

PANAMA CITY BEACH CITY COUNCIL AGENDA

NOTE: NOTICE IS HEREBY GIVEN that pursuant to Section 286.011(8), *Florida Statutes*, the City of Panama City Beach City Council will meet in Executive Session at the Panama City Beach City Hall, 110 South Arnold Road, Panama City Beach, Florida 32541-3323, which Executive Session shall commence at the open meeting of the City Council scheduled at 9:00 a.m. (C.S.T.), on Thursday, June 22, 2017, as soon thereafter as the issue may be heard, to consider strategy related to defense of the following pending litigation and expenditures arising therefrom:

Case No. 2017-619CA, *Classy Cycles, et al v. Panama City Beach.*

City Manager Mario Gisbert, City Attorneys Amy Myers and Cole Davis, City Mayor Mike Thomas, and City Councilpersons John Reichard, Phil Chester, Josie Strange, and Hector Solis will be attending the Executive Session.

The entire Executive Session will be transcribed by a certified court reporter and filed with the City Clerk. The transcript of the Executive Session will be made a part of the public record upon conclusion of the above-referenced litigation. The regular public meeting of the City Council will re-commence following conclusion of the Executive Session.

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: JUNE 22, 2017

MEETING TIME: 9:00 A.M.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION- COUNCILMAN CHESTER
- III. PLEDGE OF ALLEGIANCE- COUNCILMAN CHESTER
- IV. COMMUNITY ANNOUNCEMENTS
- V. APPROVAL OF THE REGULAR MINUTES OF MAY 25, 2017
- VI. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- VII. PRESENTATIONS- COUNCILMAN CHESTER
 - 1 "HONOR GUARD DAY" PROCLAMATION & PRESENTATION.
- VIII. PUBLIC COMMENTS-REGULAR & CONSENT ITEMS ONLY (Limited to Three Minutes)
- IX. CONSENT AGENDA
 - 1 **RESOLUTION 17-101, UNITED STATES FASTPITCH ASSOCIATION SOFTBALL TOURNAMENT OPENING CEREMONY PARADES ROAD CLOSURES.** "A Resolution of the City of Panama City Beach, Florida, authorizing temporary closures of portions of Pier Park Drive, West Pier Park Drive, L. C. Hilton, Jr. Drive, Sea Monkey Way, and Longboard Way on Sunday, July 9; and Sunday, July 16, 2017 for "The United States Fastpitch Association (USFA) Softball Tournament Opening Ceremony Parades".
- X. REGULAR AGENDA - DISCUSSION/ACTION

NO.	OFFICIAL	ITEM
1	ML	ORDINANCE 1412, BAY PARKWAY ANNEXATION, 2 ND READING, <u>PUBLIC HEARING</u> AND ADOPTION.
2	MG	RESOLUTION 17-102, AMENDING PERSONNEL POLICIES.
3	KJ	STORMWATER RATE STUDY UPDATE.

- 4 MG RESOLUTION 17-103, BUDGET AMENDMENT #44 FOR LICENSING AIDE.
- 5 MT PUBLIC COMMENTS (Limited to Three Minutes)
- 6 AM ATTORNEY REPORT.
- 7 MG CITY MANAGER REPORT.
- 7 MT COUNCIL COMMENTS.
- 9 MT CLOSED EXECUTIVE SESSION.
- 10 MT ADJOURN.

Join the City at Fire Station 1 (next door to the Police Department) for the traditional "wash down" of the new ladder truck.

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

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

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

I certify that the Council members listed above have been contacted and made aware of the items on this agenda.

John B. Floyd 6-19-17
 City Clerk Date

John B. Floyd 6-19-17
 City Clerk Date

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

E-mailed and/or Faxed to following interested parties on: 6/19/17, 1 P.M.

NEWS MEDIA

News Herald
 Bullet
 Channel 4
 Channel 7
 Channel 13
 Comcast
 WOW
 WKGC
 WLTV
 Clear Channel
 Powell Broadcasting

CONTACT

John Henderson
 Linda Lucas
 Ryan Rodig
 Jeremy Pate
 Ken McVay
 Stefanie Bowden
 Cil Schnitker
 Emily Balazs
 A. D. Whitehurst
 Crystal Presley
 Jeff Storey, GM

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

ITEM 1



~Proclamation~

A PROCLAMATION DESIGNATING
SATURDAY, JULY 1, 2017 AS
"HONOR GUARDS DAY"
IN PANAMA CITY BEACH

WHEREAS, Honor Guards of America, consisting of former and retired military, police, firefighters, EMS responders and other agency personnel and their families and communities face an increasingly difficult role as they protect and serve the nation and public; and

WHEREAS, in 2016, 16 military, 140 law enforcement officers, 68 Firefighters and 15 EMS personnel across the nation lost their lives in the line of duty, representing the highest line of duty deaths in years; and

WHEREAS, the men and women who wear these uniforms understand the dangers of their job but still heed the call to serve and willingly face those risks every day in order to create a safe nation and communities for all Americans; and

WHEREAS, Honor Guards Day honors the sacrifices made by those who wear the uniform; plan the services for our fallen; march and present the colors with honor; stand watch over our fallen in all weather; and comfort those in duress; and

WHEREAS, The City of Panama City Beach recognizes and appreciates the sacrifices of Honor Guards and their families and supports their efforts in keeping our community a safe place to work, live and visit;

NOW, THEREFORE, The City Council of the City of Panama City Beach in appreciation of the work of our Beach Police Honor Guard declare Saturday July 1, 2017 as

"HONOR GUARDS DAY"

and encourage all citizens to acknowledge and value the services provided by the Honor Guards.

Mayor Mike Thomas

Councilman John Reichard
Ward 1

Councilman Phil Chester
Ward 2

Vice-Mayor Josie Strange
Ward 3



Councilman Hector Solis
Ward 4

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CONSENT

ITEM 1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
ADMINISTRATION

2. MEETING DATE:
JUNE 22, 2017

3. REQUESTED MOTION/ACTION:

Consideration of Resolution 17-101 to close portions of roads in Pier Park on Sunday, July 9, and Sunday, July 16, 2017 for the USFA Softball Tournament parades.

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 United States Fastpitch Association (USFA) Softball Tournament Opening Ceremony Parades are scheduled to be held on the evenings of July 9 and July 16, 2017.

The parades necessitate closure of portions of Pier Park Drive, West Pier Park Drive, L.C. Hilton, Jr. Drive, Sea Monkey Way and Longboard Way within the corporate limits of Panama City Beach.

Staff recommends approval.

CONSENT
AGENDA ITEM # 1

RESOLUTION 17-101

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA AUTHORIZING TEMPORARY CLOSURES OF PORTIONS OF PIER PARK DRIVE, WEST PIER PARK DRIVE, L.C. HILTON, JR. DRIVE, SEA MONKEY WAY, AND LONGBOARD WAY ON SUNDAY, JULY 9, AND SUNDAY, JULY 16, 2017, FOR "THE UNITED STATES FASTPITCH ASSOCIATION (USFA) SOFTBALL TOURNAMENT OPENING CEREMONY PARADES".

WHEREAS, United States Fastpitch Association, the Simon Property Group and the TDC have teamed together to have Two (2) Opening Ceremony parades for the USFA Softball Tournament; and

WHEREAS, the USFA Softball Tournament Opening Ceremony Parades are scheduled to be held on Sunday, July 9 and Sunday, July 16, 2017; and

WHEREAS, the Parades necessitate careful traffic control and extraordinary usage of certain sections of Pier Park Drive, West Pier Park Drive, L.C. Hilton, Jr. Drive, Sea Monkey Way, and Longboard Way within the corporate limits of Panama City Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of Panama City Beach that portions of Pier Park Drive, West Pier Park Drive, L.C. Hilton, Jr. Drive, Sea Monkey Way, and Longboard Way be temporarily closed during the hours of 6:00 P.M. and 7:00 P.M., on July 9 and July 16, 2017 and that all traffic shall be rerouted or otherwise controlled in accordance with the map which accompanies this Resolution to accommodate USFA Softball Tournament opening ceremony parades.

PASSED, APPROVED AND ADOPTED in regular session of the Panama City Beach City Council this 22nd day of June, 2017.

CITY OF PANAMA CITY BEACH

By: _____
Mayor Mike Thomas

ATTEST:

Diane Floyd, City Clerk

June 12, 2017

To: Mayor and Council Members

Cc: Jo Smith

From: Visit Panama City Beach

Sports/Events Department

Re: Temporary Street Closures

July 9th & 16th – USFA Parade Road Closure Request

We ask for the approval for portions of West Park Drive, L C Hilton Jr. Drive, and Pier Park Drive beginning at the Grand Theater roundabout to Front Beach Road to be closed to vehicular traffic on July 9th and July 16th, 2017 from 5:30PM until 7:00PM for the USFA Fastpitch World Series of Softball Parades. All vehicular traffic will be rerouted away from these roads per the attached map.

Thank you,

Patrick Stewart

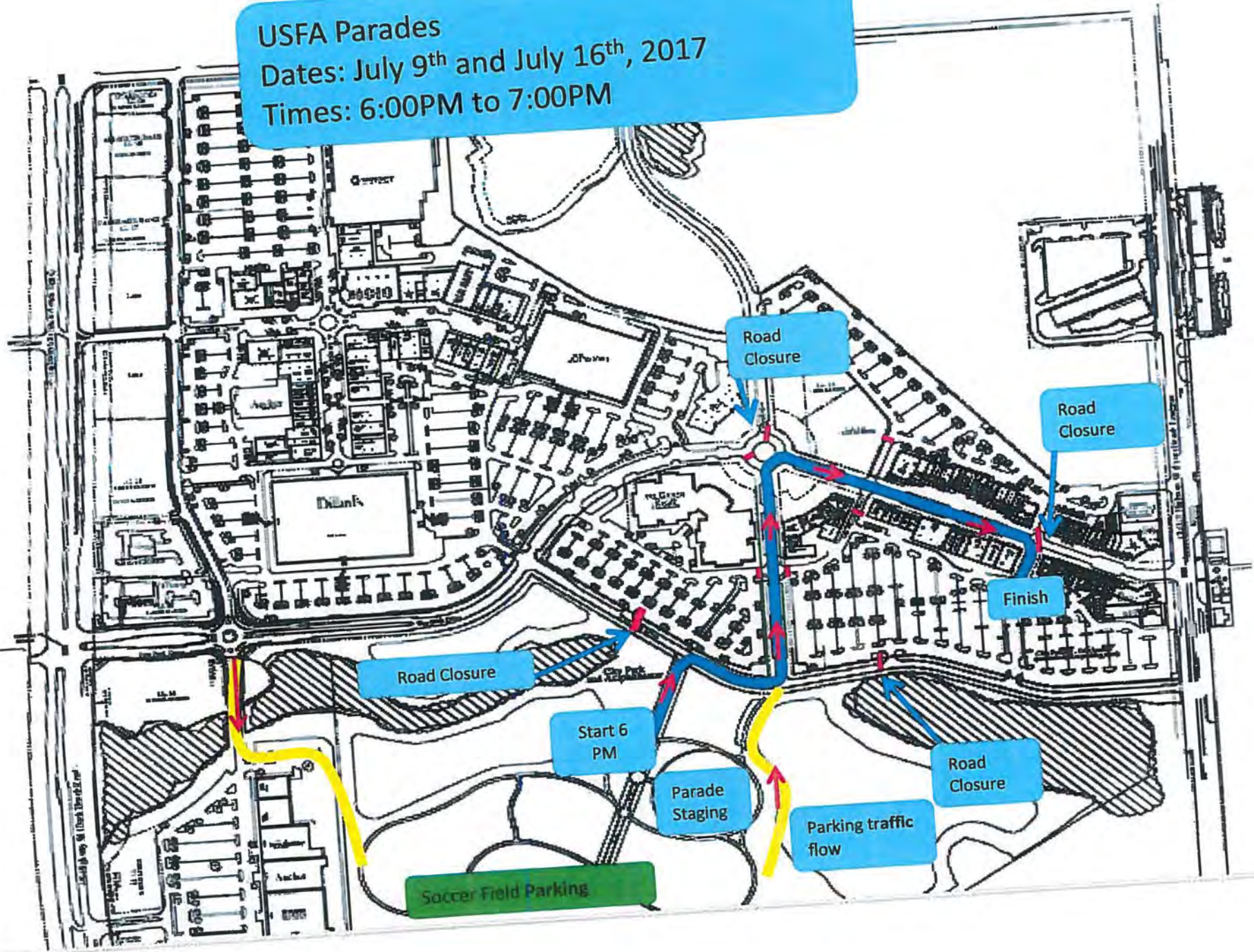
Sports Marketing and Special Events Coordinator

Visit Panama City Beach

CONSENT
AGENDA ITEM # 1

USFA Parades
Dates: July 9th and July 16th, 2017
Times: 6:00PM to 7:00PM

CONSENT
AGENDA ITEM # _____



**REGULAR
ITEM 1**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning Department/Mel Leonard

2. MEETING DATE:

June 22, 2017

3. REQUESTED MOTION/ACTION:

It is requested that the City Council conduct a 2nd reading on the City's application to annex a portion of Bay Parkway as depicted on the attached information.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

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

The City wishes to annex this portion of Bay Parkway into the City limits so that the City will have jurisdiction over the roadway.

ORDINANCE NO. 1412

AN ORDINANCE ANNEXING THE FOLLOWING UNINCORPORATED AREA OF BAY COUNTY WHICH IS CONTIGUOUS TO THE CITY OF PANAMA CITY BEACH, FLORIDA, UPON PETITION OF THE OWNER OF SAID PROPERTY LOCATED NORTH OF POWER LINE ROAD AND EAST OF AND CONNECTING TO HIGHWAY NO. 79; REDEFINING THE BOUNDARY LINES OF THE CITY; PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT IMMEDIATELY UPON PASSAGE.

WHEREAS, The City of Panama City Beach, Florida, owner of real property in an unincorporated area of Bay County which is contiguous to this City, has filed a petition praying that said real property, being more particularly described below, be annexed to this City, and

WHEREAS, Chapter 171, Florida Statutes provides the exclusive method of municipal annexation in order to ensure sound urban development, accommodation to growth, and the provision of municipal services to those areas, and

WHEREAS, the City Council of this City has determined that the petition bears the signatures of all the owners of the property in the area proposed to be annexed, and

WHEREAS, Notice of Voluntary Annexation for this property has been published in the Panama City News-Herald once a week for two (2) consecutive weeks prior to this date, the same being a newspaper of general circulation in this City.

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

SECTION 1. Annexation of Real Property. The portion of real property described herein on "Exhibit A" not already contained in the City shall be, and is, hereby annexed and made part of the City of Panama City Beach, Florida. This real property is illustrated in the attachment to this Ordinance. The described real property shall be existing within the boundaries of the City and known to be existing within said boundaries from the effective date of this Ordinance.

SECTION 2. City Boundaries Redefined. The boundary lines of the City of Panama City Beach, Florida, are redefined to include therein said tract of land.

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

SECTION 4. Severability. Should any section or provision of this Ordinance or any portion hereof, including any paragraph, sentence or work be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereto as a whole, and the invalid portion shall be severed from the remainder of this Ordinance and the remainder of this Ordinance shall continue to be lawful, enforceable and valid.

SECTION 5. This ordinance shall take effect immediately upon passage.

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

Mike Thomas, Mayor

ATTEST:

Diane Floyd, City Clerk

EXAMINED AND APPROVED by me this _____ day of _____, 2017.

Mike Thomas, Mayor

PUBLISHED in the Panama City News-Herald on the 6th and 13th days of
June, 2017.

POSTED on pcb.gov.com on the _____ day of _____, 2017.

Diane Floyd, City Clerk

ATTACHMENT TO ORDINANCE NO. 1412



EXHIBIT "A"
THE PROPERTY

A PORTION OF

Pier Park North Segment 1:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 17, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA; THENCE ALONG THE WEST BOUNDARY OF SAID SECTION 17, NORTH 01°33'11" EAST FOR A DISTANCE OF 2130.31 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 98 (PANAMA CITY BEACH PARKWAY - A 200 FEET WIDE RIGHT-OF-WAY); THENCE SOUTHEASTERLY ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE THE FOLLOWING THREE (3) COURSES: SOUTH 69°52'57" EAST FOR A DISTANCE OF 725.05 FEET TO A POINT OF CURVATURE TO THE RIGHT AND CONCAVE SOUTHWESTERLY; THENCE SOUTHEASTERLY ALONG SAID ARC OF CURVE WITH A RADIUS OF 3661.65 FEET, A DELTA ANGLE OF 15°41'00", (CHORD BEARING SOUTH 62°02'22" EAST A DISTANCE OF 1544.91 FEET) FOR AN ARC DISTANCE OF 1549.74 FEET TO THE POINT OF TANGENCY; THENCE SOUTH 54°11'52" EAST FOR A DISTANCE OF 180.91 FEET; THENCE LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE, NORTH 35°48'08" EAST FOR A DISTANCE OF 200.00 FEET TO THE INTERSECTION WITH THE NORTHERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 98 AND THE PROPOSED WESTERLY RIGHT-OF-WAY LINE; SAID POINT OF INTERSECTION ALSO BEING THE POINT OF BEGINNING OF HEREIN DESCRIBED PARCEL; THENCE ALONG SAID PROPOSED WESTERLY RIGHT-OF-WAY LINE THE FOLLOWING FIVE (5) COURSES: NORTH 32°04'09" EAST FOR A DISTANCE OF 219.46 FEET; THENCE SOUTH 57°55'51" EAST FOR A DISTANCE OF 11.00 FEET; THENCE NORTH 32°04'09" EAST FOR A DISTANCE OF 529.75 FEET; THENCE NORTH 57°55'51" WEST FOR A DISTANCE OF 18.53 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE TO THE NORTHWEST; THENCE NORTHEASTERLY ALONG ARC OF SAID CURVE WITH A RADIUS OF 4997.50 FEET, A DELTA ANGLE OF 4°38'27", (CHORD BEARING NORTH 26°54'51" EAST A DISTANCE OF 399.82 FEET), FOR AN ARC DISTANCE OF 399.93 FEET TO THE POINT OF TANGENCY; THENCE NORTH 24°35'17" EAST FOR A DISTANCE OF 143.22 FEET TO A POINT OF CURVATURE CONCAVE TO THE NORTHWEST, THENCE NORTHEASTERLY ALONG ARC OF SAID CURVE WITH A RADIUS OF 1937.50 FEET, A DELTA ANGLE OF 11°48'22", (CHORD BEARING NORTH 18°41'06" EAST A DISTANCE OF 398.52 FEET) FOR AN ARC DISTANCE OF 399.23 FEET TO THE POINT OF TANGENCY; THENCE NORTH 12°46'53" EAST FOR A DISTANCE OF 94.87 FEET; THENCE DEPARTING PROPOSED WESTERLY RIGHT-OF-WAY, SOUTH 77°13'05" EAST FOR A DISTANCE OF 159.13 FEET TO THE PROPOSED EASTERLY RIGHT-OF-WAY LINE AND THE WESTERLY BOUNDARY OF PALMETTO TRACE PHASE FOUR AS FOUND IN PLAT BOOK 21, PAGE 48, OF THE PUBLIC RECORDS OF BAY COUNTY, THENCE ALONG SAID WESTERLY BOUNDARY (AND THE SOUTHWESTERLY EXTENSION THEREOF) AND THE PROPOSED EASTERLY RIGHT-OF-WAY LINE, SOUTH 18°29'03" WEST FOR A DISTANCE OF 623.79 FEET; THENCE SOUTH 32°04'09" WEST FOR A DISTANCE OF 1220.12 FEET TO THE AFORESAID NORTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 98, THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, NORTH 54°11'52" WEST FOR A DISTANCE OF 111.24 FEET TO THE POINT OF BEGINNING. SAID PARCEL LYING IN AND BEING A PORTION OF SECTION 17, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA. CONTAINING 5.256 ACRES, MORE OR LESS.

TOGETHER WITH:

LEGAL DESCRIPTION PIER PARK LOOP ROAD (as written)

A parcel of land lying and being in the Southeast quarter of Section 7, Township 3 South, Range 16 West, Southwest quarter of Section 8, Township 3 South, Range 16 West and Section 17, Township 3 South, Range 16 West, Bay County, Florida and being more particularly described as follows:

Commence at a 4" by 4" concrete monument No. LB0340, marking the Southeast corner of Section 7, Township 3 South, Range 16 West, Bay County, Florida and proceed North 02 degrees 19 minutes 58 seconds East, along the East boundary line of the Southeast quarter of said Section 7, for a distance of 1802.20 feet to the POINT OF BEGINNING thence leaving said East boundary line proceed North 59 degrees 09 minutes 16 seconds West, for a distance of 556.19 feet; thence North 58 degrees 39 minutes 10 seconds West, for a distance of 831.91 feet to a point on the Easterly Right of Way line of Highway 79 (Right of Way varies); thence North 21 degrees 16 minutes 10 seconds East, along said Easterly Right of Way line, for a distance of 152.35 feet; thence leaving said Easterly Right of Way line proceed South 58 degrees 39 minutes 10 seconds East, for a distance of 877.92 feet; thence South 59 degrees 09 minutes 16 seconds East, for a distance of 2,928.33 feet; thence South 30 degrees 50 minutes 44 seconds West, for a distance of 150.00 feet; thence North 59 degrees 09 minutes 16 seconds West, for a distance of 35.00 feet; thence South 30 degrees 50 minutes 44 seconds West, for a distance of 138.86 feet to a point on a curve concave east, having a radius of 897.50 feet, through a central angle of 53 degrees 00 minutes 13 seconds; thence proceed southerly along said curve for an arc distance of 830.27 feet, (chord bearing and distance = South 04 degrees 20 minutes 38 seconds West, for a distance of 800.98 feet); thence South 22 degrees 09 minutes 29 seconds East, for a distance of 192.14 feet to a point on a curve concave northeast, having a radius of 1,922.50 feet, through a central angle of 25 degrees 29 minutes 38 seconds; thence proceed southeasterly along said curve for an arc distance of 856.42 feet, (chord bearing and distance = South 34 degrees 54 minutes 18 seconds East, for a distance of 848.38 feet); thence South 47 degrees 39 minutes 07 seconds East, for a distance of 483.26 feet to a point on a curve concave west, having a radius of 952.50 feet, through a central angle of 60 degrees 26 minutes 02 seconds; thence proceed southerly along said curve for an arc distance of 1,015.72 feet, (chord bearing and distance = South 17 degrees 28 minutes 06 seconds East, for a distance of 968.81 feet); thence South 12 degrees 46 minutes 55 seconds West, for a distance of 71.62 feet to a point on the North boundary line of North Pier Park Road; thence North 77 degrees 13 minutes 05 seconds West, along said North boundary line, for a distance of 125.00 feet; thence leaving said North boundary line proceed North 12 degrees 46 minutes 55 seconds East, for a distance of 71.62 feet to a point on a curve concave west, having a radius of 837.50 feet, through a central angle of 60 degrees 26 minutes 02 seconds; thence proceed northerly along said curve for an arc distance of 883.37 feet, (chord bearing and distance = North 17 degrees 26 minutes 06 seconds West, for a distance of 842.99 feet); thence North 47 degrees 39 minutes 07 seconds West, for a distance of 483.26 feet to a point on a curve concave northeast, having a radius of 2,047.50 feet, through a central angle of 25 degrees 29 minutes 38 seconds; thence proceed northwesterly along said curve for an arc distance of 911.04 feet, (chord bearing and distance = North 34 degrees 54 minutes 18 seconds West, for a distance of 903.55 feet); thence North 22 degrees 09 minutes 29 seconds West, for a distance of 192.14 feet to a point on a curve concave east, having a radius of 1,022.50 feet, through a central angle of 53 degrees 00 minutes 13 seconds; thence proceed northerly along said curve for an arc distance of 845.90 feet, (chord bearing and distance = North 04 degrees 20 minutes 38 seconds East, for a distance of 812.53 feet); thence North 30 degrees 50 minutes 44 seconds East, for a distance of 138.86 feet; thence North 59 degrees 09 minutes 16 seconds West, for a distance of 2,212.80 feet to the POINT OF BEGINNING. Containing 23.356 acres, more or less.

DATA AND ANALYSIS

- I. **APPLICANT:** City of Panama City Beach
- II. **PROJECT LOCATION:** Approximately 13 acres located directly adjacent to the northern boundary line of the City of Panama City Beach City limits east of SR 79.
- III. **REQUEST:** This request is for an Annexation / Large Scale Plan Amendment /zoning assignment for approximately 13 acres to be assigned a future land use designation of Public Buildings and Grounds and a zoning designation of Public Facilities. The site currently has a County land use designation of Town Center and a zoning designation of Village Center.
- IV. **REASON FOR REQUEST:** To implement City law enforcement jurisdiction over this roadway corridor.
- V. **ANNEXATION REQUIREMENTS:**

- A. **GOAL:**

The Fundamental goal of annexations is the efficient provision of urban services to urban places. Annexations are governed by the provisions of Florida's Municipal Annexation and Contraction Act, Chapter 171, F.S. The Act does the following:

- Ensure sound urban development and accommodation to growth;
- Establishes uniform legislative standards throughout the state for the adjustment of municipal boundaries;
- Ensures the efficient provision of urban services to areas that become urban in character; and,
- Ensures that areas are not annexed unless municipal services can be provided to those areas.

B. CONTIGUOUS AND COMPACT:

For an annexation to be consistent with Chapter 171, F.S. it must be contiguous and reasonably compact. A parcel is contiguous if a substantial part of a boundary touches the municipality. The definition of "contiguous" in Ch. 171, F.S. states that nothing herein shall be construed to allow local right-of-ways, utility easements, railroad right-of-ways, or like entities to be annexed in a corridor fashion to gain contiguity. The presence of these entities in this manner could be an indication that "contiguity" is not met.

Staff has reviewed the proposed annexation and finds the request is contiguous. The subject site touches the existing City limits on its northern boundary.

A parcel is reasonably compact if it does not create an enclave, pocket, or finger area in a serpentine pattern. Staff has reviewed the proposed annexation and finds the request does not create an enclave.

C. EFFICIENT PROVISION OF URBAN SERVICES TO AN URBANIZING AREA:

The subject site is a roadway and is adjacent to water, sewer and reclaimed water lines.

VI. SITE EVALUATION:

A. IMPACT ON PUBLIC FACILITIES:

1. Transportation Facilities:

Funds were approved for the construction of this roadway to allow an alternative route to bypass the intersection of Panama City Beach Parkway, and SR 79 and to divert 3% of the traffic off PCB Parkway, which is currently over capacity.

2. Sewer:

The City wastewater treatment plant (WWTP) provides Advanced Wastewater Treatment (AWT) quality effluent, with an accompanying wetlands effluent discharge system in a 2,900 acre facility containing 2,000 acres of receiving wetlands. Currently, the operating permit allows 14 mgd maximum monthly average (10 mgd annual average) treatment and disposal capacity. Monthly average plant flows for January 1, 2016 through

December 31, 2016 ranged from 4.8 mgd to 8.9 mgd on a monthly average. The City's reclaimed water system has been in operation since 2006 and provided between 1.5 and 3.6 mgd of irrigation water per month in the last fiscal year, depending on the time of year and demands, to residential and commercial areas of the City.

The wastewater system has been growing at a faster rate than the water system since a significant portion of the City utility service area had municipal water service, but no sewer service for many years. The City has systematically constructed sewer collection systems in older neighborhoods, with eight being completed since 2003. Based on previous historic growth rates of wastewater generation, it is anticipated that there will be a 4% yearly growth in wastewater generation within the City's service area (from the Hathaway Bridge to the West Bay Bridge to the Phillips Inlet Bridge). Accordingly, the City has planned for facilities to be upgraded to coincide with the increased demand.

The annexation will have no impact on the City's wastewater system.

3. Potable Water:

The City has a franchise from Bay County authorizing the City to provide water and sewer service to the incorporated City limits and unincorporated Bay County west of St Andrew Bay, and south of West Bay and the contiguous Intracoastal Waterway. The City utility system also purchases 100% of its potable water from Bay County via contract. The contract was initially entered into in 1992 and has been revised several times in the past. The term of the agreement is through 2042 and states that 26.4 million gallons per day (mgd) will be available to the City in 2011 with best efforts by the County to be able to provide increasing amounts each year up to 33.79 mgd in the year 2020. The City receives the treated County water via two delivery points at bridges crossing St. Andrew Bay and West Bay. That water is stored and re-pumped on demand to meet the City's water needs. The City's current available pumping and transmission capacity is approximately 37.8 mgd. The contract with the County has been designed to increase capacity by approximately 4% per year in order to continue to have capacity available for growth. Additionally, the City has two (2) - 7 million gallon storage tanks at its West Bay storage and pumping facility, and 2, 4 and 5 million gallon storage tanks at its McElvey Road storage and pumping facility near the St. Andrew Bay delivery point, which gives the City an additional 25 million gallons of working reserve for peak season and fire flow demand.

It is estimated the average citizen consumes 125 gallons per day. For 2017, consumption is expected to slightly increase with the improving economy. Daily water demand for January 1, 2016 through December 31, 2016 ranged from 8.5 mgd to 17.1 mgd on a monthly average, with an annual average of 11.9 mgd. The maximum single-day demand was 18.5 mgd. The County's projected available capacity to supply potable water to the City was to be 29.8 mgd, which leaves an excess monthly average capacity ranging from 21.3 mgd to 12.7 mgd with an annual average excess of 18.0 mgd. The excess on the single-day maximum is expected to be 11.3 mgd.

The City has also implemented a reclaimed water system that makes highly treated effluent from the wastewater system available for irrigation to new subdivisions and commercial developments. With the implementation of this reclaim system, it is estimated that the 20% of total potable water consumption previously used by similar developments will be replaced by reclaimed water in these new subdivisions.

The annexation will have no impact on the City's potable water system.

4. **Hurricane Evacuation:**

The annexation has the potential to accelerate evacuation times by routing westbound PCB Parkway traffic around the SR 79 PCB Parkway intersection when evacuating north.

B. **SITE SUITABILITY:**

1. **Wetlands:** Wetland impacts were addressed during the design and construction phases of the roadway development.
2. **Plant and Wildlife Resources:** Information regarding natural resources is based on information from the Florida Natural Areas Inventory "FNAI", which is a non-profit organization administered by The Florida State University. This group is involved in gathering, interpreting, and disseminating information critical to the conservation of Florida's biological diversity.

Impacts were addressed during the design and construction phases of the roadway development.

3. **Flood Zones:**

Impacts were addressed during the design and construction phases of the roadway development.

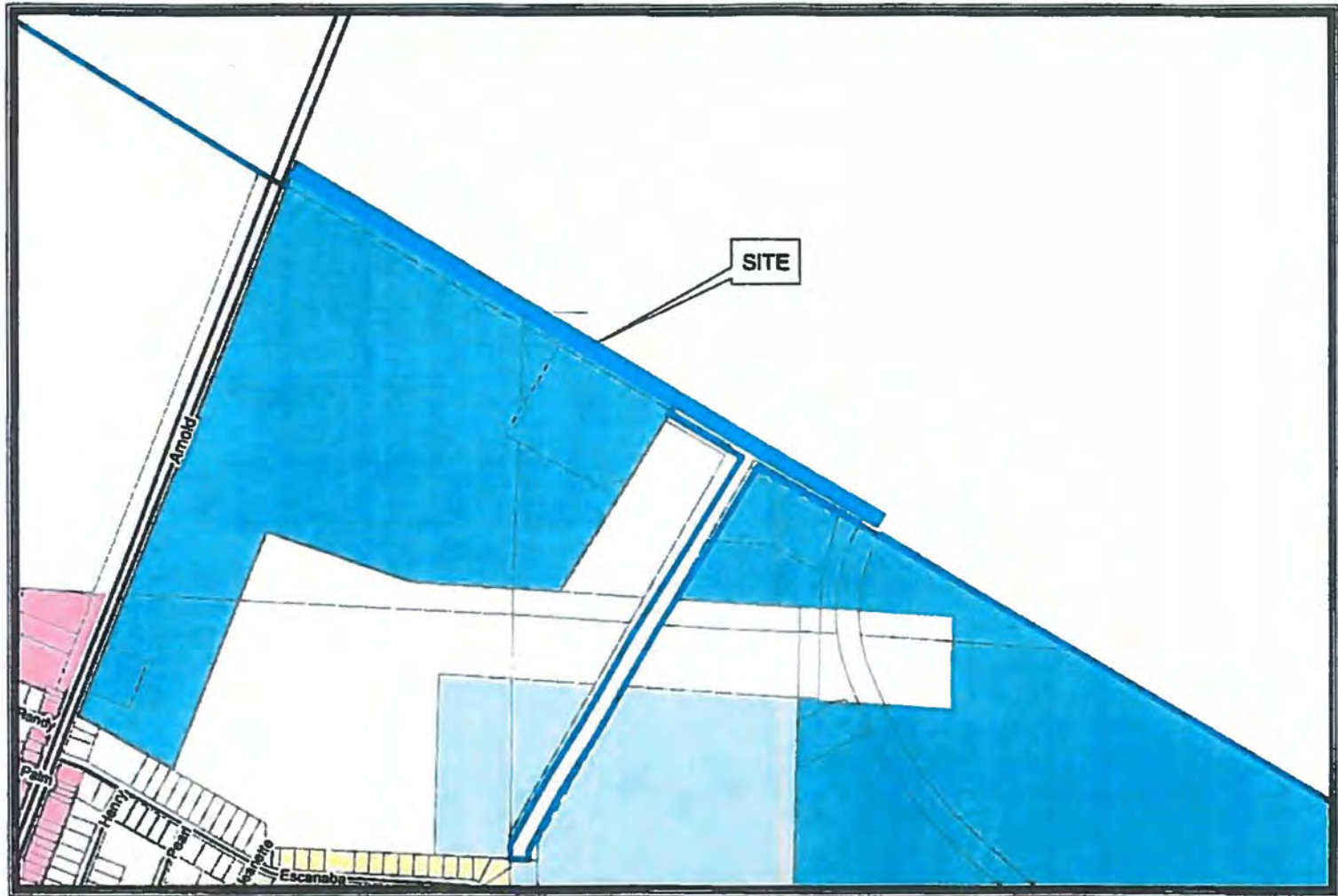
C. COMPATABILITY WITH SURROUNDING LAND USES:

Compatibility is generally defined as a condition in which land uses or conditions can coexist in relative proximity to each other in a stable fashion over time such that no use or condition is unduly negatively impacted directly or indirectly by another use or condition.

Surrounding parcels are zoned PUD, County Village Center. The proposed zoning assignment is not anticipated to create a condition or use that would unduly negatively impact, directly or indirectly surrounding properties.




CONCLUSION:

Staff has no objections to the Annexation / Large Scale Plan Amendment / Zoning Designation.



AGENDA ITEM #

Legend

-  PCB_Parcels
-  Major Road
-  Minor Road







Prepared by The
City of Panama City Beach
Planning Department



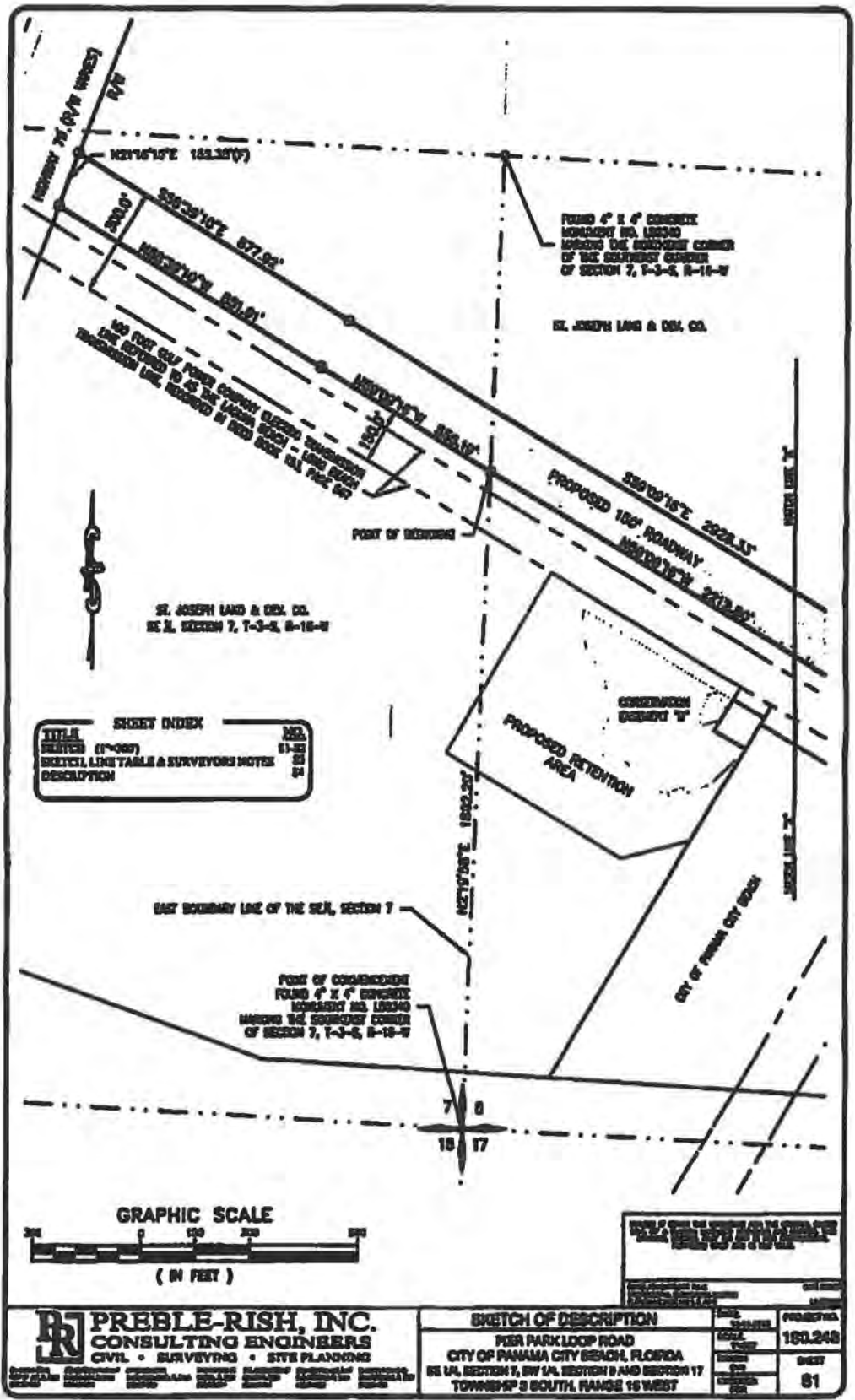
SITE

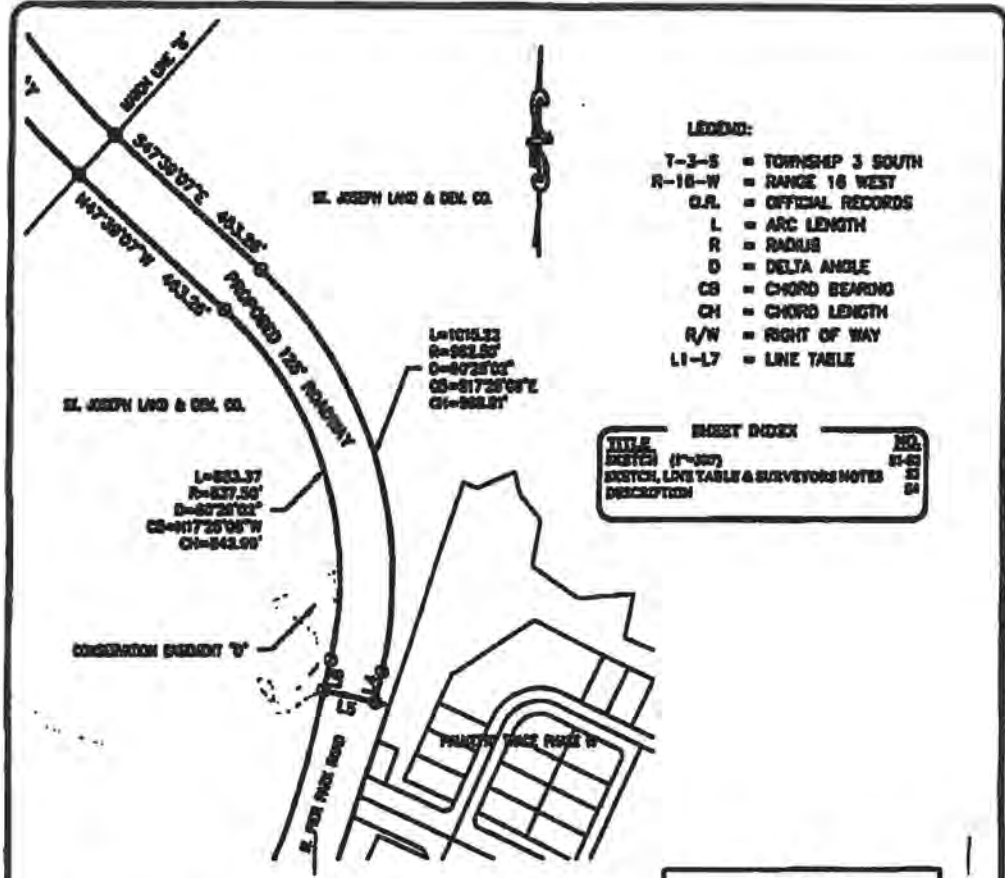
Legend

-  City Limits
-  PCB_Parcels
-  Major Road
-  Minor Road



Prepared by The
City of Panama City Beach
Planning Department





- LEGEND:**
- T-3-S = TOWNSHIP 3 SOUTH
 - R-16-W = RANGE 16 WEST
 - O.R. = OFFICIAL RECORDS
 - L = ARC LENGTH
 - R = RADIUS
 - D = DELTA ANGLE
 - CB = CHORD BEARING
 - CL = CHORD LENGTH
 - R/W = RIGHT OF WAY
 - L1-L7 = LINE TABLE

SHEET INDEX		NO.
TITLE		89
SKETCH (1"=100')		89-89
SKETCH, LINE TABLE & SURVEYOR'S NOTES		89
DESCRIPTION		89

SURVEYOR'S NOTES:

1. BEARINGS SHOWN HEREON ARE REFERENCED TO FLORIDA STATE PLANE COORDINATES, NORTH ZONE, NAD 1983/90, U.S. SURVEY FEET.
2. THIS SKETCH, MAP, AND REPORT IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
3. SOURCE OF INFORMATION: PREVIOUS SURVEY BY PREBLE-RISH, INC.
4. NO TITLE SEARCH, TITLE OPINION OR ABSTRACT WAS PERFORMED BY, NOR PROVIDED TO PREBLE-RISH, INC., FOR THE SUBJECT PROPERTY. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, ENCROACHMENTS, RIGHT-OF-WAYS, BUILDING SETBACKS, RESTRICTIVE COVENANTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES OR USE OF THE SUBJECT PROPERTY.
5. THERE MAY BE ADDITIONAL RESTRICTIONS NOT SHOWN ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA.
6. THIS IS NOT A BOUNDARY SURVEY.

Line Table		
Line #	Bearing	Length
L1	S30°50'44"W	150.00
L2	N59°08'16"W	35.00
L3	S30°50'44"W	138.99
L4	S12°45'55"W	71.82
L5	N77°13'05"W	128.00
L6	N12°45'55"E	71.82
L7	N30°50'44"E	138.99



THIS IS NOT A BOUNDARY SURVEY
 THIS SURVEY IS FOR INFORMATION ONLY
 AND IS NOT TO BE USED FOR ANY OTHER PURPOSE

PREBLE-RISH, INC.
 CONSULTING ENGINEERS
 CIVIL • SURVEYING • SITE PLANNING

SKETCH OF DESCRIPTION
 PIER PARK LOOP ROAD
 CITY OF PANAMA CITY BEACH, FLORIDA
 BE 1/4, SECTION 7, 8, 9 AND SECTION 17
 TOWNSHIP 3 SOUTH, RANGE 16 WEST

DATE	190.248
SHEET	89

LEGAL DESCRIPTION PIER PARK LOOP ROAD (as written)

A parcel of land lying and being in the Southeast quarter of Section 7, Township 3 South, Range 16 West, Southwest quarter of Section 8, Township 3 South, Range 16 West and Section 17, Township 3 South, Range 16 West, Bay County, Florida and being more particularly described as follows:

Commence at a 4" by 4" concrete monument No. 180340, marking the Southeast corner of Section 7, Township 3 South, Range 16 West, Bay County, Florida and proceed North 02 degrees 18 minutes 58 seconds East, along the East boundary line of the Southeast quarter of said Section 7, for a distance of 1802.20 feet to the POINT OF BEGINNING thence leaving said East boundary line proceed North 59 degrees 09 minutes 16 seconds West, for a distance of 538.18 feet; thence North 58 degrees 39 minutes 10 seconds West, for a distance of 831.81 feet to a point on the Easterly Right of Way line of Highway 78 (Right of Way varies); thence North 21 degrees 18 minutes 10 seconds East, along said Easterly Right of Way line, for a distance of 152.35 feet; thence leaving said Easterly Right of Way line proceed South 88 degrees 38 minutes 10 seconds East, for a distance of 877.92 feet; thence South 59 degrees 08 minutes 18 seconds East, for a distance of 2,925.33 feet; thence South 30 degrees 50 minutes 44 seconds West, for a distance of 150.00 feet; thence North 59 degrees 09 minutes 18 seconds West, for a distance of 35.00 feet; thence South 30 degrees 50 minutes 44 seconds West, for a distance of 138.98 feet to a point on a curve concave east, having a radius of 897.50 feet, through a central angle of 53 degrees 00 minutes 13 seconds; thence proceed southerly along said curve for an arc distance of 830.27 feet, (chord bearing and distance = South 04 degrees 20 minutes 38 seconds West, for a distance of 800.98 feet); thence South 22 degrees 09 minutes 29 seconds East, for a distance of 192.14 feet to a point on a curve concave northwest, having a radius of 1,822.50 feet, through a central angle of 25 degrees 28 minutes 38 seconds; thence proceed southeasterly along said curve for an arc distance of 856.42 feet, (chord bearing and distance = South 34 degrees 54 minutes 16 seconds East, for a distance of 848.38 feet); thence South 47 degrees 38 minutes 07 seconds East, for a distance of 483.26 feet to a point on a curve concave west, having a radius of 962.50 feet, through a central angle of 60 degrees 28 minutes 02 seconds; thence proceed southerly along said curve for an arc distance of 1,015.22 feet, (chord bearing and distance = South 17 degrees 26 minutes 06 seconds East, for a distance of 888.81 feet); thence South 12 degrees 48 minutes 55 seconds West, for a distance of 71.82 feet to a point on the North boundary line of North Pier Park Road; thence North 77 degrees 13 minutes 05 seconds West, along said North boundary line, for a distance of 125.00 feet; thence leaving said North boundary line proceed North 12 degrees 46 minutes 55 seconds East, for a distance of 71.82 feet to a point on a curve concave west, having a radius of 837.50 feet, through a central angle of 60 degrees 28 minutes 02 seconds; thence proceed northerly along said curve for an arc distance of 853.37 feet, (chord bearing and distance = North 17 degrees 26 minutes 06 seconds West, for a distance of 842.99 feet); thence North 47 degrees 38 minutes 07 seconds West, for a distance of 483.26 feet to a point on a curve concave northeast, having a radius of 2,047.50 feet, through a central angle of 25 degrees 28 minutes 38 seconds; thence proceed northwesterly along said curve for an arc distance of 811.04 feet, (chord bearing and distance = North 34 degrees 54 minutes 16 seconds West, for a distance of 803.55 feet); thence North 22 degrees 09 minutes 29 seconds West, for a distance of 192.14 feet to a point on a curve concave east, having a radius of 1,022.50 feet, through a central angle of 53 degrees 00 minutes 13 seconds; thence proceed northerly along said curve for an arc distance of 945.90 feet, (chord bearing and distance = North 04 degrees 20 minutes 38 seconds East, for a distance of 912.53 feet); thence North 30 degrees 50 minutes 44 seconds East, for a distance of 138.98 feet; thence North 59 degrees 09 minutes 18 seconds West, for a distance of 2,212.80 feet to the POINT OF BEGINNING. Containing 23.356 acres, more or less.

SHEET INDEX	
TITLE	82
SKETCH (7-10)	81-83
VERTICAL LINE TABLE & SURVEYORS NOTES	82
DESCRIPTION	84

THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE PUBLIC RECORDS OF THE COUNTY OF BAY, FLORIDA.

PREBLE-RISH, INC.
 CONSULTING ENGINEERS
 CIVIL • SURVEYING • SITE PLANNING

SKETCH OF DESCRIPTION
 PIER PARK LOOP ROAD
 CITY OF PANAMA CITY BEACH, FLORIDA
 SE 1/4, SECTION 7, SW 1/4, SECTION 8 AND SECTION 17
 TOWNSHIP 3 SOUTH, RANGE 16 WEST

DATE	PROJECT NO.
10-19-88	180-248
DRAWN BY	CHECKED BY
DR	DR
DATE	SHEET
10-19-88	84

**REGULAR
ITEM 2**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

ADMINISTRATION

2. MEETING DATE:

06/22/2017

3. REQUESTED MOTION/ACTION:

Staff recommends approval of the revisions to the City's Personnel Policy Manual

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

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

The City of Panama City Beach Personnel Policy Manual has not been updated since 11/15/2010. The policy manual has been updated to reflect currently approved policies, new or updated policies, and other format changes.

Staff recommends approval with an immediate effective date:

Summary of changes include:

Addition of Application and Revision of Policies statement for clarification on policy changes and forms

Updated welcome messages

Addition of customer relations paragraph

New acknowledgment and receipt page

Added Nature of Employment and At Will Policy for definition and clarification of Florida policy

Changes to ADA and ADA AAA policy: Added ADA AAA and identified an ADA Coordinator

Minor change to Cellular Phone Policy to include maintaining records in compliance with Florida Sunshine laws.

Wording and clarification changes to Section II and Section IV to update definitions

Changes to the Holiday Pay section of Section V standardizing how holiday pay is accomplished throughout the City.

RESOLUTION 17-102

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; AMENDING PERSONNEL POLICIES FOR EMPLOYEES OF THE CITY; REPEALING ALL POLICIES OR RESOLUTIONS IN CONFLICT HEREWITH, AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Panama City Beach, from and after the effective date of this Resolution, that the updated Personnel Policies attached and incorporated herein as Exhibit A to this Resolution, are hereby adopted.

AND BE IT FURTHER RESOLVED that all policies or resolutions or parts of policies or resolutions in conflict herewith are repealed to the extent of such conflict.

THIS RESOLUTION shall take effect on _____.

PASSED, APPROVED, AND ADOPTED in regular session this 22nd day of June, 2017.

CITY OF PANAMA CITY BEACH

MIKE THOMAS MAYOR

ATTEST:

DIANE FLOYD, CITY CLERK

**PERSONNEL POLICIES
FOR
EMPLOYEES OF THE
CITY OF PANAMA CITY BEACH**

Exhibit A

1

AGENDA ITEM # 2

APPLICATION AND REVISION OF POLICIES

This policy manual is an overview and summary of the City's personnel policies and procedures approved on June 22, 2017 with an effective date of June 22, 2017. The City reserves the right to direct and control the operations of its business, including but not limited to the right to modify, alter or delete policies. As policies and benefits are revised, changes will be communicated to you through standard communications channels.

The policies and procedures contained in this manual do not constitute part of an employment contract, nor are they intended to make a commitment to any employee concerning how individual employment action can, should, or will be handled.

The nature of operations in individual departments may require those departments to have additional policies, procedures and guidelines that are not covered in this manual. While individual department policies and procedures may be more stringent than the policies in this manual they shall otherwise be consistent with the policies in this manual.

Some policies in this manual require the use of a form or forms. Because the City's forms will be updated periodically, before completing any form you should confirm with your Department Head, Supervisor or the Human Resource Manager that you are using the most current form available.

If you have any questions or would like additional information about any particular guideline in this manual, please contact the Human Resource Manager.

This policy manual supersedes all previous manuals, letters, memoranda and understandings.

Welcome new employee!

I welcome you to the City and wish you every success here.

Our primary job as City employees is to give prompt, courteous and efficient service to the public we serve. As we share in the experience of working together, you will be making an important contribution to the growth and well-being of Panama City Beach. We believe that each employee contributes directly to the City's growth and success, and we hope you will take pride in being a member of our team.

This manual was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the City. Please read your manual carefully and discuss any questions you might have with your Supervisor or Department Head.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Mario Gisbert
City Manager

MESSAGE FROM THE CITY COUNCIL

The policy of the City of Panama City Beach City Council has been and will continue to be one of an open door policy, under which all employees have the right, and are encouraged to deal directly with their supervisors and other members of management on matters pertaining to working conditions. Employees of the City are important individuals and we will always strive to ensure equitable treatment.

Our philosophy includes goals of maintaining a climate of excellent employee relations showing respect for the rights and dignity of employees, as well as striving for employee satisfaction through compensation, comprehensive benefits and job security. We continually work to treat all employees fairly and as individuals.

The personnel policies and procedures contained in the manual are designed to provide employees of the City of Panama City Beach with a sound and equitable system of personnel management.

CUSTOMER RELATIONS

Every employee represents the City to our customers and the public. The way we do our jobs presents an image of our entire City. The public judges all of us by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to the public.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the City.

**SECTION I
POLICY STATEMENTS**

THE OBJECTIVES OF THE PERSONNEL POLICIES ARE:

- A. To ensure employees provide efficient and friendly service at all times to all the citizens, visitors and customers of the City of Panama City Beach.
- B. To attract and retain employees of the highest caliber.
- C. To select employees based on qualifications, knowledge and skill.
- D. To provide training for supervisory personnel which will ensure their ability to lead and motivate their employees in an effective manner.
- E. To provide a pay plan and employee benefits which are fair and competitive.
- F. To provide clean, safe, and pleasant working conditions.
- G. To provide opportunities for employees to increase their skills and job potential through training and education opportunities.
- H. To promote from within based upon qualifications, performance, knowledge, skills, and potential to handle increased responsibilities.
- I. To encourage the development of individual acceptance of responsibility for the attainment of outstanding public service.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about working for the City of Panama City Beach, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with the City of Panama City Beach voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the City of Panama City Beach. By distributing this handbook, the City expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

NATURE OF EMPLOYMENT AND "AT WILL" POLICY

Employment with the City is voluntarily entered into, and the employee is free to resign at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time at the City's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the City Manager.

At-Will Defined

At-will means that an employer can terminate an employee at any time for any legal reason or for no reason, without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

At-will also means that an employer can change the terms of the employment relationship without notice. For example, an employer can alter wages, terminate benefits or reduce paid time off.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The City of Panama City Beach is an equal opportunity employer. There shall be no discrimination exercised on account of race, national origin, color, religion, creed, age, marital status, sex, political affiliation, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship, with respect to the recruitment, examination or appointment of applicants, or in any personnel actions affecting employees, including compensation, training, promotions, educational opportunities, transfers, demotions, layoffs and disciplinary transactions. **Any employee who feels he/she or a fellow employee has been discriminated against should contact the Human Resources manager.**

AMERICANS WITH DISABILITIES ACT (ADA) AND THE AMERICANS WITH DISABILITIES AMENDMENTS ACT (ADAAA) POLICY.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City of Panama City Beach to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). A qualified individual with a disability will be afforded the same opportunity to compete in the workplace based upon the same performance standards and requirements expected of persons who are not disabled.

The City has designated the Human Resource Manager as the ADA Coordinator. Contact the Human Resource Manager with any questions or requests for accommodation. Determining whether a reasonable accommodation is appropriate is an individualized process. Decisions will be made on a case-by-case basis, depending upon the individual involved and the essential functions of the job in question. No specific form of accommodation is guaranteed.

Temporary or seasonal workers are not eligible for benefits unless specifically stated otherwise in the City's policies.

HARASSMENT POLICY

The City of Panama City Beach is committed to maintaining a work environment that is free from unlawful discrimination and harassment. Unlawful harassment, either intentional or unintentional, has no place in the work environment. Accordingly, it is and shall continue to be the policy of the City that its employees and their work environment shall be free from all forms of unlawful harassment and intimidation. The City prohibits unlawful discriminatory practices and harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, or any other reason prohibited by law, whether the harassment is caused by another employee, a supervisor, a visitor or any person. Conduct prohibited by this policy can include, but is not limited to, slurs, epithets, threats, derogatory comments, and unwelcome jokes which would make a reasonable person experiencing such harassment uncomfortable in the work environment or which would interfere with the person's job performance.

All employees have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the City Manager. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee, subordinate, visitor or any other person will be subject to disciplinary action up to and including termination.

Retaliation against an individual who reports harassment or discrimination or participates in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be

promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

SEXUAL HARASSMENT POLICY

The Panama City Beach City Council is opposed to and will not tolerate sexual harassment. The City is also equally opposed to bad faith claims of sexual harassment which have no rational basis in fact or justifiable employee perception, and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made. The Panama City Beach City Council takes this position because such claims often affect the future employment and important family relationships of not only the claimant, but also the person against whom the claim is made.

The Equal Employment Opportunity Commission guidelines with regard to sexual harassment in the work place define, very generally, what type of conduct that will be considered sexual harassment, and thus violate Title VII of the Civil Rights Act of 1964. The guidelines set out three (3) basic circumstances in which unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature will be considered sexual harassment. Those three (3) circumstances are:

- Where submission to the conduct is an explicit or implicit term or condition of employment;
- Where employment decisions concerning an individual are based on whether he or she submitted to or rejected sexually harassing actions; or
- Where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

How to Report Instances of Perceived Discrimination or Harassment.

Matters that are not brought to the attention of management cannot be investigated and resolved. Therefore, everyone will be held accountable for accomplishing our goal of a discrimination-free and harassment-free workplace. Any employee who believes he or she is being subjected to unlawful harassment or discrimination by a co-worker, manager, supervisor, or other individual (whether or not employed by the City), or who believes that his or her employment is being adversely affected by such conduct, is directed to report such incidents and any other observations of unlawful harassment or discrimination to the City Manager or other supervisor with whom the employee is most comfortable, either in person, in writing or by telephone. If the complaint or observation involves the City Manager or someone in the City Manager's office or if for any reason the employee is uncomfortable discussing the matter with the City Manager, the employee is directed to report the matter to the Human Resource Manager.

How An Investigation Will Be Conducted.

A prompt and thorough investigation of the complaint or observation of possible unlawful harassment or discrimination will be conducted and appropriate action will be taken based

on the investigation. Since allegations of harassment or discrimination are serious matters for all concerned, employees will be expected to fully cooperate in investigations and the enforcement of this policy. For the same reasons, discretion will be utilized in investigating and, where appropriate, remedying improper conduct.

Our Commitment to an Effective Response.

The City will not tolerate any retaliation against an employee for making a good faith harassment complaint or for cooperating in a harassment investigation.

Supervisors and employees will be subject to disciplinary action, up to and including discharge, for violation of this policy including, but not limited to, harassing or retaliating conduct, failure or refusal to cooperate in an investigation, or other actions contrary to this policy.

ALCOHOL/DRUG ABUSE POLICY

The purpose of this policy is to define the Panama City Beach City Council's position regarding employees whose job performance is adversely affected by alcohol/drug abuse, or engaging in illegal drug activity.

The City participates in the Drug Free Workplace Program under Chapter 440 of the Florida Statutes in order to provide a safe place for its employees to work and to promote a drug-free community. Thus, any evidence of possession of, or being under the influence of, alcoholic beverages or drugs while on City property, or any work site at any time, is a serious violation of this policy and may subject the employee to corrective action, up to and including immediate discharge.

For the purposes of this policy, "drug" shall mean alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph; or any drug which (a) is not legally obtainable; (b) may be legally obtainable but which has not been legally obtained; or c) is being used in a manner or for purposes other than as prescribed or intended.

Illegal drug use, whether on or off the job, may adversely affect an employee's job performance, jeopardize the safety of other employees, the public and the reliability of the City's operations and/or equipment.

An employee will be required by his or her Supervisor to submit to a blood/urine or other test for alcohol or illegal drugs if reasonable suspicion exists to believe the employee is under the influence of alcohol or drugs. Other testing may be required as set forth in the City's Drug and Alcohol Policy and any separate drug testing policy or program implemented and approved by the City Council. Employees who are directed to submit to tests for alcohol or illegal drugs under these circumstances and who refuse or fail

to submit to these tests when and as directed, will be subject to immediate termination. Employees who test positive, as determined by the City and in accordance with Chapter 440 of the Florida Statutes, may be subject to immediate termination.

Employees who are convicted or sentenced for on or off the job illegal drug activity will be considered in violation of this policy and may be subject to termination of employment. Employees in safety sensitive or special risk positions shall be subject to modified rules as provided by Florida Statutes.

Employees must notify their Supervisor when under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. Verification of required medication under these circumstances will be submitted by providing a prescription copy or physician's statement showing medication required and dates of use. Failure to do so will result in appropriate disciplinary action.

SMOKING POLICY

Smoking is prohibited in enclosed indoor work places and City vehicles as established by State Law in compliance with the Florida Clean Indoor Air Act. Signs prohibiting smoking shall be conspicuously posted in every facility, vehicle and major work area where smoking is prohibited. Ashtrays will not be kept in non-smoking areas. Ashtrays will be made available in the designated smoking areas and are to remain in the designated areas at all times.

Complaints of violation of this policy should be directed to the Supervisor responsible for the particular work area or facility involved in the complaint. The responsible Supervisor shall be charged with notifying the violator of the pertinent portions of this policy.

SAFETY AND LOSS CONTROL POLICY

The City of Panama City Beach City recognizes the necessity for a safe and healthful work place, through the adherence to sound safety and health principles. With the assistance of City employees, the City will work to provide a hazard free work environment.

Safety rules are published in the Safety Manual to be provided to you at the time of hiring. The City will continually strive to improve the guidelines and the published rules; your support in this endeavor is requested through compliance with the rules and by providing suggested improvements.

WORKPLACE VIOLENCE POLICY

Violence, or the threat of violence, by or against any employee of the City of Panama City Beach is unacceptable and contrary to City Policy, and will subject the perpetrator to serious disciplinary action and possible criminal charges. The City will work with law enforcement to aid in the prosecution of anyone outside of the organization who commits violent acts against the employees.

Unauthorized possession, use, or threat of use, of weapons or firearms is not permitted while on duty, or on City property, including in a City vehicle. This policy does not prohibit any employee from possessing a legally permitted firearm that is locked inside the employee's private motor vehicle on City property. The City will not ask if any employee has a firearm or undertake a search of any private vehicle to ascertain the presence of a firearm.

Any employee disregarding this policy will be subject to immediate termination.

Employees' conduct toward co-workers, supervisors or the public must be courteous, positive and appropriate for the work situation.

The following behavior is prohibited, however, this is not intended to be an all-inclusive listing of prohibited behavior:

- Fighting or malicious behavior while on or in City property.
- Fighting or assaulting a fellow employee or citizen.
- Threatening or intimidating management, supervisors, or fellow workers.
- Engaging in any form of racial, sexual, ethnic, or religious harassment.
- Engaging in horseplay, fighting, violence or any other action interfering with the work of other employees or service to the public.
- Using threats or profane or abusive language in dealing with the public, co-workers, supervisors or other persons contacted in business relationships, or otherwise provoking or abusing others in any way.
- The unauthorized use or threatened use of weapons or firearms while on duty.
- Harassing, terrorizing, threatening with physical violence or punishment, or otherwise forcing an employee to suffer embarrassing or degrading experiences.

Employees engaging in prohibited behavior are subject to disciplinary action up to and including termination from employment.

No employee acting in good faith, who reports actual or threatened violent behavior, shall be subjected to retaliation or harassment because of their report.

The Department Head is the Workplace Critical Incident Coordinator.

CONFLICT OF INTEREST POLICY

No employee shall accept gifts, gratuities or loans from organizations, business concerns, or individuals with whom he or she has official relationships on City business. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions.

No employee shall solicit contributions from another employee for a gift to an employee in a superior official position nor shall such superior accept a gift presented as a contribution from employees receiving less salary than himself/herself. This does not, however, prohibit a voluntary gift of nominal value when made on a special occasion.

No person seeking appointment to or promotion within the City shall either directly or indirectly give, render or pay any money or other thing of value to any person in connection with an appointment, promotion or proposed appointment or promotion. This prohibition is not intended to prevent payment to a legitimate employment agency.

Employees shall not use or attempt to use their position to secure special privileges or exemptions for themselves or others, except as may be provided by written policy or law.

Employees shall not disclose confidential information gained by reason of their official position, nor shall they otherwise use such information for their personal gain or benefit. Employees are expected to remain mindful of the confidential nature of many aspects of the work of some departments of the City. City Manager permission is required for release of sensitive or privileged information.

Employees shall not transact any business in their official capacity with any business entity of which they own a substantial interest.

Employees shall not have personal investments in any enterprise which will create a substantial conflict between their private interest and the public interest.

If an employee of the City is an officer, director, agent or member of, or owns controlling interest in any firm, corporation, partnership or other business entity which is subject to current proceeding of the City, they shall file a sworn statement to this effect with the City Manager.

EMPLOYEES POLITICAL ACTIVITY POLICY

Political action by employees of the City of Panama City Beach shall be governed by Chapter 104.31 of Florida Statutes. Nothing herein shall be construed to limit or restrict the right or ability of an employee to be involved in political campaigns or other community or political issues during the time an employee is not at work. Refer to Civil Service Charter Section 6-13.

CELLULAR PHONE POLICY

The City provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

City provided cell phones are subject to Florida's Public Records Law. All texts, voicemails, photos, emails, or other such recordings whether sent or received must be maintained on the cellphone or saved to the City's server.

The City will not be liable for the loss or damage of personal cellular phones brought to the workplace. The City discourages employees utilizing their personal cell phones for conducting City business, as such use may subject such phone and any records related to such use to public inspection under Florida's Public Records Law, Section 286.011, Florida Statutes.

City-issued cellular phones shall remain the sole property of the City, and such phones and related records shall be subject to inspection or monitoring at any time. Employees in possession of City-issued cellular phones or accessories are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Except for good cause shown, employees unable to present the phone in good working condition within the time period requested shall bear the costs of replacement.

Use of Cellular Phones in Vehicles.

Employees are prohibited from reading or writing text messages or emails while driving. Employees are encouraged to refrain from placing or accepting phone calls while driving. Employees are strongly encouraged to pull off to a reasonably safe location and safely stop the vehicle before accepting or placing a call, even in slow or stopped traffic.

Employees who have been issued a City cell phone and whose job responsibilities routinely include driving and accepting of business calls in the field, will be provided hands-free equipment to facilitate the provisions of this policy.

Under no circumstances shall employees place themselves at risk in order to accept or place a phone call associated with City business.

Employees who are charged with traffic violations resulting from the use of a cellular phone while driving on City business may be subject to disciplinary action and personal liability resulting from such traffic violations.

As a representative of the City, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

SOCIAL SECURITY NUMBER COLLECTION POLICY

The City of Panama City Beach acknowledges that the Social Security number was not initially intended to be used for business purposes, but for the administration of the federal

Social Security system. As a practical matter, Social Security numbers are now used extensively for identity verification purposes and other related purposes. Recognizing that Social Security numbers can be used as a tool to perpetuate fraud, the City will take the following precautions with Social Security numbers:

- We will not collect an individual's Social Security number unless we have stated in writing the purpose for its collection;
- We will not use an individual's Social Security number for any purpose other than the purpose provided in the written statement;
- We will provide a copy of the written statement to any individual whose Social Security number is collected;
- We will periodically review our Social Security number collection policy to ensure it is in compliance with Section 119.071(5), Florida Statutes; and
- We will not release an individual's Social Security number to anyone unless authorized by law.

Any City Department that obtains Social Security numbers for any purpose shall provide a copy of the following written statement to the individual whose Social Security number is collected. The written statement may be inserted into the condition of admission, a form, an invoice, or any other notice to the individual that would be appropriate.

The City of Panama City Beach collects your Social Security number for the following purposes: eligibility for employment; classification of accounts; customer identification and verification; credit worthiness; customer billing and payments; benefit processing; tax reporting, and any other lawful purpose necessary to conduct City business.

Social Security numbers are NOT public records, but may be released to other governmental or commercial entities as required by law in Section 119.071(5), Florida Statutes.

STATEMENT ON GENERAL LAW

Any State, Federal or local issues which become law will be enforced and/or administered according to provisions of the act. Copies of said policy will be provided to all employees.

**SECTION II
AUTHORITY AND ADMINISTRATION**

DEFINITIONS

WORK WEEK

Work Week refers to the number of hours regularly scheduled to be worked during any seven (7) consecutive days.

WORK DAY/SHIFT

Work Day/Shift refers to the number of hours regularly scheduled to be worked in one 24 - hour period.

HOURS OF WORK

Hours of Work refers to the number of hours an employee is scheduled to work in any 24 - hour period.

WORKING DAYS

The term "Working Days" generally refers to a 5-day period, Monday through Friday, except where 7-day or around-the-clock coverage is required.

OVERTIME PAY

Overtime Pay means the compensation paid for the work performed in excess of the standard specified for the work week or work period.

For full time employees other than police and fire, overtime pay is compensation paid for work performed in excess of 40 hours in a work week.

For Fire, overtime pay is compensation paid for work performed in excess of 106 hours in a pay period.

For Police, overtime pay is compensation paid for work performed in excess of 86 hours in a pay period.

PAY PERIOD

Pay period refers to the frequency in which City employees are paid resulting in 26 paychecks in a normal year.

REGULAR EMPLOYEE STATUS

This status applies to an employee who is assigned to a permanent full time budgeted position (that is usually consisting of 128 or more work hours per month), has satisfactorily completed his or her period of probation, and is eligible for all benefits and pay increases in accordance with policies and procedures of the City of Panama City Beach.

PROBATIONARY EMPLOYEE STATUS

This status applies to an employee who does not have regular status, has less than twelve (12) months continuous service with the City of Panama City Beach, or has been promoted and is serving a twelve (12) month probationary period in the new position.

PERMANENT POSITION

A permanent position is a budgeted position created and authorized for an indefinite period of time, which is expected to be filled for more than twelve consecutive months. Employees in permanent positions may be referred to throughout this manual as Permanent Employees.

SEASONAL POSITION

A seasonal position is a temporary position to supplement the workforce or to assist in the completion of a specific project and is scheduled for a limited duration not to exceed six months or 1040 hours. Employment beyond any initially stated period does not in any way imply a change in employment status.

EXEMPT

Exempt positions are paid on a salaried basis and are not eligible to receive overtime pay.

NONEXEMPT

Nonexempt positions are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

IMMEDIATE FAMILY

Immediate family means husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother, sister, daughter-in-law, son-in-law, grandfather, grandmother, grandchildren, step-mother, step-father, step-brothers, step-sisters and step-children of both the employee and his or her spouse.

MAY

The word "may" shall be interpreted as permissive.

SHALL

The word "shall" shall be interpreted as mandatory.

CONTINUOUS SERVICE

This is service credit which determines eligibility for employee benefits such as vacations, sick leave, etc.

TERMINATION OR LEAVE OF ABSENCE DATES

When completing the Payroll/Change Request Form, the effective date of a termination (voluntary, involuntary, compulsory, or failure to return from an approved leave of

absence) shall be the last day worked or the last day for which pay was received (e.g., time off with pay for personal illness). The start date of a leave of absence shall be the date following the last day worked or the last day for which pay was received, as in the preceding example. The leave ending date shall be the last day of the authorized leave period. Refer to Section V, for types of leaves of absence.

EMPLOYMENT RELATIONSHIP AND CLASSIFICATION

In order to determine eligibility for benefits and overtime status, as well as to ensure compliance with federal and state laws and regulations, The City of Panama City Beach classifies its employees as shown below. The City may review or change employee classifications at any time.

PERMANENT, FULL-TIME EMPLOYEE

Employees who are not in a temporary status, work a minimum of 30 hours weekly in a budgeted position and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package, are subject to the terms, conditions, and limitations of each benefits program, and may be classified as either exempt or non-exempt as applicable under Fair Labor Standards Act

PERMANENT, PART-TIME EMPLOYEE

Employees who are not in a temporary status, who work fewer than 30 hours a week in a budgeted position, and maintain continuous employment status. Part-time employees are not eligible for benefits offered by the City except as granted on occasion, or to the extent required by provision of state and federal laws.

SEASONAL EMPLOYEE

Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are scheduled to work a full or part-time schedule for a limited duration not to exceed six (6) months or 1040 hours. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees are not eligible for City benefits or pay increases.

EXECUTIVE EMPLOYEE

An executive employee is one elected or appointed to the position of Mayor or Councilor, and who performs duties prescribed by the Charter for such position, and whose time commitments vary from month to month. Executive Employees shall be eligible for salary and insurance benefits as more particularly set forth in the Charter or in accordance with City policies and to the extent required by provision of state laws.

SCOPE

These policies shall apply to and govern all employees of the City of Panama City Beach.

AUTHORITY FOR ESTABLISHMENT OF POSITIONS

All positions or offices in the City organization, together with rates of pay, are established by the City Manager and require final approval by the Panama City Beach City Council.

REQUEST FOR PERSONNEL

The requesting Department shall submit a personnel requisition to the City Manager (and forward to the Civil Service Board) when a vacancy exists. Requests for personnel shall be made as far in advance of actual need as circumstances permit. Requests for personnel shall be accomplished on the Payroll/Change Request Form.

REQUEST FOR NEW POSITIONS

The requesting Department shall provide the following recommendations and supporting data to the City Manager:

A. Recommendations

1. Position title
2. Position description
3. Reporting relationship

B. Supporting Data

1. Physical location of work-space for the position;
2. Support furniture/equipment requested or available;
3. Justification statement to reflect increased efficiency, productivity, cost savings, or more effective and responsive service; and
4. Source of funds for salary and benefits.

ADMINISTRATIVE AND APPOINTIVE AUTHORITY

With the exception of appointments reserved to the Panama City Beach City Council, general authority and responsibility for personnel administration is vested in the City Manager. Final authority in personnel matters is reserved for the City Manager with regard to all matters and subjects covered by these policies. However, if a conflict arises in opposition to the authority granted to the City Manager as provided in the City Charter, the Charter shall take precedence. The City Manager may delegate his/her authority to the Department Heads.

ADMINISTRATION OF PERSONNEL POLICIES

Administration of these rules and policies shall be the staff responsibility of the Department Heads. Supervisory personnel shall be responsible for the effective administration of these rules and policies within their respective operations.

AUTHORITY FOR VARIANCE FROM POLICY

Department Heads and other responsible Supervisors shall have the right to request, in writing, a variance from these policies when individual circumstances so justify. This request shall be submitted to the City Manager. All variances require the approval of the Panama City Beach City Council.

CHANGES/AMENDMENTS TO PERSONNEL POLICIES

Specific paragraphs or portions of Personnel Policies will be changed by the Panama City Beach City Council as amendments or additions are needed. The changes are distributed to all Department Heads, responsible Supervisors and others who have need for copies of the policies.

The entire Personnel Policy booklet shall be up-dated periodically to incorporate all changes which have been made in the interim, normally every three to five years.

ACCOUNTING RESPONSIBILITIES

Department Heads and other Supervisory personnel are responsible for maintaining complete and accurate attendance records for employees within their respective operations.

Such records constitute the basis for preparation of Departmental payrolls, and will be preserved for future auditing purposes as needed or required.

The Human Resource Manager is responsible for monitoring the compliance of Departments with the requirements and policies established by the official job classification and pay plan, as well as Departmental conformity with the established policies and rules governing wages, hours of work, and working conditions.

PERSONNEL RECORDS

The Human Resource Department maintains a permanent record of your employment with the City. Your personnel file contains your complete employment history. Employees should be aware of keeping their personnel file current. The Civil Service Administrator, the Human Resource Manager, or the Payroll Specialist should be notified promptly of any changes of address, phone numbers or the person(s) to notify in case of emergency. This is the employee's responsibility and failure to do so may result in loss of benefits. These offices should also be advised of any special education classes or training courses completed. Copies of diplomas or certificates should be forwarded to become part of the permanent file. Such information is valuable when seeking a promotion in the service of the City.

Chapter 119 of the Florida Statutes requires public agencies (this includes the City of Panama City Beach) to permit public access to the personnel records of their employees. However, all medical records, if any, will be kept in a separate confidential file. The City maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

SECTION III

EMPLOYMENT INFORMATION AND REQUIREMENTS

PERSONAL APPEARANCE

It shall be the responsibility of all employees to represent the City of Panama City Beach to the public in a manner which shall be courteous, efficient, and helpful. City employees should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the City's image. The employee's Supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the City of Panama City Beach.

EMPLOYEE ORIENTATION

The Department Heads shall review this manual with each new employee for use as a general guide to policies, procedures, benefits, and organizational structure of the City. Upon employment, the new employee will be furnished a copy of the manual and, after reviewing, will sign a statement that he/she understands the rules, regulations and benefits.

WORK SHIFT ASSIGNMENTS

When employed, each employee is assigned a work shift in accordance with the particular operational requirements of his/her Department. Any changes to those shifts, except where specially noted otherwise, shall be at the sole discretion of management. A minimum 24-hour notice will normally be given in order to allow the employee to make the necessary personal arrangements.

AUTHORITY FOR ABSENCE

No employee shall be absent from his/her regularly scheduled duties except by authority of his/her immediate Supervisor. Employees absent due to reasons beyond their control will be responsible for explaining their absence to their immediate Supervisor prior to the beginning of their shift, if at all possible; but no later than one hour into their shift. In cases where an extended absence or illness is expected, the immediate Supervisor shall have the authority to modify the above daily reporting requirements. Except in cases of leave incident to vacation, occupational disability, illness, jury duty, military training, maternity or academic leave, all absences in excess of thirty days must be approved by the City Manager.

DRIVING RECORDS

Driving records of employees required to drive in performance of duties are subject to periodic review. Should this review identify an unfavorable record, it may result in the employee being transferred to a non-driving position or possibly terminated. All Supervisors are required to keep a copy of each employee's driver's license on file.

VEHICLE USE

If you are authorized to operate a City vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

- You must maintain a valid Florida license.
- You must maintain weekly mileage reports.
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- The City provides insurance on City vehicles, and will cover any damages or related costs, including towing charges, arising from an accident occurring within the scope of employment. However, you will be considered completely responsible for any fines, moving or parking violations at any time while the vehicle is under your use or control, and from accidents or damages arising outside the scope of employment or from the misuse or careless operation of your vehicle.
- You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.
- Persons not authorized or employed by the City cannot operate or ride in a City vehicle.
- Prior to operation of any City vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident. These procedures shall be in accordance with the City's Incident and Accident Policy.
- All employees who operate or ride in City vehicles shall wear properly fastened and adjusted seat belts, shoulder harnesses and other such similar equipment when provided in the vehicle they are operating or riding in. Employees shall report any malfunction of seat belts so that it may be repaired or replaced as soon as possible after its discovery.

Employees of the City of Panama City Beach who are on immediate call, and are required to respond to crisis situations, are eligible to request the use of their assigned vehicle to and from work while on call. Employees will submit to their Supervisors a written request stating the purpose for which their vehicle will be used for and the approximate mileage to and from work. All requests will be submitted to the City Manager for final approval.

OFF DUTY EMPLOYMENT

Refer to Ordinance No. 498 codifying the rules governing secondary or off-duty employment. A copy of this ordinance can be obtained upon employee's request, and employees can review the ordinance at the Civil Service Office.

EXIT INTERVIEWS

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The City will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of the City-owned property. Suggestions, complaints, and questions can also be voiced.

Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

SECTION IV

COMPENSATION PLAN

SALARY AND WAGE SCHEDULE

The salaries of employees of the City of Panama City Beach shall be on the basis of grade schedules prescribed in the Job Classification and Pay Plan adopted by the City Council. A copy of the pay plan program is available in the Human Resource Office.

ANNUAL EVALUATION

Employees may be evaluated on his/her overall performance annually or as set forth in the evaluation policy. Salary increases will be computed on the basis of a percentage determined annually and in accordance with the pay plan adopted by the City of Panama City Beach. However, upon reaching the maximum of his/her pay range, employees are eligible only for cost of living increases.

ENTRANCE PAY RATE

The pay rate at time of appointment to any position shall be the minimum for the position grade. Compensation at higher rates may be considered when experience, skill, training or conditions of the labor market justify such action. The City Manager, upon recommendation of the responsible Supervisor and Department Head, is authorized to make salary offers up to the midpoint of the position grade. Salary offers above the midpoint of the position grade shall be approved by the City Council.

PAY RATES AFTER LEAVE OF ABSENCE, RECALL OR REINSTATEMENT

When an employee returns to duty in the same or comparable position after a leave of absence or recall, he/she shall receive the rate in the grade schedule corresponding to the rate received at the time of departure, or a higher rate if the range for the position has been upgraded due to a cost-of-living increase, general increase or position re-evaluation. Pay rates for reinstated employees shall be treated in the same manner as a new hire. Consideration for a higher grade or rate shall be given if the qualifications of the employee have been increased.

RATE OF PAY ON PROMOTION

When an employee is promoted to a position with a higher grade schedule, the employee shall receive a salary increase at the discretion of the City Manager however, will be at least to the minimum rate of the new pay grade.

RATE OF PAY ON DEMOTION

When an employee is demoted to a position with a lower pay grade schedule, the employee's new salary rate shall not exceed the maximum rate established for the lower pay grade.

RATE OF PAY ON TRANSFER

Employees transferred to another position in the same job classification or to a different position with the same pay grade shall not be eligible for a pay increase. Employees transferred to another position in a lower job classification or pay grade shall be handled in accordance with the policy established above for Demotions.

RATE OF PAY ON RECLASSIFICATION

When a position is reclassified to a higher class or grade, adjustments to salary shall be handled in the same manner as Promotions. When a reclassification results in assignment to a lower class or grade, adjustment shall be made in accordance with the rules for Demotions.

OTHER INCREASES

Cost-of-living or general increases may be recommended by the City Manager for the City Councils approval when appropriate. Such increases may result in the pay grade range (minimum/maximum) being adjusted.

OVERTIME WORK AND PAY

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must be authorized the responsible Supervisor and Department Head prior to performance of overtime work. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

The responsible Supervisor shall maintain accurate records of all overtime approved and justification for same. Each responsible Supervisor shall submit a statement to the Department Head reflecting all overtime conducted on a bi-weekly basis to include overtime justification. The Department Head shall have the responsibility to monitor the overtime reported and to investigate any unusually large amounts. Employees may be required to work overtime, or work on days off, in order to meet special situations, emergencies or demands. Employees may be asked to volunteer for overtime to accomplish non-emergency requirements.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holiday, or any leave of absence will not be considered hours worked for purposes of calculating overtime.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Employees are eligible for overtime pay in accordance with the Fair Labor Standards Act (FLSA). This provides for eligible employees to be paid overtime at a rate of not less than one and one-half times regular pay for all hours worked in excess of the standard (40 hours) specified for the work week (Excluding Police and Fire employees on authorized special shifts).

For purposes of computing overtime of less than one hour, increments in one fourth of an hour will be used. Fifteen minutes is established as the minimal amount of work performed to be eligible for overtime.

If an employee is called into work on a normally scheduled off holiday, that employee will receive pay in accordance with the holiday pay as set forth in section V.

ON-CALL PAY

Employees who are required to remain on-call before or after their regular work hours will be provided with a cell-phone or beeper so they will be free to move about while on-call. If called in to service, employees will receive a minimum two (2) hours pay and will be compensated on an hour to hour basis with such pay subject to the provisions of overtime compensation. If an employee is on call and is not issued a vehicle to use he/she will receive a minimum four (4) hours pay.

AUTHORIZED EMERGENCY PAY

When the County Emergency Operations Center is officially activated, the City Manager shall have the power to make decisions which are in the best interest of the City, and the City Manager will designate those individuals who are salaried that will be directly involved with declared emergency operations of the City. The designated employees will be required to utilize a time card and keep their time in the same manner as required for hourly employees, to enable the City to reimburse said employees for overtime hours worked during the declared emergency, notwithstanding the fact that they may be salaried employees.

SECTION V

EMPLOYEE BENEFITS

The City of Panama City Beach seeks to provide for its employees the protection and security of continuing salary or wage payments during periods when illness, vacation, emergency, or certain civic responsibilities may require time away from the job. Such periods, termed "leaves of absence", are to be considered a privilege--not a right. They are to be administered with the understanding that the City seeks to provide time off with pay in situations where such is reasonable and does not interfere with the City's ability to perform its normal municipal functions.

SICK LEAVE

One work day of sick leave allowance shall be granted for each month of service completed. Regular full time employees earn 3.69 hours (4.89 hours for line firefighters) of sick leave per pay period worked. Sick leave may not be used until three (3) months service is completed. Sick leave does not accumulate while on leave without pay unless otherwise provided by state or federal law. Part time or seasonal employees are not eligible for this benefit.

The City has no maximum for sick leave accumulation.

Regular full-time employees who were employed on or before January 1, 1998, will be paid for not more than 2080 (2756 for line firefighters) accumulated sick leave hours upon separation. After **June 1, 2017**, a line firefighter changing to a 2080 annual hour employee, will not be paid for more than 2080 hours under this rule.

Regular full-time employees were hired after January 1, 1998 but before August 1, 2001, are eligible for not more than 500 hours of accrued sick leave upon separation.

Regular full time employees hired after August 1, 2001 but before **June 1, 2017** are eligible to be paid for accrued sick leave upon separation based on the following schedule not to exceed the cap of 500 hours pay out:

YEARS OF SERVICE COMPLETED	ACCRUED SICK LEAVE PAID UPON SEPARATION
1-9	0%
10-14	50%
15-19	75%
20+	100%

Regular full time employees hired after **June 1, 2017** are not eligible to be paid for accumulated sick leave upon separation.

All other employees will be eligible to be paid for accumulated sick leave upon separation, though the amount of pay-out leave shall be frozen at the employee's current sick leave balance existing on **June 1, 2017** for pay out purposes. Any new sick leave accrued above the frozen balance will not be credited to the employee upon separation, and conversely, use of frozen (banked) leave shall be forfeited by employee as it is used.

Sick leave is to be used for employee's illness or illness of employee's spouse, children or a parent in which the employee is needed to provide care. **SUBMISSION OF PROOF MAY BE REQUIRED.**

A. Employees who are absent more than three (3) consecutive scheduled working days due to illness may be required to submit a physician's statement, at the request of the employee's supervisor.

B. Supervisors are authorized to make any investigation of benefits, claimed by their employees under this rule, which they deem necessary and to deny any claims not properly substantiated.

C. For purposes of reporting sick leave, increments in one fourth of an hour will be used. Fifteen (15) minutes is established as a minimal amount of sick leave to be reported.

D. The unscheduled use of sick leave on six (6) or more occasions within a twelve month rolling period will be documented to the employee's personnel file by the employee's supervisor and may reflect negatively on the employee's annual evaluation. All consecutive work day absences for the same reason will be considered as one occasion for the purpose of this policy. The unscheduled use of sick leave on six (6) or more occasions, or as otherwise found to be excessive by the supervisor and Department Head, may be subject to discipline.

E. Sick leave earned and not used during any pay period will be credited to the employee on the last day of that pay period.

F. All Department Heads and supervisors will ensure sick leave is accurately recorded and meet all the guidelines in this section.

ANNUAL LEAVE

All regular full-time employees accrue annual leave on a bi-weekly basis for 26 pay periods each year according to the following schedule:

YEARS OF SERVICE	40 HOUR STATUS				53 HOUR STATUS			
	HRS PER PAY PERIOD	ANNUAL HRS	DAYS	MAX CARRY	HRS PER PAY PERIOD	ANNUAL HRS	DAYS	MAX CARRY
DAY 1 - YEAR 5	3.69	96	12	240	4.89	127	12	240
YEARS 6 - 10	4.62	120	15	240	6.12	159	15	240
YEARS 11 - 15	5.54	144	18	240	7.34	191	18	240
YEARS 16 - 20	6.46	168	21	240	8.56	223	21	240
YEARS 21 AND UP	7.38	192	24	240	9.78	254	24	240

Annual leave may not be taken until six (6) months service is completed. In extenuating circumstances, this may be waived at the request of the employee's supervisor with concurrence of the Department Head, and approval of the City Manager. Annual leave does not accumulate while on leave without pay unless otherwise provided by state or federal law. Part-time or Seasonal employees are not eligible for this benefit.

The maximum annual leave for regular full-time employees hired prior to January 1, 2007 who have presently accumulated annual leave in excess of the maximum caps established herein applicable for their years of continuous service will be capped at their present accumulation of leave until they qualify for the next "years of service" category. The maximum annual leave for those regular full-time employees hired prior to January 1, 2007, who have accumulated in excess of 24 days shall be capped at their present accumulation of leave, and such employees shall not accumulate any leave in excess of such cap.

A maximum of 240 hours may be accumulated into an emergency leave bank. Amounts in excess of 240 hours shall be lost if not used by December 31. Leave shall normally be granted in accordance with the preference of the employee if and when, in the opinion of the employee's supervisor, it will not be detrimental to departmental operations.

- A. Upon completion of probation, employees in regular positions will be eligible for payment of accumulated emergency leave not to exceed 240 hours and

any unused annual leave in cases of separation from employment with the City. An employee with less than twelve months service is NOT eligible for annual leave pay upon separation.

- B. Annual leave pay may be used to supplement absence on account of sickness or injury in the event accumulated sick leave is not sufficient to cover the length of sickness or injury.
- C. In the event of an employee's death, his/her beneficiary shall be paid for any accumulated annual leave for which the employee was eligible.
- D. Employees must exhaust all annual leave prior to requesting leave without pay except as waived by the City Manager or as provided by law.
- E. Holidays which occur during the period selected by the employee for his/her annual leave shall not be charged against such annual leave. However, the holiday will be charged against holiday leave regularly due the employee.
- F. An employee shall submit his/her request for his/her annual leave to his/her supervisor for approval at least forty-eight (48) hours prior to the first day of the leave period requested by the employee.
- G. All supervisory personnel shall make every effort to provide their respective employee with the opportunity to take their accumulated annual leave at least once a year to remove themselves from the work atmosphere for relaxation and rest in order to return to their jobs refreshed and ready to perform at their maximum efficiency.

LEAVE WITHOUT PAY

A leave without pay is time off without pay for a period of time appropriate to the circumstances as hereinafter defined, unless otherwise specified. Any renewal must be by mutual written agreement.

Health and life insurance benefits may be continued on the employee for the term of the authorized leave if the employee so desires. One hundred percent of the cost of the coverage shall be paid in advance by the employee.

Generally, employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation. However, employees on eligible military leave or family medical leave, may use earned vacation time while on the approved leave of absence.

When an employee is out on leave without pay that is protected by the Family and Medical Leave Act (FMLA) or Uniformed Services Employment and Reemployment

Rights Act (USERRA), that employee will continue accruing paid leave as long as the employee is using earned annual leave. If an employee on FMLA or military leave uses all paid annual leave in accordance with the City's Leave Policy and remains unable to return to work, then the remainder of the FMLA or military leave, will be unpaid. During the period of unpaid FMLA or military leave, the employee will not continue to accrue paid leave, consistent with the City's policy for all types of unpaid leave.

Please see the human resource department for questions about FMLA leave and USERRA leave.

A leave without pay of less than 30 days will not constitute a break in service with the exception of employees on approved military leave as protected under USERRA.

A. Eligibility for Leave Without Pay

Regular full-time employees are eligible to be considered for leave without pay unless otherwise specified. Part-time or seasonal employees are not eligible for this benefit.

B. Application for Leave Without Pay

No application for leave without pay will be considered unless it is applied for in writing, on forms provided for that purpose. In all cases, the forms shall be completed at least two weeks prior to leave; shall specify the type of leave; and, will be signed by the employee to signify his/her understanding and acceptance. No leave without pay request is considered granted unless recommended by the employee's supervisor and Department Head with the City Manager's approval. Exceptions may be granted when circumstances of FMLA and military leave do not allow for such notifications.

C. Employees returning from a leave without pay must:

1. No later than two weeks prior to their scheduled date of return, confirm to their supervisor their date of intended return to active employment. Any request to change their scheduled date of return or intention to resign should be reported as soon as known.
2. Those employees returning from a medical leave of absence shall furnish a signed letter from their personal or treating physician, indicating the employee can resume his/her employment. Arrangements may be made with the Civil Service Office, through their Department Head, to have them examined by a designated City chosen physician before returning to work.

D. Employees on leave without pay will be terminated if they have:

1. Failed to furnish a true statement of the reason for leave or required official documentation.
2. Accepted other employment while on leave, unless a specific request has been applied for and approved in writing.

3. Failed to return to work at the expiration of leave or by falsifying actual date of return.

TYPES OF LEAVE WITHOUT PAY

A. Military Leave

Time off for military duty (Armed Forces and National Guard training) will comply with all Federal and State Statutes.

B. Maternity Leave

Maternity leave will comply with all Federal and State Statutes.

C. Family and Medical Leave

Leave will comply with the Family and Medical Leave Act of 1993.

D. Bereavement Leave

Three (3) days of Bereavement Leave will be granted to individuals with a verifiable death to an immediate family member for individual employees without time off available through the use of remaining sick leave or vacation time. Regular full-time employees may also use a maximum of three (3) hours of accrued sick leave to attend a funeral with pre-approval of the Department Head and with department needs taken into consideration.

HOLIDAYS

The following twelve (12) days are scheduled holidays for all employees of the City of Panama City Beach that are not on a twenty four hour shift and when schedules permit as amended by Resolution 13-41:

1. The first of January - New Year's Day
2. The third Monday in February - President's Day
3. The last Monday of May - Memorial Day
4. The Fourth of July - Independence Day
5. The first Monday of September - Labor Day
6. November 11th - Veterans Day
7. The fourth Thursday of November - Thanksgiving
8. The Friday after Thanksgiving - Thanksgiving Friday
9. The twenty-fourth of December - Christmas Eve
10. The twenty-fifth of December - Christmas Day
11. The thirty-first of December - New Year's Eve
12. The Employee's Birthday

Holidays may vary according to department policies due to shift constraints. Employees in each department are instructed to see their Department Head for specific instructions.

All departments must submit a written plan to the City Manager.

Holidays must be taken as they occur except as approved by the City Manager.

Applicable rules for Holiday Leave are as follows:

- In situations where a recognized Holiday falls on a Saturday, City Offices will be closed the preceding Friday. In situations where a recognized Holiday falls on a Sunday, City Offices will be closed the following Monday. This rule may be changed at the discretion of the City Manager.
- Permanent full-time employees not scheduled to work on the recognized Holidays will be given time off and paid for eight (8) hours of regular pay for the Holiday. Permanent part-time employees will be given will be paid for four (4) hours of regular pay for the Holiday. If the employee is called into work on a normally scheduled off Holiday, the employee will receive their normal holiday hours in addition to receiving time and one-half the rate of normal pay for the hours required to work. Supervisors should make every effort to release the employee as soon as possible.
- Permanent full and part-time employees scheduled to work on the recognized Holiday will be paid for eight (8) hours of regular pay for permanent full-time and four (4) hours for permanent part-time for the Holiday in addition to regular pay for the time actually worked. Alternately, the employee may take the Holiday as scheduling permits with Supervisor and Department Head approval. If an employee takes a Holiday before it is earned and subsequently terminates employment with the City, the employee agrees to repay the City for the unearned Holiday time. Alternate holidays must be taken prior to December 31st of the current year or be paid for prior to the start of the next year.
- To be eligible for Holiday pay, an employee must have worked his/her last full scheduled day prior to the Holiday except when the employee is on approved leave status.
- Employees on approved leave during periods when recognized Holidays occur will not have the Holiday charged against their leave account; the time will be paid as Holiday hours except as authorized by the City Manager.

OCCUPATIONAL DISABILITY

All cases of injury occurring on the job shall be filed for action under the provisions of Workers Compensation however, any employee disabled as the result of a job related injury shall be terminated after a period of one year unless the employee makes application requesting an extension of time, which may or may not be granted.

An employee may choose to utilize 1/3 day of accrued sick leave or may, in absence of sick leave, use 1/3 day of annual leave for each day he/she is determined, by a physician, as disabled because of a work-related injury. This utilization shall include the seven day waiting period as established by Workers Compensation Law, as well as the remaining period of disability for the work-related injury. Neither sick leave nor annual leave will accumulate during the period of disability when an employee has exhausted all accrued sick leave and vacation time.

COURT DUTY

An employee who is legally summoned to serve on a jury during a court trial or subpoenaed to be a witness in a legal proceeding may be permitted absence with pay for the time required for such duty. When excused or relieved from such service, the employee shall report for his/her regular employment, provided, however, that at least three hours remain during his/her regular work day. Any fees paid for such service may be retained by the employee.

Failure to return to work or report end of court service time may result in disciplinary measures.

OTHER BENEFITS

GROUP HEALTH AND LIFE INSURANCE

Probationary and regular employees are eligible for the group health and life insurance program on the first day of the fourth month. Each employee will receive a booklet with pertinent information. The program provides health coverage for the employee only at 100% employer's contribution and dependents coverage can be added at the employee's expense. A basic life coverage policy of \$15,000.00 for the employee only. Group health insurance coverage may be continued while an employee is on approved no-pay leave of absence, however, the employee will pay 100% expense for health and life insurance premiums. The City's group health and life insurance program is continued until the last day of the month in which the employee terminates. However, coverage may be converted to individual policies upon termination in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) regulations. A retired employee may elect to stay under the group coverage by paying 100% of the insurance premium.

Other insurance programs may be offered to employees from time to time with the employee paying 100% of the expense.

UNIFORMS

Employees in certain jobs where uniforms are required may be furnished uniforms at no cost to the employee. Employees must return all uniforms when they terminate

employment before the final paycheck will be processed. Uniforms not returned will be paid for by the employees.

RETIREMENT

Regular full-time employees are provided with a retirement plan through a City sponsored plan with contributions being paid by the employee and City. See the Human Resource Manager for a copy of the Summary of Plan Provisions for the respective retirement plan. This document is given with the New Hire Orientation packet.

INCENTIVE PROGRAMS

A. ANNUAL INCENTIVE. Regular and Part-time employees receive once a year an annual incentive in the middle of November based on length of service. Employees with one year or less receive \$100.00, Employees of two to five years receive \$250.00, Employees of five to ten years receive \$350.00, Employees of ten years or more receive \$500.00

B. Other Incentive Programs may be provided as deemed beneficial by the City Manager and approved by the Council.

TRAVEL

Purpose and Intent. City officers and employees shall be reimbursed for actual and necessary travel and expense incurred while on official business, as approved by the City. In no event shall reimbursement be made in excess of expenses actually incurred and receipt or proof of payment must be furnished for reimbursement.

Approval. All travel must be authorized by the City Manager. Any travel by the City Manager must be authorized by the City Council.

Daily Allowances for Meals and Lodging.

Meals. Meals shall be reimbursed at the maximum rate of Thirty Six Dollars (\$36) per day (including tax and gratuities). The per-meal breakdown is:

Breakfast: \$6.00
Lunch: \$10.00
Dinner: \$20.00

Lodging. Lodging shall be reimbursed based on the itemized hotel receipt at the single occupancy rate. Requests for reimbursement at rates that exceed \$150 per night must include justification for the additional expense.

Meal and lodging rules for travel of a short distance and/or duration: The cost of lodging within 50 miles of the traveler's headquarters will not be reimbursed without justification.

There is no meal allowance for travel of a duration of twelve hours or less.

Transportation allowances. Transportation shall be by automobile wherever practicable and by City vehicle whenever possible. Reimbursement for use of a private vehicle shall be at the current per-mile rate established by the Internal Revenue Service at the time the expense was incurred. Mileage is reimbursable to only one of two or more employees traveling on the same trip and in the same vehicle.

Incidental allowances. In addition to meals, lodging or transportation, the following incidental expenses may be reimbursed:

- a. Reasonable taxi fare and car rental (by receipt);
- b. Ferry, bridge, road and tunnel tolls;
- c. Storage or parking fees (by receipt);
- d. Communication expenses (telephone/fax/internet, by receipt); and
- e. Conference registration fee (by receipt).

Advancements. A traveler shall not have more than one advance at a time. The advance must be settled no later than 10 workdays from the travel ending date. If not settled within 30 workdays, the City will garnish a traveler's wages through Payroll. The traveler may make payment arrangements for a garnishment deduction until the cash advance is settled completely. If the travel advance results in payroll garnishment, then the traveler will not qualify for future travel advances.

Council action. Whenever the actual expenses incurred or to be incurred may exceed the maximum amounts specified herein, the City Council may specifically approve the payment of such expense.

**SECTION VI
POSITION CLASSIFICATION PLAN**

PROMOTIONS

- A. It is the policy of the City to provide employees the opportunity for advancement by promoting from within whenever possible. Promotions to more responsible positions shall be based on demonstrated performance, a cooperative attitude, education, experience, and special qualifications.
- B. Pay increases shall be approved in accordance with Panama City Beach Pay Grade Plan.
- C. Announcements of position vacancies shall be made as they occur. Employees who have attained regular status and desire advancement to higher level positions are encouraged to prepare a request for consideration, stating their reasons and qualifications. All job openings must be posted in all Departments for five work-days prior to filling vacancies in order to allow employees the opportunity to make application for advancement. All such requests shall be reviewed by the responsible Supervisor, Department Head and the City Manager. Applicants shall be notified when selections are made.
- D. During the budget preparation cycle, from initial submission until approval, all promotions shall be frozen unless approved by the City Manager.

DEMOTIONS

Full-time employees are covered under the Civil Service Rules.

TRANSFERS

Full-time employees are covered under the Civil Service Rules.

CLASSIFICATIONS OR RECLASSIFICATION

Full-time employees are covered under the Civil Service Rules.

REDUCTION IN FORCE (RIF)

Full-time employees are covered under the Civil Service Rules.

SECTION VII

1. **DISCIPLINARY ACTION/TERMINATION**

It shall be the policy of the City of Panama City Beach to administer discipline with fairness and equity. The intent of the disciplinary process is to correct behavior, not to administer punishment. An employee whose work, actions or conduct falls below City standards outlined in this manual will be subject to disciplinary action, up to and including immediate termination, depending upon the distinct phases. These phases, however, do not need to proceed sequentially. Employees engaged in conduct that is dishonest, immoral, dangerous, threatening, violent, abusive, destructive, grossly insubordinate or illegal may be terminated immediately without prior written or oral warning.

All disciplinary actions involving suspensions without pay or termination require the recommendation of the Department Head and the approval of the City Manager. In any disciplinary action the employee shall be instructed of the following. (Refer to the Civil Service Charter Section 6-12 page Civil Ser. 5 & 6 for details.):

- The cause for disciplinary action
- The specific reasons supporting the cause
- The discipline to be imposed
- The effective date
- The right of appeal

2. **DISCIPLINARY PROCESS**

A. **Oral Warning** - The employee's Supervisor will verbally outline the particular offense (s) and suggest possible ways to correct the problem (s). Employees should be made aware that the Supervisor is issuing an oral warning that the employee should take corrective action and that if the problem is not corrected further disciplinary action will ensue. An Oral Warning Notice will be placed in the employee's personnel file, and a copy of the notice will be given to the employee.

B. **Written Warning** - A written warning will be issued upon the Employee Warning Notice Form in the event that the employee does not correct their behavior or performance or if the infraction is serious enough to warrant an immediate written reprimand in the employee's personnel file. The Supervisor will present the employee with a written warning detailing the offense (s) and expectations for the employee. Should the employee fail to correct their behavior additional disciplinary action may be taken up to and including termination. A copy of this notice will be maintained in the employee's personnel file.

C. **Suspension** - This form of discipline is administered as a result of a severe infraction of the employee **Standards of Behavior** (see Section VII, Item 3) or for failure to correct previously noted improper behavior or substandard performance. The employee will be suspended without pay for a period of no more than thirty (30) days. A record of this action

will go into the employee's personnel file. The employee will be clearly advised in writing of the reason(s) for the suspension and what action may be taken to prevent further disciplinary action. Further disciplinary action resulting from the same or similar behavior will result in the employee's immediate termination. Employees may appeal suspensions through the Board of Civil Service Commissioners (See the Civil Service Charter Section 6-12 page 6 for details).

D. **Termination** - An employee may be terminated from the job for flagrant violations of the employees' **Standards of Behavior** with or without previous notice. An employee may also be terminated for repeated failures to correct behavior or improve performance which has resulted in previous disciplinary action. The employee will receive notification of termination in writing, which clearly specifies the reasons for the termination and the right to appeal through the Board of Civil Service Commissioners. Probationary employees may be terminated at any time without cause and without right of appeal. Notification of termination shall be provided in writing to the employee and a copy placed in their personnel file.

E. **Administrative Leave** - The Department Heads or Managers may place an employee on administrative leave for 24 hours, with or without pay, while the facts surrounding a disciplinary action are gathered. The City Manager may place an employee on administrative leave for periods of time in excess of 24 hours if additional time is required to review the circumstances pertaining to a disciplinary action thoroughly. If upon investigation it is found that the employee did not commit an infraction of the employee **Standards of Behavior** the employee will be paid for the period of suspension. If it is determined that the employee did violate the employee **Standards of Behavior** the employee shall be terminated as of the effective date of the administrative leave.

3. STANDARDS OF BEHAVIOR

It is the responsibility of the employees of the City of Panama City Beach to maintain high standards of quality, efficiency and integrity in their work. If an employee's conduct falls below these standards he may be subject to disciplinary action. Generally these Standards of Behavior have been grouped into three categories, Class I, Class II and Class III. Violation of Class I standards may result in the employee's immediate dismissal. Violation of Class II and Class III standards may result in an employee's immediate termination or other disciplinary action depending upon the nature, frequency, and severity of the violation and the work record of the employee involved. The following are some of the primary reasons for disciplinary action or termination. The list is not meant to be all inclusive and there are many factors which must be taken into consideration when deciding upon disciplinary action.

CLASS I:

- Chronic incompetence and/or chronic inefficiency in the performance of duties, such as excessive absenteeism or tardiness, insubordination or inability to perform assigned duties.

- Conviction of a felony criminal offense or the unlawful sale, use or possession of any illegal drug.
- Possessing, using or being under the influence of any drug, narcotic or alcohol while on duty or while operating any City vehicle.
- Offensive or abusive conduct or language.
- Physical violence, threatening conduct or language.
- Attempting to induce any officer or employee of the City to violate any unlawful or reasonable regulation.
- Acceptance of any inducement to violate any lawful or reasonable regulation.
- Acceptance of any unauthorized inducement in performance of duties.
- Intentionally falsifying any City records.
- Theft of materials, supplies, equipment or property of the City.
- Use of City property for personal gain.
- Divulging or misusing confidential information for personal gain.
- Conducting activities, and/or using City equipment, relating to secondary employment or otherwise in conflict with the interest of the City while on City time.
- Involvement in political campaigns or activities while on City time.
- Harassment, sexual or otherwise, of any employee, officer or citizen of the City of Panama City Beach.
- Discrimination, in any form, against any person(s) as protected by the laws of the State of Florida and the Federal Government.

CLASS II:

- Violations of any lawful and reasonable regulation, order or direction made or given by a direct Supervisor or Higher Authority.
- Carelessness, negligence or damaging any City property, equipment or materials.
- Violation of established safety measures.

- Making false accusations against co-workers or Supervisors.
- Operation of City vehicles without proper license or in violation of the laws of the State of Florida, the County and the policies of the City.

CLASS III:

- Absenteeism without proper notification or approval.
- Bypassing the established chain of command.
- Inability to work effectively with co-workers.
- Excessive use of City telephones for personal calls. Failure to reimburse the City for any personal long distance charges incurred by the employee.
- Failure to be clean and properly dressed in a manner suitable for employee's position and to reflect a favorable image for the City.

4. COMPLAINT ADJUSTMENT

The disciplinary process is intended to provide employees with due process, information, feedback and if necessary an avenue of appeal through the Board of Civil Service Commissioners. During the disciplinary process, the employee will receive copies of all reports and information relating to the alleged offense. All such information will become part of his/her personnel file. All information will be discussed with the employee by their Supervisor.

If an employee feels he has been judged unfairly, the employee is entitled to appeal, through the established chain of command, any disciplinary action. (Refer to the Civil Service Charter Section 6-12 page 6 for details.):

It shall be the policy of the City to attempt to resolve disputes which may arise between employees and their Supervisors, provide clarification or interpretation of the City's policies and procedures or resolve matters of perceived discrimination or harassment in an amicable professional and systematic manner. The complaints of employees shall be addressed without fear of reprisal or retribution through the complaint adjustment process.

**REGULAR
ITEM 3**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Stormwater/Kelly Jenkins

2. MEETING DATE:

06/22/2017

3. REQUESTED MOTION/ACTION:

Recommend which option to use for expenditures towards capital projects for the update of the City's Stormwater Assessment Program.

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

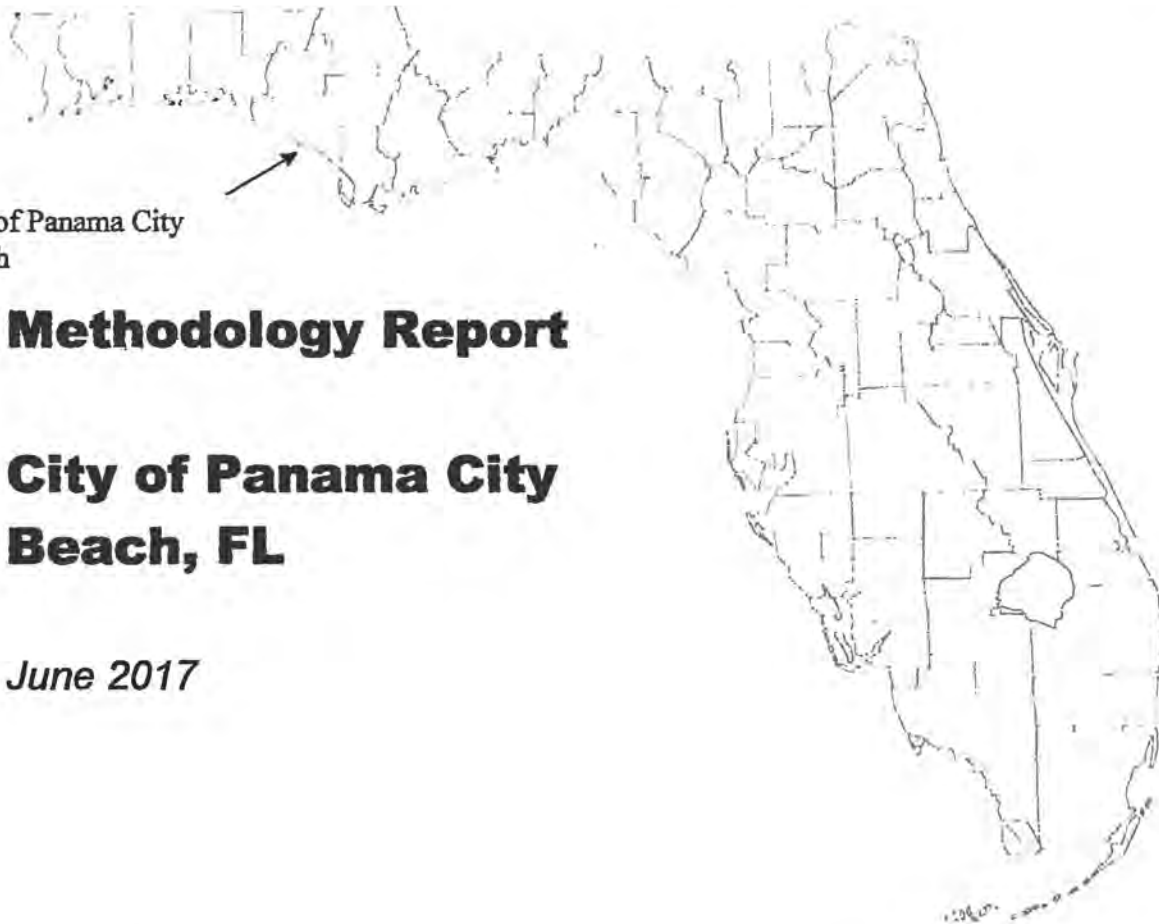
6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

In February 2017 Council approved a proposal from the City's stormwater utility consultant, Ennead LLC, to provide an analysis of our existing program and rates.

The original stormwater rate study was completed by Ennead LLC "Ennead" and Public Utility Management and Planning Services "PUMPS" in 2006. Rate recommendations are typically based on a 5 year forecast and therefore we were well overdue for this update. City staff provided Ennead current and past budgets for personnel, operating expenses and capital projects. Staff compiled a list of future capital projects that would be a benefit to the community if they were able to be funded within the next 5 years. They utilized this and also revised the methodology we use to perform calculations for our collections and to update our rate study. By performing the calculations it was apparent that our capital projects would need to be trimmed back to have a more realistic assessment fee increase. Therefore, Ennead came up with 4 options to reflect different proposed capital budgets that correspond with rate increase options.

Attached is a copy of the updated Stormwater Rate Study (Exhibit A). Staff recommends the methodology of the calculations to have the fixed revenue cover the personnel and operating expenses and option 3 for capital funding. July 21, 2017 is the TRIM notice file submittal deadline and therefore staff is seeking guidance to be able to advise the County of any rate changes.

STORMWATER RATE STUDY



City of Panama City
Beach

Methodology Report

City of Panama City Beach, FL

June 2017

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ACRONYMS/DEFINITIONS

BMPs	Best Management Practices
CIP	Capital Improvement Projects
CPI	Consumer Price Index
DOR	Department of Revenue
EPA	United States Environmental Protection Agency
ERU	Equivalent Residential Unit
FAC	Florida Administrative Code
FDEP	Florida Department of Environmental Protection Division
FEMA	Federal Emergency Management Agency
FS	Florida Statute(s)
FY	Fiscal Year
GIS	Geographical Information System
MS4	Municipal Separate Storm Sewer System
NAV	Non-ad Valorem Assessments
NPDES	National Pollution Discharge Elimination System
O&M	Operations and Maintenance
PA	Bay County Property Appraiser
SFR	Single Family Residential
SRF	State Revolving Fund Loan
SWMP	Stormwater Management Program
TIA	Typical Improvement Area

1. EXECUTIVE SUMMARY

This report documents the analysis of the existing Stormwater management program and recommendations that reflect changes to the development patterns in the City and the inclusion of newly available impervious area data. In addition to facing the same stormwater management challenges that face most Florida municipalities, the City must find the revenue to deal effectively with the unique challenges of its island status, the fragile eco-system its economy is based upon and the steady pace of development that has occurred in the past 10 years.

The city's vision includes the promotion of a pro-active, rather than a re-active operations and maintenance program, the planning and integration of stormwater-related capital projects with other City departments and the establishment of a dependable, and legally-defensible funding mechanism. This includes using the best available data for the calculation of Stormwater assessments. Revenue created through the proposed mechanism would be available to fund all, or any part of, the cost of providing comprehensive stormwater program benefits to properties within the City limits.

The Stormwater Management Program

The last stormwater master plan for the City was prepared by the engineering firm of CDM approximately ten ("10") years ago. There is no plan to engage an engineering firm to prepare an updated Stormwater master plan at this time. New projects, however, have been identified as the characteristics and needs of the community have changed. Initially, an estimated 1.6 million dollars in Capital Projects were identified. The assessments necessary to fund that level of Capital Project funding were found to be at an unacceptable level. With input from City staff, a range of Capital Project Expenditure from \$400,000 to \$700,00 are presented in this report.

Following the examination of unique City characteristics, the Project Team recommends the following rate structure:

- Continuation of the use of an Equivalent Residential Unit ("ERU") as the standard billing unit. The ERU is developed from two interconnected parameters – impervious area and percent of impervious on the property as compared to the median single-family dwelling unit. Properties on which single-family dwelling units have been constructed are used to develop a "typical" ERU. After reviewing current data, it is recommended that in this case, one ERU represents 2850 sq. ft. of impervious surfaces and the imperviousness of single-family residences has been found to be 40%.
- All other properties are to be defined in terms of the ERU.
- Continuation of the use of residential "tiers", rather than the assignment of 1.0 ERU to all residential properties. Because of the disparity in single-family residential home sizes, this concept is used widely to offer ERU values that are representative of impervious area. The concept is that for very small houses or large lots, the ERU value may be representative of different stormwater runoff contributions to the City's stormwater collection system.

- The use of “best available data.” Property (lot) size and impervious area data can be acquired using a number of verifiable methods. The use of the most recent and most accurate measurement techniques is recommended. Ongoing testing of parcel impervious and lot sizes is suggested as the measurement of all parcels in the City would be prohibitive;
- The continuation of the assignment and grouping of parcels with similar land uses. This includes the use of the following categories:
 - Single family
 - Multi-family, with less than ten living units;
 - Commercial, including multi-family with more than nine units;
 - Vacant
 - Residential Condominium
 - Commercial Condominium
 - Exempt
- The establishment of SWMP budget components. The projected SWMP budgets reflect two expenditure categories: Capital Projects and Program Management. This is a departure from the existing rate structure, but is recommended to support the new Stormwater budget.
- The continuation of a Mitigation Credit and Adjustment Policy. Those properties providing privately maintained mitigation facilities (some form of stormwater retention, detention or treatment) or that have been required to dedicate road and drainage easements may be eligible for a stormwater credit in the form of an adjustment to the assessment. To be considered for a mitigation credit, an Engineer’s certification or other “approved” inspection of the on-site system will be required to insure that the facility is in operating as it was designed. This process is required to insure the benefit claimed is actually received. The City currently imposes a fee for this analysis, to cover the cost of reviewing the application, a possible site visit and associated record-keeping.
- The use of social media and the City’s website to reach property owners and answer their questions as they are anticipated. Existing at this time is a password protected website where the database used to calculate and store parcel assessment information can be found. This is a powerful and efficient customer relations tool if used to answer specific questions posed by property owners, staff or elected officials. This website has a powerful reporting tool that could be used to save valuable employee time and effort.
- To meet a requirement of 197.3632 F. S., a public-facing website is populated at the time the TRIM Notice is mailed and is refreshed at the time of Certification of the Annual Non-ad Valorem Assessment Roll. It is recommended that staff use this tool to its fullest potential. It is recommended that it is linked directly to the City’s website, so that property owners can access it seamlessly. From the site, a user can search assessment details using the parcel number, street address, or owner of record’s name.
- A long-term plan to increase revenue incrementally is the most obvious way to fund Capital Projects that have been identified by the Engineering Department. It is recommended that, at a minimum, the Stormwater rates be tied to a external price index.

2. INTRODUCTION

This report was generated as the a deliverable associated with the Stormwater Utility Rate Study contract between the City of Panama City Beach (“City”) and the Project Team led by Ennead, LLC. It addresses the estimated financial needs of the SWMP over the next five years, appropriate apportionment of costs, the apportionment methodology and derivation of a master billing file to support the billing of a City’s Stormwater assessments.

The following tasks were identified as a part of the project’s Scope of Services:

- Estimate the stormwater management program’s multi-year budget needs
- Review existing apportionment methodology and make recommendations for changes, if needed, to meet the City’s current strategic goals and unique geographic characteristics
- Identify data requirements, likely deficiencies and “work arounds” required to maintain the data associated with the ERU calculation for each tax parcel
- Consider runoff contributions made by parcels in each rate class
- Verify the accuracy of a sample set of impervious values
- Test billing system algorithms against ordinance language
- Provide standard billing system reports

This report is intended to address the current allocation of stormwater-related expenses and provide a projected multi-year program budget. Future budget projections will be based on current expenditures, future needs, such as, MS4/NPDES-related activities and other program costs provided through interviews with City staff and the Engineering consultant.

The City adopted a system based on Equivalent Residential Units (ERUs) to be billed on the annual tax bill using the “Uniform Collection Method” (197.3632 Florida Statutes). The recommended apportionment method defines the Equivalent Residential Unit as the factored impervious area found on the median single family residential unit in the City. Initially, all other properties, except Residential Condominium parcels, were defined in terms of the single family residential ERU value. That approach was chosen because impervious area information for condominium developments was not readily available. Dozens of hotels were being converted to condominium units and it was determined that Since the programs inception, condominium units have been assigned a fixed ERU value of 0.85, that corresponds to an assessment of \$31.45. This study will provide the impervious area measurements for condominium developments based on digital measurement. It has been determined that acquiring the impervious area in this manner will enhance the equitable distribution of assessments for the condominium rate class.

Stormwater Program Objectives

The City continues to be committed to the following SWMP goals and priorities:

- Address detention pond maintenance
- Address water quality concerns in water bodies within the City
- Eliminate untreated runoff discharges into the Gulf of Mexico to the extent practical
- Maintain compliance with current and future regulatory requirements
- Reduce flooding
- Maintain a functional stormwater drainage system
- Improve the health and quality of life for residents
- Create and maintain an adequate, stable and reliable funding source to fund the City's stormwater program

Following an analysis of the current and proposed Stormwater Management budgets, it is unclear how certain activities are now being assigned. For instance, it is recommended that in future years, the cost of street sweeping and other MS4 permit requirements be reviewed and assigned to the program that they are most closely aligned with.

The City recognizes the need for compliance with stormwater permitting requirements. City ordinances have extensive requirements for new development that are intended to help meet the above objectives.

However, with the issuance of their MS4/NPDES stormwater permits, the City has embarked on significant amounts of record-keeping, policy development, inspections and maintenance than was previously being provided. The department is currently understaffed and there are insufficient funds to address capital needs. The costs of the requirements of stormwater permits should be incorporated into the stormwater program and recovered by the associated stormwater fee. A work order tracking system is recommended to document field activities and inspections.

A standard operating procedure, such as the use of GIS should be used to update impervious area and lot size information needed for annual assessment calculations, as new development and re-development occur. The GIS analysis performed as a component of this project includes the digitizing of impervious surfaces of condominium developments only.

WHY FUND STORMWATER MANAGEMENT USING THE ANNUAL TAX BILL?

At a minimum, the City's stormwater assessment program was created as a method of obtaining funds for the ongoing funding of current and future stormwater management activities. In general, stormwater management programs typically generate most of their revenue through "user" fees or assessments that are managed in a dedicated or "Enterprise" fund. "Use" of the stormwater system is defined as the demand a property places on the system, services and facilities provided by the City, which protect properties and the receiving waters. The use of Non-ad valorem assessments is defined in Florida Statutes as a mechanism that must be based on the benefit received by the property and assigned to each parcel in an equitable manner. Most properties generate runoff, which may be collected, conveyed and/or treated by the city's Stormwater management program. Each property owner benefits, to the extent the "burden" created by Stormwater runoff is mitigated. The demand a property places on a system is traditionally measured in terms of the stormwater runoff peak flow generated by the property. The greater the flow, the greater the use, and thus, the greater the assessment.

3. EXISTING STORMWATER MANAGEMENT PROGRAM

History

Over ten years ago the City established its stormwater utility and chose to use the Uniform Collection Method as the mechanism for collecting the Stormwater assessments on the annual tax bill. The original stormwater rate study and program has not been updated, however, as new development has occurred. In each assessment period, the best available data has been used to assign impervious area to individual tax parcels. In turn, the impervious area values have been used to calculate the Stormwater assessments. This Rate Study update was pursued by the City to meet two main needs:

- 1) Increased funding levels are needed to:
 - a. Meet growing water quality needs within the watershed;
 - b. Accommodate the rate of development in the community;
 - c. Address new construction along the beach;
 - d. Expand operation and maintenance programs.
- 2) Address funding program deficiencies;
 - a. Define the portion of the assessment that is designated for funding administrative costs;
 - b. Review and possibly revise the means by which parcels are granted mitigation credits, the associated costs to the City, the method for communicating with parcel owners when the mitigation credits are going to expire, the penalty for non-compliance with the mitigation credit policy;
 - c. Revisit program parameters, needs and methodologies; Review a sample set of assessments assigned to each rate class; clarify the language defining the algorithms used to calculate the assessment, recommend changes that may increase the legal sufficiency of assessments associated with each rate class.

Stormwater Management Service Area

Stormwater management services are provided to all customers within the City Limits, however as runoff from property increases, the level of Stormwater management services needed increases. This includes the collection, conveyance and/or treatment of stormwater runoff. Although some runoff leaves undeveloped parcels, it is an insignificant amount compared to runoff leaving developed properties.

The assignment and acceptance of responsibility for providing stormwater services, including the transfer of ownership and maintenance and responsibility for associated infrastructure, and the authorization to charge an assessment charge to both vacant and improved parcels located within the City limits.

Customer Service and Public Information

The City is committed to providing a high level of customer service to all parcel owners that express interest in changes to the Stormwater assessment program. Questions and complaints from citizens following any increase in the assessment amount or rate charged should be expected. The rates being proposed will affect most of the parcels in the City, with the largest increases to improved parcels in all rate classes, except residential condominiums. Adequate public information, particularly available on the City's website, will greatly reduce inquiries and complaints of customers and property owners based on the following issues:

- Un-aware of stormwater management assessment program;
- Problem with amount assessed or the impervious area measurement used to calculate the assessment;
- Perceive that a drainage problem exists that has not been addressed;
- Unaware of the creation and purpose of the SWMP;
- Questions about the why some smaller properties receive higher assessments than that of their neighbors;
- Part-time residents not wanting to pay for full year's services; and
- Drainage problems on private property that may be caused by runoff from other private property or from adjacent street drainage.

Many complaints may require a return call or possibly a visit to the property in question by City staff. All inquiries will require the City's investment of time and resources. The use of the database provided online to staff will reduce the amount of time required to answer most of property owner's questions. Most of the questions requiring field verification will be directed to the Engineering Department. Staff time will be necessary to evaluate the following complaints:

- Changes to property size and/or property use leading to errors in the amount of the assessment charged; and
- Complaints requiring maintenance resources.

As a part of this Stormwater Rate Study, a web-based database ("eUtility") will be used to store and manage data files. The website continues to be available to City staff and interested parcel owners. Using the eUtility database, City staff will be able to respond efficiently to inquiries in the first two categories. The eUtility database will provide browser-based access to customer information, impervious and lot size values, mitigation credit information and assessment calculations.

The third category requires an appropriate amount of staff level time investment until a determination of responsibility and response is made. The City should strictly adhere to a policy that prevents City resources from being used on private property, except for special circumstances. A public information policy should be developed that includes adequate and timely response to the individual citizen making the complaint so that they are informed as to the City's policy in this regard. In addition, a public information program might include information on the City's responsibility for stormwater system maintenance.

When notations or changes of any type are recorded in the eUtility system, they are automatically date and time-stamped, creating a permanent record and audit trail of all transactions and customer service contacts entered in the system.

SWMP Long-term Goals and Activities

Various activities needed to meet the objectives of the future SWMP include the following:

- GIS database development and management (stormwater-related features)
- Development of a program that eliminates illicit discharges in public waters
- Implementation of the CIP program developed in their forthcoming Master Plan
- Development of a Level of Service policy through its comprehensive plan
- Enhancement of the staff resources to address stormwater problems
- Development of public information and education/outreach programs, including signage identifying new Stormwater projects
- Enhancement of reporting and tracking tools
- Adding equipment for maintenance activities
- Adding public involvement opportunities

Identification of SWMP Priorities

The following list contains ongoing programs that the City should implement:

- Mapping of the City's drainage system in cooperation with the County's GIS mapping project
- Drainage system maintenance in accordance with the MS4/NPDES stormwater permit
- Compliance with external regulations (62-40 F.A.C.)
- Maintain parcel data and ERU calculations in a manner that supports the fair and equitable stormwater assessments to all affected parcel owners

To provide for equitable access to Stormwater management for all parcels, the following priorities were identified:

- Establish reliable, equitable billing of assessments, allocating relative costs to all eligible parcels
- Co-operation with County program that is currently using technical capabilities to manage the stormwater system through inventory, technology, and mapping, including Geographical Information Systems (GIS)
- Improve customer service through timely complaint response and limit the City's response to complaints on private property
- Improve accessibility to property records and billing calculations
- Systematically review the application of fee adjustments, such as the mitigation credit policy

Estimated Stormwater Program Costs

The City is currently in compliance with the requirements of its MS4/NPDES permits, however, specific record-keeping and reporting will continue to be needed.

It is recommended that the stormwater utility program be based on a financial plan that will adequately fund the City's SWMP priorities for the period from 2018-2022. At a minimum, the annual utility revenue should recover approximately \$1,300,000 in revenue from assessments in 2017-18, increasing in regular increments to fund the many Capital Projects that have been identified, but that remain unfunded. The optimum Multi-year Stormwater Budget is found in Appendix C.

4. FUNDING THE PROGRAM

Design of Rates

The heart of every funding program is the rate structure, and driving the rate structure is the apportionment methodology. At its inception, a review of available information was undertaken. When some types of data are not available, a conscientious effort must be made to find a "work around" that replicates the missing data, to the extent that is possible. In Florida, each Property Appraiser maintains similar data files. Because these files are certified to the Department of Revenue each November, the Department of Revenue has established guidelines for the type of data that must be stored. One of the critical steps in developing any rate structure is the understanding of land uses found in each community. Through the grouping of similar land uses, a small number of rate classes can be identified. As a result of the apportionment methodology, an algorithm is assigned to each rate class for the purpose of calculating assessments in a fair and uniform way.

Rates are adopted through a legal process that allows for the elected officials to make an informed decision about the manner in which the Stormwater program will be funded. This is usually a balance between what the program needs are (the program budget divided by the total number of billing units) and the politically acceptable rate structure.

In communities that do not have a "mature" Stormwater management program, the cost of the initial year may be set to simply pay for a study that will recommend the options available and outline the most cost-effective path to program implementation. As revenue is collected, the real program starts to take shape, new positions are created and filled and a multi-year plan is developed.

In most communities, early attempts to manage Stormwater runoff have been funding by the General Fund. This funding will usually disappear when assessment revenue is collected on an annual basis. The design of the rate structure will take shape when the budget is realistic and the number of billing units are known. The apportionment of costs must be as equitable as possible so that legal challenges do not threaten the program's success.

A stormwater assessment collected on the annual tax bill is considered to be a stable revenue source, as it is not dependent on the vagaries of the annual budget process. A stormwater assessment program can be used to fund all, or any part of the cost of the stormwater management program. Its adequacy is based on its ability to recover the cost of all needs; Stormwater Management expenditures and the Capital Projects budget.

A Review of Non-ad Valorem Assessment requirements:

In general, an assessment program must be based on two elements:

- Special Benefit to Property
- Relative Contribution

The relative "use" or benefit the property owner derives through the indirect or direct connection of his property to the community's stormwater management system is defined as the demand a property places

on the system, services and facilities which have been established and are maintained to protect both properties and the receiving waters.

Water and wastewater utilities have historically used water use volumes and volume pricing as a means to recover costs for service delivery to different types of customers. Similarly, stormwater assessments use measurable runoff characteristics, such as impervious surfaces, as the “rational nexus” for the volume of runoff expected to be discharged by each property as a result of a rain event.

The amount of impervious surfaces and other runoff characteristics, such as imperviousness, are generally accepted as the means to identify the “runoff” or “burden” placed on the system by each eligible parcel. The greater the flow, the greater the use (benefit) and the greater the user fee. The use of an imperviousness parameter addresses the fact that those parcels with a lot of impervious area will cause runoff to occur faster, thereby increasing their impact on the public system and Program Management expenditures.

Rate Structure

A number of pricing objectives should be considered when an appropriate user rate structure is being selected. These objectives include:

- Financial sufficiency - generating sufficient revenues to recover program costs that would meet the City's strategic policy objectives;
- Equity - charging customers in proportion to the costs of providing service to each;
- Implementation - having the capability to implement and maintain the rate structure efficiently and consistently without incurring unreasonable costs;
- Compliance with appropriate legal authorities – being consistent with existing local, state, and federal ordinances, laws, and regulations;
- Effect on customer classes - minimizing negative financial effects on Stormwater customers; and
- Long-term rate stability - producing rates that are reasonably constant from year to year, or if increasing, that the rates increase at a predictable rate.

The public can best be served by a stormwater management program that is a self-sustaining enterprise, adequately financed with rates based on sound, established engineering and economic principles. Mitigation credits and adjustments should be included in the rate structure, reducing the demand on the public system by providing an incentive for customers to manage water on-site more effectively.

Data Needs

The information required to establish a master billing file should reflect the best data available at this time. Data can be reliably developed from a variety of sources, including the Bay County Property Appraiser, and Bay County GIS records, and other independent sources. Information derived from these sources include:

- Property Appraiser
 - Parcel Number
 - Owner's name and address
 - Department of Revenue code ("DOR" or "land use" – See Appendix C for the list of DOR codes used)
 - Situs (location) address
 - Year built
 - Exemption information
 - Short legal description
 - Building footprints
 - Extra feature information
 - Lot size
 - Jurisdictional information

Using GIS techniques, the County has developed a shape file with polygons that represent the building footprints. These polygons were not "tagged" with parcel identification numbers by the County during that endeavor. To digitize the condominium parcels, an overlay was created to assign needed parcel number information. Impervious area associated with building footprints, amenities and parking areas

(or parking garages) were measured digitally. By dividing the impervious aggregate by the ERU value, then applying the imperviousness factor, a “factored” ERU was developed. Parcels in other rate classes were assigned updated ERUs by using data available from the Property Appraiser’s office and applying algorithms designed for each rate class. The result is stored in one of two eUtility databases; the original eUtility (<http://pcbswu.ennead-data.com>) and a “cloned” eUtility (<http://pcbstg.ennead-data.com>). These two databases store the proposed rate information and the historical data from previous assessment periods.

Data Deficiencies and Work-Arounds

Residential Driveways

Traditionally, the Property Appraiser does not maintain driveway information on residential properties. It is not feasible to measure each residential driveway. During the course of this study, a sample of driveways were measured. We were not able to find a link between the lot size, building footprint and driveway size for single-family residential parcels. In addition, using the most recent aerial imagery, it was impossible to discern whether residential driveways are constructed of concrete, asphalt, gravel, or some other material. The recommendation is made to disregard residential driveway impervious and the material they are built with. While we are confident in the veracity of building footprint and extra feature impervious, adding a driveway based on a regression equation is increasing the odds of coming up with a total impervious that is not accurate. In addition, because single-family residential parcels are assigned to a tier structure, their relative ERU value is not impacted significantly by not including an imputed driveway measurement.

Multi-family (Under ten units)

Similar to Single family houses, driveway information is not maintained for duplexes, triplexes and other small multi-family sites. It is recommended that all driveways associated with these land uses be disregarded in the calculation of total parcel impervious.

Condominiums

Initially, each condominium unit was assigned an ERU value of 0.85. The justification for this ERU was two-fold. At that time, hundreds of residential condominium units were under construction. Many were being created as hotels and motels were converted to residential condominium units. In order to efficiently assign an ERU unit to condominium parcels as they received their certificates of occupancy, they were assigned the 0.85 ERU value based on a study of approximately 300 existing condominium units.

An alternative approach is presented in this Rate Study. The total number of condominium units will be noted, however The ERU values will be calculated based on the total impervious area found on the site, divided by the ERU value (2850 s.f), adjusted for the imperviousness found on the site (total impervious divided by lot size) multiplied by the imperviousness found on a typical single family residential lot and, finally, divided by the total number of residential condominium units.

Tax Exempt Properties

Wherever possible, the total impervious area associated with tax-exempt properties will be developed using GIS techniques, such as digitizing from aerial images. In addition, data that is maintained in the Property Appraiser's files will be used when it is available. The Property Appraiser, however, does not maintain all building and pavement records on tax exempt properties. Where data is lacking, the data will be collected through site visits, aerial photos, plans or other methods available and reasonable for calculation of the impervious area. Over time, the impervious area for tax exempt properties has been collected, and as it is not subject to significant change from year to year, the data has been stored for most properties in this category.

DOR Codes

All properties are assigned a "use code" (or "DOR" code) by the Bay County Property Appraiser's office. Properties with similar uses were grouped into discrete rate classes. A calculation is assigned to each rate class for the purpose of determining the appropriate ERU value to be used in the charge calculation. Some rate classes share the same billing algorithm, but are maintained separately for reporting purposes. DOR codes are set by the Florida Department of Revenue so that some degree of uniformity is common to all Florida counties.

Single family residential "Tiers"

It is recommended that the Tier structure currently in place continues to be used. Due to the large variety of home sizes and construction dates, the tier structure includes large, medium and small single-family ERU assignments and a variable ERU value that is used to describe impervious area on very large single family residences. The medium class was designed to include approximately 50 percent of homes between the 25th and 75th percentile, based on the median house size. The larger houses are found between the 75th to 100th percentile, billed based on the comparison between the 87.5th percentile and the median. Likewise small single-family homes are based on a comparison between the median and the 12.5th percentile for the 0 to 25th percentile homes.

The calculation of the stormwater fee for all non-residential parcels is based on two factors: the ratio of impervious area of the lot to the "imperviousness" of a typical single family home. The reason for the imperviousness factor is that properties that are more impervious will contribute to the stormwater system faster than those that have less impervious area. The following examples should help illustrate the methodology.

Rate Class Calculations

Assuming the typical sf impervious area of a single family residence and the typical lot size is 7125 sf, the imperviousness of sf is 0.4 or 40%. Commercial and (other non-residential) parcels will be more impervious (less % of pervious surfaces) which means the potential to deliver more runoff into the city system faster. The imperviousness factor was designed to address this faster peak load. Hence the typical 1 un-factored ERU is 2850 and 40% impervious. For commercial, you divide total impervious by 2850 to get direct comparison ERUs, Since commercial (and other non-residential) parcels are more impervious, the ratio of sf imperviousness and their imperviousness increases the ERU (Factored ERU). The adopted ERU rate is applied to the factored ERU value to calculate the assessment for each commercial (non-residential) parcel.

In contrast, Residential Condominiums are calculated similarly, but are divided by the number of condo units to identify the factored ERU for each condo unit. The equations and an example of residential condo calculation is shown:

1. Residential Condominiums

Total site impervious/2850 SF = “un-factored ERU”

total site impervious/ lot size multiplied by .40 = “imperviousness factor”

“unfactored ERU” multiplied by the “imperviousness factor” = “factored ERU”

“Factored ERU”/number of condominium units = “factored ERU assignment for each condominium unit.

Example:

Condo building footprints (5000 sf) + condo amenities impervious (1500 sf) + condo parking impervious (4500 sf) = aggregate impervious (11,000 sf)

Aggregate impervious (11,000 sf)/ 2850 sf = “unfactored ERU” (3.86 ERUs)

Aggregate impervious (11,000sf) / lot size (22,000 sf) / single family imperviousness (0.40) = Imperviousness factor (1.25)

“Unfactored ERU” (3.86 ERUs) * Imperviousness factor (1.25) = Factored ERU (4.83 factored ERUs)

4.83 “Factored ERUs” / total number of condominium units (6) = .81 factored ERUs per condo unit

2. Commercial Condominium Calculation

Total site impervious = 10,000 sf

Total lot size = 15,000 sf

Four commercial condominiums share the parking and amenities based on their individual percentage of the total building impervious

Unit 1 = 2000 SF bldg. area = .31% of total bldg. area

Unit 2 = 1500 SF bldg. area = .23 % of total bldg. area

Unit 3 = 3000 SF bldg. area = .46 % of total bldg. area

Therefore the total SF of bldg. area is 6500 sf.

Factored Impervious = (10,000 /15,000)/0.40 = 1.67

Factored Total Site ERU = (10,000/2850) * 1.67 = 3.51 * 1.67 = 5.86 Factored ERUs

Unit 1 would be assigned 5.86 * .31 = 1.82 ERUs

Unit 2 would be assigned 5.86 * .23 = 1.35 ERUs

Unit 3 would be assigned 5.86 * .46 = 2.70 ERUs

3. Multi-Family Rate Class (less than ten (10) units)

The impervious area on all small to medium size multi-family dwelling complexes will be calculated as a residential property and will be assigned to a residential tier, based on the total impervious area found on the site. Driveways will not be included in the parcels total impervious, as this information is not uniformly available in the Property Appraiser's records. Off-street parking areas will be included in the total impervious, as appropriate..

4. Mobile Homes

Mobile homes pose a different challenge. Stand alone mobile homes are treated as single-family residential parcels. Mobile home park impervious area should include mobile home pads, common area buildings, amenities, private (not City) roads, parking areas associated with each mobile home park. The total impervious value would be divided by 2850, then multiplied by the imperviousness factor and the total ERUs would be assessed to the owner of the mobile home park.

5. Vacant Property

Vacant properties contribute runoff, albeit less than more developed properties. The method proposed is to assess vacant property on a per parcel basis. The assessment is charged for their portion of the capital component, but not for the Program Management Component. Vacant properties are not eligible for mitigation credits.

6. General Rate Class (including Multi-Family Rate Class with ten or more units, apartments)

For the purpose of the stormwater utility, multi-family properties with five or more units are considered to be a commercial use. Multi-family properties will be assessed based on impervious area and lot size in the same manner as for other commercial properties.

The following is an example for the calculation of all parcels in the General Rate Class:

General Rate Class Property = 50,000 sq. ft. lot size

Impervious area including parking lot and common area impervious elements = 40,000 sq ft.

The un-factored ERU value is 28,500/2850 which equals 10 un-factored ERUs.

Imperviousness factor is impervious area (28,500sf) / lot size (50,000) multiplied by the typical impervious factor (40%) = 1.43 imperviousness of the property

10 un-factored ERUs multiplied by the imperviousness factor of 1.43 = 14.3 factored ERUs.

Mitigation Credit Policy

A mitigation credit mechanism is proposed for non-residential customers who install and maintain on-site stormwater controls meeting City standards and/or perform activities that mitigate the demands that individual properties place on the stormwater system, or otherwise reduce the cost of the City's program.

Eligibility for a Mitigation Credit

The administrative fee represents the cost to prepare the annual rolls, maintain the stormwater fee on the combined utility bill, answer questions, keep records and collect the fee, pay for related consulting fees, technical programs and other services. The capital projects component applies to all eligible customers and is not proposed to be subject to reduction through the application of mitigation credits.

The “fixed” capital component applies to all customers who will benefit from capital expenditures required by the SWMP or capital projects to be provided. The capital component may be applied to pay as you go or financed projects, and to both principal and debt service payments. The capital component is not subject to reduction through the application of mitigation credits.

The “variable” component may not apply to all customers. Customers whose property does not contribute to the City’s stormwater system may be ineligible for this component. Customers who are eligible for this fee, and whose property does contribute runoff, may apply for a mitigation credit, if that runoff is connected to a privately-maintained mitigation facility. Customers who are eligible for a mitigation credit towards their “variable” program management fee will still be charged an assessment the Capital Components of the stormwater rate.

Mitigation Credit Criteria

Initially, mitigation credits will be granted to the “variable” portion of the customer account based on the year in which the associated property was developed and whether said mitigation facilities are maintained and functioning at their design level. The parcel will continue to pay the charge associated with the capital projects component of the assessment. The requirements for mitigation credits are recommended to continue as they were initially adopted.

To retain any mitigation credit that is awarded, it is recommended that a standard procedure be adopted to track the date the mitigation credit was granted, so that the parcels can be notified in advance of losing their mitigation credit. However, this is a policy decision to be made by staff and the elected officials. In the best possible scenario, the facilities should be inspected annually to determine that the on-site system is in proper working order and conforms to the MS4/NPDES permit. It is recommended that this inspection be provided by City staff, however, alternatively, an approved Engineer might provide these inspections for a fee that is commensurate with the cost of providing the inspection. Alternatively, the facility could maintain its credit, if a registered professional engineer acceptable to the City verifies that the facility is compliant with City ordinances.

In any year, where the City believes the on-site system is not maintained, the property will not receive the credit and will be charged the full stormwater fee for the coming year. The City’s annual inspection fee is recommended to be between \$100 - \$200.

Pro Forma Rates

The calculation of the stormwater fee has been divided into two components, based on the estimate of historic stormwater management program costs and the known and projected future budget expenditures:

- Administration, Operations and Maintenance (The Stormwater Program Component)
- Capital Project Expenditure Component

It is reasonable that all eligible tax parcels located within the City Limits be assessed a “fixed” charge to fund capital expenditures. This fee would be assessed equally to all parcels, both improved and unimproved (vacant) in the City. The parcels receiving the “fixed” assessment will all benefit from the enhancement of City Stormwater facilities constructed as a part of the Capital Projects initiative.

In addition, improved parcels that contribute runoff to the City’s Stormwater system will be subject to an assessment component that will fund the administration of the Stormwater program and the cost of operations and maintenance that vary according to the amount of Stormwater runoff.

Based on the percentages shown above, each eligible customer will receive a user fee that includes only those program component charges that he may expect to benefit from. Owners whose property does not contribute runoff to the City’s stormwater system may be subject to only the capital component. For the purpose of presenting a recommended rate that would fund approx.. 1.4 million in revenue, there are an estimated 19,500 parcels, and 20,750 ERUs.

Dividing the \$575,000 of the projected Capital Project (\$500,000 Capital Projects and \$75,000 Engineering costs) by the number of total billing units (19,500 parcels) results in a Capital Project cost per parcel of \$29.49.

Dividing the projected \$819,900 Program Management cost by an estimated 20,750 ERUs results in a Program Management cost of \$ 39.51 per ERU.

Additional Pro Forma Options are found in Appendix B

5. PUBLIC EDUCATION

The MS4 permit program suggests that the City participate in County-wide stormwater programs with the public, including clean-ups and Amnesty Day. It is important that public recognition be a part of the City’s participation in these types of activities. A public relations effort to highlight the importance of stormwater maintenance is suggested. The MS4 permit outlines such a program.

The availability of public information should also include articles specified to City programs. This includes City regulations, water quality policies, information on capital projects being planned or constructed and to advertise public participation in SWMP-sponsored events. All public information can be made available cost-effectively offered using the City’s website. Public access to individual parcel assessment information should be made available whenever possible.

6. CONCLUSION & RECOMMENDATIONS

A number of outstanding tasks are required as a part of this analysis. The most critical tasks include:

- Approve the changes to the proposed apportionment methodology
- Verify that the mitigation credit policy currently in place will continue to be implemented
- Adopt an annual rate resolution setting forth the proposed fee structure
- Provide Customer support through the use of the online Stormwater database features that are already in place

The ERU value currently in use would continue to be used as the basis for defining all Stormwater assessments. It continues to be based on typical single-family residential dwelling stormwater characteristics.

- The residential tier structure would continue to be applied to all single-family residential customers and all Multi-Family Residential Parcels having less than ten units;
- Multi-Family Residential Parcels having ten or more units (apartments) are found to be commercial in nature and are included in the General Rate Class;
- Residential Condominiums are assessed individually according to the aggregate impervious area in that condo association, the imperviousness factor in that development divided by the number of total residential units in that development;
- Commercial Condominiums are assessed individually according to the total impervious area (buildings, parking and amenities) in their association multiplied by their individual percentage of impervious area, as it relates to the other units sharing amenities; and
- All other non-residential parcels would be defined in terms of the typical single-family residential Stormwater characteristics.

It is strongly recommended that the City adopt an incremental increase in the Capital Projects portion of the assessment charges, to work towards the goal of completing needed Capital Projects that have been identified.

APPENDIX A - Budget Option 1

Item	2017 Program Mgmt. Expenditures	2017 Capital Project Expenditures	Total Estimated 2017
Salaries- Regular	\$ 295,000		\$ 295,000
Overtime	\$ 17,500		\$ 17,500
Salaries special	\$ 2,550		\$ 2,550
Vehicle expense	\$ 1,100		\$ 1,100
Incentive pay	\$ 1,850		\$ 1,850
FICA	\$ 4,327		\$ 4,327
Retirement	\$ 39,572		\$ 39,572
Health Ins	\$ 43,000		\$ 43,000
Dental Ins	\$ 2,000		\$ 2,000
Life Ins	\$ 400		\$ 400
Legal	\$ 25,000		\$ 25,000
Medical	\$ 300		\$ 300
Engineering/Arch		\$ 75,000	\$ 75,000
Surveying	\$ 15,000		\$ 15,000
Prof Services other	\$ 50,000		\$ 50,000
Accounting/audit	\$ 3,300		\$ 3,300
Other contract services	\$ 22,000		\$ 22,000
Travel	\$ 7,000		\$ 7,000
Phone	\$ 6,000		\$ 6,000
Communication - other	\$ 2,500		\$ 2,500
Postage	\$ 3,000		\$ 3,000
Communication freight	\$ 100		\$ 100
Power	\$ 3,700		\$ 3,700
Waste disposal	\$ 3,700		\$ 3,700
Rentals and leases	\$ 1,500		\$ 1,500
Liab. Ins	\$ 12,000		\$ 12,000
Repairs & Maint - Bldgs	\$ 500		\$ 500
Repairs & Maint - Equip	\$ 25,000		\$ 25,000
Repairs & Maint - Fleet	\$ 10,000		\$ 10,000
Repairs & Maint - Other	\$ 50,000		\$ 50,000
Repairs & Maint - Beach outfalls	\$ 100,000		\$ 100,000
Printing	\$ 6,000		\$ 6,000
Other contract services	\$ 4,000		\$ 4,000
Office supplies	\$ 500		\$ 500
Operating supplies	\$ 22,000		\$ 22,000
Fuel	\$ 14,000		\$ 14,000
Books/Pubs/Memberships	\$ 1,500		\$ 1,500
Training	\$ 2,500		\$ 2,500
Permits and Fees	\$ 1,500		\$ 1,500
Capital Projects		\$ 400,000	\$ 400,000
PROGRAM MGMT	\$ 819,899		
CAPITAL PROJECTS		\$ 475,000	
TOTAL OPTIMUM BUDGET			\$ 1,294,899

APPENDIX A (Continued) - Budget Option 2

Item	2017 Program Mgmt. Expenditures	2017 Capital Project Expenditures	Total Estimated 2017
Salaries- Regular	\$ 295,000		\$ 295,000
Overtime	\$ 17,500		\$ 17,500
Salaries special	\$ 2,550		\$ 2,550
Vehicle expense	\$ 1,100		\$ 1,100
Incentive pay	\$ 1,850		\$ 1,850
FICA	\$ 4,327		\$ 4,327
Retirement	\$ 39,572		\$ 39,572
Health Ins	\$ 43,000		\$ 43,000
Dental Ins	\$ 2,000		\$ 2,000
Life Ins	\$ 400		\$ 400
Legal	\$ 25,000		\$ 25,000
Medical	\$ 300		\$ 300
Engineering/Arch		\$ 75,000	\$ 75,000
Surveying	\$ 15,000		\$ 15,000
Prof Services other	\$ 50,000		\$ 50,000
Accounting/audit	\$ 3,300		\$ 3,300
Other contract services	\$ 22,000		\$ 22,000
Travel	\$ 7,000		\$ 7,000
Phone	\$ 6,000		\$ 6,000
Communication - other	\$ 2,500		\$ 2,500
Postage	\$ 3,000		\$ 3,000
Communication freight	\$ 100		\$ 100
Power	\$ 3,700		\$ 3,700
Waste disposal	\$ 3,700		\$ 3,700
Rentals and leases	\$ 1,500		\$ 1,500
Liab. Ins	\$ 12,000		\$ 12,000
Repairs & Maint - Bldgs	\$ 500		\$ 500
Repairs & Maint - Equip	\$ 25,000		\$ 25,000
Repairs & Maint - Fleet	\$ 10,000		\$ 10,000
Repairs & Maint - Other	\$ 50,000		\$ 50,000
Repairs & Maint - Beach outfalls	\$ 100,000		\$ 100,000
Printing	\$ 6,000		\$ 6,000
Other contract services	\$ 4,000		\$ 4,000
Office supplies	\$ 500		\$ 500
Operating supplies	\$ 22,000		\$ 22,000
Fuel	\$ 14,000		\$ 14,000
Books/Pubs/Memberships	\$ 1,500		\$ 1,500
Training	\$ 2,500		\$ 2,500
Permits and Fees	\$ 1,500		\$ 1,500
Capital Projects		\$ 500,000	\$ 500,000
PROGRAM MGMT	\$ 819,899		
CAPITAL PROJECTS		\$ 575,000	
TOTAL OPTIMUM BUDGET			\$ 1,394,899

APPENDIX A (Continued) - Budget Option 3

Item	2017 Program Mgmt. Expenditures	2017 Capital Project Expenditures	Total Estimated 2017
Salaries- Regular	\$ 295,000		\$ 295,000
Overtime	\$ 17,500		\$ 17,500
Salaries special	\$ 2,550		\$ 2,550
Vehicle expense	\$ 1,100		\$ 1,100
Incentive pay	\$ 1,850		\$ 1,850
FICA	\$ 4,327		\$ 24,327
Retirement	\$ 39,572		\$ 39,572
Health Ins	\$ 43,000		\$ 43,000
Dental Ins	\$ 2,000		\$ 2,000
Life Ins	\$ 400		\$ 400
Legal	\$ 25,000		\$ 25,000
Medical	\$ 300		\$ 300
Engineering/Arch		\$ 100,000	\$ 100,000
Surveying	\$ 15,000		\$ 15,000
Prof Services other	\$ 50,000		\$ 50,000
Accounting/audit	\$ 3,300		\$ 3,300
Other contract services	\$ 22,000		\$ 22,000
Travel	\$ 7,000		\$ 7,000
Phone	\$ 6,000		\$ 6,000
Communication - other	\$ 2,500		\$ 2,500
Postage	\$ 3,000		\$ 3,000
Communication freight	\$ 100		\$ 100
Power	\$ 3,700		\$ 3,700
Waste disposal	\$ 3,700		\$ 3,700
Rentals and leases	\$ 1,500		\$ 1,500
Liab. Ins	\$ 12,000		\$ 12,000
Repairs & Maint - Bldgs	\$ 500		\$ 500
Repairs & Maint - Equip	\$ 25,000		\$ 25,000
Repairs & Maint - Fleet	\$ 10,000		\$ 10,000
Repairs & Maint - Other	\$ 50,000		\$ 50,000
Repairs & Maint - Beach outfalls	\$ 100,000		\$ 100,000
Printing	\$ 6,000		\$ 6,000
Other contract services	\$ 4,000		\$ 4,000
Office supplies	\$ 500		\$ 500
Operating supplies	\$ 22,000		\$ 22,000
Fuel	\$ 14,000		\$ 14,000
Books/Pubs/Memberships	\$ 1,500		\$ 1,500
Training	\$ 2,500		\$ 2,500
Permits and Fees	\$ 1,500		\$ 1,500
Capital Projects		\$ 600,000	\$ 600,000
PROGRAM MGMT	\$ 819,899		
CAPITAL PROJECTS		\$ 700,000	
TOTAL OPTIMUM BUDGET			\$ 1,519,899

APPENDIX A (Continued) - Budget Option 4

Item	2017 Program Mgmt. Expenditures	2017 Capital Project Expenditures	Total Estimated 2017
Salaries- Regular	\$ 295,000		\$ 295,000
Overtime	\$ 17,500		\$ 17,500
Salaries special	\$ 2,550		\$ 2,550
Vehicle expense	\$ 1,100		\$ 1,100
Incentive pay	\$ 1,850		\$ 1,850
FICA	\$ 4,327		\$ 24,327
Retirement	\$ 39,572		\$ 39,572
Health Ins	\$ 43,000		\$ 43,000
Dental Ins	\$ 2,000		\$ 2,000
Life Ins	\$ 400		\$ 400
Legal	\$ 25,000		\$ 25,000
Medical	\$ 300		\$ 300
Engineering/Arch		\$ 100,000	\$ 100,000
Surveying	\$ 15,000		\$ 15,000
Prof Services other	\$ 50,000		\$ 50,000
Accounting/audit	\$ 3,300		\$ 3,300
Other contract services	\$ 22,000		\$ 22,000
Travel	\$ 7,000		\$ 7,000
Phone	\$ 6,000		\$ 6,000
Communication - other	\$ 2,500		\$ 2,500
Postage	\$ 3,000		\$ 3,000
Communication freight	\$ 100		\$ 100
Power	\$ 3,700		\$ 3,700
Waste disposal	\$ 3,700		\$ 3,700
Rentals and leases	\$ 1,500		\$ 1,500
Liab. Ins	\$ 12,000		\$ 12,000
Repairs & Maint - Bldgs	\$ 500		\$ 500
Repairs & Maint - Equip	\$ 25,000		\$ 25,000
Repairs & Maint - Fleet	\$ 10,000		\$ 10,000
Repairs & Maint - Other	\$ 50,000		\$ 50,000
Repairs & Maint - Beach outfalls	\$ 100,000		\$ 100,000
Printing	\$ 6,000		\$ 6,000
Other contract services	\$ 4,000		\$ 4,000
Office supplies	\$ 500		\$ 500
Operating supplies	\$ 22,000		\$ 22,000
Fuel	\$ 14,000		\$ 14,000
Books/Pubs/Memberships	\$ 1,500		\$ 1,500
Training	\$ 2,500		\$ 2,500
Permits and Fees	\$ 1,500		\$ 1,500
Capital Projects		\$ 700,000	\$ 700,000
PROGRAM MGMT	\$ 819,899		
CAPITAL PROJECTS		\$ 800,000	
TOTAL OPTIMUM BUDGET			\$ 1,619,899

APPENDIX A (Continued) – Optimum Budget

Item	2017 Program Mgmt. Expenditures	2017 Capital Project Expenditures	Total Estimated 2017
Salaries- Regular	\$ 295,000		\$ 295,000
Overtime	\$ 17,500		\$ 17,500
Salaries special	\$ 2,550		\$ 2,550
Vehicle expense	\$ 1,100		\$ 1,100
Incentive pay	\$ 1,850		\$ 1,850
FICA	\$ 4,327		\$ 4,327
Retirement	\$ 39,572		\$ 39,572
Health Ins	\$ 43,000		\$ 43,000
Dental Ins	\$ 2,000		\$ 2,000
Life Ins	\$ 400		\$ 400
Legal	\$ 25,000		\$ 25,000
Medical	\$ 300		\$ 300
Engineering/Arch		\$ 150,000	\$ 150,000
Surveying	\$ 15,000		\$ 15,000
Prof Services other	\$ 50,000		\$ 50,000
Accounting/audit	\$ 3,300		\$ 3,300
Other contract services	\$ 22,000		\$ 22,000
Travel	\$ 7,000		\$ 7,000
Phone	\$ 6,000		\$ 6,000
Communication - other	\$ 2,500		\$ 2,500
Postage	\$ 3,000		\$ 3,000
Communication freight	\$ 100		\$ 100
Power	\$ 3,700		\$ 3,700
Waste disposal	\$ 3,700		\$ 3,700
Rentals and leases	\$ 1,500		\$ 1,500
Liab. Ins	\$ 12,000		\$ 12,000
Repairs & Maint - Bldgs	\$ 500		\$ 500
Repairs & Maint - Equip	\$ 25,000		\$ 25,000
Repairs & Maint - Fleet	\$ 10,000		\$ 10,000
Repairs & Maint - Other	\$ 50,000		\$ 50,000
Repairs & Maint - Beach outfalls	\$ 100,000		\$ 100,000
Printing	\$ 6,000		\$ 6,000
Other contract services	\$ 4,000		\$ 4,000
Office supplies	\$ 500		\$ 500
Operating supplies	\$ 22,000		\$ 22,000
Fuel	\$ 14,000		\$ 14,000
Books/Pubs/Memberships	\$ 1,500		\$ 1,500
Training	\$ 2,500		\$ 2,500
Permits and Fees	\$ 1,500		\$ 1,500
Capital Projects		\$ 1,671,000	\$ 1,671,000
PROGRAM MGMT	\$ 819,899		
CAPITAL PROJECTS		\$ 1,821,000	
TOTAL OPTIMUM BUDGET			\$ 2,640,899

City of Panama City Beach – Rate Study Update

**APPENDIX B
Pro Forma Rate Options**

\$20.59/parcel & \$44.16/ERU (\$400,000 Cap) 20.59 44.16

17-18 Data	Parcel Count	ERU Count	Fixed Revenue	ERU Revenue	Total Revenue	16-17 Rates	Increase
Res Condo	11601	2342.74	238864.59	103455.40	342,319.99	364,851.45	-22,531.46
Non Res Condo	7825	18403	161116.75	812676.48	973,793.23	681,460.72	292,332.51
Total	19426	20745.74	399981.34	916131.88	1,316,113.22	1,046,312.17	269,801.05
SFR with 1 ERU	1	1	20.59	44.16	64.75	37.00	27.75
Average Vacant	1	0	20.59	0.00	20.59	12.00	8.59
Average Condo	1	0.2	20.59	8.83	29.42	31.45	-2.03
Lowes	1	346.52	20.59	15302.32	15,322.91	12,821.24	2,501.67

\$25.74/parcel & \$44.16/ERU (\$500,000 Cap) 25.74 44.16

17-18 Data	Parcel Count	ERU Count	Fixed Revenue	ERU Revenue	Total Revenue	16-17 Rates	Increase
Res Condo	11601	2342.74	298609.74	103455.40	402,065.14	364,851.45	37,213.69
Non Res Condo	7825	18403	201415.50	812676.48	1,014,091.98	681,460.72	332,631.26
Total	19426	20745.74	500025.24	916131.88	1,416,157.12	1,046,312.17	369,844.95
SFR with 1 ERU	1	1	25.74	44.16	69.90	37.00	32.90
Average Vacant	1	0	25.74	0.00	25.74	12.00	13.74
Average Condo	1	0.2	25.74	8.83	34.57	31.45	3.12
Lowes	1	346.52	25.74	15302.32	15,328.06	12,821.24	2,506.82

\$30.89/parcel & \$44.16/ERU (\$600,000 Cap) 30.89 44.16

17-18 Data	Parcel Count	ERU Count	Fixed Revenue	ERU Revenue	Total Revenue	16-17 Rates	Increase
Res Condo	11601	2342.74	358354.89	103455.40	461,810.29	364,851.45	96,958.84
Non Res Condo	7825	18403	241714.25	812676.48	1,054,390.73	681,460.72	372,930.01
Total	19426	20745.74	600069.14	916131.88	1,516,201.02	1,046,312.17	469,888.85
SFR with 1 ERU	1	1	30.89	44.16	75.05	37.00	38.05
Average Vacant	1	0	30.89	0.00	30.89	12.00	18.89
Average Condo	1	0.2	30.89	8.83	39.72	31.45	8.27
Lowes	1	346.52	30.89	15302.32	15,333.21	12,821.24	2,511.97

\$36.03/parcel & \$44.16/ERU (\$700,000 Cap) 36.03 44.16

17-18 Data	Parcel Count	ERU Count	Fixed Revenue	ERU Revenue	Total Revenue	16-17 Rates	Increase
Res Condo	11601	2342.74	417984.03	103455.40	521,439.43	364,851.45	156,587.98
Non Res Condo	7825	18403	281934.75	812676.48	1,094,611.23	681,460.72	413,150.51
Total	19426	20745.74	699918.78	916131.88	1,616,050.66	1,046,312.17	569,738.49
SFR with 1 ERU	1	1	36.03	44.16	80.19	37.00	43.19
Average Vacant	1	0	36.03	0.00	36.03	12.00	24.03
Average Condo	1	0.2	36.03	8.83	44.86	31.45	13.41
Lowes	1	346.52	36.03	15302.32	15,338.35	12,821.24	2,517.11

The values above are for discussion purposes and the per parcel rates for Capital Projects do not include Engineering fees.

APPENDIX C

Optimum Long-Term Budget with Historical Budget Information

Item	year	Avg %													
		2012	2013	2014	2015	2016	2017 Increase	Increase	2018	2019	2020	2021	2022	2023	
SALARIES- Regular		\$ 171,200	\$ 172,500	\$ 174,000	\$ 197,000	\$ 280,000	\$ 295,000	\$ 24,760	8%	\$ 319,760	\$ 346,598	\$ 375,689	\$ 407,221	\$ 441,400	\$ 478,448
Overtime		\$ 18,000	\$ 17,500	\$ 16,500	\$ 16,850	\$ 16,850	\$ 17,500	\$ (100)	-1%	\$ 17,400	\$ 17,301	\$ 17,202	\$ 17,103	\$ 17,006	\$ 16,909
Salaries special		\$ 1,700	\$ 1,550	\$ 1,800	\$ 1,950	\$ 2,500	\$ 2,550	\$ 170	7%	\$ 2,720	\$ 2,901	\$ 3,095	\$ 3,301	\$ 3,521	\$ 3,756
Vehicle expense					\$ 250	\$ 1,100	\$ 1,100	\$ 220	20%	\$ 1,320	\$ 1,584	\$ 1,901	\$ 2,281	\$ 2,737	\$ 3,285
Incentive pay			\$ 880	\$ 1,040	\$ 1,140	\$ 1,820	\$ 1,850	\$ 370	20%	\$ 2,220	\$ 2,664	\$ 3,197	\$ 3,836	\$ 4,603	\$ 5,524
FICA		\$ 14,604	\$ 14,721	\$ 14,791	\$ 16,615	\$ 23,124	\$ 24,327	\$ 1,945	8%	\$ 26,272	\$ 28,372	\$ 30,640	\$ 33,089	\$ 35,734	\$ 38,590
Retirement		\$ 32,100	\$ 25,550	\$ 33,564	\$ 37,661	\$ 41,983	\$ 39,572	\$ 1,494	4%	\$ 41,066	\$ 42,617	\$ 44,227	\$ 45,897	\$ 47,630	\$ 49,429
Health Ins		\$ 31,500	\$ 29,000	\$ 33,350	\$ 34,200	\$ 43,000	\$ 43,000	\$ 2,300	5%	\$ 45,300	\$ 47,723	\$ 50,276	\$ 52,965	\$ 55,798	\$ 58,782
Dental Ins		\$ 1,500	\$ 1,260	\$ 1,300	\$ 1,525	\$ 1,700	\$ 2,000	\$ 100	5%	\$ 2,100	\$ 2,205	\$ 2,315	\$ 2,431	\$ 2,553	\$ 2,680
Life Ins		\$ 500	\$ 390	\$ 300	\$ 325	\$ 400	\$ 400	\$ (20)	-5%	\$ 400	\$ 400	\$ 401	\$ 402	\$ 403	\$ 404
Subtotal		\$ 271,104	\$ 263,351	\$ 276,645	\$ 307,516	\$ 412,477	\$ 427,299	\$ 31,239	7%	\$ 458,538	\$ 492,061	\$ 528,034	\$ 566,638	\$ 608,064	\$ 652,518
Legal		\$ 21,000	\$ 15,000	\$ 18,000	\$ 28,000	\$ 25,000	\$ 25,000	\$ 800	3%	\$ 25,800	\$ 26,626	\$ 27,478	\$ 28,357	\$ 29,264	\$ 30,201
Medical		\$ 100	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 40	13%	\$ 340	\$ 385	\$ 437	\$ 495	\$ 561	\$ 636
Engineering/Arch		\$ 35,000	\$ 65,000	\$ 140,000	\$ 38,000	\$ -	\$ 100,000	\$ 13,000	13%	\$ 113,000	\$ 127,690	\$ 144,290	\$ 163,047	\$ 184,244	\$ 208,195
Surveying		\$ 1,000	\$ 32,000	\$ -	\$ 10,000	\$ 5,000	\$ 15,000	\$ 2,800	19%	\$ 17,800	\$ 21,123	\$ 25,066	\$ 29,744	\$ 35,297	\$ 41,886
Prof Services other		\$ 15,000	\$ 15,000	\$ 19,000	\$ 17,000	\$ 20,000	\$ 50,000	\$ 7,000	14%	\$ 57,000	\$ 64,980	\$ 74,077	\$ 84,448	\$ 96,271	\$ 109,749
Accounting/audit		\$ 3,150	\$ 3,300	\$ 3,450	\$ 3,570	\$ 3,900	\$ 3,300	\$ 30	1%	\$ 3,330	\$ 3,360	\$ 3,391	\$ 3,422	\$ 3,453	\$ 3,484
Other contract services		\$ 20,500	\$ 20,000	\$ 21,500	\$ 21,500	\$ 22,000	\$ 22,000	\$ 300	1%	\$ 22,300	\$ 22,604	\$ 22,912	\$ 23,225	\$ 23,541	\$ 23,862
Travel		\$ 3,600	\$ 2,010	\$ -	\$ 5,000	\$ 2,500	\$ 7,000	\$ 680	10%	\$ 7,680	\$ 8,426	\$ 9,245	\$ 10,143	\$ 11,128	\$ 12,209
Phone		\$ 3,500	\$ 3,000	\$ 3,500	\$ 4,200	\$ 6,000	\$ 6,000	\$ 500	8%	\$ 6,500	\$ 7,042	\$ 7,628	\$ 8,264	\$ 8,953	\$ 9,699
Communication - other		\$ 1,450	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 210	8%	\$ 2,710	\$ 2,938	\$ 3,184	\$ 3,452	\$ 3,742	\$ 4,056
Postage		\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,500	\$ 3,000	\$ 580	19%	\$ 3,580	\$ 4,272	\$ 5,098	\$ 6,084	\$ 7,260	\$ 8,663
Communication freight		\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Power		\$ 1,500	\$ 1,200	\$ 1,000	\$ 1,600	\$ 3,500	\$ 3,700	\$ 440	12%	\$ 4,140	\$ 4,632	\$ 5,183	\$ 5,800	\$ 6,489	\$ 7,261
Waste disposal		\$ 2,500	\$ 2,000	\$ 1,200	\$ 3,000	\$ 3,500	\$ 3,700	\$ 240	6%	\$ 3,940	\$ 4,196	\$ 4,468	\$ 4,758	\$ 5,066	\$ 5,395
Rentals and leases		\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,500	\$ -	0%	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Lab. Ins		\$ 9,191	\$ 10,395	\$ 10,100	\$ 10,800	\$ 11,500	\$ 12,000	\$ 562	5%	\$ 12,562	\$ 13,150	\$ 13,766	\$ 14,410	\$ 15,085	\$ 15,791
Repairs & Maint - Bldgs		\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Repairs & Maint - Equip		\$ 5,000	\$ 12,000	\$ 20,000	\$ 15,000	\$ 22,500	\$ 25,000	\$ 4,000	16%	\$ 29,022	\$ 33,640	\$ 39,022	\$ 45,266	\$ 52,509	\$ 60,910
Repairs & Maint - Fleet		\$ 6,000	\$ 7,000	\$ 7,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 800	8%	\$ 10,800	\$ 11,664	\$ 12,597	\$ 13,605	\$ 14,693	\$ 15,869
Repairs & Maint - Other		\$ 35,000	\$ 40,000	\$ 75,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 3,000	6%	\$ 53,000	\$ 56,180	\$ 59,551	\$ 63,124	\$ 66,911	\$ 70,926
Repairs & Maint - Beach outfalls		\$ 5,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 25,000	\$ 4,000	16%	\$ 29,000	\$ 33,640	\$ 39,022	\$ 45,266	\$ 52,509	\$ 60,910
Printing		\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	\$ 4,000	\$ 6,000	\$ 1,000	17%	\$ 7,000	\$ 8,167	\$ 9,528	\$ 11,116	\$ 12,968	\$ 15,130
Other contract services		\$ 2,000	\$ 2,000	\$ 3,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 400	10%	\$ 4,400	\$ 4,840	\$ 5,324	\$ 5,856	\$ 6,442	\$ 7,086
Office supplies		\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ 500	\$ 500	\$ (100)	-20%	\$ 400	\$ 320	\$ 256	\$ 205	\$ 164	\$ 131
Operating supplies		\$ 20,000	\$ 15,000	\$ 21,000	\$ 18,000	\$ 22,000	\$ 22,000	\$ 400	2%	\$ 22,400	\$ 22,807	\$ 23,222	\$ 23,644	\$ 24,074	\$ 24,512
Fuel		\$ 25,500	\$ 21,000	\$ 25,000	\$ 18,000	\$ 12,000	\$ 14,000	\$ (2,300)	-16%	\$ 11,700	\$ 9,778	\$ 8,171	\$ 6,829	\$ 5,707	\$ 4,770
Books/Pubs/Mmemberships		\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 1,000	\$ 1,500	\$ 200	13%	\$ 1,700	\$ 1,927	\$ 2,184	\$ 2,475	\$ 2,805	\$ 3,179
Training		\$ 1,350	\$ 2,500	\$ 500	\$ 2,500	\$ 1,500	\$ 2,500	\$ 230	9%	\$ 2,730	\$ 2,981	\$ 3,255	\$ 3,555	\$ 3,882	\$ 4,239
Permits and Fees		\$ 500	\$ 6,000	\$ 1,500	\$ 500	\$ 200	\$ 1,500	\$ 200	13%	\$ 1,700	\$ 1,927	\$ 2,184	\$ 2,475	\$ 2,805	\$ 3,179
		\$ 222,541	\$ 305,405	\$ 398,250	\$ 281,170	\$ 246,500	\$ 417,600	\$ 39,012	9%	\$ 456,612	\$ 501,394	\$ 552,638	\$ 611,163	\$ 677,921	\$ 754,026
Capital		\$ 405,040	\$ 187,298	\$ 242,000	\$ 556,720	\$ 620,000	\$ 1,671,000	\$ 253,192	15%						
		\$ 898,685	\$ 756,054	\$ 916,895	\$ 1,145,406	\$ 1,278,977	\$ 2,515,899	\$ 323,443	13%	\$ 915,150	\$ 993,454	\$ 1,080,673	\$ 1,177,801	\$ 1,285,985	\$ 1,406,544

AGENDA ITEM #

20

APPENDIX D

Summary of MS4 Contract Responsibilities

Required Field Operations Activities

Inspections:

Annually

Wet Retention area
Swale bottoms
Disk bottom

Semi-Annually

Dry Retention areas
Exfiltration Trenches
Swales
Sediment in wet retention, dry retention and swale areas

Quarterly

Catch basins

Maintenance:

Annually

Disk dry retention area bottoms
Disk swale bottoms
Correct stormwater wet retention area

Semi-annually

Correct areas of erosion, undercutting or dead grass in wet and dry retention areas and swales
Take appropriate action on petroleum or other pollution spills noted
Swale cleaning
Remove invasive plants
Remove sediment from exfiltration trenches
Clean exfiltration trench

As needed

Mow wet and dry retention areas, and swales
Stabilize banks of wet and dry retention areas
Rehabilitate exfiltration trench
Correct wet and dry retention area equipment
Correct dry retention area bottoms
Stabilize banks on wet and dry retention areas
Nutrient/pesticide management
Clean bottom debris

Every five (5) years
Scrap bottom or retention areas and swales
Re-sod banks of wet and dry retention areas

Compliance Requirements for MS4 Permit

Stormwater Management

Program Submit annual inspection and maintenance report
Conduct required inspections and maintenance
Develop and maintain record-keeping system

New Development

Enforce stormwater management and runoff requirements as per City code
Implement policies of Bay County with regard to stormwater and drainage management controls in the unincorporated area

Roads

Litter control
Implement Best Management Practices (“BMPs”), also called Best Stormwater Practices
Perform maintenance of catch basins, grates, storm drains, structures, swales gutters and other features

Flood Control

Ensure new development flood control meets performance standards in 62-40 FAC
Strengthen local Comp plans and submit same to Bay County
Maintain a GIS layer with water quality information
Ensure flood control meets with water management district rules

Pesticides and Herbicides

Maintain a file of certification and licensing of applicators on City staff

Illicit Discharges

Conduct assessment of non-storm discharges
Provide copies of newly adopted ordinances prohibiting illicit discharges and dumping
Continue random inspection program
Conduct periodic training to staff on identification and reporting of illicit discharges
Terminate illicit discharges and document same.
Develop municipal procedures for handling and disposing of chemicals and spills, including training of staff on emergency response
Distribute brochure to public on appropriate disposal of hazardous materials
Develop public outreach effort for oil, toxic and hazardous waste for public
Promote Amnesty Day
Develop voluntary storm drain marking program
Continue infiltration and inflow program on sanitary sewer system
Investigate septic tank discharges to stormwater system

Industrial Runoff

Maintain inventory of high risk discharges, including outfall and surface waters where discharge occurs.

Provide ongoing inspections of high risk facilities

Provide annual report to FDEP

Monitor high risk facility discharge water quality

Construction Sites

Insure stormwater system meets treatment performance standards in 62-40 FAC

Continue construction site inspection program to ensure reduction of off-site pollutants

Implement standard, formalized checklist of stormwater management and water quality inspection items

Maintain log of stormwater management activities at construction sites

Provide detailed description of inspection program and forms

Provide summary of activities

Continue inspection certification program to stormwater management, erosion and sediment control for operators, developers and engineers

Develop outreach program for local professional organizations

APPENDIX E

Anticipated Equipment Inventory for the Next 5 Years

- 1.) Boom Truck (Trash/Debris Truck) – need within 1 year. Estimated Cost = \$130,000.00
- 2.) John Deere 310 Backhoe – need within 1 year. Estimated Cost = \$85,000.00
- 3.) Crawler Dozer – need within 3 years. Estimated Cost = \$120,000.00
- 4.) Street Sweeper (small) – need within 3 years. Estimated Cost = \$150,000.00
- 5.) Bucket Truck w/ Boom Arm – need within 5 years. Estimated Cost = \$200,000.00
- 6.) Dump Truck (large) – need within 5 years. Estimated Cost = \$110,000.00
- 7.) Vacuum Trailer (or Truck) – need within 3 years. Estimated Cost for Trailer = \$110,000.00
- 8.) Roadway Sign Boards (3) – need within 1 year. Estimated Cost = \$15,000.00/EA
- 9.) Dump Truck (small 6 CY) – need within 1 year. Estimated Cost = \$65,000.00
- 10.) Well Point Pump (Thompson 6" Silent Night) need within 3 years. Estimated Cost = \$50,000.00
- 11.) Panel Trucks (Ford) – as needed 6 to be replaced within 5 years. Estimated Cost = \$30,000.00/EA

Source: Kathryn Younce, E.I., CFM
City of Panama City Beach

REGULAR

ITEM 4



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning Department/Mel Leonard

2. MEETING DATE:

June 22, 2017

3. REQUESTED MOTION/ACTION:

It is requested that the City Council approve the requested budget amendment in order to begin the hiring process for an additional Administrative Aide - Licensing.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

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

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

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

The City Council approved of an updated job description for the Administrative Aide - Licensing position at the May 11th meeting. At that meeting, it was agreed that staff would bring back a budget amendment and then proceed with filling the position to give the Licensing Division an employee with accounting/bookkeeping experience to assist with transferring data and reports to the Finance Department as well as fulfilling requests for information.

AGENDA ITEM # H

RESOLUTION 17-103

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO FUND AN ADDITIONAL LICENSING AIDE POSITION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 11, 2017, the Council approved the revision of the job description position for the Licensing Department Administrative Aide; and

WHEREAS, the City desires to hire a third Licensing Aide based on the revised job description;

WHEREAS, a budget amendment is necessary to fund the additional position for the remainder of the fiscal year.

BE IT RESOLVED by the City of Panama City Beach, Florida that the following budget amendment (#44) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2016, and ending September 30, 2017, as shown in and in accordance with the attached and incorporated Exhibit A, to fund the additional position for the remainder of the fiscal year.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ___ day of _____ June, 2017.

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Diane Floyd, City Clerk

AGENDA ITEM # 4

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 44

FUND	GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2400-524.12-10	Salaries Regular	427,000.00	10,000.00	437,000.00
TO	001-2400-524.21-10	Taxes FICA	36,445.00	765.00	37,210.00
TO	001-2400-524.22-10	Retirement	36,160.00	1,300.00	37,460.00
TO	001-2400-524.23-10	Health Insurance	50,900.00	540.00	51,440.00
TO	001-2400-524.23-20	Dental Insurance	2,650.00	25.00	2,675.00
TO	001-2400-524.23-30	Life Insurance	550.00	5.00	555.00
TO	001-2400-524.60-10	Capital Outlay < \$5,000	13,350.00	3,000.00	16,350.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	12,213,410.00	(15,635.00)	12,197,775.00
			0.00	0.00	0.00
		Check Adjustment Totals:	12,780,465.00	0.00	12,780,465.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate reserves for new licensing aide position for balance of FY 2017

Salaries and related benefits and new computer quipment

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE

_____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

AGENDA ITEM #

4

Fry, H. W. T. A