I. CALL TO ORDER AND ROLL CALL

II. INVOCATION- COUNCILMAN CHESTER

III. PLEDGE OF ALLEGIANCE- COUNCILMAN MCCONNELL

IV. COMMUNITY ANNOUNCEMENTS

V. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 27, SPECIAL MEETING OF OCTOBER 11th, EMERGENCY MEETING OF OCTOBER 11, AND SPECIAL MEETING OF OCTOBER 14, 2018

VI. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS

VII. PUBLIC COMMENTS-REGULAR (NON-PUBLIC HEARINGS) & CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)

VIII. CONSENT AGENDA

1. ORDER 03-RZ-18, APPROVAL OF THE SUNDAIL STREET REZONING. "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 September 27, 2018, orders that the subject rezoning request is hereby GRANTED and the captioned Ordinance 1473 shall be ADOPTED."

2. ORDER 04-CU-18, APPROVAL OF HEIGHT INCENTIVE REQUEST FOR SHALIMAR RETREAT BY THE SEA RESORTS, INC., 17561, 17607 & 17609 FRONT BEACH ROAD. "The City Council of the City of Panama City Beach, being fully advised in the premises and having held a public Quasi-Judicial hearing on this matter on September 27, 2018, orders that the Applicant’s Height Incentive Request is hereby APPROVED with CONDITIONS as more particularly described in the body of the Order."

3. ORDER 05-CU-18, DENIAL OF HEIGHT INCENTIVE REQUEST FOR ALENA BY THE SEA RESORTS, INC., 17101 & 17001 FRONT BEACH ROAD. "The City Council of the City of Panama City Beach, being fully advised in the premises and having held a public, Quasi-Judicial hearing on this matter on September 27, 2018, orders that the Applicant’s Height Incentive Request is hereby DENIED."

4. ORDER 06-CU-18, APPROVAL OF HEIGHT INCENTIVE REQUEST FOR MIRACLE STRIP PROPERTIES BY THE SEA RESORTS, LLC, 11815 & 11827 FRONT BEACH ROAD. "The City Council of the City of Panama City Beach, being fully advised in the premises and having held a public Quasi-Judicial hearing on this matter on September 27, 2018, orders that the Applicant’s Height Incentive Request is hereby APPROVED with CONDITIONS as more particularly described in the body of the Order."
ORDER 07-CU-18, APPROVAL OF HEIGHT INCENTIVE REQUEST FOR RESORT HOSPITALITY ENTERPRISES, LTD., 9500 & 9600 SOUTH THOMAS DRIVE. "The City Council of the City of Panama City Beach, being fully advised in the premises and having held a public Quasi-Judicial hearing on this matter on September 27, 2018, orders that the Applicant's Height Incentive Request is hereby APPROVED with CONDITIONS as more particularly described in the body of the Order."

ORDER 08-CU-18, APPROVAL OF HEIGHT INCENTIVE REQUEST FOR RESORT HOSPITALITY ENTERPRISES, LTD., 9400 SOUTH THOMAS DRIVE. "The City Council of the City of Panama City Beach, being fully advised in the premises and having held a public Quasi-Judicial hearing on this matter on September 27, 2018, orders that the Applicant's Height Incentive Request is hereby APPROVED with CONDITIONS as more particularly described in the body of the Order."

RESOLUTION 19-01, TASK ORDER #2018-03 TO THE MASTER SERVICES AGREEMENT DEWBERRY ENGINEERS, INC., UTILITY ENGINEERING SERVICES FOR RECLAIMED WATER AND SEWER FORCE MAIN EXTENSIONS ON ALF COLEMAN ROAD. "A Resolution of the City of Panama City Beach, Florida, approving Task Order #2018-03 to the Master Services Agreement for Utility Engineering Services with Dewberry Engineers, Inc., related to Alf Coleman Force Main and Reclaimed Water Main Extensions, between Middle and Panama City Beach Parkway Roads in the amount of $24,380; authorizing execution and providing an immediately effective date."

RESOLUTION 19-02, BID AWARD - POLICE FLEET VEHICLES AND EQUIPMENT INSTALL SERVICES. "A Resolution of the City of Panama City Beach, Florida, authorizing the purchase of 6 Police Vehicles from AutoNation of Pembroke Pines and Bay Dodge in the total amount of $154,734, 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 $119,099; and providing an immediately effective date."

RESOLUTION 19-03, KEYSTONE FIELD SERVICES INC. ENGAGEMENT FOR CRA RELOCATION CONSULTING, FRONT BEACH ROAD SEGMENT 3/HIGHWAY 79 PROJECT. "A Resolution of the City of Panama City Beach, Florida, approving an Agreement with Keystone Field Services, Inc., for Relocation Consulting Services at specified hourly rates; and providing an immediately effective date."

RESOLUTION 19-07, BID AWARD- FIRE RESCUE 2019 FULL SIZE 4WD ¾ TON TRUCK & EMERGENCY LIGHTING. "A Resolution of the City of Panama City Beach, Florida, authorizing the purchase of one full size ¾ ton 4x4 Diesel Truck from Duval Ford, together with the purchase of related emergency lighting and its installation from HG2 Emergency Lighting, in the total amount of $51,763, as more particularly set forth in the body of the Resolution; and providing an immediately effective date."

RESOLUTION 19-08, BID AWARD- FIRE RESCUE 2019 FULL SIZE 4WD SUVS & EMERGENCY LIGHTING. "A Resolution of the City of Panama City Beach, Florida, authorizing the purchase of 3 SUVs from Garber Chevrolet, together with the purchase of related emergency lighting and its installation from HG2 Emergency Lighting, in the total amount of $124,902, as more particularly set forth in the body of the Resolution; and providing an immediately effective date."

RESOLUTION 19-09, BID AWARD-FIRE RESCUE 2019 FIRE ENGINE PURCHASE. "A Resolution of the City of Panama City Beach, Florida, authorizing the purchase of a 2019 fire engine from Ten-8 Fire Equipment in the total amount of $497,084.09, as more particularly set forth in the body of the Resolution; and providing an immediately effective date."
IX. REGULAR AGENDA - DISCUSSION/ACTION

1 MG ORDINANCE 1474, BAY PARKWAY AND NORTH PIER PARK DRIVE SCENIC CORRIDORS, 2ND READING, PUBLIC HEARING AND ADOPTION.

2 MG RESOLUTION 19-04, FIRE ASSESSMENT HARDSHIP APPLICATION PROCESS.

3 ML ORDINANCE 1476, CHANGING VARIANCE PROCESS, 1ST READING.

4 ML ORDINANCE 1477, AMENDING LDC RELATED TO UNDERGROUND UTILITIES IN SCENIC CORRIDORS, 1ST READING.

5 ML ORDINANCE 1478, AMENDING CHAPTER 19 RELATED TO PROHIBITING UTILITIES ON SOUTH SIDE OF SCENIC CORRIDORS, 1ST READING.

6 LC RESOLUTION 19-12, APPROVAL OF JOB DESCRIPTION FOR SR. ADMINISTRATIVE SUPPORT SPECIALIST, FIRE RESCUE AND BUDGET AMENDMENT #1.

7 DW RESOLUTION 19-13, APPROVAL OF THREE NEW POLICE OFFICERS AND BUDGET AMENDMENT #2.

X. DELEGATE AND STAFF REPORTS

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

2 ATTORNEY REPORT.

3 CITY MANAGER REPORT.

4 COUNCIL COMMENTS.

5 ADJOURN.

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

PAUL CASTO X PHIL CHESTER X PAUL CASTO X
PHIL CHESTER X GEOFF MCCONNELL X PHIL CHESTER X
HECTOR SOLIS X MIKE THOMAS 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.

City Clerk Date City Clerk Date

3 of 4 Reg Mtg Agenda October 25, 2018
IN AN EFFORT TO CONDUCT YOUR COUNCIL MEETINGS IN AN ORDERLY AND EXPEDITIOUS MANNER, WE RESPECTFULLY REQUEST THAT YOU WAIT UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK, THEN COME TO THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD.

E-mailed to interested parties and posted on the website on: 10/23/18, 2 P.M.

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

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
Mayor Thomas called the Regular Meeting to order at 9 A.M. with all Council members, City Manager, City Clerk and City Attorney present.

Mayor Thomas gave the invocation and Councilman McConnell led the Pledge of Allegiance.

Mayor Thomas announced the upcoming Community Events.

The Minutes of the Special Meeting/Utility Fund Budget Workshop of September 13 and the Regular Meeting of September 13, 2018 were read. Councilman McConnell made the motion to approve the Minutes as written. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

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

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

PRESENTATIONS

1 MOONEY SUMMIT VI, BETTER THE BREED PRESENTATION- DR. RON DUBIN. Councilman McConnell invited Dr. Dubin to the podium to talk about the Mooney Summit VI. Dr. Dubin said the event was in its sixth year with 170 people and over 100 planes coming for the weekend. He gave details about the event and invited the public to the Friday free events at the airport.

2 “NATIONAL FALLEN FIREFIGHTERS MEMORIAL SERVICE WEEKEND” PROCLAMATION & PRESENTATION. Councilman McConnell invited Chief Larry Couch to the podium as the Councilor read the Proclamation designating October 6-7, 2018 as “National Fallen Firefighters Memorial Service Weekend” and advising that the flags would be half-staff on Sunday, October 7th. Chief Couch thanked the Council for the recognition of the event.

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

Mayor Thomas opened the Public Comments section of the meeting at 9:12 A.M. and invited comments. There were none. He closed the Public Comments.
CONSENT AGENDA
Ms. Smith read the Consent Agenda items by title.

1. RESOLUTION 18-140, "PIER PARK SEAFOOD FESTIVAL" ROAD CLOSURES. "A Resolution of the City of Panama City Beach, Florida, related to the "Pier Park Seafood Festival"; authorizing road closures on portions of Pier Park Drive between Sea Monkey Way and Longboard Way on Saturday, November 10, 2018 for the Event."

2. RESOLUTION 18-135, "IRONMAN FLORIDA TRIATHLON" ROAD USAGE. "A Resolution of the City of Panama City Beach, Florida, related to the "Ironman Florida Triathlon"; authorizing extraordinary traffic control on portions of South Thomas Drive, Thomas Drive, Surf Drive, Front Beach Road, West Pier Park Drive, Pier Park Drive, Bay Parkway and SR 79 on Friday, November 2, 2018 and Saturday, November 3, 2018 for the Event as more particularly set forth in the body of the Resolution."

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

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

REGULAR AGENDA

ITEM 1  ORDINANCE 1467, WATER AND WASTEWATER UPDATED IMPACT FEES, 2ND READING, PUBLIC HEARING AND ADOPTION. Ms. Myers read Ordinance 1467 by title and said this Ordinance memorialized the consultant’s recommendations and that the Impact Fees had not been updated since 2000. Mayor Thomas opened the Public Hearing at 9:15 A.M. and invited comments from the audience. There were none. He closed the Public Hearing at 9:15 A.M. Councilman McConnell made the motion to approve Ordinance 1467. Second was by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 2  ORDINANCE 1468, SEWER AND RECLAIMED WATER FY19 RATE INCREASE, 2ND READING, PUBLIC HEARING AND ADOPTION. Ms. Myers read Ordinance 1468 by title and explained this rate increase was 2% for the Sewer and Reclaimed Water and none for Water. The Mayor opened the Public Hearing at 9:16 A.M. and invited comments from the audience.

Mr. Frank Sewell stated that his neighborhood opposed the Ordinance. The Mayor asked if there were any more comments and there were none. He closed the Public Hearing at 9:17 A.M. Councilman Solis made the motion to approve Ordinance 1468. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 3  ORDINANCE 1471, PARKS & RECREATION BOARD MEMBERSHIP, 2ND READING, PUBLIC HEARING AND ADOPTION. Ms. Myers read Ordinance 1471 by title. The Mayor opened the Public Hearing at 9:17 A.M. and invited audience comments or questions. There were none. He closed the Public Hearing at 9:18 A.M. Councilman Chester made the motion to approve Ordinance 1471. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:
ITEM 4 CIVIL SERVICE BOARD APPOINTMENT. Mayor Thomas said the ballots were to be used to vote for the Civil Service Board member and he advised the audience that the signed ballots were public records. The Council members voted and passed the signed ballots to Ms. Smith to tabulate. She announced that Mr. John Reichard received three (3) votes and Mr. James Turner received two (2) votes. Copies of the signed ballots for the Civil Service Board member are attached to and become an official part of these Minutes.

ITEM 5 RESOLUTION 18-137, ADOPTION OF THE AMENDMENT TO THE 2017-2018 CRA AGENCY BUDGET AND ADOPTION OF THE PROPOSED 2018-2019 CRA AGENCY BUDGET. This item was one in which the City Council also acted as the Community Redevelopment Agency and voted as both. Ms. Myers read Resolution 18-137 by title. The Mayor asked if there were any questions or comments by Council. There were none. Councilman Chester made the motion to approve Resolution 18-137. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 6 RESOLUTION 18-138, AMENDING FISCAL YEAR 2017-2018 CITY BUDGET. Ms. Myers read Resolution 18-138 by title and explained this and the next Budget Resolution were the result of the Public Hearings and Workshops held earlier this year. The Mayor asked if there were any comments from the other Council members and there were none. Councilman Solis made the motion to approve Resolution 18-138. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 7 RESOLUTION 18-139, ESTABLISHING FISCAL YEAR 2018-2019 CITY BUDGET. Ms. Myers read Resolution 18-139. Mayor Thomas asked the other Council members if there were any questions or comments; there were none. Councilman Solis made the motion to approve Resolution 18-139. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 8 PLANNING BOARD CHAIR APPOINTMENT. Mayor Thomas asked the other Council members to vote for the Chair, sign the ballot, and pass the vote to Ms. Smith to tabulate. Ms. Smith announced that Mr. Mark Sheldon received four (4) votes and Mr. Paul Turner received one (1) vote. Copies of the signed ballots for the Planning Board Chair are attached to and become an official part of these Minutes.
ITEM 9  ORDINANCE 1474, BAY PARKWAY AND NORTH PIER PARK DRIVE  SCENIC CORRIDORS, 1ST READING. Ms. Myers read Ordinance 1474 by title and explained that Staff recommended the change which memorialized the limited access roads. She explained the effect of the change in adding these roads in the Scenic Corridors and the design requirements. Ms. Myers added that the Planning Board recommended approval and made an additional recommendation to limit the height of the Bay Parkway monument signs to no greater than six feet (6'). The Planning Board felt the twenty feet (20') was too high.

Councilman Chester asked about the lighting requirements with it now being classed as a Scenic Corridor. Ms. Myers said no changes had been made expressly in that category. Councilman Casto said that the designs for the new extension should have the conduit for the lighting as it was dark in those areas. Mayor Thomas mentioned that Front Beach Road was getting dark and very dangerous at the crossings.

Mayor Thomas said he opposed the six foot (6') height and commented about the landscaping around the signs and low visibility for such low signs. He agreed with making the roadways limited access. Ms. Myers said the Council could strike that change and the default height would be twenty feet (20'). Mr. Gisbert added that six feet (6') would be a minimalistic sign and would not be able to accommodate a sign such as that at the CRI building near Nautilus with its numerous faces. Mr. Leonard said Staff did not propose any changes to the sign height and twenty feet (20') worked fine. He elaborated.

Mayor Thomas suggested striking the six foot (6') height. Councilman Solis agreed that there should be more discussion and concurred in striking the six foot (6') limit. Councilman Solis made the motion to approve Ordinance 1474 and striking the six foot (6') height limit on the signs. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 10  ORDINANCE 1464, SIGNS ON THE SANDY BEACH, 2ND READING, PUBLIC HEARING AND ADOPTION. Ms. Myers read Ordinance 1464 by title and said the Planning Board recommended approval. This Ordinance was tailored as narrowly as possible to address the signs which would exclude people from the recreational use of the sandy beach. Mayor Thomas opened the Public Hearing at 9:30 A.M.

Ms. Sharon Boyk asked for clarification as to private and public beaches. Ms. Myers responded and explained the City’s position was that the beaches were public and all sand below the erosion control line was in trust for the public. The purpose of this Ordinance was to avoid the signage, obstructions and fences as seen over in Walton County where they do not have renourishment and the tradition of public recreational use. Ms. Boyk commented about prior problems with tents and if the HOA could ban people from in front of their resort.

Councilman Solis spoke of rights of private property and customary use. He suggested everyone should work together. He suggested speaking with their attorney about their property rights. Councilman McConnell agreed with the distinction between the erosion control line and the high-water line. Mayor Thomas closed the Public Hearing at 9:35 A.M. Councilman Casto made the motion to approve Ordinance 1464. Second was by Councilman Chester and the motion passed by majority roll call vote recorded as follows:

Councilman McConnell  Aye  
Councilman Solis  Nay  
Councilman Casto  Aye  
Councilman Solis  Aye  
Mayor Thomas  Aye  

ITEM 11  ORDINANCE 1472, SUNDIAL STREET SMALL SCALE COMP PLAN AMENDMENT, 2ND READING, PUBLIC HEARING AND ADOPTION. Ms. Myers read Ordinance 1472 by title. Mr. Leonard said the Planning Board and Staff recommended approval. The Mayor opened the Public Hearing at 9:38 A.M.

Ms. Joni Burke said she was the acting agent for the owners and that the intent of these Ordinances was to allow short-term rentals.
Mayor Thomas asked if there were any further questions or comments. There were none. He closed the Public Hearing at 9:39 A.M. Councilman Chester made the motion to approve Ordinance 1472. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

**ITEM 12 ORDINANCE 1473, SUNDIAL STREET REZONING, 2ND READING, PUBLIC HEARING AND ADOPTION.** Ms. Myers read Ordinance 1473 by title. The Mayor opened the Public Hearing at 9:40 A.M. and invited comments. There were none. He closed the Public Hearing at 9:40 A.M. Councilman McConnell made the motion to approve Ordinance 1473. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

**DELEGATIONS**

Mayor Thomas explained the Delegations period and opened this portion of the meeting at 9:41 A.M.
1. Mr. Gary Beck spoke of threats, harassment, no water or lights at his residence, and funds from the BP oil spill.
2. Ms. Genese Hatcher suggested that someone help Mr. Beck with his problems and anger.

With no further comments, The Mayor closed the Delegations period at 9:45 A.M.

**ATTORNEY REPORT**

Ms. Myers had no report.

**CITY MANAGER REPORT**

Mr. Gisbert commended Staff and the City Attorney for the work in purchasing a parcel for CRA Segment 3 through cooperative negotiation without the prospect of eminent domain. He read the positions currently available on the City website and the Bids currently posted. He also said the additional parking spaces had been prepared at the Conservation Park and the trees which were removed were mulched and that the free mulch was available to the public.

**COUNCIL COMMENTS**

Councilman Chester announced that Firefighter Anthony Malko had been selected as the Firefighter of the Year by the Optimist Club and he congratulated FF. Malko.

Councilman Solis thanked Dr. Dubin for bringing the Mooney pilots to the beach. He also spoke of the Warrior Beach Retreat occurring later today with the parade starting at 4:00 P.M.

Councilman McConnell made comments about the Sewer & Reclaimed Water increase which would not keep up with inflation and something the City did annually to avoid a large rate hike. He also thanked Chief Whitman for the increased law enforcement presence in the neighborhoods.

Mayor Thomas reminded that the Public Hearings meeting would begin at 10:00 A.M.

With nothing further, the meeting was adjourned at 9:52 A.M.

**READ AND APPROVED this 25th of October, 2018.**

**IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.**
BALLOT
Council selection for Civil Service Board member, filling one seat. Term will run through September, 2020.

JOHN REICHARD
JAMES TURNER

Choice:

Signature 9/3/18

Choice:

Signature 9/3/18

Choice:

Signature 9/3/18

Council selection for Civil Service Board member, filling one seat. Term will run through September, 2020.

JOHN REICHARD
JAMES TURNER

Choice:

Signature 9/3/18

Choice:

Signature 9/3/18

Choice:

Signature 9/3/18
MARK CARON
PATRICK HODGES
JASON MOREHOUSE
MARK SHELDON
DAVID SCRUGGS
PAUL TURNER
JOSH WAKSTEIN

1 Choice:

Signature 9/27/18

MARK CARON
PATRICK HODGES
JASON MOREHOUSE
MARK SHELDON
DAVID SCRUGGS
PAUL TURNER
JOSH WAKSTEIN

1 Choice:

Signature 9/27/18

MARK CARON
PATRICK HODGES
JASON MOREHOUSE
MARK SHELDON
DAVID SCRUGGS
PAUL TURNER
JOSH WAKSTEIN

1 Choice:

Signature 9/27/18

MARK SHELDON

MARK SHELDON

MARK SHELDON
The Special Meeting of the City Council of the City of Panama City Beach, Florida, related to the Rehearing of the Order of the Planning Board denying the Variance for Shorewalk Holdings, held on October 11, 2018.

ROLL
MAYOR MIKE THOMAS

COUNCILORS:
PHIL CHESTER
GEOFF MCCONNELL
HECTOR SOLIS

CITY MANAGER:
MARIO GISBERT

CITY ATTORNEY:
AMY MYERS

SPECIAL MEETING - QUASI-JUDICIAL HEARING, THE REHEARING OF THE ORDER OF THE PLANNING BOARD DENYING THE VARIANCE FOR SHOREWALK HOLDINGS, LLC., FOR PROPERTY LOCATED AT 100 SEABREEZE CIRCLE.

Mayor Thomas opened the meeting at 4:30 P.M. All Councilmembers except Councilman Casto were present. The City Manager and City Attorney were present.

Ms. Myers indicated this was a Public Hearing, and that the applicants were not in attendance. She knew from conversations pre-storm that they intended to appear today to request a continuance of the Hearing until the Council's December meeting. If the Council agreed, she recommended continuation of the Hearing until December 13 at 4:30 P.M. Councilman Solis made a motion to continue the Hearing. Councilman McConnell seconded. City Attorney called the roll, which passed unanimously by those present recorded as follows:

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

With nothing further, the meeting was adjourned at 4:33 P.M.

READ AND APPROVED this 25th of October, 2018.

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
Mayor Thomas opened an Emergency Meeting to discuss Hurricane Michael’s impact and response immediately following the previously advertised 10/11/18 Special Meeting, with Councilman Solis, Councilman McConnell and Councilman Chester in attendance. The Council was joined by the City Manager, City Attorney and City Department Heads.

Mr. Gisbert indicated that most visitors and maybe 50% of residents had evacuated. He said the City was lucky and spared but damage done to the entire community affected us. Communications systems were down, physically and technically. The Police Department had set up a hotspot at the station and the EOC so they hoped to communicate with them soon. The Street Department, Police and Fire were going through the City to survey damage. Gulf Power Company has 2000 people staged at Frank Brown Park with hospitality at Arnold High School to take care of them. Mr. Gisbert said we’ve asked everyone to call the City’s main number and the calls would be relayed to the necessary parties. Water has run out. The Bay County pumps were not running, and the filtration systems were not working. He said it could be 2-6 days before the County had their system restored and boil water would be for the foreseeable future. Mr. Gisbert said we’ve asked everyone to call the City’s main number and the calls would be relayed to the necessary parties. Water has run out. The Bay County pumps were not running, and the filtration systems were not working. He said it could be 2-6 days before the County had their system restored and boil water would be for the foreseeable future. Mr. Gisbert said the City was at the mercy of Bay County as purchaser of their water. Most damage involved trees and powerlines with minimal structural damage in the City. No fires and no looting. We asked folks to stay away for a few more days. The City Manager asked the City Attorney to read verbatim the latest message from the EOC regarding recovery efforts and reentry. The City Manager said City Hall was open, and non-essential personnel who were able to report to work on Friday had been asked to do so.

Councilman Solis asked if a Master Call List had been developed to get a handle on the situation and status of City Employees. The City Manager said that would be coordinated through Department Heads. Councilman McConnell indicated that if non-essential employees reported to work, that they have a clear and defined role to perform, since this was not business as usual.

Mr. Gisbert indicated several employees had lost their homes on the other side of the bridge. If those employees were able to get to City Hall, Gisbert would like to find a way to keep them on the island. He indicated a local hoteller had offered to house City employees at a government rate. The damage to the island was not physical, but we were in recovery mode, to house and feed folks.

Ms. Myers explained that she had drafted a Resolution finding that an emergency existed in the City, authorizing some extraordinary procurement procedures contemplated in our Charter with regard to non-budgeted expenditures that could be made by the City Manager, and the use of competitive quotes instead of competitive bids. She read the body of the Resolution verbatim. Discussion followed regarding the City Manager’s purchasing cap and duration of the Resolution.

The City Manager said that since water was about to run out, the buildings would be without working sprinklers. Tanker trunks were available, and Walton County was
buying some too. He invited Deputy Fire Chief Ray Morgan to discuss the life safety issue arising from the lack of water to protect occupied buildings. Deputy Chief Morgan said they did not want to compound one situation with another having a fire in closed quarters with no sprinklers. Concrete structures were ok to the fifth floor—tankers and ladder trucks could reach that high. Councilman Solis asked if a building had power, if people would be kicked out. Councilman McConnell recommended that the City at least put them on notice that we could not protect them over a certain height. Councilman Solis said most condos do not have CAMs on site and communication were troublesome. Councilman McConnell suggested that the City coordinate with Mr. Dan Rowe, TDC President, to get the word out to the lodging accommodations.

Deputy Fire Chief Morgan updated the Council on his Department’s efforts. He indicated that he was rotating crews to check on families and that everyone had been accounted for at this time. All City zones had been cleared. Both City stations fully up and running with engines, and ambulances coming. Communication was sketchy and this was the first time Bay County had offered to transport. D.C. Morgan said they had been bringing folks to the station for medical attention. He indicated that the City had requested prior to the storm that the Beach ER stay open but the request was denied. Councilman Solis said he had contacted two ER doctors who were also attempting to get the Beach ER back open. Mr. Gisbert indicated that there still may not be power there. D.C. Morgan indicated he had food and water for staff. Mr. Gisbert said the Fire Department had already sent officers and supplies to Lynn Haven and Callaway, and all staff had been recalled with all but two activated.

The Council stated to all the Department Heads that when an employee needs were identified to be sure to make that information known so that assistance could be provided.

Chief Whitman advised that several of his employees had been affected and a few had lost their homes. Councilman Solis indicated a food trailer was on way to feed the Department. Discussion followed regarding the use of front parking lot and moving of City trucks. Chief Whitman said he had recalled all but four non-essential personnel. He indicated his teams were out non-stop until the eye hit and then they were back out on twelve to sixteen hour shifts. He said he would dial those hours back. The communication systems were terrible, using runners back and forth to the EOC to get messages in and out. Towers were down. Some people were allowed on the island today and may change tomorrow. Some stores were open to accommodate those here, such as Publix and Home Depot which opened today with limited staff and hours. He said his Officers were cutting trees using their personal chain saws. The National Guard was here. The City Street and Stormwater crews had been a big help. The Chief continued that he was looking for places off-site for his officers to get some sleep. One special needs child needed a place to go. Lost officer last night when he lost his oxygen. We had a non­responsive individual that Bay County refused to transport, so officers put him in car and carried him to the Walton County line for transport to Sacred Heart. That was three hours ago and the EOC making all calls right now.

Councilman McConnell said that was another reason the City did not need people on this beach. He thanked the Police Department for their professionalism and tireless work despite tears and worry.

Mr. Gisbert said this was the time for our City to help the folks on the other side of the bridge. He’s asked Mr. Leonard to canvass facilities so can make accommodations known. He said the City was going to become a bedroom community for the foreseeable future. Councilman Solis said we had places but water was the issue.

Mr. Gisbert indicated there were so many leaks now in the system, all made worse by the damage. Councilman Chester asked about the West Bay and Hathaway waterlines. Mr. Gisbert said the lines were fine but the lines that fed them were not. The County system was completely down. Once the pumps were up and the filtration working, then pipes would need to function to carry the water. Councilman McConnell said the
County was trying to access their pump stations with a Blackhawk helicopter and to expect to be without water for days. The Reclaimed Water was already shut down.

Mr. Gisbert said the Street and Stormwater Departments were picking up the debris. Ms. Jenkins said her guys had stayed overnight to be ready and had started clearing yesterday after the eye passed, first on the collector roads then in the neighborhoods. They opened outfalls the today. Mr. Gisbert reported not much rainwater or storm surge. Councilman Chester said there was flooding on Moonlight Bay Drive. Ms. Jenkins said the City had weathered worse rainfall events.

Mr. Gisbert said Ms. Debbie Ward, PIO, had ridden out the storm at EOC and had pumped information out on social media the best she could. Ms. Ward requested direction and clarification. Mr. Gisbert indicated we should stick with the EOC message for now. Ms. Ward said the communication with the EOC was not good.

Councilman McConnell questioned if the Council members should rotate shifts at the EOC. Discussion ensued. Mr. Gisbert indicated the original plan was to rotate two police and two fire personnel who would be in direct and frequent contact with him but when the phones did not work, that plan did not work either. Councilman McConnell said he was not trying to step on Mr. Gisbert's authority, but he felt the City needed a constant voice at the EOC. Mr. Gisbert said he would love an advocate for the hospitals. Councilman Solis said the City could be the staging area for the whole County. Councilman McConnell said they could communicate their needs to us as well. Mayor Thomas said if the County was refusing medical calls then we have a serious problem.

Councilman McConnell asked if the City had any interlocal agreements with Walton County. Chief Whitman replied negatively. Councilman Solis said all the FEMA representatives were at the EOC but their generators were sitting at the City's Commerce Park. They needed to communicate.

Mr. Gisbert confirmed there was no damage to any City buildings and Staff was sleeping in the new Police and Public Works buildings. Diesel had been restocked for the generators. Regarding the EOC's reentry plan, it would be essential personnel only. Then grocery stores and others, then service industry, then residents. Councilman Solis said the CVS, Publix, Winn Dixie and Tom Thumb at Phillips Inlet were open 7 A.M. to 5 P.M., and that they ought to be allowed through bridges to re-stock.

Mr. Mark Shaeffer reported on behalf of the Utilities Department that the McElvee water was offline. The Navy Base had been evacuated so the City shut their water down to help the rest of the system. He said that Staff was chasing down leaks on the East end of the island and thought most had been located. The West Bay Tanks had 1/3 of their water left. The station was running on generators with limited radio communication. Wastewater had one train operating, all that was needed right now with two to four generators running. Governments west had offered their utility supplies and people. The Apalachicola river was unpassable, so the only options were west of us. Mr. Shaeffer continued that fuel was good, transferring form unusable radiators. Councilman Solis said it would be worthwhile to have liaison with Gulf Power and to know their plan. Mr. Gisbert said they had a representative at the EOC, and their plan was to power hospitals first, then water plants, as those were the hearts that beat the rest of the City.

Mayor Thomas asked if anyone had anything further. Ms. Myers said the procurement resolution had been read, but limits still needed to be confirmed. After discussion, the Council agreed that the City Manager's cap would be Seventy-Five Thousand Dollars ($75,000) the aggregate, and for a period of fourteen (14) days that could be readdressed at the next Council meeting.

Councilman Solis made a motion to approve the Resolution with those limits. Councilman McConnell seconded. Ms. Myers called the roll, which passed unanimously by those present recorded as follows:

Emergency Meeting
October 11, 2018
With nothing further, the meeting was adjourned at 5:41 P.M.

READ AND APPROVED this 25th of October, 2018.

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
Mayor Thomas opened the meeting at 6:00 P.M. with all the Council present, together with the City Manager and the City Attorney. He said that he called the meeting after receiving several calls from folks about when the curfew in the City would be lifted. Folks said they could not work and then go to the store. After consulting with the Police and Fire Departments, it appeared that we were secure in our City. The Police Department did request that the curfew remain in place past 9:00 P.M. because of problems elsewhere in County but confirmed they had enough officers to secure the City.

Councilman Casto said that he agreed since we were the only City still standing and needed to serve others. He said if the Chief was okay with an extension of the curfew to 9:00 P.M., he was comfortable with it as well. Councilman Casto continued that many people were still coming here and needed the businesses in the City.

Councilman McConnell stated that he had many concerns, largely the optics and enforceability on the eastern end of the island. He thought it was problematic to have half of the City’s Police and Fire Departments helping Panama City and this additional enforcement obligation because it stretched them too thin. He did not think the City should keep our businesses open later when our neighbors could not.

Councilman Solis said he also had concerns. He said despite those reservations though, as a community that was supporting the rest, we needed to feed and house folks and keep them working. He suggested that if it proved unworkable, we could pull it back.

Mayor Thomas indicated our neighbors opened and stayed open when the Beach had storms, now we were able to do the same for them.

Councilman Solis said he was willing to give it a chance. He said that he understood the confusion surrounding jurisdictional boundaries between City and County.

Mayor Thomas asked Chief Whitman and Deputy Chief Morgan if this curfew extension would tax their departments because he did not want to create a bigger burden. Chief Whitman said he was here in 1995 and the first step toward recovery was to give folks the grocery stores and supply stores they needed like they did for us back then. He said he was happy to keep a curfew but not back down on the ban on alcohol sales. Deputy Chief Morgan indicated that the change in curfew may increase the call volume but they could handle it. He requested that the City leave for themselves the ability to repeal the extension.

Ms. Myers read Resolution 19-06E by title. Brief discussion ensued regarding its duration. **Councilman Casto made a motion to approve Resolution 19-06E as**
written. Councilman Chester seconded. Ms. Myers called the roll, which passed by majority vote recorded as follows:

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

Mayor Thomas announced that the City would hold a Special Meeting Thursday, October 18th, at 9:45 A.M. to discuss ongoing disaster recovery efforts and actions needed.

With nothing further, the meeting was adjourned at 6:20 P.M.

READ AND APPROVED this 25th of October, 2018.

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

ATTEST:

__________________________  ____________________
City Clerk  Mayor
CONSENT AGENDA
ITEM 1
1. DEPARTMENT MAKING REQUEST/NAME:
Legal

2. MEETING DATE:
October 25, 2018

3. REQUESTED MOTION/ACTION:
Approve form of Order for the owners of 314, 316, 318, 320 and 322 Sundial Street.

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 September 27, the City held a quasi-judicial hearing on the rezoning request of the owners of 314, 316, 318, 320 and 322 Sundial Street, ultimately acting to approve the rezoning of 1.3 acres from R-1A to CL. 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: REZONING 1.3 ACRES OF LAND FROM R-1A TO CL
Submitted by
TOM AND CATHERINE LANDS, 314 Sundial Street
MARK STEWART, 316 Sundial Street
NANCY YOUNG, 318 Sundial Street
STARRY KNIGHT PROPERTIES, LLC, 320 Sundial Street
AMY GROSS, 322 Sundial Street
PARCEL NOS. 38390-000-000, 38390-010-000, 38391-000-000,
38389-000-000, 38388-000-000
PANAMA CITY BEACH, FLORIDA

QUASI-JUDICIAL HEARING on ADOPTION of ORDINANCE 1473
03-RZ-18

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 September 27, 2018, hereby makes the following Findings of
Fact and Conclusions of Law.

PROCEDURAL HISTORY

1. Upon original application, the owners of 314, 316, 318, 320 and 322
Sundial Street, jointly submitted applications to rezone such land from R-1a to CH. The request involves approximately 1.3 acres of real property.

2. The City’s Planning Board held a properly advertised Quasi-Judicial Hearing to consider the request on August 13, 2018. At the conclusion of
the hearing, the Board recommended approval of a rezoning of the land to CL, which recommendation was incorporated into the Planning Board’s Order, Finding of Fact and Conclusions of Law dated September 17, 2018.

3. The City Council held a first reading on the captioned ordinance embodying the request on September 13, 2018.

4. The City Council held a second reading and Quasi-Judicial Hearing on the ordinance embodying the request on September 27, 2018, 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.

FINDINGS OF FACT

5. Notice of the September 27, 2018 hearing was 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 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 testified that the purpose of the request was to permit short term rentals of the property, and indicated the property was surrounded by currently commercially zoned property.

9. No competent substantial evidence was presented to establish that maintaining the existing zoning classification with respect to the subject property will accomplish a legitimate public purpose.
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 October, 2018.

________________________
MAYOR MIKE THOMAS

ATTEST:

________________________
JO SMITH, CITY CLERK
CONSENT AGENDA
ITEM 2
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME: Legal

2. MEETING DATE: October 25, 2018

3. REQUESTED MOTION/ACTION:
Approve Form of Order for Shalimar Retreat By the Sea Resorts, Inc. Height Incentive request

4. AGENDA

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5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES ☐ NO ☐ N/A ✓

Budget Amendment or 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 September 27, the City held a quasi-judicial hearing on the Height Incentive request of Shalimar Retreat By the Sea Resorts, Inc., ultimately acting to approve with conditions an increase in maximum height on real property located at 17609, 17607 and 17561 Front Beach Road from 150 feet to 185 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.
ORDER

The CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, being fully advised in the premises and having held a public quasi-judicial hearing on this matter on September 27, 2018, hereby sets forth the following Procedural History, Findings of Fact and Conclusions of Law.

PROCEDURAL HISTORY

1. On July 14, 2018, Shalimar Retreat By the Sea Resorts, Inc., the owner of real property located at 17609, 17607 and 17561 Front Beach Road ("Property") in Front Beach Road Overlay District 4, submitted an application requesting approval of a building height increase (the "Height Increase Request") based upon incentives pursuant to Section 4.02.02E and Table 7.02.03H of the City’s Land Development Code ("City’s LDC").

2. On August 13, 2018, the City’s Planning Board held a properly advertised public hearing to consider the Applicant’s Height Increase Request. At the conclusion of the hearing, the City’s Planning Board recommended approval of the Applicant’s Height Increase Request to permit a maximum building height of 200 feet for the development.

3. On September 27, 2018, the City Council held a properly advertised public hearing on the Applicant’s Height Increase Request, which the Applicant did attend.

4. Public comment was invited and received.
FINDINGS OF FACT

5. The Applicant presented drawings of a proposed hotel project ("Development") featuring eleven design elements 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 eleven design modifications, in many cases giving up square footage for public amenities, to gain an additional seventy (70) feet in building height for the Development on the south side of Front Beach Road.

6. Residents from the adjacent Endless Summer condominium development gave statements regarding the negative impacts of the requested height increase including the quiet and less intense nature of their area of the Beach, and the traffic impacts and beach congestion likely to result from the proposed Development, and the inequity of the benefits to be received by the Applicant instead of the public if the Height Increase Request is approved.

7. In response to questions from the Council, the Applicant confirmed his ownership of land all the way to Panama City Beach Parkway, which contained both wetlands and developable uplands.

CONCLUSIONS OF LAW

8. Pursuant to Section 7.02.03.H. of the City's LDC, the maximum building height for the Property is 150 feet without incentives and up to 220 feet with incentives.

9. Pursuant to Section 4.02.02E of the City's LDC, City Council has authority to grant the Height Increase Request upon finding that the incentives offered by applicant create sufficient public benefit which outweighs the benefits of strict compliance with the maximum building height.

10. Pursuant to Section 4.02.02.E.1 of the City's LDC, height increases are not a matter of right but are allowed at the sole discretion of the City Council.

11. Pursuant to Section 4.02.02.E.1 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.

12. The Applicant’s Height Increase Request complies with all of the procedural requirements mandated by the City’s LDC.

13. Insufficient public benefit will arise from the following proposed design modifications:
   a. Placement of a minimum of 50% of the parking spaces under cover.
   b. Use of 90% Florida friendly plants.
   c. Provision of irrigation from non-potable water source.
   d. Provision of vertical landscaping covering 35% of façade visible from Scenic Corridor.
   e. Incorporation of enhances landscaping, shading features or entryways that exceed minimum streetscape requirements.

14. The public benefit to arise from the Development’s remaining 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 generate economic activity.

THEREFORE, IT IS ORDERED AND ADJUDGED that a Height Increase of 35’ is hereby APPROVED and the maximum building height for the Property shall be increased from 150 feet to 185 feet, based on and subject to Developer’s implementation of the following conditions, to wit:

   a. Provision of public bathrooms at the existing public beach access.
   b. Provision of an entryway 40’ wide x 20’ tall at the front of the building in line with the landscape and urban furniture of the streetscape.
   c. Provision of a recognizable building top or skyline feature.
   d. Provision of a recognizable base at ground level.
   e. Provision of a sidewalk covered by a permanent arcade, having a minimum width of 6’.
   f. Construction of an internal road providing vehicular access to the Development’s parking garage from the Panama City Beach Parkway.

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 October 2018.

______________________________
MAYOR MIKE THOMAS

ATTEST:

______________________________
JO SMITH, CITY CLERK
CONSENT AGENDA
ITEM 3
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
Legal

2. MEETING DATE:
October 25, 2018

3. REQUESTED MOTION/ACTION:
Approve Form of Order for Alena By the Sea Resorts, Inc. 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 September 27, the City held a quasi-judicial hearing on the Height Incentive request of Alena By the Sea Resorts, Inc., ultimately acting to deny an increase in maximum height on real property located at 17001 and 17101 Front Beach Road. 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 FOR HEIGHT INCREASE BASED ON INCENTIVES
Submitted by Alena By the Sea Resorts, Inc., aka Beachcomber By the Sea
PARCEL NO. 32774-000-000, 32776-010-000 and 32776-000-000
PROPERTY LOCATED AT 17001 and 17101 FRONT BEACH ROAD
PANAMA CITY BEACH, FLORIDA

ORDER

The CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, being fully
advised in the premises and having held a public, quasi-judicial hearing on this matter on September
27, 2018, hereby sets forth the following Findings of Fact and Conclusions of Law.

PROCEDURAL HISTORY

1. On July 24, 2018, Alena by the Sea Resorts, Inc., the owner of real property located at
17001 and 17101 Front Beach Road in Front Beach Overlay District 4 ("Property"),
submitted an application requesting approval of a building height increase (the "Height
Increase Request") based on incentives pursuant to Section 4.02.02E of the City’s Land
Development Code.

2. On August 13, 2018, the City’s Planning Board held a properly advertised public
hearing to consider the request. At the conclusion of the hearing, the Board
recommended approval of a maximum building height of 195 feet for the proposed
development, which recommendation was incorporated into the Planning Board’s Order
dated September 13, 2018.

3. On September 27, 2018, the City Council held a properly advertised public hearing on
the request, which the Applicant did attend.

4. Public comment was invited and received.
FINDINGS OF FACT

5. The Applicant presented proposed drawings of 22-story hotel and supporting retail and parking space (the "Development") featuring twelve design modifications to achieve the additional 70' requested height, and provided additional testimony regarding the proposed public parking lot allowing the neighborhood to easily access the beach access adjacent to the project.

6. The Council invited and received statements from residents of the El Centro neighborhood who largely spoke in opposition to the proposed request, citing the project’s proximity to their established SFR neighborhood, existing congestion on the beach and concerns about the proposed negative effects of the parking garage's primary access on Granada Circle.

CONCLUSIONS OF LAW

7. Pursuant to Section 7.02.03.H. of the City’s LDC, the maximum building height for the Property is 150 feet without incentives and up to 220 feet with incentives.

8. Pursuant to Section 4.02.02E of the City’s LDC, City Council has authority to grant the Height Increase Request upon finding that the incentives offered by applicant create sufficient public benefit which outweighs the benefits of strict compliance with the maximum building height.

9. Pursuant to Section 4.02.02.E.1 of the City’s LDC, height increases are not a matter of right but are allowed at the sole discretion of the City Council.

10. Pursuant to Section 4.02.02E of the City’s Land Development Code, the City Council has jurisdiction to conduct a public hearing on this matter and determine whether the request should be granted.

11. The proposed height increase request complies with all procedural requirements of the City’s Land Development Code.

12. The public benefit to arise from the proposed Development’s design modifications does not outweigh the benefits of strict compliance with the City’s height design guidelines.
THEREFORE, IT IS ORDERED AND ADJUDGED that the request is hereby DENIED.

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 ____________, 2018.

__________________________
MAYOR MIKE THOMAS

ATTEST:

____________________________
JO SMITH, CITY CLERK
CONSENT AGENDA

ITEM 4
1. **DEPARTMENT MAKING REQUEST/NAMES:** Legal

2. **MEETING DATE:**
   - October 25, 2018

3. **REQUESTED MOTION/ACTION:**
   - Approve Form of Order for Miracle Strip Properties By the Sea, LLC Height Incentive request

4. **AGENDA**
   - **PRESENTATION**
   - **PUBLIC HEARING**
   - **CONSENT**
   - **REGULAR**

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

6. **BACKGROUND:**
   - 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 September 27, the City held a quasi-judicial hearing on the Height Incentive request of Miracle Strip Properties By the Sea, LLC, ultimately acting to approve with conditions an increase in maximum height on real property located at 11827 and 11815 Front Beach Road from 150 feet to 185 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.
ORDER

The CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, being fully advised in the premises and having held a public quasi-judicial hearing on this matter on September 27, 2018, hereby sets forth the following Procedural History, Findings of Fact and Conclusions of Law.

PROCEDURAL HISTORY

1. On July 24, 2018, Miracle Strip Properties By the Sea Resorts, LLC, the owner of real property located at 11815 and 11827 Front Beach Road in Front Beach Overlay District 4 ("Property"), submitted an application requesting approval of a building height increase ("Height Increase Request") based upon incentives pursuant to Section 4.02.02E and Table 7.02.03H of the City’s Land Development Code ("City’s LDC").
2. On August 13, 2018, the City’s Planning Board held a properly advertised public hearing to consider the Applicant’s Height Increase Request. At the conclusion of the hearing, the City’s Planning Board recommended approval of the Applicant’s Height Increase Request to permit a maximum building height of 190 feet for the development.
3. On September 27, 2018, the City Council held a properly advertised public hearing on the Applicant’s Height Increase Request, which the Applicant did
attend.

4. Public comment was invited and received.

FINDINGS OF FACT

5. The Applicant presented drawings of a proposed hotel project ("Development") featuring ten design elements 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 ten design modifications to gain an additional sixty feet in building height requested for the Development.

6. The Applicant indicated that a Height Increase Request based on incentives was previously approved on the western half of the present site.

7. Community residents gave public comment regarding the overdevelopment in the area of the subject request.

CONCLUSIONS OF LAW

8. Pursuant to Section 7.02.03.H. of the City’s LDC, the maximum building height for the Property is 150 feet without incentives and up to 220 feet with incentives.

9. Pursuant to Section 4.02.02E of the City’s LDC, City Council has authority to grant the Height Increase Request upon finding that the incentives offered by applicant create sufficient public benefit which outweighs the benefits of strict compliance with the maximum building height.

10. Pursuant to Section 4.02.02.E.1 of the City’s LDC, height increases are not a matter of right but are allowed at the sole discretion of the City Council.

11. 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.

12. The Applicant’s Height Increase Request complies with all of the procedural requirements mandated by the City’s LDC.

13. Insufficient public benefit will arise from the following proposed design...
modifications:
  a. Reduction of impervious surface by 25%.
  b. Use of roofing materials with an SRI of at least 78.
  c. Placement of a minimum of 50% of the parking spaces under cover.
  d. Use of 50% Florida friendly plants.
  e. Incorporation of enhanced landscaping, shading features or entryways that exceed minimum streetscape requirements.

14. The public benefit to arise from the Development's remaining 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 Property shall be increased from 150 feet to 185 feet, based on and subject to Applicant's implementation of the following conditions, to wit:

  a. Provision of architectural lighting highlighting building columns, cornices or other distinguishing architectural features along the front façade.
  b. Provision of a recognizable building top or skyline feature.
  c. Provision of a recognizable base at ground level.
  d. Upgrade sidewalks and sidewalk design along the building façade and entryways to increase height by 5' to achieve a benefit of architectural amenities.
  e. Provision of public restrooms between the Gulf and Front Beach Road.

PROVIDED HOWEVER, that this Approval shall be deemed abandoned and be void and of no further force and effect if not used and acted upon in a real and substantial way by the Applicant or the Applicant's successor in interest within 3 years of the date of execution of this Order, or if this Order is appealed the date on which the Order becomes final.

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 October 2018.

__________________________________________
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:**
October 25, 2018

**3. REQUESTED MOTION/ACTION:**
Approve Form of Order for Resort Hospitality Enterprises Ltd. Height Incentive request for 9500 and 9600 South Thomas Drive.

**4. AGENDA**

<table>
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<th>Public Hearing</th>
<th>Consent</th>
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**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?**

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<tr>
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**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 September 27, the City held a quasi-judicial hearing on the Height Incentive request of Resort Hospitality Enterprises Ltd., ultimately acting to approve with conditions an increase in maximum height on real property located at 9500 and 9600 South Thomas Drive from 150 feet to 185 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.
CITY COUNCIL OF THE  
CITY OF PANAMA CITY BEACH

IN RE: REQUEST FOR HEIGHT INCREASE BASED ON INCENTIVES
Submitted by Resort Hospitality Enterprises Ltd.
PARCEL NOs. 34987-000-000 and 34986-000-000
PROPERTY LOCATED at 9500 and 9600 South Thomas Drive
PANAMA CITY BEACH, FLORIDA

07-CU-18

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 September 27, 2018, hereby sets forth the following Procedural History, Findings of Fact and Conclusions of Law.

PROCEDURAL HISTORY

1. Upon original application of Resort Hospitality Enterprises Ltd the owner of real property located at 9500 and 9600 South Thomas Drive in Front Beach Overlay District 4 (“Property”), requesting approval of a building height increase (“Height Increase Request”) based upon incentives pursuant to Section 4.02.02E and Table 7.02.03H 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 13, 2018. At the conclusion of the hearing, the City’s Planning Board recommended approval of the Applicant’s Height Increase Request to permit a maximum building height of 220 feet for the development.

2. The City Council held a properly advertised public hearing on the Applicant’s Height Increase Request on September 27, 2018, which the Applicant did attend.

3. Public comment was invited and received.
FINDINGS OF FACT

4. The Applicant presented drawings of a proposed condominium project ("Development") featuring eleven (11) 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 eleven (11) design modifications to gain the additional seventy (70) feet in building height for the Development.

5. The Applicant stated that the subject property is one of the largest vacant parcels remaining in the City, and because there are not a lot of public amenities in this area they proposed to expand the existing beach access and provide a public parking and courtyard.

CONCLUSIONS OF LAW

6. 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.

7. The Applicant’s Height Increase Request complies with all of the procedural requirements mandated by the City’s LDC.

8. Insufficient public benefit will arise from the following proposed design modifications:
   a. Use of roofing materials with an SRI of at least 78.
   b. Use of 50% Florida friendly plants.
   c. Incorporation of enhanced landscaping, shading features or entryways that exceed minimum streetscape requirements.

9. The public benefit to arise from the remaining 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 a 35’ height increase based on incentives is hereby **APPROVED** and the maximum building height for the Development shall be increased from 150 feet to 185 feet, based on and subject to the following conditions, to wit:

a. Provision of perpetual cross access and joint parking agreements between abutting parking areas on abutting parcels.

b. Provision of architectural lighting highlighting building columns, cornices or other distinguishing architectural features along the front façade of buildings.

c. Provision of recognizable building top or skyline feature.

d. Provision of recognizable building base at ground level.

e. Provision of a courtyard, seating area and other civic space, no less than 250 square feet, which is directly accessible to the public from the sidewalk.

f. Provision of public restrooms located between the Gulf and South Thomas Drive.

g. Conveyance to the City of 36 public parking spaces between the Gulf and South Thomas Drive.

h. Dedication of 10’ wide strip of land to expand the existing beach access easement.

**PROVIDED HOWEVER,** that this Height Increase Request shall be deemed abandoned and be void and of no further force and effect if not used and acted upon in a real and substantial way by the Applicant or the Applicant’s successor in interest within 5 years of the date of execution of this Order, or if this Order is appealed the date on which the order becomes final.

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 October 2018.

_________________________________
MAYOR MIKE THOMAS

ATTEST:

______________________________
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:
   October 25, 2018

3. REQUESTED MOTION/ACTION:
   Approve Form of Order for Resort Hospitality Enterprises Ltd. Height Incentive request for 9400 South Thomas Drive.

4. AGENDA PRESENTATION PUBLIC HEARING CONSENT REGULAR
   CONSENT

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 September 27, the City held a quasi-judicial hearing on the Height Incentive request of Resort Hospitality Enterprises Ltd., ultimately acting to approve with conditions an increase in maximum height on real property located at 9400 South Thomas Drive from 150 feet to 185 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 #
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 September 27, 2018, hereby sets forth the following Procedural History, Findings of Fact and Conclusions of Law.

PROCEDURAL HISTORY

1. Upon original application of Resort Hospitality Enterprises Ltd the owner of real property located at 9400 South Thomas Drive in Front Beach Overlay District 4 (“Property”), requesting approval of a building height increase (“Height Increase Request”) based upon incentives pursuant to Section 4.02.02E and Table 7.02.03H 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 13, 2018. At the conclusion of the hearing, the City’s Planning Board recommended approval of the Applicant’s Height Increase Request to permit a maximum building height of 220 feet for the development.

2. The City Council held a properly advertised public hearing on the Applicant’s Height Increase Request on September 27, 2018, which the Applicant did attend.

3. Public comment was invited and received.
FINDINGS OF FACT

4. The Applicant presented drawings of a proposed condominium project (“Development”) featuring ten 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 ten design modifications to gain the additional seventy (70) feet in building height for the Development.

5. The Applicant stated that the Development was located on a 5 acre parcel next to an existing 220 foot tower, and that he had previously (prior to adoption of the City’s LDC) received a City Development Order for a 220 foot structure on the property and that foundations had been installed pursuant to that Development Order. The Development Order expired in 2014.

CONCLUSIONS OF LAW

6. 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.

7. The Applicant’s Height Increase Request complies with all of the procedural requirements mandated by the City’s LDC.

8. Insufficient public benefit will arise from the following proposed design modifications:
   a. Use of roofing materials with an SRI of at least 78.
   b. Use of 50% Florida friendly plants.
   c. Incorporation of enhanced landscaping, shading features or entryways that exceed minimum streetscape requirements.

9. The proposed construction of a transit facility located outside existing public right of way and dedication of existing easements, together with provision of a shade structure over the existing transit stop on South Thomas Drive, would provide a
public benefit but the proposal does not meet the minimum conditions of a transit facility.

10. The public benefit to arise from the remaining 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 a 35’ height increase based on incentives is hereby APPROVED and the maximum building height for the Development shall be increased from 150 feet to 185 feet, based on and subject to the following conditions, to wit:

a. Provision of perpetual cross access and joint parking agreements between abutting parking areas on abutting parcels.

b. Provision of architectural lighting highlighting building columns, cornices or other distinguishing architectural features along the front façade of buildings.

c. Provision of recognizable building top or skyline feature.

d. Provision of recognizable building base at ground level.

e. Provision of a courtyard seating area and other civic space, no less than 250 square feet, which is directly accessible to the public from the sidewalk.

f. Provision of 40 public parking spaces between the Gulf and South Thomas Drive.

g. Construction of a transit facility located outside existing public right of way and dedication of necessary easements.

PROVIDED HOWEVER, that this Height Increase Request shall be deemed abandoned and be void and of no further force and effect if not used and acted upon in a real and substantial way by the Applicant or the Applicant’s successor in interest within 5 years of
the date of execution of this Order, or if this Order is appealed the date on which the order becomes final.

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 October 2018.

_________________________________
MAYOR MIKE THOMAS

ATTEST:

_________________________________
JO SMITH, CITY CLERK
CONSENT AGENDA
ITEM 7
**DEPARTMENT MAKING REQUEST/NAME:**
Al Shortt - Utilities Director

**REQUESTED MOTION/ACTION:**
Approve Task Order No. 2018-3 with Dewberry Engineers for design, permitting, and limited surveying to extend the reclaimed water and sewer force mains on Alf Coleman Rd.

**MEETING DATE:**
October 25, 2018

**IS THIS ITEM BUDGETED (IF APPLICABLE)?**
Yes [☑] No [ ] N/A [ ]

**BACKGROUND:** (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)
Staff has negotiated a proposed Task Order No. 2018-3 under the current Master Services Agreement (MSA) with Dewberry Engineers, Inc. to assist the City with reclaimed water and wastewater utilities extensions on Alf Coleman Rd. The proposed improvements will allow the City to extend the existing infrastructure prior to the planned commercial and residential development in the area. Extending the reclaimed water main to the south side of Hutchinson will provide a greater service area for our reclaimed water irrigation service.

Dewberry has proposed fees of $24,380 for design, permitting, and limited surveying for extending the existing 12" reclaimed water main and the 18" sewer force main. Staff has reviewed the proposal and finds the fees commensurate with the required professional services.

Staff recommends Council approval of attached Task Order No. 2018-3 in the amount of $24,380, authorizing the City Manager to execute the Task Order on behalf of the City.
RESOLUTION 19-01

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER # 2018-03 TO THE MASTER SERVICES AGREEMENT FOR UTILITY ENGINEERING SERVICES WITH DEWBERRY ENGINEERS, INC., RELATED TO ALF COLEMAN FORCE MAIN AND RECLAIM WATER MAIN EXTENSIONS, BETWEEN MIDDLE AND PANAMA CITY BEACH PARKWAY ROADS IN THE AMOUNT OF $24,380; AUTHORIZING EXECUTION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED that the appropriate officers of the City are authorized to deliver and execute on behalf of the City that certain Task Order # 2018-03 to the Master Services Agreement for Utility Engineering Services between the City and Dewberry Engineers, Inc., relating to the Alf Coleman Force Main and Reclaim Water Main Extensions, between Middle and Panama City Beach Parkway Roads, in the basic amount of Twenty-Four Thousand, Three Hundred Eighty Dollars ($24,380), 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, whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of ________, 2018.

CITY OF PANAMA CITY BEACH

By: _____________________________
    Mike Thomas, Mayor

ATTEST:

Jo Smith, City Clerk

Resolution 19-01
CONSENT AGENDA ITEM # 7
August 20, 2018

Via Email at mroe@pcbgov.com

Attn: Michel Roe, E.I.
Utilities Engineer
City of Panama City Beach
110 South Arnold Road
Panama City Beach, Florida 32413

RE: Alf Coleman Force Main and Reclaim Water Main Extensions

Dear Mr. Roe:

Dewberry Engineers Inc. (Dewberry) is pleased to submit this task order for providing the engineering services for extending the existing 12-inch reclaim water main and 18-inch sanitary force main along Alf Coleman Road, between Middle and Back Beach Roads. As discussed during our meeting on August 7, 2018, the existing 12-inch reclaim water main located on the west side of Alf Coleman Road, is currently valved off and capped in front of the Surfside Storage facility and needs to be extended south a distance of approximately 1,200 feet, including a horizontal directional bore under Middle Beach Road and terminate with an isolation valve and cap for future connection. The City also desires to extend the existing 18-inch sanitary sewer force main located along the east side of Alf Coleman Road. Based on the City's Utility Base Map, the existing 18-inch force main terminates upstream of LS No. 86 and is currently valved off and capped. The project will include extending the 18-inch force main south and incorporated inside the existing 10-foot wide utility easement within MoonRaker Development and connect to the existing 18-inch force main along the north side of Middle Beach Road. The project will also include disconnecting PCB LS No. 86 and Emerald Beach Church of Christ private lift station from the existing 6" force main and reconnect them to the new 18-inch force main. The existing 6-inch force main will be valved off and kept in place to provide system flexibility. It is also, our understanding that under the MoonRaker Subdivision construction, a section of 18-inch force main was installed under the access driveway that faces Alf Coleman Road. The new force main will be connected on each side of the existing pipe to avoid having to cut the new access drive.

Dewberry will provide professional engineering services required to generate construction drawings and technical specifications in sufficient detail to enable Panama City Beach to receive competitive bids from construction contractors. Dewberry will use topographic survey information that was performed in 2011 for other improvements along Alf Coleman Road as well as topographic information used for the improvements of MoonRaker Development. Based on the information referenced above, Dewberry will provide design and FDEP permitting services for a lump sum fee of $24,380.00. Please see the attached Task Order 2018.03 defining the scope of services (Attachment A).

As always we look forward to working with you and your staff and the opportunity to improve the wastewater collection within the City. Should you have any questions or require additional information in support of this Proposal, do not hesitate to contact me.

Sincerely,

Dewberry Engineers Inc.

Jose A. Pecora, PE
Senior Associate

Attachments: Attachment A (Task Order - Scope of Services)

cc: Mr. Clifford Wilson III, PE, Vice-President, Dewberry (via email cwilson@dewberry.com)
Attachment A
Scope of Services, Task Order 2018-03
CITY OF PANAMA CITY BEACH
Alf Coleman Force Main and Reclaim Water Main Extensions, between Middle and Back Beach Roads

This task order is for the purpose of Dewberry Engineers Inc. (Dewberry), as the ENGINEER, to provide professional engineering services for extending the existing 12-inch reclaim water main and 18-inch sanitary force main along Alf Coleman Road, between Middle and Back Beach Roads for the City of Panama City Beach (City) acting by and through its Council under the MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DEWBERRY ENGINEERS INC. (formerly PREBLE-RISH, INC.) RELATING TO UTILITY ENGINEERING SERVICES (General Water and Sewer and Reclaimed Utility) dated April 8, 2014.

DESCRIPTION OF ENGINEER'S SERVICES

SCOPE OF SERVICES

A. Professional Services

The scope work will include the following services:

1. Coordinate with City staff to obtain all pertinent information regarding the project.
2. Use topographic survey information previously performed in 2011 for other improvements along Alf Coleman Road and recently for the MoonRaker Subdivision development to perform a field reconnaissance to determine if topographic survey is current with all existing features along the proposed alignment.
3. Field locate any existing new features or isolation valves that may not be reflected in the survey, previously performed along Alf Coleman Road.
4. Prepare plan and profile sheet(s) for extending approximately 1,200 feet of reclaim water using AWWA C900 PVC pipe. The work will include connecting to the existing 12-inch pipe that is currently valved off, a horizontal direction bore under Middle Beach Road and terminating new pipe with 12-inch isolation valve and cap for future connection. The plan and profile sheet(s) will be set up using 20-foot and 5-foot horizontal and vertical scales, respectively.
5. Prepare plan and profile sheet(s) for extending approximately 1,400 feet of sewage force main using AWWA C900 PVC pipe. The work will include connecting to the existing 18-inch pipe that is currently valved off, extending new force main and connecting to each side of the existing 18-inch segment of PVC pipe that was stubbed out under the MoonRaker Alf Coleman access drive and extending south until it is connected to the existing 18-inch force main that is on the north side of Middle Beach Road. The force main connection at Middle Beach Road, will be designed to include temporary line stops on the existing force main to allow for cutting in a new 18-inch tee and isolation valves with mechanical restrained joints. The force main connection at Middle Beach Road will be identified on the drawings to be performed during the late and early hours of the day (12 and 4 AM), when flows are low. PCB LS # 86 and Emerald Beach Church of Christ private lift station will be valved off from the existing 6-inch force main and re-piped to connect to the new 18-inch force main. The plan and profile sheet(s) will be set up using 20-foot and 5-foot horizontal and vertical scales, respectively.
7. Assist the City with acquiring permits to construct from FDEP.

B. Project Schedule

We anticipate performing work outlined above within 60 days or sooner following the City authorization to proceed with the project.
Attachment A
Scope of Services, Task Order 2018-03
CITY OF PANAMA CITY BEACH
Alf Coleman Force Main and Reclaim Water Main Extensions, between Middle and Back Beach Roads

C. Compensation

1. Limited Survey Locate Services: $1,550.00
2. Design/Construction Plans/Bid Documents/FDEP permitting assistance $22,830.00

Total Lump Sum Fee: $24,380.00

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

DEWBERRY
203 Aberdeen Parkway
Panama City, Florida 32405

By: ____________________________
Name and Title: Clifford D. Wilson III, PE.
Vice President

Witnessed: ____________________________
Date: 08/10/18

CITY OF PANAMA CITY BEACH, FLORIDA
110 South Arnold Road
Panama City Beach, Florida 32413

By: ____________________________
Name and Title: Mr. Mario Gisbert
City Manager

Witnessed: ____________________________
Date: ____________________________
CONSENT AGENDA
ITEM 8
1. **DEPARTMENT MAKING REQUEST/NAME:** Panama City Beach Police Department

2. **MEETING DATE:** OCTOBER 25, 2018

3. **REQUESTED MOTION/ACTION:**
   We respectfully request the Council's approval for the purchase of five (5) Dodge Trucks from AutoNation of Pembroke Pines and one (1) Dodge Charger from Bay Dodge.

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 purchase five (5) Dodge Trucks from AutoNation of Pembroke Pines at a price of $26,623.00 each and the purchase of one (1) Dodge Charger from Bay Dodge at a price of $21,619.00. This request is based on the lowest qualified bid received from three (3) different bids. This purchase is requested to replace end of life vehicles in order to better serve the community.
RESOLUTION 19-02

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF 6 POLICE VEHICLES FROM AUTONATION OF PEMBROKE PINES AND BAY DODGE IN THE TOTAL AMOUNT OF $154,734, 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 $119,099; 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 AutoNation of Pembroke Pines, relating to the purchase of five Dodge Ram 4x4 trucks, in the basic amount of One Hundred Thirty Three Thousand, One Hundred Fifteen Dollars ($133,115) 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.

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 Bay Dodge, relating to the purchase of one Dodge Charger, in the basic amount of Twenty-One Thousand, Six Hundred Nineteen Dollars ($21,619) 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 HG2 Emergency Lighting, relating to the purchase and installation of emergency equipment in police vehicles, in the basic amount of One Hundred Nineteen Thousand, Ninety-Nine Dollars ($119,099) 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 __________, 2018.

CITY OF PANAMA CITY BEACH

By: __________________________
    Mike Thomas, Mayor

ATTEST:

Jo Smith, City Clerk
2018-2019 Vehicle Purchase Request

On October 3, 2018, I opened bids for vehicle purchase. We received three (3) bids from Bay Dodge, Bozard Ford, and AutoNation Pembroke Pines. I am requesting we utilize the lowest qualified bid from Bay Dodge to purchase one (1) Dodge Charger at $21,619.00, and the lowest qualified bid from AutoNation Pembroke Pines to purchase five (5) Dodge Trucks $26,623.00 each. There were no qualified bids for the Ford Explorers.

Captain Wayne Maddox
Patrol Division Commander
September 25, 2018

Please accept the following pricing for Panama City Beach Police Department-Police Fleet Vehicles as per your specs.

Dodge Charger Model LDDE48  $24159 Each
Ram Classic Crew Cab 4X4 SSV Model DS6T98  $26,623 Each

Thank you

Steve Henry

AutoNation CDJR Pembroke Pines
Fleet Director
City Of Panama City Beach Police Department
Attn: Captain Wayne Maddox
17115 Panama City Beach Parkway
Panama City Beach, FL 32413

September 17, 2018

Captain Maddox,

Bay Dodge Chrysler Jeep RAM Trucks hereby submits the following bid for one (1) 2019 Dodge Charger SXT (Administration Specs). This vehicle will be a 29G package, with standard equipment (attached).

Our bid price for this vehicle will be $21,619.00, with a $118.56 tag / registration fee. (If the department is planning on transferring a tag for this vehicle, please provide that information at the time of purchase.) The total cost for this vehicle will be $21,619.00, with either delivery to our dealership, or drop shipment to your upfitter of choice for equipment installation.

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

Respectfully Submitted,

Thomas Spencer
Internet Sales Manager & Fleet Specialist
Bay Dodge Chrysler Jeep RAM Trucks
636 W. 15th Street
Panama City, FL 32401
850-624-4230 cell / text
850-785-1591 x 460 office
850-785-3412 fax
2018 Vehicle Emergency Equipment Installation Purchase Request

On October 3, 2018, I opened bids for Emergency Equipment Installation. We received one (1) qualified bid from HG2 Emergency Lighting. I am requesting we utilize the qualified bid from HG2 Emergency Lighting for this purchase.

Captain Wayne Maddox
Patrol Division Commander
Panama City Beach Police Department

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

Police Fleet Vehicle Equipment Install Services

Due Date: October 3, 2018

Submitted by:
Ali Bhojani
Director of Sales
---

### Marked Patrol Units Ford Interceptor SUV

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<tr>
<td>Side Runners</td>
<td>HG2 Emergency Lighting 68&quot; Blue/Blue Side Runner Lights</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Window Lights</td>
<td>HG2 Emergency Lighting Rear Window Light</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Cargo Window Lights</td>
<td>HG2 Emergency Lighting Rear Side Cargo Window Lights</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Front Rear</td>
<td>$359.00</td>
</tr>
<tr>
<td>Front License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Front</td>
<td>$359.00</td>
</tr>
<tr>
<td>Fog Lights</td>
<td>HG2 Emergency Lighting Blue/Blue Fog Lights</td>
<td>$489.00</td>
</tr>
<tr>
<td>Side Marker Lights</td>
<td>Whelen Vertex in Head Lights &amp; Tail Lights Blue Qty: 4</td>
<td>$260.00</td>
</tr>
<tr>
<td>Rear Transport Seat</td>
<td>Rear Transport Seat (Selina)</td>
<td>$600.00</td>
</tr>
<tr>
<td>Priisoner Partition</td>
<td>Prisoner Partition w/ Portion 106L with Chicago Grill</td>
<td>$599.00</td>
</tr>
<tr>
<td>Rear Cargo Divider</td>
<td>Rear Cargo Divider/Selina 1LYS</td>
<td>$499.00</td>
</tr>
<tr>
<td>Thor Power Inverter</td>
<td>Thor Power Inverter (750 W)</td>
<td>$55.00</td>
</tr>
<tr>
<td>Stinger Flashlight Charger</td>
<td>Stinger Flashlight Charger</td>
<td>$25.00</td>
</tr>
<tr>
<td>Gun Rack</td>
<td>Selina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle</td>
<td>$499.00</td>
</tr>
<tr>
<td>Center Console/Laptop Motion Graphic Display</td>
<td>Center Console with Cupholder, View Rest and Motion Module Device (Gamber Johnson)</td>
<td>$450.00</td>
</tr>
<tr>
<td>Laptop Docking Station</td>
<td>Gamber Johnson Notepad V</td>
<td>$250.00</td>
</tr>
<tr>
<td>Window Tint</td>
<td>Window Tint 2 Front Windows &amp; Front Strip</td>
<td>$99.00</td>
</tr>
<tr>
<td>Graphics</td>
<td>Vehicle Graphics</td>
<td>$499.00</td>
</tr>
</tbody>
</table>

**Total Price:** $9,306.00

**Discount:** (1,300.00)

**Total Price:** $8,006.00

---

### Marked AWD Pick Up Truck

<table>
<thead>
<tr>
<th>Item</th>
<th>Model/Part Number</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Windshield</td>
<td>HG2 Emergency Lighting 1 Piece Front Visor Light Blue/Blue with Takedowns</td>
<td>$799.00</td>
</tr>
<tr>
<td>Side Runners</td>
<td>HG2 Emergency Lighting 72&quot; Blue/Blue Side Runner Lights</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Window Lights</td>
<td>HG2 Emergency Lighting Rear Window Light</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Taillight Lights</td>
<td>HG2 Emergency Lighting Rear Taillight Lights</td>
<td>$359.00</td>
</tr>
<tr>
<td>License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Front</td>
<td>$359.00</td>
</tr>
<tr>
<td>Front License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Front</td>
<td>$359.00</td>
</tr>
<tr>
<td>Fog Lights</td>
<td>HG2 Emergency Lighting Blue/Blue Fog Lights</td>
<td>$489.00</td>
</tr>
<tr>
<td>Light Controller</td>
<td>Whelen 235LSJ6 Handheld Siren</td>
<td>$320.00</td>
</tr>
<tr>
<td>Speaker</td>
<td>Whelen 100 Watt Speaker</td>
<td>$100.00</td>
</tr>
<tr>
<td>Graphics</td>
<td>Vehicle Graphics</td>
<td>$499.00</td>
</tr>
<tr>
<td>Console</td>
<td>Gamber Johnson Console with Wiring Case and Motion Device, Armrest</td>
<td>$475.00</td>
</tr>
<tr>
<td>Laptop Docking Station</td>
<td>Gamber Johnson Notepad V</td>
<td>$250.00</td>
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<tr>
<td>Inverter</td>
<td>Thor Power Inverter</td>
<td>$55.00</td>
</tr>
<tr>
<td>Window Tint</td>
<td>Window Tint Full Truck Plus Front Strip</td>
<td>$189.00</td>
</tr>
<tr>
<td>Gun Rack</td>
<td>Selina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle</td>
<td>$409.00</td>
</tr>
</tbody>
</table>

**Total Price:** $7,050.00

**Discount:** (1,342.00)

**Total Price:** $5,708.00

---

### Unmarked Units Dodge Charger

<table>
<thead>
<tr>
<th>Item</th>
<th>Model/Part Number</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Windshield</td>
<td>HG2 Emergency Lighting 1 Piece Front Visor Light Blue/Blue with Takedowns</td>
<td>$799.00</td>
</tr>
<tr>
<td>Side Runners</td>
<td>HG2 Emergency Lighting 68&quot; Blue/Blue Side Runner Lights</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Window Lights</td>
<td>HG2 Emergency Lighting Rear Window Light</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Cargo Window Lights</td>
<td>HG2 Emergency Lighting Rear Side Cargo Window Lights</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Front Rear</td>
<td>$359.00</td>
</tr>
<tr>
<td>Front License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Front</td>
<td>$359.00</td>
</tr>
<tr>
<td>Fog Lights</td>
<td>HG2 Emergency Lighting Blue/Blue Fog Lights</td>
<td>$489.00</td>
</tr>
<tr>
<td>Light Controller</td>
<td>Whelen 2200-6746S6</td>
<td>$200.00</td>
</tr>
<tr>
<td>Speaker</td>
<td>Whelen 100 Watt Speaker</td>
<td>$100.00</td>
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<tr>
<td>Window Tint</td>
<td>Window Tint Full Vehicle with Front Strip</td>
<td>$189.00</td>
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</table>

**Total Price:** $5,941.00

**Discount:** (1,342.00)

**Total Price:** $4,599.00

---

**Quote Issued by:** Ali Bhojani

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**CONSENT AGENDA ITEM #**: 8
CONSENT AGENDA
ITEM 9*
# Agenda Item Summary

## 1. Department Making Request/Name:
CRA/AMY MYERS

## 2. Meeting Date:
October 25, 2018

## 3. Requested Motion/Action:
APPROVE AN AGREEMENT FOR RELOCATION CONSULTING SERVICES WITH KEYSTONE FIELD SERVICES, INC. FOR FRONT BEACH ROAD SEGMENT 3/HWY 79 PROJECT

## 4. Agenda

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Public Hearing</th>
<th>Consent</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

## 5. Is This Item Budgeted (If Applicable)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 6. Background: (Why is the action necessary, what goal will be achieved)

CITY STAFF HAS BEGUN THE PROCESS OF ACQUIRING RIGHT OF WAY FOR THE FRONT BEACH ROAD SEGMENT 3/HWY 79 PROJECT. TWO OF THE PROPERTIES IDENTIFIED FOR ACQUISITION CONTAIN BUSINESSES WHO WILL NEED TO BE RELOCATED. STAFF RECOMMENDS APPROVAL OF AN AGREEMENT FOR ACQUISITION AND RELOCATION ASSISTANCE WITH KEYSTONE FIELD SERVICES, WHO HAS BEEN PREVIOUSLY ENGAGED BY THE CITY FOR GENERAL RELOCATION CONSULTING SERVICES.

THE ENGAGEMENT FOR THESE SERVICES WILL BE COMPENSATED BASED ON AN HOURLY RATE, AND SPECIFICALLY APPROVES THE RATE OF A THIRD AGENT AT A LOWER RATE THAN THOSE CONTEMPLATED IN THE CITY'S 2016 ENGAGEMENT OF THE FIRM.

STAFF RECOMMENDS APPROVAL.

CONSENT

AGENDA ITEM # __________
RESOLUTION 19-03

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH KEYSTONE FIELD SERVICES, INC. FOR RELOCATION CONSULTING SERVICES AT SPECIFIED HOURLY RATES; 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 Keystone Field Services, Inc., relating to relocation consulting services for Highway 79/Front Beach Road Segment 3 Project, at the following hourly rates:

Principal Relocation Specialist/Program Manager $168.00/Hour
Senior Relocation Specialist $155.00/Hour
Acquisition/Relocation Agent $128.00/Hour

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 __________, 2018.

CITY OF PANAMA CITY BEACH

By: ____________________________
    Mike Thomas, Mayor

ATTEST:

______________________________
Jo Smith, City Clerk
June 12, 2018

Ms. Amy Myers, Esquire
Hand Arendall Harrison Sale LLC
304 Magnolia Avenue
Panama City Beach, FL 32401

Re: Relocation Consulting Services - City of Panama City Beach - Highway 79/Front Beach
Road Segment 3 Project

Dear Ms. Myers:

Per our telephone conversation today, I propose adding an Acquisition / Relocation Agent under my supervision to assist Eli Matalon and myself during the relocation of the Pizza Hut and the Chevron businesses. The Acquisition / Relocation Agent’s hourly rate will be $128.00/Hour. As these two business relocations will be long lead, this lower rate may allow us to offer cost savings to the City of Panama City Beach in the execution of this project.

The hourly rates for Eli Matalon and myself, the scope of services and reimbursed expenses will remain per our 9/11/2016 engagement letter.

Thank you again for the opportunity to be of service to you and the City of Panama City Beach.

Sincerely,

[Signature]

Jan Rybak, SR/WA, R/W-RAC

Accepted: ___________________________ Date ___________________________
CONSENT AGENDA
ITEM 10
1. DEPARTMENT MAKING REQUEST/NAME: Fire/Chief Larry Couch

2. MEETING DATE: October 25, 2018

3. REQUESTED MOTION/ACTION: Approval of the purchase of (1) 2019 full size four door 3/4 ton 4 x 4 diesel pickup truck and related emergency lighting and installation of the same.

4. AGENDA

<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>PUBLIC HEARING</th>
<th>CONSENT</th>
<th>REGULAR</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 solicitation for bids for a 2019 full size, 4 wheel drive, 4 door 3/4 ton truck was publicly advertised by Panama City Beach Fire Rescue and three bidders responded. Staff has reviewed the bids and the low bidder was Duval Ford in the amount of $39,433.00. Additionally, Panama City Beach Fire Rescue publicly advertised and solicited bids for emergency lighting and related installation of such lighting for the aforementioned truck. HG2 Emergency Lighting was the only bid received in the amount of $12,330.00. The total cost of the vehicle including related emergency lighting and installation of such lighting is $51,763.00. Sufficient funds were included in the FY 2019 budget for this purchase.

STAFF RECOMMENDS the purchase of a 2019 full size, 4 wheel drive, 4 door 3/4 ton truck from Duval Ford at a cost of $39,433.00. Additionally, STAFF RECOMMENDS the purchase of emergency lighting and the related installation from HG2 Emergency Lighting for the truck at a cost of $12,330.00. The total cost for the truck and emergency lighting is $51,763.00. Adequate funds are available in the fiscal year 2019 budget.
RESOLUTION 19-07

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF ONE FULL SIZE ¾ TON 4X4 DIESEL TRUCK FROM DUVAL FORD, TOGETHER WITH THE PURCHASE OF RELATED EMERGENCY LIGHTING AND ITS INSTALLATION FROM HG2 EMERGENCY LIGHTING, IN THE TOTAL AMOUNT OF $51,763.00, AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE RESOLUTION; 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 Duval Ford related to the purchase of one full size ¾ ton 4x4 Diesel Truck for the Fire Department in the amount of Thirty Nine Thousand, Four Hundred Thirty Three Dollars ($39,433.00), on substantially the terms and conditions in the quote attached as Exhibit A 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 HG2 Emergency Lighting related to the purchase of emergency lighting and related installation for one full size ¾ ton 4x4 Diesel Truck for the Fire Department in the amount of Twelve Thousand, Three Hundred Thirty Dollars ($12,330.00), on substantially the terms and conditions in the quote attached as Exhibit B 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 its passage.

Passed in regular session this 25th day of October, 2018.

MAYOR

ATTEST:

CITY CLERK
# Bid Tabulation Form Fire Department

10/8/2018

**2019 Full Size Four Door 3/4 Ton 4 X 4 Diesel Pickup**

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>ADDRESS</th>
<th>LUMP SUM TOTAL</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duval Ford</td>
<td>1616 Cassat Avenue</td>
<td>$39,433.00</td>
<td>low responsive bidder</td>
</tr>
<tr>
<td></td>
<td>Jacksonville, FL 32210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garber Dodge</td>
<td>3408 Highway 17</td>
<td>$43,020.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Cove Springs, FL 32043</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall-Mark REV Group</td>
<td></td>
<td>$45,973.20</td>
<td></td>
</tr>
</tbody>
</table>
I appreciate your interest and the opportunity to quote. If you have any questions regarding this quote please call
Vehicle will be ordered. *white interior unless specified on purchase order.*

<table>
<thead>
<tr>
<th>Labor Code</th>
<th>Equipment Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>W28 160</td>
<td>2019 FORD F250 (314 ton) 4 door Crew Cab, 4-wheel drive pick-up 6.75' bed</td>
<td>$39,433.00</td>
</tr>
<tr>
<td>66UA</td>
<td>X: BASE TRIM PACKAGE</td>
<td></td>
</tr>
<tr>
<td>89T</td>
<td>8.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel</td>
<td></td>
</tr>
<tr>
<td>44W</td>
<td>Six-Speed Automatic w/ SelectShift® Automatic</td>
<td></td>
</tr>
<tr>
<td>X3H</td>
<td>LIMITED SLIP 3:31 axle ratio</td>
<td></td>
</tr>
<tr>
<td>PG</td>
<td>RAGE RED EXT</td>
<td></td>
</tr>
<tr>
<td>AS</td>
<td>Vinyl 40/20/40 Split Bench</td>
<td></td>
</tr>
<tr>
<td>TDU</td>
<td>LT275/70R18 BSW A/T, 4x4</td>
<td></td>
</tr>
<tr>
<td>648</td>
<td>18&quot; Sparkle Silver Painted Cast Aluminum w/Bright Hub Covers/Center Ornaments</td>
<td></td>
</tr>
<tr>
<td>512</td>
<td>SPARE TIRE LT275/70R18 BSW A/T, 4x4</td>
<td></td>
</tr>
<tr>
<td>67D</td>
<td>220 Amp w/ 7L Power Stroke® Diesel engine</td>
<td></td>
</tr>
<tr>
<td>41P</td>
<td>Skid Plates - Transfer Case and Fuel Tank</td>
<td></td>
</tr>
<tr>
<td>928</td>
<td>TRAILER BRAKE CONTROLLER</td>
<td></td>
</tr>
<tr>
<td>HO TOW</td>
<td>Class V Towing Package (includes 2&quot; Ball, 7-pin and 4-pin connectors)</td>
<td></td>
</tr>
<tr>
<td>64K</td>
<td>Power Black Trailer Tow Mirrors</td>
<td></td>
</tr>
<tr>
<td>17S</td>
<td>POWER WINDOWS AND DOOR LOCKS</td>
<td></td>
</tr>
<tr>
<td>17S</td>
<td>Remote Keyless Entry (with 2 key fobs)</td>
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<tr>
<td>76R</td>
<td>REVERSE SENSING</td>
<td></td>
</tr>
<tr>
<td>8UC</td>
<td>Park View Backup Camera</td>
<td></td>
</tr>
<tr>
<td>MANUAL</td>
<td>Seat Adjuster, Driver and Front Passenger MANUAL ADJUST</td>
<td></td>
</tr>
<tr>
<td>17S</td>
<td>STX APPEARANCE PACKAGE                   REQUIRED FOR 18&quot; WHEELS</td>
<td></td>
</tr>
<tr>
<td>DLR</td>
<td>FRONT LICENSE BRACKET</td>
<td></td>
</tr>
<tr>
<td>TEMP</td>
<td>TEMP TAG</td>
<td></td>
</tr>
<tr>
<td>DELIVERY</td>
<td>DELIVERY</td>
<td></td>
</tr>
<tr>
<td>VENDOR COMMENTS</td>
<td>PLEASE CLEARLY NOTATE ON YOUR PURCHASE ORDER WHERE DUVAL FORD IS TO SHIP YOUR VEHICLE, HOW THE VEHICLE IS TO BE TITLED, AND WHERE THE INVOICE IS TO BE MAILED.</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL QUANTITY: 1

TOTAL PURCHASE: $39,433.00
Panama City Beach Fire Department

Attn: Administrative Captain Station Office #31
17121 Panama City Beach Parkway
Panama City Beach, FL 32413

Fire Rescue Vehicle Equipment Install Services

Due Date: October 8, 2018

Submitted by:
Ali Bhojani
Director of Sales

Exhibit B
## Admin Chevy Tahoe

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Interior Visor Light</td>
<td>HG2 Emergency Lighting Vehicle Specific Front Visor Light for 2018-2019 Tahoe</td>
<td>HG2FTAH-RWR</td>
<td>$799.00</td>
</tr>
<tr>
<td>Rear Interior Visor Light</td>
<td>HG2 Emergency Lighting Vehicle Specific Rear Visor Light for 2018-2019 Tahoe with TA</td>
<td>HG2FTAH-RWTA</td>
<td>$749.00</td>
</tr>
<tr>
<td>Side Running Board Lights</td>
<td>HG2 Emergency Lighting 72” Side Runner Kit with Chevy Tahoe Mounting Bracket</td>
<td>HG2FPC62RW-TAH</td>
<td>$599.00</td>
</tr>
<tr>
<td>Side Rear Quarter Windows</td>
<td>HG2 Emergency Lighting Rear Quarter Window Lights for Chevy Tahoe Upper</td>
<td>HG2GQR-TAN-RW</td>
<td>$499.00</td>
</tr>
<tr>
<td>Corner Strobe Lights</td>
<td>HG3 Emergency Lighting 4 Strobe Light Package</td>
<td>HG2STB</td>
<td>$400.00</td>
</tr>
<tr>
<td>Rear Step Pad</td>
<td>HG2 Emergency Lighting Rear Tahoe Tailgate Step Pad for Chevy Tahoe Red/White</td>
<td>HG2TAHSP-RW</td>
<td>$999.00</td>
</tr>
<tr>
<td>Grill Lights</td>
<td>HG2 Emergency Lighting 4 Pack Grill Lights Red/White</td>
<td>HG2GRLTAN-RW</td>
<td>$499.00</td>
</tr>
<tr>
<td>Fog Lights</td>
<td>HG2 Emergency Lighting Fog Lights Red/White</td>
<td>HG2FGLTAN-RW</td>
<td>$499.00</td>
</tr>
<tr>
<td>Inverter</td>
<td>Thor Power 750 Watt Inverter</td>
<td>TH750</td>
<td>$75.00</td>
</tr>
<tr>
<td>Hand Held Light and Siren Controller</td>
<td>Whelen HHS3200 Handheld Siren and Light Controller</td>
<td>HHS3200</td>
<td>$199.00</td>
</tr>
<tr>
<td>Speaker</td>
<td>100 Watt Speaker</td>
<td>SA315P</td>
<td>$199.00</td>
</tr>
<tr>
<td>Floor Mats</td>
<td>Weather Tech Front and Rear Floor Liners</td>
<td>WFTL-TAH</td>
<td>$189.00</td>
</tr>
<tr>
<td>Window Visors</td>
<td>Vent Visors Outside Stick on</td>
<td>VVSO-TAH</td>
<td>$99.00</td>
</tr>
<tr>
<td>Window Tint</td>
<td>Window Tint Front 2 Windows 15% with Lifetime Warranty and High Performance Film</td>
<td>TINT</td>
<td>$89.00</td>
</tr>
<tr>
<td>Graphics</td>
<td>Vehicle Graphics</td>
<td>Graphics</td>
<td>$600.00</td>
</tr>
<tr>
<td>Vehicle Delivery</td>
<td>Vehicle Delivery to Panama City Beach Fire Dept</td>
<td>DELIVERY</td>
<td>$225.00</td>
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<tr>
<td>$50.00</td>
<td>Labor</td>
<td>Labor</td>
<td>$950.00</td>
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<tr>
<td>Discount</td>
<td>$1,300.00</td>
<td>Discount</td>
<td>$350.00</td>
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<tr>
<td>Total Package Price</td>
<td>$6,343.00</td>
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## 3/4 Ton Pick Up

<table>
<thead>
<tr>
<th>Item</th>
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<th>Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lightbar</td>
<td>Whelen Liberty 2 Lightbar with Takedowns and Aleys</td>
<td>HG2PC72RW</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Side Running Board Lights</td>
<td>HG2 Emergency Lighting 72” Side Running Board Lights with Vehicle Specific Bracket</td>
<td>HG2VPLUT-RE</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Interior Visor Light</td>
<td>HG2 Emergency Lighting Rear Visor Light Red/Red with Kill Switch Built In</td>
<td>HG2VPLUT-RE</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Truck Tailgate Runner Light</td>
<td>HG2 Emergency Lighting 63” Rear Tailgate Runner with Vehicle Specific Bracket</td>
<td>HG21TX62RW</td>
<td>$575.00</td>
</tr>
<tr>
<td>Under Mirror Lights</td>
<td>Side Under Mirror Lights Pair</td>
<td>LINS4V</td>
<td>$499.00</td>
</tr>
<tr>
<td>Siren and Light Controller</td>
<td>Whelen In Console Siren and Light Controller</td>
<td>HG2PC72RW</td>
<td>$399.00</td>
</tr>
<tr>
<td>Speaker</td>
<td>Whelen 100 Watt Speaker</td>
<td>SA315P</td>
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<td>710-0136</td>
<td>$399.00</td>
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<td>Gamber Johnson Headrest V</td>
<td>7160-0250</td>
<td>$210.00</td>
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<td>Leer Camper Top with 3 Doors and Glass on Sides</td>
<td>LEERIP</td>
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<td>Westin Push Bumper with Winch Plate</td>
<td>W1000DLB</td>
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<td>Winch</td>
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<tr>
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<td>Graphics Package</td>
<td>GRAPHICS</td>
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<td>VVSO-DR</td>
<td>$99.00</td>
</tr>
<tr>
<td>Floor Mats</td>
<td>Weather Tech Floor Mats</td>
<td>WFTF</td>
<td>$189.00</td>
</tr>
<tr>
<td>TINT-4DR</td>
<td>TINT 4 Door</td>
<td>TINT</td>
<td>$175.00</td>
</tr>
<tr>
<td>Spray In Bed Liner</td>
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</tr>
<tr>
<td>Bed Slide</td>
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<td>BS1000</td>
<td>$999.00</td>
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<td>Total Package Price</td>
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1. DEPARTMENT MAKING REQUEST/NAME:
Fire/Chief Larry Couch

2. MEETING DATE:
October 25, 2018

3. REQUESTED MOTION/ACTION:
Approval of the purchase of (3) 2019 full size four door 4 X 4 SUVs and related emergency lighting and installation of the same for the department's battalion chiefs.

4. AGENDA
PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?
Yes ☑ No ☐ N/A ☐

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)
A solicitation for bids for a 2019 full size, 4 wheel drive, 4 door SUV was publicly advertised by Panama City Beach Fire Rescue and five bidders responded. Staff has reviewed the bids and deemed three of the bids to be unresponsive as the size of the motor does not meet the bid specifications. Of the two responsive bids, the low bidder was Garber Chevrolet in the amount of $35,291.00. Additionally, Panama City Beach Fire Rescue publicly advertised and solicited bids for emergency lighting and related installation of such lighting for the aforementioned SUV. HG2 Emergency Lighting was the only bid received in the amount of $6,343.00. The total cost of the vehicle including related emergency lighting and installation of such lighting is $41,634.00. Sufficient funds were included in the FY 2019 budget for this purchase.

Staff requests to piggyback on the above bids for two additional SUVs and emergency lighting including installation so that all command staff have fully equipped vehicles with appropriate emergency lighting at their disposal to facilitate response times in emergency situations. The cost of the additional two vehicles is $83,268.00. This expenditure was not included in the FY 2019 budget; however, the department did budget for a new fire engine in the amount of $600,000.00 and the actual cost of such engine will be $497,084.09. The budget excess of $102,915.91 will be re-allocated internally to cover the cost of (2) additional SUVs.

STAFF RECOMMENDS the purchase of (3) 2019 full size, 4 wheel drive, 4 door SUVs from Garber Chevrolet at a cost of $105,873.00. Additionally, STAFF RECOMMENDS the purchase of emergency lighting and the related installation from HG2 Emergency Lighting for (3) SUVs at a cost of $19,029.00. The total cost for the vehicles and emergency lighting is $124,902.00. Adequate funds are available in the fiscal year 2019 budget.
RESOLUTION 19-08

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF 3 SUVS FROM GARBER CHEVROLET, TOGETHER WITH THE PURCHASE OF EMERGENCY LIGHTING AND ITS INSTALLATION FROM HG2 EMERGENCY LIGHTING, IN THE TOTAL AMOUNT OF $124,902, AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE RESOLUTION; 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 Garber Chevrolet related to the purchase of three full size 4-wheel drive SUVs for the Fire Department in the amount of One Hundred Five Thousand, Eight Hundred Seventy Three Dollars ($105,873.00), on substantially the terms and conditions in the quote attached as Exhibit A 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 HG2 Emergency Lighting related to the purchase of emergency lighting and related installation for three full size 4-wheel drive SUVs for the Fire Department in the amount of Nineteen Thousand, Twenty Nine Dollars ($19,029.00), on substantially the terms and conditions in the quote attached as Exhibit B 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 its passage.

Passed in regular session this 25th day of October, 2018.

MAYOR

ATTEST:

CITY CLERK
# Bid Tabulation Form Fire Department

**10/8/2018**

## 2019 Full Size Four Door 4X4 SUV

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>ADDRESS</th>
<th>LUMP SUM TOTAL</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Dodge</td>
<td>636 W 15th Street, Panama City, FL 32401</td>
<td>$32,388.44</td>
<td>non-responsive; engine size does not meet bid specifications</td>
</tr>
<tr>
<td>Bozard Ford</td>
<td>540 Outlet Mall, St. Augustine, FL 32084</td>
<td>$38,377.00</td>
<td>non-responsive; engine size does not meet bid specifications</td>
</tr>
<tr>
<td>Duval Ford</td>
<td>1618 Cassat Avenue, Jacksonville, FL 32210</td>
<td>$38,089.00</td>
<td>non-responsive; engine size does not meet bid specifications</td>
</tr>
<tr>
<td>Garber Chevrolet</td>
<td>3340 US 17, Green Cove Springs, FL 32043</td>
<td>$35,291.00</td>
<td>low responsive bidder</td>
</tr>
<tr>
<td>Hall-Mark REV Group</td>
<td></td>
<td>$41,530.00</td>
<td></td>
</tr>
</tbody>
</table>
Florida Sheriffs Association

Prices are published by the Florida Sheriffs Association. (https://www.flsheriffs.org/our_program/purchasing_programs/cooperative-fleet-bid-awards/). Purchasing contract number is FSA18-V1E 26.0, expiring September 30th, 2019 for Police Rated Vehicles/Motorcycles, Sedans & Light Trucks. If you have any questions regarding this quote please call.

Garber Chevrolet Buick GMC
Ryan Davis
(904) 264-2442 ext.2335 FAX: (904) 284-0054
3340 Dr. Hig, 17 Green Cove Springs, FL 32043
rdavis@garberautousall.com

2019 Chevrolet Tahoe 4WD 4dr

<table>
<thead>
<tr>
<th>Code</th>
<th>Optional Equipment</th>
<th>Unit Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1FL</td>
<td>Commercial Preferred Equipment Group</td>
<td>Included</td>
<td>$0.00</td>
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<tr>
<td>9C1</td>
<td>Identifier for PPV</td>
<td>Included</td>
<td>$0.00</td>
</tr>
<tr>
<td>GAZ</td>
<td>Summit White</td>
<td>Included</td>
<td>$0.00</td>
</tr>
<tr>
<td>HOU</td>
<td>Jet Black, Cloth seat trim</td>
<td>Included</td>
<td>$0.00</td>
</tr>
<tr>
<td>RAP</td>
<td>Wheels, 17&quot; x 8&quot; (43.2 cm x 20.3 cm) steel, police, Black</td>
<td>Included</td>
<td>$0.00</td>
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<tr>
<td>PCW</td>
<td>Enhanced Driver Alert Package</td>
<td>Included</td>
<td>$693.00</td>
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<td>BUC/BUS</td>
<td>Back Up Camera; Back Up Sensors</td>
<td>Included</td>
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<td>282</td>
<td>Towing Package</td>
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<tr>
<td>DEL</td>
<td>Delivery</td>
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</table>

TOTAL PURCHASE AMOUNT PER VEHICLE $35,991.00

Exhibit A
Panama City Beach Fire Department

Attn: Administrative Captain Station Office #31
17121 Panama City Beach Parkway
Panama City Beach, FL 32413

Fire Rescue Vehicle Equipment Install Services

HG
EMERGENCY LIGHTING

Due Date: October 8, 2018

Submitted by:
Ali Bhojani
Director of Sales

Exhibit B

CONSENT
AGENDA ITEM # 11
### Panama City Beach Fire Department 2018-2019 Vehicle Quote

#### Admin Chevy Tahoe

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Model Number</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Interior Visor Light</td>
<td>HG2 Emergency Lighting Vehicle Specific Front Visor Light for 2018-2019 Tahoe</td>
<td>HG2/VTAH-RWRW</td>
<td>$799.00</td>
</tr>
<tr>
<td>Rear Interior Visor Light</td>
<td>HG2 Emergency Lighting Vehicle Specific Rear Visor Light for 2018-2019 Tahoe with TA</td>
<td>HG2/VRNTA-RNTA</td>
<td>$749.00</td>
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<tr>
<td>Side Running Board Lights</td>
<td>HG2 Emergency Lighting 62&quot; Side Runner Kit with Tahoe Tahoe Mounting Bracket</td>
<td>HG22PC62R-W-TAH</td>
<td>$599.00</td>
</tr>
<tr>
<td>Slide Rear Quarter Windows</td>
<td>HG2 Emergency Lighting Rear Quarter Window Lights for Chevy Tahoe Upper</td>
<td>HG20TR-TAH-RW</td>
<td>$499.00</td>
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<tr>
<td>Corner Stripe Lights</td>
<td>HG2 Emergency Lighting 4 Stripe Light Package</td>
<td>HG2STB</td>
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<tr>
<td>Rear Step Pad</td>
<td>HG2 Emergency Lighting Rear Tahoe Tailgate Step Pad for Chevy Tahoe Red/White</td>
<td>HG2TASHP-RW</td>
<td>$999.00</td>
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<tr>
<td>Fog Lights</td>
<td>HG2 Emergency Lighting Fog Lights Red/White</td>
<td>HG2FGLT-TAH-RW</td>
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<tr>
<td>Inverter</td>
<td>Thor Power 750 Watt Inverter</td>
<td>TH750</td>
<td>$75.00</td>
</tr>
<tr>
<td>Hand Held Light and Siren Controller</td>
<td>Whelen HH53200 Handheld Siren and Light Controller</td>
<td>HH53200</td>
<td>$399.00</td>
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<tr>
<td>Speaker</td>
<td>100 Watt Speaker</td>
<td>SA31SP</td>
<td>$199.00</td>
</tr>
<tr>
<td>Floor Mats</td>
<td>Weather Tech Front and Rear Floor Liners</td>
<td>WFPL-TAH</td>
<td>$189.00</td>
</tr>
<tr>
<td>Window Visors</td>
<td>Vent Visors Outside Stick on</td>
<td>VVS0-TAH</td>
<td>$99.00</td>
</tr>
<tr>
<td>Window Tint</td>
<td>Window Tint Front 2 Windows 15% with Lifetime Warranty and High Performance Film</td>
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<tr>
<td>Graphics</td>
<td>Vehicle Graphics</td>
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<td>Vehicle Delivery</td>
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<td>DELIVERY</td>
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<tr>
<td>3/4 Ton Pick Up</td>
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<td></td>
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</tr>
<tr>
<td>Lightbar</td>
<td>Whelen Liberty 2 Lightbar with Takedowns and Alleys</td>
<td>IBBRVW</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Side Running Board Lights</td>
<td>HG2 Emergency Lighting 72&quot; Side Running Board Lights with Vehicle Specific Bracket</td>
<td>HG22PC72RW</td>
<td>$799.00</td>
</tr>
<tr>
<td>Rear Interior Light Bar</td>
<td>HG2 Emergency Lighting Rear Visor Light Red/Red with Kill Switch Built In</td>
<td>HG2RVPUT-RR</td>
<td>$699.00</td>
</tr>
<tr>
<td>Rear Truck Tailgate Runner Light</td>
<td>HG2 Emergency Lighting 62&quot; Rear Tailgate Runner with Vehicle Specific Bracket</td>
<td>HG21TK62R-W</td>
<td>$575.00</td>
</tr>
<tr>
<td>Under Mirror Lights</td>
<td>Side Under Mirror Lights Pair</td>
<td>LMSW2</td>
<td>$499.00</td>
</tr>
<tr>
<td>Siren and Light Controller</td>
<td>Whelen In Console Siren and Light Controller</td>
<td>2955LSA6</td>
<td>$399.00</td>
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<tr>
<td>Speaker</td>
<td>Whelen 100 Watt Speaker</td>
<td>SA31SP</td>
<td>$199.00</td>
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<td>Gambar Johnson Center Console Work Truck Box for Pick Up Truck</td>
<td>7170-0125</td>
<td>$575.00</td>
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<tr>
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<td>7170-0136</td>
<td>$299.00</td>
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<tr>
<td>Laptop Cradle</td>
<td>Gambar Johnson NotePad V</td>
<td>7160-0250</td>
<td>$210.00</td>
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<td>Power Inverter</td>
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<td>HG2 Emergency Lighting DS-1 Light Head Pair on Each Side of Camper</td>
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</tr>
<tr>
<td>Camper Top</td>
<td>Leer Camper Top with 3 Doors and Glass on Sides</td>
<td>LEERTP</td>
<td>$2,750.00</td>
</tr>
<tr>
<td>Push Bumper Winch Mount</td>
<td>Westin Push Bumper with Winch Plate</td>
<td>WTP-WP</td>
<td>$875.00</td>
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<tr>
<td>Winch</td>
<td>10,000lb Winch</td>
<td>W10000LB</td>
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<td>Graphics Package</td>
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<td>Vent Visors Outside Stick On</td>
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<td>Floor Mats</td>
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<td>WTPM</td>
<td>$189.00</td>
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<td>TINT 4 Door</td>
<td>TINT</td>
<td>$175.00</td>
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<tr>
<td>Spray In Bed Liner</td>
<td>Spray In Bed Liner</td>
<td>SIDILIN</td>
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<tr>
<td>Bed Slide</td>
<td>1,000lb Bed Slide</td>
<td>851000</td>
<td>$999.00</td>
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</table>

**Total Package Price:** $6,343.00

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### 3/4 Ton Pick Up

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</tr>
</thead>
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<td>W10000LB</td>
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<td>Graphics Package</td>
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<td>Window Visors</td>
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<td>Bed Slide</td>
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</tr>
</tbody>
</table>

**Total Package Price:** $6,343.00
CONSENT AGENDA
ITEM 12
1. DEPARTMENT MAKING REQUEST/NAME: Fire/Chief Larry Couch
2. MEETING DATE: October 25, 2018
3. REQUESTED MOTION/ACTION:
   Approval of the purchase of (1) 2019 fire engine.

4. AGENDA

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?
   YES [X] NO [ ] N/A [ ]
   BUDGET AMENDMENT OR N/A
   DETAILED BUDGET AMENDMENT ATTACHED
   YES [ ] NO [ ] N/A [X]

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)
   A solicitation for bids for a 2019 fire engine was publicly advertised by Panama City Beach Fire Rescue and two bidders responded. Staff has reviewed the bids and the low bidder was Ten-8 Fire Equipment in the amount of $497,084.09. STAFF RECOMMENDS the purchase of a 2019 fire engine from Ten-8 Fire Equipment in the amount of $497,084.09. Sufficient funds were included in the fiscal year 2019 budget for this purchase.
RESOLUTION 19-09

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF A 2019 FIRE ENGINE FROM TEN-8 FIRE EQUIPMENT IN THE TOTAL AMOUNT OF $497,084.09, AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE RESOLUTION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

Be it resolved by the City Council of the City of Panama City Beach 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 Ten-8 Fire Equipment related to the purchase of a fire engine in the amount of Four Hundred Ninety Seven Thousand, Eighty Four Dollars and Nine Cents ($497,084.09), 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.

This Resolution shall be effective immediately upon its passage.

Passed in regular session this 25th day of October, 2018.

________________________________________
MAYOR

ATTEST:

________________________________________
CITY CLERK
## Bid Tabulation Form Fire Department

**10/8/2018**

### 2019 Fire Engine

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>ADDRESS</th>
<th>LUMP SUM TOTAL</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall-Mark REV Group</td>
<td></td>
<td>$510,133.02</td>
<td></td>
</tr>
<tr>
<td>Ten-8 Fire Equipment</td>
<td>2904 59th Avenue Dr E, Bradenton, FL 34203</td>
<td>$497,084.09</td>
<td>low responsive bidder</td>
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</tbody>
</table>
Equipment Proposal

This Equipment Proposal (the "Proposal") has been prepared by Ten-8 Fire Equipment, Inc. ("Company") in response to the undersigned Customer's request for a proposal. This Proposal is comprised of the special terms set forth below, the Proposal Option List, Warranty, and Company's Purchasing Terms and Conditions. Through its signature below or other Acceptance (as defined below), Customer acknowledges having received, read and being bound by this Proposal, all attachments and Company's Purchasing Terms and Conditions.

Date: September 12, 2018 ("Proposal Date") Customer: City of Panama City Beach ("Customer")

Customer Address: 104 South Arnold Road, Panama City Beach, FL 32413

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product Description &amp; Options</th>
<th>Price</th>
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<tbody>
<tr>
<td>1</td>
<td>Pierce Mfg. Saber FR Pumper per FSA18-VEF 13.0 Spec #19</td>
<td>$516,528.35 ($19,444.26)</td>
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Purchase Price: $497,084.09

Delivery Timing: The Product described above in the Product Description and Options Section of this document will be built by and shipped from the manufacturer approximately 10 - 11 (months) after Company receives Customer's acceptance of this Proposal as defined below.

Other: ___

Unless accepted within 45 days from date of proposal, the right is reserved to withdraw this proposal.

ACCEPTANCE OF THIS PROPOSAL CREATES AN ENFORCEABLE BINDING AGREEMENT BETWEEN COMPANY AND CUSTOMER. "ACCEPTANCE" MEANS THAT CUSTOMER DELIVERS TO COMPANY: (A) A PROPOSAL SIGNED BY AN AUTHORIZED REPRESENTATIVE, OR (B) A PURCHASE ORDER INCORPORATING THIS PROPOSAL, WHICH IS DULY APPROVED, TO THE EXTENT APPLICABLE, BY CUSTOMER'S GOVERNING BOARD. ACCEPTANCE OF THIS PROPOSAL IS EXPRESSLY LIMITED TO THE TERMS CONTAINED IN THIS PROPOSAL AND COMPANY'S PURCHASING TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS, WHETHER CONTAINED IN CUSTOMER'S FORMS OR OTHERWISE PRESENTED BY CUSTOMER AT ANY TIME, ARE HEREBY REJECTED.

INTENDING TO CREATE A BINDING AGREEMENT, Customer and Company have each caused this Proposal to be executed by their duly authorized representatives as of date of the last signature below.

Customer: City of Panama City Beach

By: ____________________________
Title: __________________________
Print: __________________________
Date: __________________________

Ten-8 Fire Equipment, Inc.

By: ____________________________
Title: Authorized Sales Representative
Print: Rob McAtee 850-276-3247
Date: September 12, 2018

CONSENT
AGENDA ITEM #
REGULAR AGENDA

ITEM 1
1. **DEPARTMENT MAKING REQUEST/NAME:**
Administration/Planning

2. **MEETING DATE:**
October 25, 2018

3. **REQUESTED MOTION/ACTION:**
Hold a public hearing and consider second reading of Ordinance 1474 including Bay Parkway and North Pier Park Drive in the definition of Scenic Corridor

4. **AGENDA**

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<td>PRESENTATION</td>
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<td>PUBLIC HEARING</td>
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5. **IS THIS ITEM BUDGETED (IF APPLICABLE)?**

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<th>BUDGET AMENDMENT OR N/A</th>
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<tr>
<td>YES</td>
<td>NO</td>
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6. **BACKGROUND:** *(WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)*

The increasing development of North Pier Park Drive and the expansion of Bay Parkway currently in development necessitates placement of those roads within the City's current regulations related to City streets.

Staff determined that the anticipated character and development of those roads is consistent with other roads included in the Scenic Corridor and that the public will be best served by placing the standards and requirements which accompany that designation on Bay Parkway and North Pier Park Road. These standards, among others, are listed in section 4.02.03 of the City's Land Development Code.

Additionally, Staff determined that Bay Parkway's anticipated usage and development is consistent with other Access Class 3 Roads while North Nautilus Street's anticipated usage and development is consistent with other Access 5 Roads. This designation places standards and conditions on access management, among others, as listed in section of 4.04.01 of the City's Land Development Code.

Ordinance 1474 includes these roads within the Land Development Code definitions described above. The Planning Board considered this Ordinance at its September 10th meeting and recommended approval together with a recommended action that on premises monument signage on Bay Parkway be limited to six feet (6') in height.

Staff recommends approval. If approved, Ordinance 1474 will be effective immediately.
ORDINANCE NO. 1474

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY’S LAND DEVELOPMENT CODE; AMENDING THE DEFINITION OF SCENIC CORRIDORS, ACCESS CLASS 3 ROADS, AND ACCESS CLASS 5 ROADS TO INCLUDE NORTH PIER PARK DRIVE AND BAY PARKWAY, ALL AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE ORDINANCE; ESTABLISHING GENERAL SIGN STANDARDS FOR BAY PARKWAY; REPEALING ALL 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.

Access Class 3 Roads – Bay Parkway: Panama City Beach Parkway (excluding Manistee Drive to Mandy Lane); and State Road 79 (from Panama City Beach Parkway to the City Limits).

Access Class 5 Roads – Panama City Beach Parkway (from Manistee Drive to Mandy Lane); Joan Avenue; North Lagoon Drive; Thomas Drive (including N. Thomas Drive); S. Thomas Drive; Front Beach Road (from the eastern City limits to the Intersection of Hutchison Boulevard); Clarence Street;
Churchwell Road; Hutchison Boulevard; Richard E. Jackson Road; Alf Coleman Road; Lyndell Lane; Clara Avenue; Hill Road; Powell Adams Road; **North Nautilus Street (north of Colony Club Road)** and State Road 79 (from Front Beach Road to Panama City Beach Parkway).

... 

**Scenic Corridor** – The areas lying within 100 feet of the nearest right-of-way of the following roads:

1. Front Beach Road (Hwy 98 Alt);
2. South Thomas Drive;
3. Thomas Drive;
4. Hutchison Boulevard (Middle Beach Road);
5. Panama City Beach Parkway (Back Beach Road or Highway 98);
6. State Road 79;
7. Clara Avenue;
8. Richard E. Jackson Road;
9. Alf Coleman Road;
10. Beach Boulevard;
11. Surf Drive;
12. Joan Avenue;
13. Hill Road;
14. Powell Adams Road;
15. Cobb Road;
16. Lyndell Lane;
17. Clarence Street;
18. N. Thomas Drive;
19. Churchwell Road;
20. Nautilus Street;
21. Deluna Place;
22. Kelly Street;
23. North Lagoon Drive; and
24. **North Pier Park Drive**;
25. **Bay Parkway**; and
26. Road extensions of any of the roads listed in this section.

**SECTION 2.** From and after the effective date of this ordinance, Section 5.04.01B(15) of the Land Development Code of the City of Panama City Beach related to Tourist Corridors, is amended to read as follows (new text **bold and underlined**).
5.04.01 Adult Uses, Sexually Oriented Businesses or Body Altering Businesses

B. Definitions. For the purposes of this section 5.04.00, the following definitions shall apply:

15. **Tourist Corridor**: The term "**Tourist Corridor**" means that portion of the following roads falling within the boundaries of the City of Panama City Beach at any time: (i) Front Beach Road (Hwy 98 Alt), (ii) South Thomas Drive, (iii) Thomas Drive, (iv) Hutchinson Boulevard (Middle Beach Road), (v) Panama City Beach Parkway (Back Beach Road or Highway 98), and (vi) State Road 79 and (vii) Bay Parkway.

SECTION 3. From and after the effective date of this ordinance, Section 5.07.05 of the Land Development Code of the City of Panama City Beach related to General Sign Standards, is amended to read as follows (new text **bold and underlined**, deleted text struckthrough):

5.07.05 General Sign Standards.
The following general **Sign** standards shall apply to all **Signs** within the **City**. It shall be unlawful for any person to **Erect**, display, or allow to be **Erected** or displayed within the **City** any **Signs** in violation of any of these standards.

...  

**F. Sign Height** shall not exceed the **Building Height** limitation of the **Area** or district in which the **Sign** is located. Additionally, no **Off-Premises Free-Standing Sign** shall exceed fifty (50) feet in **Sign Height**. No **Monument Sign** shall exceed twenty (20) feet in **Sign Height**. Further, no **On-Premises Free-Standing Sign** shall exceed twenty-five (25) feet in **Sign Height**, except that a Free-Standing **On-Premises Sign** located on any **Premises** lying in whole or in part within one hundred (100) feet of the nearest right-of-way of the **Streets** listed below shall have a **Sign Height** not exceeding the respective number of feet shown:

Ordinance 1474
Page 3 of 5
1. Thomas Drive, South Thomas Drive and Front Beach Road: fifty (50) feet.

2. North Lagoon Drive, Joan Avenue, Clarence Street, Beckrich Road, Alf Coleman Road, Lyndell Lane, Clara Avenue, Hill Road, Powell Adams Road, and State Road 79: thirty-five (35) feet.

3. Panama City Beach Parkway (Back Beach Road) and Hutchinson Boulevard (Middle Beach Road): Twenty (20) feet.

**G. All Free-Standing On-Premises Signs** located on any Premises lying in whole or in part within one hundred (100) feet of the right of way of Bay Parkway, Panama City Beach Parkway (Back Beach Road) or Hutchinson Boulevard (Middle Beach Road) shall be Monument Signs.

**SECTION 4.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 5.** 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 6.** 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 Ordinance 1474 Page 4 of 5
EXAMINED AND APPROVED by me this ___ day of ____________________, 2018.

MAYOR

CITY CLERK

MAYOR

Published in the ________________________ on the ___ day of ________, 2018.

Posted on pcbgov.com on the ___ day of ____________________, 2018.
REGULAR AGENDA
ITEM 2
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME: ADMIN/LEGAL
2. MEETING DATE: OCTOBER 25, 2018

3. Requested Motion/Action:
CONSIDER AND APPROVE RESOLUTION APPROVING PROCESS, POLICY AND AGREEMENT FOR HARDSHIP DEFERRALS FROM THE CITY'S FIRE SERVICE ASSESSMENT

4. Agenda

<table>
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<tr>
<th>Presentation</th>
<th>Public Hearing</th>
<th>Consent</th>
<th>Regular</th>
</tr>
</thead>
</table>

5. Is this item budgeted (if applicable)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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BUDGET AMENDMENT OR N/A

6. Background: (Why is the action necessary, what goal will be achieved)
The assessment ordinance imposes a few restrictions on the granting of hardship deferrals (it does not allow complete forgiveness of assessments without further City Council action). Most of the decision-making authority is left up to the Assessment Coordinator. A hardship deferral must be requested annually by the owner of the tax parcel assessed, requires the execution of a recorded agreement encumbering the parcel and requiring payment of the assessment, recording costs, and annual compounded interest upon sale of the property (or over a period of time). The Assessment Coordinator is directed to "use sound public administration judgment" in determining whether or not to grant a deferral.

The attached Resolution adopts a policy and agreement which gives direction and authority to the City Manager for reviewing and approving deferrals; this policy may be adjusted as needed to fit the needs of the City. However, it would be prudent to maintain a written policy and avoid deviations therefrom in order to ensure applicants for deferrals are treated equitably and in accordance with the law.

Staff recommends approval.
RESOLUTION NO. 19-04

A RESOLUTION OF THE CITY COUNCIL OF PANAMA CITY BEACH, FLORIDA, RELATING TO THE ADMINISTRATIVE HARDSHIP DEFERMENT ASSOCIATED WITH FIRE SERVICE PROTECTION ASSESSMENTS; PROVIDING FOR ASSOCIATED POLICY DIRECTION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the City of Panama City Beach, Florida (the "City"), is adopted pursuant to Ordinance No. 1444 (the "Assessment Ordinance"), Sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 2. DEFINITIONS. All capitalized words and terms not otherwise defined herein shall have the meaning set forth in the Assessment Ordinance, unless the context hereof otherwise requires.

SECTION 3. 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 Resolution; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.
SECTION 4.  HARDSHIP DEFERRMENT DIRECTION.

(A) As provided in Section 2.14 of the Ordinance, upon application of the owner of a Tax Parcel subject to the Fire Service Assessment, the City Manager, or his designee acting as 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) The policy and form of application appended hereto shall be used by the Assessment Coordinator in implementing this direction. The Assessment Coordinator is authorized to administratively make and include modifications to efficiently and fairly achieve the policy direction of the City Council, and further is to periodically report to
the City Council about the process, implementation and use of this means to address circumstances of various less fortunate property owners. Such information shall be shared in a tactful and respectful manner that works to protect the privacy of affected owners within in the law.

(C) This provision serves to promote a public purpose and the general welfare, morals and contentment of the inhabitants and residents of the City.

SECTION 5. AUTHORIZATIONS. The Mayor, the City Attorney, the City Manager, the Clerk, the Fire Chief and the Finance Director and such other officials, employees or agents of the City as may be designated by the City Council are authorized and empowered, collectively or individually, to take all action and steps and to execute all instruments, documents, and contracts on behalf of the City that are necessary or desirable in connection with this Resolution, and which are specifically authorized or are not inconsistent with the terms and provisions of this Resolution.

SECTION 6. SEVERABILITY. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

[Remainder of page intentionally left blank.]
SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

PASSED and APPROVED on first reading in regular session of the City Council of the City of Panama City Beach, Florida, this ___ day of __________ 2018.

THE CITY OF PANAMA CITY BEACH,
FLORIDA

By: _______________________________
Mayor

ATTEST:

_______________________________
City Clerk

APPROVED AS TO FORM:

By: _______________________________
City Attorney
COMPOSITE APPENDIX A

HARDSHIP DEFERRMENT; POLICY; APPLICATION (FORM) AND DEFERRMENT AGREEMENT (FORM)

SECTION 2.14 OF THE ORDINANCE PROVIDES AS FOLLOWS:

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.
HARDSHIP POLICY FOR THE CITY OF PANAMA CITY BEACH

The assessment ordinance imposes a few restrictions on the granting of hardship deferrals (it does not allow complete forgiveness of assessments without further City Council action). Most of the decision-making authority is left up to the Assessment Coordinator. A hardship deferral must be requested annually by the owner of the tax parcel assessed, requires the execution of a recorded agreement encumbering the parcel and requiring payment of the assessment, recording costs, and annually compounded interest upon sale of the property (or over a period of time). The Assessment Coordinator is directed to "use sound public administration judgment" in determining whether or not to grant a deferral.

HARDSHIP ELIGIBILITY REQUIREMENTS/CHECKLIST:

1. Demonstrated annual household income below 150% of poverty level for family size.
2. Property is owned by an individual, not a business or other legal entity.
3. Current on property taxes and any other payments due any governmental entity.
4. Current on mortgage or other payments to private entities secured by the parcel.
5. Total available bank account balances of less than $2,500 (savings, checking, money market).
6. Net value of any vehicles owned by members of the applicant's household is less than $5,000.
7. Documented catastrophic situation resulting in a temporary, sudden and non-recurring financial duress (i.e. medical bills resulting from emergency treatment, funeral expenses of resident of household, loss of employment within last six months).

The process by which an individual may make an application for a hardship deferral is detailed below. The applicant should provide a completed application form, a copy of the applicant's most recent federal income tax return, a current pay stub (if applicable), any documents necessary to establish satisfaction of outstanding encumbrances on the property, current bank statements from all bank accounts held by the applicant or members of the applicant's household, documentation of registration of any vehicles owned by the applicant or members of the applicant's household, and any documentation necessary to authenticate the applicant's catastrophic financial situation (such as medical bills).
DEFERRAL PROCESS:

1. Applicant contacts Assessment Coordinator and obtains an Application Form
2. Applicant completes form and submits the form, with attached documentation, to the Assessment Coordinator
3. Assessment Coordinator asks for additional documentation, if necessary, and schedules meeting with applicant, if necessary
4. Assessment Coordinator informs Applicant of decision in writing
5. If approved, Applicant executes form deferral agreement
6. Assessment Coordinator records deferral agreement

WEBSITE/PUBLIC INFORMATION:

Some citizen and property owners may suffer extreme hardship in making this payment. The City Council has not budgeted for forgiveness of any assessments. However, the City Council has provided for deferral in rare situations. The City of Panama City Beach provides a process by which property owners who are facing severe financial hardship due to circumstances beyond their control may apply to the City for a hardship deferment of their annual fire protection assessment. These applications will be reviewed by the Assessment Coordinator, and a final decision will be made on each application. Please note that the City will only defer, not cancel, annual assessments for property owners facing hardships. The property owner will be responsible for ensuring that the assessment, along with costs to record the deferral and interest on the assessment amount, is repaid in a timely fashion or when the property is sold.

Individuals may qualify for deferral if their annual income meets certain criteria, they demonstrate a lack of available assets to satisfy the assessment, and they are able to demonstrate a catastrophic situation that has resulted in temporary economic hardship. If you believe that you may qualify because you are facing a temporary financial hardship, please contact the Assessment Coordinator for more information.
APPLICATION FOR HARDSHIP DEFERRAL OF FIRE SERVICE ASSESSMENT

Name of Applicant: ___________________ Social Security Number: ___-___-____
Name of Co-Owner: ___________________ Social Security Number: ___-___-____
E-mail Address: _________________________ Telephone Number: ______________________
Address of Property for Which Deferral is Sought: _________________________________

Tax Parcel ID No. of Property: ___________________________________________________
Number of Dependents: ___ Annual Income of Applicant: $ ______________________
Total Annual Income of Others in Household: $ ______________________
Total Balance of All Bank Accounts: $ ______________________
Vehicles Owned by Members of Applicant’s Household:

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<th>Make</th>
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<th>Year</th>
<th>Value</th>
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Brief Explanation of Catastrophic Situation Creating Temporary Financial Hardship:

____________________________________________________________________________________

By signing and submitting this application, I certify that the above information is true and correct, that the property listed above is owned by me or jointly by me and other members of my household, that I am current on all property taxes and all other payments due to Bay County, the City of Panama City Beach, or any other public entity associated with the property, and that I am current on all mortgage payments or any other payments secured by the property.

Signature of Applicant ___________________________________ Signature of each Co-Owner ___________________________________
THIS AGREEMENT, made by the person(s) or entity(ies) collectively described in this Agreement as the "Owner" and on the execution page hereof, and the CITY OF PANAMA CITY BEACH ("City").

WITNESSETH:

Owner has applied for and City, by its duly authorized official, has provided a deferment of payment of the now due Fire Service Assessment in a manner provided by ordinance. This Agreement confirms and documents the deferment.

NOW, THEREFORE, in consideration of the premises, the mutual benefits to be derived from this Agreement, and for $10 and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereby mutually agree as follows:

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Property. The property subject to this Agreement is described as follows:

(A) Recording information of most current deed or instrument of title:

(B) Street address:

(C) Property identification number (must match with that of Fire Service Assessment):

(D) Legal description:

With all of the foregoing describing the Tax Parcel subject to the Fire Service Assessment (the "Property")

SECTION 3. Amount; Terms and Agreement to Pay.

(A) Owner has applied to defer payment. Owner understands that this is not a forgiveness of payment of the now due and unpaid Fire Service Assessment. This is a binding agreement evidencing that the Property is encumbered by a municipal lien, given to assure the City that payment in full of the Fire Service Assessment and any recording cost, plus interest at a rate of __% (estimated cost of City funds) compounded annually which by accommodation is and shall be due over a period of time or upon sale or transfer of the property. This Agreement will be recorded in the Official Records of Bay County, Florida, to provide for constructive notice.

(B) This Agreement documents the agreed upon extended and deferral of payment of the Fire Service Assessment and such associated costs and interest due from the due date of the Fire Service Assessment until paid in full. The lien or nature of the lien of the Fire Service Assessment upon the Property is not altered.

(C) Amount due and owing: $________. The foregoing amount shall accrue interest on the balance from time to time remaining unpaid. Said principal and interest shall be payable in lawful money of the United States of America until paid in full.

(D) The undersigned waives presentment, demand for payment, protests associated with notice of non-payment, notice of dishonor and diligence in collection, or any other defense or counterclaim to non-payment of every kind or nature. Time is of the essence.
(E) Owner agrees to pay all costs, including reasonable attorney's fees, whether suit is brought or not, at local and appellate levels if suit is instituted; including if counsel shall be employed to enforce or collect the amounts due or protect the lien or priority thereof.

(F) All amounts due hereunder shall be due and payable in full upon the demise of the Owner, or transfer or sale of the Property for other than nominal consideration. Nominal consideration shall mean a transfer only requiring minimum documentary stamp taxes.

SECTION 4. Owner Representations and Acknowledgments. By execution hereof, the Owner represents, warrants, acknowledges, consents and declares under penalty of perjury as follows:

(A) The Owner has read this Agreement, understands that this is a legally binding agreement enforceable against the Owner, the Property, and the successors of the Owner; and, if not understood that the Owner can and should seek the advice of an attorney before signing this Agreement. This Agreement shall not be interpreted either in favor of or against either party as a result of its drafting or preparation.

(B) Owner is the record owner of the Property and the person(s) executing this Agreement are duly authorized to do so.

(C) The Owner has requested and hereby requests and consents to the payment deferral, extension and conditions associated with this Agreement, together with the terms of this Agreement.

(D) The lien of the Fire Service Assessment is superior and paramount to the interest in the Property of any owner, lessee, tenant, mortgagee, or other person except the lien of state, county, and municipal taxes, and other non-ad valorem assessments and shall be on parity with the lien of all such ad valorem property taxes and non-ad valorem assessments.

(E) This Agreement runs with, touches and concerns the Property and is binding on the Property and the Owner and all successors in interest. Owner acknowledges and covenants that the amounts due directly benefit the Property and represent a fair and reasonable apportionment of the benefits and costs to make available fire protection to the Property. Owner agrees and covenants to promptly disclose and deliver a copy of this obligation to all tenants, successors, mortgagees or other persons taking title by or who could take title by, through or under Owner.

(F) The Owner shall execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, from time to time such supplements hereto and such further instruments, corrective or otherwise, as may reasonably be required to carry out the intention of this Agreement.

SECTION 6. Governing Law: Non-Jury Trial. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement shall lie in State Court in Bay County, Florida. IN ANY ACTION, FLORIDA LAW SHALL APPLY AND THE PARTIES WAIVE ANY RIGHT TO JURY TRIAL.

SECTION 7. Entire Agreement; Amendment. This Agreement is the entire agreement between the parties relating to this administrative deferment of the Fire Service Assessment. Any other agreement related to this Agreement and any amendments to this Agreement, must be signed in writing by the parties, or their respective successors.

PLEASE CONTACT THE CITY OF PANAMA CITY BEACH FOR PAY OFF INQUIRIES: (850)
IN WITNESS WHEREOF, Owner has reviewed for accuracy the information above describing the Property, the Property's tax identification number and agrees upon the amount due and owing, and the terms hereof, and does hereby execute this Agreement.

Signed, sealed and delivered
In our presence:

Witness #1
(Witness #1 printed name)

Witness #2
(Witness #2 printed name)

OWNER:
(Name of Property Owner as shown on Tax Records)

By: __________________________
(printed name)

STATE OF FLORIDA
COUNTY OF _______

The foregoing instrument was acknowledged before me on this _____ day of _________________________ 20__, by __________________________, as __________________________ of _______________________.
He/She is personally known to me or has produced a driver's license as identification.

(Notary Seal)

Signature of Notary Public

Name of Notary Typed, Printed or Stamped

IN WITNESS WHEREOF, the CITY OF PANAMA CITY BEACH has executed this Agreement by its duly authorized officer.

ATTEST:

CITY OF PANAMA CITY BEACH

City Clerk
(Seal)

City Manager

STATE OF FLORIDA
COUNTY OF BAY

The foregoing instrument was acknowledged before me on _____ day of _________________________ 20__, by __________________________, as City Manager of the City of PANAMA CITY BEACH, Florida. He/She [ ] is personally known to me, or [ ] has produced a driver's license as identification.

(Notary Seal)

Signature of Notary Public

Name of Notary Typed, Printed or Stamped
REGULAR AGENDA
ITEM 3
Under the City’s Land Development Code, the City Planning Board has final authority to consider applications for variances from the Code under certain conditions. The Planning Board’s decisions on these items are final and subject to Council review only when appealed by an adversely affected party or the City.

During a recent City Council meeting, the Council discussed ensuring that each variance request be considered and determined by the Council based upon a recommendation of the Planning Board. Ordinance 1476 amends the City’s Land Development Code to provide the City Council will final authority on all requests for a variance from the City’s Land Development Code. Ordinance 1476 provides for the Planning Board to hold quasi-judicial hearings in consideration of variance applications and then provide the City Council with a recommendation.

Staff recommends approval. If approved, Ordinance 1476 will sent for review to the Planning Board, then scheduled for a public hearing and second reading.
ORDINANCE NO. 1476

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY’S LAND DEVELOPMENT
CODE RELATED TO VARIANCES; PROVIDING THAT VARIANCES SHALL BE TYPE II QUASI-JUDICIAL
PROCEEDINGS HEARD BY THE CITY COUNCIL, AND CONFORMING PROVISIONS THROUGHOUT THE LDC;
REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; 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.

Variance – Administrative action of the City Council Planning Board authorized by section 9.03.00.

SECTION 2. From and after the effective date of this ordinance, Section
3.02.07 of the Land Development Code of the City of Panama City Beach related to Floodplain Management Variances, is amended to read as follows (new text **bold and underlined**, deleted text **struckthrough**):

3.02.07 VARIANCES AND APPEALS

A. General. The City Council Planning-Board shall hear and decide on requests for appeals and requests for variances from the strict application of this ordinance. Pursuant to section 553.73(5), F.S., the City Council Planning-Board shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code. This section does not apply to Section 3109 of the Florida Building Code, Building.

B. Appeals. The City Council shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Planning Board in the administration and enforcement of this ordinance. Any person aggrieved by the decision of the City Council may appeal such decision to the Circuit Court, as provided by Florida Statutes.

C. Limitations on authority to grant variances. The City Council Planning-Board shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in Section 0 of this ordinance, the conditions of issuance set forth in Section 0 of this ordinance, and the comments and recommendations of the Floodplain Administrator and the Building Official. The City Council Planning Board has the right to attach such conditions as it deems necessary to further the purposes and objectives of this ordinance.

D. Restrictions in floodways. A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in Section 3.02.05C of this ordinance.

E. Historic buildings. A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building’s continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building’s continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.

F. Functionally dependent uses. A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this ordinance, provided the variance meets the requirements of Section 0, is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.
G. Considerations for issuance of variances. In reviewing requests for variances, the City Council Planning Board shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, this ordinance, and the following:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
2. The danger to life and property due to flooding or erosion damage;
3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
4. The importance of the services provided by the proposed development to the city;
5. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
6. The compatibility of the proposed development with existing and anticipated development;
7. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
8. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

H. Conditions for issuance of variances. Variances shall be issued only upon:

1. Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this ordinance or the required elevation standards;
2. Determination by the City Council Planning Board that:
   (a) Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
   (b) The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
   (c) The variance is the minimum necessary, considering the flood hazard, to afford relief;
3. Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and

4. If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as $25 for $100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

SECTION 3. From and after the effective date of this ordinance, Section 3.05.05 of the Land Development Code of the City of Panama City Beach related to Floodplain Management Variances, is amended to read as follows (new text bold and underlined, deleted text struckthrough):

3.05.05 Appeals

A. Any person aggrieved, developer, owner or applicant who alleges that the administrative official acted erroneously in enforcing this law, or any person aggrieved, developer, owner or applicant who believes he is entitled to a variance from the enforcement of this law, may appeal the decision of that administrative official to the City Council Planning Board. Such appeal, including any appeal fee, shall be filed within thirty (30) days of the receipt of an official notice of decision, or such longer time as may be expressly provided by this law for a particular circumstance. Such an appeal shall be the exclusive remedy to challenge the decision or authority of the administrative official.

B. The City Council Planning Board shall hear and decide all appeals and requests for variances pursuant to the procedures specified in section 9.03.00 of this LDC, as amended from time to time. In the event of an irreconcilable conflict between the procedures specified in this section and in said section 9.03.00, this section shall control. The City Council Planning Board is authorized to hear appeals on two (2) grounds and no other, namely,

1. The City Council Planning Board is hereby authorized to interpret and construe where necessary the provisions of this law as applied to any particular circumstance.

2. The City Council Planning Board is hereby authorized to grant such variances from the literal application of this law as will not be contrary to the public health, safety or welfare, if special conditions or circumstances exist which are not common to those similarly situated and owing to which a literal enforcement of the provisions of this law will result in unnecessary hardship. An appeal for such a
variance shall be in writing and shall state in detail the reasons for the request. No other reasons shall be considered. The appeal shall be signed by the applicant who must be the owner or person who will be entitled to possession of the property. The City Council Planning Board shall grant the variance, deny the variance, or grant the variance with conditions within sixty (60) days after the appeal is filed.

3. Any person aggrieved by any decision of the City Council Planning Board may seek review by certiorari in the Circuit Court, 14th Judicial Circuit, Bay County Florida, which shall be the exclusive remedy to challenge the decision or authority of such Board.

(Ord. No. 583, § 1, 9-10-98; Ord. No. 617, § 5, 3-11-99; Ord. No. 907, § 2, 10-14-04; Ord. No. 985, § 1, 9-22-05)

SECTION 4. From and after the effective date of this ordinance, Section 4.02.03C of the Land Development Code of the City of Panama City Beach related to Scenic Corridor Design Requirements, is amended to read as follows (new text bold and underlined, deleted text strikethrough):

4.02.03 Scenic Corridor Design Requirements

Scenic Corridor design and performance standards are established throughout this LDC and the City’s Code of Ordinances (CO), including but not limited to the following provisions:

C. Design

The following design requirements apply to exterior walls of metal Buildings situated on Lots or Parcels lying in whole or in part within a Scenic Corridor:

1. The City finds that the appearance of metal Buildings within the Scenic Corridor is detrimental to the image of the community both as a tourist destination and as a coastal City of permanent residents, is contrary to the Community Objectives advanced by the August 2001 Front Beach Road Community Redevelopment Plan, diminishes surrounding property values and is contrary to the public welfare.

2. On any Parcel which lies in whole or in part within a Scenic Corridor, no exterior wall of any Building located on such a Parcel shall be constructed of metal unless either (i) such wall is not visible by a pedestrian standing within the vehicular right-of-way of the Scenic Corridor or (ii) such wall is completely covered by one or more of the following materials:

(a) Brick;

(b) Stone;

(c) Stucco;
(d) Synthetic stucco;
(e) Cementitious materials;
(f) Exterior insulation finish system (E.I.F.S.); or
(g) Wood siding, provided that such siding is applied with no panel exceeding twelve (12) inches in height.

3. Other non-ferrous material may be permissible, if determined by the Planning Board as a matter of fact to be aesthetically comparable and at least as opaque, weather resistant and permanent as the materials listed in section 0.

(SECTION 5) From and after the effective date of this ordinance, Section 4.03.01D of the Land Development Code of the City of Panama City Beach related to Subdivision Design and Layout, is amended to read as follows (new text **bold and underlined**, deleted text strikethrough):

### 4.03.00 SUBDIVISION DESIGN AND LAYOUT

#### 4.03.01 Generally

A. Any division of land shall be subject to the design requirements of this section. Procedures for approval of preliminary Plats, final Plats, Lot Splits and improvement plans are set forth in Chapter 10.

B. All New Development shall be located on a recorded, Platted Lot or on a Lot resulting from a lawful Lot Split.

C. An existing Lot located within a Subdivision that has been approved prior to July 26, 2012 by the City Council in the form of a Plat, shall be allowed to be developed with a Single Family Dwelling Unit subject to satisfaction of Setback and Building requirements as well as all other applicable regulations.

D. In Bid-A-Wee 1st Addition, Lots less than the required minimum Lot size and not meeting the dimensions as approved on the adopted Plat, may still receive approval for a Building Permit provided the City Council Planning Board finds the following conditions are satisfied:

1. The Lot must be of a similar size and width as other Lots in the Subdivision; and

2. All other applicable regulations must be satisfied.
SECTION 6. From and after the effective date of this ordinance, Section 4.04.01H of the Land Development Code of the City of Panama City Beach related to Variances Generally, is amended to read as follows (new text **bold and underlined**, deleted text **struckthrough**):

H. Variances

1. The City Council Planning Board, upon application of the property owner, may permit an additional temporary or permanent Access Connection to a Parcel when the property owner demonstrates that:

   (a) An additional Access Connection will not materially and adversely affect the safety and efficiency of travel on the public road;

   (b) The location, design and construction of the Access Connection is based upon sound engineering judgment and best engineering practices, including without limitation, any other applicable provisions of the City Code, Florida Administrative Rule 14-97 and any published recommendations of the Institute of Transportation Engineers (ITE), FDOT or the American Association of State Highway and Transportation Officials (AASHTO); and

   (c) Special conditions or circumstances, not shared by other Parcels similarly situated, exist which prevent the Use of an internal circulation system, joint Access Connections and no alternative means are available to provide Reasonable Access to the property.

2. Any person aggrieved by any decision of the City Council Planning Board shall have thirty 30 days to appeal that decision in accordance with the procedures specified in section [ ].

(Ord. No. 802, § 1, 9-9-04; Ord. No. 906, § 1, 10-14-04)

SECTION 7. From and after the effective date of this ordinance, Section 5.07.09 of the Land Development Code of the City of Panama City Beach related to the City Sign Code, is amended to read as follows (new text **bold and underlined**, deleted text **struckthrough**):

5.07.08H1, 6
5.07.09 Existing Signs

A. Illegal Signs. Any Sign existing as of the effective date of this Sign Code, or on the effective date of any amendment to this Sign Code (i) which was not Erected pursuant to a valid Permit from the City if required or (ii) which did not comply in all respects with City ordinances in effect immediately prior to such effective date or (iii) which was required by City ordinance in effect immediately prior to such effective date to be removed due to the passage of time or any other reason, regardless of whether the City shall have commenced any enforcement action against such Sign or any person, and any Sign reclassified as an Illegal Sign pursuant to section 0, is hereby deemed to be an "Illegal Sign" and such Sign, the Premises upon which it is located, and the person or persons responsible for such Sign shall be subject to the remedies and penalties provided by law.

Upon a determination by the City Manager or his designee and written notice at any time to the owner or person entitled to possession of an Illegal Sign that such Sign exists, in addition to any other remedy or penalty that may be available to the City, the owner or person entitled to possession of an Illegal Sign shall be obligated to remove such Sign and any associated Sign Structure within twenty (20) days after receipt of such notice unless an appeal of such determination has been previously filed with the Planning Board and is pending or has been resolved in the permittee's favor.

B. Legal Signs. Any Sign existing on the effective date of this Sign Code which was Erected pursuant to a valid Permit from the City if required, and which complies in all respects with City ordinances in effect immediately prior to such effective date, and which conforms to the provisions of this Sign Code, and any subsequent amendment hereto, is hereby deemed to be a "Legal Sign" and shall be entitled to a Permit or renewed Permit evidencing that fact upon application and payment of a registration fee in the amount of $5.00 to be applied against the actual or reasonably anticipated expenses associated with the registration. The fee may be changed from time to time by resolution of the City Council to reflect changed expenses associated with registration.

C. Attrition and removal of Nonconforming Signs. Any Sign existing on the effective date of this Sign Code, or the effective date of any amendment to this Sign Code, which complied in all respects with City ordinances in effect immediately prior to such effective date, and is not an Illegal Sign, but which does not conform to the provisions of this Sign Code, or any amendment to this Sign Code, either independently or in conjunction with other Signs is hereby deemed to be a Nonconforming Sign.

1. A Nonconforming Sign may not be enlarged but may be maintained (i) by painting or refinishing the surface of the Sign Face and Sign Structure, or by replacing damaged panels, so as to keep the appearance of the Sign the same as it was upon the adoption of this Sign Code or subsequent amendment hereto which resulted in such Sign becoming a Nonconforming Sign, or (ii) by replacement of light bulbs or similar expendable electrical devices, and repair and replacement of electrical components for safety reasons only and not to improve or upgrade the appearance or utility of the Sign, or (iii) by lawfully changing the content of its Face. In the event that a Nonconforming Sign is damaged by fire, wind, flood or other sudden casualty and the cost to repaint and repair such Sign(including the Sign Structure) does not exceed fifty percent (50%) of the cost to replace such Sign, then the Sign may be repaired provided (i) a Permit therefore is...
obtained within thirty (30) days after such casualty, (ii) the repair is commenced within twenty (20) days after the issuance of such Permit and diligently pursued to completion, and (iii) the repaired Sign will comply with all applicable Building and electrical codes. If after completion of such repair in accordance with such Permit such Sign does not fully comply with this Sign Code, it shall nonetheless continue to be a Nonconforming Sign.

2. Except as provided in the preceding paragraph, any repainting or any structural or other substantive repair, rebuilding, or Maintenance work to a Nonconforming Sign shall be deemed a waiver of the nonconforming status of the Sign, shall render any prior Permit void and shall result in the reclassification of such Sign as an Illegal Sign to be removed pursuant to sub-section C.1. of this section.

(Ord. #1254, 11/14/13)

3. An Abandoned Sign cannot become or continue to be a Nonconforming Sign.

(Ord. #1428, 9/14/17)

4. The nonconforming status of all such Signs shall expire on January 1, 2001, or such other date as may be stated in the ordinance adopting the amendment to this Sign Code which makes the Sign nonconforming, and all such Nonconforming Signs shall be made to conform with this Sign Code, if possible, or be removed before that date. Where two Off-Premises Signs are non-conforming due to their proximity to each other, the first in time shall be deemed the first in right and the second shall be removed. The City Manager may, and upon written request of the owner or person entitled to possession of a Nonconforming Sign shall, notify in writing the owner or person entitled to possession of a Nonconforming Sign that the Sign is nonconforming and the reasons therefore, and that the Sign must be made to conform or be removed before the date of the expiration of the Sign’s nonconforming status, which date shall be stated. The notice shall state that the owner or person entitled to possession of the Sign may appeal: (i) the determination of nonconformance, (ii) the validity or applicability of this Sign Code, or (iii) the necessity of a variance, by appeal to the City Council Planning Board as provided in section [ ] of this LDC. The notice shall also state that failure to appeal within thirty (30) days after receipt of the notice shall constitute an acceptance of the City’s determination respecting the Sign and a waiver of any objection to the validity or application of this Sign Code to the Sign. The purpose of such advance notice is to allow affected parties an opportunity to appeal and resolve contested issues prior to the expiration of nonconforming status.

(Ord. #1254, 11/14/13; Ord. #1428, 9/14/17)

5. Upon a determination by the City Manager or his designee and written notice to the owner or person entitled to possession of such Sign that a Nonconforming Sign has become a Dilapidated Sign or an Abandoned Sign, or has lost its nonconforming status by waiver or expiration pursuant to this section, the owner or person entitled to possession of such Sign shall remove such Sign within twenty (20) days after receipt of such notice.

SECTION 8. From and after the effective date of this ordinance, Section 7.02.03 of the Land Development Code of the City of Panama City Beach related to the Front Beach Overlay District, is amended to read as follows (new text bold and
underlined, deleted text struckthrough):

...

Q. FBO District Development Procedures

1. Approvals Required. (see Error! Reference source not found.)

   (a) Applications for Development approval within the FBO districts are processed in accordance with Chapter 10 of the LDC, except as modified by this subsection.

   (b) A Large Site Development (see section Error! Reference source not found.) requires approval of a Master Plan that follows the Type V (Master Plan) review procedures established in Chapter 10.

   (c) A Plat cannot be approved by the City Council until the Master Plan has been approved by the Planning Board through the Type V approval process. All Plats shall be consistent with the Master Plan.

   (d) All other Development requires Type I approval.

Table 7.02.03.M: Summary of Approval Requirements

<table>
<thead>
<tr>
<th>Development Category</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>V</th>
<th>VI</th>
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<tr>
<td>Large Site Development or Conditional Use, no Subdivision</td>
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<td>All other Uses or Development</td>
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<tr>
<td>Variance requests</td>
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</table>

2. Concept Plan. This section does not require detailed engineering or Site Plan drawings as a prerequisite to approval required by the Planning Board. An applicant may provide a concept plan showing the general types and locations of proposed Development and Street layouts (such as a bubble plan) before submitting a formal Type I, II or V application. The Building and Planning Department and the Engineering Department may submit informal comments on the Concept Plan. However, any comments relating to the Concept Plan are for the applicant's convenience and do not have any binding effect on subsequent approvals.

...
6. Modification of FBO Standards

(a) Intent. The City desires to maintain the design integrity and functionality of the FBO district, while providing flexibility and the ability to provide quality Development on the relatively small Lots that characterize the Front Beach Road corridor.

(a) Categories of Standards. Table 7.02.03.N establishes three (3) categories of standards:

(1) Not Modifiable. Those regulations that cannot be modified or varied are considered essential to the concept of reducing the number and length of automobile trips and to achieve the purposes of the FBO districts.

(2) Administrative Modifications. Those regulations that can be modified by: (1) the Building and Planning Department if only a Type I approval is required or (2) by the agency with final approval authority if a Class II or Class V approval is required. The approving agency can modify any standard listed as subject to an administrative modification in Table 7.02.03.N by up to 10%, subject to the standards set out below. Any modification that exceeds this threshold requires a Variance. In order for an application for an administrative modification to be approved or approved with conditions, the approving agency must make a positive finding, based on the evidence submitted, for each of the following:

i. The modification is needed due to the physical shape, configuration or topographical condition of the Lot and

ii. The modification is compatible with adjacent and nearby Development that conforms to the FBO district standards and

iii. The modification will not alter the essential character of the district or have a detrimental effect on the community health, safety or welfare.

(3) Those that can only be varied by the City Council Planning Board through a [Type VI] process (see section 10.1.1.00).

i. The applicant must demonstrate that the requested Variance meets the standards established in section 9.03.03 and must proffer an alternative condition that meets the purpose and intent of the FBO standards to the extent possible.

ii. If a standard is listed in Table 7.02.03.N, below as not modifiable or subject to an administrative modification, the standard is not subject to a Variance.

iii. For Large Site Developments subject to Section 7.02.03P, modifications authorized through ministerial or variance procedures by Table 7.02.03.N shall be considered and may be granted in conjunction with the Type V consideration of a Master Plan in accordance with sections Error! Reference source not found. and Error! Reference source not found.04.06.

(Ord. # 1443, 2/8/18)
<table>
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<tr>
<th>Standard</th>
<th>Reference (Subsection of 7.02.03)</th>
<th>Not Modifiable</th>
<th>Ministerial Modification</th>
<th>Variance</th>
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<td>Front Yards</td>
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<td>Minimum Parking Requirements</td>
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<td>Shared Parking</td>
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<td>Parking Location</td>
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<td>Parking Lot Landscaping</td>
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<td>Rear Setbacks (maximum)</td>
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<td>Gallery Setback (maximum)</td>
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<td>Build-to ratio (80% Building Facade shall be located at the front setback line for first 4 Stories)</td>
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<td>Tower Rooms</td>
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<td>Height in feet (maximum) and Building Stepbacks</td>
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<td>Podium Design</td>
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<td>Driveways / Garages</td>
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<td>Building Materials</td>
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<td>Mechanical Unit Locations / Design</td>
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<td>Porches / Balconies</td>
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<td>Drop-offs</td>
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SECTION 9. From and after the effective date of this ordinance, Section 8.03.03 of the Land Development Code of the City of Panama City Beach related to Variances Generally, is amended to read as follows (new text **bold and underlined**, deleted text strickenthrough):

8.03.03 Roles and Responsibilities
The Planning Board shall have the following roles and responsibilities:

A. To hear, consider and make recommendations to the City Council regarding proposals for amendments to the Comprehensive Plan.

B. To hear, consider and make recommendations to the City Council regarding proposals for amendments to the **LDC**.

C. To hear, consider and make recommendations to the City Council regarding proposals for amendments to the Official **Zoning Map**.

D. To hear, consider and approve or deny applications for conditional **Uses**.

E. To conduct public hearings and render decisions in compliance with the requirements of the **LDC**.

F. To hear, consider and approve or deny applications for Master Plans of Planned Unit **Developments** and Traditional Neighborhood **Developments** or modifications thereof.

G. To hear, consider and recommend action on applications for annexation (or de-annexation) into (or out of) the City of Panama City Beach.

H. To review Large-Site Developments and certain variances from the FBO regulations as specified in Chapter 7.

I. To sit as the Tree Board for the City of Panama City Beach. The Tree Board shall have the following responsibilities:

1. To study, investigate, counsel and develop and update annually and administer a plan for the care, preservation, pruning, planting, re-planting, removal or disposition of trees and **Shrubs** in parks, City right-of-ways and in all other public areas. Such plan will be presented annually to the City Council and, upon
approval and funding, shall constitute the official Comprehensive Tree Plan for the City of Panama City Beach, Florida.

2. To review the City's ordinances related to landscaping and tree protection and recommend to the City Council all necessary amendments. Such review shall occur by December of Each year.

J. To procure and suggest plans for the arrangement of the City with a view to its general improvements and probable future growth and demands. These plans are to take into consideration:

1. The extension of the City works into adjacent territory;
2. The improvements and changes in public utilities and lines of transportation by surface and water;
3. The location, widths and grades of Streets necessary for the best treatment of the City;
4. The Development and improvement of waterfronts with seawalls and wharves;
5. The location and design of public Buildings; municipal decoration and ornamentation;
6. Residential, commercial and industrial Land Use and extensions thereof; and
7. The existing park, Recreation and boulevard systems and any such extensions thereof as may be deemed advisable.

K. (Code 17-18) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination or interpretation made by the City Manager, or his designee or the City Engineer, which is related to the LDC, excepting building codes and other matters within the jurisdiction of the Examining Board; and

(Ord No1241 9-13-12)

L. To hear, consider and make recommendations to the City Council regarding applications for authorize a Variance from a provision of the LDC.

(Ord No1241 9-13-12)
SECTION 10. From and after the effective date of this ordinance, Section 9.03.00 of the Land Development Code of the City of Panama City Beach related to Roles and Responsibilities of the Planning Board, is amended to read as follows (new text bold and underlined, deleted text struckthrough):

9.03.00 VARIANCES

9.03.01 Generally
The City Council Planning Board may authorize a Variance from the site and Building design or Development standards set forth in the LDC (except where expressly prohibited) where the Board has determined that the requirements of this subsection have been met. The Planning Board may not authorize a Variance from any standard, requirement or provision of the Sign Code except that the Board may authorize a Variance from the setback requirements for a Sign where the Board has determined that the requirements of this subsection have been met.

9.03.02 Procedure
A. Applications
1. An application for a Variance shall include the submittals required in Chapter 10.
2. The application for a Variance shall include a statement explaining how the Variance request conforms to the requirements listed in section 9.03.00.

B. Review of Applications
An application for a Variance shall be reviewed pursuant to the applicable procedures set forth in Chapter 10.

9.03.03 Required Findings
A. In order for an application for a Variance to be approved or approved with conditions, the City Council Planning Board must make a positive finding, based on the evidence submitted, with regard to each of the following provisions:
1. There is a specific hardship affecting the Development of the Lot resulting from the strict application of the provisions of the LDC;
2. The hardship is not a result of actions of the owner and is not based solely on a desire to reduce Development costs;

3. The need for the proposed Variance is due to the physical shape, configuration or topographical condition of the Lot in such a manner as to distinguish it from other adjacent or nearby Lots or from other Lots in the district;

4. The proposed Variance is necessary to preserve a substantial property right where such property right is generally available to other property owners of adjacent or nearby Lots or other Lots in the district;

5. The proposed Variance will not substantially increase congestion on surrounding Streets, will not increase the danger of fire or other hazard and will not otherwise be detrimental to the health, safety or general welfare of the public;

6. The proposed Variance will be compatible with adjacent and nearby Development and will not alter the essential character of the district;

7. The effect of the proposed Variance is consistent with the purposes of the LDC; and

8. The effect of the proposed Variance is consistent with the Comprehensive Plan.

B. The applicant for a Variance has the burden of proof of demonstrating that the application for a Variance complies with each of the requirements of section 0.

(Ord. #1254, 11/14/13)

9.03.04 Restricted or Conditional Variance and Termination

A. The City Council Planning Board may impose such conditions and restrictions as may be necessary to allow a positive finding for any of the factors listed in section 0 and 6.

B. After written notice of violation and reasonable opportunity to cure has been given to the property owner, the City Manager shall terminate a restricted or conditional Variance for a violation of the restriction or condition imposed that materially negated the related positive finding. This can be done at any point in time after expiration of the time to cure.

9.03.05 Limitation on Time to Use Variance

Any Variance authorized by the City Council Planning Board and not used and acted upon in a real and substantial way by the applicant or the applicant's successor in interest within one (1) year from the date on which the decision of the City Council Planning Board is reduced to a written order or if appealed the date on which the order becomes final, shall be deemed Abandoned and be void and of no further force and effect.
SECTION 11. From and after the effective date of this ordinance, Section 10.04.03 of the Land Development Code of the City of Panama City Beach related to Type II Land Use Applications, is amended to read as follows (new text **bold and underlined**, deleted text stricken):

**10.04.03 Applications Subject to Type II Review – Quasi-Judicial Proceedings**

The following applications, which pertain to quasi-judicial decisions, which are required to be made by the City Council, shall be processed pursuant to the Type II procedures:

A. Statutorily required approval of final Subdivision Plats for compliance as to form with state law and review for compliance with additional requirements, if any, imposed by this LDC on the form of Subdivision Plats;

B. A Zoning or Rezoning which does not involve one or more Lots of land that in the aggregate are so large as to affect the community as a whole and accordingly constitute a legislative and not a quasi-judicial action;

C. Conditional Uses involving any Parcel or combination of contiguous Parcels encompassing more than three (3) acres of land (a large conditional Use); and

D. City Council rehearing of decisions of the Planning Board pursuant to section 10.17.00.

E. Variances;

F. Appeal of a termination of a restricted or conditional Variance;

SECTION 11. From and after the effective date of this ordinance, Sections 10.04.07 and 10.11.00 of the Land Development Code of the City of Panama City Beach related to Type VI Land Use Applications, is hereby repealed.

SECTION 12. From and after the effective date of this ordinance, Section
10.07.00 of the Land Development Code of the City of Panama City Beach related to Variances, is amended to read as follows (new text bold and underlined, deleted text struckthrough):

**10.07.00 TYPE II PROCEDURES – QUASI-JUDICIAL PROCEEDINGS**

10.07.01 Generally

The procedures set forth in this section, are applicable to all applications subject to Type II review, which are listed in section 10.04.03.

10.07.02 Procedures After Completeness Determination

A. Final Subdivision Plats

1. Within thirty (30) days of the Building and Planning Department's, the Engineering Department's and the City Attorney's determination that the final plat application is complete, the Building Department shall schedule a public hearing on the proposed plat before the City Council.

2. The Building and Planning Department and the Engineering Department shall each prepare a written report to the City Council regarding the respective Department's analysis of the pending application. The report shall be available to the applicant and the general public no less than five (5) days prior to the City Council's public hearing on the plat.

3. The City Council shall conduct a quasi-judicial hearing on the application and determine whether to approve or deny the plat. In addition to notice of hearing by Publication as required by the Florida Statutes, notice of the City Council hearing shall be by Posted Notice.

4. All quasi-judicial hearings shall be conducted pursuant to the requirements of section 10.13.00.

B. Zoning, Rezoning, Large Conditional Use, Variances, and New Wireless Tower or Antenna (no Colocation)

1. Within thirty (30) days of the Building and Planning Department's determination that the application is complete, the Department shall schedule a public hearing on the application before the Planning Board.

2. The Building and Planning Department shall prepare a written report to the Planning Board regarding the Department's analysis of the pending application. The report shall be available to the applicant and the general public no less than five (5) days prior to the Planning Board's public hearing on the application.

3. The Planning Board shall conduct a quasi-judicial hearing on the application and prepare a
recommendation to the City Council. Public Notice of the Planning Board quasi-judicial hearing shall be provided by Posted Notice, Publication and Neighborhood Notice (300 feet). For Neighborhood Notice of a variance for an existing or proposed structure more than forty (40) feet in height, a distance of 500 feet shall be used. For Neighborhood Notice of all other requests, a distance of 300 feet shall be used.

4. The City Council shall conduct a quasi-judicial hearing on the application and determine whether to approve, approve with conditions or deny the application. In addition to notice of hearing by Publication as required by the Florida Statutes, notice of the City Council hearing shall be by Posted Notice.

5. All quasi-judicial hearings shall be conducted pursuant to the requirements of section 10.13.00.

SECTION 13. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 14. 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 15. 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___.
REGULAR AGENDA
ITEM 4
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

<table>
<thead>
<tr>
<th>1. DEPARTMENT MAKING REQUEST/NAME:</th>
<th>2. MEETING DATE:</th>
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<tbody>
<tr>
<td>ADMIN/LEGAL</td>
<td>OCTOBER 25, 2018</td>
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<tr>
<th>3. REQUESTED MOTION/ACTION:</th>
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<tbody>
<tr>
<td>CONSIDER APPROVAL AND FIRST READING OF ORDINANCE 1477 REGARDING UTILITIES IN SCENIC CORRIDORS</td>
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<tr>
<th>4. AGENDA</th>
<th>5. IS THIS ITEM BUDGETED (IF APPLICABLE)?</th>
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<tbody>
<tr>
<td>PRESENTATION</td>
<td>YES ☐ No ☐ N/A ✓</td>
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<tr>
<td>PUBLIC HEARING</td>
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<td>CONSENT</td>
<td>YES ☐ No ☐ N/A ✓</td>
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<th>6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)</th>
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<td>Above-ground utilities, such as utility poles, which the Code includes in its definition of Facilities, interfere with the scenic views of the Gulf of Mexico and the City's sandy beaches and are aesthetically harmful to the quality of life for citizens and the tourist experience for visitors, particularly in the CRA where the City has undertaken great effort and expense to underground utilities.</td>
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<tr>
<td>Currently the City has few utility poles or other above-ground utilities on either side of the corridors that have been improved as part of the Front Beach Road CRA. Limiting or prohibiting above ground utilities in improved areas of the Scenic Corridor, such as the CRA, as well as areas that will be improved in the future is important to protect the aesthetic nature of the community.</td>
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<td>Ordinance 1477 prohibits above ground utilities in any areas improved by the CRA and clarifies an existing exception to the City's undergrounding requirements in the Scenic Corridor. The current exception does not require underground utilities in the Scenic Corridor for certain high voltage lines and feeder lines. Ordinance 1477 clarifies that exception does not apply to areas of the Scenic Corridor improved, such as the CRA.</td>
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<tr>
<td>Staff recommends approval. If approved Ordinance 1477 will scheduled for a public hearing and second reading before the City Council.</td>
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AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY LAND DEVELOPMENT CODE RELATED TO UNDERGROUND UTILITIES IN SCENIC CORRIDORS; PROVIDING THAT NO UTILITIES SHALL BE PERMITTED ABOVE GROUND IN A PORTION OF CITY ROW FOLLOWING THE CITY'S AWARD OF A CONSTRUCTION CONTRACT THAT CONTEMPLATES THE UNDERGROUNDING OF UTILITIES IN THAT PROJECT ROW; CLARIFYING THE LDC EXEMPTIONS RELATED TO WORK IN ROWS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City, by and through its Front Beach Road Community Redevelopment Agency, has undertaken and continue to undertake great effort and expense to improve many of the City's Scenic Corridors, in whole or in part; and

WHEREAS, one of the major features of the City's right-of-way improvements is the undergrounding of utilities in the right of way; and

WHEREAS, the City finds that the undergrounding of utilities creates an attractive, inviting and less cluttered corridor, and that the installation of above ground utilities subsequent to the City's improvement of a right of way or portion thereof wherein then existing utilities in the right of way were placed underground is inconsistent with the City's vision for these corridors; and

WHEREAS, the City finds and determines it is necessary and appropriate to amend its regulation to clarify that exemptions from the City's undergrounding regulations shall not apply in those segments of improved right of way where the City has undertaken to have utilities undergrounded.

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...
4.02.03 of the Land Development Code of the City of Panama City Beach related to Scenic Corridor Design Requirements, is amended to read as follows (new text **bold and underlined**, deleted text **struckthrough**):

**4.02.03 Scenic Corridor Design Requirements**

Scenic Corridor design and performance standards are established throughout this LDC and the City's Code of Ordinances (CO), including but not limited to the following provisions:

E. Underground Utilities in Scenic Corridors

Every electrical, cable television, data, telephone or other telecommunication feed installed or replaced from a public right-of-way and in, along or across any Scenic Corridor to any structure, Building or Accessory thereto, shall be placed underground for the entire length of such feed. Pre-existing feeds associated with such Building or structure shall be immediately placed underground as part of such improvements; provided however, that in the event the underground placement of such pre-existing feeds is required solely due to renovations or improvements consisting exclusively of emergency repairs or replacement of existing improvements damaged by casualty loss, the property owner may delay the underground placement of such pre-existing feeds for a period of sixty (60) days. Notwithstanding the forgoing, each new construction site shall permitted one temporary, overhead electrical and telephone drop for a period not to exceed one year. This section shall not apply to high voltage primary lines serving a transformer station maintained by an electrical utility or to trunk and feeder lines serving a cable television, data, telephone or other telecommunications distribution point maintained by a telecommunication utility, unless and until the City awards a contract for the construction and improvement of a Scenic Corridor or portion thereof, which project contemplates the undergrounding of utilities located in the project right of way. Except as may be permitted elsewhere in this LDC or the City Code, no above ground utilities shall be permitted in those portions of the Scenic Corridors improved, or under contract or construction to be improved, by the City or other government agency.

SECTION 2. From and after the effective date of this ordinance, Section 1.04.03 of the Land Development Code of the City of Panama City Beach related to Unified Development in Multiple Districts, is amended to read as follows (new text **bold and underlined**, deleted text **struckthrough**):
1.04.03 Exceptions

The following general conditions or circumstances are exempt from the provisions and requirements of the LDC:

... 

B. Work required for public facilities and services within the public right-of-way, as further described below:

1. Work required for the installation of facilities for the distribution or transmission of gas, water, sewer, electric power or telecommunications services (except Telecommunications Towers or Small Wireless Facilities).

2. Work required for the purpose of inspecting, repairing or replacing any existing water or sewer lines, mains or pipes.

3. Work required for the purpose of inspecting, repairing or replacing cables, power lines, utility poles, utility tunnels or the like.

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__.

Notice provided to the Secretary of State on the ___ day of _____________, 2018.
REGULAR AGENDA
ITEM 5
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME: ADMIN/LEGAL

2. MEETING DATE: OCTOBER 25, 2018

3. REQUESTED MOTION/ACTION:
   CONSIDER APPROVAL AND FIRST READING OF ORDINANCE 1478 PROHIBITING UTILITIES ON THE SOUTH SIDE OF SCENIC CORRIDORS

4. AGENDA

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<td>PRESENTATION</td>
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5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Y  N  N/A  BUDGET AMENDMENT OR N/A

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

The sandy beaches and the Gulf of Mexico are among the City's most valuable assets. Residents and tourists value scenic views of the Gulf of Mexico, including views from locations across the street from the Gulf of Mexico or views while traveling within Rights-of-way. Currently the City has few utility poles or other above-ground utilities on the south side of its Gulf-front Scenic Corridors, or on either side of the corridors that have been improved as part of the Front Beach Road CRA. Limiting or prohibiting obstructions to these scenic views highlights the City's assets and improves the view for residents and tourists alike.

Ordinance 1478 prohibits the permitting or installation of any utility pole or any other facilities on the right of way south of the center line of Front Beach Road, South Thomas Drive, or the portion of Thomas Drive east of South Thomas Drive.

As a result of Ordinance 1478 it is anticipated that utility providers will still have adequate space for equipment on the north sides of these Gulf-front Scenic Corridors, or, under the related Ordinance 1477, underneath CRA Rights-of-way where the City has provided for the undergrounding of all utilities, where placement of above-ground Facilities is less detrimental to views of the Gulf of Mexico and the aesthetics of the City.

Staff recommends approval. If approved, this Ordinance will be scheduled for a public hearing and adoption.
ORDINANCE NO. 1478

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING CHAPTER 19 OF THE CITY’S CODE OF ORDINANCES RELATING TO RIGHT-OF-WAY USE; PROHIBITING NEW UTILITY POLES AND FACILITIES EXCEEDING THREE FEET IN RIGHT-OF-WAY SOUTH OF THE CENTERLINES OF FRONT BEACH ROAD, SOUTH THOMAS DRIVE, AND THE PORTION OF THOMAS DRIVE EAST OF SOUTH THOMAS DRIVE; EXEMPTING CITY OWNED LIGHT POLES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City of Panama City Beach (the “City”) regulates the use of Rights-of-way through its City Code and requires any person who will place or maintain a Facility in a Right-of-way to obtain a permit from the City; and

WHEREAS, Florida Statute 337.401 provides that the City retains the authority to regulate and manage Rights-of-way in exercising its police power, but all rules which govern providers of communications services must be reasonable and nondiscriminatory; and

WHEREAS, this ordinance applies equally not only to all communications service providers, but to all persons who request to install Facilities in a Right-of-way; and

WHEREAS, the sandy beaches and the Gulf of Mexico are among the City’s most valuable assets; and

WHEREAS, residents and tourists value scenic views of the Gulf of Mexico, including views from locations across the street from the Gulf of Mexico or views while traveling within Rights-of-way; and

WHEREAS, above-ground utilities, such as utility poles, which the Code includes in its definition of Facilities, interfere with these views and are aesthetically harmful the quality of life for citizens and the tourist experience for visitors; and

Ord 1478
WHEREAS, currently the City has few utility poles or other above-ground utilities on the south side of its Gulf-front Scenic Corridors; and

WHEREAS, it is in the best interest of the City to minimize above-ground utilities in these locations, prohibit additional above-ground utilities in these areas, and gradually phase out the existing above-ground utilities in these areas; and

WHEREAS, utility providers have adequate space for equipment on the north sides of these Gulf-front Scenic Corridors, where placement of above-ground Facilities is less detrimental to views of the Gulf of Mexico and the aesthetics of the City; and

WHEREAS, this ordinance is not intended to authorize the use of the north side of any Right-of-way for above-ground utilities if above-ground utilities are otherwise prohibited now or in the future for that entire area of Right-of-way.

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 Chapter 12 of the Code of Ordinances of the City of Panama City Beach, related to Right of way use and permitting is amended to read as follows (new text bold and underlined, deleted text struckthrough):

Sec. 19-154. - Permittee obligations.
A. Telecommunications Towers, Small Wireless Poles, Collocations, and other wireless communications Facilities are governed additionally by the more specific requirements of the Panama City Beach Land Development Code.
B. No new Facility that is over fifteen (15) feet in height from grade may be constructed within seventy-five (75) feet of any other Facility that is over fifteen (15) feet in height from grade, unless granted a variance due to unique circumstances. This restriction shall not prohibit the City from installing new Facilities for public safety and welfare reasons, including light poles.
C. No person shall be granted a permit or otherwise be allowed to install any utility pole or any other Facility if such Facility would be three (3) or more feet above grade within a Right-of-way south of the centerline of Front Beach Road, South Thomas Drive, or the portion of Thomas Drive east of South

Ord 1478
Thomas Drive. This prohibition shall not apply to light poles owned by the City. Any existing utility poles or Facilities that would not be permissible under this rule shall not be permitted to be replaced, but may be maintained, used and repaired, provided repairs do not exceed 50% of the value of the utility pole or Facility.

GD. Permittee shall place or maintain all Facilities in the Right-of-way so as not to unreasonably interfere with the drainage of all lands lying within the City, the travel and use of the right-of-way by the public and with the rights and convenience of property owners who adjoin any portion of the right-of-way, and in a manner consistent with accepted industry practice and applicable law.

DE. Permittee shall not place or maintain its Facilities in the Right-of-way so as to interfere with, displace, damage or destroy any Facilities lawfully occupying the Right-of-way, including but not limited to sewers, gas or water mains, storm drains, pipes, cables or conduits of the City or any other Person.

EF. All safety practices required by applicable law or accepted industry practices and standards shall be used during the placement or maintenance of Facilities in a Right-of-way.

FG. When requested by City, the Permittee shall, at Permittee's expense, make changes to the components or location of Facilities to conform to the reasonably necessary requirements of localized areas.

GH. Permittee shall coordinate its placement and maintenance activities with other utilities and the City when such activities require disturbance of the Right-of-way, and shall notify the City not less than twenty-four nor more than seventy two hours in advance of any pavement cut. Unless otherwise authorized or directed by the City, Permittee shall use directional bores for any work to Facilities which require the crossing of a Right-of-way, or for the installation of Facilities parallel to a fully developed and landscaped urban curb and gutter Right-of-way.

HI. Where excavation of a Right-of-way is required, a Permittee shall comply with the Underground Facility Damage Prevention and Safety Act set forth in Chapter 556, Florida Statutes (2006), as it may be amended.

I. Permittee shall use and exercise due caution, care and skill in performing permitted work in a Right-of-way and shall take all reasonable steps to safeguard work site areas.

JK. A Permittee shall, upon thirty days written notice by any person holding a City Right-of-way Permit, temporarily raise or lower its Facilities to allow the work authorized by the Permit, at the requesting Permittee’s expense.

KL. After the completion of any placement or maintenance of a Facility in a Right-of-way or each phase thereof, a Permittee shall, at its expense, restore to its original condition the Right-of-way and any other public or private property damaged or destroyed in whole or in part by Permittee, its agents, servants or employees in exercising the privileges granted by the Permit. If the Permittee fails to make such restoration within thirty days, or such longer period of time as may be reasonably required under the circumstances, following the completion of such placement and
maintenance, the City may perform the restoration and charge the costs of restoration against the Permittee in accordance with Section 337.401, Florida Statutes, (2006), as it may be amended. A Permittee shall guarantee its restoration work and shall correct any restoration work that does not satisfy the City's requirements at its own expense for twelve months following written acceptance of the permitted work by the City Engineer.

LM. Permittee shall warrant that all work performed in connection with the placement or maintenance of a Facility in a Right-of-way will be of good quality and in conformance with the Plans and Specifications submitted with the application and approved by the City.

MN. Upon completion of the placement or maintenance of a Facility in a Right-of-way, Permittee shall promptly file three copies of complete and accurate "as-built" plans identifying and locating those portions of the Facilities placed in the Right-of-way.

NO. Permittee shall at all times comply with and abide by all applicable provisions of state and federal law, and City ordinances, codes and regulations in placing or maintaining a Facility in a Right-of-way, for so long as Permittee places or maintains a Facility in a Right-of-way.

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 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 ___________, 2018.

________________________________________
MAYOR

ATTEST:

________________________________________
CITY CLERK

EXAMINED AND APPROVED by me this ___ day of _____________, 2018.

________________________________________
MAYOR

Published in the ________________________ on the ___ day of ________, 2018.

Posted on pcbgov.com on the ___ day of ____________, 2018.

Notice provided to the Secretary of State on the ___ day of ____________, 2018, which is at least 10 days prior to consideration on first reading.
REGULAR AGENDA
ITEM 6
Fire/Chief Larry Couch

October 25, 2018

Approval of senior administrative support specialist - fire rescue job description and approval to fill the position with a seasonal worker

Yes No

Y N/A

Panama City Beach Fire Rescue does not currently have any administrative support personnel to handle clerical duties and assist with administrative issues. As such, it is requesting approval of the attached senior administrative support specialist job description and concurrently, approval to fill the position with a seasonal worker. The job description is virtually identical to the equivalent position in the Panama City Beach Police Department.

This position will provide vital support to the department's command staff. Additionally, when fire rescue personnel are responding to emergency calls, the main station will now be manned during daytime business hours with the addition of this staff person. If approved, the department hopes to fill the position quickly and if the results of such hiring provide the expected outcome potentially expand the position to full-time status at a later date.

Finance reviewed the final fiscal year 2018 expenditures for the fire department and compared them to the final amended budget for FY 2018 for the fire department. Sufficient unspent funds (specific to the fire department) are available to fund the seasonal position for the balance of FY 2019.

STAFF RECOMMENDS approval of the job description and approval of budget amendment #1 which provides for the expenditure of funds to fill the position for the balance of FY 2019 with a seasonal worker. Funding will be provided from greater than anticipated cash carryforwards from FY 2018 resulting from fire department expenditures less than budget.
RESOLUTION 19-12

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A JOB DESCRIPTION FOR A FIRE AND RESCUE SENIOR ADMINISTRATIVE SUPPORT SPECIALIST; AUTHORIZING A BUDGET AMENDMENT TO FUND ADDITIONAL PERSONNEL; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, City of Panama City Beach does not currently have any administrative support personnel to handle clerical duties and assist with administrative issues. The City finds that adding this position will alleviate burdens on fire and rescue personnel and allow the main station to be manned during daytime business hours.

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

1. The City hereby approves the job description for a Senior Administrative Support Specialist for the City of Panama City Beach Fire Department, in substantially the form attached as Exhibit A and presented to the Council.

2. The following budget amendment (BA#1) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, to implement the salary as shown in and in accordance with the attached and incorporated Exhibit B.

3. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this __________ day of __________, 2018.

CITY OF PANAMA CITY BEACH

By ____________________________
MIKE THOMAS, MAYOR

ATTEST:

JO SMITH, CITY CLERK
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Sr. Administrative Support Specialist – Fire Rescue

SALARY RANGE: $15.43 - $25.45/hr
SHIFT: Days
LOCATION: 110 S Arnold Road
REPORTS TO: Fire Chief
PREPARED BY: City Clerk
APPROVED BY: City Council

PAY GRADE: 29
DIVISION: Fire
DEPT: Fire
FSLA STATUS: Non-Exempt
POSITION: Permanent Full-Time
DATE:

SUMMARY:
This position is responsible for clerical work in assisting the Fire Chief, Deputy Fire Chief. Work is performed under the primary supervision of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
In addition to the essential duties and responsibilities, other tasks may be assigned:

Performs secretarial duties for the Fire Chief, Deputy Fire Chief;

Types and transmits legal notices to the PIO and ensures each has been printed correctly and published on the proper dates;

Maintains calendars and records information concerning project bids;

Sets up file systems for all projects handled by the Fire Rescue Department;

Acts as a notary public;

Handles and directs messages concerning Fire and Rescue calls or information and associated with complaints by residents;

Takes all phone calls from residents requesting Reports for Fire and Rescue incidents;

Receives and screens callers; gives information on the operation of the office to persons seeking information; refers callers to other employees, officials or departments when warranted.

Orders and receives all department uniforms, clothing supplies, station supplies and other supplies as needed or directed;
Composes routine letters and replies for The Fire Chief, Deputy Fire Chief and Fire Rescue staff officers;

Processes payroll in accordance with City procedures and monitor time sheets for accuracy for all Fire Rescue employees on a bi-weekly basis;

May be required to create procedures and or forms for different sections within the Fire Rescue department;

Works to maintain personnel files with Civil Service for all Departmental employees;

Serve as the Safety Coordinator and do quarterly safety training with Safety team members of the Fire Rescue department; Prepare and delivers safety presentations;

Responsible for the coding of all invoices submitted for Fire Rescue purchases;

Assists Fire Rescue Staff in the preparation of public bid contract documents, advertisements, bid openings and bid tabulations;

Assists the Fire Chief in preparation of agenda items for City Council Meetings;

May be required to work after normal duty hours, during natural disasters, special events and other times as needed;

May be required to attend meetings for clerical purposes with the Fire Chief or his designee;

SUPERVISORY RESPONSIBILITIES:
None

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

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.

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.

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.

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 be able to multi-task and deal with multiple people at the same time. 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:
A high school diploma with business school training is desirable. Experience in clerical and computer work with average to above average typing ability. Considerable experience in dealing with the public and good customer service skills is required. A combination of experience and training which provides the required knowledge, skills and abilities will be considered.

LANGUAGE SKILLS:
Must be able to read and interpret documents. Having the ability to write routine reports, office procedures, forms and correspondence is a requirement. The ability to speak English effectively before groups, as well as one on one is a requirement.
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 solve practical problems and deal with 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.

OTHER REQUIREMENTS:
Must be able to type 50 correct words per minute; take dictation; have knowledge of standard office and clerical practices and procedures; must have knowledge and proficiency in the use of standard office machines and computer - Microsoft Word, Excel, Power Point proficient. Applicants will be administered the clerical Civil Service examination and typing test.

Must possess valid Florida Driver’s License - driving record must be acceptable to the City insurance program.

Must be able to establish and maintain a good working relationship with City officials, department heads, other City employees and the general public; must be able to perform illustrative duties and essential eligibility tasks in a manner which is not a direct threat or significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures of the Public Works Office, or by provision of auxiliary aids. “Direct threat” shall be determined pursuant to 28 CFR, Section 36.208.

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 regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Some specific job duties that require one or more of the physical demands mentioned above are typing, filing and moving boxes, typewriters, and tables.
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 not subjected to any special or extraordinary environmental conditions, other than those normally found in an office environment. The noise level in the work environment is usually quiet to 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
### BUDGET TRANSFER FORM BF-10

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<th>FUND</th>
<th>GENERAL ACCOUNT NUMBER</th>
<th>ACCOUNT DESCRIPTION</th>
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<th>BUDGET ADJUSTMENT</th>
<th>NEW BUDGET BALANCE</th>
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**Check Adjustment Totals:**
(20,654,495.00) 0.00 (20,654,495.00)

**BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:**
To fund seasonal administrative support specialist position in the fire department

**ROUTING FOR APPROVAL**

DEPARTMENT HEAD __________ DATE __________ CITY MANAGER __________ DATE __________

FINANCE DIRECTOR __________ DATE __________

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**AGENDA ITEM #6**
REGULAR AGENDA

ITEM 7
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. **DEPARTMENT MAKING REQUEST/NAME:**
   Police/Chief Drew Whitman

2. **MEETING DATE:**
   October 25, 2018

3. **REQUESTED MOTION/ACTION:**
   Approval of three (3) full-time police officers

4. **AGENDA PRESENTATION**
   ![Checkbox](✓)

5. **IS THIS ITEM BUDGETED (IF APPLICABLE)?**
   Yes [✓] No [ ]

   **BUDGET AMENDMENT OR N/A**
   ![Checkbox](✓)

   **DETAILED BUDGET AMENDMENT ATTACHED**
   Yes [✓] No [ ]

6. **BACKGROUND:** *(WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHieved)*
   In anticipation of an influx of people to the City of Panama City Beach as a result of Hurricane Michael, the police department is requesting approval to hire three (3) full-time patrol officers. Numerous support personnel aiding in the recovery efforts in Bay County are residing in Panama City Beach on a temporary basis. Additionally, the Beach expects to experience an increase in its full-time population as a result of people being displaced from their homes due to Hurricane Michael storm damage. The department requests approval to hire three (3) full-time patrol officers to meet the increase in demand for services as a result of the expected growth in the Beach's population. In the event actual population growth and service demands do not increase as anticipated, the department will allow up to (3) positions to remain vacant through attrition which will return staffing to current levels.

   Finance has projected the cost associated with the department's request which is outlined in the attached memo. Additionally, finance reviewed the final fiscal year 2018 expenditures for the police department and compared them to the final amended budget for FY 2018 for the police department. Sufficient unspent funds (specific to the police department) are available to fund a portion of the staffing expense. General fund revenues exceeded final budgeted revenue in an amount greater than that needed to fund the balance of the personnel and operating budget for the three (3) additional officers being requested for FY 2019. Funding for future years will be from projected future increases in revenue as a result of anticipated growth. The capital outlay associated with the new officers - cars, computers, etc. - will be funded with police impact fees.

   STAFF RECOMMENDS approval to hire three (3) full-time patrol officers and approval of the related budget amendment to fund the positions.
RESOLUTION 19-13

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; AUTHORIZING BUDGET AMENDMENT #2 RELATED TO THE HIRE OF ADDITIONAL POLICE DEPARTMENT PERSONNEL; AND PROVIDING AN EFFECTIVE DATE.

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

1. The following budget amendment (BA#2) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, to implement the salary and benefits for three (3) additional full-time patrol officers as shown in and in accordance with the attached and incorporated Exhibit A.

2. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this __________ day of __________, 2018.

CITY OF PANAMA CITY BEACH

By ________________
MIKE THOMAS, MAYOR

ATTEST:

JO SMITH, CITY CLERK
MEMO

To: Chief Drew Whitman
Copy: Mario Gisbert, City Manager
From: Holly White, Finance Director

Approximate annual salary and benefits for patrol officer

Pay grade 33 - assumed minimal experience above starting pay - step 3 20.44 per hour

(3) officers annual salary 127,545.60
FICA 7.65% 9,757.24
retirement 18.50% 23,595.94
insurance health 405.00
dental 22.25
life 8.10

Uniforms and basic supplies 10,200.00

Excess of FY 2018 budget over FY 2018 expenditures; police department only (87,697.43)

FY 2018 general fund revenues in excess of budgeted revenues (83,836.70)

Balance remaining (0.00)

Capital expenditures for (3) additional patrol officers 124,650.00

Sufficient police impact fees are available to fund these capital expenditures
# CITY OF PANAMA CITY BEACH
## BUDGET TRANSFER FORM BF-10

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<th>FUND</th>
<th>GENERAL ACCOUNT NUMBER</th>
<th>ACCOUNT DESCRIPTION</th>
<th>APPROVED BUDGET</th>
<th>BUDGET ADJUSTMENT</th>
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**Check Adjustment Totals:**

- **(10,793,256.00)**
- **0.00**
- **(10,793,256.00)**

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**BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:**

To appropriate funds in the FY 2019 budget for three (3) full-time patrol officers.

---

**ROUTING FOR APPROVAL**

- **DEPARTMENT HEAD:** [Signature]
  - **DATE:** [Date]
- **CITY MANAGER:** [Signature]
  - **DATE:** [Date]
- **FINANCE DIRECTOR:** [Signature]
  - **DATE:** [Date]