted testimony of the City Planner, notice of the Quasi-Judicial Rehearing on October 12, 2017, was properly given and all procedural requirements met for the City Council to conduct the Quasi-Judicial Rehearing.
11. The City Planner testified under oath that the LSD Application did not contain any deviations from the City's LDC.
12. The Adversely Affected Persons presented competent, substantial evidence regarding the traffic problems that would occur in the Bid A Wee neighborhood if the proposed development utilized Crane Street for vehicular access to and from the Property.
13. The Applicant presented competent, substantial evidence regarding the proposed development request, and asserted that the development complied in all respects with the City's LDC. The Applicant explained that the proposed development did not utilize all of the density permitted for development of the Property.

**CONCLUSIONS OF LAW**

14. Pursuant to Sections 10.10.02.F and 10.17.00 of the City's LDC, the City Council had jurisdiction to conduct the Quasi-Judicial Rehearing on October 12, 2017.
15. The City Planner was qualified to express an opinion on the matters addressed herein related to the City's Comprehensive Plan and the City's LDC.
16. Upon a Quasi-Judicial Rehearing of a Planning Board decision, the City Council is required to base its decision upon the record of the Planning Board's Quasi-Judicial Hearing and such additional evidence as may be presented to the City Council during the Quasi-Judicial Rehearing. *See* Section 10.17.04.F of the City's LDC.

**THEREFORE**, it is **ORDERED AND ADJUDGED** that the decision of the Planning Board is **AFFIRMED** and the LSD Application is **APPROVED on the condition**

Page 3 of 4  
PCB Acres LSD

CONSENT  
AGENDA ITEM # 5

**that the proposed development shall not utilize Crane Street for vehicular access to and from the Property.**

Parties with standing have the right to appeal this decision by certiorari to the Fourteenth Judicial Circuit Court within thirty (30) days of the date of this Order.

If any part of this Order is deemed invalid or unlawful, the invalid or unlawful part shall be severed from this Order and the remaining parts shall continue to have full force and effect.

DONE this \_\_\_\_ day of November 2017.

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MAYOR MIKE THOMAS

ATTEST:

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JO SMITH, CITY CLERK

# Consent Agenda

## Item 6





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

APPROVE FORM OF ORDER FOR PCB ACRES HEIGHT INCENTIVE REQUEST

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)

HEIGHT INCENTIVE APPLICATIONS ARE CONSIDERED FOLLOWING A QUASI JUDICIAL HEARING ON THE REQUEST. FOR MATTERS REQUIRING A QUASI-JUDICIAL HEARING, THE CITY'S LAND DEVELOPMENT CODE REQUIRES DECISION MAKING BODIES TO ENTER AN ORDER WHICH CONTAINS FINDINGS OF FACT AND CONCLUSIONS OF LAW IN SUPPORT OF ITS DECISION.

ON OCTOBER 12, THE CITY HELD A QUASI JUDICIAL HEARING ON THE HEIGHT INCENTIVE REQUEST OF PCB ACRES, LLC, ULTIMATELY ACTING TO APPROVE WITH CONDITIONS AN INCREASE IN MAXIMUM HEIGHT ON THE SOUTH SIDE OF THE PROPERTY FROM 150 FEET TO 203 FEET, AND AN INCREASE IN MAXIMUM HEIGHT ON THE NORHT SIDE OF THE PROPERTY FROM 45 FEET TO 65 FEET. AN ORDER RECITING THE FACTS, LAW AND CONDITIONS ARISING FROM THAT HEARING ARE ATTACHED FOR YOUR REVIEW.

IF THE ORDER APPEARS ACCURATE, IT MAY BE APPROVED BY MOTION. IF ANY PORTION OF THE ORDER APPEARS INACCURATE OR INCOMPLETE, IT SHOULD BE PULLED FROM THE CONSENT AGENDA SO THAT THE ORDER MAY BE DISCUSSED AND AMENDED AS NECESSARY ON THE REGULAR AGENDA.

CONSENT  
AGENDA ITEM # 6

**CITY COUNCIL OF THE  
CITY OF PANAMA CITY BEACH**

**IN RE:           REQUEST FOR HEIGHT INCREASE BASED ON INCENTIVES  
Submitted by PCB Acres, LLC.  
PARCEL NO. 34481-000-000, 34481-010-000, and 34480-000-000  
PROPERTY LOCATED AT 13623 and 13626 FRONT BEACH ROAD  
PANAMA CITY BEACH, FLORIDA.**

**02-CU-18**

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**ORDER**

The **CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH**, being fully advised in the premises and having held a public hearing on this matter on October 12, 2017, hereby makes the following Findings of Fact and Conclusions of Law.

**FINDINGS OF FACT**

1.     Upon original application of PCB Acres, LLC, agent for Premier Development Group, the owner of 13.28 acres of real property located at 13623 and 13626 Front Beach Road ("Property"), requesting approval of a building height increase ("Height Increase Request") based upon incentives pursuant to Section 4.02.02E and Table 7.02.03 of the City's Land Development Code ("City's LDC"), the City's Planning Board held a properly advertised public hearing to consider the Applicant's Height Increase Request on August 14, 2017. At the conclusion of the hearing, the City's Planning Board unanimously recommended approval of the Applicant's Height Increase Request to permit a maximum building height of 220 feet for the development proposed on the south side of Front Beach Road, and a maximum building height of sixty-five (65) feet for the development proposed on the north side of Front Beach Road.
2.     The City Council held a properly advertised public hearing on the Applicant's Height Increase Request on October 12, 2017, and received competent substantial evidence from the Applicant.

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CONSENT  
AGENDA ITEM # 6

3. The Applicant and its Architect presented drawings of a proposed condominium project (“Development”) featuring twelve (12) design modifications to implement various conditions and public benefits in order to demonstrate the Development’s eligibility for the height increase. The Applicant stated it was prepared to implement all twelve (12) design modifications to gain the additional seventy (70) feet in building height for the Development on the south side of Front Beach Road, and to gain the additional twenty (20) feet in building height for the Development on the north side of Front Beach Road..
4. The Applicant stated that the Height Increase Request would not be utilized to increase the number of units in the Development, but, rather, would be utilized to create view corridors and increase open space in the Development.

**CONCLUSIONS OF LAW**

5. Pursuant to Section 4.02.02E of the City’s LDC, the City Council has jurisdiction to conduct a public hearing on this matter and determine whether the Applicant’s Height Increase Request should be granted.
6. The Applicant’s Height Increase Request complies with all of the procedural requirements mandated by the City’s LDC.
7. The public benefit to arise from the proposed design modifications outweighs the benefits of strict compliance with the City’s height design guidelines, because the proposed design modifications, singly and in the aggregate, will promote the public health, safety, and welfare; improve the attractiveness of development for residents, tourists, and investors; and attract and maintain appropriate densities to improve mobility and generate economic activity.

**THEREFORE, IT IS ORDERED AND ADJUDGED** that the Applicant’s Height Increase Request is hereby **APPROVED** and the maximum building height for the Development shall be increased from 150 feet to 203 feet south of Front Beach Road, and from forty-five (45) feet to sixty-five (65) feet north of Front Beach Road, based on and subject to the following conditions, as described or illustrated in Exhibit A attached and

incorporated herein, to wit:

- a. No more than 588 dwelling units may be constructed on the Property.
- b. Fifty (50) percent or more of the parking spaces required for the project shall be covered by a green roof to achieve benefit of green development. Any roof used to shade or cover parking must have an SRI of at least seventy-eight (78) or be a vegetated green roof.
- c. Fifty (50) percent or more of the landscaping for the project outside the buildings shall use Florida Friendly Plants to achieve a benefit of green development.
- d. Outdoor landscaping irrigation shall rely exclusively on non-potable water to achieve a benefit of green development.
- e. The Development shall use architectural lighting highlighting building columns, cornices, or other distinguishing architectural features along the front façade of buildings.
- f. The Development's skyline shall feature a recognizable top as an architectural amenity, consisting of, but not limited to: cornice treatments, roof overhangs with brackets, stepped parapets, richly textured materials, and differently colored materials.
- g. The Development shall provide three (3) civic spaces directly accessible to the public from a Front Beach Road sidewalk. Each civic space shall have a minimum area of 2,500 square feet.
- h. The Development shall have a recognizable base at ground level consisting of, but not limited to, multiple colors, spacing, and materials.
- i. The Development shall incorporate enhanced landscaping, landscape planters, or wing walls, structural or vegetative shading features, and seating components into the entryways at the front of the buildings in line with the landscape and urban furniture of the streetscape.
- j. The Development shall feature enhanced sidewalks along each building façade and entryways that exceed the minimum streetscape requirements of the Front Beach Road Streetscape Design Guidelines Manual.
- k. The Development shall provide a permanent view window between the two (2) towers proposed to be constructed south of Front Beach Road. The combination of plantings, improvements, furnishings, and other visual obstructions shall not result in more than thirty (30) percent opacity measured between the Street elevation and ten (10) feet above Street elevation.

**l.** The Development shall include three (3) beach access easements, with each access a minimum of eight (8) feet in width, providing direct pedestrian access to the beach from the Front Beach Road's right-of-way. Concurrent with the submittal for a Development Order of the Development's construction, the Applicant or its successor-in-interest shall dedicate the beach access easements to the City. Such easements shall extend from Front Beach Road to the waters of the Gulf of Mexico.

**m.** The portions of the buildings receiving height incentives shall be subject to the additional setbacks requirements established in Table 4.02.02A and Section 7.02.03H of the City's LDC.

**n.** The conditions of paragraphs lettered **b** through **f**, **h** through **j**, and **m** shall apply to Development on both the north and south sides of Front Beach Road. The conditions of paragraphs lettered **g**, **k** and **l** shall apply only to Development on the south side of Front Beach Road.

**o.** Upon breach of one or more of the conditions set forth in this Order, the City shall provide notice to the then current property owner of the violation and give a reasonable opportunity to cure the violation.

**p.** The height increase approved by this Order shall be deemed abandoned and of no further force and effect if not used and acted upon in a real and substantial way by the Applicant or its successor-in-interest on or before October 31, 2018.

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CONSENT  
AGENDA ITEM # 6

Parties with standing have the right to appeal this decision by certiorari to the Fourteenth Judicial Circuit Court within thirty (30) days of the date of this Order.

If any part of this Order is deemed invalid or unlawful, the invalid or unlawful part shall be severed from this Order and the remaining parts shall continue to have full force and effect.

DONE this \_\_\_\_ day of November 2017.

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MAYOR MIKE THOMAS

ATTEST:

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JO SMITH, CITY CLERK

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02-CU+18

CONSENT  
AGENDA ITEM # 6

# Consent Agenda

## Item 7



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department

**2. MEETING DATE:**

11/09/2017

**3. REQUESTED MOTION/ACTION:**

The City Council is requested to approve the purchase of one (1) service truck for Code Enforcement from AutoNation Dodge in the amount of \$26,920.

**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 additional vehicle was approved as part of the FY 17/18 budget to accompany the approval of an additional code enforcement officer and is slightly under budget.

Staff recommends the City Council approve the purchase of the vehicle from AutoNation Dodge in Pembroke Pines, Florida. This is a piggyback purchase pursuant to Sec. 5-7(i) of the City's Charter.



**RESOLUTION 18-14**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING THE PURCHASE OF 2018 RAM 1500 QUAD CAB 4WD, DS6L41, FROM AUTONATION CHRYSLER DODGE JEEP RAM PEMBROKE PINES IN THE BASIC AMOUNT OF \$26,920; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Autonation Chrysler Dodge Jeep Ram Pembroke Pines, relating to the purchase of a 2018 RAM 1500 Quad Cab Truck for Code Enforcement, in the basic amount of Twenty Six Thousand, Nine Hundred Twenty Dollars (\$26,920), on substantially the terms and conditions of the quote attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in regular session this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk

Resolution 18-14  
CONSENT  
AGENDA ITEM # \_\_\_\_\_

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# Consent Agenda

## Item 8



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Utilities Department - Al Shortt, Utilities Director

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

Approve the purchase of replacement pipe and fittings for the City's wastewater treatment facility.

**4. AGENDA**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

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

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO

N/A

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

Sections of the existing headworks piping at the City's wastewater treatment facility (WWTF) are exhibiting signs of advanced corrosion. They will require replacement in the near term. In addition, a by-pass piping segment is needed to isolate the influent pumping station for maintenance purposes.

Preparation of bid documents for the replacement piping and fittings, along with provisions for alternate bids for PVC piping, was performed by City staff. A solicitation of construction bids was publicly advertised and three suppliers submitted bids. Based upon the bid results, the alternate PVC piping option was not selected.

This project is currently budgeted and the proposed expenditure is within the budgeted amount. Attached is a copy of the bid tabulation and an itemized breakdown of pipe and fitting purchase by supplier. Criteria to select the lowest responsive and responsible bidder was based on both price and ability to meet the City's stated delivery schedule. Time is of the essence for this project in order for its completion before high season wastewater flows, and the suppliers selected were the lowest bidders who could deliver the materials timely.

WHY - To allow the City Manager to issue three material purchase orders with the following suppliers and amounts: Ferguson Waterworks - \$91,114.55, Fortiline Inc. - \$91,269.79 and Lanier Municipal Supply, Inc. - \$134,615.00. The total amount of City purchased materials will be \$316,999.34.

WHAT - To allow timely replacement of the corroded piping and make piping provisions to avoid influent pumping station by-pass pumping costs in this and future maintenance projects.

## RESOLUTION 18-15

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF PIPING REPLACEMENT MATERIALS FOR THE CITY'S WASTEWATER TREATMENT FACILITY FROM THREE DIFFERENT VENDORS IN THE TOTAL AMOUNT OF \$316,999.34 AS MORE PARTICULARLY SET FORTH IN THE RESOLUTION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

**BE IT RESOLVED** that:

1. the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Ferguson Waterworks in the basic amount of Ninety One Thousand One Hundred Fourteen Dollars and Fifty-Five Cents (\$91,114.55), relating to the purchase of piping replacement materials for the City's Wastewater Treatment Facility, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval;
2. the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Fortiline Inc. in the amount of Ninety One Thousand Two Hundred Sixty Nine Dollars and Seventy-Nine Cents (\$91,269.79) relating to the purchase of piping replacement materials for the City's Wastewater Treatment Facility, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval; and
3. the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Lanier Municipal Supply, Inc. in the amount of One Hundred Thirty

Four Thousand Six Hundred Fifteen Dollars (\$134,615), relating to the purchase of influent piping replacement for the City's Wastewater Treatment Facility, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in regular session this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk

Resolution 18-15

CONSENT



CITY OF PANAMA CITY BEACH  
 BID TABULATION FOR  
 PANAMA CITY BEACH - WWTF INFLUENT PIPING REPLACEMENT - PIPE AND FITTINGS  
 OCTOBER 31, 2017 - 2:30 P.M.

Item No. Description Unit Quantity  
 PART 1 - PIPING, FITTINGS AND VALVES

BIDDER										
				Ferguson Waterworks		Fortline Waterworks		Lanier Municipal Supply, Inc.		
				133 Shannon Lane, Santa Rosa Beach, FL 32549		1417 Transmitter Rd Panama City, FL 32405		6998 Hwy 77, Southport, FL 32409		
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	
1	<u>6-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>									
	A. 18 LF MJ x PE	EA	5	\$ 691.00	\$ 3,455.00	No Bid		\$ 50.27	\$ 4,524.30	
	B. 20 LF MJ by PE	EA	5	No Bid		\$ 43.56	\$ 4,356.00	\$ 50.27	\$ 5,027.00	
2	<u>12-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>									
	A. 18 LF MJ x PE	EA	5	\$ 1,360.00	\$ 6,800.00	No Bid		\$ 53.00	\$ 4,770.00	
	B. 20 LF MJ x PE	EA	5	No Bid		\$ 90.05	\$ 9,005.00	\$ 53.00	\$ 5,300.00	
	C. 17.5 LF Flange x PE	EA	1	\$ 1,502.75	\$ 1,502.75	\$ 1,626.26	\$ 1,626.26	\$ 1,796.00	\$ 1,796.00	
3	<u>14-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>									
	A. 20 LF Rest. Push-On x PE	EA	1	\$ 1,210.00	\$ 1,210.00	\$ 61.94	\$ 1,238.80	\$ 143.63	\$ 2,872.60	
4	<u>30-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>									
	A. 20 LF Rest. Push-On x PE	EA	16	\$ 4,245.00	\$ 67,920.00	\$ 182.79	\$ 58,492.80	\$ 146.45	\$ 46,864.00	
5	<u>36-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>									
	A. 20 LF Rest. Push-On x PE	EA	4	\$ 4,448.00	\$ 17,792.00	\$ 180.33	\$ 14,426.40	\$ 202.22	\$ 16,177.60	
	B. 17.5 LF Flange x PE	EA	2	\$ 6,551.00	\$ 13,102.00	\$ 186.21	\$ 6,517.35	\$ 6,970.00	\$ 13,940.00	
6	<u>48-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>									
	A. 20 LF Rest. Push-On x PE	EA	1	\$ 7,075.00	\$ 7,075.00	\$ 333.46	\$ 6,669.20	\$ 363.88	\$ 7,277.60	
	Indicate delivery time in calendar days after shop dwg. approval (applies to Base Bid Item 6 only)									
					70		35-70		30-60	
7	<u>Ductile Iron Fittings Mechanical Joint Fittings with Epoxy Liner</u>									
	A. 90 Degree Bend									
	6-inch	EA	6	\$ 117.00	\$ 702.00	\$ 111.55	\$ 669.30	\$ 140.00	\$ 840.00	
	12-inch	EA	6	\$ 293.00	\$ 1,758.00	\$ 280.13	\$ 1,680.78	\$ 349.00	\$ 2,094.00	
	16-inch	EA	2	\$ 522.00	\$ 1,044.00	\$ 495.40	\$ 990.80	\$ 605.00	\$ 1,210.00	
	18-inch	EA	2	\$ 624.00	\$ 1,248.00	\$ 591.85	\$ 1,183.70	\$ 710.00	\$ 1,420.00	
	20-inch	EA	2	\$ 776.00	\$ 1,552.00	\$ 737.51	\$ 1,475.02	\$ 904.00	\$ 1,808.00	
	24-inch	EA	2	\$ 1,104.00	\$ 2,208.00	\$ 1,047.83	\$ 2,095.66	\$ 1,300.00	\$ 2,600.00	
	30-inch	EA	4	\$ 1,813.00	\$ 7,252.00	\$ 1,721.31	\$ 6,885.24	\$ 2,100.00	\$ 8,400.00	
	36-inch	EA	2	\$ 2,712.00	\$ 5,424.00	\$ 2,573.72	\$ 5,147.44	\$ 3,200.00	\$ 6,400.00	

CONSENT  
 AGENDA ITEM # 8

**CITY OF PANAMA CITY BEACH  
 BID TABULATION FOR  
 PANAMA CITY BEACH - WWTF INFLUENT PIPING REPLACEMENT - PIPE AND FITTINGS  
 OCTOBER 31, 2017 - 2:30 P.M.**

Item No.	Description	Unit	Quantity	BIDDER							
				Ferguson Waterworks		Fortline Waterworks		Lanier Municipal Supply, Inc.			
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount		
PART 1 - PIPING, FITTINGS AND VALVES (contd)											
7	<u>Ductile Iron Fittings Mechanical Joint Fittings with Epoxy Liner (contd)</u>										
	B. 45 Degree Bend										
	6-inch EA	3	\$ 107.00	\$ 321.00	\$ 102.32	\$ 306.96	\$ 135.00	\$ 405.00			
	12-inch EA	1	\$ 267.00	\$ 267.00	\$ 253.01	\$ 253.01	\$ 315.00	\$ 315.00			
	16-inch EA	2	\$ 441.00	\$ 882.00	\$ 418.80	\$ 837.60	\$ 520.00	\$ 1,040.00			
	18-inch EA	2	\$ 513.00	\$ 1,026.00	\$ 487.57	\$ 975.14	\$ 610.00	\$ 1,220.00			
	20-inch EA	2	\$ 622.00	\$ 1,244.00	\$ 590.17	\$ 1,180.34	\$ 725.00	\$ 1,450.00			
	24-inch EA	2	\$ 819.00	\$ 1,638.00	\$ 776.92	\$ 1,553.84	\$ 930.00	\$ 1,860.00			
	30-inch EA	2	\$ 1,573.00	\$ 3,146.00	\$ 1,492.90	\$ 2,985.80	\$ 1,850.00	\$ 3,700.00			
	36-inch EA	4	\$ 2,208.00	\$ 8,832.00	\$ 2,094.82	\$ 8,379.28	\$ 2,599.00	\$ 10,396.00			
	C. 22-1/2 Degree Bend										
	6-inch EA	2	\$ 104.00	\$ 208.00	\$ 98.97	\$ 197.94	\$ 125.00	\$ 250.00			
	12-inch EA	2	\$ 249.00	\$ 498.00	\$ 236.80	\$ 473.60	\$ 295.00	\$ 590.00			
	16-inch EA	2	\$ 418.00	\$ 836.00	\$ 408.73	\$ 817.46	\$ 510.00	\$ 1,020.00			
	18-inch EA	2	\$ 510.00	\$ 1,020.00	\$ 485.05	\$ 970.10	\$ 601.00	\$ 1,202.00			
	20-inch EA	2	\$ 646.00	\$ 1,292.00	\$ 613.38	\$ 1,226.76	\$ 765.00	\$ 1,530.00			
	24-inch EA	2	\$ 798.00	\$ 1,596.00	\$ 758.47	\$ 1,516.94	\$ 935.00	\$ 1,870.00			
	30-inch EA	2	\$ 1,380.00	\$ 2,760.00	\$ 1,318.73	\$ 2,637.46	\$ 1,640.00	\$ 3,280.00			
	D. Wye										
	36 inch EA	1	\$ 11,600.00	\$ 11,600.00	\$ 13,850.45	\$ 13,850.45	\$ 9,000.00	\$ 9,000.00			
	36x14 inch EA	1	\$ 11,250.00	\$ 11,250.00	\$ 16,301.16	\$ 16,301.16	\$ 13,103.00	\$ 13,103.00			
	48x36 inch EA	1	\$ 23,000.00	\$ 23,000.00	\$ 16,922.35	\$ 16,922.35	\$ 29,575.42	\$ 29,575.42			
	E. Concentric Reducer										
	12x14 inch EA	1	\$ 298.00	\$ 298.00	\$ 273.70	\$ 273.70	\$ 392.45	\$ 392.45			
	36x48 inch EA	1	\$ 6,500.00	\$ 6,500.00	\$ 3,614.84	\$ 3,614.84	\$ 2,579.00	\$ 2,579.00			
	F. Tee										
	30-inch EA	1	\$ 2,525.00	\$ 2,525.00	\$ 2,319.03	\$ 2,319.03	\$ 2,903.25	\$ 2,903.25			
8	<u>Mechanical Joint Gate Valve</u>										
	30-inch EA	2	\$ 23,705.00	\$ 47,410.00	\$ 26,245.54	\$ 52,491.08	\$ 27,185.00	\$ 54,370.00			
	Indicate delivery time in calendar days after shop dwg. approval (applies to Base Bid Item 8 only)			21		60		30			
9	<u>Mechanical Joint Plug</u>										
	36-inch EA	1	\$ 1,698.00	\$ 1,698.00	\$ 853.81	\$ 853.81	\$ 2,387.95	\$ 2,387.95			
10	<u>Mechanical Joint Solid Sleeve (Long)</u>										
	30-inch EA	2	\$ 1,404.00	\$ 2,808.00	\$ 732.17	\$ 1,464.34	\$ 1,810.00	\$ 3,620.00			
	36-inch EA	1	\$ 1,835.00	\$ 1,835.00	\$ 921.74	\$ 921.74	\$ 2,225.00	\$ 2,225.00			

CONSENT  
 AGENDA ITEM # 8



CITY OF PANAMA CITY BEACH  
 BID TABULATION FOR  
 PANAMA CITY BEACH - WWTF INFLUENT PIPING REPLACEMENT - PIPE AND FITTINGS  
 OCTOBER 31, 2017 - 2:30 P.M.

Item No. Description Unit Quantity  
 PART 1 - PIPING, FITTINGS AND VALVES (contd)

11 Ductile Iron Flanged Fittings with Epoxy Liner  
 A. 30 Inch 90 Degree Bend EA 1

12 Restrainers  
 A. MJ Pipe Joint and Fitting Type

B. PVC Pipe Joint Type

C. PVC Pipe to MJ Fitting Type

Unit	Quantity
EA	1
EA	8
EA	2
EA	4
EA	4
EA	4
EA	4
EA	26
EA	16
EA	3
EA	4
EA	4
EA	4
EA	4
EA	4
EA	9
EA	4
EA	5
EA	2
EA	4
EA	4
EA	4
EA	4
EA	26
EA	16

BIDDER									
Ferguson Waterworks		Fortline Waterworks		Lanier Municipal Supply, Inc.					
133 Shannon Lane, Santa Rosa Beach, FL 32549		1417 Transmitter Rd Panama City, FL 32405		6998 Hwy 77, Southport, FL 32409					
Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount				
\$ 2,705.00	\$ 2,705.00	\$ 2,478.95	\$ 2,478.95	\$ 3,353.45	\$ 3,353.45				
\$ 84.10	\$ 672.80	\$ 89.60	\$ 716.80	\$ 104.06	\$ 832.48				
\$ 105.00	\$ 210.00	\$ 112.35	\$ 224.70	\$ 125.41	\$ 250.82				
\$ 143.00	\$ 572.00	\$ 153.10	\$ 612.40	\$ 173.64	\$ 694.56				
\$ 193.00	\$ 772.00	\$ 205.32	\$ 821.28	\$ 222.63	\$ 890.52				
\$ 325.00	\$ 1,300.00	\$ 346.82	\$ 1,387.28	\$ 355.41	\$ 1,421.64				
\$ 745.00	\$ 19,370.00	\$ 795.05	\$ 20,671.30	\$ 795.92	\$ 20,693.92				
\$ 915.00	\$ 14,640.00	\$ 978.59	\$ 15,657.44	\$ 958.10	\$ 15,329.60				
\$ 108.00	\$ 324.00	\$ 152.54	\$ 457.62	\$ 93.58	\$ 280.74				
\$ 284.00	\$ 1,136.00	\$ 302.39	\$ 1,209.56	\$ 205.47	\$ 821.88				
\$ 315.00	\$ 1,260.00	\$ 328.55	\$ 1,314.20	\$ 249.64	\$ 998.56				
\$ 575.00	\$ 2,300.00	\$ 600.20	\$ 2,400.80	\$ 399.41	\$ 1,597.64				
\$ 1,150.00	\$ 10,350.00	\$ 1,205.10	\$ 10,845.90	\$ 796.44	\$ 7,167.96				
\$ 1,550.00	\$ 6,200.00	\$ 1,591.63	\$ 6,366.52	\$ 975.54	\$ 3,902.16				
\$ 93.00	\$ 465.00	\$ 116.25	\$ 581.25	\$ 112.30	\$ 561.50				
\$ 139.00	\$ 278.00	\$ 147.90	\$ 295.80	\$ 158.76	\$ 317.52				
\$ 182.00	\$ 728.00	\$ 193.40	\$ 773.60	\$ 207.45	\$ 829.80				
\$ 220.00	\$ 880.00	\$ 233.65	\$ 934.60	\$ 245.21	\$ 980.84				
\$ 315.00	\$ 1,260.00	\$ 331.89	\$ 1,327.56	\$ 341.27	\$ 1,365.08				
\$ 810.00	\$ 21,060.00	\$ 1,393.44	\$ 36,229.44	\$ 858.95	\$ 22,332.70				
\$ 1,080.00	\$ 17,280.00	\$ 1,791.93	\$ 28,670.88	\$ 1,040.65	\$ 16,650.40				

CONSENT  
 AGENDA ITEM #

8

CITY OF PANAMA CITY BEACH  
 BID TABULATION FOR  
 PANAMA CITY BEACH - WWTF INFLUENT PIPING REPLACEMENT - PIPE AND FITTINGS  
 OCTOBER 31, 2017 - 2:30 P.M.

Item No.	Description	Unit	Quantity	BIDDER							
				Ferguson Waterworks		Fortiline Waterworks		Lanier Municipal Supply, Inc.			
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount		
ALTERNATE BID											
1	12-inch C-900 DR 18 A. 20 LF Bell x PE	EA	5	\$ 350.00	\$ 1,750.00	\$ 18.26	\$ 1,826.00	\$ 19.60	\$ 1,960.00		
2	14-inch C-900 DR 18 A. 20 LF Bell x PE	EA	1	\$ 685.00	\$ 685.00	\$ 26.04	\$ 520.80	\$ 30.15	\$ 603.00		
3	30-inch C-905 DR 18 A. 20 LF Bell x PE	EA	15	\$ 2,734.00	\$ 41,010.00	No Bid		\$ 248.82	\$ 74,646.00		
4	36-inch C905 PVC DR 25 A. 20 LF Bell x PE	EA	4	\$ 3,080.00	\$ 12,320.00	No Bid		\$ 758.42	\$ 60,673.60		
5	48-inch C905 PVC DR 25 A. 20 LF Bell x PE Indicate delivery time in calendar days after shop dwg. approval (applies to Alternate Bid Item 5 only)	EA	2	\$ 7,350.00	\$ 14,700.00	No Bid	No Bid	\$ 2,323.15	\$ 92,926.00		30-60
PART 2 - STAINLESS STEEL PIPE AND FITTINGS											
1	Stainless Steel Pipe and Fittings										
	A. 14-inch Schedule 40 Flange by Plain End with Loose Flange 12 Feet Long	EA	6	\$ 6,610.00	\$ 39,660.00	\$ 7,769.33	\$ 46,615.98	\$ 4,398.00	\$ 26,388.00		
	B. 12-inch Schedule 40 Flange by Plain End with Loose Flange 3 Feet Long	EA	6	\$ 2,011.00	\$ 12,066.00	\$ 2,236.00	\$ 13,416.00	\$ 5,809.00	\$ 34,854.00		
	C. 12x14 inch Schedule 40 Flanged Concentric Reducer	EA	6	\$ 3,215.00	\$ 19,290.00	\$ 2,896.25	\$ 17,377.50	\$ 1,900.00	\$ 11,400.00		
	D. 12-inch Schedule 40 Flanged Long Radius 90 Degree Bend	EA	6	\$ 2,400.00	\$ 14,400.00	\$ 2,533.75	\$ 15,202.50	\$ 1,525.00	\$ 9,150.00		

CONSENT  
 AGENDA ITEM #

8

CITY OF PANAMA CITY BEACH  
 SUPPLIER ITEMIZATION FROM BID RESULTS  
 PANAMA CITY BEACH - WWTF INFLUENT PIPING REPLACEMENT - PIPE AND FITTINGS

Item No.	Description	Unit	Quantity	Unit Price	Total	Vendor
<b>PART 1 - PIPING, FITTINGS AND VALVES</b>						
1	<u>6-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>					
	A. 18 LF MJ by PE	EA	5	\$ 691.00	\$ 3,455.00	Ferguson
	B. 20 LF MJ by PE	EA	5			
2	<u>12-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>					
	A. 18 LF MJ x PE	EA	5	\$ 53.00	\$ 4,770.00	Lanier
	B. 20 LF MJ x PE	EA	5			
	C. 17.5 LF Flange x PE	EA	1	\$ 1,502.75	\$ 1,502.75	Ferguson
3	<u>14-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>					
	A. 20 LF Rest. Push-On x PE	EA	1	\$ 1,210.00	\$ 1,210.00	Ferguson
4	<u>30-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>					
	A. 20 LF Rest. Push-On x PE	EA	16	\$ 2,929.00	\$ 46,864.00	Lanier
5	<u>36-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>					
	A. 20 LF Rest. Push-On x PE	EA	4	\$ 180.33	\$ 14,426.40	Fortiline
	B. 17.5 LF Flange x PE	EA	2	\$ 6,970.00	\$ 13,940.00	Lanier
6	<u>48-inch Ductile Iron Pipe (Gauged) with Epoxy Liner</u>					
	A. 20 LF Rest. Push-On x PE	EA	1	\$ 333.46	\$ 6,669.20	Fortiline
7	<u>Ductile Iron Fittings Mechanical Joint Fittings with Epoxy Liner</u>					
	A. 90 Degree Bend					
	6-inch	EA	6	\$ 111.55	\$ 669.30	Fortiline
	12-inch	EA	6	\$ 280.13	\$ 1,680.78	Fortiline
	30-inch	EA	4	\$ 1,721.31	\$ 6,885.24	Fortiline
	36-inch	EA	2	\$ 2,573.72	\$ 5,147.44	Fortiline
	B. 45 Degree Bend					
	6-inch	EA	3	\$ 102.32	\$ 306.96	Fortiline
	12-inch	EA	1	\$ 253.01	\$ 253.01	Fortiline
	30-inch	EA	2	\$ 1,492.90	\$ 2,985.80	Fortiline
	36-inch	EA	4	\$ 2,094.82	\$ 8,379.28	Fortiline
	C. 22-1/2 Degree Bend					
	30-inch	EA	2	\$ 1,318.73	\$ 2,637.46	Fortiline
	D. Wye					
	36 inch	EA	1	\$ 9,000.00	\$ 9,000.00	Lanier
	36x14 inch	EA	1	\$ 13,103.00	\$ 13,103.00	Lanier
	48x36 inch	EA	1	\$ 16,922.35	\$ 16,922.35	Fortiline
7	<u>Ductile Iron Fittings Mechanical Joint Fittings with Epoxy Liner (contd)</u>					
	E. Concentric Reducer					
	12x14 inch	EA	1	\$ 273.70	\$ 273.70	Fortiline
	36x48 inch	EA	1	\$ 2,579.00	\$ 2,579.00	Fortiline
	F. Tee					
	30-inch	EA	1	\$ 2,319.03	\$ 2,319.03	Fortiline
8	<u>Mechanical Joint Gate Valve</u>					
	30-inch	EA	2	\$ 23,705.00	\$ 47,410.00	Ferguson
9	<u>Mechanical Joint Plug</u>					
	36-inch	EA	1	\$ 853.81	\$ 853.81	Fortiline
10	<u>Mechanical Joint Solid Sleeve (Long)</u>					
	30-inch	EA	2	\$ 732.17	\$ 1,464.34	Fortiline
	36-inch	EA	1	\$ 921.74	\$ 921.74	Fortiline



CITY OF PANAMA CITY BEACH  
 SUPPLIER ITEMIZATION FROM BID RESULTS  
 PANAMA CITY BEACH - WWTF INFLUENT PIPING REPLACEMENT - PIPE AND FITTINGS

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>	<u>Vendor</u>
PART 1 - PIPING, FITTINGS AND VALVES (Contd)						
11	<u>Ductile Iron Flanged Fittings with Epoxy Liner</u> A. 30 inch 90 Degree Bend	EA	1	\$ 2,478.95	\$ 2,478.95	Fortiline
12	<u>Restrainers</u> A. MJ Pipe Joint and Fitting Type					
	12-inch	EA	8	\$ 84.10	\$ 672.80	Ferguson
	14-inch	EA	2	\$ 105.00	\$ 210.00	Ferguson
	16-inch	EA	4	\$ 143.00	\$ 572.00	Ferguson
	18-inch	EA	4	\$ 193.00	\$ 772.00	Ferguson
	24-inch	EA	4	\$ 325.00	\$ 1,300.00	Ferguson
	30-inch	EA	26	\$ 745.00	\$ 19,370.00	Ferguson
	36-inch	EA	16	\$ 915.00	\$ 14,640.00	Ferguson
PART 2 - STAINLESS STEEL PIPE AND FITTINGS						
1	<u>Stainless Steel Pipe and Fittings</u>					
	A. 14-inch Schedule 40 Flange by Plain End with Loose Flange 12 Feet Long	EA	6	\$ 4,398.00	\$ 26,388.00	Lanier
	B. 12-inch Schedule 40 Flange by Plain End with Loose Flange 3 Feet Long	EA	6	\$ 2,236.00	\$ 13,416.00	Fortiline
	C. 12x14 inch Schedule 40 Flanged Concentric Reducer	EA	6	1900	\$ 11,400.00	Lanier
	D.12-inch Schedule 40 Flanged Long Radius 90 Degree Bend	EA	6	1525	\$ 9,150.00	Lanier
	Ferguson	\$		91,114.55		
	Fortiline	\$		91,269.79		
	Lanier	\$		134,615.00		
		\$		316,999.34		

8

# Consent Agenda

## Item 9



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Parks and Recreation

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

The Parks and Recreation staff recommends the council authorize the City to contract with the only responsive bidder, Southeastern Turf in the amount of \$80,820.50 for Soil Conditioning Chemicals.

**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)**

On November 2, 2017 the Parks and Recreation Department received one sealed bid for the purchase of "Soil Conditioning Chemicals." The only responsive bid was from Southeastern Turf for a total of \$80,820.50.

Three different chemicals were part of the bid:

JAD Global Invigorate Soil Conditioner-100 gallons:	\$14,985.00
Menefee Humate SeaMate Sprayable- 350 pounds:	\$9,747.500
Timac Agro Physiocal 3-0-0 with SeaActive -79,200lbs	
1440 x 55 # bags- 3 deliveries of 480 bags:	\$56,088.00
Total: \$80,820.50	

This purchase was planned for in the adopted 2017-2018 budget.

9

**RESOLUTION 18-16**

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF SOIL CONDITIONING CHEMICALS FOR THE CITY'S PARKS AND RECREATION DEPARTMENT FROM SOUTHEASTERN TURF FOR \$80,820.50; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

**BE IT RESOLVED** that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Southeastern Turf, relating to the purchase of soil conditioning chemicals for the City's Parks and Recreation Department in the basic amount of Eighty Thousand Eight Hundred Twenty Dollars and Fifty Cents (\$80,820.50), in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in regular session this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk

Resolution 18-16  
CONSENT  
AGENDA ITEM # \_\_\_\_\_



## CITY OF PANAMA CITY BEACH BID TABULATION

Bidder	Address	Information	Price
Southeastern Turf	6942 Phillips Parkway Dr. N Jacksonville, FL 32256	Per specs	Invigorate 100 gal-\$14,985 SeaMate-350lbs-\$9747.50 Physiocal 77,200lbs- \$56,088 <b>Total bid: \$80,820.50</b>

CONSENT  
AGENDA ITEM #

9



## BID PROPOSAL FORM

TO: City of Panama City Beach, Florida

SUBMITTED: October 27, 2017.

### Soil Conditioning Chemicals

The Undersigned, as Bidder, hereby declares that they have examined the bid specifications and informed themselves fully in regard to all conditions pertaining to the proposal submitted.

The Bidder proposes and agrees, if this proposal is accepted, to provide the listed chemical to the **City of Panama City Beach** for the proposed amount, in full and complete accordance with the shown, noted, described and reasonably intended requirements of the specifications to the full and entire satisfaction of the City of Panama City Beach, Florida.

### PRODUCT BID AMOUNTS:

JAD Global Invigorate Soil Conditioner-100 gallons: \$ 14,985.00

Menefee Humate SeaMate Sprayable- 350 pounds: \$ 9,747.50

Timac Agro Physioical 3-0-0 with SeaActive -79,200lbs  
1440 x 55 # bags- 3 deliveries of 480 bags: \$ 56,088.00

Southeastern Turf Grass Supply Inc.

BY: Jonathan C. Wicker TITLE: President

ADDRESS: 6942 Philips Parkway Dr N. CITY: Jacksonville STATE: FL ZIP: 32256

EMAIL ADDRESS: gcarlton1@mac.com or jcwicker@mac.com

PHONE: (904) 260-8565

SIGNATURE - (Confirming all information above is correct) \_\_\_\_\_

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

# Consent Agenda

## Item 10\*



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Public Works/Kelly Jenkins

2. MEETING DATE:

11/09/2017

3. REQUESTED MOTION/ACTION:

Approve the purchase of a 2018 Ram 4x4 and associated equipment in the amount of \$24,304.00

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 budgeted a new truck for the Public Works Field Inspector. This new truck was listed on the Bid Award by the Cooperative Purchasing Program for the Florida Sheriffs Association & Florida Association of Counties (effective Oct 13, 2017 to Sept 30, 2018). We received a quote from AutoNation in Pembroke Pines, FL that met our specifications in the amount of \$24,304.00 (see attached).

This vehicle is currently budgeted and the proposed expenditure is within budget. Therefore, staff recommends purchasing this vehicle from AutoNation in the amount of \$24,304.00.

CONSENT  
AGENDA ITEM # 10

**RESOLUTION 18-17**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING THE PURCHASE OF 2018 RAM 1500 QUAD CAB 4X4, DS6L41, FROM AUTONATION CHRYSLER DODGE JEEP RAM PEMBROKE PINES IN THE BASIC AMOUNT OF \$24,304; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Autonation Chrysler Dodge Jeep Ram Pembroke Pines, relating to the purchase of a 2018 RAM 1500 Quad Cab Truck for Public Works Department, in the basic amount of Twenty Four Thousand, Three Hundred Four Dollars (\$24,304), on substantially the terms and conditions of the quote attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in regular session this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk



# Regular Agenda

## Item 1



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department/Mel Leonard

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

It is requested that the City Council consider ordinance 1426 that has been recommended by the Planning Board regarding "podium requirements" of the FBO-1 Overlay District.

**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)**

At their July 10, 2017 meeting, the Planning Board was approached by Mr. Dan Jackson (local home builder) who asked that the podium requirements be revisited as it added expense and delays particularly on narrower lots. The floor area of upper floors of multistory dwellings in the FBO Districts are restricted to no more than 75% of the floor area of the ground floor/story. The purpose is to create more interesting looking structures and to provide some limited view corridors. The Planning Board determined that such requirements caused increased limitations on construction on smaller lots that already have development challenges resulting from limited space.

The Planning Board considered this item at their July 10, 2017 meeting and recommended exempting lots narrower than 55 feet and located in any FBO District. Upon review of the FBO District map, it was apparent that almost all of the potentially applicable properties were located in the FBO-1 District. As such, the proposed ordinance departs from the Planning Board recommendation by only applying to the FBO-1 District rather than all FBO Districts as recommended by the Board. There are approximately 100 residential lots less than 55 feet in width and located in the FBO-1 District. The locations of these lots are confined to the following areas three areas: Beach Boulevard, Pier Park and near S. Wells Street.

The City Council considered the ordinance at a first reading held on September 28, 2017.

Notice of 2nd reading and public hearing on the ordinance was published in the News Herald on October 24, 2017.

ORDINANCE NO. 1426

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO PODIUM STANDARDS; PROVIDING THAT THE PODIUM STANDARDS SHALL NOT APPLY TO LOTS IN THE FBO-1 DISTRICT HAVING A WIDTH LESS THAN 55 FEET; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

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 7.02.03 H 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 ~~struckthrough~~):

**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. In each of the districts, additional height may be achieved through incentives established in Section 4.02.02E.
3. 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 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. The **City Manager** is authorized to modify the **Setback** and podium standards for **Buildings** receiving height incentives to provide architectural flexibility while achieving the purposes of the FBO-3 and

Ordinance 1426

Page 1 of 5

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



FBO-4 districts and retaining the net impact of reducing the average floor area of all **Stories** above the required podium by twenty-five (25) percent of the ground floor area.

4. 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 **Low Density 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** 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.
5. 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.
6. In the FBO-1 district the width of the **building above the second** ~~third~~ **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 55 feet, as measured perpendicular to the lot's primary frontage road.**

**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 without Incentives	35	45	75	150
Maximum with Incentives	45	65	110	220

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.4.

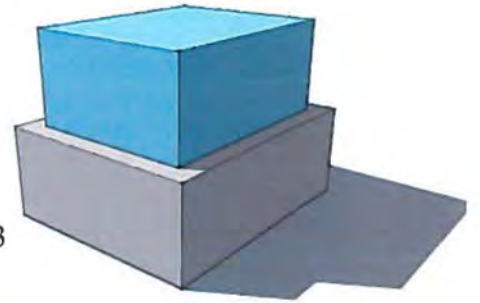
**Table 7.02.03.I: Podium Standards**

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 <b>Stories</b>
FBO-2	45 feet or four <b>Stories</b>
FBO-3	120 feet or 10 <b>Stories</b>
FBO-4	120 feet or 10 <b>Stories</b>

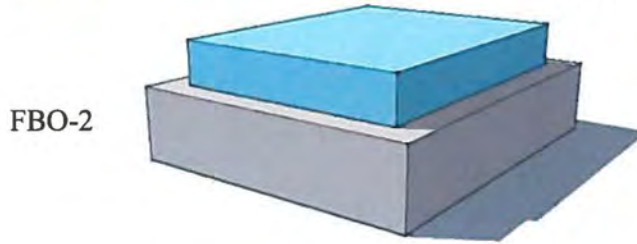
**Podium and Upper Story Illustrations**



FBO-1

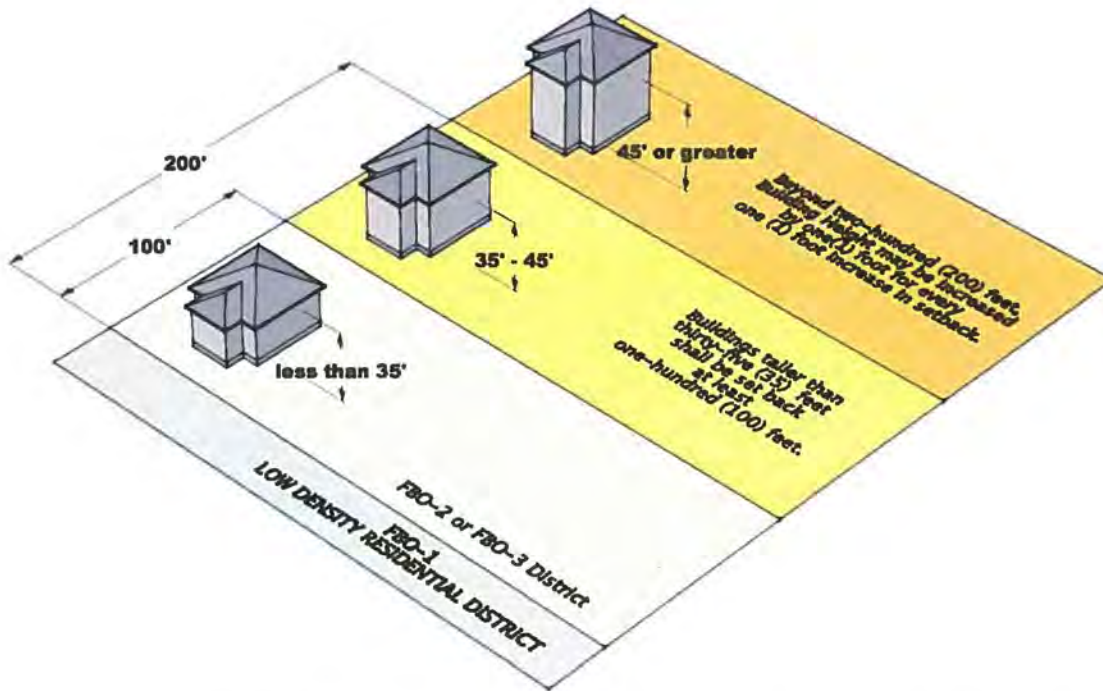


FBO-3



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  
\_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

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

EXAMINED AND APPROVED by me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Posted on pcbgov.com on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Ordinance 1426  
Page 5 of 5

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

# Regular Agenda

## Item 2



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

It is requested that the City Council consider second reading and adoption of ordinance 1437 amending the requirements related to the location of surface parking spaces for Gulf-front properties in the FBO-4 Overlay District.

**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)**

This issue was mentioned at the City Council - Planning Board workshop. Section 7.02.03.J.2 of the Land Development Code requires surface parking areas to be located in the rear yard or in a side yard provided that the side yard width does not exceed 100 feet or fifty (50) percent of the width of the Lot or Parcel whichever is less. The purpose is to not allow the street to be lined with parking lots which is counterproductive to creating a bicycle/pedestrian friendly environment along Front Beach Road. However, placing vehicles on a surface parking lot between the building and the Gulf detracts from the scenic views of the water that most Gulf-front businesses want to enhance. To maintain a street-edge that is bicycle/pedestrian friendly, the Planning Board recommended a decorative wall or hedge (not exceeding 42 inches) along the front property line in instances where parking is placed in the front or side yards in excess of the current restrictions.

The Planning Board recommended approval (7-0) of this item at their March 13, 2017 meeting. The City Council considered the ordinance at a first reading held on October 12, 2017.

Notice of 2nd reading and public hearing on the ordinance was published in the News Herald on October 24, 2017.

AGENDA ITEM # 2

ORDINANCE NO. 1437

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO SURFACE PARKING STANDARDS IN THE FRONT BEACH OVERLAY DISTRICT; PROVIDING THAT GULF FRONT LOTS IN FBO-4 MAY LOCATE THEIR PARKING AREAS IN SIDE AND FRONT YARDS PROVIDED THAT A DECORATIVE WALL OR HEDGE IS INSTALLED ALONG THE FRONT PROPERTY LINE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City's Land Development Code requires surface parking areas in the Front Beach Overlay District be located in rear or side yards in order to minimize the parking of cars adjacent to the pedestrian and bicycle corridor; and

WHEREAS, on Gulf-front lots, placing parking in rear yards detracts from the scenic view of the water that many Gulf-front property owners wish to enhance; and

WHEREAS, the Council finds and determines that the interests of pedestrians and property owners may be balanced by requiring the installation of a fence or hedge along the front property line of any parking area located on in the front yard of a Gulf-front lot in the FBO-4.

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 7.02.03J of the Land Development Code of the City of Panama City Beach related to Surface Parking Standards, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

Ordinance 1437  
Page 1 of 3

AGENDA ITEM # 2

**7.02.03 J. Surface Parking Standards**

1. Surface parking shall comply with the standards in sections 4.05.00 and 4.06.00, except as otherwise provided herein.

2. Surface parking areas located on-site shall be located in the rear *Yard* or in a *Side Yard* location provided that the *Side Yard* width does not exceed 100 feet or fifty (50) percent of the width of the *Lot* or *Parcel*, whichever is less. On gulf-front lots in FBO-4, on-site surface parking areas may be located in a Front or Side Yard provided that a decorative wall or hedge, not exceeding 42 inches in height, is installed along the front property line.

3. As shown in Figure 7.02.03.B-E, surface or garage parking for *Single Family Residential* lots along Front Beach Road shall be accessed from a side *Street*, rear *Street* or *Alley*, if available. Where side or rear *Access* is not available, garages and *Parking Spaces* shall be located behind the front of the *Building* in accordance with the figures.

4. Parking for lots with direct access to Front Beach Road, South Thomas Drive or Arnold Road shall be designed to enable drivers to enter and leave the lots in a forward gear. Figure 7.02.03.E shows sample *Driveway* configurations that enable compliance with this provision.

[illustrations not amended or included]

...

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  
\_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

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

EXAMINED AND APPROVED by me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Posted on pcbgov.com on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Ordinance 1437  
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AGENDA ITEM # \_\_\_\_\_

2

# Regular Agenda

## Item 3



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

The City Council is requested to conduct a 1st reading of the proposed changes regarding height, side yard setbacks, location of windows in certain circumstances and human habitation of an accessory structure.

**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)**

A recent variance request brought up two issues that may need attention. The LDC currently states that an accessory structure is prohibited from being used for human habitation. However, such use should be allowed on parcels in zoning districts where more than one dwelling is permissible. Additionally, the LDC requires an accessory structure greater than one-story in height to be ten (10) feet from side and rear property lines. However, in some zoning districts, a two-story principal structure is permitted to be only 7.5 feet from a side property line. The proposed change will allow an accessory structure to have the same side yard setbacks as the principal structure.

The Planning Board considered this item at their October 9, 2017 meeting and recommended approval (7-0) with the following additional changes:

1. The height of an accessory structure shall not exceed the height of the principal structure; and,
2. An accessory structure used for human habitation and greater than one-story in height shall not be constructed with windows on the second story facing the rear property line or the closest side property line.

The two additional changes recommended by the Planning Board provides increased compatibility and privacy standards to adjoining properties. Because of these changes, the Council may want to additionally consider amending the rear yard setback for accessory structures greater than one-story in height to match that of the side yard setbacks.

The notice of the public hearing and first reading of the ordinance was published in the News Herald on November 1, 2017.

ORDINANCE NO. 1441

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO ACCESSORY USES; AMENDING THE DEFINITION OF ACCESSORY STRUCTURE TO PERMIT ACCESSORY STRUCTURES USED FOR HUMAN HABITATION; CONFORMING SECTION 5.02.1.D.3 TO CONFORM WITH SECTION 4.02.01 THAT PROVIDES THAT ACCESSORY BUILDINGS SHALL BE SUBJECT TO FRONT AND SIDE SETBACKS ESTABLISHED FOR THE PRINCIPAL BUILDING; PROVIDING THAT ACCESSORY STRUCTURES SHALL NOT EXCEED THE HEIGHT OF THE PRINCIPAL STRUCTURES; PROHIBITING WINDOWS FACING CERTAIN LOT LINES ON UPPER STORIES OF ACCESSORY STRUCTURES USED FOR HUMAN HABITATION; 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 1.07.02 of the Land Development Code of the City of Panama City Beach related to Definitions, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

**1.07.02 Definitions**

As used in the *LDC*, the following terms shall have the meanings assigned to them. When one or more defined terms are used together, their meanings shall also be combined as the context shall require or permit. All terms not specifically defined shall carry their usual and customary meanings. Undefined terms indigenous to a trade, industry or profession shall be defined when used in such context in accordance with their usual and customary understanding in the trade, industry or profession to which they apply. **Accessory Use** – A **Use** or structure which is incidental and subordinate to the **Principal Use**

Page 1 of 4  
Ordinance 1441

or structure and which is located on the same **Lot** as the **Principal Use** or structure and subject to the provisions of section 5.02.00.

...

**Accessory Use** – A **Use** or structure which is incidental and subordinate to the **Principal Use** or structure and which is located on the same **Lot** as the **Principal Use** or structure and subject to the provisions of section 5.02.00.

**Accessory Structure** means, a structure that is located on the same **Parcel** of property as the **Principal Structure**, the **Use** of which is incidental to the **Use** of the **Principal Structure** and subject to the provisions of section 5.02.00. ~~Accessory Structures should constitute a minimal investment, may not be used for human habitation (except screened enclosures).~~ Examples of **Accessory Structures** are detached garages, carports, storage sheds, screened enclosures, pole barns and hay sheds.

SECTION 2. From and after the effective date of this ordinance, Section 5.02.01 of the Land Development Code of the City of Panama City Beach related to Accessory Uses and Structures, is amended to read as follows (new text **bold and underlined**, deleted text ~~struck through~~):

**5.02.01 Generally**

**A.** It is the intent of this section to regulate the installation, configuration and **Use of Accessory Structures** and the conduct of **Accessory Uses**. Regulation is necessary in order to ensure that **Accessory Uses** and structures are compatible with the surrounding neighborhood and are consistent with the character and intent of the zoning district in which the **Accessory Uses** and structures are located.

**B.** Excepting **Residential Community Accessory Uses, Accessory Uses** and structures are not permissible on **Lots or Parcels** that do not contain a **Principal Use or structure**.

**C.** **Accessory Uses** are identified in Table 2.03.02. Design standards for these **Accessory Uses** are provided in section 5.02.02.

**D.** **Accessory Structures** may be allowed in any zoning district, provided that they comply with the standards of the zoning district and that the following general standards are met, along with specific standards for the structure as provided in sections 5.02.03 through 5.02.09:

1. All **Accessory Structures** shall be located on the same **Lot** as the **Principal Use**.

2. All **Accessory Structures** shall be included in all calculations for **Parking Space** requirements, **Impervious Surface** ratio standards, stormwater runoff standards and **Lot** coverage standards.

3. All **Accessory Structures**, other than fences and walls located in compliance with the requirements of section 5.02.03, shall be located in compliance with all site design requirements, except the ~~side and~~ rear **Yard Setback**. A single-story **Accessory Building** shall be located a minimum of five (5) feet from a ~~Side or~~ **Rear Yard** line. An **Accessory Building** greater than one-~~Story~~ in height shall be located a minimum of ten (10) feet from a ~~Side or~~ **Rear Yard** line.

4. Within the following zoning districts, there shall be no more than two (2) **Accessory Structures** permissible (excluding fences, walls and unenclosed pools): R-1 a, R-1 b, R-1 c, R-1 c-T, R-2, R-O and RTH. All other zoning districts may have any number of **Accessory Structures**, so long as such structures are located in compliance with the site design requirements of the zoning district and the applicable requirements of this section.

5. There shall be no off-site signs pertaining to allowable **Accessory Uses**.

6. The aggregate area of all permissible **Accessory Structures** and **Accessory Use** shall consist of no more than 90% of the size and area of the **Principal Use**.

**7. The height of an Accessory Structure shall not exceed the height of the Principal Structure.**

**8. An Accessory Structure used for human habitation which is two or more Stories in height shall not be permitted to construct windows on the second or third Story facing the rear property line or the closest side property line.**

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach 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 5. 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\_\_.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Posted on pcbgov.com on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

# Regular Agenda

## Item 4





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department/Mel Leonard

**2. MEETING DATE:**

11/09/2017

**3. REQUESTED MOTION/ACTION:**

It is requested that the City Council consider first reading of Ordinance 1442, the annual update to the Capital Improvements Schedule of the Comprehensive Plan and approve with any needed changes.

**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)**

Attached is the draft annual update to the City's Capital Improvements Schedule as required by the State. 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 Capital Improvements Schedule is no longer sent to the State Department of Economic Opportunity for review but is adopted by approval of a local ordinance.

The Planning Board considered this item at their October 9, 2017 and recommended approval (7-0).

If the Council approves first reading of Ordinance 1442, a public hearing will be scheduled and advertised for December 14, 2017.

ORDINANCE NO. 1442

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, conducted a public hearing on October 10, 2017, and recommended approval; and

WHEREAS, on December 14, 2017, the City Council conducted a properly noticed hearing to consider the schedule of Capital Improvements, and adopted this Ordinance during that hearing.

Ordinance No.1442  
Page 1 of 3

AGENDA ITEM # 4

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 2017 through 2022 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 \_\_\_\_\_, 2017.

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

ATTEST:

\_\_\_\_\_  
Jo Smith, City Clerk

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AGENDA ITEM # 4

PUBLISHED in the Panama City News Herald on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

POSTED AT www.pcbgov.com on

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Jo Smith, City Clerk

**CAPITAL IMPROVEMENTS SCHEDULE**

**City of Panama City Beach FY 17/18**

Traffic Circulation		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
1.	Clarence Av. Road Widening with sidewalks. Improve various street surfaces and shoulders	Gas Tax	on-going		\$500,000			
2.	Alf Coleman Road -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$26,000,000 total cost  \$7,400,000 spent to date					
3.	N. Thomas Drive -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$990,000 spent to date  \$31,000,000 total cost					
4.	Hill Road -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	\$160,900 spent to date  \$16,500,000 total cost					
5.	Powell Adams Road -4 lane widening -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA Prop. Share	Seg. I Completed \$3,000,000  \$6,000,000 total cost for Seg. II					

Traffic Circulation		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
6.	S. Thomas Drive -public transit system -ped/bic. improvements -landscaping -streetscaping (needed to meet future demand)	FBR-CRA	Construction 56% 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					
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 #7.	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  \$6,300,000	Construction CEI and Utilities  \$4,550,000	\$9,800,000			

Traffic Circulation		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
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	Design Const. and Util. CE&I and Post Design \$630,000 Spent to date. \$14,000,000 total cost.	\$4,975,000	\$2,675,000			\$9,000,000
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	TRIP funding granted for PDE  \$1,185,013 spent to date  \$15,000,000 total cost	\$1,000,000				\$9,000,000
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	Design Right of Way. construct.	\$753,000 \$753,000 State	\$1,616,000			\$325,000
13.	Front Beach Road Segment 4.2 (Hill Rd. to Hutchlson Blvd.) -public transit system -ped/bic. improvements -landscaping -streetscaping  (needed to meet future demand)	FBR-CRA	Design Right of Way, construct.					\$1,000,000

Traffic Circulation		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
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.					\$1,000,000
15.	Cobb Road -ped/bic. improvements -landscaping -streetscaping	FBR-CRA	No activity to date  \$13,000,000 total cost					
16.	Nautilus Street -landscaping -streetscaping	FBR-CRA	\$15,000,000 total cost					
17.	North Thomas Drive Parking Lot	FBR-CRA Prop. Share	\$5,250,000 spent Parking lot stabilized					
18.	Multimodal Center West	FBR-CRA						
19.	Power Line Road (Parkway Bypass, Back Back Beach Rd.)  -US 98 to SR 79, Loop Road -SR 79 to Colony Club	TBD	\$7,200,000  \$3,600,000 \$800,000					
20.	Hutchison Blvd. @ Clara	FDOT 5-Year Work Program	Traffic Signal	\$8,211	\$776,897			
21.	PCB Parkway (Mandy Lane to Thomas Dr.)	FDOT 5-Year Work Program	Preliminary Design PD&E Study	\$5,311				Ongoing
22.	ITS Improvements	FDOT 5-Year Work Program		\$450,000	\$450,000	\$450,000	\$450,000	\$500,000
23.	SR 79 from PCB Parkway to Front Beach Road	FDOT 5-Year Work Program	Right of Way Future Capacity	\$1,000,775				Ongoing



Traffic Circulation		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
24.	West Bay Parkway from Walton County to SR 79 (needed to meet future demand)	FDOT 5-Year Work Program	PD&E Study	\$181				Ongoing
25.	Front Beach Road (Portside Dr. to SR 79)	FDOT 5-Year Work Program	Construct Sidewalk	\$488,576				

Recreation & Open Space		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
25.	Multi Use Path/Trail From East Side of Trestle Subdiv. Breakfast Point Subdivision	City Matching Funds & Sun Trail Grant	Preliminary Eng.	\$92,864 City	\$904,716 Grant \$133,315 City			
Schools								
27.	See Note #2 at end of report.	School Board						

Potable Water, Wastewater, and Reuse		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
<b>Potable Water</b>								
28.	N. Pier Park Drive Water Main	Utility	\$64,001 Balance to Finish	\$64,001				
29.	Bid-A-Wee Ph 1 Water Main Replacements	Utility	\$662,268 Balance to Finish	\$350,000	\$312,268			
30.	Bid-A-Wee Ph 2 Water Main Replacements	Utility	\$285,000 Balance to Finish		\$285,000			
31.	CRA SR 79 Water Main Relocations & Reclaimed	Utility	\$700,000 Total Cost		\$300,000	\$400,000		
32.	Bay Parkway to Nautilus Water Main	Utility	\$575,000 Total Cost		\$100,000	\$475,000		
<b>Wastewater and Reuse</b>								
33.	Alf Coleman Force Main Project	Utility	\$652,000 Total cost	\$100,000	\$400,000	\$152,000		
34.	Waste / Reclaimed System extensions / loops	Utility	\$1,610,000 Balance to Finish	\$200,000	\$200,000	\$200,000	\$200,000	\$810,000

Potable Water, Wastewater, and Reuse		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
35.	New Wastewater Treatment site 28 Acres	Utility	\$2,200,000 Total cost	\$100,000	\$2,100,000			
36.	CRA SR 79 Sewer Main Relocation & Reclaimed Mains	Utility	\$850,000 Total Cost		\$700,000	\$150,000		
37.	Bay Parkway to Nautilus Forcemain and Reclaimed Mains	Utility	\$2,185,000 Total cost		\$800,000	\$1,385,000		
38.	Lift Station #4 Driftwood Replacement	Utility	\$1,892,000 Balance to Finish	\$250,000		\$1,100,000	\$642,000	

Stormwater		Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
39.	Stormwater Improvements	Stormwater Utility Assessments		\$2,200,000	\$550,000	\$555,000	\$500,000	

Prop. Share Projects	Funding Source	Current Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
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	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Beyond 21-22
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 formally 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 2017-2018 Work Plan.
3. The FBR-CRA is funded with tax increment payments from Bay County. The amount of tax increment expected for FY 17/18 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.

AGENDA ITEM # 4

# Regular Agenda

## Item 5



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building and Planning Department

**2. MEETING DATE:**

11/09/2017

**3. REQUESTED MOTION/ACTION:**

The City Council is requested to appoint a Chairman for the Planning Board for 2018.

**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)**

Section 8.03.02.C of the City's LDC provides that: "The Chairman of the Planning Board shall be appointed by the City Council annually."

The seven members currently serving on the Board are:

Ed Benjamin, term expires 2018, current chairman

Felicia Cook, term expires 2018, current vice-chair

Ronald Dowgul, term expires 2018

Mark Sheldon, term expires 2020

Paul Turner, term expires 2020

Josh Wakstein, term expires 2020

David Scruggs, term expires 2018

The City Council is requested to select a Chairman from the seven (7) members of the Board to serve for 2018.

# Regular Agenda

## Item 6



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration

2. MEETING DATE:

11/09/2017

3. REQUESTED MOTION/ACTION:

Staff requests direction regarding the appointment or advertisement of position on the TDC Board for the Non-Collector seat.

4. AGENDA

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

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

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO

N/A

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

The current terms of Mayor Thomas and Councilman Chester will expire December 31, 2017. The term of Non-Collector Gary Walsingham will also expire 12/31/17. Staff requests direction if the Council desires to advertise for the seat, with recommendation to be made at the December 14, 2017 meeting. The 4th member representing the City is David Chapman whose term is expiring December 31, 2019.

**BOARD**

**MEMBER**

**TERM**

TDC-

Mayor Thomas		12/31/17
Councilman Chester		12/31/17
Gary Walsingham	Non-Collector Seat	12/31/17
David Chapman	Collector Seat	12/31/19



# Regular Agenda

## Item 7



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

CONSIDER SECOND READING AND ADOPTION OF ORDINANCE AMENDING CHARTER TO PERMIT PIGGYBACKING OF CURRENT STATE CONTRACTS REGARDLESS OF WHEN BID

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 CHARTER PRESENTLY PERMITS PROCUREMENT OF GOODS THAT HAVE BEEN COMPETITIVELY BID BY ANOTHER LOCAL GOVERNMENT OR STATE AGENCY WITHIN A YEAR OF THE CITY'S PROPOSED PURCHASE. WHILE STAFF OFTEN IDENTIFIES NEEDED GOODS AVAILABLE FOR PURCHASE VIA STATE CONTRACT, THOSE CONTRACTS ARE USUALLY OUTSIDE OF THE ONE YEAR BID WINDOW REQUIRED BY OUR CHARTER, AND THUS ARE NOT AVAILABLE FOR CITY TO PIGGYBACK. AS A RESULT, STAFF WILL NOTICE AND COMPETITIVELY BID THE DESIRED PURCHASE, WHICH IN MANY CASES ULTIMATELY IS AWARDED TO THE SAME CONTRACTOR HOLDING THE STATE CONTRACT AND FOR THE SAME PRICE.

STAFF REQUESTS COUNCIL'S CONSIDERATION OF A CHARTER AMENDMENT TO ELIMINATE THE ONE YEAR BID WINDOW AS A LIMITATION TO THIS FORM OF PROCUREMENT, SUCH THAT STAFF MAY PIGGYBACK ANY CURRENT CONTRACTS HELD AND COMPETITIVELY BID BY OTHER LOCAL GOVERNMENTS.

NOTICE OF SECOND READING AND PUBLIC HEARING WAS ADVERTISED IN THE NEWS HERALD ON OCTOBER 27, 2017. IF ADOPTED FOLLOWING SECOND READING, THE ORDINANCE WILL NOT BE EFFECTIVE UNTIL APPROVED BY REFERENDUM, AND A RESOLUTION TO PLACE THE QUESTION ON THE BALLOT WILL BE BROUGHT BACK TO THE COUNCIL FOR APPROVAL.

ORDINANCE NO. 1438

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH PROPOSING TO AMEND SECTION 5-7 OF THE CHARTER OF THE CITY RELATING TO COMPETITIVE BIDDING TO PROVIDE THAT A PURCHASE MADE ON THE SAME TERMS AND CONDITIONS AS A PURCHASE COMPETITIVELY BID BY THE UNITED STATES OF AMERICA, THE STATE OF FLORIDA, OR A COUNTY, MUNICIPALITY OR SPECIAL DISTRICT OF THE STATE OF FLORIDA SHALL BE DEEMED COMPETITIVELY BID; PROVIDING AN EFFECTIVE DATE; PROVIDING THAT THE AMENDMENT PROPOSED SHALL BE EFFECTIVE ONLY UPON THE APPROVAL OF REFERENDUM AS SPECIFIED IN THE ORDINANCE AND REPEALING ORDINANCES IN CONFLICT.

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

SECTION 1. From and after the effective date hereof, Section 5-7 of the Charter of the City of Panama City Beach, relating to contracts, licenses, permits, et cetera, is hereby amended to read as follows (omitted text is ~~stricken~~ and new text is underlined):

Sec. 5-7. Competitive bidding.

(a) *Required.* No purchase by or on behalf of the City requiring the expenditure of ten thousand dollars (\$10,000.00) or more shall be awarded, let or made except through competitive bidding after the advertisement for the bids in the form and manner prescribed in this Charter. No purchase or the quantity thereof shall be split for the purpose of avoiding the requirements of this section.

(b) *Publication of request for bids.* Published notice of each intended purchase by competitive bid shall be posted on a designated web-page noticed upon and linked to the landing page on the City's official web site for two consecutive weeks prior to the opening date of the bid, or published in a newspaper of general circulation within the City once each week for two consecutive weeks prior to the opening date of the bid. In addition to the posting requirements of this section, the City Council may direct the City Manager to notify, by whatever means it chooses, additional potential suppliers of such requests for bids whenever the City Council determines that the website posting requirement of this section is inadequate to produce sufficiently competitive bidding. In emergency circumstances, notification time on the request may be shortened by the City Manager.

(c) *Contents of request for bids.* Each request for the submission of bids shall contain an acceptance clause granting the City a minimum of thirty (30) days in which to accept or reject the bid, during which time the tendered bid shall remain valid. The request for the submission of bids may contain a requirement that the bidder provide a performance bond in the full amount of the contract price and may further contain such other specifications and declarations as the City Council shall determine necessary for the proper evaluation of the bidder's proposal and qualifications.

(d) *Awards.* The City Council shall award the contract to the lowest fully responsive and responsible bidder; provided, that the City Council may award the contract to a bidder other than the lowest bidder should it find that the lowest bidder does not offer the reliability, quality of service or product afforded by such other bidder. Where a bid other than the lowest bid is taken, the City Council shall state the reasons upon which such award was made.

(e) *Rejection and resubmission for bids.* The City Council may reject all submitted bids and provide for the request of additional bids whenever it finds that the bids submitted are not responsive to the request for bids, that the bids are not responsible or that the bid prices are unacceptable. Requests for such additional bids shall comply with the provisions of this section.

(f) *Purchases on failure to receive bids.* Where no bids are received and the Council determines that additional requests for bids are unlikely to produce responses, the City Council may authorize the purchase, at the best obtainable price determined through direct quotation, of such products or services as are available on the open market.

(g) *Professional services.* Contracts for professional services, including but not limited to architects, attorneys, accountants, engineers and surveyors, may, upon approval by the City Council, be entered into without competitive bidding. The City Council shall review the qualifications, work history and other relevant data before contracts for such services are rendered. The Consultants' Competitive Negotiation Act shall be followed

where applicable.

(h) *Emergency purchases.* The City Council may substitute competitive quotes for the competitive bidding required by this section upon a finding by extraordinary vote that a public emergency exists making the bid delay contrary to the public interest.

(i) *Piggybacking.* Notwithstanding the foregoing, a purchase of goods made by or on behalf of the City on the same terms and conditions as were obtained by the United States of America, the State of Florida, or a county, municipality or special district of the State of Florida, through an advertised, competitive bidding process in which bids were opened within five ~~one~~ years prior to purchase by or on behalf of the City shall be deemed to be made through competitive bidding under this Charter.

(j) *Purchase of Goods for Utilities.* Notwithstanding the foregoing, a purchase by or on behalf of the City of goods which are to be used exclusively for the operation or maintenance of the City's potable water, stormwater, reuse-water or wastewater utility, or any combination of those utilities, and requiring the expenditure of not more than \$25,000 may be made by substituting competitive quotes for competitive bidding if required. No purchase or the quantity thereof shall be split for the purpose of avoiding the requirements of this section. This authorization shall not be utilized in conjunction with a construction or other service contract that requires competitive bidding

(k) *Sole Source.* Notwithstanding the foregoing, the City Council may authorize any purchase of goods without competitive bid when the City Council finds that the goods are to be used exclusively for the operation or maintenance of the City's potable water, stormwater, reuse-water or wastewater utility, or any combination of those utilities, that the goods are to replace a specialized, mechanical or electrical component of the utility, and that the goods are only available from a sole source of supply. The fact that the new component may increase capacity shall not disqualify this authorization. This authorization shall not be utilized in conjunction with a construction or other service contract that requires competitive bidding.

SECTION 2. If approved by referendum as provided in this Ordinance, the appropriate officers and agents of the City are authorized and directed to codify, include and publish the provisions of this Ordinance within the Panama City Beach Charter.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are

repealed to the extent of such conflict.

SECTION 4. This Ordinance shall take effect immediately upon passage, but the amendment proposed hereby shall become effective immediately upon approval by a majority of the electors of the City voting in the next general election or special election called for such purpose; and if the electors shall not approve the amendment proposed by this Ordinance at such referendum, or should no referendum be held within one (1) year from the passage of this Ordinance, then the proposal not approved shall be void and of no force and effect.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

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

EXAMINED AND APPROVED by me this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, 2017.

Posted on pcbgov.com on the \_\_\_ day of \_\_\_\_\_, 2017.

# Regular Agenda

## Item 8



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

CONSIDER SECOND READING AND ADOPTION OF ORDINANCE AMENDING CHARTER TO PERMIT COUNCIL'S RELOCATION OF A BEACH EASEMENT WITHOUT REFERENDUM

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 CHARTER PRESENTLY REQUIRES A REFERENDUM TO AUTHORIZE THE ABANDONMENT OF A BEACH ACCESS EASEMENT.

STAFF REQUESTS COUNCIL'S CONSIDERATION OF A CHARTER AMENDMENT WHICH WOULD AUTHORIZE THE COUNCIL TO ACT WITHOUT A REFERENDUM WHEN THE RESULT OF SUCH ACTION IS TO RELOCATE A BEACH ACCESS EASEMENT THAT RESULTS IN NO NET LOSS OF BEACH ACCESS TO THE PUBLIC. THE STAND ALONE ABANDONMENT OF AN EASEMENT (WHICH IS NOT ACCOMPANIED BY DEDICATION OF AN EQUIVALENT EASEMENT NEARBY) WOULD STILL REQUIRE A REFERENDUM.

NOTICE OF SECOND READING AND PUBLIC HEARING WAS ADVERTISED IN THE NEWS HERALD ON OCTOBER 27, 2017. IF ADOPTED FOLLOWING SECOND READING, THE ORDINANCE WILL NOT BE EFFECTIVE UNTIL APPROVED BY REFERENDUM, AND A RESOLUTION TO PLACE THE QUESTION ON THE BALLOT WILL BE BROUGHT BACK TO THE COUNCIL FOR APPROVAL.



ORDINANCE NO. 1439

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH PROPOSING TO AMEND SECTION 4-3 OF THE CHARTER OF THE CITY RELATING TO BEACH EASEMENTS TO PROVIDE THAT THE CITY COUNCIL SHALL BE AUTHORIZED TO ABANDON A BEACH ACCESS EASEMENT WITHOUT A REFERENDUM IN EXCHANGE FOR AND UPON THE DEDICATION OF AN EQUIVALENT BEACH ACCESS EASEMENT; PROVIDING AN EFFECTIVE DATE; PROVIDING THAT THE AMENDMENT PROPOSED SHALL BE EFFECTIVE ONLY UPON THE APPROVAL OF REFERENDUM AS SPECIFIED IN THE ORDINANCE AND REPEALING ORDINANCES IN CONFLICT.

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

SECTION 1. From and after the effective date hereof, 4-3 of the Charter of the City of Panama City Beach, relating to beach easements is hereby amended to read as follows (omitted text is ~~stricken~~ and new text is underlined):

**Sec. 4-3. Beach easements.**

The City shall not abandon any public, recreational beach access easement or right-of-way south of Alternate Highway 98, South Thomas Drive or Thomas Drive without approval by majority vote in a properly held City referendum, provided, however, that the City Council shall be authorized to act without a referendum in order to abandon a beach access easement in exchange for and upon the dedication of an equivalently sized and proximately located beach access easement.

SECTION 2. If approved by referendum as provided in this Ordinance, the appropriate officers and agents of the City are authorized and directed to codify,

include and publish the provisions of this Ordinance within the Panama City Beach Charter.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. This Ordinance shall take effect immediately upon passage, but the amendment proposed hereby shall become effective immediately upon approval by a majority of the electors of the City voting in the next general election or special election called for such purpose; and if the electors shall not approve the amendment proposed by this Ordinance at such referendum, or should no referendum be held within one (1) year from the passage of this Ordinance, then the proposal not approved shall be void and of no force and effect.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

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

EXAMINED AND APPROVED by me this \_\_\_ day of \_\_\_, 2017.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Posted on pcbgov.com on the \_\_\_\_ day of \_\_\_\_\_, 2017.

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# Regular Agenda

## Item 9



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Public Works/Kelly Jenkins

2. MEETING DATE:

11/09/2017

3. REQUESTED MOTION/ACTION:

Approve the Plat for the Lyndell Place subdivision.

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 Land Development Code requires most subdivisions of land to be platted in order to confirm compliance with the Code. The Lyndell Place development is generally located north of Front Beach Road on the east side of Lyndell Lane. The site and engineering plans have been approved for this subdivision. Infrastructure has been constructed for the 12 proposed residential lots. The public hearing to consider this plat has been publicly advertised and was continued from the 10/26/17 City Council meeting. At the time of this memo, the as-builts have not been received for the City to review and approve. These will confirm construction is completed per the approved plans. If all of this has not been completed by the time of the Council meeting, staff will request the hearing to be continued. During construction, damage was done to Lyndell Lane that requires repairs. The developer is bonding 110% of the value of this repair which was not part of the infrastructure required by the approved construction plan set.

Staff has reviewed the subject plat and determined that, if addressed, it will meet applicable requirements.

# LYNDELL PLACE

A SUBDIVISION OF A PORTION OF U.S. GOVERNMENT LOT 1, SECTION 27, TOWNSHIP 3 SOUTH, RANGE 16 WEST, PANAMA CITY BEACH, BAY COUNTY, FLORIDA

PREPARED BY  
**BUCHANAN & HARPER, INC.**  
ENGINEERING - PLANNING - SURVEYING - LANDSCAPE ARCHITECTURE  
3300 11th Street, Panama City, Florida 32401  
726 WEST 14TH STREET, PANAMA CITY, FLORIDA PHONE 904-763-1407 WWW.BUCHANAN-HARPER.COM  
OCTOBER 2017



**DESCRIPTION**  
PARCEL 1, DESCRIBED AS FOLLOWS: BOUNDED BY A LINE BEGINNING AT A POINT ON A STRAIGHT LINE RUNNING FROM THE SOUTHWEST CORNER TO THE NORTHEAST CORNER OF ORIGINAL U.S. GOVERNMENT LOT ONE (1), SECTION TWENTY-SEVEN (27), TOWNSHIP THREE (3) SOUTH, RANGE SIXTEEN (16) WEST, FIVE HUNDRED (500) FEET NORTHEASTERLY OF THE CENTER OF U.S. HIGHWAY 90 FOR POINT OF BEGINNING; THENCE RUNNING NORTHEASTERLY AT RIGHT ANGLES TO SAID LINE ONE HUNDRED FIFTY (150) FEET; THENCE AT RIGHT ANGLES NORTHEASTERLY ONE HUNDRED TEN (110) FEET; THENCE AT RIGHT ANGLES SOUTHEASTERLY ONE HUNDRED FIFTY (150) FEET TO SAID LINE; THENCE AT RIGHT ANGLES AND ALONG SAID LINE SOUTHWESTERLY ONE HUNDRED TEN (110) FEET TO SAID POINT OF BEGINNING; SAID PARCEL BEING IN AND A PART OF U.S. GOVERNMENT LOT 1, SECTION 27, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA.

ALSO, PARCEL 2, DESCRIBED AS FOLLOWS: BOUNDED BY A LINE BEGINNING AT A POINT ON A STRAIGHT LINE RUNNING FROM THE SOUTHWEST CORNER TO THE NORTHEAST CORNER OF ORIGINAL U.S. GOVERNMENT LOT ONE (1), SECTION TWENTY-SEVEN (27), TOWNSHIP THREE (3) SOUTH, RANGE SIXTEEN (16) WEST, SEVEN HUNDRED TEN (710) FEET NORTHEASTERLY OF THE CENTER OF U.S. HIGHWAY 90 FOR POINT OF BEGINNING; THENCE RUNNING NORTHEASTERLY AT RIGHT ANGLES TO SAID LINE ONE HUNDRED FIFTY (150) FEET; THENCE AT RIGHT ANGLES NORTHEASTERLY THREE HUNDRED (300) FEET; THENCE AT RIGHT ANGLES SOUTHEASTERLY ONE HUNDRED FIFTY (150) FEET TO SAID LINE; THENCE AT RIGHT ANGLES AND ALONG SAID LINE SOUTHWESTERLY THREE HUNDRED (300) FEET TO SAID POINT OF BEGINNING; SAID PARCEL BEING IN AND A PART OF U.S. GOVERNMENT LOT 1, SECTION 27, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA.

ALSO, PARCEL 3, DESCRIBED AS FOLLOWS: BOUNDED BY A LINE BEGINNING AT A POINT ON A STRAIGHT LINE RUNNING FROM THE SOUTHWEST CORNER TO THE NORTHEAST CORNER OF ORIGINAL U.S. GOVERNMENT LOT 1, SECTION 27, TOWNSHIP 3 SOUTH, RANGE 16 WEST, 810 FEET NORTHEASTERLY OF THE CENTER OF U.S. HIGHWAY 90 FOR POINT OF BEGINNING; THENCE RUNNING NORTHEASTERLY AT RIGHT ANGLES TO SAID LINE 100 FEET; THENCE AT RIGHT ANGLES NORTHEASTERLY 100 FEET; THENCE AT RIGHT ANGLES SOUTHEASTERLY 150 FEET TO SAID LINE; THENCE AT RIGHT ANGLES AND ALONG SAID LINE SOUTHWESTERLY 100 FEET TO SAID POINT OF BEGINNING; SAID PARCEL BEING IN AND A PART OF U.S. GOVERNMENT LOT 1, SECTION 27, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA.

THE FOREGOING DESCRIBED PARCELS, CONTAINING, IN AGGREGATE, 1.700 ACRES, MORE OR LESS,

**DEDICATION**  
DOOR ALL, BEY IN THESE PRESENTS THAT LYNDELL HOLDINGS, LLC, A FLORIDA LIMITED LIABILITY COMPANY OWNER IN FEE SIMPLE OF THE LANDS DESCRIBED AND PLATTED HEREON, HAS CAUSED SAID LANDS TO BE SURVEYED AND SUBDIVIDED AS "LYNDELL PLACE," TRACT A, THE IMPROVEMENT MANAGEMENT AREA, IS HEREBY DEDICATED TO THE LYNDELL PLACE HOMEOWNERS ASSOCIATION WHO SHALL BE THE PERPETUAL MAINTENANCE RESPONSIBILITY OF SAID ASSOCIATION.

THE UTILITY EASEMENT SHOWN HEREON IS HEREBY DEDICATED TO THE CITY OF PANAMA CITY BEACH, A MUNICIPAL CORPORATION, FOR THE PURPOSES OF WATERS, EGGS, INSTALLATION, REPAIR, MAINTENANCE AND OPERATION OF UTILITIES.

IN WITNESS WHEREOF, SAID LYNDELL HOLDINGS, LLC HAS CAUSED THESE PRESENTS BY ITS AUTHORIZED REPRESENTATIVE NAMED BELOW.

CAPITALA HOLDINGS, LLC  
MANAGER, LYNDELL HOLDINGS, LLC

WITNESSES:  
MAGNUS A. CHADBOY, MANAGING MEMBER OF CAPITALA HOLDINGS, LLC  
WITNESS  
PRINTED NAME  
WITNESS  
PRINTED NAME

**ACKNOWLEDGMENT**  
STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_  
BEFORE ME, THE SUBSCRIBERS PERSONALLY APPEARED MAGNUS A. CHADBOY, KNOWN TO ME TO BE THE INDIVIDUAL DESCRIBED IN AND WHO ACKNOWLEDGES THAT HE EXECUTED THE SAME FOR THE PURPOSES THEREIN SET FORTH, GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

NOTARY PUBLIC, STATE OF \_\_\_\_\_

BY COMMISSION EXPIRES \_\_\_\_\_

**TITLE CERTIFICATION**  
THE UNDERSIGNED TITLE COMPANY, LICENSED IN THE STATE OF FLORIDA, CERTIFIES THAT TITLE TO THE LAND DESCRIBED HEREON IS IN THE NAME OF THE DEDICATOR AS SHOWN HEREON AND THAT THERE ARE NO UNSATISFIED MORTGAGES.

RECORDED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

TITLE INSURANCE COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**NOTICE**

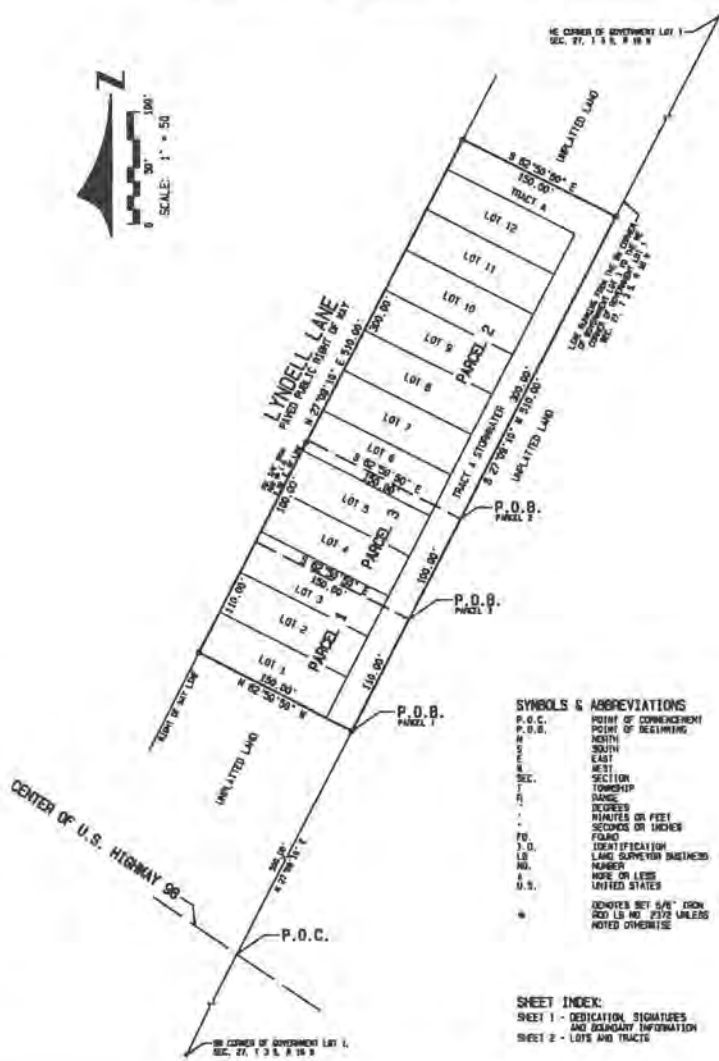
THIS PLAN, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL REPRESENTATION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND SHALL, IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAN.

COVENANTS AND RESTRICTIONS WHICH ENCOMBER THE LAND HEREBY PLATTED ARE FILED IN BAY COUNTY OFFICIAL RECORDS BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAN THAT MAY BE FOUND IN THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA.

THE OWNER, ON ITS OWN BEHALF AND ON BEHALF OF ITS SUCCESSORS AND HEIRS, HEREBY RESERVES THE RIGHT TO GRANT TO UTILITY SERVICE PROVIDERS EASEMENTS FOR WATERS AND EGGS FOR THE PURPOSES OF INSTALLING AND MAINTAINING ANY UTILITY IMPROVEMENTS THAT ARE NECESSARY OR BENEFICIAL TO THE FUTURE OWNERS. THE EASEMENTS RESERVED INCLUDE THE RIGHT TO GRANT EASEMENTS FOR CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF CABLE TELEVISION SERVICES TO THE EXTENT PERMITTED BY AND IN A MANNER CONSISTENT WITH AND SUBJECT TO THE PROVISIONS OF SECTION 177.091(2) FLORIDA STATUTES; PROVIDED HOWEVER, TO THE EXTENT ALLOWABLE BY SAID SECTION 177.091(2) FLORIDA STATUTES, ONLY CABLE TELEVISION SERVICE PROVIDERS SPECIFICALLY AUTHORIZED BY THE OWNER TO SERVE THE LANDS ON THE PLAN SHALL HAVE THE BENEFIT OF SUCH EASEMENTS.

BEARINGS ARE BASED ON N 27°00'10" E FOR THE EASTERLY RIGHT OF WAY LINE OF LYNDELL PLACE.



**SYMBOLS & ABBREVIATIONS**  
P.O.C. POINT OF COMMENCEMENT  
P.O.S. POINT OF BEGINNING  
N NORTH  
S SOUTH  
E EAST  
W WEST  
SEC. SECTION  
TOWNSHIP TOWNSHIP  
RANGE RANGE  
MINUTES MINUTES OR FEET  
SECONDS OR INCHES FOUND  
F.O. IDENTIFICATION  
L.S. LAND SURVEYOR LICENSE NUMBER  
NO. MORE OR LESS  
U.S. UNITED STATES  
\* INDICATES 6 1/8" IRON ROD OR L.S. NO. 2072 UNLESS NOTED OTHERWISE

**SHEET INDEX:**  
SHEET 1 - DEDICATION, SIGNATURES AND BOUNDARY INFORMATION  
SHEET 2 - LOTS AND TRACTS

**TAX COLLECTOR'S STATEMENT**  
TAXES PAID: \_\_\_\_\_  
DATE: \_\_\_\_\_

**CITY SURVEYOR'S CERTIFICATE**  
I, FREDERICK C. WARDEN, AS CITY SURVEYOR UNDER CONTRACT 10 AND FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, HAVE REVIEWED THIS PLAN AND HEREBY CERTIFY THAT IT COMPLIES WITH ALL THE REQUIREMENTS OF CHAPTER 177, PART 1, FLORIDA STATUTES.

**CITY ENGINEER'S CERTIFICATE**  
I, KELLY JENNINGS, CITY ENGINEER FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, HAVE EXAMINED THIS PLAN AND FIND THAT IT COMPLIES TO APPLICABLE REGULATIONS FOR SUBDIVISIONS IN THE CITY OF PANAMA CITY BEACH, FLORIDA, STORED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

**CITY MANAGER'S CERTIFICATE**  
I, MARIO GUSTON, CITY MANAGER FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, HAVE EXAMINED THIS PLAN AND FIND THAT IT COMPLIES TO APPLICABLE REGULATIONS FOR SUBDIVISIONS IN THE CITY OF PANAMA CITY BEACH, FLORIDA, STORED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

**CITY COUNCIL APPROVAL**  
I, THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA, HEREBY CERTIFY THAT THIS PLAN AND DEDICATION, TOGETHER WITH ALL CERTIFICATES SHOWN HEREON, HAVE BEEN EXAMINED IN REGULAR SESSION AND ONLY APPROVED BY A MAJORITY OF THE COUNCIL AND HEREBY ORDERED FILED FOR PERMANENT RECORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

**COUNTY CLERK'S CERTIFICATE**  
I, BILL KIRKMAN, CLERK OF THE CIRCUIT COURT OF BAY COUNTY, FLORIDA, HEREBY CERTIFY THAT THIS PLAN WAS FILED FOR RECORD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017 IN PLAT BOOK \_\_\_\_\_ PAGES \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**  
I, TONY LUGGELL, PLS, FLORIDA CERTIFICATE NUMBER 9559, BUCHANAN & HARPER, INC. CERTIFICATE OF AUTHORIZATION NO. 2372, 730 WEST 14TH STREET, PANAMA CITY, FLORIDA 32401

AGENDA ITEM # 9

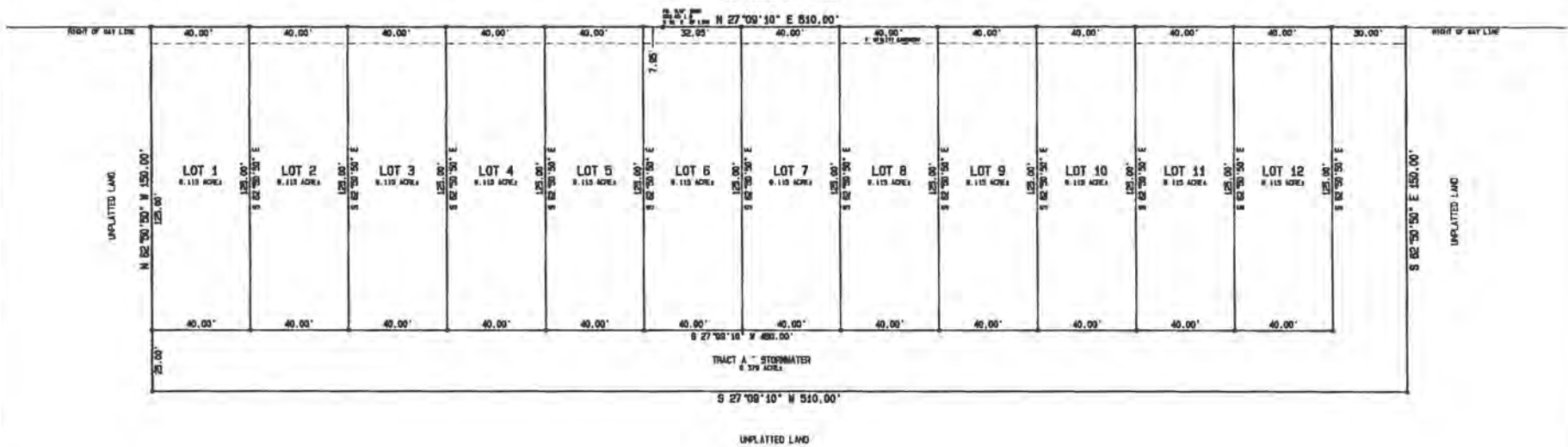
# LYNDELL PLACE

A SUBDIVISION OF A PORTION OF U.S. GOVERNMENT LOT 1, SECTION 27,  
TOWNSHIP 3 SOUTH, RANGE 16 WEST, PANAMA CITY BEACH, BAY COUNTY, FLORIDA

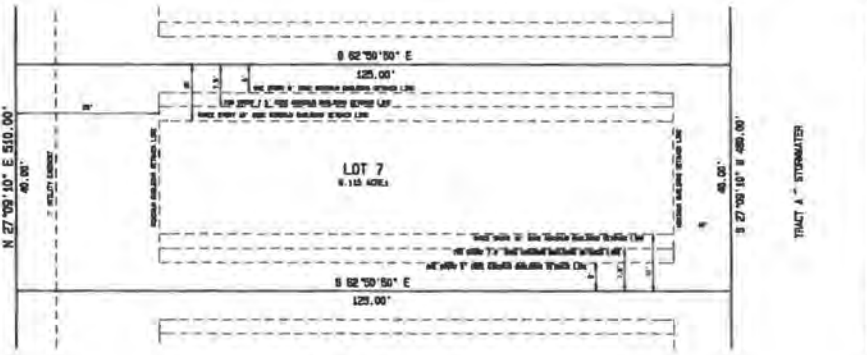
PREPARED BY  
**BUCHANAN & HARPER, INC.**  
ENGINEERING - PLANNING - SURVEYING - LANDSCAPE ARCHITECTURE  
CERTIFICATE OF AUTHORIZATION NUMBER 2372  
725 WEST 11TH STREET PANAMA CITY, FLORIDA PHONE 904-964-1421 FAX 904-964-1422  
SECTION 2017



LYNDELL LANE  
PAVED PUBLIC RIGHT OF WAY



LYNDELL LANE  
PAVED PUBLIC RIGHT OF WAY



MINIMUM BUILDING SETBACKS:  
FRONT 10'  
REAR 10'  
SIDE - ONE STORY 5'  
TWO STORY 7.5'  
THREE STORY 10'

AGENDA ITEM #

9

# Regular Agenda

## Item 10





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Utilities Department - Al Shortt, Utilities Director

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

Approve the purchase of one light duty truck truck for the Utilities Department from Hub City Ford in the amount of \$21,296, and approve a accompanying budget amendment to facilitate the purchase.

**4. AGENDA**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

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

One of the utility department fleet vehicles was involved in a crash and declared a total loss by the insurer. The settlement amount being paid by the insurer is \$10,498. Staff requests authorization to purchase a replacement vehicle from Hub City Ford in the previously bid, and awarded, amount of \$21,296. A copy of a previous multi-vehicle vehicle purchase bid tabulation that was presented to the City Council at the July 13, 2017 meeting is attached for reference. A budget amendment will also be required to transfer the difference in funds between the purchase price and the insurance settlement from reserves. Staff recommends City Council approval of the replacement vehicle purchase and the accompanying budget transfer.

**RESOLUTION 18-18**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF A TRUCK FOR THE UTILITY DEPARTMENT FROM HUB CITY FORD IN THE BASIC AMOUNT OF \$21,296; APPROVING A BUDGET AMENDMENT TO REFLECT RECEIPT OF INSURANCE PROCEEDS AND EXPENDITURE FOR BALANCE OF PURCHASE PRICE; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

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

1. The appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Hub City Ford, relating to the purchase of a replacement truck for the utility department, in the basic amount of Twenty One Thousand, Two Hundred Ninety Six Dollars (\$21,296), a portion of which will be paid from insurance proceeds, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.
2. The following budget amendment (#2) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, as shown in and in accordance with the attached and incorporated Exhibit A, to reflect receipt and expenditure of funds for the purposes stated herein.

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

**PASSED** in regular session this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk

AGENDA ITEM # 10



**CITY OF PANAMA CITY BEACH  
 BID TABULATION  
 UTILITY & PUBLIC WORKS DEPARTMENTS FLEET VEHICLES  
 JULY 6, 2017 - 1:00 PM**

BIDDER	ADDRESS	UNIT BID AMOUNT & QUANTITY TO PURCHASE					
		2018 MID-SIZE CARGO VAN	2018 1/2 TON 4X2	2017 3/4 TON 4X2 SB	2017 3/4 TON 4X4 SB	2017 1-1/2 TON 4X2 SB	2017 1-1/2 TON 4X4 SB
KELLEY BUICK GMC- JC Martin	1424 Young Blvd Chiefland, FL 32626	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
HUB CITY FORD - Joe Windrow	4060 South Fardon Blvd. Crestview, FL 32536	\$23,996	\$21,296	\$28,411	\$31,411	\$38,811	\$41,411
LOW BID		\$23,996	\$21,296	\$28,411	\$31,411	\$38,811	\$41,411
QUANTITY		1	2	1	6	1	1
SUB TOTAL		\$23,996	\$42,592	\$28,411	\$188,466	\$38,811	\$41,411
DEPARTMENT COST ALLOCATION		One (1) @ 50% W / 50% WW	One (1) @ 100% W	One (1) @ 70% W / 30% WW	Four (4) @ 100% WW	One (1) @ 70% W / 30% WW	One (1) @ 70% W / 30% WW
			One (1) @ 100% ST		One (1) @ 30% W/25% WW / 25% SW / 20% ST		
					One (1) @ 100% SW		

TOTAL # OF VEHICLES = 12

TOTAL COST OF VEHICLES = \$363,687.00

Water Dept \$118,760.40  
 Wastewater Dept \$178,084.65  
 Stormwater Dept \$39,263.75  
 Street Dept \$27,578.20

AGENDA ITEM # 10

# Regular Agenda

## Item 11



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
PANAMA CITY BEACH POLICE DEPARTMENT

2. MEETING DATE:  
NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:  
WE RESPECTFULLY REQUEST THE COUNCIL'S APPROVAL FOR THE PURCHASE OF ELEVEN (11) POLICE VEHICLES

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)  
We respectfully request the Council's approval of the purchase of six Ford Police Interceptors, three Dodge Chargers and two Dodge Ram trucks. These vehicles are needed to replace old vehicles that are at the end of their useful life. The vehicle dealers were chosen from a list of bidders and we recommend using the lowest bidder for each vehicle. The Interceptors will be supplied by Auto Nation Ford (Mobile, AL), the Dodge Chargers will be supplied by Auto Nation Pembroke Pines, and the Dodge Rams will come from Bay Dodge. This will be a total purchase of \$290,771.



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Panama Cit Beach Police Department

**2. MEETING DATE:**

November 9, 2017

**3. REQUESTED MOTION/ACTION:**

We respectfully request the Council's approval to utilize the equipment and services of HG2 Emergency Lighting.

**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)**

We respectfully request the Council's approval to utilize the equipment and services of HG2 Emergency Lighting. Bids were requested to equip the new patrol vehicles and only one bidder submitted a bid. HG2 Emergency Lighting has equipped several of our vehicles in the past and we are requesting approval to utilize them once again to equip our new vehicles with emergency equipment. This will be a total purchase of \$76,789.

## RESOLUTION 18-20

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF 11 POLICE VEHICLES FROM AUTO NATION FORD, AUTONATION PEMBROKE PINES AND BAY DODGE IN THE TOTAL AMOUNT OF \$290,771, AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE RESOLUTION; AUTHORIZING THE PURCHASE AND INSTALLATION OF EMERGENCY EQUIPMENT FOR THOSE VEHICLES FROM HG2 EMERGENCY LIGHTING IN THE AMOUNT OF \$76,789; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

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

1. The appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Auto Nation Ford (Mobile, AL), relating to the purchase of six Ford Interceptors, in the basic amount of One Hundred Sixty Six Thousand, Eight Hundred Eighteen Dollars (\$166,818), on substantially the terms and conditions in the quote attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.
2. The appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and AutoNation Pembroke Pines, relating to the purchase of three Dodge Chargers in the basic amount of Sixty Eight Thousand, Four Hundred Sixty Dollars (\$68,460), on substantially the terms and conditions of the quote attached and presented to the Council today, 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 appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Bay Dodge, relating to the purchase of two Dodge Ram 4x4 trucks, in the basic amount of Fifty Five Thousand, Four Hundred Ninety Three Dollars (\$55,493), on substantially the terms and conditions of the quote attached and



presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

4. The appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and HG2 Emergency Lighting, relating to purchase and installation of emergency equipment in police vehicles, in the basic amount of Seventy Six Thousand, Seven Hundred Eighty Nine Dollars (\$76,789), in substantially the terms and conditions in the quote attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in regular session this \_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF PANAMA CITY BEACH**

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

**ATTEST:**

\_\_\_\_\_  
Jo Smith, City Clerk

# AutoNation Chrysler Dodge Jeep Ram



Call Us first, for all of your Fleet Automotive, & Light Truck needs.

<b>CELL PHONE (954) 383-1009</b>		
OFFICE (954) 441-2034	FAX (864) 441-2004	EMAIL <a href="mailto:SCHENRY1@COMCAST.NET">SCHENRY1@COMCAST.NET</a>
13801 Pines Blvd. Pembroke Pines, FL 33027		

## QUICK QUOTE SHEET

FOR VEHICLES SOLD UNDER THE FLORIDA SHERIFFS ASSOCIATION CONTRACT  
FSA BID NO. 17-VEH15.0 & FSA17-VEL26

PAGE 1 of 1

REQUESTING AGENCY:	City of Panama City Beach	
ORIGINAL QUOTE DATE:	10/8/2017	REVISED QUOTE DATE:
CONTACT PERSON:	William Maddox	
PHONE NUMBER:		
FAX NUMBER:		e-mail:

MODEL: <u>2018 Dodge Charger PPV RWD (LDDE48)</u>	SPECIFICATION #: <u>1</u>
	PAGE #: _____
	BASE DISTRICT PRICE: <u>\$22,820.00</u>

<http://www.flshoriffs.org>

OPTION CODE #	DESCRIPTION	OPTION COST
	EXTERIOR COLOR WHITE W/ DARKEST INTERIOR POSSIBLE UNLESS NOTED OTHERWISE IN THE PO	STD
	Price to include following	
	Cloth Front & Rear Seats	
	5.7L Hemi V-8	
	Police Floor Console	
	Street Appearance Package	
	Convenience Group 1	
	Max Flow Package	
	Fleet Safety Group	
	Vinyl Rear Seat-Cloth Front	Incl
	Left Side Spotlight	Incl
	Vinyl Floor	Std
	Full Size Spare	Std
	<b>TOTAL OF OPTIONS:</b>	<b>\$0.00</b>
	<b>TOTAL COST:</b>	<b>\$22,820.00</b>
	QTY <u>1</u> =	<b>\$22,820.00</b>

Comments: \_\_\_\_\_

AUTO NATION CHRYSLER DODGE JEEP RAM

VEHICLE QUOTED BY: Steve Henry, Fleet Manager [shenry1@comcast.net](mailto:shenry1@comcast.net)

*"I Want to be Your Fleet Provider"*

*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 am always happy to be of assistance*

Specifications needed for 2018 Ford Interceptor SUV-K8A (Patrol)


2018 Ford Interceptor SUV-K8A

Spotlight (driver's side)

Keyless Entry

Auxiliary A/C

2018 Ford Interceptor SUV  
Bid Price: 27803.00  
Delivery: 60-90 days

Auto Nation Ford  
Ernest Lamb  
  
251-709-2974

\*\*\* Please note if any changes have been made to the previous year's specifications for the 2018 model.



POST OFFICE BOX 39 • 641 WEST 15TH STREET  
PANAMA CITY, FL 32401  
(850) 785-1591 • [www.BayCars.com](http://www.BayCars.com)

City Of Panama City Beach Police Department  
Attn: Captain Wayne Maddox  
17115 Panama City Beach Parkway  
Panama City Beach, FL 32413

October 20, 2017

Captain Maddox,

Bay Dodge Chrysler Jeep RAM hereby submits the following bid for two (2) Ram 1500 SSV Crew Cab 4x4 trucks, with the following equipment:

- 25D Package
  - 5.7L V8 engine with 6 Speed automatic transmission
  - 3.92 gear ratio w/ Anti-spin Differential
  - Protection Group
  - Cloth Front/Vinyl Rear Seats
  - Trailer Tow Pkg with trailer barke control
  - UConnect 3 radio w/5" Display
- In addition to the standard equipment listed.

Our bid price on these \$27,740.00 each, with tag fees of \$118.56 each. (If the department is planning on transferring existing tags, please provide that information at time of purchase.) The total for both vehicles will be \$55,493.00 (with temporary tags), and the vehicles will be drop shipped from the factory to your upfitter of choice for lighting.

If there are any questions regarding this bid, please contact me on one of the numbers below.

Respectfully Submitted,

Thomas Spencer  
Internet Sales Manager & Fleet Specialist  
Bay Dodge Chrysler Jeep RAM Trucks  
636 W. 15<sup>th</sup> Street  
Panama City, FL. 32401  
850-785-1591 x 460 office  
850-624-4230 cell / text  
850-785-3412 fax



CHRYSLER

Jeep

DODGE



Panama City Beach Police Department 2017-2018 Vehicle Build Quote

Marked Patrol Units Ford Interceptor SUV

Lightbar	Whelen 48" Liberty 2WCan Lightbar Blue/Blue with Alleys and Takedown	1V88B-BB	\$	1,800.00
Light Controller	Whelen Light & Siren Controller	295SLSA6	\$	-
Speaker	Whelen 100 Watt Speaker	SA315P	\$	-
Side Runners	HG2 Emergency Lighting 68" Blue/Blue Side Runner Lights	HG22PC68BB	\$	699.00
Rear Window Lights	HG2 Emergency Lighting Rear Visor with Back Finng Lights	HG2RVWHTSUV-BB	\$	699.00
Rear Cargo Window Lights	HG2 Emergency Lighting Rear Side Cargo Window Lights	HG2QTRPIL-BB	\$	499.00
Rear License Plate	HG2 Emergency Lighting Crossfire License Plate Frame Rear	HG2CROSSFIRE-BB	\$	359.00
Front License Plate	HG2 Emergency Lighting Crossfire License Plate Frame Front	HG2CROSSFIRE-BB	\$	359.00
Fog Lights	HG2 Emergency Lighting Blue/Blue Fog Lights	HG2FGLTINTSUV-BB	\$	489.00
Strobe Lights	Whelen Vertex in Head Lights & Tail Lights Blue Qty:4	VTX609B	\$	260.00
Rear Transport Seat	Rear Transport Seat (Setina)	QK04941TU12	\$	649.00
Prisoner Partition	Prisoner Partition (Setina) 10XL with Chicago Grill	PK11301TU125CA	\$	699.00
Rear Cargo Divider	Rear Cargo Divider(Setina) 12VS	PK01231TU122HD	\$	499.00
Rear Power Inverter	Thor Power Inverter (750 W)	TH750	\$	55.00
Slinger Flashlight Charger	Slinger Flashlight Charger	SL75100_SL22050	\$	25.00
Gun Rack	Setina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle	GK11191B1SSSCA	\$	409.00
Center Console/Laptop Motion	Center Console with Cupholder, Arm Rest and Hengoose Motion Device (Gam	7170-0166	\$	450.00
Laptop Docking Station	Gamber Johnson Notepad V	7160-0250	\$	250.00
Window tint	Window Tint 2 Front Windows & Front Strp	WINDTINT	\$	99.00
	Lifetime Warranty on Window Tint and Workmanship			
Graphics	Vehicle Graphics	VEH-DCL	\$	499.00
	Labor		\$	1,098.00
	Total Package Price		\$	9,896.00
	Discount		\$	(1,300.00)
	Total Price		\$	8,596.00
				6
			\$	51,576.00

Marked 4WD Pick Up Truck

Front Windshield	HG2 Emergency Lighting 1 Piece Front Visor Light Blue/Blue with Takedowns	HG2FWSILV-BBW	\$	759.00
Side Runners	HG2 Emergency Lighting 72" Blue/Blue Side Runner Lights	HG22PC72BB	\$	699.00
Rear Window Lights	HG2 Emergency Lighting Rear Window Light	HG2RWSILV-BB	\$	699.00
Rear Tailgate Lights	HG2 Emergency Lighting Rear Tailgate Lights	HG21TK62-BB	\$	399.00
Rear License Plate	HG2 Emergency Lighting Crossfire License Plate Frame Rear	HG2CROSSFIRE-BB	\$	359.00
Front License Plate	HG2 Emergency Lighting Crossfire License Plate Frame Front	HG2CROSSFIRE-BB	\$	359.00
Grill Lights	HG2 Emergency Lighting Blue/Blue Grill Lights	HG2SILVD-BB	\$	419.00
Strobe Lights	Whelen Vertex in Tail Lights Blue Qty:2 and LED Spotlight Bulb	VTX609B/LEDBLB	\$	260.00
Light Controller	Whelen 295SLSA6 Handheld Siren	HMS2200	\$	320.00
Speaker	Whelen 100 Watt Speaker	SA315P	\$	150.00
Graphics	Vehicle Graphics	VEH-DCL	\$	499.00
Console	Gamber Johnson Console with Wiring Case and Motion Device, Armrest	7170-0237-04	\$	475.00
Laptop Docking Station	Gamber Johnson Notepad V	7160-0250	\$	250.00
Inverter	Thor Power Inverter	TH750	\$	55.00
Window Tint	Window Tint Full Truck Plus Front Strp	WINDTINT	\$	189.00
Gun Rack	Setina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle	GK11191B1SSSCA	\$	409.00
	Labor		\$	750.00
	Total Package Price		\$	7,050.00
	Discount		\$	(1,342.00)
	Total Price		\$	5,708.00
				2
			\$	11,416.00

Unmarked Units Dodge Charger

Front Windshield	HG2 Emergency Lighting 1 Piece Front Visor Light Blue/Blue with Takedowns	HG2FWHTSUV-BBW	\$	759.00
Side Runners	HG2 Emergency Lighting 68" Blue/Blue Side Runner Lights	HG22PC68BB	\$	699.00
Rear Window Lights	HG2 Emergency Lighting Rear Visor	HG2RVWHTSUV-BB	\$	699.00
Rear Cargo Window Lights	HG2 Emergency Lighting Rear Side Cargo Window Lights	HG2QTRPIL-BB	\$	499.00
Rear License Plate	HG2 Emergency Lighting Crossfire License Plate Frame Rear	HG2CROSSFIRE-BB	\$	359.00
Front License Plate	HG2 Emergency Lighting Crossfire License Plate Frame Front	HG2CROSSFIRE-BB	\$	359.00
Fog Lights	HG2 Emergency Lighting Fog Lights with Warning Mode	HG2FGLTINTSUV-BB	\$	489.00
Wig-Wag	Wig-Wag Headlights, Tail Lights, Corner Markers and Reverse Lights	HG2WGWG-CHR	\$	260.00
Light Controller	Whelen HMS2200 Handheld Siren	HMS2200	\$	320.00
Window Tint	Window Tint Full Vehicle with Front Strp	WINDTINT	\$	189.00
Speaker	Whelen 100 Watt Speaker	SA315P	\$	150.00
Gun Rack	Setina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle	GK11191B1SSSCA	\$	409.00
	Labor		\$	750.00
	Total Package Price		\$	5,941.00
	Discount		\$	(1,342.00)
	Total Price		\$	4,599.00
				3
			\$	13,797.00

\$ 76,788.00  
\$ 6,980.00

# Regular Agenda

## Item 12



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Fire/Deputy Chief Couch

2. MEETING DATE:

10/09/2017

3. REQUESTED MOTION/ACTION:

Modification of Job descriptions and addition of administrative officer position and approval of job description

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 Fire Department is requesting an Administrative Officer position to be added to the department. This position is needed to coordinate functions that have been spread around the departments line officers previously and has become ineffective because of our daily incident volume and the overtime we are spending having these issues completed while they are off duty. These items include but are not limited to Vehicle repair and maintenance coordination, buildings and grounds repair and maintenance, tool and equipment repair and maintenance coordination, purchasing of supplies, coordination of the Reserve responder program, applying for grants and various other duties as the only administrative staff we have currently are the Fire Chief and Deputy Chief. This position will not impact the Fire Department budget negatively as we have the staff to move into this position without directly effecting our current staffing levels. We will actually save money in overtime with the approval of this position. Each shift will still be comprised of 11 firefighters each day. I appreciate your consideration.

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Deputy Fire Chief**

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**SALARY RANGE:** \$29.67 - \$50.44/hr  
**SHIFT:** Varies (2080 hours annually)  
**LOCATION:** Fire Department  
**REPORTS TO:** Fire Chief  
**PREPARED BY:** City Clerk  
**APPROVED BY:** City Council

**PAY GRADE:** 43  
**DIVISION:** Fire  
**DEPT:** Fire  
**FSLA STATUS:** Non-Exempt  
**POSITION:** Permanent Full-Time  
**DATE:**

---

**SUMMARY:**

Under the general direction of Fire Chief, this is professional position performing administrative work with responsibilities in assisting and directing the activities of the Fire Department. Work involves assisting in the operational and management responsibilities for the administration, coordination and planning of all Department activities including career and paramedical services, manages (firefighter/EMT/paramedic) reserves program, fire operations and suppression, support services, fire and EMS training, equipment and fleet purchases, hazardous materials and special rescue service activities within the limitation of laws, regulations, and policies of the City and the State of Florida. Management direction is exercised directly or through subordinate supervisors over all departmental employees. Responsibilities include fostering working relationships with other agencies and community groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Assists the Fire Chief in the overall direction, planning and implementation of departmental goals and objectives; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.

Directs a staff of professional, technical, and support employees engaged in all phases of the operations and administration of short and long term fire prevention, fire inspection, and fire activities/programs for the City; identifies, develops and implements short and long term goals and programs consistent with the City's goals and objectives.

Assists in the development and administration of departmental budget consistent with the City's goals and objectives, assuring compliance with financial management policies and procedures; monitors and evaluates systems for internal budget controls.

Researches Fire Department and emergency medical service budgetary requirements;



drafts grant proposals; administers grant funding.

Provides professional direction and advising to departmental professional and technical staff.

Attends and represents department at various executive meetings for the dissemination of information; prepares departmental management meetings for dissemination of information; attends professional seminars, training conferences and meetings; represents the City's Fire Department at various events, meetings or conferences.

**SUPERVISORY RESPONSIBILITIES:**

Manages the operational staff of the Fire Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises administrative staff employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETANCIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dependability - Follows instructions, responds to management direction; Takes

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

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

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

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and EXPERIENCE:**

Graduation from an accredited two-year college or university with major course work in Fire Science, Public Administration, or related field and ten (10) years of progressively responsible experience in paramedical or firefighting work, including ~~six (6)~~ Three (3) years at a supervisory level with Panama City Beach Fire Rescue; or an equivalent combination of training and experience which would provide the following knowledge, abilities and skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

State of Florida EMT-B certification

State of Florida Firefighter II certification

Current Florida Driver's License - driving record must be acceptable to the City insurance program.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

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

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Human Resource systems; Inventory software; Manufacturing software; Payroll systems; Spreadsheet software and Word Processing software.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Fire Battalion Chief**

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**SALARY RANGE:** \$23.25 - \$38.37/hr  
**SHIFT:** Varies (2756 hours annually)  
**LOCATION:** Fire Department  
**REPORTS TO:** Deputy Fire Chief  
**PREPARED BY:** City Clerk  
**APPROVED BY:** City Council

**PAY GRADE:** 38  
**DIVISION:** Fire  
**DEPT:** Fire  
**FSLA STATUS:** Non-Exempt  
**POSITION:** Permanent Full-Time  
**DATE:**

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**SUMMARY:**

Directs and coordinates the firefighting activities of a battalion of fire companies and/or directs the activities and programs of a division within a fire department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Determines plan of action of fire companies responding to calls in fire, salvage, and rescue operations.

Enters fire site during fires to coordinate and supervise firefighting activities of companies on-site, and reports events to superior.

Directs rescue and evacuation activities.

Determines need for additional personnel and apparatus to control and extinguish fires.

Determines when fire is extinguished and fire grounds are secure.

Questions witnesses to determine cause and origin of fire.

Evaluates operations and practices used in fighting fires.

Plans for purchase of new equipment and use of new techniques in rescue, first aid, and firefighting operations.

Directs personnel in use of firefighting equipment.

Directs inspections of commercial buildings to ensure compliance with fire and safety regulations.

Inspects fire stations, equipment, personnel, and records of assigned companies to ensure efficiency and enforcement of departmental regulations.

Recommends personnel awards for superior service.

**SUPERVISORY RESPONSIBILITIES:**

Manages Fire Captain, Fire Lieutenants and Firefighters. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETANCIES:**

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

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

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

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

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

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

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

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

Written Communication - Writes clearly and informatively; Edits work for spelling and



grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and EXPERIENCE:**

Associate's (A.S.) degree or equivalent from two-year College or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

~~Two (2) years~~ One Year experience at the level of Captain with Panama City Beach Fire Rescue  
Florida Certified Fire Officer II or A.S. Degree  
Current Florida Certified Firefighter I&II  
Current Florida Certified EMT (minimum)  
Current CPR

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Florida Certified Firefighter I & II  
Florida Certified EMT or Paramedic  
FO I & FO II or A.S. Degree recognized by FL State Fire College  
Current Florida Driver's License - driving record must be acceptable to the City insurance program.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

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

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Human Resource systems; Inventory software; Manufacturing software; Payroll systems; Spreadsheet software and Word Processing software.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Fire Captain**

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**SALARY RANGE:** \$21.09 - \$34.79/hr  
**SHIFT:** Varies (2756 hours annually)  
**LOCATION:** Fire Department  
**REPORTS TO:** Battalion Chief  
**PREPARED BY:** City Clerk  
**APPROVED BY:** City Council

**PAY GRADE:** 36  
**DIVISION:** Fire  
**DEPT:** Fire  
**FSLA STATUS:** Non-Exempt  
**POSITION:** Permanent Full-Time  
**DATE:**

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**SUMMARY:**

Supervises and coordinates the emergency and non-emergency activities of a fire station on an assigned shift by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Responds to fire alarms and determines from observation the nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.

Supervises staff during responses to emergency fire, medical aid, hazardous material, rescue, and other situations unless relieved by a superior officer.

Plans, assigns, schedules, directs, and participates in station and equipment maintenance, fire prevention, inspection, paramedic services, and other assignments of the company.

Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipment, such as ladders and hoses, to ensure compliance with departmental maintenance standards.

Performs a wide variety of fire suppression and medical assistance tasks.

Contains, controls, and decontaminate hazardous materials spills.

Trains subordinates in use of equipment and methods of extinguishing all types of fires.

Evaluates efficiency of personnel.

Inspects commercial establishments in assigned district and reports fire hazards or safety violations to fire inspector.

Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition.

Recommends corrective measures for fire hazards or safety violations to building owners.

Conducts fire drills for occupants of buildings.

Supervises and coordinates activities of fire companies fighting multiple alarm fire until relieved by superiors.

Writes and submits proposal for new equipment or modification of existing equipment to superiors.

Requisitions and approves purchases within delegated authority.

Prepares and maintains a variety of records and reports.

**SUPERVISORY RESPONSIBILITIES:**

Manages Lieutenants and firefighters. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETANCIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and EXPERIENCE:**

Associate's (A.S.) degree or equivalent from two-year College or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

Five (5) years firefighting experience

~~Two (2) years~~ One (1) year experience at the level of Fire Lieutenant with Panama City Beach Fire Rescue

Florida Certified Fire Officer I

Current Florida Certified Firefighter I&II

Current Florida Certified EMT

Current CPR

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Florida Certified Firefighter I & II  
Florida Certified EMT or Paramedic  
Current Florida Driver's License - driving record must be acceptable to the City insurance program.

**LANGUAGE SKILLS:**

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

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Internet software; Order processing systems; Spreadsheet software and Word Processing software.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Administrative Officer**

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**SALARY RANGE:** \$23.25 - \$38.37/hr

**SHIFT:** Days

**LOCATION:** Fire Department

**REPORTS TO:** Deputy Fire Chief

**PREPARED BY:** City Clerk

**APPROVED BY:** City Council

**PAY GRADE:** 38

**DIVISION:** Fire

**DEPT:** Fire

**FSLA STATUS:** Non-Exempt

**POSITION:** Permanent Full-Time

**DATE:**

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**SUMMARY:**

Under the general direction of the Deputy Fire Chief, this is professional and administrative work with responsibilities for assisting and coordinating department procurement, writing grants on a local, federal and private level. Work involves coordination of maintenance of the department's vehicles. Coordinating repair and maintenance of fire department buildings and grounds. Assists Fire Rescue Officers with any administrative tasks needed. Works at command post of emergency incidents. Any other duties deemed necessary by the Deputy Fire Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Assists the Deputy Fire Chief in administrative tasks and performs clerical work as needed.

Keeps records and files on procurement activity for the fire department and receives approval for procurement items to meet short and long-term goals and programs consistent with the Departments goals and objectives.

Coordinates with each Battalion of the maintenance and testing of all Fire Rescue vehicles including any of the apparatus devices that require such testing. Works with the Deputy Fire Chief on planning of new apparatus procurement.

Manages the Fire Rescue facilities repair and maintenance schedules. Coordinates with the Battalions on repairs and maintenance issues. Works with the Deputy Fire Chief on planning of updates of facilities

Researches Fire Department and emergency medical service grant possibilities; drafts grant proposals on a private, local, state and federal level.

**SUPERVISORY RESPONSIBILITIES:**

Fosters a working relationship with all Fire Rescue employees. Works with Commanders at Emergency incident scenes.

**COMPETANCIES:**

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

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

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

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

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

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

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

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

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

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

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

subordinates.

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

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

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

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

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

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

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

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

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

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

Motivation - Sets and achieves challenging goals; Demonstrates persistence and

overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

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

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

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

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

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

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

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

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

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

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



**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and EXPERIENCE:**

Graduation from an accredited two-year college or university with major course work in Fire Science, Public Administration, related field or Florida Certified Fire Officer I and II and five (5) years of progressively responsible experience in paramedical or firefighting work, including 2 years at a supervisory level; or an equivalent combination of training and experience which would provide the following knowledge, abilities and skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A.S. Degree in Fire Science, related field or F.O. I and F.O.II  
State of Florida EMT-B or Paramedic certification  
State of Florida Firefighter II certification  
Valid Florida driver's license and acceptable driving record.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

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

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Human Resource systems; Inventory software; Manufacturing software; Payroll systems; Spreadsheet software and Word Processing software.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

**JOB TITLE: Fire Lieutenant-Paramedic**

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**SALARY RANGE:** \$18.23 - \$30.07/hr  
**SHIFT:** Varies (2756 hours annually)  
**LOCATION:** Fire Department  
**REPORTS TO:** Fire Captain  
**PREPARED BY:** City Clerk  
**APPROVED BY:** City Council

**PAY GRADE:** 33  
**DIVISION:** Fire Department  
**DEPT:** Fire Department  
**FSLA STATUS:** Non-Exempt  
**POSITION:** Permanent Full-Time  
**DATE:**

---

**SUMMARY:**

Supervises and coordinates the emergency and non-emergency activities of a fire station on an assigned shift by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.

Supervises staff during responses to emergency fire, medical aid, hazardous material, rescue, and other situations unless relieved by a superior officer.

Plans, assigns, schedules, directs, and participates in station and equipment maintenance, fire prevention, inspection, paramedic services, and other assignments of the company.

Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipment, such as ladders and hoses, to ensure compliance with departmental maintenance standards.

Performs a wide variety of fire suppression and medical assistance tasks.

Contains, controls, and decontaminate hazardous materials spills.

Trains subordinates in use of equipment and methods of extinguishing all types of fires.

Evaluates efficiency of personnel.

Inspects commercial establishments in assigned district and reports fire hazards or

safety violations to fire inspector.

Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition.

Recommends corrective measures for fire hazards or safety violations to building owners.

Conducts fire drills for occupants of buildings.

Supervises and coordinates activities of fire companies fighting multiple alarm fire until relieved by superiors.

Writes and submits proposal for new equipment or modification of existing equipment to superiors.

Requisitions and approves purchases within delegated authority.

Prepares and maintains a variety of records and reports.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises firefighters in the Fire Company. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and EXPERIENCE:**

~~Three (3)~~ Two (2) years firefighting experience with Panama City Beach Fire Rescue. Applicants will be administered and must pass the examination for the rank of Lieutenant.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Florida Certified Fire Officer I  
Current Florida Certified Firefighter I&II  
Current Florida Certified EMT  
Current Florida Certified Paramedic  
Current ACLS  
Current CPR  
Approved by Bay County EMS Director and Medical Director  
Current Florida Driver's License - driving record must be acceptable to the City

insurance program.

**LANGUAGE SKILLS:**

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

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

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

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Internet software; Order processing systems; Spreadsheet software and Word Processing software.

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

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exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually moderate.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF PANAMA CITY BEACH  
Job Description**

JOB TITLE: **Fire Lieutenant-EMT**

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**SALARY RANGE:** \$17.35 - \$28.63/hr  
**SHIFT:** Varies (2756 hours annually)  
**LOCATION:** Fire Department  
**REPORTS TO:** Fire Captain  
**PREPARED BY:** City Clerk  
**APPROVED BY:** City Council

**PAY GRADE:** 32  
**DIVISION:** Fire Department  
**DEPT:** Fire Department  
**FSLA STATUS:** Non-Exempt  
**POSITION:** Permanent Full-Time  
**DATE:**

---

**SUMMARY:**

Supervises and coordinates the emergency and non-emergency activities of a fire station on an assigned shift by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.

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Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipment, such as ladders and hoses, to ensure compliance with departmental maintenance standards.

Performs a wide variety of fire suppression and medical assistance tasks.

Contains, controls, and decontaminate hazardous materials spills.

Trains subordinates in use of equipment and methods of extinguishing all types of fires.

Evaluates efficiency of personnel.

Inspects commercial establishments in assigned district and reports fire hazards or

safety violations to fire inspector.

Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition.

Recommends corrective measures for fire hazards or safety violations to building owners.

Conducts fire drills for occupants of buildings.

Supervises and coordinates activities of fire companies fighting multiple alarm fire until relieved by superiors.

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Requisitions and approves purchases within delegated authority.

Prepares and maintains a variety of records and reports.

**SUPERVISORY RESPONSIBILITIES:**

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

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

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

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

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and EXPERIENCE:**

~~Three (3)~~ Two (2) years firefighting experience with Panama City Beach Fire Rescue. Applicants will be administered and must pass the examination for the rank of Lieutenant.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Florida Certified Fire Officer I  
Current Florida Certified Firefighter I&II  
Current Florida Certified EMT  
Current Florida Driver's License - driving record must be acceptable to the City insurance program.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance

instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, as well as one on one.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

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

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Internet software; Order processing systems; Spreadsheet software and Word Processing software.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Regular Agenda

## Item 13



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

ADMINISTRATION/LEGAL

**2. MEETING DATE:**

NOVEMBER 9, 2017

**3. REQUESTED MOTION/ACTION:**

Adopt Directory Resolution to commence implementation of Fire Service Assessment, and timely set First Reading of Ordinance modification for November 30, and Second Reading of Ordinance modification and public hearing on Fire Service Assessment for December 14, as required by City Ordinance and state law.

**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)**

The Goal: In September the Council determined to seek review of means to promptly develop a fair and reliable payment strategy for (a) the siting, design, and staffing of an extreme weather resistant central fire protection facility, and (b) associated capital and additional staffing for fire services in the City. This was done in the context of creating an ongoing fire service assessment regime.

Why Action is Necessary: The professional expertise involved has assisted City staff and counsel to develop a simplified fire assessment approach that will allow the City to implement the use of (1) an alternative and supplemental revenue stream in the form of a fire service assessment, under a concept already approved by the FL Supreme Court, in conjunction with (2) other legally available revenues of the City to achieve the delivery of a significant capital project and necessary additional staffing associated with fire protection city-wide. Presently, as the Council is aware, the City does not generate enough legally available revenue to accomplish both aspects of the goal. This action will set the City on a solid financial and legally sufficient path to accomplish the goal above, and to create an annually repeatable means to additionally fund fire protection services in our community.

The Path: This path will likely take the next three fiscal years to accomplish the above goal. First, the assessment regime can be put in place for FY 18-19, after a public hearing proposed for January 11, 2018; and, once documented and validated, the assessment forms a legally encumbered and isolated revenue stream to fund the current fire department budget. At the same time, the other legally available funds now committed to the fire department will then become available to start underwriting (a) the siting, design, and staffing of an extreme weather resistant central fire protection facility, and (b) associated capital and some additional staffing for fire protection services. This needed double-barreled funding will be on-going for three fiscal years, with the result being that the (a) siting, design, and staffing of an extreme weather resistant central fire protection facility, and (b) other associated capital in this endeavor likely can be paid for in-full in three annual increments from currently existing revenues coming to the City, sometimes called legally available funds.

Once the larger capital project is paid for, the fire service assessment will continue to stand to primarily pay for ongoing operations, staffing, and capital for the fire department, and the City's annually occurring general fund monies will be substantially freed-up for other legally available purposes.

Accomplishing the above goal will likely be an ongoing exercise for three (3) fiscal year periods, will avoid tying up the City's credit or borrowing capacity over the long term, and allows for accomplishing the goal above in a transparent, fair and equitable manner as it relates to the fire service assessment. The resulting fire service assessment is a proven means to 'blend' the use of annual assessment revenues and available general funds to accomplish legal sufficiency, equity and political acceptance. The result after the next three (3) fiscal year periods will be a paid-for extreme weather resistant central facility, paid-for upgrades to existing buildings, and paid-for additional capital equipment; and, the fire service assessment will stand to pay, on an ongoing basis, for all or most of that annual essential fire service operations and staffing. Further, the result will be that the general fund revenues, now annually relied upon by the fire department, will thereafter be available in substantial part for other legally permissible purposes. This result gives this Council, and future Councils, flexibility in achieving financial stewardship, presents transparency in digesting the cost of fire protection service, and obviously assists in putting-off and avoiding the need for or debate concerning the imposition or use of an ad valorem property tax in the City.

Staff Recommendation: Move forward with the Directory Resolution, at the rates comparable to that used for the simplified fire approach in Springfield, with direction to bring to the Council from time to time associated budget amendments to be funded by these 2 combined revenue sources - in order to embark on this financial stewardship path and achieve the goal described above over the next three fiscal years.

**RESOLUTION NO. 18 - 19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ACCEPTING THE EXECUTIVE SUMMARY PERTAINING TO THE APPORTIONMENT OF SPECIAL ASSESSMENTS TO FUND FIRE PROTECTION SERVICES AND FACILITIES; AUTHORIZING INITIATION OF THE PROCESS NECESSARY FOR CITY COUNCIL CONSIDERATION OF THE IMPOSITION AND COLLECTION OF SPECIAL ASSESSMENTS TO FUND FIRE PROTECTION SERVICES AND FACILITIES; AND, PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1. AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant to the provisions of Chapter 166, Florida Statutes, the Municipal Charter of the City (the "Charter"), sections 166.021 and 166.041, Florida Statutes and other applicable provisions of law (collectively, the "Act").

**SECTION 2. FINDINGS.** It is hereby ascertained, determined and declared that:

(A) Under an approved Work Order, and direction by the City Council, the City Council, as of September 1, 2017, engaged Mark G. Lawson, P.A., and authorized the use of GAI Consultants, Inc. (in particular, Dr. Owen M. Beitsch), and Ennead, LLC (collectively, the "Assessment Professionals") to review budget information from the City and cause to be prepared and reviewed an Executive Summary describing an apportionment approach sometimes referred to as 'Simplified Fire' pertaining to special assessments for fire protection services and facilities provided by the City, and such Executive Summary has been presented to, and received and considered by, the City Council at a regularly scheduled meeting.

(B) City Council desires to initiate the process necessary for consideration of the imposition and collection of such assessments, apportioned substantially in accordance with the method set forth in the Executive Summary, in order to provide assessment revenue to fund a portion of the City's fire department budget commencing with Fiscal Year 2018-19.

**SECTION 3. DIRECTION.**

(A) The Mayor, City Manager or his functional administrative equivalent or designee, City Attorney, Fire Chief and other necessary City officials and employees along with the Assessment Professionals are directed and authorized to undertake the actions contemplated by the Work Order to initiate and fully and promptly notice tax parcel specific information on the City's website and the public hearing process necessary for City Council consideration of a special assessment to fund a significant portion of the fire protection services related budget in Fiscal Year 2018-19 using the 2017-18 budget for purposes of notice and

planning. Such public hearing shall be held if at all possible on at the City Council's regularly scheduled meeting on January 11, 2018, or shortly thereafter.

(B) The City Manager, City staff, and City Attorney are hereby authorized to assist in such undertaking and to provide such information and assistance as may be necessary in order for the City Council to promptly consider and determine to fund, implement and collect at a later date, if the City Council so determines, a net amount of approximately \$\_\_\_\_\_ through the imposition of such assessments generally apportioned in the manner set forth in the Executive Summary at a rate of \$\_\_\_\_\_ per tax parcel (Tier 2) with the remaining additional amount funded by a rate based upon a relative improvement value (Tier 1), as shown in Example \_\_\_ of Appendix B to the Executive Summary, together with an amount of \$5 per tax parcel to defray associated development, advertising, implementation and administrative costs.

(C) As implementation proceeds, the City Manager, and City staff, are directed and authorized to prepare and present to the City Council necessary budget amendments to accomplish the use of such revenues, as necessary from time to time.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

ADOPTED THIS \_\_\_ day of November 2017.

**CITY OF PANAMA CITY BEACH, FLORIDA**

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

ATTEST:

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

APPROVED AS TO FORM:

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

# **Regular Agenda**

## **Item 14**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

ADMINISTRATION/LEGAL

2. MEETING DATE:

NOVEMBER 9, 2017

3. REQUESTED MOTION/ACTION:

Read and Adopt on first reading a procedural ordinance concerning possible implementation of a fire service assessment, and timely set second reading for December 14.

4. AGENDA

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

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

The Goal: In September the Council determined to seek review of means to promptly develop a fair and reliable payment strategy for (a) the siting, design, and staffing of an extreme weather resistant central fire protection facility, and (b) associated capital and additional staffing for fire services in the City. This was done in the context of creating an ongoing fire service assessment regime. This action – first reading of a procedural ordinance – gives the Council the ability to place this in the public domain sooner, and allows for second reading and adoption on a timeline that follows the Council's regular meeting and ordinance adoption schedule after the new year.

Why Action is Necessary: This complies with State law of reading the title of any proposed ordinance in advance, and also makes the full text of the ordinance additionally available to review almost 9 weeks in advance of second reading. The adoption on first reading is a procedural first step, and preliminary to any assessment. No assessment can begin to be imposed without the second reading of the ordinance and a public hearing on both the ordinance and an assessment resolution.

If the Council adopts the Directory Resolution which is also being presented for consideration on November 9, these two items (the Directory Resolution and Assessment Ordinance) will allow for fuller information to be included on the City's website well in advance of the January 11, 2018, public hearing. If the Council approves the first reading of the Ordinance on November 9, a second hearing and public hearing will be advertised for January 11, 2018.

Staff Recommendation: Move forward with the first reading of the ordinance in tandem with the adoption of the Directory Resolution. This will better inform the public in advance of the proposed January 11, 2018, public hearing, by sending individually mailed notices to affected property owners and better prepare the community and Council, if it decides to proceed, to equitably and smartly fund the fire protection and financial stewardship challenges faced by the community.

**CITY OF PANAMA CITY BEACH, FLORIDA**

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**FIRE SERVICE ASSESSMENT ORDINANCE RELATED  
TO THE PROVISION AND FUNDING OF FIRE PROTECTION  
SERVICES, FACILITIES AND PROGRAMS**

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**FIRST READING NOVEMBER 9, 2017  
SECOND READING AND ADOPTION JANUARY 11, 2018**

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ORDINANCE NO. 1444

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

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

ARTICLE I

INTRODUCTION

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

"Annual Assessment Resolution" means the resolution described in Article II hereof, establishing the rate at which an Assessment for a specific Fiscal Year will be computed; and the adoption of which, after a duly noticed public hearing, shall be the final

proceeding for the imposition of assessments related to the provision and funding of fire protection services, facilities and programs.

**"Assessed Property"** means all Tax Parcels of land included in the Fire Service Assessment Roll that receive a special benefit from the continual availability of fire protection services and facilities.

**"Assessment"** or **"Fire Service Assessment"** means a special assessment imposed by the Council pursuant to this Ordinance, after a public hearing, to fund the Fire Service Assessed Cost. The term "Assessment" and the reference to special assessments or non-ad valorem assessments herein means those assessments which can become a lien against a homestead as permitted by Article X, Section 4 of the Florida Constitution, as amended.

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

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

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

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

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

**"City Council"** means the governing body of the City of Panama City Beach, Florida.

**“City Manager”** means the City Manager of the City.

**“Fire Service Assessed Cost”** means that portion of the annual budget for any Fiscal Year representing all or some portion of the cost of maintaining continual readiness to provide fire protection to Tax Parcels within the City which will be funded through the imposition of Fire Service Assessments. In the event the City also imposes an impact fee upon new growth or development for capital improvements related to fire protection, the Fire Service Assessed Cost shall not include costs attributable to capital improvements necessitated by new growth or development which were included in the computation of such impact fee or which are otherwise funded by such impact fee.

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

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

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

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

**"Property Appraiser"** means the Property Appraiser of Bay County, Florida.

**"Tax Collector"** means the Tax Collector of Bay County, Florida.

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

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

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

**SECTION 1.02. INTERPRETATION.** Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms

refer to this Ordinance; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this Ordinance. Words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

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

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

(B) The City Council may exercise any governmental, corporate, or proprietary power for a municipal purpose except when expressly prohibited by law, and the City Council may legislate on any subject matter on which the Florida Legislature may act, except those subjects described in (a), (b), (c), and (d) of section 166.021(3), Florida Statutes. The subject matter of paragraphs (a), (b), (c), and (d) of section 166.021(3), Florida Statutes, are not relevant to the imposition of assessments related to fire protection services, facilities or programs.

(C) The special benefits to affected lands provided as a result of an Assessment include by way of example and not limitation, the continual availability of fire protection services to each Tax Parcel within the City, protection of public safety, stable or decreasing

insurance costs, a potential increase in value to property, and an assured level of service to landowners and tenants.

(D) The constant and continued preparedness to provide fire protection services, facilities and programs possess a logical relationship to the value, use and enjoyment of real property by: (1) protecting the value of the improvements and structures through the continual availability of fire control and provision of fire protection and associated rescue services; (2) protecting the life and safety of intended occupants in the use and enjoyment of real property; (3) lowering the cost of casualty or liability insurance by the presence of a professional and comprehensive fire protection and associated rescue program within the City; (4) providing protection for uninsured or underinsured property and property owners; and (5) containing the spread of fire incidents, sometimes occurring on vacant or undeveloped property, with the potential to spread and endanger the structures and occupants of nearby improved property, thereby limiting liability.

(E) The combined fire control and associated basic life support emergency medical services of the City under its existing fire protection program enhances and strengthens the relationship of such services to the value, use and enjoyment of the parcels of property within the City.

(F) The Assessment imposed pursuant to this Ordinance is imposed by the City Council, not the Property Appraiser or Tax Collector. Any activity of the Property

Appraiser or Tax Collector under the provisions of this Ordinance shall be construed as ministerial.

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

(H) The purpose of this Ordinance is to: (1) provide procedures and standards for the imposition of city-wide Assessments under the home rule powers of a municipality to impose special assessments, (2) authorize a procedure for the funding of fire protection services, facilities, or programs providing special benefits to property within the City, and (3) establish a revenue or tax equity tool for funding fire protection services, facilities and programs, reduce demand on other legally available funds, allow for local policy discretion as difficult overall budget choices are made by the City Council each year, and give the community a more equitable, balanced, sustainable and dedicated means of funding essential fire protection related services and capital improvements.

[Remainder of page intentionally left blank.]



**ARTICLE II**  
**ANNUAL FIRE SERVICE ASSESSMENTS**

**SECTION 2.01. GENERAL AUTHORITY.**

(A) The City Council is hereby authorized to impose an annual Assessment to fund all or any portion of the Fire Service Assessed Cost upon benefitted property at a rate of assessment based on the special benefit accruing to such property from the City's provision of fire protection services, facilities, or programs. For purposes of this Ordinance, references to 'benefit', 'special benefit', 'benefitted property' or the like also include the relief of a burden to continually stand in readiness created by real property as well as improvements thereon. All Assessments shall be imposed in conformity with the procedures set forth in this Article II.

(B) The amount of the annual Assessment imposed each Fiscal Year against each parcel of Assessed Property shall be determined pursuant to an apportionment methodology based upon a fair and reasonable apportionment of the Fire Service Assessed Cost among properties on a basis reasonably related to the special benefit provided by the availability of fire protection services, facilities, or programs funded with Assessment proceeds. The amount of the annual Assessment imposed each Fiscal Year shall include administration and collection costs associated with the annual Assessment. In the event the Assessments are collected pursuant to the Uniform Assessment Collection Act, the amount of the annual Assessment will also include fees imposed by the Property Appraiser and Tax

Collector and will be adjusted as necessary to account for any statutory discounts which are necessitated when employing the efficiencies of collecting the Assessments annually on the same bill as property taxes. Nothing contained in this Ordinance shall be construed to require the imposition of Assessments against Government Property.

**SECTION 2.02. PROCEEDINGS.**

(A) The proceedings for the imposition of an Assessment shall include a public hearing noticed in the manner set forth in Section 2.04 hereof, and the adoption at or anytime thereafter of an Annual Assessment Resolution which shall (A) contain a brief and general description of the fire protection services, facilities or programs to be provided or made available, (B) describe the method or methods of apportioning the Fire Service Assessed Cost among affected Tax Parcels, (C) describe the Tax Parcels, if any, to be exempted from the Fire Service Assessment for legal or public policy purposes, (D) identify the rate or rates of assessment and approve and adopt the annual Assessment Roll, consistent with the requirements of Section 2.03 hereof, and (E) determine the method of collecting the Fire Service Assessment.

(B) So long as the development and articulation of any method of apportionment, rates of assessment, the Assessment Roll or methods of notice have been reasonably undertaken and otherwise promulgated to the public in accordance with the time periods and provisions hereof, the Annual Assessment Resolution may be adopted at the same

meeting of the City Council, or at any subsequent meeting of the City Council, immediately after adoption of this Ordinance, or any amendment hereto.

**SECTION 2.03. ASSESSMENT ROLL.**

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

- (1) A summary description of all Assessed Property by Tax Parcel conforming to the description contained on the Tax Roll.
- (2) The name of the owner of the Assessed Property.
- (3) The extension or application of the rates of the proposed Assessment to be imposed against each such Tax Parcel of Assessed Property.

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

**SECTION 2.04. NOTICE.** At least twenty (20) days prior to the public hearing, the City shall notice the public hearing by publication in a newspaper generally circulated within the boundaries of the City. The notice shall provide the date, time and place of the hearing. The notice shall contain a general statement that the City Council will consider imposing a special assessment throughout the City on the various parcels of

property within the City to fund all or a portion of the cost to continually be available and stand ready to provide fire protection services, facilities and programs, the proposed rates or explanation of the schedule of Assessments and include general information pertaining to the proposed apportionment methodology, the method of collection and a statement that all affected property owners have a right to appear at the public hearing and the right to file written objections within twenty (20) days of the publication of the notice. The notice shall direct all interested persons to the Assessment Roll and information concerning the amount of the proposed Assessment applicable to each parcel of property; provided, however, that such Assessment Roll need not be in printed form if the amount of the Assessment for each parcel of property can be determined by use of the internet, a computer terminal available to the public, or similar technology available to the public.

**SECTION 2.05. ANNUAL ASSESSMENT RESOLUTION.** At the time named in such notice, or to which an adjournment or continuance may be taken by the City Council, the City Council shall receive any written comments or objections of interested persons and may then, or at any subsequent meeting of the City Council, adopt the Annual Assessment Resolution which shall (A) establish the rate or rates of assessment to be imposed in the designated Fiscal Year; (B) approve and adopt the Assessment Roll, with such amendments and directions as it deems just and right; and (C) provide direction as to the method of collection. All parcels assessed shall derive a special benefit from the fire protection services, facilities, or programs to be provided or constructed and the

Assessment shall be fairly and reasonably apportioned between the properties that receive the special benefit. All objections to the Annual Assessment Resolution shall be made in writing, and filed with the Assessment Coordinator at or before the time or adjourned time of such hearing. The Annual Assessment Resolution as confirmed shall constitute the final action necessary annually to impose or re-impose Assessments hereunder.

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

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

**SECTION 2.07. ADOPTION OF SUBSEQUENT ANNUAL ASSESSMENT RESOLUTIONS.** The City Council may adopt subsequent Annual Assessment

Resolutions as a part of and during its budget adoption process for each Fiscal Year following the initial Fiscal Year for which an Assessment is imposed hereunder. The Annual Assessment Resolution shall approve the Assessment Roll for the upcoming Fiscal Year. The Assessment Roll may be prepared in accordance with the methods of apportionment set forth in the prior Assessment Resolution but may include modifications as a matter of policy as to what, if any, portion or portions of the City's budget is paid for from legally available funds other than Assessment revenues. Failure to adopt an Annual Assessment Resolution during the budget adoption process may be cured at any time.

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

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

(B) In the event the uniform method of collection provided for in the Uniform Assessment Collection Act is determined to be used, the Assessment Coordinator shall publish notice which shall conform to the requirements set forth in the Uniform Assessment Collection Act and, in addition to the requirements set forth in this Ordinance, the Assessment Coordinator shall provide notice of the proposed Assessment by first class mail to the owner of each parcel of property subject to the Assessment which shall conform

to the requirements set forth in the Uniform Assessment Collection Act. Such mailed notice may be provided by including the Assessment in the Property Appraiser's notice of proposed property taxes and proposed or adopted non-ad valorem assessments under Section 200.069, Florida Statutes, or its successor in function. The Assessment Coordinator may provide proof of such notice by affidavit. Failure of the owner to receive notice due to mistake or inadvertence shall nevertheless not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of an Assessment imposed by the City Council pursuant to this Ordinance.

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

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

previously provided to the owners of Assessed Property pursuant to the Uniform Assessment Collection Act, (3) Assessed Property is reclassified in a manner which results in an increased Assessment from that represented by notice previously provided to the owners of Assessed Property pursuant to the Uniform Assessment Collection Act, or (4) an Assessment Roll contains Assessed Property that was not included on the Assessment Roll approved for the prior Fiscal Year, notice and opportunity to be heard shall be provided to the owners of such Assessed Property. Such notice shall substantially conform to the notice requirements set forth in the Uniform Assessment Collection Act and inform the owner of the time, date and place for adoption of the Annual Assessment Resolution. The failure of the owner to receive such notice due to mistake or inadvertence shall not affect the validity of the Assessment Roll nor release or discharge any obligation for payment of an Assessment imposed by the City Council pursuant to this Ordinance.

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

**SECTION 2.09. LIEN OF FIRE SERVICE ASSESSMENTS.** Upon the adoption of the Assessment Roll, all Assessments shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments. Except as otherwise provided by law, until paid such lien shall be superior in dignity to all other prior liens, mortgages, titles, and claims. The lien



for an Assessment shall be deemed perfected upon adoption by the City Council of the Annual Assessment Resolution. The lien for an Assessment collected under the Uniform Assessment Collection Method shall attach to the property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes imposed under the Tax Roll. The lien for an Assessment collected under the traditional method of collection provided in Section 3.02 hereof shall be deemed perfected upon adoption and confirmation by the City Council of the Annual Assessment Resolution, after a public hearing, and shall attach to the property on such date of each such Annual Assessment Resolution.

**SECTION 2.10. REVISIONS TO FIRE SERVICE ASSESSMENTS.** If any Assessment made under the provisions of this Ordinance is either in whole or in part annulled, vacated, or set aside by the judgment of any court, or if the City Council is satisfied that any such Assessment is so irregular or defective that the same cannot be enforced or collected, or if the City Council has omitted any property on the Assessment Roll which property should have been so included, the City Council may take all necessary steps to impose a new Assessment against any property benefited by the Fire Service Assessed Costs, following as nearly as may be practicable, the provisions of this Ordinance and in case such second Assessment is annulled, vacated, or set aside, the City Council may obtain and impose other Assessments until a valid Assessment is imposed.

**SECTION 2.11. PROCEDURAL IRREGULARITIES.** Any informality or irregularity in the proceedings in connection with the levy of any Assessment under the

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

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

(A) No act of error or omission on the part of the Property Appraiser, Tax Collector, Assessment Coordinator, City Council, or their deputies, employees, or agents shall operate to release or discharge any obligation for payment of an Assessment imposed by the City Council under the provision of this Ordinance.

(B) When it shall appear that any Assessment should have been imposed under this Ordinance against a parcel of property specially benefited by the provision of fire protection services, facilities, or programs, but that such property was omitted from the Assessment Roll, the City Council may, upon provision of notice to the owner by first class mail, impose the applicable Assessment for the Fiscal Year in which such error is discovered, in addition to the applicable Assessment due for the prior two Fiscal Years.

Such total Assessment shall become delinquent if not fully paid upon the expiration of sixty (60) days from the date of the adoption of said resolution. The Assessment so imposed shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other prior liens, mortgages, titles and claims in and to or against the real property involved and may be collected as provided in Article III hereof.

(C) The Assessment Coordinator shall have the authority at any time, upon his or her own initiative or in response to a timely filed petition from the owner of any property subject to an Assessment, based upon presentation of competent and substantial evidence, to correct any error in annually applying the Assessment apportionment method to any particular parcel of property not otherwise requiring the provision of mailed notice pursuant to this Ordinance or the Uniform Assessment Collection Act. Additionally, because the size and nature of the Tax Roll may yield anomalies, the Assessment Coordinator is authorized to apply sound public administration judgment and delete or remove individual Tax Parcels from the Assessment Roll that due to specific circumstances do not receive a special benefit, are not developable (e.g. subsurface rights, submerged, slivers, right-of-way, common elements) or are reasonably determined to be inappropriate, infeasible or impracticable to assess, and do not merit the expenditure of public funds and resources to impose or collect such Assessments. Unless the Assessment Coordinator determines that a Tax Parcel otherwise does receive benefit, for any Tax Parcel with a just

value of less than \$5,000 (as determined solely by the Property Appraiser), such value may be used as a prima facie determination that the Tax Parcel need not be included on the Assessment Roll. Any such corrections shall be considered valid ab initio and shall in no way affect the enforcement of the Assessment imposed under the provisions of this Ordinance. All requests from affected property owners for any such changes, modifications or corrections shall be referred to, and processed by, the Assessment Coordinator and not the Property Appraiser or Tax Collector.

(D) After the Assessment Roll has been delivered to the Tax Collector in accordance with the Uniform Assessment Collection Act, any changes, modifications, or corrections thereto shall be made in accordance with the procedures applicable to correcting errors and insolvencies on the Tax Roll upon timely written request and direction of the Assessment Coordinator.

**SECTION 2.13. INTERIM ASSESSMENTS.**

(A) An interim Assessment may be imposed against all property for which a Certificate of Occupancy is issued after adoption and confirmation of the Annual Assessment Resolution. The amount of the interim Assessment shall be calculated upon a monthly rate, which shall be one-twelfth of the annual rate for such property computed in accordance with the Annual Assessment Resolution for the Fiscal Year in which the Certificate of Occupancy is issued. Such monthly rate shall be imposed for each full calendar month remaining in the Fiscal Year. In addition to the monthly rate, the interim

Assessment shall also include an estimate of the subsequent year's Assessment. If the Council determines to impose an interim Assessment, no Certificate of Occupancy shall be issued until full payment of the interim Assessment is received by the City. Issuance of the Certificate of Occupancy by mistake or inadvertence, and without the payment in full of the interim Assessment, shall not relieve the owner of such property of the obligation of full payment. For the purpose of this provision, such interim Assessment shall be deemed due and payable on the date the Certificate of Occupancy was issued and shall constitute a lien against such property as of that date. Said lien shall be equal in rank and dignity with the liens of all State, county, district or municipal taxes and special assessments, and superior in rank and dignity to all other liens, encumbrances, titles and claims in and to or against the real property involved.

(B) Exclusive of property for which an interim Assessment was paid pursuant to subsection (A) hereof, an interim Assessment may also be imposed against any property which for any reason was omitted from the Fire Service Assessment Roll or was not listed on the Tax Roll as an individual Tax Parcel as of the effective date of the Assessment Roll approved by the Annual Assessment Resolution for any upcoming Fiscal Year. For the purpose of this provision, such interim Assessment shall be deemed due and payable and shall constitute a lien against such property for which it is imposed. Said lien shall be equal in rank and dignity with the liens of all State, county, district or municipal taxes and special

assessments, and superior in rank and dignity to all other liens, encumbrances, titles and claims in and to or against the real property involved.

**SECTION 2.14. ADMINISTRATIVE HARDSHIP DEFERMENT.**

(A) Annually upon application of the Owner of a Tax Parcel subject to the Assessments contemplated herein, the Assessment Coordinator may grant a hardship deferment, in which case the Tax Parcel in question will receive a deferral. The owner shall be required to execute a binding agreement encumbering the Tax Parcel and otherwise assure the City that payment in full of the Assessment and any recording cost, plus interest at an estimated cost of City funds compounded annually, shall be due over a period of time or upon sale or transfer of the property. Such agreement or a memorandum thereof shall be recorded in the Official Records of Bay County, Florida. Dependent upon the volume or demand for such deferment, the City Council may determine to release such deferments in the future. However, all funding for such hardship deferment, or the consequences of the deferment or any future release, shall be from legally available funds other than direct proceeds of other Assessments. The Assessment Coordinator is authorized to use sound public administration judgment in applying this authority and considering such applications.

(B) This provision serves to promote a public purpose and the general welfare, morals and contentment of the inhabitants and residents of the City.

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**ARTICLE III**  
**COLLECTION OF FIRE SERVICE ASSESSMENTS**

**SECTION 3.01. COLLECTION.**

(A) The process of collection is driven by many equitable, practical and economic factors. The traditional direct billing method is initially far less expensive and provides fair and adequate notice and opportunity to be heard through publication in a newspaper of general circulation. The uniform method of collection additionally provides extraordinary notice by individual mailing, but such notice is many times more expensive than published notice. The individually mailed notice required by the Uniform Assessment Collection Act is extraordinary and unique to collection of an Assessment occurring along with and included on the same bill as for ad valorem taxes.

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

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

(A) The City shall provide Assessment bills by first class mail to the owner of each affected parcel of property, other than Government Property. The bill or



accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the unit of measurement or method used to determine the amount of the Assessment, (3) the number of units contained within the Tax Parcel, (4) the rate or rates applied to the units of measurement or method and the total amount of the Assessment imposed against the Tax Parcel for the appropriate period, (5) the location at which payment will be accepted, (6) the date on which the Assessment is due, and (7) a statement that the Assessment constitutes a lien against Assessed Property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments.

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

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

(D) An Assessment shall become delinquent if it is not paid within thirty (30) days from the date any installment is due. The City or its agent shall notify any property owner who is delinquent in payment of his or her Assessment within ninety (90) days from the date such assessment was due. Such notice shall state in effect that the City or its agent may either (1) initiate a foreclosure action or suit in equity and cause the foreclosure of such property subject to a delinquent Assessment in a method now or hereafter provided by law

for foreclosure of mortgages on real property; or (2) cause an amount equivalent to the delinquent Assessment, not previously subject to collection using the uniform method under the Uniform Assessment Collection Act, to be collected on the tax bill for a subsequent year.

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

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

delinquent Assessment is supplanted by the lien resulting from certification of the Assessment Roll, as applicable, to the Tax Collector.

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

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

(A) In lieu of utilizing any other method of collection available to the City, the City may elect to collect Assessments using the uniform method pursuant to the Uniform Assessment Collection Act; and, for any specific parcel of benefitted property may include an amount equivalent to the payment delinquency, delinquency fees and expenses and recording costs for a prior years' assessment for a comparable service, facility, or program provided, (1) the collection method used in connection with the prior years' assessment did not employ the use of the uniform method of collection authorized by the Uniform Assessment Collection Act, (2) notice is provided to the owner, and (3) any lien on the affected parcel for the prior years' assessment is supplanted and transferred to such Assessment upon certification of a non-ad valorem roll to the Tax Collector by the City.

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

**SECTION 3.04. GOVERNMENT PROPERTY.**

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

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

(C) An Assessment shall become delinquent if it is not paid within thirty (30) days from the date any installment is due. The City shall notify the owner of any Government Property that is delinquent in payment of its Assessment within ninety (90)

days from the date such assessment was due. Such notice shall state that the City will initiate a mandamus or other appropriate judicial action to compel payment.

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

(E) As an alternative to the foregoing, an Assessment imposed against Government Property may be collected as a surcharge on a utility bill provided to such Government Property in twelve installments with a remedy of a mandamus action in the event of non-payment. The City Council may also contract for such billing services with any utility not otherwise owned by the City.

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**ARTICLE IV**  
**ISSUANCE OF OBLIGATIONS**

**SECTION 4.01. GENERAL AUTHORITY.**

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

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

**SECTION 4.02. TERMS OF THE OBLIGATIONS.** The Obligations shall be dated, shall bear interest at such rate or rates, shall mature at such times as may be determined by ordinance or resolution of the City Council, and may be made redeemable before maturity, at the option of the City, at such price or prices and under such terms and

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

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

**SECTION 4.04. TEMPORARY OBLIGATIONS.** Prior to the preparation of definitive Obligations of any series, the City Council may, under like restrictions, issue interim receipts, interim certificates, or temporary Obligations, exchangeable for definitive Obligations when such Obligations have been executed and are available for delivery. The City Council may also provide for the replacement of any Obligations which shall become mutilated, destroyed or lost. Obligations may be issued without any other proceedings or

the happening of any other conditions or things other than those proceedings, conditions or things which are specifically required by this Ordinance.

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

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



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

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

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

**SECTION 4.09. REFUNDING OBLIGATIONS.** The City may, by ordinance or resolution of the City Council, issue Obligations to refund any Obligations

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

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**ARTICLE V**  
**GENERAL PROVISIONS**

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

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

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

[Remainder of page intentionally left blank.]

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

**INTRODUCED AND PASSED** on first reading in regular session of the City Council of the City of Panama City Beach, this \_\_\_ day of \_\_\_\_\_ 2018.

**ATTEST: APPROVED:**

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

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

**PASSED** on second and final reading by the City Council of the City of Panama City Beach, Florida, at regular session this \_\_\_ day of \_\_\_\_\_ 2018.

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

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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