PANAMA CITY BEACH CITY COUNCIL
AGENDA

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY COUNCIL ALSO SITS, EX-
OFFICIO, AS THE CITY OF PANAMA CITY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
MAY CONSIDER ITEMS AND TAKE ACTION IN THAT LATTER CAPACITY.

MEETING DATE: October 13, 2016
MEETING TIME: 6:00 P.M.

I. CALL TO ORDER AND ROLL CALL

II. INVOCATION- COUNCILMAN CHESTER

III. PLEDGE OF ALLEGIANCE- COUNCILMAN CHESTER

IV. APPROVAL OF SPECIAL MINUTES OF SEPTEMBER 8, 2016

V. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS

VI. PRESENTATIONS –
1 BOYS & GIRLS CLUB CIVIC ACHIEVEMENT AWARD PRESENTATION.

VII. PUBLIC COMMENTS - (Limited to 3 Minutes for Consent and Regular Agenda Items only)

VIII. CONSENT AGENDA
1 RESOLUTION 17-01, LETF PURCHASE OF TWO SOLAR POWERED VARIABLE MESSAGE BOARDS. "A Resolution of the City Council of the City of Panama City Beach, Florida, authorizing expenditures from the Law Enforcement Trust Fund for the purchase of two solar powered variable message boards from K&K Systems in the amount of $19,900."

2 RESOLUTION 17-02, "THUNDER BEACH BIKE SHOW" ROAD CLOSURES. "A Resolution of the City of Panama City Beach related to the "Thunder Beach Bike Show" authorizing road closure on portions of Pier Park Drive and L.C.Hilton Drive on Saturday, October 22, 2016, for the Event."

3 RESOLUTION 17-03, "BREW 'N' BOO FESTIVAL" ROAD CLOSURES. "A Resolution of the City of Panama City Beach, Florida, related to the "Brew 'N' Boo Festival"; authorizing road closures on portions of Pier Park Drive between L.C.Hilton Drive and Longboard Way, and of Sea Monkey Way on Saturday, October 29, 2016 for the Event."

4 RESOLUTION 17-04, "SHRIMP AND OYSTER FESTIVAL" ROAD CLOSURES. "A Resolution of the City of Panama City Beach, Florida, related to the "Shrimp and Oyster Festival"; authorizing road closures on portions of Pier Park Drive between Sea Monkey Way and Longboard Way on Saturday, November 12, 2016 for the Event."

5 RESOLUTION 17-06, BID AWARD- POLICE FLEET VEHICLES. "A Resolution of the City of Panama City Beach, Florida, authorizing the purchase of 9 Police Vehicles in the basic amount of $239,925, as more particularly set forth in the body of the Resolution."

6 RESOLUTION 17-07, BID AWARD- POLICE FLEET VEHICLE EQUIPMENT INSTALL SERVICES. "A Resolution of the City of Panama City Beach, Florida, authorizing the purchase and installation of emergency equipment for 9 vehicles from HG2 Emergency Lighting in the amount of $62,485; and providing an immediately effective date."
7  APPROVAL OF CARPENTER JOB DESCRIPTIONS. Staff recommends approval of the Permanent Full-Time Carpenter I and Carpenter II job descriptions.

IX. REGULAR AGENDA - DISCUSSION/ACTION

NO.  OFFICIAL ITEM

1  MG  WHISPER DUNES, PHASE 1C PLAT APPROVAL, PUBLIC HEARING.

2  MG  RESOLUTION 17-05, SUPPORT FOR SAFE ROUTES TO SCHOOL GRANT APPLICATION.

3  ML  MOLLY CROSSING FEE WAIVER REQUEST.

4  DF  WELLNESS PROGRAM UPDATE.

5  ML  RESOLUTION 17-09, BID AWARD - BUILDING PLANS REVIEW & INSPECTIONS.

6  MT  PUBLIC COMMENTS. (Limited to Three Minutes).

7  AM  ATTORNEY REPORT.

8  MG  CITY MANAGER REPORT.

9  MT  COUNCIL COMMENTS.

10 MT  ADJOURN.

JOHN REICHARD  PHIL CHESTER  JOSIE STRANGE  HECTOR SOLIS  MIKE THOMAS

I certify that the Council members listed above have been contacted and given the opportunity to include items on this agenda.

Deputy City Clerk  Date  Deputy City Clerk  Date

IN AN EFFORT TO CONDUCT YOUR COUNCIL MEETINGS IN AN ORDERLY AND EXPEDIENT MANNER, WE RESPECTFULLY REQUEST THAT YOU WAIT UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK, THEN COME TO THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD.

E-mailed and/or Faxed to following interested parties on: 10/10/16, noon.

NEWS MEDIA CONTACT
News Herald  John Henderson
Bullet  Editor
Channel 4  Ryan Rodig
Channel 7  Rex Ogburn
Channel 13  Ken McVay
Comcast  Kay C. McWilliams
WOW  Cil Schnitkar
WKGC  Emily Balazs
WLTG  A. D. Whitehurst
NOTE: COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY'S WEBSITE WWW.PCBGOV.COM UNDER “AGENDA INFORMATION”. THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE.

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)
PRESENTATION
CITY OF PANAMA CITY BEACH

CIVIC ACHIEVEMENT AWARD

Be It Known That

Cruz Thorpe

HAS GIVEN EXCEPTIONAL SERVICE

TO THE BOYS AND GIRLS CLUB
OF PANAMA CITY BEACH

For the responsibility assumed, for the unselfish service rendered his community and its citizens in discharging the duties of good citizenship, this token of CIVIC ACHIEVEMENT is hereby awarded.

Presented this 13th of October, 2016

Mayor Mike Thomas
CONSENT AGENDA ITEM 1
1. **DEPARTMENT MAKING REQUEST/NAME:**
   Police Department/Chief Drew Whitman

2. **MEETING DATE:**
   October 13, 2016

3. **REQUESTED MOTION/ACTION:**
   Authorize expenditure of LETF funds for the purchase of two solar powered variable message boards.

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

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

6. **BACKGROUND:**
   The Law Enforcement Trust Fund is a special fund that can only be used for purposes designated by Section 932.7055, Florida Statutes, such as crime prevention, safe neighborhoods, protracted investigations, technical equipment and community relations programs.

   After July 1, 1992, and during every fiscal year thereafter, any local law enforcement agency that acquires at least $15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 15% of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, safe neighborhood, or school resource officer programs.

   The City solicited bids for the purchase of the two solar powered variable message boards and recommends purchase from the low bidder, K & K Systems. Expenditure of LETF funds for this purpose is consistent with the purposes stated in Section 932.7055(5), Florida Statutes.
RESOLUTION 17-01

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING EXPENDITURES FROM THE LAW ENFORCEMENT TRUST FUND FOR THE PURCHASE OF TWO SOLAR POWERED VARIABLE MESSAGE BOARDS FROM K&K SYSTEMS IN THE AMOUNT OF $19,900.

WHEREAS, the Law Enforcement Trust Fund is a special fund that can only be used for purposes designated by Section 932.7055, Florida Statutes, such as crime prevention, safe neighborhoods, protracted investigations, technical equipment and community relations programs; and

WHEREAS, after July 1, 1992, and during every fiscal year thereafter, any local law enforcement agency that acquires at least $15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 15% of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, safe neighborhood, or school resource officer programs; and

WHEREAS, the City Council finds that these expenditures satisfy the statutory requirements for use of Law Enforcement Trust Funds.

NOW THEREFORE 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 K&K Systems relating to the purchase of two solar powered variable message boards, in the basic amount of Nineteen Thousand, Nine Hundred Ninety Dollars ($19,990) to be paid from the Law Enforcement Trust Fund, in substantially the form of the quote attached and presented to the Council today, draft dated September 7, 2016, 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, APPROVED AND ADOPTED in regular session this ___ day of ___, 2016.

CITY OF PANAMA CITY BEACH

By: __________________________
    Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk
INTER-CITY CORRESPONDENCE
OFFICE OF CHIEF OF POLICE
Chief Drew R. Whitman
Panama City Beach Police Department

To: Mario Gisbert, City Manager
From: Drew R. Whitman, Chief of Police
Date: September 27, 2016
Topic: City Council Agenda Item- Law Enforcement Trust Fund Board

I would like to respectfully request the following item be placed on the agenda for the upcoming City Council meeting on Thursday, October 13, 2016, for consideration by City Council sitting as the Law Enforcement Trust Fund Board.

1) The purchase of two solar powered variable message boards. This would replace the large message sign that was totaled after a vehicle crashed into it. Their insurance company issued the Law Enforcement Trust Fund a check in the amount of $20,465 for its replacement.

These items were solicited and advertised on the City’s Website on April 25th, 2016. They were set for a public opening date of May 9th, 2016; there were four sealed bids submitted. The lowest bid was submitted by K&K Systems for a total price of $19,990.00 for two solar powered variable message boards. The current balance of the Law Enforcement Trust Fund is $33,634.

Thank you for your time and consideration in this request.

Respectfully,

Drew R. Whitman
Chief of Police

cc: Jo Smith
Amy Myers
**K&K Systems**

687 Palmetto Road  
Tupelo, MS 38801  
[www.k-ksystems.com](http://www.k-ksystems.com)

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**QUOTATION**

e-mail: wkasal@k-ksystems.com  
Phone: 662-566-2026  
Fax: 662-566-7123  
TollFree 888-414-3003

---

**Quotation #:** Q160907WK-1  
**Quotation Date:** 9/7/2016  
**Customer Contact:** Danny McDonald  
**Quote Valid:** 180 days  
**Prepared by:** Wayne Kasal

---

**Bill To:**  
Name: Danny McDonald  
Company Name: City of Panama City Beach  
Street Address: 17110 Firenzo Ave  
City, ST ZIP Cod: Panama City Beach, Fl.  
Tel: 850-814-6340  
Cell:  
Fax:  
email: d.mcdonald@beachpolice.org

**Ship To:**  
Name: Danny McDonald  
Company Name: City of Panama City Beach  
Street Address: 17110 Firenzo Ave  
Address 2:  
City, ST ZIP Code: Panama City Beach, Fl.  
Tel: 850-814-6340  
Cell:  
Fax:  
email: d.mcdonald@beachpolice.org

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**Product**

<table>
<thead>
<tr>
<th>Model #: MB8249WT</th>
<th>Description</th>
<th>Base Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Powered, Portable Changeable Message Sign.</td>
<td>$9,995.00</td>
<td></td>
</tr>
</tbody>
</table>

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**Packaging**

**Options and Accessories - PER UNIT**

<table>
<thead>
<tr>
<th>QTY per Unit</th>
<th>Item #</th>
<th>Description</th>
<th>Price Each</th>
<th>Price per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RADAR</td>
<td>Radar</td>
<td>included</td>
<td>included</td>
</tr>
<tr>
<td>1</td>
<td>TSTAT</td>
<td>Traffic Statistics package. Able to download important traffic stats through radar. Downloadable to a user provided laptop. Includes Software and cable (NOT ER10)</td>
<td>included</td>
<td>included</td>
</tr>
<tr>
<td>1</td>
<td>TBBD</td>
<td>Bulldog coupler &amp; adjustable height channel.</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>1</td>
<td>EXTENDED</td>
<td>Extended Warranty for 2 Years.</td>
<td>Included</td>
<td>Included</td>
</tr>
</tbody>
</table>

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**Special Notes**

<table>
<thead>
<tr>
<th>Terms of Purchase</th>
<th>Per System Total</th>
<th>Total QTY of Systems</th>
<th>Total QTY of Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOB: Tupelo, MS 38801</td>
<td>$9,995.00</td>
<td>2</td>
<td>$19,990.00</td>
</tr>
<tr>
<td>Delivery (weeks): 4-6 Weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warranty: 1 year limited warranty, Factory Depot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Person Signature: Wayne Kasal</td>
<td>Work Order# ENTER WO #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Manager Signature: Timothy Keith</td>
<td>Client PO# ENTER PO #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: The above specifications and quotation does not include shipping, permits, or taxes unless otherwise stated. The freight charge is an approximate estimate for your reference; the actual charge may vary.  
*Lead-time committed is based on the date Purchase Order is received by K&K Systems and deposit made and/or credit approved. Lead time is not based on the date quoted.*

**CONSENT**

**AGENDA ITEM #**
To: Drew R. Whitman
Chief of Police

From: Captain Rich McClanahan
Administrative Division Commander

Date: May 9th, 2016

RE: Sealed Bid Results for Two Solar Powered Portable Variable Message Board Trailers

Chief,

Sealed bids were solicited and advertised on the City’s website on April 25th, 2016. They were set for a public opening date of May 9th, 2016; there were four sealed bids submitted. The lowest bid was submitted by K & K Systems for a total price of $19,990.00 for two solar powered variable message board trailers. See bid results below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Zone Specialist, Inc.</td>
<td>Solar LED Message Board, 48” x 78” Display, 160 Watt, (4) four 6 volt batteries, 3 inch pintle ring hitch, orange trailer, radar speed monitoring &amp; DATA collection, delivered no freight</td>
<td>$14,221.65 each</td>
</tr>
<tr>
<td>Technology International, Inc.</td>
<td>K&amp;K Systems / Model MB8249WT Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10” high text and graphics/animations, all LED Display, self-contained onboard computer, multiple alphanumeric fonts, powder coat paint system. Display is 82” x 49”, wth winch style trailer (telescopic). Also supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages System comes with (4) four 6-volt batteries (totaling 450 12V amps) and 160 watts of solar. NTCIP Compliant.</td>
<td>$13,565.00 each</td>
</tr>
</tbody>
</table>

2 units                               | Total                      | $28,443.30    |

2 units                               | Total                      | $27,130.00    |

Safety Zone Specialist, Inc.
P.O. Box 90764
Lakeland, Florida 33804

Technology International, Inc.
1349 S. International Pkwy
Suite 2411
Lake Mary, Florida 32746

Captain Wayne A. Maddox
Uniform Patrol Division

Captain Robert Clarkson
Criminal Investigative Division

Captain Richard L. McClanahan
Administrative Division

Lt. Jamey Wright
Risk Mgt.

"Dedicated To Excellence"
Protection Services Inc.  
1011 Mumma Road,  
Suite 101,  
Lemoyne, PA 17043

K & K Systems  
687 Palmetto Road  
Tupelo, MS. 38801

SMC4000 as manufactured by Precision Solar  
Controls to meet City of Panama City Specification and Florida DOT specifications.  
$14,250.00 each  
2 units  
Total  
$28,500.00

K&K Systems / Model MB8249WT  
Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, self-contained onboard computer, multiple alphanumeric fonts, powder coat paint system. Display is 82" x 49", with winch style trailer (telescopic). Also supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages  
System comes standard with (4) four 6-volt batteries (totaling 450 12V amps) and 160 watts of solar. NTCIP Compliant.  
$9,995.00 each  
2 units  
Total  
$19,990.00

We have and are currently utilizing three K & K Systems variable message boards. They have stood by their products and have been easy to work with. With their past record, workability and being the lowest bidder, it is staff's recommendation that we award them this bid.

Capt. Rich L. McClanahan  
Administrative Division Commander

CONSENT  
AGENDA ITEM #
MANUFACTURER'S STANDARD WARRANTY

1. The manufacturer warrants that all products manufactured by K & K Systems, Inc. will be free from defects in material and workmanship for a period of one (1) year from date of shipment, subject to the conditions and restrictions contained herein.

2. This warranty does not apply to a product that has not been installed or maintained in accordance with the manufacturer's instructions, has been subjected to damage in an accident, abused or neglected during operation, repaired or modified by persons other than manufacturer, its employees or authorized agents, or failed to have normal maintenance.

3. The buyer expressly agrees that the buyer's sole remedy and the manufacturer's sole responsibility, in respect to a warranty claim, is exclusively limited to repair or replacement at the manufacturer's option, of product or a portion thereof found by the manufacturer to be defective. The manufacturer is not responsible for labor or other expended charges by buyer including transportation charges, and shall not be liable for any incidental or consequential damages connected with repair of a product deemed to be defective or with installation or replacement of repaired product. Further, the manufacturer disclaims any liability for any incidental or consequential damages, including lost or duplicated time or expense accruing for any reason, to the owner or user of any products sold by the manufacturer, whether claim is made in contract or in tort or under any theory of warranty, negligence or otherwise.

4. The manufacturer reserves the right to make changes in its products from time to time, without incurring any obligation to incorporate such improvements in any products previously sold or in service.

5. The terms and conditions of the warranty cannot be altered without the written consent of the manufacturer.

6. The foregoing warranty is exclusive and in lieu of all other express, statutory and implied warranties INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. There are no warranties which extend beyond the language in the previous six (6) paragraphs.

If you have any further questions, please feel free to call us at our toll-free number of 888-414-3003, email info@k-ksystems.com or you might want to look us up on the Internet at www.k-ksystems.com.
### K&K Systems

**Systems**

687 Palmetto Road  
Tupelo, MS 38801  
www.k-keystystems.com

---

**QUOTATION**

**email:** vkasal@k-keystystems.com  
**Phone:** 662-566-2025  
**Fax:** 662-566-7123  
**TollFree:** 888-414-3003

---

**Quotation #:** Q180421WK-3  
**Quotation Date:** 4/21/2016  
**Customer Type:** Your Cost

---

**Bill To:**
- **Name:** Danny McDonald  
- **Company Name:** City of Panama City Beach  
- **Street Address:** 17110 Firenze Ave  
- **City, ST ZIP Code:** Panama City Beach, FL  
- **Tel:** 850-814-6340  
- **Cell:**  
- **Fax:**  
- **email:** d.mcdonald@beachpolice.org

**Ship To:** (If different than Bill To address)
- **Name:** Danny McDonald  
- **Company Name:** City of Panama City Beach  
- **Street Address:** 17110 Firenze Ave  
- **Address 2:**  
- **City, ST ZIP Code:** Panama City Beach, FL  
- **Tel:** 850-814-6340  
- **Cell:**  
- **Fax:**  
- **email:** d.mcdonald@beachpolice.org

---

**Quotation #:** Q180421WK-3  
**Quotation Date:** 4/21/2016  
**Customer Contact:** Danny McDonald  
**Quote Valid:** 180 days  
**Prepared by:** Wayne Kasal

---

**Model #:** MB8249WT
**Description:** Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, self-contained on-board computer, multiple alphanumeric fonts, powder coat paint system. Display is 92" x 49", with winch style trailer (telescopic). Also supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with four (4) 6-volt batteries (totaling 430 12V amp) and 160 watts of solar. NTCIP Compliant.

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**K&K Delivers**

**Options and Accessories - PER UNIT**

<table>
<thead>
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</tr>
</tbody>
</table>

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**Special Notes**

- **Per System Total:** $9,995.00
- **Total QTY of Systems:** 2
- **Total Shipping Costs:** Included
- **Taxes:** 7.00%
- **GRAND TOTAL:** $19,990.00

**Sales Person Signature:** Wayne Kasal  
**Sales Manager Signature:** Timothy Keith

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*Please note: The above specifications and quotation does not include shipping, permits, or taxes unless otherwise stated. The freight charge is an approximate estimate for your reference; the actual charge may vary.  
*Lead-time committed is based on the date Purchase Order is received by K&K Systems and deposit made and/or credit approved.  Lead time is not based on the date quoted.

---

CONSENT  
AGENDA ITEM #
Changeable Message Display
Trailer Mounted

MODEL MB8249WT

"GET THE MESSAGE ACROSS"

FEATURES

- Graphic Capability
- Compact Trailer Design
- Quick Message Selection
- Removable Tongue
- Lockable Cabinets
- Password Protection
- Powder Coat Paint
- Tongue Jack (with wheel)
- NTCIP Controller Standard
- Photocell for Auto dimming
- Independent Module Operation
- RF Immunity

Quick Selection Switch

With K&K Systems' Quick Message Selection Switch you are able to switch between the first 16 user defined messages that you have created. This will allow for field workers to have no experience in programming - just turn the thumbwheel to desired message number.

Graphic Capability

- MUTCD Symbols
- Arrow Board Pattern

CONSENT
AGENDA ITEM # 1
### General Specifications for Model MB8249WT

Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system, and display is 82" x 49", with winch style trailer. Supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with four (4) 6-volt batteries (totaling 450 amps) and 160 watts of solar. NTCIP Compliant.

#### Display Enclosure
- **Construction:** Extruded Aluminum 6063 alloy
- **Length:** 82" **Width:** 49" **Depth:** 6"
- **Paint:** Powder coat paint
- **Salt Spray:** 1000 hours
- **UV Resistant:** 500 hours
- **Seal:** Weather resistant
- **Venting:** Vented top and bottom
- **Front face:** 1/8" Lexan UV matte finish
- **Raising and lowering of display:** Winch

#### Power and Charging
- **Batteries:** (4) 6 volt 450 combined amp batteries
- **Battery Charger:** 110 Volt, 1000 watt, 60amp
- **Recharge:** 24 hours
- **Onboard diagnostics to monitor:** Solar, battery, and load
- **Reliability:** 30 days without sunlight
- **Solar:** (2) 80 watt Solar panels
- **Regulator:** 30 amp regulator with low voltage & high voltage disconnect.

#### Controller
- **Preprogrammed Messages:** 260 also includes arrow and MUTCD symbols
- **User programmable:** 100
- **Message Timing:** Slow, medium, fast
- **Dimming:** Auto or Manual
- **Protection:** Password
- **Quick Message Selection:** Thumbwheel to quickly select between 16 user programmable messages.
- **Controller Display:** LCD
- **Data Entry:** Mini Keyboard
- **Memory:** Non volatile
- **Pre-wired to accommodate:** radar, cell modem, and PC
- **"Auto Resume" after power failure**

#### Trailer
- **Width:** 68.5"
- **Length with tongue:** 1043/4"
- **Length without tongue:** 55"
- **Transport Height:** 97"
- **Salt Spray:** 1,000 hours
- **Paint:** Powder Coat
- **Main frame:** 2"x2"x1/8"
- **Front/Rear Cross members:** 2"x2"x1/8"
- **Wheels:** 15"
- **Axle:** 3500 lbs leaf spring
- **Fenders:** 16 gauge bolt on
- **Jacks:** (4) adjustable corner jacks & tongue jack with wheel.
- **Hitch:** 2" ball

#### Display Modules
- **Pixel Matrix:** 27x48 Pixel Arrangement
- **LED Module:** Each is 6x9 matrix
- **LED’s Per Pixel:** 3
- **LED Type:** Agilent amber 592NM
- **Viewing Angle:** 30 degrees
- **Visibility:** 4800 feet
- **Hours:** 100,000 hour LED
- **Lines:** Displays 3 lines of text and also displays Graphics
- **Characters per line:** 8 (12 characters optional)
- **Character Height:** 10"
- **If one module fails the remainder of board is unaffected.**

#### Options
- Locking lug nuts
- Cell Modem
- Radar
- Plintle ring or bulldog hitch
- Electric or hydraulic brakes
- Custom Paint
- Other Options available
CONSENT AGENDA ITEM 2
1. **DEPARTMENT MAKING REQUEST/NAME:** ADMINISTRATION

2. **MEETING DATE:** OCTOBER 13, 2016

3. **REQUESTED MOTION/ACTION:**
   Consideration of Resolution 17-02 to close portions of Pier Park Drive and L.C. Hilton Drive on Saturday, October 22, 2016.

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

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

6. **BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)**
   The Thunder Beach Bike Show will hold an event scheduled on October 22, 2016.
   The event necessitates closure of portions of Pier Park Drive and L.C. Hilton Drive within the corporate limits of Panama City Beach.
   Staff recommends approval.
RESOLUTION NO. 17-02

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH RELATED TO THE "THUNDER BEACH BIKE SHOW"; AUTHORIZING ROAD CLOSURE ON PORTIONS OF PIER PARK DRIVE AND L.C. HILTON DRIVE ON SATURDAY, OCTOBER 22, 2016 FOR THE EVENT.

WHEREAS, the “Thunder Beach Bike Show” (the “Event”) is being held on Saturday, October 22, 2016 in Panama City Beach; and

WHEREAS, the Event necessitates careful traffic control and extraordinary usage of portions of Pier Park Drive and L.C. Hilton Drive within the corporate limits of Panama City Beach.

NOW, THEREFORE, be it resolved by the City of Panama City Beach that portions of Pier Park Drive and L.C. Hilton Drive be closed during the hours of 11:00 A.M. and 4:00 P.M. on Saturday, October 22, 2016, and that all vehicular traffic shall be rerouted or otherwise controlled on in accordance with the attached map which accompanies this Resolution to accommodate the Event.

PASSED, APPROVED AND ADOPTED IN REGULAR SESSION THIS ____ day of ____________, 2016.

CITY OF PANAMA CITY BEACH

By: ____________________________
Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk

CONSENT
AGENDA ITEM # 2

Resolution 17-02
Thunder Beach Road Closure Map
October 22, 2016 11:00 am - 4:00 pm
Best of Beach Bike Show
CONSENT AGENDA ITEM 3
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
   ADMINISTRATION

2. MEETING DATE:
   OCTOBER 13, 2016

3. REQUESTED MOTION/ACTION:
   Consideration of Resolution 17-03 to close portions of Pier Park Drive and Sea Monkey Way on Saturday, October 29, 2016.

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

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?
   - Yes □ No □ N/A □
   - BUDGET AMENDMENT OR N/A
   - DETAILED BUDGET AMENDMENT ATTACHED Yes □ No □ N/A □

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)
   The Brew 'n' Boo Festival will hold an event scheduled on October 29, 2016.
   The event necessitates closure of portions of Pier Park Drive between Hilton Drive and Longboard Way, and of Sea Monkey Way within the corporate limits of Panama City Beach.
   Staff recommends approval.

CONSENT
AGENDA ITEM #
RESOLUTION NO. 17-03

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA RELATED TO THE “BREW 'N' BOO FESTIVAL”; AUTHORIZING ROAD CLOSURES ON PORTIONS OF PIER PARK DRIVE BETWEEN L.C. HILTON DRIVE AND LONGBOARD WAY, AND OF SEA MONKEY WAY ON SATURDAY, OCTOBER 29, 2016 FOR THE EVENT.

WHEREAS, the “Brew 'n' Boo Festival” (the “Event”) is being held on Saturday, October 29, 2016 in Panama City Beach; and

WHEREAS, the Event necessitates careful traffic control and extraordinary usage of portions of Pier Park Drive and Sea Monkey Way within the corporate limits of Panama City Beach.

NOW, THEREFORE, be it resolved by the City of Panama City Beach that during the hours of 6:00 A.M. and 7:00 P.M. on Saturday, October 29, 2016, portions of Pier Park Drive between L.C. Hilton Drive and Longboard Way, and Sea Monkey Way shall be closed and all vehicular traffic shall be rerouted or otherwise controlled in accordance with the attached map which accompanies this Resolution to accommodate the Event.

PASSED, APPROVED AND ADOPTED IN REGULAR SESSION THIS ___day of ______________, 2016.

CITY OF PANAMA CITY BEACH

By: ____________________________
    Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk

Resolution 17-03
Brew 'n' Boo Road Closure Map
October 29, 2016 6:00 am - 7:00 pm
CONSENT AGENDA ITEM 4
Consideration of Resolution 17-04 to close portions of Pier Park Drive on Saturday, November 12, 2016.

The Shrimp and Oyster Festival will hold an event scheduled on November 12, 2016. The event necessitates closure of portions of Pier Park Drive between Sea Monkey Way and Longboard Way within the corporate limits of Panama City Beach.

Staff recommends approval.
RESOLUTION NO. 17-04

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, RELATED TO THE "SHRIMP AND OYSTER FESTIVAL"; AUTHORIZING ROAD CLOSURES ON PORTIONS OF PIER PARK DRIVE BETWEEN SEA MONKEY WAY AND LONGBOARD WAY ON SATURDAY, NOVEMBER 12, 2016 FOR THE EVENT.

WHEREAS, the Shrimp and Oyster Festival (the "Event") is scheduled on Saturday, November 12, 2016, in Panama City Beach; and;

WHEREAS, the Event necessitates careful traffic control and extraordinary usage of portions of Pier Park Drive within the corporate limits of Panama City Beach;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of Panama City Beach that during the hours of 6:00 AM. and 7:00 P.M. on November 12, 2016, Pier Park Drive between Sea Monkey Way and Longboard Way, shall be closed and all vehicular traffic shall be controlled in accordance with the attached map which accompanies this Resolution to accommodate the Event.

PASSED, APPROVED AND ADOPTED IN REGULAR SESSION THIS _____ day of ____________, 2016.

CITY OF PANAMA CITY BEACH

By: ________________________________
    Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk
Shrimp & Oyster Festival Road Closure Map
November 12, 2016 6:00 am - 7:00 pm
CONSENT AGENDA ITEM 5
<table>
<thead>
<tr>
<th>1. DEPARTMENT MAKING REQUEST/NAME:</th>
<th>Panama City Beach Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. MEETING DATE:</td>
<td>Oct 13, 2016</td>
</tr>
<tr>
<td>3. REQUESTED MOTION/ACTION:</td>
<td>Request for 2017 vehicle purchase to be placed on the consent agenda.</td>
</tr>
<tr>
<td>4. AGENDA</td>
<td></td>
</tr>
<tr>
<td>PRESENTATION</td>
<td></td>
</tr>
<tr>
<td>PUBLIC HEARING</td>
<td></td>
</tr>
<tr>
<td>CONSENT</td>
<td>√</td>
</tr>
<tr>
<td>REGULAR</td>
<td></td>
</tr>
<tr>
<td>5. IS THIS ITEM BUDGETED (IF APPLICABLE)?</td>
<td>Yes ☑ No ☐ N/A ☐</td>
</tr>
<tr>
<td>BUDGET AMENDMENT OR N/A</td>
<td></td>
</tr>
<tr>
<td>DETAILED BUDGET AMENDMENT ATTACHED</td>
<td>Yes ☑ No ☐ N/A ☑</td>
</tr>
<tr>
<td>6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)</td>
<td>Approval is needed by the council to purchase three (3) Police Dodge Chargers at a cost of $74,700.00 from Bay Dodge. One (1) Ford 4WD Truck at a cost of $26,500.00 from Duval Ford. Five (5) Ford Interceptors at a cost of $138,725.00, from Duval Ford. The total cost being $239,925.00. This will enable us to replace older vehicles in the fleet that are no longer cost effective or reliable and will allow us to better serve the community.</td>
</tr>
</tbody>
</table>
RESOLUTION 17-06

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF 9 POLICE VEHICLES IN THE BASIC AMOUNT OF $239,925, AS MORE PARTICULARLY SET FORTH IN THE BODY OF THE RESOLUTION.

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, relating to the purchase of 5 Ford Police Interceptors and 1 Four Wheel Drive Truck in the basic amount of One Hundred Sixty Five Thousand, Two Hundred Twenty Five Dollars ($165,225) in substantially the form of the quote attached and presented as Exhibit A 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 3 Dodge Chargers in the basic amount of Seventy Four Thousand Seven Hundred Dollars ($74,700), in substantially the form of the quote attached and presented as Exhibit B 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 __________, 2016.

CITY OF PANAMA CITY BEACH

By: ____________________________
   Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk
State Employee Contract Pricing

State Employees, as well as County and City Employees and their immediate families, can now get their new Ford car, truck or SUV at COST using State Employee Contract Pricing

CALL: (800) 646-0584 or go to www.duvalford.com

<table>
<thead>
<tr>
<th>Labor Code</th>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2017 FORD POLICE INTERCEPTOR UTILITY AWD, WPA</td>
<td>$ 27,745.00</td>
</tr>
<tr>
<td>0</td>
<td>3.0L V-6 ENGINE TIVCT</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>6-SPEED AUTO TRANSMISSION</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>SODA EQUIPMENT GROUP</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>AUX CLIMATE CONTROL</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>LEFT HAND DRIVER SIDE SPOTLIGHT</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>KEY LESS ENTRY (INCLUDES FACTORY KEY FOB)</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>REAR VIEW MIRROR CAMERA</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>TEMPORARY TAG</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>INCLUDES DELIVERY</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td><em>CHECK WITH DEALER FOR COMPETITIVE LIGHTING PRICES</em></td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>EXH.Color: OR0D VINYL</td>
<td>$ -</td>
</tr>
<tr>
<td>0</td>
<td>INTERIOR COLOR: EBONY BLACK FRONT BUCKET SEATS/ REAR VINYL SEATING</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td><strong>PLEASE GET AND DATE YOUR PURCHASE ORDER WHEN DELIVERED TO SUPPLIER. VERIFY THE VEHICLE IN TRANSIT, AND VERIFY THE BILL OF HAUL.</strong></td>
<td></td>
</tr>
</tbody>
</table>

UNIT COST: $ 27,745.00

TOTAL QUANTITY: 5

TOTAL PURCHASE: $ 138,725.00
**State Employee Contract Pricing**

State Employees, as well as County and City Employees and their immediate families, can now get their new Ford car, truck or SUV at COST using State Employee Contract Pricing.

**CALL**: (800) 646-0584 or go to www.duvalford.com

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**PANAMA CITY BEACH FIRE DEPARTMENT**

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**Prepared By:**

PANAMA CITY BEACH FIRE DEPARTMENT

**Contact Info:**

Laura Tedford
(Work) 904-388-2144
(Fax) 904-257-6816
1016 Davis Ave., Jacksonville, FL 32216

---

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 FORD F-150 XLT EXTENDED CAB PICKUP TRUCK</td>
<td>$26,600.00</td>
</tr>
<tr>
<td>10.5&quot; WHEEL BASE, 6.5' BOX</td>
<td>$5</td>
</tr>
<tr>
<td>5.0L V-8 ENGINE</td>
<td>$5</td>
</tr>
<tr>
<td>6-SPEED AUTO TRANSMISSION</td>
<td>$5</td>
</tr>
<tr>
<td>XL MODEL SERIES</td>
<td>$5</td>
</tr>
<tr>
<td>17&quot; STEEL WHEELS</td>
<td>$5</td>
</tr>
<tr>
<td>265/70R-17 (265/70R-17) [Xi]</td>
<td>$5</td>
</tr>
<tr>
<td>3.55 LIMITED SLIP DIFFERENTIAL</td>
<td>$5</td>
</tr>
<tr>
<td>TRAILER TOWING PACKAGE</td>
<td>$5</td>
</tr>
<tr>
<td>23 CALLING FUEL TANK</td>
<td>$5</td>
</tr>
<tr>
<td>POWER WINDOWS AND LOCKS</td>
<td>$5</td>
</tr>
<tr>
<td>(2) KEYS WITH REMOTES BUILT IN</td>
<td>$5</td>
</tr>
<tr>
<td>KEYLESS ENTRY</td>
<td>$5</td>
</tr>
<tr>
<td>POWER MIRRORS</td>
<td>$5</td>
</tr>
<tr>
<td>FRONT LICENSE PLATE BRACKET</td>
<td>$5</td>
</tr>
<tr>
<td>TEMPORARY TAG</td>
<td>$5</td>
</tr>
<tr>
<td>LEFT HAND PILLAR MOUNTED SPOT LIGHT</td>
<td>$5</td>
</tr>
<tr>
<td>5&quot; RED/WHITE DOME LIGHT</td>
<td>$5</td>
</tr>
<tr>
<td>DELIVERY INCLUDED</td>
<td>$5</td>
</tr>
<tr>
<td>EXT. COLOR: OXFORD WHITE</td>
<td>$5</td>
</tr>
<tr>
<td>INTERIOR COLOR: MIDNIGHT EARTH GRAY CLOTH SEATING</td>
<td>$5</td>
</tr>
</tbody>
</table>

**Vendor**

STATE FORD

**Comments:**

PLATE, LICENSE PLATE,vably, MOUNTED SPOT LIGHT, POWER MIRRORS, KEYLESS ENTRY, TEMPO. TAG, LEFT HAND PILLAR MOUNTED SPOT LIGHT, 5" RED/WHITE DOME LIGHT, DELIVERY INCLUDED, EXT. COLOR, OXFORD WHITE, INTERIOR COLOR, MIDNIGHT EARTH GRAY CLOTH SEATING.

**TOTAL COST**

$26,600.00

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**CONSENT**

**AGENDA ITEM #**

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

September 15, 2016  

Dear Captain Maddox,  

In response to your posted bid for Dodge Charger Police Package 29A sedans (3), Bay Dodge Chrysler Jeep Ram is proud to submit the following bid to your specification.  

LDDE48 CHARGER POLICE RWD  
29A CUSTOMER PREFERRED PACKAGE 29A  
5.7L V8 HEMI MDS VVT Engine  
5-Speed Auto W5A580 Transmission  
HD CLOTH BUCKET & REAR BENCH SEATS  
MATTE BLK GRILLE & CROSSHAIRS  
POLICE FLOOR CONSOLE  
STREET APPEARANCE GROUP  
CONVENIENCE GROUP I  

We are submitting a bid for this vehicle at $24,900.00, plus $118.50 for tag & title work, per vehicle, for a grand total of $75,055.50.
Please feel free to contact me directly at either number below, if you have any questions regarding this bid submission.

Respectfully Submitted,

[Signature]

Thomas Spencer
Internet Sales Manager & Fleet Specialist
Bay Dodge Chrysler Jeep RAM Trucks
636 W. 15th Street
Panama City, FL 32401
850-785-1591 x 460 office
850-624-4230 cell
850-785-3412 fax
tomspencer@baycars.com
CONSENT AGENDA ITEM 6
<table>
<thead>
<tr>
<th>1. DEPARTMENT MAKING REQUEST/NAME:</th>
<th>2. MEETING DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panama City Beach Police Department</td>
<td>Oct 13, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. REQUESTED MOTION/ACTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for 2017 vehicle equipment purchase to be placed on the consent agenda</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. AGENDA</th>
<th>5. IS THIS ITEM BUDGETED (IF APPLICABLE)? (Y/No N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>Yes [ ] No [ ] N/A [ ]</td>
</tr>
<tr>
<td>Public Hearing</td>
<td>Yes [ ] No [ ] N/A [ ]</td>
</tr>
<tr>
<td>Consent</td>
<td>Yes [ ] No [ ] N/A [ ]</td>
</tr>
<tr>
<td>Regular</td>
<td>Yes [ ] No [ ] N/A [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHieved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval is needed by the council to purchase and have installed all emergency equipment needed for the nine (9) vehicles requested. The Ford Interceptors will cost $42,980.00, Dodge Chargers will cost $13,797.00, and the Ford 4WD Truck will cost $5,708.00. This will be a total purchase of $62,485.00. This purchase is needed to equip vehicles that will allow us to better serve the community.</td>
</tr>
</tbody>
</table>
RESOLUTION 17-07

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE PURCHASE AND INSTALLATION OF EMERGENCY EQUIPMENT FOR 9 VEHICLES FROM HG2 EMERGENCY LIGHTING IN THE AMOUNT OF $62,485; 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 HG2 Emergency Lighting, relating to the purchase of emergency equipment and the installation for 9 vehicles in the basic amount of Sixty Two Thousand Four Hundred Eighty Five Dollars ($62,485), in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of __________, 2016.

CITY OF PANAMA CITY BEACH

By: __________________________
   Mike Thomas, Mayor

ATTEST:

______________________________
Diane Fowler, City Clerk
To: Mario Gisbert, City Manager

From: Drew R. Whitman, Chief of Police

Date: October 5, 2016

Topic: City Council Agenda Item - Vehicle equipment purchase and installation

I would like to respectfully request the following item be placed on the consent agenda for the upcoming City Council meeting on Thursday, October 13, 2016, for their consideration:

I would like the approval of the City Council to purchase and have installed all the emergency equipment for, if approved by council, the nine (9) new vehicles.

These items were solicited and advertised on the City's Website on September 15th, 2016. They were set for a public opening date of September 29th, 2016; there were two sealed bids submitted. The lowest bid was submitted by HG2 Emergency Lighting for a total price of $62,485. This package will include all the emergency equipment, vehicle graphics and window tint. I have attached the supporting documentation for your review.

Thank you for your time and consideration in this request.

Respectfully,

Drew R. Whitman
Chief of Police

cc: City Council members
Jo Smith
Equipment Installation

The following is being requested based off of bids submitted by HG2 and Hub City Ford for the installation of emergency equipment. This request is based on the lowest bidders quote.

5 Ford Police Interceptors (HG2) $42,980.00
3 Dodge Chargers (HG2) $13,797.00
1 4WD Truck (HG2) $5,708.00

The total cost of this request is as follows; Equip/Install $62,485.00

Captain Wayne Maddox
Patrol Division Commander
## Marked Patrol Units Ford Interceptor SUV

<table>
<thead>
<tr>
<th>Item/Accessory</th>
<th>Description</th>
<th>Model</th>
<th>Price</th>
<th>Discount</th>
<th>Total Package Price (Labor)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lightbar</td>
<td>Whelen 48&quot; Liberty 2 25,Can Lightbar Blue/Blue with Alarms and Takedown</td>
<td>WB88-BB</td>
<td>$3,800.00</td>
<td>-</td>
<td>$3,800.00</td>
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<tr>
<td>Light Controller</td>
<td>Whelen Light &amp; Siren Controller</td>
<td>295S1LSA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Speaker</td>
<td>Whelen 100 Watt Speaker</td>
<td>SA131P</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Side Runners</td>
<td>HG2 Emergency Lighting 68&quot; Blue/Blue Side Runner Lights</td>
<td>HEG2PC688B</td>
<td>$699.00</td>
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<td>$699.00</td>
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<tr>
<td>Rear Window Lights</td>
<td>HG2 Emergency Lighting Rear Visor with Back Firing Lights</td>
<td>HG2RWVSUYN-BB</td>
<td>$699.00</td>
<td>-</td>
<td>$699.00</td>
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<tr>
<td>Rear Cargo Window Lights</td>
<td>HG2 Emergency Lighting Rear Side Cargo Window Lights</td>
<td>HG2XTRGL6-BB</td>
<td>$499.00</td>
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<td>$499.00</td>
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<tr>
<td>Rear License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Frame Rear</td>
<td>HG2XCRRSP3FR-BB</td>
<td>$399.00</td>
<td>-</td>
<td>$399.00</td>
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<td>Front License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Frame Front</td>
<td>HG2XCRRSPFR-BB</td>
<td>$399.00</td>
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<td>Fog Lights</td>
<td>HG2 Emergency Lighting Blue/Blue Fog Lights</td>
<td>HG2FGLTNTSUV-88</td>
<td>$499.00</td>
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<td>Strobe Lights</td>
<td>Whelen Vertex In Head Lights &amp; Tail Lights Blue Qty:4</td>
<td>VTX609B</td>
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<tr>
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<td>Rear Transport Seat (Stitch)</td>
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<tr>
<td>Prisoner Partition</td>
<td>Prisoner Partition (Stitch) 100L with Chicago Grill</td>
<td>PK133STJAGS-SCA</td>
<td>$699.00</td>
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<td>Rear Cargo Divider</td>
<td>Rear Cargo Divider (Stitch) 120S</td>
<td>PR51122JUMT120S</td>
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<td>Ther Power Inverter</td>
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<td>TH750</td>
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<td>Stinger Flashlight Charger</td>
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<td>S1250</td>
<td>$25.00</td>
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<tr>
<td>Gun Rack</td>
<td>Eldina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle</td>
<td>GXL11911B1SSSCA</td>
<td>$499.00</td>
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<td>$499.00</td>
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<tr>
<td>Center Console/Driver Station</td>
<td>Center Console w/ Cupholder, Arm Rest and Padded Headrest Device (Gan)</td>
<td>Z716-00550</td>
<td>$499.00</td>
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<tr>
<td>Laptop Docking Station</td>
<td>Gamber Johnson NotePad V</td>
<td>Z716-00560</td>
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<td>$250.00</td>
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<tr>
<td>Window Tint</td>
<td>Window Tint 2 Front Windows &amp; Front Strip</td>
<td>WHDNYTINT</td>
<td>$99.00</td>
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<td>$99.00</td>
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<tr>
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<td>Vehicle Graphics</td>
<td>VEH-DCL</td>
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<tr>
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## Marked AWD Pick Up Truck

<table>
<thead>
<tr>
<th>Item/Accessory</th>
<th>Description</th>
<th>Model</th>
<th>Price</th>
<th>Discount</th>
<th>Total Package Price (Labor)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Windshield</td>
<td>HG2 Emergency Lighting 1 Piece Front Visor Light Blue/Blue with Takedowns</td>
<td>NZ2PVFCSIL-BUY</td>
<td>$758.00</td>
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<td>Side Runners</td>
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<td>Rear Window Lights</td>
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<td>Rear License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Frame Rear</td>
<td>HG2XCRRSP3FR-BB</td>
<td>$399.00</td>
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<tr>
<td>Front License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Frame Front</td>
<td>HG2XCRRSPFR-BB</td>
<td>$399.00</td>
<td>-</td>
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<td>Grill Lights</td>
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<td>Window Tint</td>
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<td>WINDWYNTINT</td>
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<td>$189.00</td>
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<tr>
<td>Gun Rack</td>
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<td>GXL11911B1SSSCA</td>
<td>$499.00</td>
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<tr>
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</table>

## Unmarked Units Dodge Charger

<table>
<thead>
<tr>
<th>Item/Accessory</th>
<th>Description</th>
<th>Model</th>
<th>Price</th>
<th>Discount</th>
<th>Total Package Price (Labor)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Windshield</td>
<td>HG2 Emergency Lighting 1 Piece Front Visor Light Blue/Blue with Takedowns</td>
<td>NZ2PWVNTSIL-BBY</td>
<td>$758.00</td>
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<tr>
<td>Side Runners</td>
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<td>HG2PC688B</td>
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<td>Rear Window Lights</td>
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<td>-</td>
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<tr>
<td>Rear Cargo Window Lights</td>
<td>HG2 Emergency Lighting Rear Side Cargo Window Lights</td>
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<td>Rear License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Frame Rear</td>
<td>HG2XCRRSP3FR-BB</td>
<td>$399.00</td>
<td>-</td>
<td>$399.00</td>
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<td>Front License Plate</td>
<td>HG2 Emergency Lighting Crossfire License Plate Frame Front</td>
<td>HG2XCRRSPFR-BB</td>
<td>$399.00</td>
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<td>Fog Lights</td>
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<td>Win-Flag</td>
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<tr>
<td>Window Tint</td>
<td>Window Tint Full Vehicle with Front Strip</td>
<td>WINDWYNTINT</td>
<td>$189.00</td>
<td>-</td>
<td>$189.00</td>
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</tr>
<tr>
<td>Speaker</td>
<td>Whelen 100 Watt Speaker</td>
<td>SA131P</td>
<td>$150.00</td>
<td>-</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Gun Rack</td>
<td>Eldina T-Rail Mount 1-Standard Shotgun Lock, 1 Standard Rifle</td>
<td>GXL11911B1SSSCA</td>
<td>$499.00</td>
<td>-</td>
<td>$499.00</td>
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<tr>
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</table>
CONSENT AGENDA ITEM 7
### CITY OF PANAMA CITY BEACH
#### AGENDA ITEM SUMMARY

<table>
<thead>
<tr>
<th>1. DEPARTMENT MAKING REQUEST/NAME:</th>
<th>2. MEETING DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and Recreation</td>
<td>October 13, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. REQUESTED MOTION/ACTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff recommends approval of Carpenter I and Carpenter II job descriptions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
</tr>
<tr>
<td>PUBLIC HEARING</td>
<td>☐</td>
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<tr>
<td>CONSENT</td>
<td>YES ☑ NO ☐ N/A ☑</td>
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<tr>
<td>REGULAR</td>
<td>DETAILED BUDGET AMENDMENT ATTACHED</td>
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</table>

<table>
<thead>
<tr>
<th>6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff asks the City Council to approve the job descriptions for positions Carpenter I and Carpenter II.</td>
</tr>
<tr>
<td>These are newly created budgeted positions approved by the Council during the budget workshop, as such the new job descriptions have been created, reviewed by staff, and are ready for Council approval.</td>
</tr>
<tr>
<td>Approval of the job descriptions will allow Civil Service to advertise for qualified applicants. First task priorities will be to assess and repair all beach access points.</td>
</tr>
</tbody>
</table>

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CONSENT
AGENDA ITEM # 7
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE:   Carpenter I

SALARY RANGE:   $12.34 - $19.74/hr
PAY GRADE:   25
SHIFT:   Days
DIVISION:   Beach & Aquatics
LOCATION:   16200 Panama City Beach Pkwy
DEPT:   Parks & Recreation
REPORTS TO: Beach & Aquatics Superintendent
FSLA STATUS:   Non-Exempt
PREPARED BY: City Clerk
POSITION:   Permanent Full-Time
APPROVED BY: City Council
DATE:

SUMMARY:
This position is responsible for assisting in the repair and/or construction of wooden structures within the Parks & Recreation Department and various buildings belonging to the City of Panama City Beach. Examples of structures are: City beach access walkways, docks, gazebos, bridges, split-rail fences, stages, props and office remodels (as required). Work involves ensuring the structures are properly maintained and are safe for public use. Primary supervision and direction for this position is provided by the Carpenter II, with secondary direction by Beach & Aquatics Superintendent and/or the Parks & Recreation Director.

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

Assists in measuring and marking materials for cuts using rulers, measuring tapes, pencils, chalk and marking gauges;

Cuts materials to specified measurements using hand tools, power tools or machines;

Follow blueprints, sketches or building plans to prepare project layout and determine dimensions and material requirements;

Assemble and/or repair structures using hand tools, power tools, wood screws, nails, etc;

Identify and remove damaged or defective parts or sections of structures – repair and/or replace using hand tools or power tools.

Verifies trueness of structure by using level or appropriate device;

Erects ladders or scaffolding for structure work above ground level;
Assists in constructing or repairing wooden structures used in buildings – such as trim work, frames, and flooring using appropriate tools.

Paint or stain surfaces as required;

Follow safety rules and regulations to maintain a safe/clean working environment;

Remove waste/debris at the end of each shift;

Assists in making inspections of structures for weak or failing sections and reports to findings to Carpenter II for action plans;

Performs other assignments as requested.

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 follow safety guidelines provided by the City; and must be dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must be at least eighteen (18) years of age; have graduated from standard high school, vocational school, or have GED equivalency certificate; and have at least one (1) year of verifiable experience in construction-apprentice related activities which include experience in performing semi-skilled or skilled maintenance work.

Must possess a valid Florida driver's license - driving record must be acceptable to the City insurance program. Applicants will be administered the General Competency Civil Service Examination.

LANGUAGE SKILLS:
Ability to learn a variety of maintenance and manual tasks; ability and willingness to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be proficient in reading rulers and tape measures.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
OTHER REQUIREMENTS:
Must be dependable; in good physical condition; must have ability to work alone unsupervised at times and perform routine duties on own initiative; must have attention to detail; and the ability to work harmoniously with fellow workers and others.

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 sit, stoop, stand, walk, kneel, crouch, or crawl, talk or hear, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms.

The employee must frequently lift and move from fifty (50) to more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee occasionally may work in inclement weather, near moving mechanical parts, and in high, precarious places, and is exposed to toxic or caustic chemicals, dust, fumes or airborne particles; outdoor weather conditions, extreme heat, extreme cold, vibration, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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

__________________________________________  __________________________
Signature                                      Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Carpenter II

SALARY RANGE: $14.99 - $24.73/hr
SHIFT: Days
LOCATION: 16200 Panama City Beach Pkwy
REPORTS TO: Beach & Aquatics Superintendent
PREPARED BY: City Clerk
APPROVED BY: City Council

PAY GRADE: 29
DIVISION: Beach & Aquatics
DEPT: Parks & Recreation
FSLA STATUS: Non-Exempt
POSITION: Permanent Full-Time
DATE:

SUMMARY:
This position is responsible for the repair, maintenance and/or construction of wooden structures within the Parks & Recreation Department and various buildings belonging to the City of Panama City Beach and serves as the Lead Carpenter on all projects. Examples of structures/projects are: City beach access walkways, docks, gazebos, bridges, split-rail fences, stages, props and office remodels (as required). Work involves ensuring the structures are properly maintained/constructed and are safe for public use. Primary supervision and direction for this position is under the Beach & Aquatics Superintendent, with secondary direction by the Parks & Recreation Director.

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

Performs general carpentry work. Builds shelving, paneling, and framework.

Performs general and specialized tasks in the construction, renovation, modification, installation, and repair of piers, walkways, and facilities as needed.

Makes inspections of structures for weak or failing sections - prepares action plan and reports findings to management;

Prepares cost estimates for projects;

Selects and orders appropriate materials for projects; remaining aware of budget requirements;

Identify and remove damaged or defective parts or sections of structures – repair and/or replace using hand tools or power tools.

Measures and marks materials for cuts using rulers, measuring tapes, pencils, chalk and marking gauges;
Cuts materials to specified measurements using hand tools, power tools or machines;

Follow blueprints, sketches or building plans to prepare project layout and determine dimensions and material requirements;

Assemble and/or repair structures using hand tools, power tools, wood screws, nails, etc.

Verifies trueness of structure by using level or appropriate device;

Erects ladders or scaffolding for structure work above ground level;

Construct and repairs wooden structures used in buildings – such as trim work, frames, and flooring using appropriate tools.

May be required to perform minor plumbing, welding, and concrete/masonry work;

Paint or stain project surfaces as required;

Follow safety rules and regulations to maintain a safe/clean working environment;

Remove waste/debris at the end of each shift;

Maintains records, documents progress with reports.

Completes special construction or remodel projects as directed;

Works with other departments or subcontractors in specialty areas as required;

Performs other assignments as requested.

SUPERVISORY RESPONSIBILITIES:
Supervises Carpenter I

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

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

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

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

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

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

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

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

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

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

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

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

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EDUCATION and EXPERIENCE:
Must be at least eighteen (18) years of age; have graduated from standard high school, vocational school, or have GED equivalency certificate; and have five (5) years of verifiable experience in construction related activities which include experience in performing semi-skilled or skilled maintenance work; or possess any equivalent combination of verifiable experience and training which provides the required knowledge, skills and abilities required by this job.
Must possess a valid Florida driver's license - driving record must be acceptable to the City insurance program. Applicants will be administered the General Competency Civil Service Examination.

LANGUAGE SKILLS:
Ability to learn a variety of maintenance and manual tasks; ability and willingness to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions. Must be able to communicate clearly in order to give clear instructions to lower ranking personnel as well as convey progress reports and/or ideas to management.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be proficient in reading rulers and tape measures.

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

OTHER REQUIREMENTS:
Must be dependable; in good physical condition; must have ability to work alone unsupervised and perform routine duties on own initiative; must be detail-oriented; must have the ability to solve problems and present solutions; must be able to keep records and make reports; should have knowledge of Microsoft applications to include internet software and email capabilities; ability to work harmoniously with fellow workers and others.

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 sit, stoop, stand, walk, kneel, crouch, or crawl, talk or hear, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms.

The employee must frequently lift and move from fifty (50) to more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally may work in inclement weather, near moving mechanical parts, and in high, precarious places, and is exposed to toxic or caustic chemicals, dust, fumes or airborne particles; outdoor weather conditions, extreme heat, extreme cold, vibration, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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

__________________________  ______________________
Signature                        Date
REGULAR AGENDA ITEM 1
DEPARTMENT MAKING REQUEST/NAME: Public Works/Kelly Jenkins

REQUESTED MOTION/ACTION: Approve the Plat for Whisper Dunes Phase 1-C.

MEETING DATE: 10/13/2016

AGENDA
PRESENTATION
PUBLIC HEARING ✓
CONSENT
REGULAR

IS THIS ITEM BUDGETED (IF APPLICABLE)?

Yes ☐ No ☑ N/A ✓

BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED

Yes ☐ No ☑ N/A ✓

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

The City's Land Development Code requires most subdivisions of land to be platted in order to confirm compliance with the Code. This is a re-plat of a portion of Whisper Dunes Phase 1-B. That portion consists of 16 parcels of land. The subject plat of Whisper Dunes Phase 1-C proposes to update that area and re-plat the property into 22 lots.

The original plat approval for the overall Whisper Dunes Subdivision included a total of 378 lots. With the final approval of this plat, the number of lots will total 320 in this subdivision. Therefore, it will still be 58 lots less than originally approved. The Whisper Dunes Subdivision is generally located north of Panama City Beach Parkway and west of Sand Oak Boulevard.

Staff has reviewed the subject plat and determined that it does meet applicable requirements.

If Council approves the Plat, an Order will be prepared for Council’s approval at the October 27th meeting.
REGULAR AGENDA ITEM 2
1. **DEPARTMENT MAKING REQUEST/NAMESPACE:**
   Public Works/Paul Casto

2. **MEETING DATE:**
   10/13/2016

3. **REQUESTED MOTION/ACTION:**
   Provide a Resolution of support for the proposed Safe Route To Schools (SRTS) grant application package.

4. **AGENDA**
<table>
<thead>
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<th>CONSENT</th>
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5. **IS THIS ITEM BUDGETED (IF APPLICABLE)?**
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6. **BACKGROUND:** *(WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)*

   City staff was tasked with finding grant availability for sidewalks around schools on Panama City Beach. City staff looked into connecting existing sidewalk and providing proposed sidewalk in the areas around Arnold High School, Surfside Middle School, and Hutchinson Beach Elementary to give local children a safe route to schools when they are within walking distance. Breakfast Point Schools are currently surrounded by sidewalks and provide both an adequate safe path to and from school. Since Hill Road is located within a 2 mile radius and contains Summerwood Subdivision staff suggested this roadway be included to help with a safe route to school for children in that area. The West Florida Regional Planning Council suggested that we look into grant availability under the SRTS application cycle. The next cycle deadline is in December and one of the requirements is a letter of support from the City Council.
RESOLUTION 17-05

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, INDICATING ITS SUPPORT OF THE CITY'S PURSUIT OF A "SAFE ROUTES TO SCHOOL” GRANT; AUTHORIZING THE CITY MANAGER TO EXECUTE AND DELIVER A GRANT APPLICATION AND ANY OTHER DOCUMENTS NECESSARY TO SATISFY THE REQUIREMENTS OF THE APPLICATION FOR THE GRANT; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City wishes to apply for the Florida Department of Transportation’s Safe Routes to School Grant Program (“Program”), for funding to construct sidewalks on Clara Avenue, Nautilus Road, Alf Coleman Road and Hills Road.

WHEREAS, the grant project requires no matching funds from the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PANAMA CITY BEACH, AS FOLLOWS:

Section 1. Approval of Safe Routes to School Grant Application. The City Council hereby supports the City’s pursuit of the Florida Department of Transportation’s Safe Routes to School Grant Program for funding to construct sidewalks on Clara Avenue, Nautilus Road, Alf Coleman Road and Hills Road.

Section 2. Authorization of the City Manager. The City Manager is authorized to execute and deliver a grant application and any other documents necessary to satisfy the requirements of the application for the Program.

This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED in regular session this ___ day of __________, 2016.

CITY OF PANAMA CITY BEACH

By: __________________________
    Mike Thomas, Mayor

ATTEST:

______________________________
Diane Fowler, City Clerk
HILL RD SIDEWALK PROJECT
(PROPOSED CONDITIONS)

HILL RD 2776± L.F. (TOTAL)
**Picture 1:** Intersection of Back Beach Road and Hill Road. East side of Hill Road Right of Way looking north.

**Picture 2:** East side of Hill Road Right of Way looking south. Along the Summerwood Subdivision.

Picture 4: East side of Hill Road Right of Way looking south.
**Picture 5:** East side of Hill Road Right of Way looking south. Close to the intersection of Front Beach Road.
J.R. ARNOLD HIGH SCHOOL
ALF COLEMAN RD SIDEWALK PROJECT
(EXISTING CONDITIONS)

EXTEND EXISTING CULVERTS IN 2 LOCATIONS
AND CONSTRUCT NEW HEADWALL

LEGEND
EXISTING SIDEWALK
PICTURE LOCATIONS
J.R. ARNOLD HIGH SCHOOL
3286± L.F. (TOTAL)

J.R. ARNOLD HIGH SCHOOL
ALF COLEMAN RD SIDEWALK PROJECT
(PROPOSED CONDITIONS)

AGENDA ITEM #
**Picture 1:** East side of Alf Coleman Road looking south. At north driveway at Arnold High School.

**Picture 2:** East side of Alf Coleman Road looking south. At south driveway at Arnold High School.
Picture 3: East side of Alf Coleman Road looking south. Near intersection of Alf Coleman and Back Beach Road.

Picture 4: East side of Alf Coleman Road looking south. Guardrail in front of Lowe's where storm pipes are to be extended and new headwall constructed.
Picture 5: East side of Alf Coleman Road looking south. Guardrail near Harrison Walk Subdivision where storm pipes are to be extended and new headwall constructed.

Picture 6: East side of Alf Coleman Road looking north. Near intersection of Alf Coleman and Middle Beach Road.
Picture 7: East side of Alf Coleman Road looking south. Across from Miracle Strip Water Park.

Picture 8: East side of Alf Coleman Road looking south. Across from Miracle Strip Water Park.
HUTCHISON BEACH ELEMENTARY
CLAIRA AVE SIDEWALK PROJECT
(EXISTING CONDITIONS)
HUTCHISON BEACH ELEMENTARY
3508± L.F. (TOTAL)

HUTCHISON BEACH ELEMENTARY
CLARA AVE SIDEWALK PROJECT
(PROPOSED CONDITIONS)

AGENDA ITEM # 2
**Picture 1:** Intersection of Back Beach Road and Clara Avenue. West side of Clara Avenue Right of Way looking north.

**Picture 2:** West side of Clara Avenue looking south. Drainage headwall and piping to be extended at this location.
Picture 3: East side of Clara Avenue looking south. Near residential houses, Tapestry Park Subdivision, and Hutchinson Beach Elementary.

Picture 4: East side of Clara Avenue looking south. South side of Middle Beach Road.
**Picture 5:** East side of Clara Avenue looking south.

**Picture 6:** East side of Clara Avenue looking south. Intersection of Clara Avenue and Front Beach Road.
Picture 7: South Right of Way of Middle Beach Road looking west.

Picture 8: South Right of Way of Middle Beach Road looking east.
Picture 11: South Right of Way of Middle Beach Road looking east.
SURFSIDE MIDDLE SCHOOL
NAUTILUS RD SIDEWALK PROJECT
(EXISTING CONDITIONS)
SURFSIDE MIDDLE SCHOOL
1402± L.F. (TOTAL)

SURFSIDE MIDDLE SCHOOL
NAUTILUS RD SIDEWALK PROJECT
(PROPOSED CONDITIONS)

AGENDA ITEM #
Bay District Schools
2015 - 2016
Middle School Attendance Zones

SURFSIDE MIDDLE SCHOOL
Picture 1: West side of Nautilus Road Right of Way in front of Surfside Middle School.

Picture 2: West side of Nautilus Road Right of Way.
Picture 3: West side of Nautilus Road Right of Way in front of Hidden Lagoon racetrack.
REGULAR AGENDA ITEM 3
**CITY OF PANAMA CITY BEACH**  
**AGENDA ITEM SUMMARY**

<table>
<thead>
<tr>
<th>1. DEPARTMENT MAKING REQUEST/NAME:</th>
<th>2. MEETING DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Planning Department/Mel Leonard</td>
<td>10/13/2016</td>
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</table>

<table>
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<tr>
<th>3. REQUESTED MOTION/ACTION:</th>
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<tbody>
<tr>
<td>TVC Development, Inc. is requesting the City Council approve a fee waiver from the proportionate fair share transportation fee that will be required of their proposed 80-unit Senior-Affordable Housing project to be located on Hutchison Boulevard between Clara Avenue and Lyndell Lane.</td>
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<th>4. AGENDA</th>
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<th>5. IS THIS ITEM BUDGETED (IF APPLICABLE)?</th>
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<tr>
<th>6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicants are applying to the Florida Housing Finance Corporation for financial assistance to develop affordable, senior apartments in the City. The Florida Housing Finance Corporation was created by the Legislature more than 30 years ago to assist in providing a range of affordable housing projects in the State. The applicants are seeking Housing Credit through a program that provides a dollar-for-dollar reduction in federal tax liability in exchange for the construction of affordable housing development. As part of the application process, the applicants will score higher with a local contribution or fee waiver. The City is being requested to waive up to $20,000 of the anticipated proportionate fair share transportation fee associated with the development. A total transportation fee of $22,400 has been estimated to be due to the City based on the submitted preliminary site plan. About a year ago, the Council at that time approved of a similar request from Royal American for a 78-unit, low-income workforce apartment community on Clarence Avenue. That project has now submitted for local permits and is close to being approved for construction. It is recommended the City Council consider the request and determine if any amount of the expected proportionate fair share transportation fee (not to exceed $20,000) should be waived so the project scores higher with the Florida Housing Finance Corporation. A Resolution is available for the Council to adopt or amend should it choose to approve a fee waiver.</td>
</tr>
</tbody>
</table>
RESOLUTION 17-10

BE IT RESOLVED that the appropriate officers of the City are authorized but not required to execute and deliver on behalf of the City that certain Agreement between the City and TVC Development, Inc., relating to the City’s waiver of proportionate share impact fees attributable to the proposed Molly Crossing senior affordable housing development, in the total amount of Twenty Thousand Dollars ($20,000), 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 of such agreement shall be conclusive evidence of such approval. This fee waiver is contingent upon an award of Housing Credits from the Florida Housing Finance Corporation in the Request For Applications 2016-110 Housing Credit Financing For Affordable Housing Developments Located in Medium and Small Counties for the proposed project.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of ___________, 2016.

CITY OF PANAMA CITY BEACH

By: ____________________________
   Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk

AGENDA ITEM # 2

Resolution 17-10
Mel,  

Thank you for your time yesterday. I enjoyed the opportunity to meet you in person while in Panama City Beach.  

The following is a brief summary of the request that may be helpful in educating the new City Council members. Molly Crossing, Ltd. is the single asset entity that will own and operate the proposed community. It is related through common ownership to TVC Development, Inc., the developer, and the Vestcor Companies.  

Molly Crossing, Ltd. (applicant) is making application to Florida Housing Finance Corporation under RFA 2016-110, Housing Credit Financing for Affordable Housing Developments Located in Medium and Small Counties. The request to Florida Housing Finance Corporation is for 9% Low Income Housing Tax Credits. The application requires the Applicant to provide evidence of a Local Government Contribution in the form of a grant, loan, fee waiver, and/or fee deferral that is effective as of the Application Deadline, is effective at least through June 30, 2017, and has a value whose dollar amount is equal to or greater than the amount listed on the County Contribution List for the county in which the proposed development is located. The Contribution Value for developments in Bay County is $20,000.  

In order to be eligible for funding, the proposed development is required to meet proximity requirements relative to grocery, medical, pharmacy, and public transportation. The proposed development meets the proximity criteria. Additionally, the proposed site is strategically located across Hutchison from the library, senior center, and bus stop.  

I have attached the updated forms with the correct spelling for Hutchison (my apologies for misspelling originally). Please let me know if you think of any additional information that would be helpful to include from an educational perspective.
FLORIDA HOUSING FINANCE CORPORATION
LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE WAIVER FORM

Name of Development: Molly Crossing

Development Location: South side of Hutchison Blvd., 1,100 feet east of the intersection of Hutchison Blvd. and Ciara Ave., Panama City Beach

(As a minimum, provide the address number, street name and city, and/or provide the street name closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

The City/County of City of Panama City Beach , pursuant to , waived the following fees:

(Reference Official Action, cate Ordinance or Resolution Number and Date)

Amount of Fee Waiver: __________

No consideration or promise of consideration has been given with respect to the fee waiver. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This fee waiver must be effective as of the Application Deadline for the applicable RFA, and is provided specifically with respect to the proposed Development.

CERTIFICATION

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

Signature

Print or Type Name

Print or Type Title

NOTE TO LOCAL GOVERNMENT OFFICIAL: Waivers that are not specifically made for the benefit of this Development but are instead of general benefit to the area in which the Development is located will NOT qualify as a contribution to the Development. Further, the fact that no impact fees or other fees are levied by a local jurisdiction for ANY type of development DOES NOT constitute a "Local Government Contribution" to the proposed Development. Similarly, if such fees ARE levied by the local jurisdiction but the nature of the proposed Development exempts it (e.g., typically, a Rehabilitation Development is not subject to impact fees), for purposes of this form, no "Local Government Contribution" exists and no points will be awarded.

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatures are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

(Form Rev 08-10)
PROPOSAL FOR

TVC DEVELOPMENT, INC
PANAMA CITY, FLORIDA
Molly Crossing
An Affordable Senior Community

Photo of Caroline Oaks, Jacksonville, Florida

Development Specifics

- Located on the south side of Hutchinson Blvd., 1,100 feet east of the intersection of Hutchinson Blvd. and Clara Ave., Panama City Beach
- 80 units (subject to DRC approval) – 40 - 1 BR / 1 BA units and 40 - 2 BR / 2 BA units
- One single 3-story building with elevators
- 100% Age (55+) and Income Restricted
- 10% at 40% AMI and 90% at 60% AMI

Expected Timeline

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>FHFC Application Deadline</td>
<td>November 17, 2016</td>
</tr>
<tr>
<td>FHFC Board Approval of Funding</td>
<td>January 2017*</td>
</tr>
<tr>
<td>Permitting start</td>
<td>March 2017*</td>
</tr>
<tr>
<td>Credit Underwriting Complete</td>
<td>June 2017*</td>
</tr>
<tr>
<td>Construction Start</td>
<td>August 2017*</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>August 2018*</td>
</tr>
</tbody>
</table>

*Dates subject to change
MOLLY CROSSING
AN AFFORDABLE SENIOR COMMUNITY

Building and Units
This community will have one and two bedroom units that include a living and dining area and a fully equipped kitchen. The building and units will include:

- Secured entry
- Elevators
- Additional storage space on each floor
- Mini Blinds
- Microwaves
- Dishwashers
- Handicap accessible kitchens and bathrooms

Amenities
This community will promote an active senior lifestyle for fixed income seniors with many social activities and will include some of the following amenities:

- Library
- Computer Center
- Wi-Fi Connectivity
- Theater room
- Fitness center
- Game room
- Outdoor garden
- Picnic area
- Salon
- Kitchen/Activities room
- Dog walk

Tenant Programs (Typical)
This community will include some of the following typical tenant programs.

- Computer Training
- Health Related Screenings i.e. EKG's, Blood Pressure, Blood Drives, etc.
- Life Safety Training
- Resident Assurance Check-In
- Daily Activities
MOLLY CROSSING
AN AFFORDABLE SENIOR COMMUNITY

Income / Rent Limits:

<table>
<thead>
<tr>
<th>Beds/Baths</th>
<th>No. of Units</th>
<th>AMI %</th>
<th>Max Rents*</th>
<th>Max Income</th>
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<tbody>
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<td>4</td>
<td>40%</td>
<td>$414</td>
<td>$15,480**</td>
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<td>$621</td>
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<td>4</td>
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<td>$497</td>
<td>$17,680***</td>
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<td>$745</td>
<td>$26,520***</td>
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*Max Rents are inclusive of utility allowance
**1 Person Household
***2 Person Household

Local Government Contribution Request

Contribution Value: $20,000.00 (Fee Waiver)

Location:
MOLLY CROSSING
AN AFFORDABLE SENIOR COMMUNITY

The Vestcor Companies was founded in 1983 in Jacksonville, Florida and has grown to become one of Florida's largest developers of multifamily communities. Founder, John D. Rood, is the sole owner of the Vestcor Companies and active Chairman.

Since formation, Vestcor has formed 71 partnerships investing in raw land, existing apartments, new multifamily apartments, condominiums, student communities and retirement communities. Vestcor's main area of focus has always been multifamily rental communities. Since inception, Vestcor has built a reputation of excellence in all areas of multifamily development and investment. Vestcor has developed or acquired over 13,200 multifamily units, consisting of retirement, affordable, luxury and student apartment communities.

Vestcor has over 20 years of experience developing and operating low income housing tax credit communities. Vestcor has acquired or developed 29 affordable communities consisting of 6,437 units in Florida and Texas. Vestcor has secured over $180 million in tax credit financing and significant secondary financing related to these communities. Vestcor currently owns and operates 24 affordable housing communities consisting of 5,482 affordable housing units.

Vestcor recently completed 3 senior affordable housing communities, Caroline Oaks and Peyton Ridge, in Jacksonville, FL in December 2015 and January 2016, respectively and Katie Manor, in Crestview, FL in June 2016. Vestcor currently has 1 senior affordable community, Mary Eaves, in Jacksonville, FL under construction with an anticipated completion date of August 2017. Vestcor also has two affordable communities scheduled to commence construction October 1, 2016. Lofts at LaVilla, is a 130 unit family community in Jacksonville, FL and Abigail Court is a 90 unit senior community in Port Richey, Florida. These communities are all financed with low income housing tax credits.

The location of the three most recently finished communities in Jacksonville, Florida:

- **Caroline Oaks** (82 units)
  5175 North Main Street
  Jacksonville, FL 32208

- **Peyton Ridge** (123 units)
  1800 Corporate Square Boulevard
  Jacksonville, FL 32216

- **Katie Manor** (102 units)
  639 Brookmeade Drive
  Crestview, FL 32539

AGENDA ITEM #
Molly Crossing
An Affordable Senior Community

Representative Photos

Peyton Ridge, a senior affordable community in Jacksonville, Florida

Peyton Ridge, a senior affordable community in Jacksonville, Florida
Katie Manor, a senior affordable community in Crestview, Florida
# MOLLY CROSSING
## AN AFFORDABLE SENIOR COMMUNITY

JOHN D. ROOD/VESTCOR
Multifamily Rental Portfolio

<table>
<thead>
<tr>
<th>New Construction - Conventional</th>
<th>New Construction - Affordable Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbor Club</td>
<td>Ponte Vedra, FL</td>
</tr>
<tr>
<td>Bella Vista</td>
<td>St. Augustine, FL</td>
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<tr>
<td>Christopher Woods</td>
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<td>Tivoli</td>
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<td>Travanti II</td>
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<tr>
<td>Courtney Manor</td>
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<tr>
<td>Gregory Cove</td>
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<tr>
<td>Holly Cove</td>
</tr>
<tr>
<td>Jordan Cove</td>
</tr>
<tr>
<td>Kendall Court</td>
</tr>
<tr>
<td>Kimberly Pointe</td>
</tr>
<tr>
<td>Leigh Meadows</td>
</tr>
<tr>
<td>Lindsey Terrace</td>
</tr>
<tr>
<td>Logan Heights</td>
</tr>
<tr>
<td>Madelyn Landing</td>
</tr>
<tr>
<td>Matthew Ridge</td>
</tr>
<tr>
<td>Noah's Landing</td>
</tr>
<tr>
<td>Riley Chase</td>
</tr>
<tr>
<td>Ryan Oaks</td>
</tr>
<tr>
<td>Thomas Chase</td>
</tr>
</tbody>
</table>

**Total:** 4,370

*Sold*
*A Currently being developed*
Important News! President Obama has signed the American Recovery and Reinvestment Act, which includes provisions related to the Low Income Housing Tax Credit Program...more

Background
The Housing Credit (HC) program provides for-profit and nonprofit organizations with a dollar-for-dollar reduction in federal tax liability in exchange for the acquisition and substantial rehabilitation, substantial rehabilitation, or new construction of low and very low income rental housing units. Eligible development types and corresponding credit rates include: new construction, nine percent (9%); substantial rehabilitation, nine percent (9%); acquisition, four percent (4%); and federally subsidized, four percent (4%). A Housing Credit allocation to a development can be used for 10 consecutive years once the development is placed in service.

Qualifying buildings include garden, high-rise, townhouses, duplexes/quads, single family or mid-rise with an elevator. Ineligible development types include hospitals, sanitariums, nursing homes, retirement homes, trailer parks, and life care facilities. This program can be used in conjunction with the HOME Investment Partnerships program, the State Apartment Incentive Loan program, the Predevelopment Loan program, or the Multifamily Mortgage Revenue Bonds program.

Each development must set aside a minimum percentage of the total units for eligible low or very low income residents for the duration of the compliance period, which is a minimum of 30 years with the option to convert to market rates after the 14th year. At least 20 percent of the housing units must be set aside for households earning 50 percent or less of the area median income (AMI), or 40 percent of the units must be set aside for households earning 60 percent or less of the AMI.

Housing need is assessed annually based on current statewide market studies and public input, and funds are distributed annually to meet the need and demand for targeted housing in large, medium, and small-sized counties throughout Florida. Additionally, housing credits are sometimes reserved for affordable housing that addresses specific geographic or demographic needs, including the elderly, farmworkers and commercial fishing workers, urban in-fill, the Florida Keys Area, Front Porch Florida communities, or developments funded through the U.S. Department of Agriculture Rural Development.

The Housing Credit program is governed by the U.S. Department of Treasury under Section 252 of the Tax Reform Act of 1986 and Section 42 of the Internal Revenue Code, as amended. Each year, the U.S. Department of Treasury awards each state an allocation authority consisting of the per capita amount of $1.75 times the state population plus the state's share of the national pool (unused credits from other states). Starting in 2003, the per capita amount will be adjusted annually for inflation.

Since its Inception in 1987, Florida Housing's Housing Credit program has allocated over $201 million in housing credits toward the production of more than 53,000 affordable rental units.

Florida Housing Finance Corporation
227 North Borough Street, Suite 8000
Tallahassee, Florida 32301 1399
850-488-4197

10/4/2016
About Us

Florida Housing Finance Corporation (Florida Housing) was created by the state Legislature more than 30 years ago to assist in providing a range of affordable housing opportunities for residents that help make Florida communities great places in which to live, work and do business. Our vision is to be recognized as an outstanding provider of innovative, measurable, data-driven and fiscally sustainable solutions to the affordable housing challenges of our state.

Today, Florida Housing continues its mission by increasing affordable housing opportunities and ensuring that its programs are well matched to the needs of those we serve. We know that we cannot accomplish our mission alone. As such, we continue to work with local governments, nonprofits, elected officials and others to help spread the importance of affordable housing in Florida's communities.

Multifamily Development
Multifamily development programs (or rental housing program) include Multifamily Mortgage Revenue Bonds (MMRB), Florida Affordable Housing Guarantee (Guarantee Program), HOME Investment Partnerships, Elderly Housing Community Loan (EHCL) and Low Income Housing Tax Credit (LIHTC) program.

Special Programs
Florida Housing's special programs include the State Housing Initiatives Partnership (SHIP), Redevelopment Loan Program (RLP), Demonstration Loans, and the Affordable Housing Catalyst Program (Catalyst).

Workforce Housing
In 2006 and 2007, the state Legislature passed housing bills focused on addressing some of the affordable housing challenges the state faced during that timeframe. An affordable housing pilot program was established called the Rep. Mike Davis Community Workforce Housing Innovation Pilot (CWHIP) Program to promote the creation of public-private partnerships to finance, build and manage workforce housing. CWHIP was funded for two years (2006 and 2007).

Homeownership
Florida Housing's homeownership programs include the First Time Homebuyer (FTHB) Program, down payment assistance programs and the Homeownership Pool (HOP) Program.

FloridaHousingSearch.org—Florida Housing's Affordable Rental Housing Online Locater
Florida Housing provides a Web-based rental housing locator that allows the public to search for affordable rental housing 24 hours a day, seven days a week. In addition, a toll-free, bilingual call center is available Monday – Friday for those without access to the Internet. Click here for a summary.
Board of Directors

Florida Housing's Board of Directors consists of the Executive Director (or designee) of the Florida Department of Economic Opportunity, who is an ex officio voting member, and eight additional members who are appointed by the Governor and confirmed by the Senate. The Board members serve four-year terms and are selected as representatives of various housing industry groups, as indicated below.

Meet Florida Housing's Board of Directors:

**Chairman**
- Bernard "Barney" Smith, of Jacksonville

**Vice Chair**
- Natacha Munilla, of Miami

**Commercial building representative**
- Len Tydke, of West Palm Beach

**Banking or mortgage banking industry representative**
- Brian Katz, of Tampa

**The residential builder**
- Ray Dubuisson, of Panama City

**Low Income Advocate**
- John David Hawthorne, Jr., of Sebring

**Former local government elected official**
- Renier Diaz de la Portilla, of Kendall

**Representative of those areas of labor engaged in home building**
- Howard Wheeler, of Fort Myers

**Not pictured:**
- Taylor Teepell
  Designee, Florida Department of Economic Opportunity (DEO), Ex-Officio

**Stephen F. Auger**
Florida Housing's Executive Director

For information about Florida Housing's Board meetings, contact Sheila Freaney at Sheila.Freaney@floridahousing.org.

Florida Housing Finance Corporation
237 North Broadway Street, Suite 3000
Tallahassee, Florida 32301 1329
850-488-1197

http://www.floridahousing.org/AboutUs/BoardOfDirectors/
REGULAR AGENDA ITEM 4
<table>
<thead>
<tr>
<th>Vendor</th>
<th>On Plan (Retirees removed)</th>
<th>Off Plan</th>
<th>Implementation Fee</th>
<th>Portal/ PEPY</th>
<th>Biometrics/ PEPY (190 participants)</th>
<th>Buy Up Wellness Program</th>
<th>Total 1st Year Cost</th>
<th>Total Program Per Year Cost</th>
<th>Administrative Burden</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCBSFL</td>
<td>276</td>
<td>10</td>
<td>$0</td>
<td>@$0.15PEPM = $500 year</td>
<td>$6.00 = $900</td>
<td>$1500 plus ($45pp @20)</td>
<td>$3800</td>
<td>$3800</td>
<td>High</td>
</tr>
<tr>
<td>Aduro</td>
<td>286</td>
<td>NA</td>
<td>$5,000</td>
<td>@$2,500 month = $30,000 year</td>
<td>@$55 = $8250</td>
<td>NA</td>
<td>$43,250</td>
<td>$38,250</td>
<td>Low</td>
</tr>
<tr>
<td>Preventure</td>
<td>286</td>
<td>NA</td>
<td>$4,700</td>
<td>@$13.75PEPM = $47,190 year</td>
<td>@$50 = $7500</td>
<td>$1.00 PEPM = $3432.00</td>
<td>$56,000</td>
<td>$50,600</td>
<td>Very Low</td>
</tr>
</tbody>
</table>
Preventure:  *Preventure’s wellness solutions are sized right to fit your company culture. They create an initial and ongoing strategy to attain and retain participant engagement from the total population.*

Preventure provides clients with highly engaged employees (participation rates over 98% for high performing groups) and positive ROI from health improvements (documenting returns of $6.08 for each $1 invested).

- Performance Guaranteed Improvement.
  - 90%+ of participants will improve 1+ key health factor
  - 90%+ client contact satisfaction.
  - 90%+ participant satisfaction.
- Dedicated Engagement Manager brings expertise and support. Includes Wellness Champion Network Coordination, Vendor Integration Management, Data Aggregation, Executive Reports and more.
- Return on Wellness (ROW) designed, tracked and guaranteed for you. Includes 3rd party validated ROI. Reports include self-serve portal and Preventure Data Warehouse analysis.
- Very low Administrative Burden
- Higher cost

Aduro:  *ADURO Inc. is a human performance company specializing in sustainable behavior change solutions that improve organizational well-being and productivity.*

Aduro’s fully integrated product suite delivers lifestyle management, coaching and health screening services with an interactive online health portal to drive measurable results.

- Wellbeing Assessment
- Biometric Screenings
- Lifestyle program
- Disease Management
- Strong Health Coaching capacity
- Individual and team challenges
- Aggregate Data reports
- Engagement Platform
- Company branding
- Seamless Implementation
- Strong account management ability
- Medium weight Administrative Burden—Implementation
- Middle price range
BCBSFL Better You Program (carrier) Better You From Blue
A personalized, proactive program to reduce the likelihood of a disease state and help manage medical costs.

A program designed to help employers motivate employees to take an active role in understanding their health status and live a healthy lifestyle. Worksite health fairs include health screenings, health risk assessments, biometric screenings and health coaching.

- Provide marketing materials to publicize the health fair and health programs
- Invite all employees to participate in the Better You From Blue Personal Health Assessment (PHA)
- Provide biometric screenings
  - Provide immediate triage of employees with "critical value" results
  - Refer "at risk" employees to a BCBSF
- Provide an aggregate Executive Summary
- Partner to coordinate an on-going health promotion program
- Heavy Administrative burden
- Low cost
REGULAR AGENDA ITEM 5
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
   Building and Planning Department/Mel Leonard

2. MEETING DATE:
   10/13/2016

3. REQUESTED MOTION/ACTION:
   It is requested the City Council approve Gordon and Associates Inspections, LLC to contract with the City for building inspection and plans review services.

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)
   For several years, the Building Department has contracted for inspection and plans review services with qualified entities who are able to supplement these duties during periods of high building activity. In the 90's, the City used ICC (in Birmingham) to do plans review of larger buildings. In the 2000s, the City contracted with Code South to perform plans review and had an interlocal agreement with Bay County for inspections. Later, the City extended the interlocal agreement with Bay County to include plans review as well. A little over a year ago, Bay County contacted the City and said they needed to focus on their own jurisdiction and would no longer be providing these services. To keep the building permit process functioning, the City began using Gordon and Associates for these services until such time as the formal contracting process could be initiated. The costs associated with inspections and plans review are paid by the applicant of the specific building permit.

   The City advertised for the services and had two respondents: EPCI and Gordon and Associates. A public meeting was held on August 15, 2016 to review and score the responses. Gordon and Associates was the unanimous recommendation. Copies of the scoring are attached for review.

   It is recommended the City Council approve the City to contract with Gordon and Associates to provide inspection and plans review services.
RESOLUTION 17-09

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE EXECUTION OF AN AGREEMENT WITH GORDON AND ASSOCIATES INSPECTIONS, LLC, FOR BUILDING PLANS REVIEW AND INSPECTION SERVICES, AT THE RATES MORE SPECIFICALLY SET FORTH IN THE RESOLUTION, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the City solicited bids for Building Plans Review and Inspection Services on July 29, 2016 and received responses from Gordon and Associates Inspections, LLC, and EPCI; and

WHEREAS, a Staff Committee evaluating the bid responses found EPCI to be the low bidder, but also determined they lacked certain licensure or certification requirements necessary to fully perform the services solicited; and

WHEREAS, the City Charter provides that the City Council may award a contract to a bidder other than the lowest bidder should it find that the lowest bidder does not offer the reliability, quality of services or project afforded by such other bidder; and

WHEREAS, the City Council accepts the recommendation of the Staff Committee and finds that EPCI does not offer the quality of services afforded by Gordon and Associates Inspections, LLC.

NOW, THEREFORE, BE IT RESOLVED that the appropriate officers of the City are authorized but not required to execute and deliver on behalf of the City that certain Agreement between the City and Gordon and Associates Inspections, LLC, relating to Building Plans Review and Inspection Services, at the flat and hourly rates set forth in Exhibit A of the attached Agreement, in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City manager and whose execution shall be conclusive evidence of such approval.

This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED in regular session this _____ day of __________, 2016.

CITY OF PANAMA CITY BEACH

By: __________________________
    Mike Thomas, Mayor

ATTEST:

_____________________________
Diane Fowler, City Clerk
BUILDING SERVICES AGREEMENT

THIS BUILDING SERVICES AGREEMENT (the "Agreement") is made this ___ day of ____ 2016, by and between the City of Panama City Beach, a municipality of the State of Florida (the "City") and _____________ (the "Contractor") for the performance of the Services (as that term is defined below) in connection with the City's building inspection and plan review functions.

WHEREAS, the City of Panama City Beach Code requires inspection of every building or structure and any appurtenances connected or attached thereto within the corporate limits of the City for compliance with various building and structural codes; and

WHEREAS, the City has established an Inspections Department to conduct such inspections; and

WHEREAS, the City finds that the tremendous growth occurring within the City and the attendant construction of buildings strains the resources of City staff and necessitates the outsourcing of certain inspections; and

WHEREAS, the City sought proposals from persons or entities who could provide high quality professional building inspection and plan review services and advertised for such proposals on the City's website with a bid opening on April 4, 2016 (the "RFP"); and

WHEREAS, the contractor submitted a proposal to the City under the RFP; and

WHEREAS, the City and Contractor desire to enter in this Agreement to memorialize the proposal made in the RFP and the duties of the parties with respect to the Services.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained in this Agreement, the parties agree that:

1.0 Scope of Services

1.1 During the term of the Agreement, Contractor shall provide building inspection and plan review to the City (the "Services") as directed and on behalf of the City. The Services specifically include:

- Building, Mechanical, Electrical, Plumbing, Gas, Swimming Pool and miscellaneous inspection services for Commercial and Residential Buildings;
- Plans review for Commercial and Residential Buildings;
- Review and interpretation of state and local Building Codes; and
• Any other task as directed by the City that is related to the City’s public
  safety and inspection role under the Florida or City’s Building Code.

1.2 Contractor shall provide the Services with such personnel, facilities
  and equipment as, in its opinion, is deemed adequate for such purposes.

1.3 Inspections. Contractor will inspect buildings on behalf of the City for
  compliance with the Florida Building Code, any applicable local technical
  amendments to the Florida Building Code, and local ordinances, as
  follows:
  a) Upon written notice from the City to the Contractor, the
     Contractor will conduct the requested inspection as soon as
     practicable, but in no event shall the inspection occur more than 2
     working days after the date of the request. If the Contractor is
     unable to conduct the requested inspection within the time period
     set forth above, the Contractor must immediately notify the City of
     such fact.
  b) Should the City object to the Contractor’s method and manner of
     implementation of the City’s inspections process, the City shall
     notify the Contractor in writing, specifically identifying the areas of
     inadequacy, and the Contractor shall have thirty (30) days after
     receipt of the notice to cure such inadequacies. If inadequacies
     have not been cured within the time period provided, the City shall
     have the right to terminate this Agreement by written notice to the
     Contractor.

1.4. Plans Review. Contractor will review plans on behalf of the City for
  compliance with the Florida Building Code, any applicable local technical
  amendments to the Florida Building Code, and local ordinances, as
  follows. Upon notice from the City to the Contractor, the Contractor will
  pick up plans to be reviewed. As soon as practicable, the Contractor shall
  prepare and deliver to the City a confirmation of the plan’s compliance
  with applicable codes or a summary and description of code
  discrepancies. Contractor will perform subsequent plan reviews to confirm
  discrepancies are corrected.

2.0 Contractor’s Duties and Responsibilities

2.1 Personnel. The Contractor shall provide such personnel, services and
  equipment (tools, vehicles, communication equipment, etc.) as in its
  opinion is deemed adequate for such purposes, but in no event less than
  required by Chapter 468, Florida Statutes. Contractor’s personnel shall be
  trained, qualified and licensed as required for the duties assigned.
2.2 **Insurance.** Contractor shall not begin work under this contract until obtaining all insurance described herein and such insurance has been approved by the City.

The minimum insurance coverage and limits required are shown by coverage line below.

(a) Professional Liability Insurance
The scope involves professional services and Professional Liability Insurance is required covering liability for claims that arise from the negligent errors, omissions, or acts of the Contractor, in the provision of professional services. The policy shall include Contractual Liability coverage and be effective (retroactively, if applicable) from the date of commencement of professional activities in connection with the scope until one (1) year following completion of the scope. Minimum limits are $1,000,000 per occurrence/aggregate.

(b) Certificate of Insurance
Prior to commencing its performance of Services under the Agreement, the Contractor shall provide the City with a Certificate of Insurance evidencing the coverages previously listed. The insurance required hereunder shall be maintained from the commencement of the contract until the Agreement expires or is terminated.

(c) Indemnification
To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City, its consultants, and employees from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Contractor work under this contract, provided that such claim, damage, loss, or expense is 1) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused part by a party indemnified hereunder.

2.3. **Sunshine Law.** Contractor shall comply with Florida's public records laws, specifically to:
(a) Keep and maintain public records required by the City to perform the service.
(b) Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allows the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract is the Contractor does not transfer the records to the public agency.

(d) Upon completion of the contract, transfer to the City, at contractor's expense, all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's public records custodian or his or her designee, in a format that is compatible with the information technology systems of the City.

(e) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S PUBLIC RECORDS CUSTODIAN, DIANE FOWLER (CITY CLERK), 850-233-5100, dfowler@pcbgov.com, 110 SOUTH ARNOLD ROAD, PANAMA CITY BEACH, FLORIDA 32413.

2.4 Applicable Standards. Contractor shall perform all professional services in conformance with the applicable standards, rulings, or regulations of the City, Florida Department of Business and Professional Regulation, Florida Building Code Administrators and Inspectors Board, or any other federal, state or local government agency, corporate entity or individual exercising authority with respect to, or affecting the City or its Building Code. Upon oral or written notice, Contractor shall promptly correct any failure to conform to such standard within a reasonable amount of time, as the situation may dictate.

2.5 Special Services. From time to time, the City may request special work from the Contractor outside of the scope of the Services or the City may request an inspection for which no permit fee is generated (i.e. complaints or maintenance inspections). The parties agree that such work, if approved in writing by the Contractor and City, are outside the Scope of
the Services and shall be compensated at a separate hourly rate (the "Special Services").

3.0 Compensation
3.1 Compensation for providing the Services will be as set forth in the Proposed Fee Schedule for Services, attached and incorporated here as Exhibit A. No other payments will be made to the Contractor for the services provided.

3.2 Special Services shall be performed at a rate of $____.00 per hour for all documented time, including travel time for meetings. Special Services invoices submitted to the City must be in detail sufficient for a proper pre-audit and post-audit. Such invoices shall be for all services rendered during the preceding the calendar month.

4.0 Term and Termination
4.1 Term. The term of this Agreement shall be for a period of two (2) years, commencing on May 4, 2016 and ending on May 4, 2018 (the "Initial Term"), unless sooner terminated in accordance with Section 4.2 below. Upon the expiration of the Initial Term, City shall have the option to renew this Agreement for up to two successive terms of two (2) years by delivering written notice of its intent to exercise this option at least sixty (60) days prior to the end of the original term. The same terms and conditions in this Agreement shall apply throughout any renewal term.

4.2 Termination
(a) With Cause. Except as expressly stated elsewhere in this Agreement, either party may terminate this Agreement in the event that the other party breaches a material term or condition of this Agreement. Prior to exercising a right to terminate under this Sub-section 4.2 (a), the party asserting a breach shall first give written notice to the other party of the alleged breach and the other party shall then have ten (10) days to cure the breach. In the event that the breach is not cured within the ten (10) day period after notice, the party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination to the party in breach.

(b) Immediate Termination. Notwithstanding any other provisions of this Agreement, City may terminate this Agreement immediately in the event:

(1) Contractor or any of its building inspectors or examiners have been formally indicted or charged with any criminal violation involving violent crimes, charges involving moral turpitude, or crimes relating to fraud. If the Contractor's breach of this section is due to a single inspector or
examiner, the City may at its option, request that such inspector be immediately removed from providing Service to the City.

(2) Contractor or any of its building inspectors or examiners are formally disciplined by the Florida Department of Business and Professional Regulation or the Florida Building Code Administrators and Inspectors Board. If the Contractor's breach of this section is due to a single inspector or examiner, the City may, at its option, request that such inspector be immediately removed from providing Service to the City.

(3) Contractor refuses to allow public access to all documents, papers, letters, or other materials made or received by the City in conjunction with this contract, unless the records are exempt (as determined by the City) from Section 24 (1) or Article I of the State Constitution and Section 119.07 (a).

(4) Any other immediate termination provisions in the General Conditions attached to this Agreement.

(c) Termination without Cause. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement without cause by providing at least ninety (90) days advanced written notice to the other party. Once given by the terminating party, such notice is irrevocable without the written consent of the nonterminating party.

5.0 INTERPRETATION. Should the City fail to respond to any request for the interpretation of a City ordinance within ten (10) days, the Contractor shall have the right to use its judgment on the interpretation.

6.0 NOTICES.

a) The City shall have the obligations of notifying the Contractor of any revision or amendments to the ordinances that affect the Contractor's duties under this agreement.

b) Any notices required to be given by either of the Parties pursuant to the terms of this Agreement shall be deemed effectively provided when placed in the United States Mail or telefaxed to the parties at the addresses and telefax numbers provided below.

As to City: Kenneth Thorndyke
Building Official
110 S. Arnold Road
Panama City Beach, FL 32413
(850) 233-5049

As to Contractor: []
7.0 Contract Documents

7.1 RFP. The RFP is an integrated part of this Agreement. Where a specific conflict exists between a term or condition in this Agreement and the RFP, this Agreement shall control.

7.2 Proposal to RFP. The proposal submitted by the Contractor is an integrated part of this Agreement. Where a specific conflict exists between a term or condition in this Agreement and the Proposal to the RFP, this Agreement shall control.

CONTRACTOR ____________________________ CITY ____________________________

By ____________________________ Mario Gisbert, City Manager

Date: ____________________________ Date: ____________________________

Attest

Diane Fowler, City Clerk
Exhibit A
Proposed Fee Schedule for Services
(from bid response)
Gordon & Associates, LLC’s proposed fee schedule is as follows:

### Proposed Fee Schedule for Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and process construction plans for commercial buildings.</td>
<td>50 % of building permit base fee</td>
</tr>
<tr>
<td>Perform inspection services for commercial buildings</td>
<td>65 % of building permit base fee</td>
</tr>
<tr>
<td>Review and process construction plans for residential buildings</td>
<td>Flat rate $ 50.00 per review</td>
</tr>
<tr>
<td>Perform inspection services for residential buildings</td>
<td>Flat rate $ 65.00 per inspection</td>
</tr>
<tr>
<td>Perform other tasks not expressly contemplated herein which are related to the City’s public safety and inspection duties under the Florida or City Building Code</td>
<td>Hourly rate of $ 75.00 per hour</td>
</tr>
</tbody>
</table>

**NOTE:**

- 50% of the building permit base fees has been the established industry standard for decades.
- Percentage of building permit base fee is the building permit and all sub permit fees.
<table>
<thead>
<tr>
<th>Criteria Element</th>
<th>Marginal</th>
<th>Acceptable</th>
<th>Exceeds</th>
<th>Outstanding</th>
<th>Wt.</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications and Experience of the Firm or Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Familiarity and experience of the firm with providing relevant commercial and residential plans reviews and commercial and residential inspections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Qualifications and experience of the assigned.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Experience and knowledge of the physical environment of the City.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35.8</td>
</tr>
<tr>
<td>2. Technical Approach and Methodology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Ability to perform services on time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>b. Ability to provide all required services and assimilate additional workloads.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Fees to perform services</td>
<td></td>
<td></td>
<td></td>
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### PANAMA CITY BEACH, FL - Request for Qualifications

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### PANAMA CITY BEACH, FL - Request for Qualifications

**Criteria Element**

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   - a. Familiarity and experience of the firm with providing relevant commercial and residential plans reviews and commercial and residential inspections.
   - b. Qualifications and experience of the assigned.
   - c. Experience and knowledge of the physical environment of the City.

2. Technical Approach and Methodology
   - a. Ability to perform services on time.
   - b. Ability to provide all required services and assimilate additional workloads.

3. Fees to perform services

**Criteria**

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### PANAMA CITY BEACH, FL - Request for Qualifications

**RFQ# and Title**: Building Plan Review & Inspections

Firm: EPCI

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**Firm: Garden and Assoc.**

**TOTAL: 94**
PANAMA CITY BEACH, FL - Request for Qualifications

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