

**REGULAR MEETING
DESTIN CITY COUNCIL
JULY 17, 2023
ANNEX COUNCIL CHAMBERS
6:00 PM**

*****Core Value of the Month - Professionalism*****

CALL TO ORDER

*** INVOCATION (Pastor Steve Farris, First Baptist Church of Destin)**

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL *(Matters not specifically listed on the agenda may be added and acted upon with a super-majority vote of the Council members present and eligible to vote on the matter)*

1. PROCLAMATIONS / RECOGNITIONS / SPECIAL / **PUBLIC PRESENTATIONS / ANNOUNCEMENTS

A. Proclamation - Parks and Recreation Month

2. PUBLIC COMMENTS (Section 5 - Public Hearings has separate public comments time for these items) (Note: Individual speakers will be limited to 3 minutes. At the discretion of the mayor, this 3 minute allowance may be adjusted depending on the level of business coming before the City Council)

3. * CONSENT AGENDA**

A. Purchase of Holiday Lighted Pole Decorations, Town Center CRA

B. Operations Financial Report

C. Replacement of Corrugated Metal Pipes, ARPA FUNDING, authorization to issue Purchase Orders

D. Capital Project Status

E. Update on Undergrounding Easements. (Informational)

(May 1, 2023 Motion: To direct the City Manager to provide a monthly progress report on the acquisition of easements required to go forward with the undergrounding project along US Hwy 98 passed 6-0).

F. Destin Community Center, replacement of 20-ton HVAC System, authorization to issue a purchase order

G. Terminated Employee Policy:

(June 20, 2023 Motion: To direct the City Manager to work with the Human Resources Manager to bring back other policies in the surrounding cities in regard to terminated employees)

H. Approval of minutes of June 5, 2023 Regular City Council Meeting

I. Approval of minutes of May 1, 2023 Regular City Council Meeting

J. Minutes of Boards and Committees

4. CITY MANAGER REPORTS

A. City Attorney Contract Amendments: Romano Kopp Law, PA and Anchors Smith Grimsley PLC

- B. Pickleball Matrix
(June 5, 2023: It was the consensus of the council to have the City Manager and staff put together a matrix of all current options available for the construction of pickleball courts and bring it back at the July 17th council meeting)
- C. Assistant City Manager Job Description
(June 20, 2023 Motion: To direct the City Manager to bring back the job description for Assistant City Manager at the July 17th city council meeting. Authorization for the City Manager to hire an Assistant City Manager for a base salary not to exceed \$93,948.80 (\$23,487.20 x 4) annually and to use the money in the City Manager's personnel account to make that hire are contingent upon the council's approval of the job description).
- D. FY 2024 Investment Contribution
(May 15, 2023: Councilmember Bagby requests that the Finance Director bring back a recommendation for an investment contribution in June)
- E. FY2023 Strategic Plan Status Update
- F. FY2024 Strategic Plan
- G. Okaloosa Half Penny Infrastructure Surtax
- H. American Rescue Plan Act (ARPA) Expenditure Plan
- I. Establishing the FY2024 Tentative Millage Rate and Budget Public Hearing Dates
- J. City Council Insurance Benefit
(July 20, 2023 Motion: Motion to request that Acentria brings back two proposals, one of which would include the council members in the group health insurance policy, passed 7-0).
- K. Announcements

5. PUBLIC HEARINGS

- A. John Green of Beachside Construction Group, LLC, on behalf of Mr. Shaun Cooper of Elite Investments LLC, is requesting approval for the construction of a ±640 square foot restaurant/café building and the associated site infrastructure. The subject project is located at 36 Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000), totaling approximately 0.16 acres.

6. COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, LAND USE ATTORNEY AND CITY ATTORNEY

- A. Councilmember Sweetser
- B. Councilmember Geile
- C. Councilmember Destin
- D. Councilmember Bagby
- E. Councilmember Hebert
 - 1. Florida Retirement System (FRS) Discussion
- F. Councilmember King
- G. Councilmember Schmidt
 - 1. Construction Parking Plan
 - 2. Beach Flag Safety
 - 3. Norriego Point erosion
 - 4. Publix Meeting Update and Plan
- H. Mayor Wagner

I. Land Use Attorney

A. Update - 1 Harbor Blvd

B. LDC Amendment to Allow RV Park as Conditional Use in TCMU

C. Call for an executive session to be held on August 7, 2023 at 5:30 pm in DESTIN FISHING FLEET, INC. Plaintiff, vs. Case No.: 2019 CA 002599 CITY OF DESTIN, BI, INC., DEWEY DESTIN'S HARBORSIDE, LLC, and 200 HARBOR BLVD, LLC

J. City Attorney

7. **PUBLIC COMMENTS** (Comments from the public on any matters considered at the meeting, or on any matters not on the agenda)

8. **ADJOURN**

* Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council, or the City staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

** To be placed on the agenda under public presentations, citizens must contact the City Manager or City Clerk's office one (1) week prior to the scheduled City Council Meeting, completing a Speakers Request Form and providing any accompanying documentation as requested in the form's instructions.

*** All items listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and may be considered separately.

If a person decides to appeal any decision made by the Council with respect to any matter considered at this meeting, he/she may need a record of the proceedings, and for such purpose, he/she may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.0105.

Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 837-4242 in advance. Hearing Impaired: TTY: 711. Assistance also available through Human Resources, Title VI Coordinator, at (850) 837-4242. Personas con discapacidades que necesitan asistencia o personas que necesitan ayuda con un idioma para participar en las reuniones de la ciudad, deberán notificar la oficina de la Secretaria Municipal al (850) 837-4242 antes de la reunión. Discapacidad auditiva: TTY: 711 (Solicitar Espanol CA). La ayuda tambien está disponible por Recursos Humanos, Coordinador del Título VI, al (850) 837-4242.

All regularly scheduled city council meetings will be streamed live via the city's YouTube channel, www.youtube.com/CityofDestin. Past council meetings can also be viewed here. Please visit our agenda center on the city website at www.cityofdestin.com/agendas.



City of Destin

Proclamation

Parks and Recreation Month

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Destin; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July 2023 as ***Parks and Recreation Month***; and

WHEREAS, the City of Destin recognizes the benefits derived from parks and recreation resources;

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Mayor Bobby Wagner, on behalf of the Destin City Council, do hereby designate the month of July 2023 as ***Parks and Recreation Month*** in the City of Destin. We call upon park and recreation supporters to join us in recognizing the importance of our nation's parks and recreation.

SO DONE THIS 17TH DAY OF JULY 2023

By:

Bobby Wagner, Mayor

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 3.A.**TO:** City Council**THRU:** Lance Johnson, City Manager
Steve O'Connor, Principal Planner**FROM:** Michael Burgess, Public Services Director**DATE:** 06/05/2023**SUBJECT:** Purchase of Holiday Lighted Pole Decorations, Town Center CRA

I. BACKGROUND: The Town Center CRA has budgeted \$50,000 in FY23 to purchase Holiday lighting. This agenda item is for the approval of "Petit Edelweiss" lighted pole fixtures along Main Street.

II. DISCUSSION: The Town Center CRA at its meeting on 05/23/2023 passed a motion to allow Mrs. Michele Sanstead to work with Michael Burgess to select and bring to Council a recommendation to purchase pole lighting fixtures. The fixtures selected by Mrs. Sanstead and Mr. Burgess ATT1.

The lighted pole fixtures are an additional holiday lighting feature and will be mounted on the Destin-Prague streetlights from US98 to Airport Road.

The Petit Edelweiss Flower Pole Mount fixtures are from an "only known source" being Holiday Outdoor Decor, Inc. The cost per unit is \$695. Forty-three units are required to adorn our Destin-Prague streetlights on Main Street. Total cost of the units, brackets and shipping is \$35,803.50.

A. Link to Strategic Goals / Objectives: I. Financially Sound City providing Service Excellence

II. Enhanced Quality of Life and Safety for Families

IV. Effective, Efficient, and Aesthetically Pleasing Infrastructure

B. Effect on Budget (EOB): The total amount of Christmas fixtures to purchase is \$35,804. Funds were budgeted in the FY 2023 adopted budget in the Town Center CRA fund. The effect on budget is as follows:

10258500-565000-XMAS	
TownCenterCRA-CapitalPurchase- Christmas Décor	\$ 50,000
FY23 Adopted Budget	50,000
Previous Expenses/Encumbrances	-
Available Program Budget	50,000
This Agreement +(-)	(35,804)
FY23 Remaining Program Budget	\$ 14,196

C. Level of Service (LOS): Addition of pole lighting fixtures along Main Street for the 2023 Holiday Season.

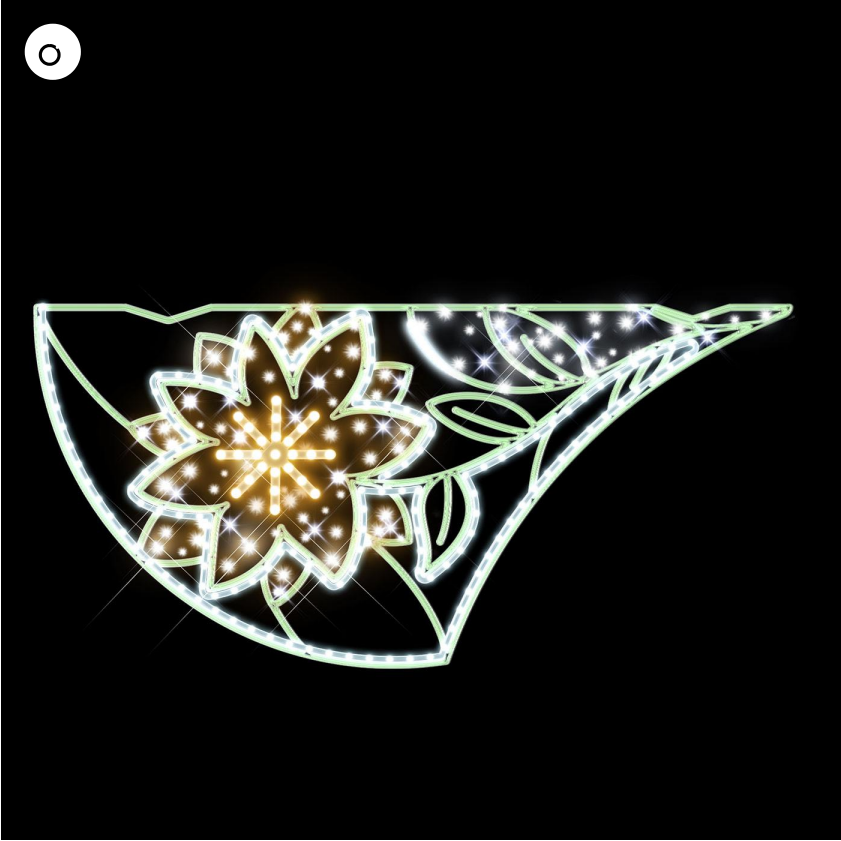
D. Legislative Sponsor:

III. CONCLUSION: If approved, staff will order the fixtures for use during the upcoming holiday season.

IV. RECOMMENDED MOTION: I move that the City Manager be authorized to purchase the Holiday Lighting fixtures identified in this agenda item using funds from the Town Center CRA's FY23 allocation.

Attachments:

1. ATT1: Petit Edelweiss Flower Pole Mount - Holiday Outdoor Decor
2. ATT2: City of Destin Edelweiss w Pole Mounts quote



Petit Edelweiss Flower Pole Mount

\$695.00

Petit Edelweiss Flower Pole Mount 4.9 x 2.2

1

This product is already in your Wish List.
[VIEW YOUR WISH LIST](#)

SKU: PM-SLB-DSPEF59

Categories: [Christmas Decorations](#), [Designer](#) - [Romantic](#), [Designer Series](#)

Description	Additional information
-------------	------------------------

DESCRIPTION

Petit Edelweiss Flower Pole Mount 4.9 x 2.2

RELATED PRODUCTS



Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 7/12/2023
Expiration Date 12/31/2023
Quote Number 00013770

Prepared By Shannon Magee
Email smagee@holidayoutdoordecor.com

Bill to Phone 850-598-0086
Email mburgess@cityofdestin.com

Account Name Destin, City Of
Bill To Name Michael Burgess
Bill To ATTN: ACCOUNTS PAYABLE
4200 INDIAN BAYOU TRL
Destin, Florida 32541
United States

Ship To ATTN: ACCOUNTS PAYABLE
4200 INDIAN BAYOU TRL
DESTIN, Florida 32541
United States

Product Code	Product	Product Line Description	Line Item Description	Price	Quantity	Total Price
AH-FPK	Faceplate Kit (includes 3 banding straps)	Faceplate Kit (includes 3 banding straps)		\$79.50	43.00	\$3,418.50
PM-SLB-DSPEF59	Petit Edelweiss Flower Pole Mount	Petit Edelweiss Flower Pole Mount 4.9 x 2.2	Need backbone for all 43 pole mounts	\$695.00	43.00	\$29,885.00
SHIPPING	SHIPPING		86 items to be shipped (43 - pole mounts and 43 face plate kits)	\$2,500.00	1.00	\$2,500.00

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.

Subtotal \$35,803.50
Total Price \$35,803.50
Grand Total \$35,803.50

Account Terms 2% March 3rd 2023 Net upon receipt

- 15% Restocking fee on all returns
- No returns without proper authorization
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature: _____

Name: _____

Title: _____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>
- Promo Deal: Additional 2% off with prepaid order

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023

TYPE OF AGENDA ITEM: Consent Agenda

AGENDA OUTLINE NUMBER: 3.B.

TO: City Council

THRU: Kyle Bauman, City Attorney
Kimberly Kopp, Land Use Attorney
Lance Johnson, City Manager

FROM: Krystal Strickland, Finance Director

DATE: July 13, 2023

SUBJECT: Operations Financial Report

I. BACKGROUND: This item is informational only.

II. DISCUSSION: Year-to-date budget versus actuals shall be provided to Council within forty-five days of the month end. Governmental funds are accounted for on a modified accrual basis, which excludes long-term assets and liabilities.

Highlights of the period ending 05/31/2023:

We are 67% of the way through Fiscal Year 2023, which is October 1 - September 30, 2023

98% of Ad Valorem (property) taxes have been received

We have expended 53% of the Operating Budget

We have expended 38% of the Capital Budget

The net change in total fund balance is a year-to-date increase of \$9.2 million (\$2.2 million net expenditures plus \$7 million funds borrowed from TDC for Tarpon Beach purchase)

Details for all funds are on file with the Finance Department, and are available upon request.

A. Link to Strategic Goals / Objectives: Financially sound city providing service excellence

B. Effect on Budget (EOB):

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION:

IV. **RECOMMENDED MOTION:** Not applicable. Item is informational only.

Attachments:

1. 2023p08 May YTD Actual TREND
KM

SUMMARY ALL FUNDS	FY2023		FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
	ADOPTED BUDGET*	FY2023 YTD Actuals			
Ad Valorem Taxes	\$ 10,691,777	\$ 10,442,602		\$ 10,782,953	\$ 249,175
Tax Increment Financing (TIF)	1,597,791	1,592,119		1,592,119	5,672
Delinquent Ad Valorem Taxes	5,000	69,130		68,638	(64,130)
Sales and Use Taxes	3,565,731	2,258,534		3,718,143	1,307,197
Licenses and Permits	4,938,550	3,522,651		5,773,839	1,415,899
Impact Fees	105,500	316,007		401,718	(210,507)
Intergovernmental	24,605,770	12,140,239		16,827,118	12,465,531
Charges for services	906,500	648,367		1,217,825	258,133
Fines and Forfeitures	71,500	59,250		88,080	12,250
Investment Income	243,369	376,191		466,718	(132,822)
Contributions	3,766	2,036		2,036	1,729
Miscellaneous income	3,601	25,428		25,428	(21,827)
TOTAL REVENUES	46,738,854	31,452,553	-	40,964,615	15,286,302
					15,286,302
General Government	4,872,036	2,228,693	208,469	3,898,904	2,434,874
Public Safety	4,837,837	2,838,188	868,815	4,491,165	1,130,834
Physical Environment	335,296	155,687	32,558	282,695	147,052
Transportation	2,084,112	1,273,270	96,144	2,161,428	714,698
Economic Environment	356,856	162,170	135,833	328,819	58,854
Health & Human Services	90,085	29,050	40,498	81,548	20,537
Culture and Recreation	4,452,820	2,341,423	85,314	3,913,928	2,026,083
Capital Outlay	49,718,562	19,107,371	3,239,077	27,462,234	27,372,114
Debt Service	3,355,098	1,072,696	-	3,341,687	2,282,402
TOTAL EXPENDITURES	70,102,702	29,208,546	4,706,708	45,962,408	36,187,447
					36,187,447
Excess (deficiency) of revenues over expenditures	(23,363,847)	2,244,007		(4,997,792)	
Proceeds from issuance of debt	27,545,000	7,020,863		7,020,863	20,524,138
Transfers In	34,123,246	10,865,137		13,515,295	23,258,109
Transfers Out	(34,123,246)	(10,865,137)		(13,511,953)	(23,258,109)
Total other financing sources (uses)	27,545,000	7,020,863	-	7,024,204	20,524,137
Net change in fund balances	4,181,152	9,264,869		2,026,412	
Fund Balance, Beginning	38,771,828	38,771,829		38,771,829	
Fund Balance, Ending	42,952,981	48,036,698		40,798,241	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

Check Figure

FUND BALANCE SUMMARY ALL FUNDS	FY2023		FY2023 PROJECTION
	ADOPTED BUDGET*	FY2023 YTD Actuals	
Nonspendable	2,361,624	2,581,251	2,581,251
Restricted	10,877,746	5,793,492	5,554,947
Committed	17,541,953	17,506,698	16,066,230
Assigned	1,000,000	4,317,428	1,000,000
Unassigned	11,171,658	17,837,829	15,595,813
Ending Fund Balance	42,952,981	48,036,698	40,798,241

(0)

01 GENERAL FUND	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
01-31 Ad Valorem Taxes	9,779,417	9,530,242		9,870,593	249,175
01-31 Delinquent Ad Valorem Taxes	5,000	69,130		68,638	(64,130)
01-31 Sales and Use Taxes	1,745,054	1,085,718		1,587,177	659,336
01-32 Licenses and Permits	2,962,950	2,333,155		3,757,353	629,795
01-32 Impact Fees	-	-		-	-
01-33 Intergovernmental	3,141,375	1,758,502		3,581,936	1,382,873
01-34 Charges for Services	463,700	411,299		640,131	52,401
01-35 Fines and Forfeitures	71,500	59,250		88,080	12,250
01-36 Investment Income	235,100	366,711		453,159	(131,611)
01-36 Contributions	1,700	2,036		2,036	(336)
01-36 Miscellaneous Revenue	3,601	25,428		25,428	(21,827)
TOTAL REVENUES	18,409,397	15,641,471	-	20,074,531	2,767,926
01-51 General Government	4,722,036	2,228,693	208,469	3,898,904	2,284,874
01-52 Public Safety	3,540,743	2,170,731	865,556	3,425,788	504,457
01-53 Physical Environment	314,296	155,687	32,558	268,695	126,052
01-54 Transportation	1,948,212	1,230,435	96,144	2,059,724	621,632
01-55 Economic Environment	14,500	10,839	-	14,452	3,661
01-56 Health & Human Services	90,085	29,050	40,498	81,548	20,537
01-57 Culture and Recreation	4,452,820	2,341,423	85,314	3,913,928	2,026,083
01-59 Capital Outlay	86,654	34,153	-	74,153	52,502
01-59 Debt Service Principal	19,254	2,214	-	6,030	17,040
01-59 Debt Service Interest	3,390	20	-	3,204	3,370
TOTAL EXPENDITURES	15,191,990	8,203,244	1,328,539	13,746,425	5,660,207
Excess (deficiency) of revenues over expenditures	3,217,407	7,438,227		6,328,105	
01-38 Proceeds from Issuance of Debt	45,000	-		-	45,000
01-38 Transfers In	87,200	87,200		87,200	-
01-58 Transfers Out	(3,901,969)	(2,322,629)		(3,653,731)	(1,579,340)
Total other financing sources (uses)	(3,769,769)	(2,235,429)		(3,566,531)	(1,534,340)
01 Net change in fund balances	(552,361)	5,202,799		2,761,575	
01 Fund Balance (deficit), Beginning	28,088,861	28,088,861		28,088,861	
01 Fund Balance (deficit), Ending	27,536,499	33,291,660		30,850,436	
*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward					

102 TOWN CENTER CRA 1998-2037 (RESTRICTED; ECON DEV)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
102-31 County TIF	1,185,012	1,184,650		1,184,650	362
102-31 City TIF (Ad Valorem	499,581	499,581		499,581	-
102-36 Investment Income	1,100	875		1,185	225
TOTAL REVENUES	1,685,693	1,685,107		1,685,416	586
102-55 Economic Environment	204,848	94,271	81,153	193,042	29,424
102-59 Capital Outlay	1,110,000	-	270,000	510,000	840,000
TOTAL EXPENDITURES	1,314,848	94,271	351,153	703,042	869,424
Excess (deficiency) of revenues over expenditures	370,845	1,590,835		982,374	
102-38 Transfers In	-	-		-	-
102-58 Transfers Out	(818,831)	(574,954)		(818,831)	(243,877)
Total other financing sources (uses)	(818,831)	(574,954)		(818,831)	(243,877)
102 Net change in fund balances	(447,986)	1,015,882		163,543	
102 Fund Balance (deficit), Beginning	(1,663,709)	(1,663,709)		(1,663,709)	
102 Fund Balance (deficit), Ending	(2,111,695)	(647,827)		(1,500,165)	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

110 HARBOR CRA 2003-2043 (RESTRICTED; ECON DEV)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
110-31 County TIF	412,779	407,469		407,469	5,310
110-31 City TIF (Ad Valorem)	412,779	412,779		412,779	-
110-36 Investment Income	500	461		647	39
TOTAL REVENUES	826,058	820,708		820,895	5,350
110-55 Economic Environment	137,508	57,060	54,681	121,325	25,768
110-59 Capital Outlay	6,000,000	-	-	-	6,000,000
TOTAL EXPENDITURES	6,137,508	57,060	54,681	121,325	6,025,768
Excess (deficiency) of revenues over expenditures	(5,311,450)	763,649		699,570	
110-38 Transfers In	5,950,000	-		-	5,950,000
110-58 Transfers Out	(479,995)	(317,895)		(479,995)	(162,099)
Total other financing sources (uses)	5,470,005	(317,895)		(479,995)	5,787,901
110 Net change in fund balances	158,555	445,754		219,575	
110 Fund Balance (deficit), Beginning	469,117	469,117		469,117	
110 Fund Balance (deficit), Ending	627,672	914,871		688,692	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

111 FLORIDA BUILDING CODE FUND (RESTRICTED; PUBLIC SAFETY)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
111-32 Licenses and Permits	1,195,100	607,252		918,261	587,848
111-36 Investment Income	30	94		131	(64)
		607,346		918,393	587,784
111-52 Public Safety	1,209,094	585,041	3,259	980,294	620,793
111-59 Capital Outlay	-	-	-	-	-
		585,041	3,259	980,294	620,793
		22,304		(61,902)	
111-38 Transfers In	-	-		-	-
111-58 Transfers Out	(119,050)	(58,620)		(98,304)	(60,430)
		(58,620)		(98,304)	(60,430)
111 Net change in fund balances	(133,014)	(36,316)		(160,205)	
111 Fund Balance (deficit), Beginning	446,495	446,495		446,495	
111 Fund Balance (deficit), Ending	313,481	410,178		286,289	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

122 PARKING FUND (COMMITTED; TRANSPORTATION)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
122-34 Charges for Services	442,800	237,068		577,694	205,732
122-36 Investment Income	44	247		308	(203)
TOTAL REVENUES	442,844	237,314		578,002	205,530
122-54 Transportation	135,900	42,834	-	101,703	93,066
122-59 Capital Outlay	496,000	3,789	60,340	64,129	431,871
TOTAL EXPENDITURES	631,900	46,624	60,340	165,833	524,936
Excess (deficiency) of revenues over expenditures	(189,056)	190,691		412,169	(319,407)
122-38 Transfers In	-	-		-	-

122-58 Transfers Out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
122 Net change in fund balances	(189,056)	190,691	412,169	
122 Fund Balance (deficit), Beginning	347,845	347,845	347,845	
122 Fund Balance (deficit), Ending	158,789	538,536	760,014	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

125 TECH FUND (COMMITTED; PUBLIC SAFETY)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
125-36 Investment Income	100	252		356	(152)
TOTAL REVENUES	100	252		356	(152)
125-52 Public Safety	88,000	82,416	-	85,083	5,584
125-59 Capital Outlay	112,000	-	-	37,333	112,000
TOTAL EXPENDITURES	200,000	82,416	-	122,416	117,584
Excess (deficiency) of revenues over expenditures	(199,900)	(82,164)		(122,060)	
125-38 Transfers In	197,995	145,262		202,736	52,734
125-58 Transfers Out	-	-		-	-
Total other financing sources (uses)	197,995	145,262		202,736	52,734
125 Net change in fund balances	(1,905)	63,097		80,676	
125 Fund Balance (deficit), Beginning	351,126	351,126		351,126	
125 Fund Balance (deficit), Ending	349,221	414,223		431,801	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

127 WATER QUALITY IMPROVEMENT FUND (ENVIRONMENT; RESTRICTED)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
127-32 Licenses and Permits	500	20,422		20,589	(19,922)
127-36 Investment Income	150	228		278	(78)
TOTAL REVENUES	650	20,650	-	20,867	(20,000)
127-53 Physical Environment	21,000	-	-	14,000	21,000
127-53 Capital Outlay	150,000	(884)	149,938	249,054	946
TOTAL EXPENDITURES	171,000	(884)	149,938	263,054	21,946
Excess (deficiency) of revenues over expenditures	(170,350)	21,534		(242,187)	
127-38 Transfers In	350,008	336,837		336,837	13,171
127-58 Transfers Out	-	-		-	-
Total other financing sources (uses)	350,008	336,837		336,837	13,171
127 Net change in fund balances	179,658	358,371		94,650	
127 Fund Balance (deficit), Beginning	-	-		-	
127 Fund Balance (deficit), Ending	179,658	358,371		94,650	

129 OKA 1/2 PENNY 01/01/2019-12/31/2029 (COMMITTED; CAPITAL OUTLAYS)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
129-31 Sales and Use Taxes	1,556,293	1,013,555		1,883,032	542,738
129-36 Investment Income	2,100	3,184		4,561	(1,084)
TOTAL REVENUES	1,558,393	1,016,739		1,887,592	541,654
129-59 Capital Outlay	3,112,029	196,889	993,654	2,151,543	1,921,486
TOTAL EXPENDITURES	3,112,029	196,889	993,654	2,151,543	1,921,486
Excess (deficiency) of revenues over expenditures	(1,553,636)	819,850		(263,951)	
129-38 Transfers In	2,950,000	-		-	2,950,000

129-58 Transfers Out	(353,394)	(233,339)	(353,394)	(120,055)
Total other financing sources (uses)	2,596,606	(233,339)	(353,394)	2,829,945
129 Net change in fund balances	1,042,970	586,511	(617,345)	
129 Fund Balance (deficit), Beginning	4,642,445	4,642,445	4,642,445	
129 Fund Balance (deficit), Ending	5,685,415	5,228,956	4,025,101	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

213 DEBT SERVICE 2013 NOTE (RESTRICTED; DEBT SERVICE)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
213-36 Investment Income	200	175		260	25
TOTAL REVENUES	200	175		260	25
213-59 Debt Service Principal	424,247	-	-	424,247	424,247
213-59 Debt Service Interest	130,172	65,086	-	130,172	65,086
TOTAL EXPENDITURES	554,419	65,086	-	554,420	489,333
Excess (deficiency) of revenues over expenditures	(554,219)	(64,911)		(554,159)	
213-38 Transfers In	554,420	370,020		554,420	184,400
213-58 Transfers Out	-	-		-	-
Total other financing sources (uses)	554,420	370,020		554,420	184,400
213 Net change in fund balances	201	305,109		261	
213 Fund Balance (deficit), Beginning	93,504	93,504		93,504	
213 Fund Balance (deficit), Ending	93,705	398,613		93,765	

214 DEBT SERVICE 2014 NOTE (RESTRICTED; DEBT SERVICE)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
214-36 Investment Income	200	268		315	(68)
TOTAL REVENUES	200	268		315	(68)
214-59 Debt Service Principal	441,795	-	-	441,795	441,795
214-59 Debt Service Interest	289,836	144,918	-	289,836	144,918
TOTAL EXPENDITURES	731,631	144,918	-	731,631	586,713
Excess (deficiency) of revenues over expenditures	(731,431)	(144,650)		(731,316)	
214-38 Transfers In	731,631	487,754		731,631	243,877
214-58 Transfers Out	-	-		-	-
Total other financing sources (uses)	731,631	487,754		731,631	243,877
214 Net change in fund balances	200	343,104		315	
214 Fund Balance (deficit), Beginning	245,971	245,972		245,971	
214 Fund Balance (deficit), Ending	246,171	589,076		246,286	

221 DEBT SERVICE 2021 NOTE (RESTRICTED; DEBT SERVICE)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
221-36 Investment Income	25	24		30	1
TOTAL REVENUES	25	24		30	1
221-59 Debt Service Principal	1,208,000	800,000	-	1,208,000	408,000
221-59 Debt Service Interest	88,404	60,458	-	88,403	27,946
221-51 General Government	-	-	-	-	-
TOTAL EXPENDITURES	1,296,404	860,458	-	1,296,403	435,946
Excess (deficiency) of revenues over expenditures	(1,296,379)	(860,434)		(1,296,374)	
221-38 Transfers In	1,296,403	860,458		1,296,404	435,945
221-58 Transfers Out	-	-		-	-
221-38 Proceeds from issuance of debt	-	-		-	-

Total other financing sources (uses)	1,296,403	860,458	1,296,404	435,945
221 Net change in fund balances	24	24	30	
221 Fund Balance (deficit), Beginning	577	577	577	
221 Fund Balance (deficit), Ending	602	601	608	

223 DEBT SERVICE 2023 NOTE (RESTRICTED; DEBT SERVICE)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
223-36 Investment Income	-	-	-	-	-
TOTAL REVENUES	-	-		-	-
223-59 Debt Service Principal	750,000	-	-	750,000	750,000
223-59 Debt Service Interest	-	-	-	-	-
223-51 General Government	150,000	-	-	-	150,000
TOTAL EXPENDITURES	900,000	-	-	750,000	900,000
Excess (deficiency) of revenues over expenditures	(900,000)	-		(750,000)	
223-38 Transfers In	750,000	-		750,000	750,000
223-58 Transfers Out	(27,350,000)	(7,020,863)		(7,020,863)	(20,329,138)
223-38 Proceeds from issuance of debt	27,500,000	7,020,863		7,020,863	20,479,138
Total other financing sources (uses)	900,000	-		750,000	900,000
223 Net change in fund balances	-	-		-	
223 Fund Balance (deficit), Beginning	-	-		-	
223 Fund Balance (deficit), Ending	-	-		-	

300 RENEWAL AND REPLACEMENT (COMMITTED; CAPITAL OUTLAYS)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
300-36 Investment Income	1,900	1,516		2,272	384
TOTAL REVENUES	1,900	1,516		2,272	384
300-59 Capital Outlay	3,084,313	938,099	1,142,590	2,850,215	1,003,624
TOTAL EXPENDITURES	3,084,313	938,099	1,142,590	2,850,215	1,003,624
Excess (deficiency) of revenues over expenditures	(3,082,413)	(936,583)		(2,847,943)	
300-38 Transfers In	1,633,748	1,414,627		1,623,300	219,121
300-58 Transfers Out	-	-		-	-
Total other financing sources (uses)	1,633,748	1,414,627		1,623,300	219,121
300 Net change in fund balances	(1,448,665)	478,045		(1,224,643)	
300 Fund Balance (deficit), Beginning	1,900,750	1,900,750		1,900,750	
300 Fund Balance (deficit), Ending	452,085	2,378,795		676,107	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

305 GRANT AND GF CAPITAL PROJECT FUND (RESTRICTED; CAPITAL OUTLAYS)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
305-33 Intergovernmental	21,464,395	10,381,737		13,245,183	11,082,658
305-36 Contributions	2,066	-		-	2,066
TOTAL REVENUES	21,466,460	10,381,737		13,245,183	11,084,723
305-53 Physical Environment	-	-	-	-	-
305-59 Capital Outlay	29,242,455	17,761,972	550,680	20,287,025	10,929,803
TOTAL EXPENDITURES	29,242,455	17,761,972	550,680	20,287,025	10,929,803

Excess (deficiency) of revenues over expenditures	(7,775,995)	(7,380,235)	(7,041,842)	
305-38 Transfers In	8,671,841	7,162,979	7,932,767	1,508,862
305-58 Transfers Out	(750,000)	-	(750,000)	(750,000)
Total other financing sources (uses)	7,921,841	7,162,979	7,182,767	758,862
305 Net change in fund balances	145,846	(217,256)	140,925	
305 Fund Balance (deficit), Beginning	(140,925)	(140,925)	(140,925)	
305 Fund Balance (deficit), Ending	4,921	(358,181)	0	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

315 IMPACT AND OTHER RESTRICTED (CAPITAL OUTLAYS)	FY2023 ADOPTED BUDGET*	FY2023 YTD Actuals	FY2023 ENCUMBRANCES	FY2023 PROJECTION	FY2023 AVAILABLE BUDGET
315-32 Impact Fees	105,500	316,007		401,718	(210,507)
315-32 Licenses and Permits	780,000	561,821		1,077,636	218,179
315-31 Sales and Use Taxes	264,384	159,261		247,935	105,123
315-36 Investment Income	1,920	2,156		3,218	(236)
315-36 Miscellaneous Revenue	-	-		-	-
TOTAL REVENUES	1,151,804	1,039,246		1,730,506	112,558
315-53 Physical Environment	-	-	-	-	-
315-59 Capital Outlay	6,325,110	173,352	71,875	1,238,782	6,079,883
TOTAL EXPENDITURES	6,325,110	173,352	71,875	1,238,782	6,079,883
Excess (deficiency) of revenues over expenditures	(5,173,306)	865,894		491,724	
315-38 Transfers In	10,950,000	-		-	10,950,000
315-58 Transfers Out	(350,008)	(336,837)		(336,837)	(13,171)
Total other financing sources (uses)	10,599,992	(336,837)	-	(336,837)	10,936,829
315 Net change in fund balances	5,426,686	529,057		154,887	
315 Fund Balance (deficit), Beginning	3,989,771	3,989,771		3,989,771	
315 Fund Balance (deficit), Ending	9,416,456	4,518,828		4,144,658	

*FY2023 BUDGET is the Adopted Budget plus prior year encumbrances rolled forward

Balance Sheet - Governmental Funds

	01, 700	102	110	111	122, 125, 127, 129	209, 213, 214, 221	300, 305, 315	
Period ended May31,								2023
	General Fund	1998-2028 or to 2037 Town Center CRA	2003-2043 Harbor CRA	Florida Building Code Fund	Other Special Revenue Funds	Debt Service Funds	Capital Project Funds	Total Governmental Funds
Assets								
Cash and cash equivalents	\$ 11,994,481	\$ -	\$ -	\$ -	\$ 6,412,111	\$ -	\$ 2,409,719	\$ 20,816,311
Investments	16,441,044	-	-	-	-	-	-	16,441,044
Due from other funds	2,507,846	-	-	-	8,594	-	9,000	2,525,440
Due from other governments	345,403	-	-	-	126,544	-	2,353,248	2,825,196
Advance to other funds	2,448,824	-	-	-	-	-	-	2,448,824
Accounts receivable - other	171,154	-	-	-	-	-	75,474	246,628
Prepaid items	95,354	-	-	-	-	-	-	95,354
Restricted cash and cash equivalents	-	1,814,759	924,028	420,618	-	988,290	5,805,998	9,953,693
Total assets	\$ 34,004,105	\$ 1,814,759	\$ 924,028	\$ 420,618	\$ 6,547,250	\$ 988,290	\$ 10,653,439	\$ 55,352,489
Liabilities, deferred inflows of resources and fund balances								
Liabilities:								
Accounts payable	422,673	13,762	9,156	10,440	7,165	-	262,253	725,449
Accrued payroll	2,951	-	-	-	-	-	-	2,951
Unearned Revenue	6,938	-	-	-	-	-	1,343,898	1,350,837
Due to other funds	17,594	-	-	-	-	-	2,507,846	2,525,440
Advance from other funds	-	2,448,824	-	-	-	-	-	2,448,824
Total liabilities	450,157	2,462,586	9,156	10,440	7,165	-	4,113,997	7,053,500
Deferred inflows of resources								
Deferred revenue	262,290	-	-	-	-	-	-	262,290
Total deferred inflows of resources	262,290	-	-	-	-	-	-	262,290
Fund balances:								
Nonspendable	2,581,251	-	-	-	-	-	-	2,581,251
Restricted	-	-	860,192	406,919	-	988,290	3,538,092	5,793,492
Committed	10,874,000	-	-	-	5,396,493	-	1,236,205	17,506,698
Assigned	1,269,598	81,153	54,681	3,259	1,143,592	-	1,765,145	4,317,428
Unassigned	18,566,809	(728,980)	-	-	-	-	-	17,837,829
Total fund balances (deficit)	33,291,658	(647,827)	914,872	410,178	6,540,085	988,290	6,539,442	48,036,698
Total liabilities, deferred inflows of resources and fund balances	\$ 34,004,105	\$ 1,814,759	\$ 924,028	\$ 420,618	\$ 6,547,250	\$ 988,290	\$ 10,653,439	\$ 55,352,489
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Nonspendable = Long-term advance to TownCenter CRA \$2,448,823.50 (in 01 fund) plus prepaid expenses

Restricted = Interlocal Agreements, State and Local Regulations (Harbor CRA 110, Florida Building Code Fund 111, Impact Fees 315), Bond covenants (2013, 2014, 2021 Debt Service Funds), Grant Agreements (305)

Committed = Council resolutions, motions, includes fund balance resolution for 1 yr debt service (\$2.7m) + 3 mos emergency ops x 2 (\$6.7m), Tech Fund balance (125), Oka Half Penny fund balance (129)

Assigned = Contracts, purchase orders, unofficial RR fund (300)

Unassigned = Funds with a negative balance (TC CRA 102), net assets not otherwise categorized

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 3.C.**TO:** City Council**THRU:** Lance Johnson, City Manager
Krystal Strickland, Finance Director
Jeffrey Cozadd, Grants Manager**FROM:** Michael Burgess, Public Services Director**DATE:** 06/29/2023**SUBJECT:** Replacement of Corrugated Metal Pipes, ARPA FUNDING, authorization to issue Purchase Orders

I. BACKGROUND: Decades ago, developers and contractors used corrugated metal pipes to transport stormwater runoff from stormwater catch basins to its eventual discharge point (outfall). The service life of corrugated metal piping is approximately 30 years. Many of the pipe sections proposed for replacement have far exceeded that timeframe.

II. DISCUSSION: Projects proposed for Council approval include:

1. Hickory Street at Calhoun Avenue (88' of 24" pipe), \$54,242.50
2. Juanita Street (168' of 18" pipe), \$121,543.00
3. Benning Drive at Sibert Ave, (72' of 18" pipe), \$46,800.00
4. Benning at Bay Court (72' of 18" pipe), \$39,922.00
5. Near 541 Sibert Avenue (45' of 18" pipe), \$45,027.50
6. Country Club at Cahaba (88' of 18" pipe), \$76,528.00
7. Indian Bayou Drive at Welaka, (256' of 15" pipe), \$102,972.00
8. Okeechobee Court (48' of 15" pipe), \$65,411.00
9. Pahokee Lane (96' of 18" pipe), \$57,686.00

Nine projects, \$610,132 total

Quotes from H&T and maps showing the proposed project locations are included as attachments. *Note that the attached maps were developed by staff for H&T's use to prepare the quotes.*

- A. Link to Strategic Goals / Objectives:** I. Financially Sound City providing Service Excellence
II. Enhanced Quality of Life and Safety for Families

IV. Effective, Efficient, and Aesthetically Pleasing Infrastructure
 VI. A Green and Sustainable Environment

B. Effect on Budget (EOB): Funding for these and other upcoming stormwater projects is provided through the American Rescue Plan Act.

30555900-565000-ARP	\$ 1,135,133
GRANT - CIP- ARPA	
FY23 Adopted Budget	1,135,133
Net Transfers and Adjustments	319,630
Revised Budget	1,454,763
Previous Expenses/Encumbrances	(376,887)
Available Program Budget	1,077,876
This Agreement +(-)	(610,132)
FY23 Remaining Program Budget	\$ 467,744

C. Level of Service (LOS): Removal of failed/failiwaterng corrugated metal pipes with reinforced concrete. Improvements include sediment load reductions associated with storm discharges, improved ROW stability, and aesthetics.

D. Legislative Sponsor:

III. CONCLUSION: The City currently has approximately 11 corrugated metal storm sewer systems that impact our roadways over 40' in length. This proposal will address nine. The two not included in this proposal include Indian Bayou-Chickasaw-Country Club West, Country Club West @ Weekewhatchee (quotes are in development). The American Rescue Plan Act provides funding for infrastructure improvements to include stormwater improvements like these. If approved, staff will prepare the necessary documentation to expedite the delivery of these projects.

IV. RECOMMENDED MOTION: I move that the City Manager be authorized to issue purchase orders to H&T Contractors for the replacement of the corrugated metal storm sewer systems identified herein.

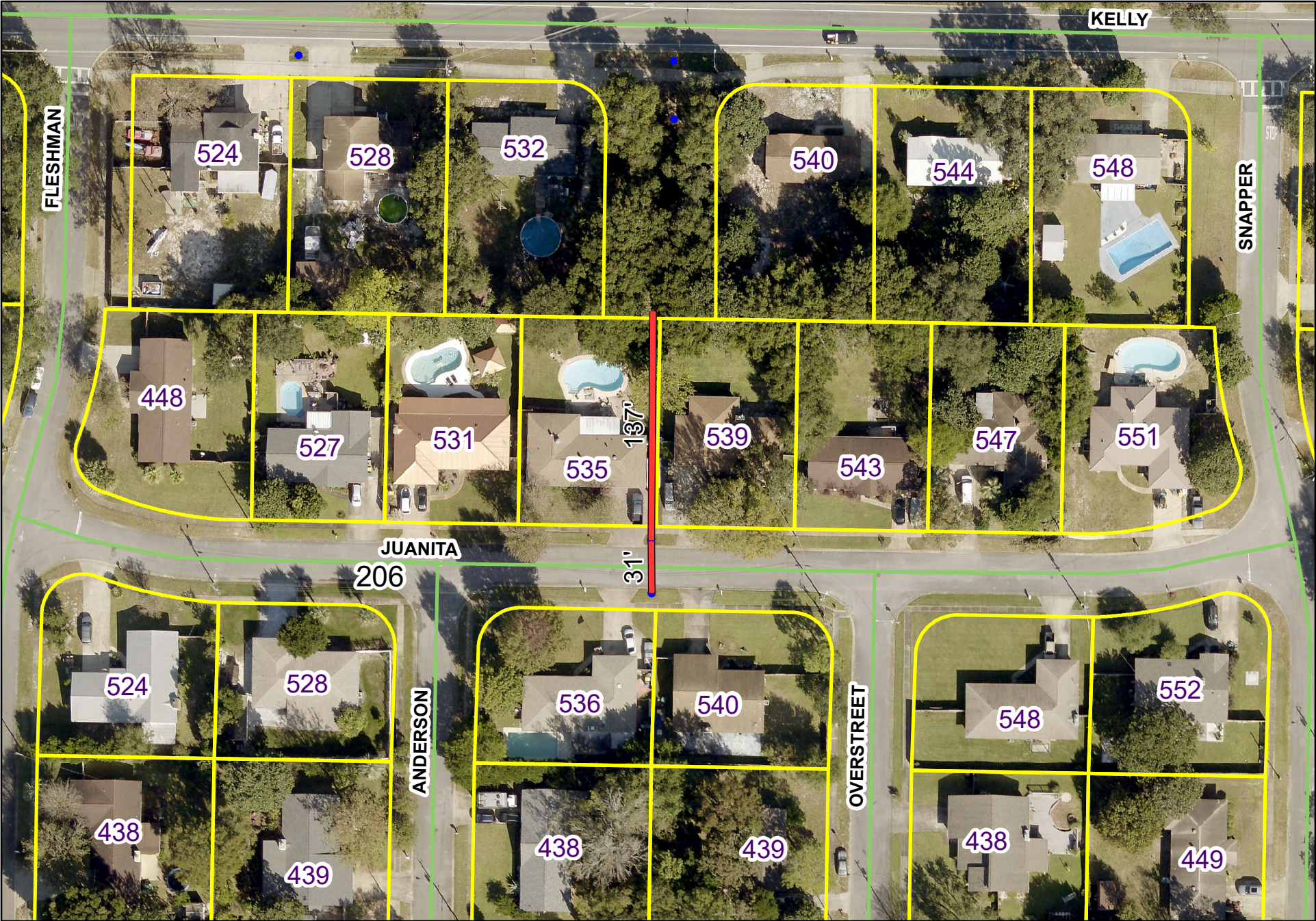
Attachments:

1. Project Maps for July 17 CC meeting
2. Project Quotes for July 17 Meeting

Destin CMP Replacement Project
Calhoun at Hickory



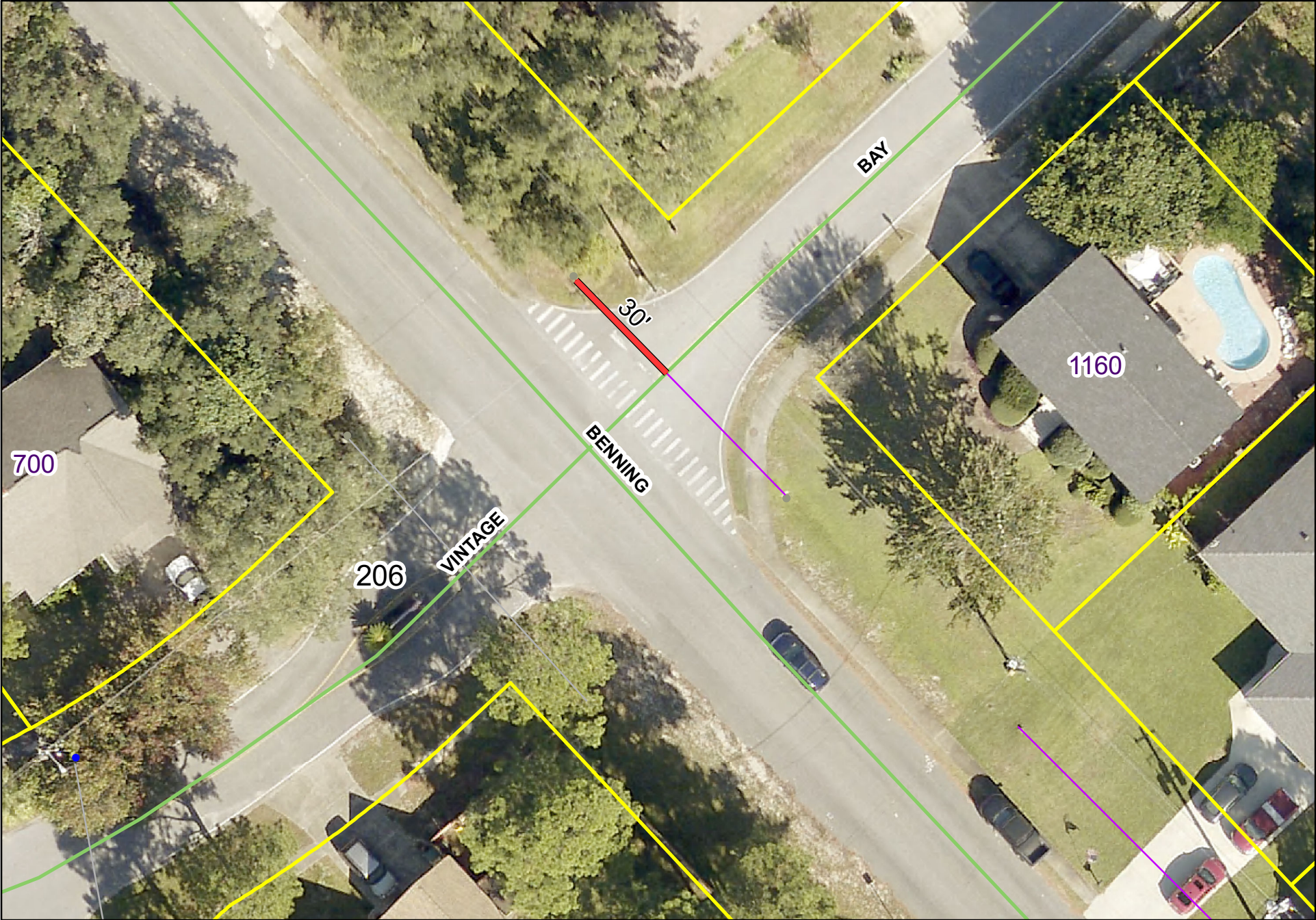
Destin CMP Replacement Project
Juanita Street



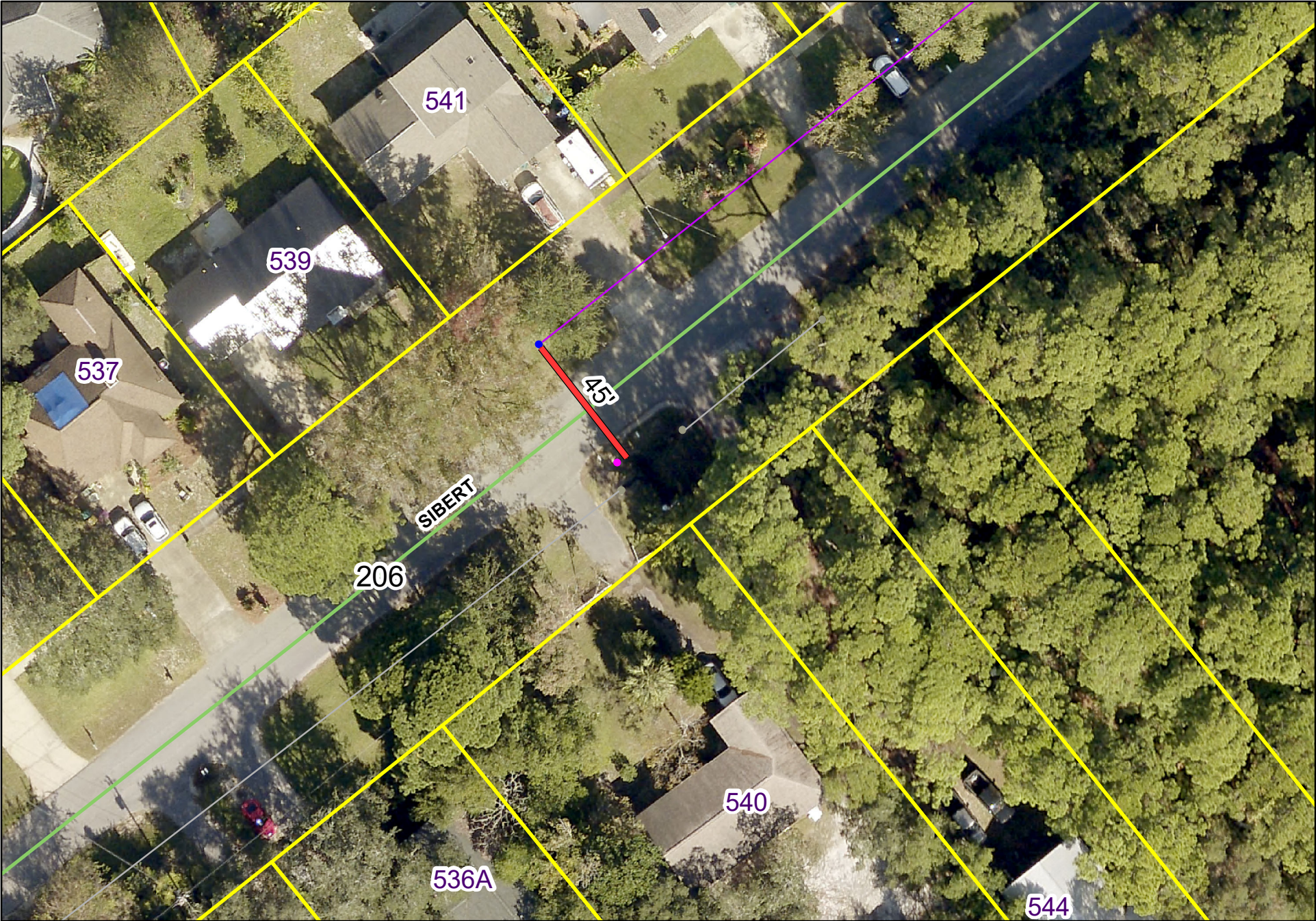
Destin CMP Replacement Project
Benning at Sibert 66'



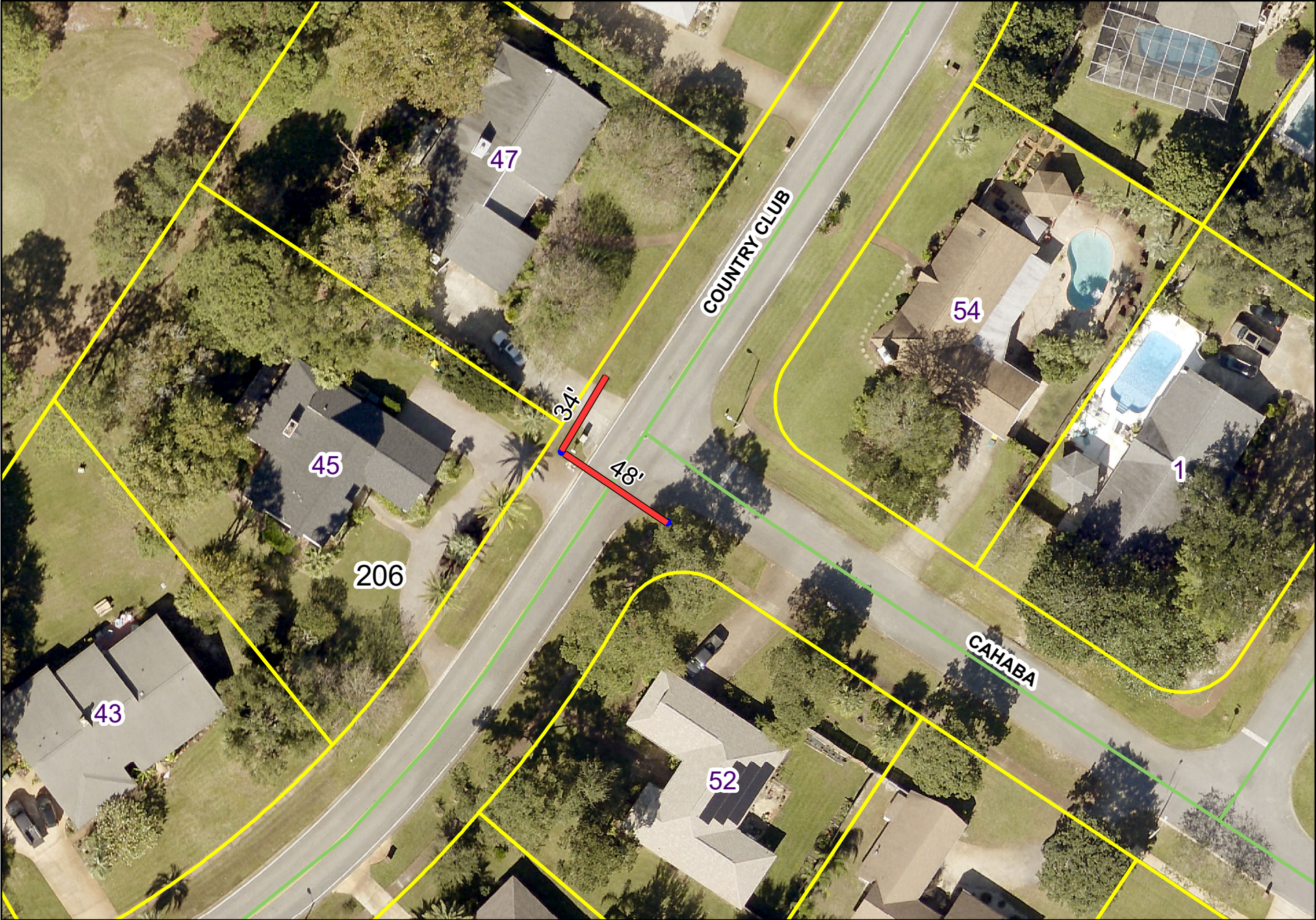
Destin CMP Replacement Project
Benning at Bay Ct (half pipe?)



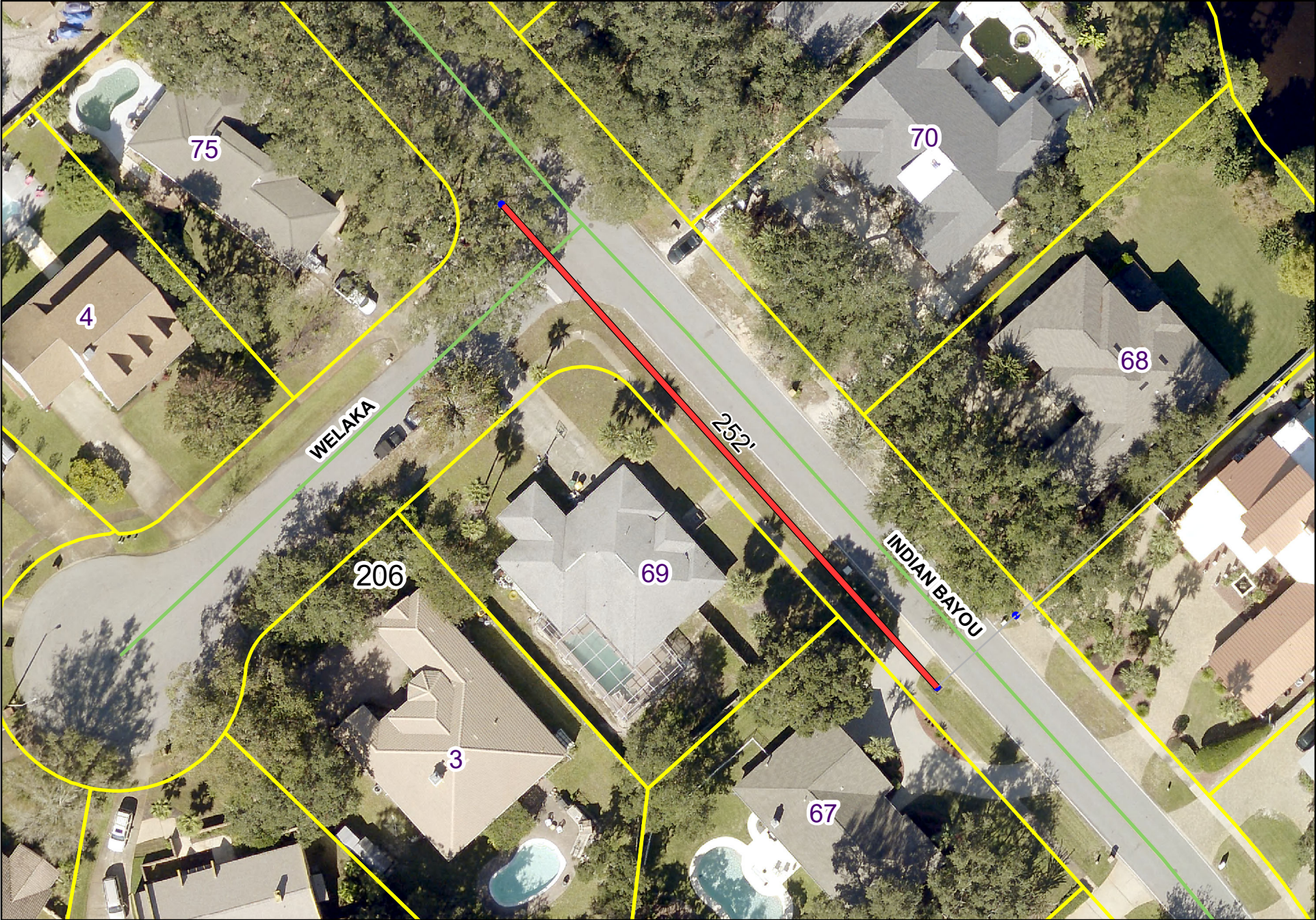
Destin FY23 CMP Project
541 Sibert Ave



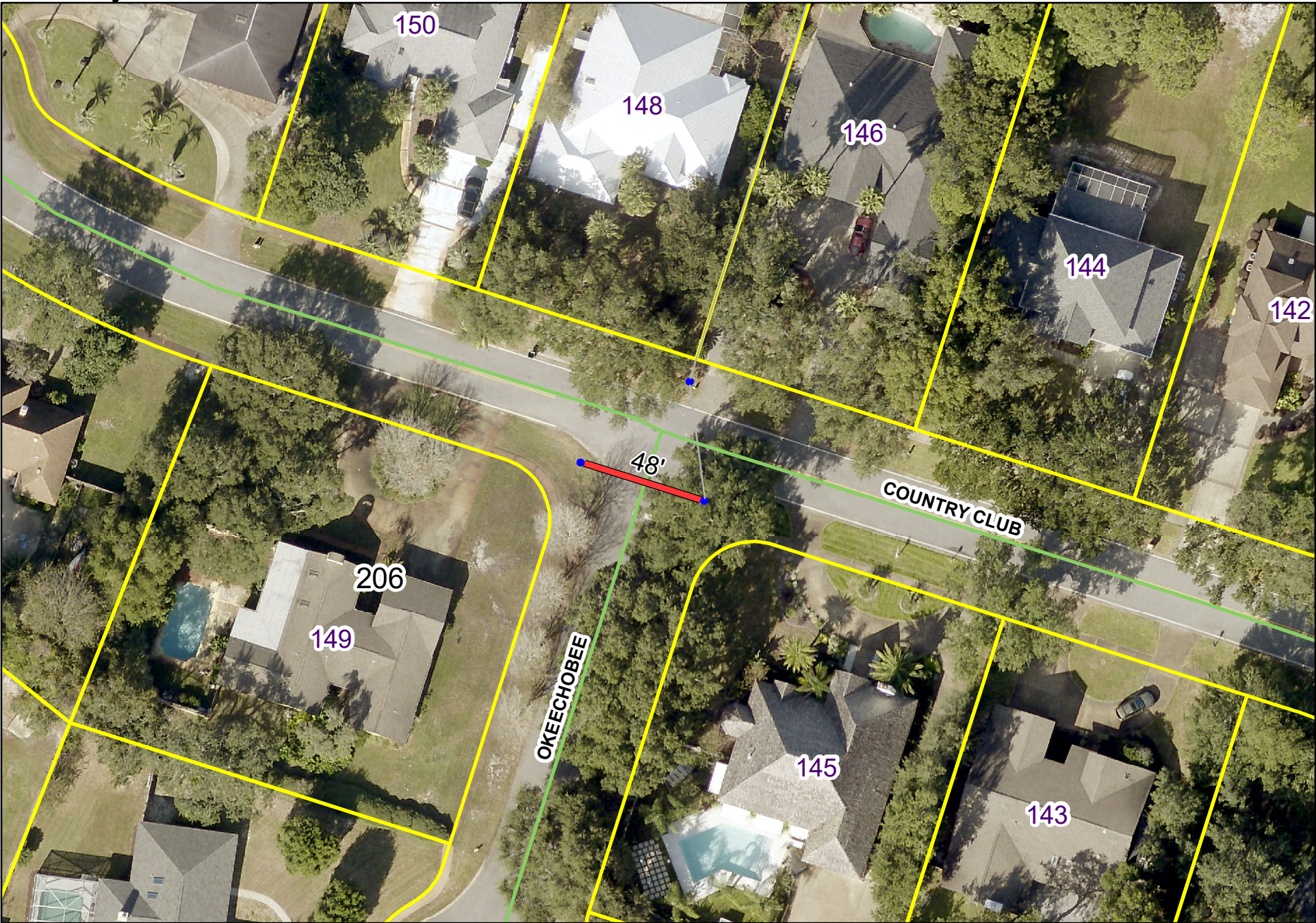
Destin CMP Replacement Project
Country Club at Cahaba (2 pipes)



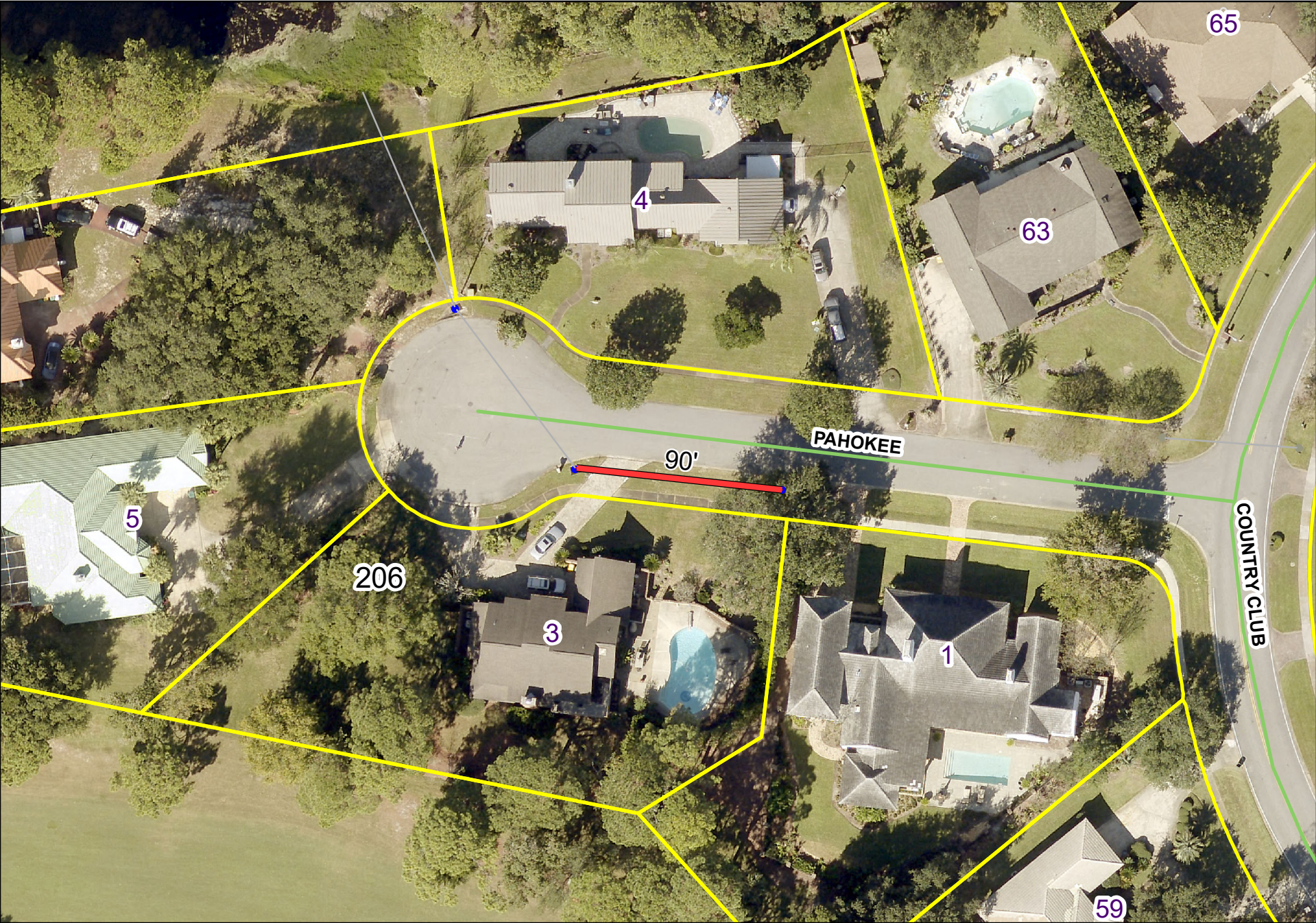
Destin CMP Replacement Project
Indian Bayou at Welaka



Destin CMP Replacement Project
Country Club W at Okeechobee



Destin CMP Replacement Project
Pahokee Lane



WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Calhoun/ Hickory Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	50.00	\$ 1,012.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	50.00	\$ 1,500.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	50.00	\$ 500.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	50.00	\$ 200.00
12	Tack Coat	SY	\$4.00	50.00	\$ 200.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	60.00	\$ 420.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	30.00	\$ 210.00
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	45.00	\$ 675.00
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$15.00	0.00	\$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	20.00	\$ 800.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	20.00	\$ 500.00
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	0.00	\$ -
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	88.00	\$ 11,000.00
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	1.00	\$ 4,500.00
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	20.00	\$ 500.00
54	Well Points	DAY	\$4,500.00	2.00	\$ 9,000.00
55	Grout (joint)	EACH	\$2,500.00	2.00	\$ 5,000.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	60.00	\$ 1,200.00
57	Swale Installation (grading)	CY	\$100.00	5.00	\$ 500.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	45.00	\$ 4,860.00
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	45.00	\$ 1,125.00
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	40.00	\$ 540.00
75	Irrigation Repair	HR	\$250.00	0.00	\$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 54,242.50

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 54,242.50
	Contengent Items from Price Sheet	LS	Total		
			Grand Total		\$ 54,242.50

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Juanita St. Drainage Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	60.00	\$ 1,215.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	60.00	\$ 1,800.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	60.00	\$ 600.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	60.00	\$ 240.00
12	Tack Coat	SY	\$4.00	60.00	\$ 240.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	30.00	\$ 210.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	10.00	\$ 70.00
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$15.00	60.00	\$ 900.00
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	40.00	\$ 1,600.00
23	Clear & Grub	SY	\$2.50	1500.00	\$ 3,750.00
24	Debris Hauling	CY	\$25.00	80.00	\$ 2,000.00
25	Tree trimming	HR	\$300.00	5.00	\$ 1,500.00
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	168.00	\$ 16,968.00
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	1.00	\$ 4,500.00
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	80.00	\$ 2,000.00
54	Well Points	DAY	\$4,500.00	4.00	\$ 18,000.00
55	Grout (joint)	EACH	\$2,500.00	0.00	\$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	400.00	\$ 8,000.00
57	Swale Installation (grading)	CY	\$100.00	20.00	\$ 2,000.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	2.00	\$ 10,000.00
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	0.00	\$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	20.00	\$ 500.00
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	400.00	\$ 5,400.00
75	Irrigation Repair	HR	\$250.00	20.00	\$ 5,000.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 96,493.00

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 96,793.00
	Contingent Items from Price Sheet	LS	Total		\$ 24,750.00
			Grand Total		\$ 121,543.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

CONTRACTOR: H&T Contractors, LLC.
Work Order Number: Contingent Item Pricing Sheet

Date:
Completion Date:
Calendar Days:

Description of Work:

Item No.	Description	Unit	Unit Price	Quantity	Extension
901	Remove Privacy Fence		\$15.00	250.00	\$ 3,750.00
902	Replace Privacy Fence		\$30.00	250.00	\$ 7,500.00
903	Remove Brick Pavers		\$10.00	450.00	\$ 4,500.00
904	Replace Brick Pavers		\$20.00	450.00	\$ 9,000.00
905				0.00	\$ -
906				0.00	\$ -
907				0.00	\$ -
908				0.00	\$ -
909				0.00	\$ -
910				0.00	\$ -
911				0.00	\$ -
912				0.00	\$ -
913				0.00	\$ -
914				0.00	\$ -
915				0.00	\$ -
916				0.00	\$ -
917				0.00	\$ -
918				0.00	\$ -
919				0.00	\$ -
920				0.00	\$ -
Total					\$ 24,750.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

DIRECTOR OF PUBLIC SERVICES: _____

DATE _____

* Pricing for items on this list are specific to this work order.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Benning/ Sibert Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	60.00	\$ 1,215.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	60.00	\$ 1,800.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	60.00	\$ 600.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	60.00	\$ 240.00
12	Tack Coat	SY	\$4.00	60.00	\$ 240.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	64.00	\$ 448.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	20.00	\$ 140.00
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$15.00	20.00	\$ 300.00
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	20.00	\$ 800.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	20.00	\$ 500.00
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	72.00	\$ 7,272.00
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	0.00	\$ -
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	20.00	\$ 500.00
54	Well Points	DAY	\$4,500.00	2.00	\$ 9,000.00
55	Grout (joint)	EACH	\$2,500.00	2.00	\$ 5,000.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	80.00	\$ 1,600.00
57	Swale Installation (grading)	CY	\$100.00	0.00	\$ -
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	15.00	\$ 1,620.00
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	0.00	\$ -
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	50.00	\$ 675.00
75	Irrigation Repair	HR	\$250.00	5.00	\$ 1,250.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -

Total

\$ 43,200.00

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 43,200.00
	Contingent Items from Price Sheet	LS	Total		\$ 3,600.00
			Grand Total		\$ 46,800.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

CONTRACTOR: H&T Contractors, LLC.
Work Order Number: Contingent Item Pricing Sheet

Date:
Completion Date:
Calendar Days:

Description of Work:

Item No.	Description	Unit	Unit Price	Quantity	Extension
901	Homemade Grates For Inlet		\$1,800.00	2.00	\$ 3,600.00
902				0.00	\$ -
903				0.00	\$ -
904				0.00	\$ -
905				0.00	\$ -
906				0.00	\$ -
907				0.00	\$ -
908				0.00	\$ -
909				0.00	\$ -
910				0.00	\$ -
911				0.00	\$ -
912				0.00	\$ -
913				0.00	\$ -
914				0.00	\$ -
915				0.00	\$ -
916				0.00	\$ -
917				0.00	\$ -
918				0.00	\$ -
919				0.00	\$ -
920				0.00	\$ -
Total					\$ 3,600.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

DIRECTOR OF PUBLIC SERVICES: _____

DATE _____

* Pricing for items on this list are specific to this work order.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Benning/ Bay Ct. Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	80.00	\$ 1,620.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	80.00	\$ 2,400.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	80.00	\$ 800.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	80.00	\$ 320.00
12	Tack Coat	SY	\$4.00	80.00	\$ 320.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	85.00	\$ 595.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	10.00	\$ 70.00
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$15.00	80.00	\$ 1,200.00
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	20.00	\$ 800.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	0.00	\$ -
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	72.00	\$ 7,272.00
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	2.00	\$ 9,000.00
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	20.00	\$ 500.00
54	Well Points	DAY	\$4,500.00	0.00	\$ -
55	Grout (joint)	EACH	\$2,500.00	0.00	\$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	80.00	\$ 1,600.00
57	Swale Installation (grading)	CY	\$100.00	0.00	\$ -
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	0.00	\$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	60.00	\$ 1,500.00
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	50.00	\$ 675.00
75	Irrigation Repair	HR	\$250.00	5.00	\$ 1,250.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 39,922.00

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 39,922.00
	Contingent Items from Price Sheet	LS	Total		
			Grand Total		\$ 39,922.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** 541 Sibert Ave. Draingae Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	50.00	\$ 1,012.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	50.00	\$ 1,500.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	50.00	\$ 500.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	50.00	\$ 200.00
12	Tack Coat	SY	\$4.00	50.00	\$ 200.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	60.00	\$ 420.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	0.00	\$ -
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$15.00	50.00	\$ 750.00
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	20.00	\$ 800.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	0.00	\$ -
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	45.00	\$ 4,545.00
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER
MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	1.00	\$ 4,500.00
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	1.00	\$ 2,500.00
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	20.00	\$ 500.00
54	Well Points	DAY	\$4,500.00	2.00	\$ 9,000.00
55	Grout (joint)	EACH	\$2,500.00	2.00	\$ 5,000.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	50.00	\$ 1,000.00
57	Swale Installation (grading)	CY	\$100.00	20.00	\$ 2,000.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	0.00	\$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	0.00	\$ -
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	2.00	\$ 4,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	100.00	\$ 1,350.00
75	Irrigation Repair	HR	\$250.00	5.00	\$ 1,250.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 45,027.50

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 45,027.50
	Contingent Items from Price Sheet	LS	Total		
			Grand Total		\$ 45,027.50

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Country Club /Cahaba Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	60.00	\$ 1,215.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	60.00	\$ 1,800.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	60.00	\$ 600.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	60.00	\$ 240.00
12	Tack Coat	SY	\$4.00	60.00	\$ 240.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	30.00	\$ 210.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	25.00	\$ 175.00
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	2.00	\$ 2,000.00
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	70.00	\$ 1,050.00
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	60.00	\$ 600.00
21	Removal of Asphalt over 4 inches	SY	\$15.00	0.00	\$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	20.00	\$ 800.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	20.00	\$ 500.00
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	88.00	\$ 8,888.00
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	1.00	\$ 4,500.00
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	20.00	\$ 500.00
54	Well Points	DAY	\$4,500.00	3.00	\$ 13,500.00
55	Grout (joint)	EACH	\$2,500.00	3.00	\$ 7,500.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	40.00	\$ 800.00
57	Swale Installation (grading)	CY	\$100.00	15.00	\$ 1,500.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	70.00	\$ 7,560.00
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	43.00	\$ 1,075.00
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	50.00	\$ 675.00
75	Irrigation Repair	HR	\$250.00	12.00	\$ 3,000.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 68,928.00

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 68,928.00
	Contingent Items from Price Sheet	LS	Total		\$ 7,600.00
			Grand Total		\$ 76,528.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

CONTRACTOR: H&T Contractors, LLC.
Work Order Number: Contingent Item Pricing Sheet

Date:
Completion Date:
Calendar Days:

Description of Work:

Item No.	Description	Unit	Unit Price	Quantity	Extension
901	Remove Brick Pavers		\$800.00	1.00	\$ 800.00
902	Replace Brick Pavers		\$1,600.00	1.00	\$ 1,600.00
903	Remove Brick Mailbox		\$400.00	1.00	\$ 400.00
904	Replace Brick Mailbox		\$800.00	1.00	\$ 800.00
905	Remove Pole Mounted Mailbox		\$200.00	1.00	\$ 200.00
906	Replace Pole Mounted Mailbox		\$200.00	1.00	\$ 200.00
907	Homemade Grates For Inlets		\$1,800.00	2.00	\$ 3,600.00
908				0.00	\$ -
909				0.00	\$ -
910				0.00	\$ -
911				0.00	\$ -
912				0.00	\$ -
913				0.00	\$ -
914				0.00	\$ -
915				0.00	\$ -
916				0.00	\$ -
917				0.00	\$ -
918				0.00	\$ -
919				0.00	\$ -
920				0.00	\$ -
				Total	\$ 7,600.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

DIRECTOR OF PUBLIC SERVICES: _____

DATE _____

* Pricing for items on this list are specific to this work order.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Indian Bayou/ Welaka Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	60.00	\$ 1,215.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	60.00	\$ 1,800.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	60.00	\$ 600.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	60.00	\$ 240.00
12	Tack Coat	SY	\$4.00	60.00	\$ 240.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	30.00	\$ 210.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	0.00	\$ -
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	2.00	\$ 2,000.00
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	10.00	\$ 150.00
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	60.00	\$ 600.00
21	Removal of Asphalt over 4 inches	SY	\$15.00	0.00	\$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	40.00	\$ 1,600.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	40.00	\$ 1,000.00
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	256.00	\$ 23,552.00
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	0.00	\$ -
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER
MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	0.00	\$ -
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	40.00	\$ 1,000.00
54	Well Points	DAY	\$4,500.00	4.00	\$ 18,000.00
55	Grout (joint)	EACH	\$2,500.00	2.00	\$ 5,000.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	60.00	\$ 1,200.00
57	Swale Installation (grading)	CY	\$100.00	40.00	\$ 4,000.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	5.00	\$ 540.00
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	40.00	\$ 1,000.00
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	4.00	\$ 8,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	350.00	\$ 4,725.00
75	Irrigation Repair	HR	\$250.00	30.00	\$ 7,500.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 88,172.00

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 88,172.00
	Contingent Items from Price Sheet	LS	Total		\$ 14,800.00
			Grand Total		\$ 102,972.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

CONTRACTOR: H&T Contractors, LLC.
Work Order Number: Contingent Item Pricing Sheet

Date:
Completion Date:
Calendar Days:

Description of Work:

Item No.	Description	Unit	Unit Price	Quantity	Extension
901	Remove Brick Pavers Driveway		\$2,500.00	1.00	\$ 2,500.00
902	Replace Brick Pavers Driveway		\$8,000.00	1.00	\$ 8,000.00
903	Remove Stucco Mailbox		\$400.00	1.00	\$ 400.00
904	Replace Stucco Mailbox		\$1,500.00	1.00	\$ 1,500.00
905	Remove Brick Mailbox		\$400.00	1.00	\$ 400.00
906	Replace Brick Mailbox		\$2,000.00	1.00	\$ 2,000.00
907				0.00	\$ -
908				0.00	\$ -
909				0.00	\$ -
910				0.00	\$ -
911				0.00	\$ -
912				0.00	\$ -
913				0.00	\$ -
914				0.00	\$ -
915				0.00	\$ -
916				0.00	\$ -
917				0.00	\$ -
918				0.00	\$ -
919				0.00	\$ -
920				0.00	\$ -
Total					\$ 14,800.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

DIRECTOR OF PUBLIC SERVICES: _____

DATE _____

* Pricing for items on this list are specific to this work order.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Okeechobee Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	100.00	\$ 2,025.00
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	100.00	\$ 3,000.00
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	100.00	\$ 1,000.00
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	100.00	\$ 400.00
12	Tack Coat	SY	\$4.00	100.00	\$ 400.00
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	40.00	\$ 280.00
14	Concrete Cut with Abrasive Blade	LF	\$7.00	0.00	\$ -
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	100.00	\$ 1,000.00
21	Removal of Asphalt over 4 inches	SY	\$15.00	0.00	\$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	40.00	\$ 1,600.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	40.00	\$ 1,000.00
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	48.00	\$ 4,416.00
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	0.00	\$ -
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER
MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	0.00	\$ -
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	40.00	\$ 1,000.00
54	Well Points	DAY	\$4,500.00	3.00	\$ 13,500.00
55	Grout (joint)	EACH	\$2,500.00	3.00	\$ 7,500.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	100.00	\$ 2,000.00
57	Swale Installation (grading)	CY	\$100.00	20.00	\$ 2,000.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	2.00	\$ 10,000.00
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	0.00	\$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	50.00	\$ 1,250.00
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	40.00	\$ 540.00
75	Irrigation Repair	HR	\$250.00	10.00	\$ 2,500.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -
			Total		\$ 65,411.00

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 65,411.00
	Contingent Items from Price Sheet	LS	Total		
			Grand Total		\$ 65,411.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 6/13/2023**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Pahokee Lane Drain Repair

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse) w/Fiber	SY	\$20.25	0.00	\$ -
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine) w/Fiber	SY	\$15.75	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine) w/Fiber	SY	\$13.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$5.00	0.00	\$ -
5	Milling of existing asphalt (average 2 in depth)	SY	\$6.50	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$30.00	0.00	\$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$24.00	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$12.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$10.00	0.00	\$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$8.00	0.00	\$ -
11	Prime Coat	SY	\$4.00	0.00	\$ -
12	Tack Coat	SY	\$4.00	0.00	\$ -
13	Asphalt Cut with Abrasive Blade	LF	\$7.00	0.00	\$ -
14	Concrete Cut with Abrasive Blade	LF	\$7.00	0.00	\$ -
15	Silt Fence	LF	\$10.00	0.00	\$ -
16	Straw Waddle	LF	\$8.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$1,000.00	0.00	\$ -
18	Valve Box Adjustment	EACH	\$600.00	0.00	\$ -
19	Removal of Concrete over 6 inches	SY	\$15.00	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$10.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$15.00	0.00	\$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$40.00	20.00	\$ 800.00
23	Clear & Grub	SY	\$2.50	0.00	\$ -
24	Debris Hauling	CY	\$25.00	20.00	\$ 500.00
25	Tree trimming	HR	\$300.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$500.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$450.00	0.00	\$ -
28	Mobilization	LUMP	\$4,000.00	1.00	\$ 4,000.00
29	12" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$92.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$101.00	96.00	\$ 9,696.00
32	24" inch RCP provided, delivered, and installed	LF	\$125.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$157.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$240.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$285.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$350.00	0.00	\$ -

*Payment shall be made on actual work performed, as measured in field.

WORK ORDER
MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

37	12" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$45.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$55.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$65.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$75.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$120.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$140.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$160.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$180.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$900.00	0.00	\$ -
46	Mitered end section – medium 12 inches to 15 inches	EACH	\$2,000.00	0.00	\$ -
47	Mitered end section – large 18 inches to 24 inches	EACH	\$4,500.00	0.00	\$ -
48	Concrete flume (4 in thick)	SY	\$200.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$120.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$3,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$2,500.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$300.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$25.00	20.00	\$ 500.00
54	Well Points	DAY	\$4,500.00	2.00	\$ 9,000.00
55	Grout (joint)	EACH	\$2,500.00	2.00	\$ 5,000.00
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$20.00	140.00	\$ 2,800.00
57	Swale Installation (grading)	CY	\$100.00	20.00	\$ 2,000.00
58	Concrete Collar (any size)	EACH	\$3,000.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$600.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$700.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$45.00	0.00	\$ -
62	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$5,000.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$108.00	0.00	\$ -
64	Concrete Sidewalk – 4 inches thick installed	SY	\$72.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$25.00	0.00	\$ -
66	Concrete Type "D" Curb fiber reinforced	LF	\$30.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$35.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$34.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$30.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$48.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$2,000.00	3.00	\$ 6,000.00
72	Bermuda Sod installed	SY	\$4.50	0.00	\$ -
73	St Augustine Sod installed	SY	\$5.75	0.00	\$ -
74	Centipede Sod installed	SY	\$13.50	140.00	\$ 1,890.00
75	Irrigation Repair	HR	\$250.00	20.00	\$ 5,000.00
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$5,500.00	0.00	\$ -
77	Type "C" inlet installed (depth 10 -14 ft)	EACH	\$6,000.00	0.00	\$ -
78	Type "C" inlet installed (maximum depth 6 ft)	EACH	\$500.00	0.00	\$ -
79	Speed Hump Installation (2 Lanes)	EACH	\$3,000.00	0.00	\$ -
80	Speed Table Installation (2 Lanes)	EACH	\$4,500.00	0.00	\$ -

Total \$ 47,186.00

Additional Contract Items					
Item No.	Description	Unit	Unit Price	Quantity	Extension
			Total		\$ 47,186.00
	Contingent Items from Price Sheet	LS	Total		\$ 10,500.00
			Grand Total		\$ 57,686.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

*Payment shall be made on actual work performed, as measured in field.

CONTRACTOR: H&T Contractors, LLC.
Work Order Number: Contingent Item Pricing Sheet

Date:
Completion Date:
Calendar Days:

Description of Work:

Item No.	Description	Unit	Unit Price	Quantity	Extension
901	Remove Brick Paver Driveway		\$2,500.00	1.00	\$ 2,500.00
902	Replace Brick Paver Driveway		\$8,000.00	1.00	\$ 8,000.00
903				0.00	\$ -
904				0.00	\$ -
905				0.00	\$ -
906				0.00	\$ -
907				0.00	\$ -
908				0.00	\$ -
909				0.00	\$ -
910				0.00	\$ -
911				0.00	\$ -
912				0.00	\$ -
913				0.00	\$ -
914				0.00	\$ -
915				0.00	\$ -
916				0.00	\$ -
917				0.00	\$ -
918				0.00	\$ -
919				0.00	\$ -
920				0.00	\$ -
				Total	\$ 10,500.00

CONTRACTOR REPRESENTATIVE: _____

DATE _____

DIRECTOR OF PUBLIC SERVICES: _____

DATE _____

* Pricing for items on this list are specific to this work order.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023

TYPE OF AGENDA ITEM: Consent Agenda

AGENDA OUTLINE NUMBER: 3.D.

TO: City Council

THRU: Jeffrey Cozadd, Grants Manager
Michael Burgess, Public Services Director
Lisa Firth, Parks & Rec Director
Louis Zunguze, Community Development Director
Kyle Bauman, City Attorney
Lance Johnson, City Manager

FROM: Krystal Strickland, Finance Director

DATE: July 10, 2023

SUBJECT: Capital Project Status

I. BACKGROUND: This item is informational only.

II. DISCUSSION: Please find attached a summary of the current capital improvement projects, showing status and Year-to-Date expenditures and encumbrances.

A. Link to Strategic Goals / Objectives: 1. Financially sound city providing service excellence

B. Effect on Budget (EOB):

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION: Not applicable. Informational only.

Attachments:

1. 2023 0710 Capital Projects

CITY OF DESTIN CAPITAL IMPROVEMENT PLAN - Monthly Status Report

COUNCIL/ MGMT OBJECTIVE	October 1, 2022 - July 10, 2023		FY2023 Budget*	YTD Actuals	YTD Encumbrances	FY2023 Available Budget	Status	Notes
PRIORITY	Citizen/Council Directed							
1.3	EN615	Cross-Town Connector	\$ 8,850,202	\$ 3,372,952	\$ 43,485	\$ 5,433,765	Ongoing	Accomplished all ROW acquisitions. Construction procurement is next step.
1.4	CM001	Beach Acquisition	19,513,521	14,471,913	97,390	4,944,217	Ongoing	Tarpon Beach purchased and cleared. TDC has presented the 30% beach park design.
1.2	EVENT	City Center Feasibility/Planning/Design	50,000	-	-	50,000		RFQ presentations to Council scheduled for May 15, 2023
1.5	UNDER	Undergrounding	11,956,015	168,665	924,378	10,862,972	Ongoing	Survey was ordered and completed. 104/126 (83%) easements have letters of intent. Completed 17/48 surveys to finalize/record easements. Waiting on a binding cost estimate from FPL (due mid June 2023).
1.8	TR621	Transit Trolley	-	-	-	-	In process	This is being reviewed as part of the mobility study in process with 3TP Ventures.
1.9	MARINA	City Marina	-	-	-	-		
1.7	ANNEX	Annexation Study	10,000	-	-	10,000	In process	Enclave annexation process - final draft of policy to be presented to Council April/May 2023.
	Renewal & Replacement		-	-	-	-		
3.2	RR051	General Government	39,693	39,106	1,207	(620)	Ongoing	Replaced HVAC Unit in Annex. Replaced gas and diesel tanks at Maintenance Facility.
3.2	RR052	Public Safety	286,000	-	12,515	273,485	Ongoing	Replaced service panel and troubleshot HVAC at Sherriff's Substation.
3.2	RR053	Physical Environment (Stormwater, Cemetery)	150,000	-	149,938	62	Ongoing	Harbor Sluice Gate will go to Council in April 2023.
3.7	RR054	Roads, Sidewalks, Street Lighting (Gas Tax 1)	1,246,506	696,600	329,089	220,817	Ongoing	Complete: Crystal Beach Restripe; Airport Rd patches; Main St and Indian Trl restripe. Underway: Sidewalk repairs; Scenic 98 resurface underway. Vintage Circle and Vintage Court est. \$180k summer 2023; other projects going to PW and Safety Committee
3.2	RR057	General Culture & Recreation (contracted items rolled forward from FY22)	69,484	67,884	1,600	0	Nearly complet	Morgans: Tip & Roll Bleachers, grinder lift station, concrete around dugouts, replace PA speaker. Library: Gutters replaced, shutters powered coated. Final invoice to clear encumbrance will be paid when last powder coated shutters are returned.
3.2	RR571	Library	224,000	-	-	224,000	Ongoing	Carpet RFP written, to be advertised in May (move bookshelves, replace carpet) est \$150k
3.2	RR572	Parks and Recreation	508,718	131,110	82,140	295,468	Ongoing	AC unit replaced at Com Ctr. Backstop at Elementary School. Outfield netting at elementary. Sod ordered for Morgan Sport Center. Windows for Com Ctr - seeking contractor.
3.2	RR573	Other Facilities (i.e. Museum)	39,500	-	6,203	33,297	Started	Staff made dumpster enclosure. Side repairs are pending. Exterior repairs pending.

COUNCIL/ MGMT		October 1, 2022 - July 10, 2023						
OBJECTIVE			FY2023 Budget*	YTD Actuals	YTD Encumbrances	FY2023 Available Budget	Status	Notes
3.2	RRVEH	Vehicles	769,412	102,800	670,331	(3,720)	Ongoing	Received: Power Tilt Trailer; Mini Excavator; Gator. Ordered: Tractor, Gator and Sprayer, F-150, Bronco Sport; Dumptruck purchased in FY21 should be received by Fall FY23.
		Growth Necessitated & Comp Plan	-	-	-	-		
	CE002	Code Enforcement Equipment	10,000	-	-	10,000		
	LB002	Library Impact Fee Projects	140,000	-	-	140,000		
	NORG1	Norriego Point Road	-	-	-	-	Ongoing	Road design complete; developer beginning construction.
1.6	TR618	Zerbe-Calhoun Pedestrian Pathway	149,571	-	149,571	-	Tabled	Baskerville-Donovan engineering firm presented 60% design. FDOT is not supporting pathway development under the Marler Bridge due to bridge renovation plans and location of critical gas utility lines. Consider refocus to Stahlman.
1.10	TR619	Sibert-Zerbe Parking Lot Consolidation	150,000	-	-	150,000		Finalizing design and requested quotes.
	TR620	ADA Transition - Pedestrian Facilities	96,993	65,238	31,755	-	Ongoing	Phase 2 (prioritization; engineering estimate of costs) underway.
1.10	TR622	General Parking Improvements	250,000	3,789	-	246,211		For paid-parking facilities. Roll to FY 2024 (source = parking fund)
		Other Capital Projects	-	-	-	-		
4.15	ARP	Stormwater Infrastructure Projects	1,454,763	120,834	256,053	1,077,876	Started	One IT Security project and one Stormwater project approved to date. Collecting pricing for additional stormwater projects (Hickory, Sibert, Indian Bayou subdivision).
4.9	CRH63	Captain Royal Melvin Heritage Park and Plaza (RESTORE)	192,707	139,195	12,071	41,442	Ongoing	GLC contract is closed. City is completing last touches to include irrigation and landscaping. The park opening may take place in May if the project stays on the current schedule.
	CRT64	Wayfinding	100,000	-	-	100,000		
4.16	CRT17	Town Center CRA Easement Trail/Linear Park	730,000	-	730,000	-	Started	Request for Qualifications reviewed by bid committee to be presented to Council April 2023
	HURRC	Hurricane Response	100,000	-	-	100,000		
	IT002	Tech Fund Hardware/Software Replacements	157,000	-	-	157,000	Ongoing	
	IT003	Other Hardware/Software Replacements	65,000	2,509	-	62,491	Ongoing	
	RC101	Harbor Boardwalk Improvements	339,469	193,931	-	145,537	Completed	
	RC124	Morgan's Children's Park Playground Structure	100,000	-	-	100,000	In Process	Plaground contractor is working on a design (and quote) to best fit our budget.
	RC125	Buck Destin Restrooms	200,000	-	-	200,000	In Process	Location is chosen. Reviewing modular options. Permits being reviewed. Budget moved to FY 2023.
4.17	RC127	Pickleball Court	400,000	-	-	400,000		Mayor and staff are planning with Emerald Coast Fitness Foundation with moral support from the Mattie Kelly Arts Foundation.

COUNCIL/ MGMT OBJECTIVE	October 1, 2022 - July 10, 2023		FY2023 Budget*	YTD Actuals	YTD Encumbrances	FY2023 Available Budget	Status	Notes
	RC128	Morgan's Bathrooms/Storage/Fieldhouse	345,000	-	-	345,000		Staff is drafting a tentative layout for an engineering firm to start a design.
4.12	RC216	Clement Taylor Park Renovations	764,918	27,032	21,248	716,638		New Construction Project manager will be tasked to draft construction RFP after closeout of Captain Royal Melvin park project.
	SW53	Stormwater Master Plan	4,023	6,148	-	(2,125)	Completed	
	TRSAF	Intersection Safety	169,270	106,770	60,000	2,500	Ongoing	Last encumbrances for the year approved at 04/03/23 council meeting
	XMAS	Holiday Decorations	50,000	-	-	50,000		Staff meeting with both CRAs April 2023
		Total Projects	49,681,765	19,716,477	3,578,975	26,386,313		

*Includes encumbrances rolled forward from prior years.

CITY OF DESTIN 5-YEAR CAPITAL IMPROVEMENT PLAN

STRATEGIC OBJECTIVE			PY Encumbrances rolling forward 08/21/2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
	PRIORITY	Citizen/Council Directed							
	1.3	EN615 Cross-Town Connector	\$ 325,366	\$ 6,877,809	\$ -	\$ -	\$ -	\$ -	\$ 6,877,809
	1.4	CM001 Beach Acquisition	95,364	25,357,849	-	-	-	-	25,357,849
	1.2	EVENT City Center Feasibility/Planning/Design	-	50,000	-	-	-	-	50,000
	1.5	UNDER Undergrounding	171,421	11,815,000	5,775,000	5,400,000	8,375,000	325,000	31,690,000
	1.8	TR621 Transit Trolley	-	-	-	-	-	-	-
	1.9	MARINA City Marina	-	-	75,000	-	-	-	75,000
	1.7	ANNEX Annexation Study	-	10,000	-	-	-	-	10,000
		Renewal & Replacement							
	3.2	RR051 General Government	3,669	30,000	53,500	30,500	30,500	30,500	175,000
	3.2	RR052 Public Safety	20,666	286,000	184,044	128,044	239,500	239,500	1,077,089
	3.2	RR053 Physical Environment (Stormwater, Cemetery)	69,048	150,000	26,307	1,117,307	100,307	26,307	1,420,227
	3.7	RR054 Roads, Sidewalks, Street Lighting (Gas Tax 1)	440,420	1,147,000	1,031,667	1,011,667	1,011,667	1,044,167	5,246,167
	3.2	RR057 General Culture & Recreation	118,434	-	-	-	-	-	-
	3.2	RR571 Library	-	224,000	90,833	50,833	50,833	50,833	467,332
	3.2	RR572 Parks and Recreation	-	508,718	733,978	265,978	298,978	258,978	2,066,631
	3.2	RR573 Other Facilities (i.e. Museum)	-	39,500	24,701	9,701	9,701	9,701	93,303
	3.2	RRVEH Vehicles	419,326	598,000	-	-	-	-	598,000
		Growth Necessitated & Comp Plan							
		CE002 Code Enforcement Equipment	-	10,000	-	-	-	-	10,000
		LB002 Library Impact Fee Projects	-	140,000	235,000	-	-	-	375,000
		NORG1 Norriego Point Road	6,981	-	-	-	-	-	-
		SW54 Stormwater Cleanouts	14,995	-	-	-	-	-	-
	1.6	TR618 Zerbe-Calhoun Pedestrian Pathway	149,571	-	-	-	-	-	-
	1.10	TR619 Sibert-Zerbe Parking Lot Consolidation	-	150,000	-	-	-	-	150,000
		TR620 ADA Transition - Pedestrian Facilities	109,475	-	-	-	-	-	-
	1.10	TR622 General Parking Improvements	4,426	250,000	100,000	-	-	-	350,000
		Other Capital Projects							
	4.15	ARP Stormwater Infrastructure Projects	483,779	1,135,133	-	-	-	-	1,135,133
		CE001 Code Compliance Boat Trailer	7,500	-	-	-	-	-	-
	4.9	CRH63 Captain Royal Melvin Heritage Park and Plaza (REST	70,815	90,000	-	-	-	-	90,000
		CRH64 Harbor CRA Wayfinding Plan Signage	-	-	150,000	-	-	-	150,000
	4.16	CRT17 Town Center CRA Easement Trail/Linear Park	-	540,000	50,000	1,000,000	-	-	1,590,000
		CRT64 Town Center CRA Wayfinding Plan Signage	-	100,000	-	-	-	-	100,000
		TR64 General Wayfinding Plan Signage	-	-	-	-	-	-	-
	HURRIC	Hurricane Response	-	100,000	-	-	-	-	100,000
	IT002	Tech Fund Hardware/Software Replacements	-	157,000	-	-	-	-	157,000

STRATEGIC OBJECTIVE			PY Encumbrances rolling forward 08/21/2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
	IT003	Other Hardware/Software Replacements	-	65,000	85,000	-	-	-	150,000
	LB001	Library Tablet Station & Biblioteca RFID and Mobil A	4,853	-	-	-	-	-	-
3.9	MM001	Multimodal expansion program	-	-	-	-	-	-	-
	PW015	Vehicle WashDown Station	-	-	-	-	-	-	-
	RC101	Harbor Boardwalk Improvements	313,904	21,500	-	-	-	-	21,500
	RC124	Morgan's Children's Park Playground Structure	-	100,000	-	-	-	-	100,000
	RC125	Buck Destin Restrooms	-	200,000	-	-	-	-	200,000
4.17	RC127	Pickleball Court	-	400,000	-	-	-	-	400,000
	RC128	Morgan's Bathrooms/Storage/Fieldhouse	-	345,000	-	-	-	-	345,000
4.12	RC216	Clement Taylor Park Renovations	-	764,918	-	-	-	-	764,918
	SALLY	Hurricane Sally	2,457	-	-	-	-	-	-
	SW53	Stormwater Master Plan	4,023	-	-	-	-	-	-
4.15	SW56	Stormwater Swale Work	-	-	-	-	-	-	-
4.15	SW57	Stormwater Basin Studies	-	-	-	-	-	-	-
	TRSAF	Intersection Safety	37,470	100,000	100,000	100,000	100,000	100,000	500,000
	XMAS	Holiday Decorations	-	50,000	-	-	-	-	50,000
Total Projects			\$ 2,873,961	\$ 51,812,427	\$ 8,715,030	\$ 9,114,030	\$10,216,486	\$ 2,084,986	\$ 81,942,958

			PY Encumbrances rolling forward 08/21/2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
Funding Sources									
General Fund	0151212	GENERAL FUND	\$ -	-	-	-	-	-	-
General Fund	30058585	RR GENERAL	695,523	\$ 2,228,218	\$ 1,615,363	\$ 2,084,363	\$ 1,211,819	\$ 1,097,819	\$ 8,237,582
General Fund	30558500	GENERAL FUND	208,095	905,000	160,000	-	-	-	1,065,000
TC CRA	10258500	TOWN CENTER CRA	-	920,000	50,000	1,000,000	4,000,000	-	5,970,000
Harbor CRA	11058500	HARBOR CRA	-	6,000,000	150,000	-	-	-	6,150,000
Parking Fund	12254500	PARKING FUND	4,426	496,000	120,667	20,667	20,667	20,667	678,667
Tech Fund	12552400	TECHNOLOGY FUND	-	112,000	-	-	-	-	112,000
Oka 1/2 Penny	12953831	OKA 1/2 STORMWATER	-	-	-	-	-	-	-
Oka 1/2 Penny	12953931	OKA 1/2 UNDERGROUNDING	171,421	1,940,000	2,400,000	2,400,000	1,375,000	325,000	8,440,000
Oka 1/2 Penny	12954100	OKA 1/2 PUBLIC WORKS & SAFETY	-	100,000	100,000	100,000	100,000	100,000	500,000
Oka 1/2 Penny	12957231	OKA 1/2 BEACH ACQ	71,941	982,997	-	-	-	-	982,997
Gas Taxes	30054131	GAS TAX#1 RR ROADS	376,039	509,000	509,000	509,000	509,000	541,500	2,577,500
Gas Taxes	31554031	GAS TAX#2 COMP PLAN	4,023	500,000	-	-	-	-	500,000
Impact Fees	31552000	POLICE IMPACT FEES	7,500	10,000	-	-	-	-	10,000
Impact Fees	31554032	MULTI-MODAL IMPACT FEES	109,475	140,000	-	-	-	-	140,000

			PY							
			Encumbrances							
			rolling forward							
STRATEGIC			08/21/2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total	
OBJECTIVE										
Impact Fees	31554132	ROAD IMPACT FEES	61,072	1,600,000	-	-	-	-	1,600,000	
Impact Fees	31557132	LIBRARY IMPACT FEES	-	140,000	235,000	-	-	-	375,000	
Impact Fees	31557232	PARK IMPACT FEES	5,412	422,000	-	-	-	-	422,000	
Restricted	12753700	NPEB	-	150,000	-	-	-	-	150,000	
Restricted	31553833	STORMWATER TRUST FUND	14,995	-	-	-	-	-	-	
Franch fees	31553977	ELECTRIC FRANCHISE UNDERGROUNDING	-	3,375,000	3,375,000	3,000,000	3,000,000	-	12,750,000	
Grant	30554100	BOCC XTOWN CONSTRUCTION	-	3,300,000	-	-	-	-	3,300,000	
Grant	30554036	DEVELOPER CONTRIBUTION	3,491	-	-	-	-	-	-	
Grant	30554133	FDOT TRIP GRANT	267,785	1,337,809	-	-	-	-	1,337,809	
Grant	30554200	STATE GRANT LINEAR TRL	-	270,000	-	-	-	-	270,000	
Grant	30557133	LIBRARY/MUSEUM GRANTS	4,853	-	-	-	-	-	-	
Grant	30557233	RESTORE PARK GRANT	46,806	729,918	-	-	-	-	729,918	
Grant	30557212	TDC 12.5% (includes Advanced Funding)	313,904	11,032,045	-	-	-	-	11,032,045	
Grant	30557237	BOCC (TDC) BEACH ACQ GRANT	23,423	13,454,307	-	-	-	-	13,454,307	
Grant	30555900	AMERICAN RESCUE PLAN	483,779	1,135,133	-	-	-	-	1,135,133	
Grant	31557236	MORGANS KID PARK GRANT	-	23,000	-	-	-	-	23,000	
Total Sources			\$ 2,873,961	\$ 51,812,427	\$ 8,715,030	\$ 9,114,030	\$ 10,216,486	\$ 2,084,986	\$ 81,942,958	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

		5-Year Capital Budget Amount
Council Objectives		
1.1	Offer livable wages & benefits to attract and maintain high caliber, qualified staff	\$ -
1.2	Work with stakeholders to pursue the Destin City Center	50,000
1.3	Complete two-lane Crosstown Connector	6,877,809
1.4	Public Beachfront acquisition initiative	25,357,849
1.5	Underground Utilities	31,690,000
1.6	Stahlman/US 98 pedestrian and vehicle improvements in cooperation with FDOT	-
1.7	Annexation of unincorporated enclaves	10,000
1.8	Transit/Trolley system	-
1.9	City Marina (phase 1 Feasibility Study)	75,000
1.10	Improve parking, explore options (i.e., parking garage, surface parking)	500,000
1.11	Beach re-nourishment, planning and scheduling	-
Management Objectives		
2.1-2.11	These are management-related, not capital project related	-
Management in Progress		
3.1	Memorialize institutional knowledge	-
3.2	Plan for renewal and replacement of city facilities and infrastructure	5,897,582
3.3	Monitor & Manage current grant & funding awards	-
3.4	Find and secure new funding opportunities for city services and city projects	-
3.5	Complete Land Development Code (LDC) revisions	-
3.6	Develop/Implement Wayfinding Program; Improve the City's gateways	-
3.7	Implement a pavement management program	5,246,167
3.8	Provide orientation and key training to Board and Committee members	-
3.9	Improve sidewalks (wider, more walkable)	-
3.10	Redevelopment (Update CRA's Master Plans)	-
3.11	Reestablish environmental committee	-
Major Projects		
4.1	Implement and manage COMPASS software (in progress)	-
4.2	Harbor Capacity Study (USACE) (in progress)	-
4.3	Land Development Code revision (in progress)	-
4.4	Impact Fee Study (in progress)	-
4.5	Building Permit Fee Study (in progress)	-
4.5	Building Permit Fee Study (in progress)	-
4.6	Develop and implement the Mobility Plan and associated Fees (in progress)	-
4.7	Update Business Tax Receipts (BTR) Fee Schedule and processes	-
4.8	Research Stormwater Utility options and Funding	-

4.9	Construct Capt Royal Melvin Heritage Park (in progress)	90,000
4.10	FDOT Median Improvement project (in progress)	-
4.11	Norriego Point Park improvements Phase III - Recreation Components (Pending GSD Roadway extension) (in progress)	-
4.12	Renovate Clement Taylor Park	764,918
4.13	Redevelop Joe's Bayou Recreation Area (in progress)	-
4.14	Continuity of streetlights/Conversion to LEDS (in progress)	-
4.15	Implement prioritized stormwater improvements based on the Stormwater Master Plan (in progress)	1,135,133
4.16	Linear Park: (In partnership with FPL) Secure additional funding, complete design, secure required easements, construct phase 1 Mattie Kelly Blvd to 98 Palms	1,590,000
4.17	Pickleball Courts: Secure additional funding, acquire land, complete design and construct	400,000
	TOTAL	\$ 79,684,458

TOTAL FY2023-2027 CAPITAL BUDGET \$ 81,942,958
% FOR STRATEGIC PLAN 97%

FY 2023 PROPOSED CAPITAL BUDGET
by Governmental Activity

General Government

ANNEX	Annexation Study	10,000
EVENT	Multi-Use Convention/Sports/Comm Ctr	50,000
IT002	Tech Fund Hardware/Software Replacements	157,000
IT003	Other Hardware/Software Replacements	65,000
MARINA	City Marina	-
RR051	General Government	30,000
RRVEH	Vehicles	598,000
Subtotal		910,000

Public Safety

CE002	Code Enforcement Equipment	10,000
HURRIC	Hurricane Response	100,000
RR052	Public Safety	286,000
Subtotal		396,000

Physical Environment

ARP	Stormwater Infrastructure Projects	1,135,133
RR053	Physical Environment (Stormwater, Cemetery)	150,000
UNDER	Undergrounding	11,815,000
Subtotal		13,100,133

Transportation

EN615	Cross-Town Connector	6,877,809
RR054	Roads, Sidewalks, Street Lighting (Gas Tax 1)	1,147,000
TR619	Sibert-Zerbe Parking Lot Consolidation	150,000
TR621	Transit Trolley	-
TR622	General Parking Improvements	250,000
TRSAF	Intersection Safety	100,000
Subtotal		8,524,809

Economic Development

CRH63	Captain Royal Melvin Heritage Park and Plaza (RESTORE	90,000
CRT17	Town Center CRA Easement Trail/Linear Park	540,000
CRT64	Town Center CRA Wayfinding Plan Signage	100,000
Subtotal		730,000

Culture & Recreation

CM001	Beach Acquisition	25,357,849
LB002	Library Impact Fee Projects	140,000
RC101	Harbor Boardwalk Improvements	21,500
RC124	Morgan's Children's Park Playground Structure	100,000
RC125	Buck Destin Restrooms	200,000
RC127	Pickleball Court	400,000

RC128	Morgan's Bathrooms/Storage/Fieldhouse	345,000
RC216	Clement Taylor Park Renovations	764,918
RR571	Library	224,000
RR572	Parks and Recreation	508,718
RR573	Other Facilities (i.e. Museum)	39,500
XMAS	Holiday Decorations	50,000
Subtotal		<u>28,151,485</u>
GRAND TOTAL		<u><u>51,812,427</u></u>

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023

TYPE OF AGENDA ITEM: Consent Agenda

AGENDA OUTLINE NUMBER: 3.E.

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Jeffrey Cozadd, Grants Manager

DATE:

SUBJECT: Update on Undergrounding Easements. (Informational)
(May 1, 2023 Motion: To direct the City Manager to provide a monthly progress report on the acquisition of easements required to go forward with the undergrounding project along US Hwy 98 passed 6-0).

I. BACKGROUND:

II. DISCUSSION: 104 of 126 easement consents have been secured. 17 of 48 properties have been surveyed.

Per consultant, we can expect to have the first signed/written easements within the next 2 weeks, for City Attorney review. The first group should consist of approx 17 easements.

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB):

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION: Informational only

Attachments:

None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 3.F.**TO:** City Council**THRU:** Lance Johnson, City Manager
Krystal Strickland, Finance Director**FROM:** Michael Burgess, Public Services Director
Lisa Firth, Parks & Rec Director**DATE:** 07/10/2023**SUBJECT:** Destin Community Center, replacement of 20-ton HVAC System, authorization to issue a purchase order

I. BACKGROUND: The Destin Community Center currently has 12 major HVAC components that must be replaced periodically. The system under consideration is a 20-ton split system located on the west side of the building.

II. DISCUSSION: This 20-ton split system services the gymnasium area within the Community Center. With some components original to the Community Center, this system has been evaluated by our continuing services provider (D&D Services) and, based on their recommendations, must be replaced prior to its likely failure. Issues include refrigerant leaks, a failed condenser, and an air handler that is over 25 years old.

The cost proposal for this unit's replacement is included as ATT1 and is estimated to cost \$42,982. D&D's most recent contract renewal with unit prices and terms is included as ATT2.

A. Link to Strategic Goals / Objectives: I. Financially Sound City providing Service Excellence

II. Enhanced Quality of Life and Safety for Families

IV. Effective, Efficient, and Aesthetically Pleasing Infrastructure

B. Effect on Budget (EOB): Our HVAC and electrical continuing services contractor estimates the cost to replace this HVAC unit at the Community Center to be \$42,982. Funds are budgeted for this replacement in the FY 2023 renewal and replacement fund under project RR572, which is specifically to renew and replace major components of Parks and Recreation facilities and infrastructure. The impact on the budget is shown in the table below:

30058585-565000-RR572	
RENEW/REPLACE - CIP- PARKS&REC	\$ 508,718
FY23 Adopted Budget	508,718
Net Transfers and Adjustments	-
Revised Budget	508,718
Previous Expenses/Encumbrances	(213,249)
Available Program Budget	295,469
This Agreement +(-)	(42,982)
FY23 Remaining Program Budget	\$ 252,487

C. Level of Service (LOS): Replacement of a failing/aging HVAC system

D. Legislative Sponsor:

III. CONCLUSION: The replacement of this system is consistent with our Renewal and Replacement Program.

IV. RECOMMENDED MOTION: I move that the City Manager be authorized to issue a Purchase Order to D&D Air Conditioning, Heating, and Electrical Services to replace a 20-ton split system per the attached proposal.

Attachments:

1. ATT1: City of Destin Community Center 20 ton Split 071023
2. ATT2: D&D 2023 Contract Renewal signed Mechanical



P.O. Box 5239 Destin, FL 32540

(850) 650-3995

A/C Contractor • Electrical Contractor • Commercial & Residential Service
Licensed • CAC057538 • EC13001418 • Insured

Proposal # 2023-119

Bill To	Phone: (850) 837-6869
City of Destin Accounts Payable 4200 Indian Bayou Trail Destin, FL 32541	

Job Name / Location	Date: 7/10/2023
Destin Community Center 101 Stahlman Ave Destin, FL 32541 Lobby	

Description	Qty/Hours	Unit Price	Total:
Proposal per the following scope of work:			
Remove & replace (1) 20 ton split system with new American Standard equipment			
Below Price Includes:			
- (1) American Standard model TWE24043BAAP01H 20 ton air handler			
- (2) American Standard model TWA12043AAAE02P 10 ton Unitary split system single circuit			
- (1) American Standard auxiliary heat			
- (2) American Standard condenser hail guards			
- (1) Air handler sub base			
- (2) Flush & Re-use copper line set			
- (2) Liquid line driers			
- (1) Condensate drain lines			
- (1) Honeywell 8000 programmable thermostats			
- (1) Torch & Vacuum			
- (1) Re-work existing supply & return duct			
- (1) Torch & Vacuum			
- (1) Nitrogen			
- (1) Low voltage circuits			
- Labor			
- Permit			
Qualifiers:			
**Electrical not included if incurred			
American Standard Equipment	1	24,233.00	24,233.00
Electrical	1	872.25	872.25
Misc. Materials	1	4,848.35	4,848.35
Permit	1	200.00	200.00
Mechanical New R410A Refrigerant (Per Pound)	40	25.00	1,000.00
Mechanical Refrigerant Recovery Fee (Per Job)	2	30.00	60.00
Mechanical Torch Material (Per Job)	2	20.00	40.00
Mechanical Vacuum Pump Fee (Per Job)	1	40.00	40.00

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be executed only upon written orders and will become extra charge over and above estimate.

Note: Proposal valid for 30 days.

Authorized Signature 

Payment to be made as follows: _____ On Acceptance: _____ On Rough In 100% On Completion

Acceptance of Proposal - The above prices, specs and conditions are hereby accepted. D&D Air Conditioning, Heating & Electrical Services is authorized to do the work specified. Payment to be made as outlined above. I understand that a convenience fee will be added for invoices paid by an alternative payment channel (credit card).

Acceptance Date: _____ Acceptance Signature: _____



(850) 650-3995

Licensed ♦ CAC057538 ♦ EC13001418 ♦ Insured

Proposal # 2023-119

Bill To	Phone: (850) 837-6869
City of Destin Accounts Payable 4200 Indian Bayou Trail Destin, FL 32541	

Job Name / Location	Date: 7/10/2023
Destin Community Center 101 Stahlman Ave Destin, FL 32541 Lobby	

[illegible]

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration from above specifications involving extra costs will be executed only upon written orders and will become extra charge over and above estimate.

Authorized Signature _____

Payment to be made as follows:	On Acceptance:	On Rough In	100%	On Completion

Acceptance of Proposal - The above prices, specs and conditions are hereby accepted. D&D Air Conditioning, Heating & Electrical Services is authorized to do the work specified. Payment to be made as outlined above. I understand that a convenience fee will be added for invoices paid by an alternative payment channel (credit card).

Acceptance Date: _____ Acceptance Signature: _____

CONTRACT EXTENSION AGREEMENT

This agreement dated the First day of January 2023 is between the City of Destin, Florida ("City"), a Florida municipal corporation, of 4200 Indian Bayou Trail, Destin, Florida, 32541 and D&D Air Conditioning, Heating and Electrical Inc. The purpose of this agreement is to extend for twelve months a contract for services dated October 1, 2018, as amended, between the City of Destin and D&D Air Conditioning, Heating and Electrical Inc. to provide miscellaneous mechanical services for the City. This agreement will begin on January 1, 2023 and will extend through December 31, 2023.

This is the 4th of 4 possible extensions.

The following provision amends the contract of the parties and is binding upon them. The Parties mutually agree to add a jury trial waiver, and a public records provision, as follows:

Jury Trial Waiver:

CONTRACTOR AND CITY AGREE TO WAIVE THEIR RIGHTS TO A TRIAL BY JURY REGARDING ANY LAWSUIT INVOLVING THE INTERPRATION, CONSTRUCTION, ENFORCEMENT, OR GOVERNANCE OF THIS CONTRACT, AND FOR ANY LAWSUIT RELATED IN ANY WAY TO THIS CONTRACT OR FOR THE WORK PERFORMED PURSUANT TO THIS CONTRACT.

Public Records:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE OFFICE OF THE CITY CLERK, (850) 837-4242, 4200 INDIAN BAYOU TRAIL, DESTIN, FLORIDA 32541, rbailey@cityofdestin.com

Contractor shall comply with Florida Public Records Laws, specifically to:

- Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.
- Shall immediately provide the City Clerk for the City with any documents requested by the Clerk in response to a public records request.
- Provide the public with access to public records on the same terms and conditions that the City of Destin would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

It is understood that final authorization for this Agreement must be made by the Destin City Council, and that either party may cancel this contract extension with 30 days written notice.

- Meet all requirements for retaining public records and transfer, at no cost, to the City of Destin all public records in possession of the Contractor upon termination of the contract and

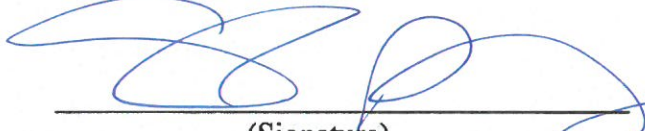
destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City of Destin in a format that is compatible with the information technology systems of the City of Destin.

It is expressly agreed by the parties that this contract is an extension to the Contract dated October 1, 2018 and the original is made a part hereof as though expressly rewritten, incorporated, and included herein.

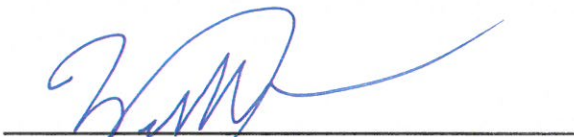
It is understood that final authorization for this Agreement must be made by the Destin City Council, and that either party may cancel this contract extension with 30 days written notice.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

Witnesses:

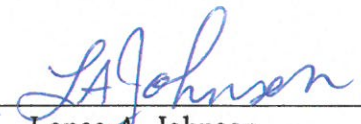


(Signature)

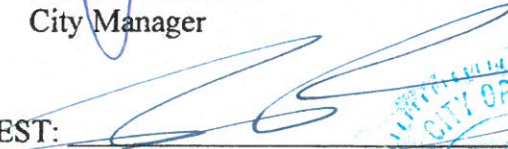


(Signature)

City of Destin

By: 

Lance A. Johnson
City Manager

ATTEST: 

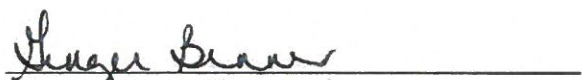
Rey Bailey
City Clerk



Witnesses:



(Signature)



(Signature)

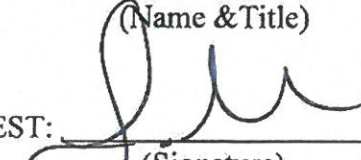
D&D Air Conditioning, Heating and
Electrical Inc.

By: 

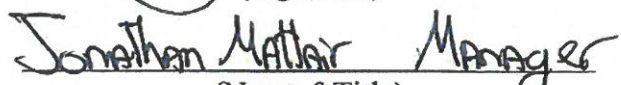
(Signature)



(Name & Title)

ATTEST: 

(Signature)



(Name & Title)

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023

TYPE OF AGENDA ITEM: Consent Agenda

AGENDA OUTLINE NUMBER: 3.G.

TO: City Council

THRU: Kyle Bauman, City Attorney
Lance Johnson, City Manager

FROM: Jamie Dittmer, Human Resources Manager

DATE: 07/07/2023

SUBJECT: Terminated Employee Policy:
(June 20, 2023 Motion: To direct the City Manager to work with the Human Resources Manager to bring back other policies in the surrounding cities in regard to terminated employees)

I. BACKGROUND: This item is informational only.

II. DISCUSSION: City Council has directed the City Manager and Human Resources Manager to request policies from the surrounding agencies regarding terminated employees. Below is a list of agencies that were contacted and consulted on their offboarding policies and procedures.

City of Niceville:

No formal off-boarding policy.

In lieu of policy/ procedure, it defers to City Manager discretion.

Employees who leave in good standing are permitted to keep their city-issued phone with a transfer of service.

Walton County:

No formal policy.

Procedure in place for off-boarding employees.

All off-boarding procedures are handled by the department directors and turned in to Human Resources upon completion..

City of Milton:

No formal policy.

Procedures are in place and at the discretion of the City Manager.

City of Crestview:

No formal policy in place.

The general procedure is to cut a paper check for the last pay check and released when all equipment is returned.

City Manager can choose to deviate from this practice at his/ her discretion.

City of Fort Walton Beach:

Policy in place (attached).

Santa Rosa County:

No formal policy.

Standard Operating Procedures.

Any deviation is at the discretion of the Department Directors.

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB): No effect on budget.

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION: For information only.

Attachments:

1. City of Fort Walton Beach separation policy
2. City of Milton Employee Separation Checkout Sheet

SECTION 9

SEPARATIONS

9.01 PURPOSE

- A. The purpose of this policy is to clarify the practice associated with the separation process and to ensure employees fully understand the options and responsibilities associated with this process.

9.02 EFFECTIVE DATE

- A. The effective date of separation shall be the last day on which the employee is present for duty.

9.03 RESIGNATION

- A. An employee wishing to leave the City in good standing shall file with their supervisor a written resignation stating the date and reasons for resignation. Such notice must be given at least two (2) weeks prior to the date of separation unless a shorter time is mutually agreed upon by the Director and the employee. Directors are required to give at least thirty (30) days' notice prior to the date of separation.
- B. If sufficient notice is not given, the City shall deduct the deficient notice period from the employee's final leave pay.
- C. Any employee that resigns prior to completion of the provisional period is responsible for reimbursing the City for the cost of the physical, drug screen, background check and any other cost related activity that is necessary for the selection process.
- D. Written resignations submitted to Human Resources are irrevocable unless authorized by the City Manager.

9.04 DEATH

- A. All compensation and benefits due to a deceased employee, if any, shall be paid to the employee's legal representative, as determined by law.

9.05 DISMISSAL OR DISCHARGE

- A. All positions are subject to discharge in accordance with Section 24.
- B. Temporary full-time, temporary part-time, regular full-time and regular part-time provisional employees are subject to dismissal at any time without cause or appeal rights. All other positions are subject to appeal in accordance with Section 24.11, as applicable.
- C. An employee will be eligible to receive their standard sick and vacation leave payout on their final paycheck after separation unless it is determined they have been terminated for cause or if they have not been employed for more than one (1) year. Sworn fire personnel will receive prorated accruals based on the current Collective Bargaining Agreement.

9.06 NOTIFICATION OF SEPARATION

- A. Directors are responsible for immediately contacting the Human Resources Division for any imminent employee departure (retirement, resignation, dismissal) or following an employee's unauthorized/unexcused absence from duty for more than three (3) consecutive workdays. Appropriate notification ensures that deadlines are met, and documentation is processed timely.

9.07 EXIT INTERVIEWS

- A. The purpose and intent of the exit interview is to provide management with information as to the nature and cause of employment separations from the City.
- B. All regular full-time and regular part-time employees who separate from City employment may be required to participate in the City's exit interview program. Exit interviews are conducted by the Human Resources Division.
- C. All separating employees are responsible for contacting the Human Resources Division to complete necessary exiting documentation and forms.

9.08 RETURN OF PROPERTY AND FINANCIAL OBLIGATIONS

- A. At the time of separation from employment, the employee shall return all records, books, assets, uniforms, keys, tools, and other items of City property to their supervisor. Failure to return items in a usable condition shall result in the maximum deduction allowed by law from the employee's final paycheck.
- B. Any employee who has not fulfilled obligations under the Education/Tuition Reimbursement Section 37 of this manual, shall have reimbursements deducted from their final paycheck. In addition, the employee may be required to reimburse the City for training or licenses paid by the City within one (1) year of termination.

9.09 REORGANIZATION IN WORKFORCE

- A. An employee may be dismissed or reclassified from City employment for such reasons as lack of work, lack of funds, or changes in organizational structure. Employees affected by such reductions in force shall receive not less than two (2) weeks written notice of termination of employment. Such termination will be without adverse effect on the employee's eligibility for future employment at the discretion of the City.
- B. Demotions or reassignments may be utilized in lieu of reductions in force and may be voluntarily or administratively.
- C. A voluntary demotion shall be placed into the new position's pay grade per the Pay & Classification Plan adopted as part of the annual budget. The new pay rate may, at no time, result in a pay increase. Such demotion shall not be considered a disciplinary action or used against an employee.

Initially Adopted: October 1, 2017

Amended: December 1, 2021

City of Milton

Employee Separation/Check Out Sheet

Employee's Name _____ Separation Date _____

Type of Separation: (Circle/Check only one as appropriate)

Retirement Regular/Disability Resignation _____ Other _____

Employee Number: _____ Social Security: _____

Employee's Address: _____

Forwarding Address: _____

(*Note: If separating employee plans to relocate or will be moving from current address this information is primarily for all official City correspondence and year end mailing of W-2 forms as appropriate. Likewise, final payroll check will be distributed to employee **ONLY** after employee has fully and satisfactorily completed all required separation procedures.)

STEP 1: (FILLED OUT BY EMPLOYEE'S ASSIGNED SUPERINTENDENT)

(Initial appropriate column)

Did the employee have access to the City's computer network? *Yes _____ No _____
(Includes email accounts, intranet, other) If yes, see Step 4

Did the employee have any City property issued to their responsible custody including equipment, tools, vehicles, keys uniform articles, and insignia and City I.D. card? *Yes _____ No _____

Have all requisite items issued been returned properly and in good Working order? *Yes _____ No _____

*If not, please explain corrective action taken including restitution as appropriate:

***Note:** If yes, the employee's departmental superintendent/or acting superintendent must certify that employee has been properly debriefed and all requisite access codes have been changed to minimize future compromises. All responses require certification initials/signature.

This is to acknowledge that I, _____, a City of Milton employee have fully accounted for and duly turned in all City owned items issued and entrusted to me including responsible paperwork, books, manuals, office supplies and materials, etc.

Signature: _____ Date: _____
(Separating Employee)

This is to certify that the above named employee has properly turned in and a full accounting of all vehicles, equipment, tools, uniforms, keys, etc. has been accomplished with no known shortages or discrepancies.

Signature: _____ Date: _____
(Assigned Department's Superintendent)

Step 2: ADMINISTRATION/PURCHASING DEPARTMENT

Does the employee have access to the City's purchasing and billing software? If yes, see Step 4 Yes _____ No _____

Has employee been debriefed and procedures implemented to restrict From future access and potential compromise? Yes _____ No _____

Have all assigned and issued City employee I.D. card, credit cards and keys been returned? Yes _____ No _____

Step 3: FINANCE/BILLING DEPARTMENT

Does the employee have any outstanding petty cash and receipts not turned in and accounted for? Yes _____ No _____

Is the employee in arrears for payment of city utilities and/or lost (destroyed) city property? Yes _____ No _____

The following pension, retirement benefits, insurance, COBRA (if applicable), disability and unemployment options, if eligible, were discussed with and acknowledged by the employee: (circle as appropriate)

Pension	<u>General / Fire / Police</u>
Retirement	<u>Yes / No</u>
Insurance	<u>Yes / No</u>
COBRA (If applicable)	<u>Yes / No</u>
Disabled (Eligible?)	<u>Yes / No</u>
Unemployment Benefits (Eligible?)	<u>Yes / No</u>

Signature: _____
(Authorized Department Representative)

Date: _____

This is to certify that I, _____, a City of Milton employee have personally been interviewed. Likewise, I have received the necessary information and instructions contingent and dependent upon applicable eligibility requirements regarding the aforementioned options which have been fully discussed to my satisfaction at this time.

Signature: _____
(Employee Acknowledgement)

Date: _____

Step 4: IT SECURITY DEPARTMENT

1. Disable email username/password	Yes _____ No _____
2. Disable intranet username/password	Yes _____ No _____
3. Disable file server username/password	Yes _____ No _____
4. Archive/save emails, files, documents on user's PC	Yes _____ No _____

IT Signature

Date

Step 5: CITY MANAGER/DESIGNATED CITY REPRESENTATIVE

Is an exit interview desired/required? Yes _____ No _____

If yes to above, was an exit interview given/accomplished? Yes _____ No _____

An exit interview was duly conducted and accomplished by _____
on _____ on behalf of the City of Milton.

(City Manager or Authorized City Official/Representative)

Step 6: FINANCE/PAYROLL

This is to acknowledge that Mr./Mrs. _____, a City
of Milton employee will be paid his/her final payroll monies due for work performed (including
vacation time accrued but not taken) not later than _____.

Signature: _____ Date: _____

I, _____ by placing my signature on this form, freely state and
acknowledge that I am fully aware of the fact that I may not receive my final paycheck until all
City property assigned to me has been properly returned, accounted for and duly verified.

Signature: _____ Date: _____

**REGULAR MEETING
DESTIN CITY COUNCIL
JUNE 5, 2023
CITY HALL ANNEX COUNCIL CHAMBERS
6:00 PM**

The Council of the City of Destin met in regular session with the following members and staff present:

Destin City Council

Mayor Bobby Wagner

Councilmember Torey Geile

Councilmember Terésa Hebert

Councilmember Jim Bagby

Councilmember Dewey Destin

Councilmember Johnny King

Councilmember Matthew Sweetser

Destin City Staff

City Manager Lance Johnson

City Clerk Rey Bailey

Parks & Recreation Director Lisa Firth

Public Information Manager Tamara Young

Grants/Project Manager Jeffrey Cozadd

Code Compliance Director Troy Williams

Land Use Attorney Kimberly Kopp (virtual)

IT Specialist James Lauria

City Engineer Ryan Scott

HR Director Jaime Dittmer

Building Official Noell Bell

Public Works Director Michael Burgess

City Attorney Kyle Bauman

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Bobby Wagner called the meeting to order at 6:00 PM. Pastor David J. Butler of Faith Assembly Christian Church gave the invocation, which was then followed by the recitation of the Pledge of Allegiance.

AGENDA APPROVAL

The mayor requests Scott and Bo Melvin, sons of Capt. Royal Melvin, be placed on the agenda following agenda item 1A – Proclamation on “Citizen Above Self Award.” They will address the Ribbon Cutting Ceremony for the Capt. Royal Melvin Heritage Park scheduled in July.

Motion by Councilmember Hebert, seconded by Councilmember King, to approve the agenda, as amended, passed 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted “yes”; Councilmember Schmidt was absent from the meeting).

1. PROCLAMATIONS / RECOGNITIONS / SPECIAL / PUBLIC PRESENTATIONS / ANNOUNCEMENTS

A. Rotary Club of Destin - Citizen Above Self Award 2023

The mayor read the proclamation on the Rotary Club of Destin's "Citizen Above Self Award" and then presented it to Mr. Joe "JD" Lowman, the 2023 award recipient.

B. Ribbon Cutting Ceremony for the Capt. Royal Melvin Heritage Park.

(d

Scott and Bo Melvin, sons of Capt. Royal Melvin, expressed their gratitude for all the hard work and dedication of all those involved in the construction of the Capt Royal Melvin Heritage Park and honoring their father and their entire family. Several members of their family will play a part in the Ribbon Cutting Ceremony scheduled in July.

2. PUBLIC COMMENTS

Mr. Claude Perry, a Destin resident and businessman, request an update on the city's efforts to reach the property owner of the future site for the Public Shopping Center and propose a joint venture between them and the City of Destin.

According to the City Manager, staff and the council representative Councilmember Schmidt was scheduled to meet with the property owner and the developer last week. One the parties involved was unable to attend at the last minute, and so the meeting will be rescheduled sometime next week.

Mr. John Stephens, a Destin resident and livery operator, announced that the Boating Advisory Board met last week and discussed derelict vessels. They have developed an At Risk Program for derelict vessels and to have n ability to remove the vessels before they become derelict if they meet certain factors such as:

- Vessel taking on water without the ability to dewater (drain) the vessel.
- Spaces on the vessel open to elements, i.e., hatch missing and water entering the vessel.
- No effective means of propulsion.
- Tied to unpermitted structure or mooring.

A boat inspector will inspect the vessel and give the owner 30 days to remedy the situation, or the vessel will be removed. Also, if they receive 3 offenses during a 15-month period, the vessel will automatically be removed. There is also a Vessel Turn-In Program where an owner turns the vessel over to the state.

3. CONSENT AGENDA

A. Resurfacing of the Destin Community Center Parking Lot/Sheriff's Substation Lot

B. Resolution 23-12 -- Budget Amendment - Town Center CRA - Linear Park design **(May 15, 2023 Motion: To direct the City Manager to appropriate the additional funding needed from the Town Center CRA fund balance, as outlined by the Finance Director, and execute the Service Agreement with DAG Architectural Group for the design of the Linear Park passed 7-0).**

C. Resurfacing/Restriping of Vintage Circle and Vintage Court, authorization

D. Approval of minutes of May 15, 2023 Council Executive Session

E. Approval of minutes of April 17, 2023 Regular City Council Meeting

F. Minutes of Boards & Committees

G. DO-21-19 Destin Cottages Final Plat Approval
(Destin Cottages (20-19-SP and 20-20-MS) were approved by City Council;
Development Order (DO-21-19) was issued on November 10, 2021.)

H. The Charles, Right of Way Preliminary Acceptance – South Mattie M. Kelly Blvd.
Development Order 20-02

(November 4, 2019 Motion: To approve the Major Development Order and Major Subdivision identified as "The Charles" passed 7-0)

A

Councilmember Herbert moved for approval of Consent Agenda items 3A thru 3H as printed above, seconded by Councilmember Geile. Motion passed 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted “yes”; Councilmember Schmidt was absent from the meeting).

4. CITY MANAGER REPORTS

A. IT Director Confirmation- Mr. Andy Peters

Motion by Councilmember Hebert, seconded by Councilmember Destin, to confirm the City Manager’s recommendation to hire Mr. Andy Peters as Destin’s Information Technology Director passed 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted “yes”; Councilmember Schmidt was absent from the meeting).

B. Acquisition of Property for the Crosstown Connector
(May 17, 2021 Motion: To approve the proposed right-of-way scope and fee addendum from Atkins of North America, Inc., passed 5-0)

Grants/Project Manager noted that Atkins’ consultant Ms. Marsh Hayes has secured a purchase agreement for 611 Sandalwood Drive. The last property needed for the crosstown connector. The agreement would allow for funds for the owner to have a replacement housing. There is also a foreclosure action on the property that would have to be satisfied. The city just became aware of it a week ago. He continued that the city would have to pay about \$100,000 more to pay off the foreclosure. This may exceed the TRIP funding they have available, but they have other funds already budgeted for it. They may need to do an amendment to their current grant to get the additional funding. He added this would qualify for reimbursement under the TRIP if they acquired the additional funding.

Councilmember Destin noted that this property is scheduled to be sold at auction in July, and so they may be able to obtain it then for much less money.

Mr. Cozadd stated that it would be an open auction, and so there may be individuals that may realize the importance of this property to the city and may be very motivated to purchase it.

Councilmember Destin noted they may be able to obtain this property through eminent domain from whomever obtains it.

Mr. Cozadd stated that it is possible, but none of the activities involved there would be reimbursable by the TRIP Grant.

Ms. Marsha Hayes explained that they have ordered the title work prior to this property going before the final judgement. She reached out to the lender and to the foreclosure attorney but received no response from either one. She found the final judgment as she was searching through public records to determine if there have been any activities on the property and found the final judgement which was recorded on May 30th and signed by the judge on May 12th. She continued that the final judgment typically conveys the property at that time; however, this property does not appear to convey until the sale on July 10th. Even if the city decides to purchase the property on July 10th, the occupant of the residence will still be fully entitled for the relocation benefit. She stated that she has discussed this with the right-of-way manager in FDOT, and that he agreed that the best course of action would be to purchase the property at the agreed upon price, pay off the mortgage, and move forward. It would then be reimbursable under the TRIP Grant.

Councilmember Bagby noted that with the foreclosure, relocation, and other expenses added in, the taxpayers would be paying approximately \$534,000 for a \$215,000 piece of property, which he would not be willing to support. Even though it will involve the TRIP Grant, that money will still come from the taxpayers.

Councilmember Destin pointed out that when the city purchases a property at a certain percentage above the appraised value, it requires a super-majority vote of the council. He asked whether that rule applies to this piece of property.

According to the City Attorney, it does not apply because the purchase price of the property (\$215,000) is below the \$500,000 threshold.

Councilmember Hebert moved to approve the purchase of 611 Sandalwood Drive and authorize the City Manager to execute the purchase agreement and proceed with closing; seconded by Councilmember King. Motion passed 4-2 (Council members King, Hebert, Geile, and Sweetser voted “yes”; Council members Bagby and Destin voted “no”; Councilmember Schmidt was absent from the meeting).

C. Pickleball Options

(May 1, 2023 Motion: To direct the City Manager to work with city staff to bring back by the first meeting in June a cost comparison between the city purchasing land and building pickleball courts on those properties versus donating money to another entity and building the pickleball courts on their land passed 6-0).

Mr. Brett Beattie and Mr. Adam Drysdale of the Emerald Coast Tennis (ECT) provided the following presentation:

Bluewater Bay Tennis Center

- Managed since March 2021
- Experienced 88% growth in revenue
- Over 450 members

ECT Pickleball

- Opened June 1, 2022
- Over 200 active members
- Introduced over 350 people to pickleball.
- First tournament hosted over 160 participants.

Kelly Plantation

- Managed tennis programming since 2009
- Combined programs totaled over 150 players
- Offered Kelly residents access to first class teaching service

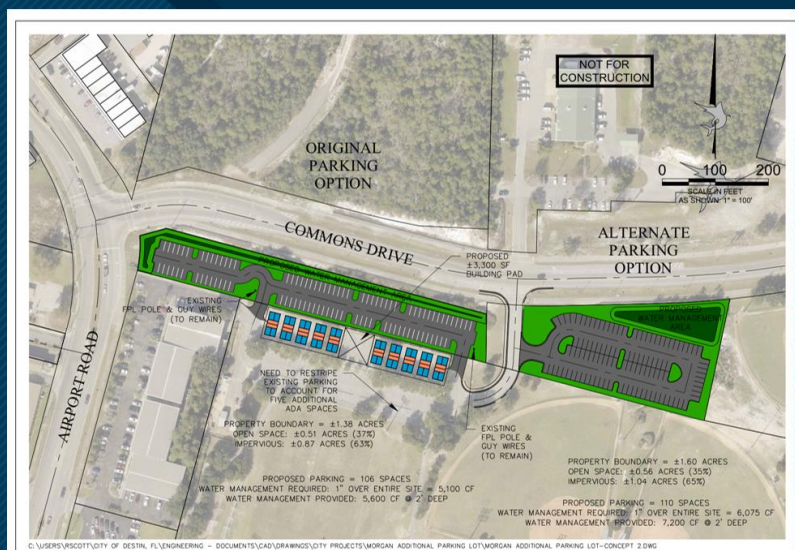
Proposal:

- 10 courts facility with 6 covered courts
- Small building for front desk and bathrooms
- ECT Management will have full operational rights of the club
- 5-10-year management agreement
- 30% of all profits go back to the City of Destin
- All terms and conditions of the contract are agreed upon before any management agreement are signed by either party

Site Plan

Destin Pickleball Club

- 6 Covered Courts
- 4 Uncovered Courts
- Club House
 - 3,300 sq feet
 - Office Space
 - Bathrooms
- Alternative Parking Lot
 - Cheaper option
 - Already own land
 - Creating more spaces
- Original Parking Lot
 - Requires purchase of land
 - Land valued at \$425,000
 - Land could be used to expand DPC in future



Destin Pickleball Club Building Costs

DPC Cost Estimates		
Item	Description	Total
Courts	10 professional regulation post tension concrete pickleball courts. Including acrylic resurfacing, <u>har-tru</u> coating finish, lines, permanent nets, 8-ft vinyl fence perimeter/ 4-ft divider fence	\$350,000
Lights	20-ft LED lighting fixture to fully light all 10 pickleball courts	\$100,000
Court Covering	<u>ClearSpan</u> court covering for 6 pickleball courts	\$300,000
Building	Construction of small building that includes office space, front desk, and bathrooms	\$500,000
Parking Lot	ALTERNATIVE OPTION: Site prep, grading, lighting, and asphalt	\$588,000
Software/Hardware	Fully functioning website for Destin Pickleball Club, which includes SEO. Computers, printer, phones, card reader	\$8,000
Total		\$1,846,000

Destin Pickleball Club Phase Plan

DPC Phase Plan		
Phase	Description	Total
1	Build the courts with fencing. Build small building, which includes bathrooms, and office space. Convert land to parking. Install software and hardware.	\$1,446,00
2	Install all 10 courts with LED light fixtures	\$100,000
3	Build <u>ClearSpan</u> court cover for bank of 6 Courts	\$300,000
Total		\$1,846,000

- The main objective of phased plan is to cut down initial costs for the project
- Financial projections are based on all 3 phases being completed

Court Covering Recommendation

ClearSpan Pickleball Structure

- ClearSpan interiors – No obstructive support posts
- Expansive spaces – Build to nearly any size
- Abundant natural lighting – Ideal lighting, no shadows
- Ultimate dependability – Industry-leading warranties
- Dependable coverage – Play and train in any weather, any season
- Air flow – additional air flow from each end of the court

Footer Installation:

- A concrete pathway surrounding the playing surface must be laid for the footers to be installed and then attached to the bottom of the court covering.

Destin Pickleball Club Vision

- Create an energetic club culture
- Offer high quality teaching services to all ages and all levels
- Kids Pickleball
- Bring people into the city during off-peak periods with tournaments and camps
- Community Driven
- Charity Events
- Offers Destin residents a first-class experience!

Revenue Streams

Memberships and Court Reservations

- Memberships
- Court Reservations
- Open Play

Pickleball Programming

- Pickleball Lessons
- Crash Courses
- Pickleball Clinics
- Socials

Events

- Tournaments
- Destination Camps
- Corporate Events
- Birthday Parties

Monthly Membership Pricing

	Resident	Non-Resident
Individual	\$25	\$50
Couple*	\$30	\$60
Family **	\$35	\$70

*Couple memberships | Spouse, parent/child, or sibling relationship under the same household

** Family memberships | Limit of 2 parents and 3 children under the same household

Seasonal Revenue Projections | Year 1

Memberships and Court Reservations

	Peak Season (min/max)		Off-Season (min/max)		Total (average)
Memberships and Court Reservations					
Memberships	\$25,060	\$37,590	\$17,900	\$26,850	\$53,700
Court Reservations	\$19,600	\$33,600	\$4,000	\$8,000	\$32,600
Open Play	\$6,720	\$13,440	\$1,600	\$3,200	\$12,480
Total	\$98,780				

➤ Peak Season: 28 weeks

➤ Off – Season: 20 weeks

➤ 4 weeks of the year left to account for extreme weather and holidays

Seasonal Revenue Projections | Year 1

Pickleball Programming

	Peak Season (min/max)		Off-Season (min/max)		Total (average)
Pickleball Programming					
Pickleball Lessons	\$44,800	\$67,200	\$12,800	\$19,200	\$72,000
Crash Courses	\$4,200	\$6,300	\$960	\$1,440	\$6,450
Pickleball Clinics	\$13,440	\$20,160	\$4,800	\$7,200	\$22,600
Socials	\$5,600	\$8,400	\$800	\$1,200	\$8,000
Total					\$109,250

- Peak Season: 28 weeks
- Off – Season: 20 weeks
- 4 weeks of the year left to account for extreme weather and holidays

Revenue Projections | Year 1

Events

Event revenue projections (not seasonal)

	Annual (min/max)		Total (average)
Events			
Tournaments*	\$33,750	\$50,625	\$42,187.50
Destination Camps	\$9,600	\$19,200	\$14,400
Corporate Events	\$2,250	\$3,600	\$2,925
Birthday Parties	\$1,500	\$2,400	\$1,950
Total			\$61,462.50

*It is recommended that tournaments are held outside of peak season:

1. January
2. May (between end of Spring Break and Memorial Day)
3. October/November

Annual Revenue Projections | Year 1

Total Income

	Maximum	Minimum	Average
Court Reservations and Memberships	\$122,680	\$74,880	\$98,780
Pickleball Programming	\$131,100	\$87,400	\$109,250
Events	\$75,825	\$47,100	\$61,462.50
Total	\$329,605	\$209,380	\$269,492.50

Tourism

- Working with a national organization
- Selected as 1 of 10 coaches across the country
- Up to 3 camps per year
- Up to 40 players per camp (3 day)
- \$300-\$450 price range

Tournaments

- Great way to gain exposure as a club
- 10 courts facility could host up to 400 players over a 3-day tournament
- Entry fees range from \$60-\$130 per event
- Partnering with local hotels to host events during non-peak season

Tourist Development Council

- We aim to have a close working relationship with the county TDC to ensure we maximize the potential of all events that aim to increase tourism
- We will also work toward other initiatives to use Destin Pickleball Club to increase tourism during non-peak season
- Maximizing tourism through Destin Pickleball Club will continue to be our primary goals while managing the facility

Councilmember Geile pointed out that if this plan fails, the city loses \$1.4 million. The city pays for everything while ECT is not invested in it. The firm will manage the facility but will not have any stakes in the business.

Mr. Drysdale stated that this will be a struggle if the city does not have the right company to manage this business. With ECT's track record of successes plus the unprecedented popularity the nation is experiencing in pickleball, failure is quite an unlikely scenario in this case. He added that the city pays in advance but reaps the reward in the future.

Councilmember Bagby stated that the company ought to have a performance bond. They should pay the city if they do not generate enough revenue. He also stated that the city's original intent with building the pickleball courts was not to have world-class courts and not to make money by hosting tournaments but to provide a place for citizens to play pickleball.

After further discussions, the council reached the following consensus:

To have the City Manager, city staff, and Parks and Recreation Committee to:

- Identify the city's intent (what the city wants)
 - Build a world class pickleball courts, or
 - Just to provide a facility for residents to play pickleball now; and to possibly consider some expansion later.
- Determine the number of pickleball courts to build.

- Determine who will build the facility.
- Determine who will run the facility.
- Address the insurance / bonding (performance bond) requirements, if necessary
- Obtain proposals from other entities (put out an RFP), if necessary
- City Manager and staff to put together a matrix of all current options available and bring it back on July 17th.

D. Assistant City Manager Job Description - For Information Only
(May 15, 2023 Motion: To direct the City Manager to bring back a job description, to include a salary range, for an Assistant City Manager position, passed 6-1)

The City Manager presented the draft job description for Assistant City Manager to the council.

Councilmember Bagby asked whether the Deputy City Manager position was still being advertised and job applications still being accepted.

The City Manager noted there have not been any official actions from the council instructing staff to stop advertising. Council's direction was to bring an amendment to the job description that if voted on by the council could eliminate the Deputy City Manager position from the budget.

The Human Resources Manager announced the city has received 25 applications so far that are still being reviewed; adding there are about 8 applicants that they would consider interviewing.

Councilmember Bagby noted that this is an administrative function of the City Manager, but he would recommend closing out the advertisement and start the screening and interviewing process soon and update the council on where they are on this process by the next council meeting.

Councilmember Destin stated he would like the council to have the opportunity to discuss this matter with the City Manager on at least a one-on-one basis if they so desire.

Councilmember Hebert stated they may have to close the advertisement for the Deputy City Manager position and re-advertised for the Assistant City Manager position.

E. Harbor Carrying Capacity Study- Harbor Capacity Steering Committee Final Recommendations and Prioritized List
(City Council Workshop on May 4, 2023, Council asked the Harbor Capacity Study Steering Committee to propose priority levels for the recommendations to help focus the City's efforts towards implementing the recommendations)

The City Manager informed the council that staff is bringing back the remaining Harbor Capacity Study Steering Committee recommendations that the council has not yet acted on.

Staff is requesting council's direction to whether the council wishes to modify, accept, or deny the committee's recommendations.

Following a brief discussion, **Councilmember Hebert moved to direct city staff and the Harbor Capacity Study Steering Committee to review the actions the council has already undertaken based on their recommendations, and bring back an updated prioritized list of other actions the council can undertake. Councilmember Destin provided a second to the motion, which passes 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted "yes"; Councilmember Schmidt was absent from the meeting).**

It was the consensus of the council to have staff extend an invitation to Mr. Alex Fogg, Okaloosa County Coastal Resource Manager, to provide a presentation to the council with regards to the process of establishing a mooring field within the Destin Harbor.

F. Announcements

1. The city currently has the majority of its surplus vehicles, several pieces of equipment, and other items listed on an online auction site called Govdeals.com. Those who are interested in bidding on these items can go to www.govdeals.com. Bidding will end on June 9th.
2. They are bringing in some new high speed internet fibers service to the residents of Destin. The Community Development Department has been coordinating with some entities to start this process. The city's Public Information Manager will be coordinating with city residents before these projects begin.
3. City facilities will be closed on Monday, June 19th, in observance of the Juneteenth Holiday. The next council meeting is scheduled for Tuesday, June 20th.

5. PUBLIC HEARINGS

- A. First reading of Ordinance 23-07-CN - relating to livery vessels. Recognizing the Destin Harbor Carrying Capacity Study final report prepared by the U.S. Army Corps of Engineers and authorizing additional studies and evaluation of Destin Harbor. Providing a five-year temporary moratorium on livery vessel permits. **(May 15, 2023 Motion: To extend the livery vessel moratorium for 5 years passed 7-0).**

The City Attorney read proposed Ordinance 23-07-CN by title, and then presented it to the city council on first reading.

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA RELATING TO LIVERY VESSELS; PROVIDING FOR FINDINGS OF FACT; RECOGNIZING THE DESTIN HARBOR CARRYING CAPACITY STUDY FINAL REPORT PREPARED BY THE U.S. ARMY CORPS OF ENGINEERS AND AUTHORIZING ADDITIONAL STUDIES AND EVALUATION OF THE DESTIN HARBOR; PROVIDING FOR A FIVE YEAR TEMPORARY MORATORIUM ON LIVERY VESSEL PERMITS; DIRECTING STAFF TO DEVELOP RECOMMENDATIONS FOR REGULATION OF LIVERY VESSELS; MODIFYING THE DEFINITION OF LIVERY VESSELS FOR COMPLIANCE WITH STATE LAW; PROVIDING

FOR SEVERABILITY; PROVIDING FOR EXPIRATION OF MORATORIUM ON JUNE 30, 2028; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened a public hearing to receive comments for or against the proposed ordinance.

Mr. Mike Abadie, a Destin resident and livery operator, stated that no one from the livery industry will speak against this moratorium. They are however concern about which vessels are included or excluded in this moratorium. He stated that livery vessels are not just pontoon boats and Jet Skis. As of January this year, the state has come up with livery vessel licensing process. They have included boating clubs as well as paddle boards and kayaks, none of which are included in this moratorium. The biggest concern seems to be the bareboat charter. Over the last 4 years, since the moratorium started, there has never been a bareboat charter that has been stopped doing business in this area. There are dozens of them operating in and around the Destin Area and have been doing so for several years. No actions have been taken to curtail these rogue operators who are stealing business from those who are following the rules. He urged the council to find a way to put these illegal operators out of business.

Mr. Gene Eismann, a Destin resident, recommends assigning off-duty sheriff's deputies to supplement the efforts of the city's code compliance officers.

Having no further comments from the public, the mayor closed the public hearing and turned the matter over to the city council for their discussion and consideration.

Councilmember Bagby moved to approve Ordinance 23-07-CN on first reading and direct the City Clerk to advertise the ordinance for second reading on June 20, 2023; seconded by Councilmember Destin.

Councilmember Geile asked for some clarifications in regard to livery vessel definition.

According to the Land Use Attorney, the moratorium ordinance has a clear definition of a livery vessel. A livery vessel means any vessel leased, rented, or chartered to another person for consideration. The moratorium ordinance creates two exceptions to that broad definition. One is a vessel controlled at all times by a United States Coast Guard licensed captain. The other exceptions are for paddleboards, kayaks, canoes or any other vessels not powered by an internal combustion engine or sail. Sailboats are excluded. A bareboat vessel is a livery vessel for the city's purposes, unless there is a US Coast Guard licensed in control the whole time. Bare boats have separate regulations that the US Coast Guard will enforce but it does not have anything to do with the city's moratorium.

According to Mr. Abadie, they either have a livery vessel or a 6-pack charter. A 6-pack charter requires a US Coast Guard licensed captain. A livery vessel can carry 12 people, a 6-pack charter can only carry 6 people. Bareboat charters do not have to have a licensed captain. It can carry 12 people. This what makes bareboat charters livery vessels.

The Land Use Attorney clarified that there is a state law that states anything rented out is a livery vessel. The City of Destin created an exemption that does not exist under state law. For the

City of Destin only, a livery vessel that does not have a US Coast Guard licensed captain on it, is not going to be held under the city's moratorium.

Councilmember Bagby asked if the council can give direction to just comply with state law and not have any city-only exceptions.

The Land Use Attorney stated this is a city council decision. The current moratorium ordinance was based on very specific city council directions given in the past. She added that if that specific exemption is removed, all the fishing charters that have captains will be subjected to the moratorium if their vessels are rented out for compensation.

Motion passed 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted "yes"; Councilmember Schmidt was absent from the meeting).

- B. First reading of Ordinance 23-08-CC - Amends Section 15-66 of the city's Code of Ordinances, Exception to Alcoholic Beverages in Public Places at Capt Royal Melvin Heritage Park.

The City Attorney read proposed Ordinance 23-08-CC by title, and then presented it to the city council on first reading

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA, PROVIDING FOR AMENDMENT OF SECTION 15-66 OF THE CITY'S CODE OF ORDINANCES, EXCEPTION TO ALCOHOLIC BEVERAGES IN PUBLIC PLACES AT CAPTAIN ROYAL MELVIN HERITAGE PARK; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR CONFLICTING PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened a public hearing to receive comments for or against the proposed ordinance. Having none the mayor closed the public hearing and turned the matter over to the city council for their discussion and consideration.

Councilmember Hebert moved for approval of Ordinance 23-08-CC on first reading and direct the City Clerk to advertise the ordinance for second reading on June 20, 2023; seconded by Councilmember Destin. Motion passed 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted "yes"; Councilmember Schmidt was absent from the meeting).

6. COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, LAND USE ATTORNEY AND CITY ATTORNEY

- A. Councilmember Sweetser

Councilmember Sweetser moved to appoint Ms. Carrie Harbarger to the Short-Term Rental Impact Committee; seconded by Councilmember Destin. Motion passed 6-0 (Council members King, Hebert, Bagby, Destin, Geile, and Sweetser voted "yes"; Councilmember Schmidt was absent from the meeting).

B. Councilmember Geile

Councilmember Geile noted there are two existing potholes: one just off the paved section of Commons Drive approaching Airport Road, and the other one on the side of street on Indian Bayou Drive.

The Public Works Director will determine the exact locations of the potholes and handle them accordingly.

C. Councilmember Destin

D. Councilmember Bagby

E. Councilmember Hebert

Councilmember Hebert expressed her gratitude to city staff for a great job with the utility wrapping project; adding that the city received hundreds of positive remarks.

F. Councilmember King

G. Councilmember Schmidt

H. Mayor Wagner

I. Land Use Attorney

J. City Attorney

7. PUBLIC COMMENTS

Ms. Marcie Bell, a Destin resident, informed the council that she met with the new Code Compliance Director Troy Williams. She stated that she is very impressed with Mr. Williams and that he has her full 100% confidence that he will get the job done right for the City of Destin.

Ms. Bell also acknowledged Capt. Fulghum from the Sheriff's Office and his team for doing a fantastic job of keeping the city's waterways, beaches, and streets safe.

Ms. Bell also wish to acknowledge former Councilmember Prebble Ramswell for her hard work on the city's utility wrapping project while still on the council.

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 9:00 PM.

Bobby Wagner, Mayor

ATTEST:

Rey Bailey, City Clerk

**MINUTES
REGULAR MEETING
DESTIN CITY COUNCIL
MAY 1, 2023
CITY HALL ANNEX COUNCIL CHAMBERS
6:00 PM**

The Council of the City of Destin met in regular session with the following members and staff present:

Destin City Council

Mayor Bobby Wagner

Councilmember Torey Geile

Councilmember Terésa Hebert

Councilmember Kevin Schmidt

Councilmember Dewey Destin

Councilmember Johnny King

Councilmember Matthew Sweetser

Destin City Staff

City Manager Lance Johnson

City Clerk Rey Bailey

Finance Director Krystal Strickland

Parks & Recreation Director Lisa Firth

Community Development Director Louis Zunguze

Code Compliance Deputy Director Danny Sullivan

Use Attorney Kimberly Kopp

Public Works Director Michael Burgess

City Engineer Ryan Scott

Public Information Manager Tamara Young

Principal Planner Steve O'Connor

Building Official Noell Bell

Grants/Project Manager Jeffrey Cozadd Land

City Attorney Kyle Bauman

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Bobby Wagner called the meeting to order at 6:00 PM. Pastor David J. Butler of Faith Assembly Christian Church gave the invocation, which was then followed by the recitation of the Pledge of Allegiance.

AGENDA APPROVAL

Councilmember Schmidt requests Consent Agenda item 3B be pulled for discussion.

Motion by Councilmember Hebert, seconded by Councilmember King, to approve the agenda, as amended, passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

1. PROCLAMATIONS / RECOGNITIONS / SPECIAL / PUBLIC PRESENTATIONS / ANNOUNCEMENTS

A. Proclamation - Building Safety Month

The mayor read the proclamation designating the month of May 2023 as *Building Safety Month*, and then presented it to the City of Destin Building Official Noell Bell.

2. PUBLIC COMMENTS

Mr. Ron Sandstead, a Destin resident, and business owner expressed his objection to a roadway being a part of the Linear Park design. He stated that the state granted the city \$270,000 to design the park, and that the city will be matching these funds. If the park design can be simplified by eliminating the roadway entirely, the design cost would be a lot less, design components would be simplified, and the faster the park will get done. It would lessen the impact of constructions with the native plants and animals. By eliminating the roadway requirement, the park pass could take advantage of the natural topography and the park would be wider; otherwise, it will be nothing more than a sidewalk alongside a new road. He stated that the citizens of Destin deserve a park and greenspace and not another roadway. He urged the council to eliminate any development requirement for a roadway.

Ms. Sandy Trammell, a Destin resident and former council member, noted that the Destin Fire District Beach Safety contract for 2023 is on tonight's meeting agenda. She stated that nowhere in the contract that says they will be using or promoting the use of the two beach wheelchairs that are available for use by the citizens to take them all the way into the water. She continued that this is controlled by the fire department. The city's Parks & Recreation Committee has discussed this issue and are looking into ways to assist the fire department in obtaining more wheelchairs. She asked the council to make sure it becomes part of the contract.

Ms. Marsha Ray, a Destin resident, stated that she agrees with the previous speaker about eliminating the roadway from the design of the Linear Park, adding that the park would provide a much-needed space where people could safely walk, jog, ride their bicycles, and do other curricular activities. The park is meant to be a place can relax and get away from all the traffic and noise.

Mr. Greg Smith, a Destin resident, stated that the roadway being proposed is a bad idea.

3. CONSENT AGENDA

- A. Boathouse Oyster Bar 5k Forrest Benefit Run
- B. Destin Fire District-Beach Safety Contract 2023
- C. Single-Family Residential Marine Construction proposed at 4049 Indian Bayou North (Parcel ID: 00-2S-22-1244-0000-004A)
- D. Approval of minutes of February 16, 2023, Council Strategic Planning and Visioning Session

Councilmember Hebert moved to approve Consent Agenda item 3A, 3C, and 3D, seconded by Councilmember Destin. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

In reference to Consent Agenda item 3B, Councilmember Schmidt noted that during the season from May 27th through August 13th, he could not find anywhere in the city's interlocal agreement that states what type of services are available outside of that window.

According to Mr. Joe D'Agostino, Destin Beach Safety Chief, stated they have roving patrols. They start with 7 roving patrols and 2 supervisors. By Memorial Day, they increase it to 30 positions to include overing Crab Island. He continued that the peak of the summer ends by mid-August, and that they have the traditional way of thinking that the crowd starts dwindling down around August 1st. They do not feel it is beneficial to continue to have that much manpower and spend money during the last two weeks of August. He added they still have the roving patrol service from Labor Day until the last weekend in October, so that the beach is covered during that period.

Councilmember Schmidt recommends adding in the interlocal agreement that roving patrol will still be available from August 14th through October. He would also like to have lifeguards on City of Destin beaches at every potential opportunity and they need to figure out how to make that happen.

Mr. D'Agostino stated that funding is coming from the Tourist Development Department (TDD) and that at this time he is not sure whether they are funding that this year.

Councilmember Destin asked how much it would cost to put the additional lifeguards in the beaches. Mr. D'Agostino stated it would cost around \$21,000.

Councilmember Destin stated that the city has a commitment to beach safety. They have a few places where they definitely need lifeguards, and so the city should be working with the Destin Fire Control District to ensure maximum amount of coverage. They need to find out about the county's decision in terms of funding, and the city can then address it at a future meeting, if necessary.

Councilmember Destin moved to authorize the mayor to execute the Interlocal Agreement between the Destin Fire Control District and the City of Destin to provide Beach Safety and Lifeguard Services on the City of Destin beaches for FY 2023; seconded by Councilmember Hebert. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

4. CITY MANAGER REPORTS

A. Harbor CRA: Financial Update

The Finance Director provided the financial update for the Harbor CRA as outlined in the agenda item.

B. Schedule of Fees Resolution 23-0

The City Manager noted the following proposed changes to the fee schedule:

- Updated Joe's Bayou boat launch fees back down to zero for residents.
- Increased fees charged for Building Plan Reviews, Building Construction Permit Fees, and Development Order Applications by 10%.

- Increased marine application fees.
- Increased Business Tax Receipt fees based upon Florida Statute allowances.
- Parking fees and parking fines were increased.
- All NSF (returned check) fee is added.

Councilmember Hebert moved to adopt Resolution 23-06 – Schedule of Fees, seconded by Councilmember King.

Councilmember Schmidt requests an amendment to the motion to cut the Clement Taylor, Leonard Destin, and Morgan Sports Center parks and pavilion centers rentals by 50% for residents and residential groups.

The Finance Director noted that the City of Destin has one of the smallest millage rates in the State of Florida, and that one of the reasons they were able to properly function is because the users' fees help support many of the programs. Parks & Recreation are supposed to be supported by users' fees at a minimum 25%. Last year they were supported by 11%, and so they actually need to be increasing rather than decreasing the users' fees. There is a council resolution adopted in 2003 that speaks to this issue. It will be provided to the council, and that this issue will be further discussed during the budget workshop in May.

Councilmember Destin stated that increasing the parking fees from \$5 to \$20 is quite unreasonable. He would like to offer an amendment to the original motion to set the parking fees for non-residents at \$10 for the Harbor District.

Councilmember Hebert pointed out that resident park for free. This parking fee only applies to non-residents. They need to have as much revenue as possible to be able to build a parking garage.

Councilmember King stated that he would support increasing the parking fee to \$15, which is just a bit more than what other places charge for parking.

Councilmember Hebert moved to amend the motion by reducing the parking fee for non-residents at the Harbor District from \$20 to \$15, seconded by Councilmember Sweetser. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

Motion by Councilmember Hebert, seconded by Councilmember King, to adopt Resolution 23-06 – Schedule of Fees, as amended, passed 5-1 (Council members Schmidt, King, Hebert, Geile, and Sweetser voted "yes"; Councilmember Destin voted "no"; Councilmember Bagby was absent from the meeting).

Councilmember Destin moved to reevaluate the city's contract with Passport, Inc, the city's current parking software provider, and consider contracting with a different provider; seconded by Councilmember Hebert. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

C. Captain Royal Melvin Heritage Park's Rules and Regulations

The City Manager noted that with the opening of Captain Royal Melvin Park in the near future, staff is requesting the Council's guidance on operating policies within this park due to its unique location and circumstances. Staff's recommendations are as follows:

1. Operating Hours for park amenities, including restrooms. Staff recommends operating hours be established from sunrise to one hour after sunset.
2. Since the park provides access to and from the City's Marler Parking Lot, staff is recommending that the Council allows the public to traverse the park north and south after operating hours with the caveat of "No Loitering in the park after hours".
3. The park is located in the "festive marketplace" where open alcohol is allowed. Allow open alcohol in the park as well. There are currently two exemptions to the alcohol prohibition in parks that is outlined in Ordinance 15-64. Staff can bring back a revision to this ordinance adding an exemption for the park if the Council desires.
4. Water Taxi Stop. Allow a Water Taxi Stop to be established on the boardwalk adjacent to the park.
5. Leashed dogs are permitted on the harbor boardwalk. Staff recommends allowing for leashed dogs in the park and, if approved, will install dog waste stations.

It was the consensus of the council to establish operating hours for the park from sunrise to midnight to allow people time to use the bathroom facilities during the busiest time of the night, which is around 10:00 PM. Overnight stay will not be allowed.

Councilmember Geile recommends adding some stipulations in the ordinance or resolution that water taxis deliver passengers to a land-based dock.

Councilmember Schmidt recommends sub-contracting bathroom cleaning.

Councilmember Sweetser stated that if they approve sub-contracting bathroom cleaning for this park that they should also consider sub-contracting bathroom cleaning for other city parks.

Councilmember Schmidt moved to direct the City Manager to bring back the required ordinance and/or resolution revisions to adopt the operating policies as presented for council's approval; seconded by Councilmember Hebert. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

D. Permit Processing Criteria and Timeline

Community Development Director Louis Zunguze stated that pursuant to the council's direction, staff has simplified the application process for all permits and approvals into three classifications. These classifications enable staff to process applications methodically and efficiently. He presented the following information:

City Council Directive:

- Develop criteria for simplifying the permitting process.

Context of Development Review Approval and Permitting

Elements of Development Review Approval and Permitting Process:

- Clarity of regulations and requirements
- Clarity of processes for review
- Effective application review and permitting tools (system)
- Personnel

Current Status – Development Review Approval and Permitting Process

- Clarity of regulations and requirements
 - ❖ Land Development Code rewrite.
- Clarity of processes for review
 - ❖ Permit Classification
 - Class I
 - Permit Type: A/C change out, water heater change outs, service meter change outs, master permit sub
 - Review and approval: Permit tech only review (Requires No Florida Building Code (FBC) information for building official review)
 - Review time: 2 business days
 - Class 2:
 - Permit Type: Shutters, doors, windows, roofing, doors, windows, roofing, doors, windows, roofing, solar, interior renovations (non-commercial) permits. Right-of-way, repair and replacement of roadways, sidewalks, access points, or other infrastructure in the right-of-way permits.
 - Review and Approval: Building or Engineering Division Only review.
 - Review Time: 3-5 business days
 - Class 3(a):
 - Permit Type: New structures & additions (commercial & residential), marine, fences, walls, gates, driveways, walkways, pathways, pools, etc.
 - Review and Approval: Multi-Divisional Review – Building, Planning, and Engineering (Requires both FBC and LDC related information).
 - Review Time: 5-10 business days
 - Class 3(b):
 - Permit Type: Major DO, PUD, Major Subdivision, Major Deviation, Minor DO, Minor Subdivision, Lot Split, Minor Deviation, Simple Deviation, Variance, Change of Use.

- Review and Approval: Multi-Divisional Review – Building, Planning and Engineering and External City Partner Review (DWU, Fire District, etc.).
- Review Times: See chart below:
- Effective Application Review and Permitting Tool (System)
 - ❖ Compass
- Personnel
 - ❖ Availability and quality of personnel.

Productivity and Revenue Generation Improvements

- Since the inception of COMPASS, the average processing time for all permit types has improved.
 - ❖ Class 1 permits previously took approximately 13 business days to issue and now only take 2 business days. This is an 84% improvement.
 - ❖ Class 2 permits previously took approximately 33 business days to issue and now only take 5-10 business days. This is an 85 improvement.
 - ❖ Class 3(a) permits previously took approximately 55 business days to issue and now only take 5-10 business days. This is a 91% improvement.
- The building permits issued from FY21 to FY22 increased from 3,775 to 5,743. This is a 31% increase.
- There has been an increase in revenue from FY21 to FY22 from \$1,183,599 to \$1,736,656. This is an increase of 46.72%.

Councilmember Destin requests that the City Manager work with the Community Development Director in facilitating a meeting with a group of engineers, contractors, and members of the public and bring back a progress report and any recommendations to the city council.

Mr. Zunguze noted this is a dialogue that they are encouraging; adding that the City Engineer has come up with the design components for roadways, driveways, and so forth, and that they will be incorporating those into the new Land Development Code as part as the design manual. These are going out to all the engineers they associate with for their inputs. Staff will convene a meeting with them to discuss how it will impact their operations.

Motion by Councilmember Destin, seconded by Councilmember Hebert, to appoint Councilmember Geile as the council liaison to staff and the group of engineers, contractors, and the public passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

E. Linear Park Update

Grant/Project Manager Jeffrey Cozadd informed the council that city staff held several meetings with DAG Architects Group recently to negotiate a contract for the design of Linear Park. Due to the complexity of the project, DAG has requested that they have until May 10th to develop a fee schedule and project schedule that would be necessary for executing a contract and task order. A contract will be brought before the council at the May 15 council meeting. He

continued that initial discussions with DAG have indicated that they believe they will need additional time beyond the current grant ending date for them to complete the design and secure all the necessary permits. Based on this information, the city staff has initiated a grant extension request with FDOT, which is currently being routed for signatures.

Councilmember Destin recommends instructing the City Manager and DAG Architects to cease working on the road until the park design is completed; adding he does not believe council has ever voted to build the road. He stated they are getting a pushback from Florida Power and Light primarily because they are trying to put a road down with 1,000 feet of their power transmission easement.

Councilmember Geile pointed out that since there is no additional cost incurred and no timeline delay, it may be beneficial to go ahead and design the road now in case they decide to consider the road in the future, at which time there may be extra cost incurred and create a bigger timeline. He recommends going for the complete package now, selecting the part they want, and leaving an option open for the future.

According to Councilmember King, there seemed to be a consensus that building the road is a bad idea and so eliminating it now may be the best move they can make since they are in dire need for more greenspace.

Councilmember Schmidt pointed out that they are not approving any design tonight. The DAG Architects Group will come back with a proposed agreement and prepare a task order which could be broken down into two separate designs – a road design and a park design.

Councilmember Destin noted they cannot use the Linear Park grant to design a road. They will be putting the grant at risk by designing the road now. Florida Power and Light does not want the road there because it could become disruptive with their transmission lines than a nature trail or linear park, and they may not actually give their permission to do so.

Councilmember Destin moved to direct the City Manager to have DAG Architects pursue the first part of the design for the Linear Park and not go forward with any road design as it pertains to this issue; seconded by Councilmember Hebert. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

F. Pickleball Update

The City Manager noted that he was previously directed by the city council to enter into negotiations with the Emerald Coast Fitness Foundation (ECFF) and the Mattie Kelly Arts Foundation (MKAF), and to bring back to the council an interlocal agreement for their consideration. He continued that they have received feedback from ECFF. The City Attorney has had brief discussions with MKAF’s attorney regarding the agreement but has yet to receive any feedback from MKAF as of the publication of this agenda. They expect to bring back an agreement among the 3 parties involved by the next city council meeting at which time they hope to receive direction from the council on how to spend the \$400,000 allocated for this project.

Councilmember Schmidt moved to direct the City Manager to work with city staff to bring back by the first meeting in June a cost comparison between the city purchasing land and building pickleball courts on those properties versus donating money to another entity and building the pickleball courts on their land. Councilmember Hebert provided a second to the motion which passes 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

G. Announcements

1. The 24th Annual Founder’s Day Celebration will be held Saturday, May 6th, from 11:00 a.m. to 12:30 p.m., at the Destin Community Center.
2. Utility wraps have been scheduled; one in particular in honor of Kohltan Ward, will be put in place on May 10th. The city’s Community Development and Public Information departments have met with the Ward Family to schedule something meaningful for the unveiling that conveys a message of safety and encourages blood and organ donations.
3. May is National Building Safety Month, and in addition to a proclamation, there are also several posts and publications that are being distributed to the public about that event.
4. The Destin Library is putting on a Blackout Poetry Craft Night on Friday, May 12th, at 6:00 p.m., and pre-registration is required for this event.
5. Today is the official start of the sea turtle nesting season and the city is distributing specialized red flashlights at schools. These flashlights are also available at City Hall while supplies last.
6. The city is updating its hurricane guide and will make it available to the public shortly.
7. City Council Workshop on the Harbor Capacity Study is scheduled for May 4th, beginning at 5:30 p.m., in the City Hall Annex Council Chambers.
8. The city and H&T Contracting have started the work out on Scenic Hwy 98. There will be milling and resurfacing taking place in that area. The project is expected to be completed by Memorial Day holiday.
9. The Human Resources Director has been hosting training sessions and trying to help staff become more involved in the city’s retirement program. There had been a 38% increase in participation and taking advantage of the opportunity.

5. PUBLIC HEARINGS

- A. Second reading of Ordinance 23-04-CC - which amends the code of ordinances to establish a code compliance lien reduction application process and criteria for the reduction of code compliance liens; amending chapter 14 “offenses and miscellaneous provisions”, creating section 14-86, “application to the city council for reduction of existing code compliance lien”; creating section 14-87, “required criteria for the reduction of existing code compliance lien”

The City Attorney read Ordinance 23-04-CC by title, and then presented it to the city council on second reading:

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA, PROVIDING FOR AMENDMENTS TO THE CODE OF ORDINANCES TO ESTABLISH A CODE COMPLIANCE LIEN REDUCTION APPLICATION PROCESS AND CRITERIA FOR REDUCTION OF CODE COMPLIANCE LIENS; AMENDING CHAPTER 14 “OFFENSES AND MISCELLANEOUS PROVISIONS”, CREATING SECTION 14-86, “APPLICATION TO CITY COUNCIL FOR REDUCTION OF EXISTING CODE COMPLIANCE LIEN”; CREATING SECTION 14-87, “REQUIRED CRITERIA FOR REDUCTION OF EXISTING CODE COMPLIANCE LIEN”; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR INCORPORATION INTO THE CODE OF ORDINANCES; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened a public hearing to receive comments for or against the proposed ordinance. Having none, the mayor closed the public hearing and turned the matter over to the city council for their discussion and consideration.

Motion by Councilmember Schmidt, seconded by Councilmember Hebert, to adopt Ordinance 23-04-CC on second reading passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

- B. MRD Associates, Inc., on behalf of Mike Abadie of ABC Amusement Co, has submitted an application for City Council review for the construction of a ±3,346 square foot, 200’ long, 16-slip wooden dock to the east of the existing 20-slip Gilligan’s docking facility at 530 Harbor Boulevard, along with a boardwalk that spans from the property line to property line. Approximately 27 timber mooring piles shall be installed within the slips.

The City Attorney sworn in the following individuals for testimony:

Principal Planner Steve O’Connor
Mike Abadie of ABC Amusement Co.
Michael Dombrowski of MRD Associates, Inc.

The City Attorney asked whether the mayor or any member of the council has had any ex-parte communications with regards to the proposed project. The mayor and each member of the council responded “none.”

The Land Use Attorney corrected the portion of the agenda report that identified the size of the dock to be 3,346 square feet. She stated that the correct dock size is 3,436 square feet.

The Land Use Attorney requests that the staff report and all its exhibits be entered into the record as the city’s Composite Exhibit A. Having no objection from the applicant, the aforementioned documents have been entered into the record as Staff Exhibit A.

Mr. Michael Dombrowki of MRD Associates, Inc. presented the proposed project to the council. He stated that the city council previously reviewed a larger project proposed by the applicant, which was to construct a 4,353-square-foot, 17-slip wooden dock to the east of the

existing 20-slip Gilligan's docking facility. At that time, approximately 36 timber mooring piles were proposed to be installed within the slips. In connection with that prior application, the Board of Adjustment approved a variance to allow an increased dock length to 262' based on the identified shoal at the proposed dock location. However, the city council denied the application at the time. The applicant has reduced the application such that it meets the requirements of the Land Development Code and no longer requires a variance. The current proposed dock length is now 200'. A Board of Adjustment variance is not required for the current request as the dock plans have been revised to comply with the Land Development Code dock length limits.

The mayor opened a public hearing to receive comments for or against the proposed project.

Mr. Randy Taylor, a Destin resident, distributed some documents showing previous and current dock submissions. He stated that there seemed to be a difference in the 200-foot offset line drawn in the original submission and the current submission; adding that the offset lines seemed to be drawn to accommodate the dock. He urged the council to study the documents closely to ensure the accuracy of the 200-foot offset lines and obtain some clarity as to why it is different in the two drawings before they vote on this project.

Having no further comments from the public, the mayor closed the public hearing and turned the matter over to the applicant.

Mr. Dombrowki, responding to the question posed by the previous speaker, noted that the lines in the two drawings are exactly the same, and that the proposed location for the new dock is also the same. He also pointed out that they took away the big boat slips at the southern end. The owner wanted to try to maintain as many boat slips as possible and so he looked at what he has in terms of reservations for the different boat slips and the size for the different boat slips to be able to make the necessary adjustments.

Having no further comments from the applicant, the mayor turned the matter over to the city council for their discussion and consideration.

Councilmember Geile noted that the drawings provided by the previous speaker showed a slightly rounded sharper edges on one of the drawings; however, if they mark the offshore lines to the peak structure, it will show that they are within the same boundary line. The critical points fall within that line on both drawings. There are some variations, however, at the key points at the end of the dock and the edge of the riparian rights line fall within the peak structure.

Councilmember Hebert moved for approval of the Commercial Marine Construction project located at 530 Harbor Blvd with the condition provided, subject to the applicant meeting all applicable federal, state and city permitting requirements; seconded by Councilmember King. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

6. COMMENTS / PRESENTATIONS FROM MAYOR, COUNCIL, LAND USE ATTORNEY AND CITY ATTORNEY

A. Councilmember Sweetser

B. Councilmember Geile

Councilmember Geile brought up an issue at the March 20th city council meeting when the council made a motion to direct staff to come up with some parking options for the Harbor District non-resident employees and bring it before the Public Works/Safety Committee for their review and recommendations to the city council. However, when it was brought before the council at their April 17th meeting, the word “employees” was removed from the agenda report with no explanations and did not follow the motion approved by this council. He cannot find it anywhere where the original motion was amended. He feels there are protocols that were bypassed, which is not acceptable.

Councilmember Hebert explained that when she worked on this issue with the former Deputy City Manager, they looked at doing something for the non-resident employees and making parking more affordable for them. It was decided that they propose making it an annual parking fee for non-resident employees and encouraging the employers to pay the annual fee for those employees that stayed on for at least 3 months. This would encourage the employees to stay on and be loyal to the business knowing they would be reimbursed by their employers for the parking fee. She added that perspective may have been shifted and the word “employees” was inadvertently removed from the report.

Councilmember Geile maintained that the motion they approved involved the employees and the item presented on the agenda was presented in a different way; adding that any motion adopted by the council should not be altered without it going back to the council for approval.

According to Councilmember Destin, the best solution may be to direct the City Clerk to ensure the official motion of the council is reflected in the agenda item so they could all see it as they review the item and make sure the motion is consistent with the item being presented.

Motion by Councilmember Destin, seconded by Councilmember Hebert, to direct the City Clerk to have the official motion reflected in the agenda item passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

C. Councilmember Destin

Councilmember Destin noted that as the council liaison he has had some discussions with Florida Power and Light representatives about utility undergrounding. He understands that they have to have easements in place to go forward with the undergrounding along US Hwy 98. They need to know how many easements they have already obtained and the deadline for obtaining the required easements.

Councilmember Destin moved to direct the City Manager to provide a monthly progress report on the acquisition of easements required to go forward with the undergrounding project along US Hwy 98; seconded by Councilmember King. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

- D. Councilmember Bagby
- E. Councilmember Hebert

- 1. Main Street Speed Hump Update.
 - a. Near Lakeside Drive
 - b. Near Planet Drive

Councilmember Hebert requested an update on the status of speed humps they plan to place on Main Street.

Public Works Director Michael Burgess stated that city staff has been trying to identify the appropriate locations for the speed humps for the north section of Main Street. They have decided on two spots where they believe speed humps would be most effective and have received a quote from the asphalt contractor for the city for approximately \$12,000. Typically, funding will come from their traffic safety funds, but there is only \$1,200 remaining in that account for FY 2023. They are about \$9,500 short, and so they will need to identify another source of funding for that project.

According to the Finance Director, the rest of the money can be taken from the Council Contingency Fund. There are other funds that are restricted for their purposes, and so they cannot be used for this project.

Councilmember Destin stated that they can always shift money later on, if necessary. But these speed humps are important, and that the speed humps they placed on Calhoun Avenue are extremely effective in slowing down traffic.

Councilmember Hebert moved to take \$9,500 from the Council Contingency Fund to place speed tables on Main Street. Councilmember Destin provided a second to the motion.

Councilmember Sweetser noted that Kelly Street is another location where speed humps can be very effective in slowing down traffic which is of utmost importance because of the elementary school in that area. Since it is also a residential area, he would like to see how the majority of the residents feel about it.

Councilmember King stated that a lot of times, the speed problem is caused by a few people only. There is a process in place, such as a traffic study, and he would like to start implementing that process or they will have speed humps all over this town.

Mr. Burgess noted that the council has tasked the Public Works/Safety Committee to take a holistic review of the speed humps approval process and bring back some ideas and recommendations to them.

Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

- F. Councilmember King
- G. Councilmember Schmidt

Councilmember Schmidt facilitated the discussion regarding the process of building a parking garage.

The City Attorney noted that the previous council put out an RFQ for a public-private partnership for the cost, maintenance, and management of a parking garage a few years back. They received a response, but then elected not to go forward with it. He stated this is just one example and that there are other routes this council can take to construct a parking garage.

Councilmember Schmidt moved to direct the City Manager to publish an RFQ within the next 90 days for a public-private partnership to build a parking garage on Zerbe/Sibert location; seconded by Councilmember Hebert.

Councilmember Destin noted that the reason the public-private partnership did not go anywhere was because the potential private partner requested that the city provide several stories of commercial/residential facility on top or below the parking garage. He offered an amendment to the motion to publish an RFQ for a consultant that will advise the city on how to go about the process of building a parking garage through a public-private partnership.

Councilmember Schmidt offered an amended motion to direct the City Manager to publish an RFQ within the next 90 days for a consultant that will advise the city on how to go about the process of building a parking garage through a public/private partnership; seconded by Councilmember Hebert. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

Councilmember Schmidt requested an update on the status of Clement Taylor Park construction.

According to the Grants/Project Manager Jeffrey Cozadd, he has not received any updates from the county or US Treasury. The money has been earmarked for the project at the board level but has not gone through the system for allocation at the US Treasury level.

The City Manager noted they have not received a Notice to Proceed from the federal government.

Councilmember Schmidt asked if there is a way to expedite the process at the US Treasury level since the money has already been reserved for the project.

According to Mr. Cozadd, since the county is the recipient of the funding, they would be the one to initiate that conversation with the US Treasury.

Councilmember Destin moved to direct the City Manager to bring back a Resolution for council to adopt and send to their legislative delegation and State Representative Gaetz to assist in initiating the Clement Taylor Park construction. Councilmember Schmidt provided a second to the motion, which passes 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

Next, Councilmember Schmidt inquired as to the status of the RFQ for the Town Center.

Mr. Cozadd noted that three firms have been invited to present their proposal to the city council on May 15th. At which time, the city council can select one of the firms to move forward with the negotiation.

Councilmember Schmidt moved to allow the 3 firms that submitted their bid for the Town Center RFQ to present their proposal to the city council at the May 15th city council meeting, seconded by Councilmember Geile. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

Next, Councilmember Schmidt offered a motion to direct the City Manager to postpone the hiring of a Deputy City Manager until after the July City Council Budget Workshop session, seconded by Councilmember Hebert.

The City Manager expressed his disagreement with the motion stating that the budget is a legal document that was approved by the council for this fiscal year with the Deputy City Manager position included. He also stated that they have already advertised for the position, which is an administrative function of his office, and are already receiving applications for the position.

Councilmember Destin stated that he would not oppose having an Assistant City Manager to assist the City Manager until they get through the budget process; adding that the hiring of the Deputy City Manager would be contingent upon the vote of the council. He would not be in favor of hiring a Deputy City Manager at this time.

Councilmember Destin asked the City Attorney how the council can prohibit the hiring of the Deputy City Manager if it is a budgeted item already. He continued that the council should have the authority to change the budget if they so desire.

According to the City Attorney, the council has the authority to amend the budget through their normal budget amendment process.

Councilmember Destin offered a substitute motion for the council to go through the budget amendment process, and to direct the City Manager to bring back a budget amendment while providing him the opportunity to discuss this matter with each member of the council. Motion seconded by Councilmember King. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted “yes”; Councilmember Bagby was absent from the meeting).

H. Mayor Wagner

1. Annexation Policy

Mayor Wagner requests a motion from the council to direct staff to bring back the annexation policy and to place this item on the agenda under the Land Use Attorney for discussion at the next council meeting.

The Land Use Attorney noted that the annexation policy she prepared back in December was related to the process and not site specific. The annexation process she prepared and was put on hold was a policy that incorporated state law for the city, what application materials have to be submitted, what the applicant for the annexation have to do. It mirrors state statutes requirements, but it also provides more specific requirements for the City of Destin. She continued that staff has also prepared a staff report that discussed annexation of certain properties and prioritization of these properties.

Mayor Wagner stated he would like to discuss the annexation process and the enclave process of Commons Drive west of Home Depot.

According to the Land Use Attorney, she could bring back the policy that incorporates the state law and information in the form of a staff report on how to proceed with the county on the enclaves. She added that the goal of this first grouping is to work with the county and see if the city could enter into an interlocal agreement with the county.

Councilmember Schmidt moved to direct staff to bring back the annexation policy as well as the information on how to proceed with the county on the enclaves and place it under the Land Use Attorney's name at the next council meeting passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

I. Land Use Attorney

The Land Use Attorney informed the council that the initial asking price for the property on 1 Harbor Blvd is \$12 million, which is significantly over the appraisal amount. She asked for council's direction whether they want her and the City Manager to continue pursuing this property and to try to enter into a contract that will be subject to council's approval.

1. Update on 1 Harbor Blvd. (Property adjacent to bridge) per City Council Directive on April 17, 2023.

Councilmember Hebert moved to direct the City Manager and Land Use Attorney to continue to negotiate with the property owner and try to enter into a contract that will be as close to the appraisal value as possible, and which will be subject to council's approval; seconded by Councilmember Schmidt.

Councilmember Destin pointed out that a certain amount above the appraisal value of the property would require an extra-ordinary vote of the council; and so, the seller should bear this in mind during the negotiation.

Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

The mayor noted that there is a large Lamar billboard on that parcel. There is also a plan for Lamar Advertising to approach the city and present a proposal regarding their multiple signs in the city because the life span of these signs is getting shorter. He asked if staff could determine the structural integrity of the large sign on the property and whether to consider it a safety hazard.

The Building Official stated that she would need to consult with the city's engineering consultant with regards to the structural integrity of that billboard.

There was a brief discussion whether it is a good idea to have someone set foot on the property to determine the structural integrity of the billboard during the negotiation process. There was a general consensus to delay it until after the negotiation and to ask Lamar Advertising to present their proposal to the council sooner rather than later.

Councilmember Hebert moved to direct staff to have Lamar Advertising present their proposal to the city council as soon as possible; seconded by Councilmember King. Motion passed 6-0. (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

J. City Attorney

1. Council Executive Session

Councilmember Schmidt moved to schedule a Council Executive Session on Monday, May 15th, at 5:30 PM on the Scott Berish vs. City of Destin case, seconded by Councilmember King. Motion passed 6-0 (Council members Schmidt, King, Hebert, Destin, Geile, and Sweetser voted "yes"; Councilmember Bagby was absent from the meeting).

7. PUBLIC COMMENTS

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 9:42 PM.

Bobby Wagner, Mayor

ATTEST:

Rey Bailey, City Clerk

**DRAFT
BOARD OF ADJUSTMENT
DESTIN CITY HALL BOARDROOM
WEDNESDAY, JUNE 7, 2023
5:30 P.M.**

1. CALL TO ORDER:

Chairman Weidenhamer called the Board of Adjustment Meeting to order at 5:30 p.m., on Wednesday, June 7, 2023, at Destin City Hall Boardroom.

2. ROLL CALL & PLEDGE OF ALLEGIANCE:

Present:

Tom Weidenhamer
Daniella Piper
David Emerson
Robert Pinard
James Moomaw

Staff Present:

Kim Montgomery Deputy City Clerk
Steven O'Connor, Principal Planner
Christopher Willis, Planner
Kim Kopp Land Use Attorney

3. APPROVAL OF AGENDA:

Chairman Weidenhamer moved to approve the agenda as presented with Board member Piper providing the second. The motion passed 5-0.

4. APPROVAL OF MINUTES:

➤ **April 5, 2023**

Motion to approve the minutes of the April 5, 2023, meeting was made by Board member Marler, with Board member Emerson providing the second. The motion passed 5-0.

5. PUBLIC COMMENT:

None

6. NEW BUSINESS:

- **A. Variance Request - BOA-001074-2023 – Henson Shed (Accessory Structure)**
4485B Luke Ave Variance Request.

Scott Henson Variance Request regarding an existing shed (accessory structure) located at 4485B Luke Avenue (Parcel ID: 00-2S-22-0582-0000-0140). The applicant is requesting relief from LDC Section 7.12.08, Table 7-3, which relates to the setbacks within the Crystal Beach Neighborhood (CBN) zoning district. There is an existing shed (accessory structure) that does not meet the required side setbacks.

The Clerk swore in the all staff and individuals who will be providing testimony for this

and the following case.

The City Attorney asked Mr. Henson if he agrees to waiving the reading of the Notice to the public and the application into the record. Mr. Henson stipulated his agreement.

Mr. O'Connor entered the staff report into the record. The City Attorney asked Mr. Henson if he had any objection to the staff report being entered into the record. Mr. Henson stipulated that he does not have any objection.

Mr. Scott Henson, Property owner for the address of said Variance request explained to the members how he and his stepfather built the shed in question 30 years ago when he was just out of college. He also explained that his wife has always insisted that the outside be kept in good repair, and that in all the time that it's been in its present location, none of his immediate neighbors have made any complaints about the shed, including the current neighbor, until recently, which he feels stems from a disagreement they are having with a sewer issue. Who made the complaint, and although he is an engineer, back when he built the shed, he was young and was unaware of the setback rules. He only made sure that it was within his property. He also spoke of how it has been a value to he and his family over the years and he did look into the possibility of moving it but can't because of the way he built his home in the center of the lot.

Chairman Weidenhamer clarified for the record that the north property line that backs up to the powerline easement, where the shed is located, is where he needs the Variance. Mr. Henson stipulated for the record, that is correct.

Board member Piper asked if the neighbor he is referring to who does not have any problem with the shed is the one to the west in Lot 12 and he has no issues with the proximity of the shed to his property. According to Mr. Henson, he does not and spoke of his surprise that the other adjacent neighbor suddenly does after 15-years of owning her property.

Chairman Weidenhamer opened the hearing to the public for any comment. With no one coming forward to speak, he closed the public portion of the meeting.

Committee member Piper asked staff if the setback requirements were different than they are now. According to Mr. O'Connor, the setbacks are based on the plat and have not changed.

Chairman Weidenhamer spoke of how true the setbacks were in place but probably, in the early 90's, his perception of the attitude at that time was a lot more casual than it currently is today.

Board member Moomaw stated for the record that he does not feel that the six criteria were met to grant the Variance.

Chairman Weidenhamer made the motion to approve the Variance request for the

DRAFT

shed, seeing no objection from the nearest property owners to the shed with the consideration that the setbacks to the offending property owner are appropriate, and recommends approval of the request.

Board member Emerson asked Chairman Weidenhamer if he would be willing to amend the motion to add with the stipulation that the shed should be anchored to the ground. The City Attorney advised Chairman Weidenhamer to withdraw his original motion and make new one.

Chairman Weidenhamer withdrew his original motion and motioned for the Board of Adjustment approve the proposed request, BOA-000991-2022, to allow the applicant's shed (accessory structure) to remain in its original, existing location, with the condition that the applicant anchor the shed to the ground, as presented, and obtain any permitting needed from the city of Destin retroactively. Board member Emerson provided the second.

For clarification purposes for the record, the City Attorney asked the Chairman if he stipulates his motion includes that the applicant meets the criteria set forth in 2.25.03(C), based on the applicant's response in the staff report. Chairman Weidenhamer stipulated to that. For the record, Mr. O'Connor read the six criteria that that the City Attorney was referring to that staff based their finding on per the requirements of the Land Development Code and Chairman Weidenhamer stipulated to into the record.

A. That special conditions or circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.

B. That special conditions and circumstances do not result from the actions of the Applicant.

C. That granting the requested variance will not confer on the Applicant any special privileges denied by any zoning ordinance to other lands, buildings, or structures in the same zoning district.

D. That literal interpretation of the provisions of any zoning ordinance would deprive the Applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of any zoning ordinance and would result in unnecessary and undue hardship on the Applicant.

E. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.

F. That the granting of the variance will be in harmony with the general intent and purpose of any zoning ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

DRAFT

The Chairman agreed and stipulated to the criteria and called for the vote. The motion passed 5-1 with Board member Moomaw dissenting.

➤ **B. BOA-001141-2023 – Gilligan’s Site Variance Request**

Ms. Melissa Ward of Dunlap & Shipman, P.A., on behalf of Mike Abadie of ABC Amusement Co is requesting approval of a Variance Request, BOA-001141-2023. This application is requesting relief from LDC Section 8.09.03.A.6.a, 8.09.03.A.6.b, & 8.03.00, Table 8-1, which regulates minimum sidewalk and buffer widths within the City’s Old Destin Multi-Modal Transportation District (MMTD). The subject zoning project is located at 530 Harbor Boulevard (Parcel IDs: 00-2S-22-0630-0000-03A1; 00-2S-22-0630-0000-03A2; & 00-2S-22-0630-0000-03A3).

The City Attorney acknowledged that everyone who would be providing testimony was sworn in at the beginning of the meeting. He then asked the applicant if they were in agreement to waive the reading of the application and notice into the record, for which the applicant stipulated that they were. Staff member Steven O'Connor entered the staff report into the record with no objections.

Mr. Robert Kauffman introduced his colleagues who would be presenting and briefly explained the Variance request and how it meets the six requirements in the code. The main item he stipulated to is that the request maintains the safety for pedestrians by increasing and enhancing the existing sidewalk from 5-feet to 8-feet, maintaining the existing buffer as well as allowing additional parking spaces for the site. He then entered into the record their report as Applicant’s Exhibit 1, with no objection from staff.

Ms. Ward presented the request to the Board members and explained the reasonings for the Variance lies with the much needed parking spaces on the northern section of the property in order to provide the need to the clientele who may be parking at the business with large vehicles that carry several people and would be parked for several hours at the business.

Board member Moomaw asked what the required parking count was for the property. According to Mr. O'Connor, at this point, staff does not have that information available to be able to accurately answer the question.

Board member Piper questioned the three foot buffer and asked if it is sufficient to keep pedestrians safe from the traffic.

Ms. Ward spoke of how no matter the size of the buffer, there will always be concern if there is enough and if its sufficient. However, because of the space needed for parking, enlarging the buffer would take away from what he needs for those onsite parking spaces.

Mr. O'Connor added that the 6-foot buffer meets the minimum requirement in the Multi-

DRAFT

modal Transportation District (MMTD) for Highway 98.

Board member Emerson asked if it is in the city plan to increase the sidewalk size throughout the harbor district. Mr. O'Connor explained the intent of the MMTD is to provide multimodal facilities across the entire district. Additionally, the Harbor CRA Master Plan also calls for it as well. Therefore, any site that comes in for redevelopment and does not meet the current codes will have to bring their site up to the current requirements and for the ones that can't meet it, there are certain site specific deviations that can be done.

Chairman Weidenhamer opened the hearing to the public, with no one from the public coming forward, he closed the public portion of the hearing.

Board member Piper spoke of her concern about the buffer not being enough even though it would be wider than what is currently in place. Mr. O'Connor spoke of the requirements of the MMTD is 8-10 feet and is why staff is supporting the request of 8-feet.

Mr. Scott explained that there is a non-mountable curb along the front of the business and how it would take a lot of effort for someone to drive up over the curb to hit someone on the sidewalk.

With no further discussion, **Chairman Weidenhamer made motion to recommend that the Board of Adjustment approve Variance Request, BOA-001141-2023 with the condition that the applicant replace the existing 5-foot sidewalk with a new 8-foot sidewalk and no additional buffer than the three foot buffer that currently exists. Board member Emerson provided the second, the motion passed with a vote of 5-0.**

5. OTHER BUSINESS: None

6. ADJOURNMENT:

There being no further business the meeting was adjourned at 6:25 p.m.

Adopted and approved this _____ day of _____ 2022.

Tom Weidenhamer, Chairman

Kim Montgomery, Deputy City Clerk

DRAFT

**LOCAL PLANNING AGENCY
MEETING MINUTES
MAY 18, 2023 - 5:30 P.M.
DESTIN CITY HALL BOARDROOM**

1. CALL TO ORDER:

Chairman Wood called the Local Planning Agency Meeting to order on Thursday, May 18, 2023, at 5:30 p.m., in the Destin City Hall Boardroom; with the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present

James T. Wood, Jr.
Karen Hudson
Corey Ledbetter
Jay Purut
Marcie Bell
Todd Buhr

Staff Members Present

Kim Montgomery City Clerk
Daniel Butler Senior Planner
Louis Zunguze, Community Development Dir.
Rachael Hoag Planner
Christopher Willis Planner

3. APPROVAL OF MINUTES:

Motion to approve the minutes from the April 6, 2023, meeting was made by Agency member Bell with Agency member Hudson providing the second. The motion passed 6-0.

4. NEW BUSINESS:

A. Workshop/Discussion/Recommendation of draft Land Development Code language of the new Article 1 – General Provisions/Legal, Article 2 – Administration & Article 3 - Nonconformities

Mr. Butler explained to the members that the Articles 1, 2, & 3 have been reconciled with the main objectives to streamline them in order to enable anyone that is looking for information, will be able to find it easily and not have to go back and forth to obtain the information they need. As well as making the language easier for anyone to understand.

Regarding Article 2, General Notices, Agency member Buhr questioned the certified mail requirements that was suggested by the Harbor & Waterways Board. There was discussion regarding the posting of the information on the property and the requirements with the State and the Code for advertising purposes. Additionally, the cost of sending certified mail to everyone within the 300-feet of the property was discussed and how that cost would exponentially affect the departments postage budget so much that fees would have to be increased. Chairman Wood stated that he is not in favor of notifying everyone by certified mail and mentioned the waste of funds for those that are sent out but never reach the addressees because of not having the correct forwarding address. The members also discussed the statutory requirements for advertising as well as the possibility of putting the information on social media and the

DRAFT

website. Ms. Kopp also suggested creating a sign up system on the website so that all notices can automatically be sent out to the people that have signed up for them. In the end, the members agreed that the way staff handles general notices should stay as it is currently handled.

Agency member Buhr spoke of his concern of there not being enough time between the notices going out and the approval process and people not having enough time if they are out of town.

Ms. Kopp explained these are not notices for public hearings, they are for development orders for the properties within 300-foot that are required to go out when the application is deemed complete by staff. Adding that takes several months before a hearing and not days.

Back to Article One, on page 7, regarding the timelines for notices the Chairman wanted assurance that staff meets the deadlines, as posted. According to Mr. Butler staff does in advance.

In Article One, Page one, Agency member Buhr pointed out that 1.05 Applicability and 1.07 seem to be in conflict with one another. Ms. Kopp agreed and stated that they would remove 1.05 and leave 1.07, since it is clearer. After discussion, the decision was made to leave 1.05, but to remove the last sentence.

In Article Two, Page 9, regarding "Total Cost," Agency member Buhr reported concern over confusion that may come into play and suggests something needs to be done to better define it. Mr. Zunguze explained staff would make the necessary updates and add parenthesis.

Regarding Lot Splits, on page 28, 206.05, Notice to Owners, Agency member Buhr questioned the minimum time specified that the notice goes out. Noting if the adjacent owners want to talk about lot split he wants assurance that there's enough time for them to do so. Again, Ms. Kopp explained, this will never just be a few days before the public hearing. Explaining this section of notice isn't for the public hearing, it's for when the application is deemed complete by staff, which is way before the public hearing. She explained the dual process of a completion review when the initial notice goes out and how after, there is a substantive review of the application, which doesn't start until a period of 30-days.

Agency member Ledbetter left the meeting at 6:23 PM

Article 2, Page 31; D-5 (e), Agency member Buhr questioned Vacation of ROW on Scenic Highway 98 that requires a Voter Referendum. According to Ms. Kopp, in the Charter, passed by a voter referendum she read the following, *"The City of Destin is prohibited from abandoning, giving up, or vacating any public right-of-way or a portion thereof if the right-of-way shares any boundary with a water body. For purposes of this Section 7.05, public right-of-way includes only property that was intended or dedicated for use as a roadway or pedestrian walkway, whether or not such roadway or walkway was constructed. Public right-of-way shall not include any other property owned by the city, for purposes of this section."*

On page 33, Agency member Buhr would like to have a line added for an affidavit of certification, of the completion of the notification requirements, he would like to have an additional requirement added

DRAFT

for a signed affidavit in Section 02.02.03, to add a number 6, certifying that the notification requirements are completed.

On page 40, Table 2-2 regarding PUD sizes, based off the different planning areas, Agency member Buhr asked what the reasoning was for the differences.

According to Mr. Butler, staff averaged the size of the parcels within each planning area and came up with a reasonable amount of land that could become a PUD. He provided an example of parcels in the Harbor Planning area that are fairly small. Also, in the North Harbor and South Harbor Mixed Zoning districts, half an acre is the average size and staff felt it wasn't too small, or too big to restrict people from pursuing a PUD.

On page 46, Agency member Buhr questioned the Marine Construction classifications, for residential docks and why they are allowed when there is no residential structure built on the land and how they're basically just used as a parking lot. According to Mr. Butler, in the past that was in the Code however, now in Article 9, there is a code requirement in place that requires an approved building permit for a single family or a primary structure prior to any approval of a dock.

On page 47, Agency member Buhr provided a handout he brought into the meeting and in reference to Conditional Uses, to add an additional requirement to say, ***"Impacts to nearby areas, a description of compatibility with adjacent land uses, and a description that will detail that it would not adversely impact land use activities in the nearby areas."*** He also suggests that they be split into two requirements.

In 2.11, **Appeals of Administration Officials**, Agency member Buhr stated the LPA statement needs to be removed, since they do not make decisions on appeals and only make recommendations to Council. Staff agreed.

On page 55, B-1, Agency member Buhr suggested removing the #1 Category. After a lengthy discussion on why it is there and how the Board is charged with their decision to grant or not to grant the Variance, the members felt that it should stay.

On page 62, in the Building Permit Section, both Agency members Buhr and Bell agreed there needs to be a parking plan for the construction worker's vehicles to be either be staged on the property or somewhere other than the street and sidewalks, with the exception for when there are large deliveries on long flatbeds.

Page 63, in Section 2, 14.03 Marine Construction, board for board permitting, Agency member Bell asked if anything else is required for those. According to staff only a permit is required when the same location, intensity and scale are planned.

Page 70, For Board member Terms, Agency member Buhr suggested cleaning up the verbiage regarding the four year terms to, "The terms of members of the LPA shall run concurrent with the terms of the Appointing Council Member or the day when the Council member appointed them."

DRAFT

Moving on to Article 3, Chairman Wood asked if a home that has a legal nonconformity and it would sell, would that nonconformity transfer to the new owner. According to Ms. Kopp, it would and would stay in place as long as the building is functioning.

With no further suggested changes, Agency member Buhr asked, when chapters are sent forward to City Council, what's the intent from staff, or how it would work until full adoption.

According to Mr. Zunguze, the plan is to hold on to the chapters until they have all been reviewed and comments have been made, and once all the changes have been implemented from those reviews, it will come back to them in its entirety for their final review and then go forward with a recommendation to Council.

5. DIRECTORS REPORT:

Mr. Zunguze informed the members that staff will be bringing the Mobility Plan for their review after the Public Works/Safety Committee has reviewed it, it will replace the current MMTD plan, with a new Impact Fee.

Chairman Wood opened the floor to the public, with no public present, he closed the public portion and adjourned the meeting.

6. ADJOURNMENT:

Having no further discussion at the meeting adjourned at 6:50 p.m.

Adopted and approved this _____ day of _____ 2023.

James Wood, Jr. Chairman

Kim Montgomery, Destin City Clerk

DRAFT

**PUBLIC WORKS/PUBLIC SAFETY COMMITTEE
MEETING MINUTES DESTIN CITY HALL BOARDROOM
TUESDAY, APRIL 11, 2023 - 5:30 PM**

1. CALL TO ORDER & PLEDGE OF ALLEGANCE:

Public Works Director Michael Burgess called the Public Works/Public Safety Committee to order on Tuesday, May 9, 2023, at 5:30 p.m.

2. ROLL CALL:

Members Present

James T. Wood, Jr.
John Green
Tom Weidenhamer
Sam Perman
John Stephens
Curtis Smith
Marcie Bell

Staff

Kim Montgomery Deputy City Clerk
Michael Burgess PW Director
JT Hart PW Deputy Director
Ryan Scott, City Engineer

3. APPROVAL OF MINUTES: April 11, 2023

Motion by Committee member Perman, seconded by Committee member Stephens to approve the April 11, 2023 minutes as written, passed unanimously, 7-0.

4. APPROVAL OF THE AGENDA:

5. NEW BUSINESS:

➤ **Destin Water Users – Lockwood Wernet**

Provided the members with an update on the following:

- Tracking water sales and gallons billed.
- Completed a conversion of the disinfection system from chlorine gas to liquid chlorine bleach for safety sakes of the surrounding neighbors in case there was ever a leak its safer .
- Construction for new facilities is underway and it being built to withstand new hurricane standards since hurricane Michael.
- All wells within the service areas now have generators.
- Waterline upgrades have been made to Cobia Street and they are working towards replacing all 2-inch lines with a larger diameter lines as part of their annual work program.
- Completed the installation of underground disposal and above ground irrigation at Morgan’s Sports Complex.
- Performing technical studies for the 25-acre land adjacent to the Airport they purchased which will be a wet weather disposal for reclaimed water.
- Sanitary Sewer and Evaluation survey for all gravity systems for necessary

DRAFT

repairs on west side of the city.

- Added a Force Main near the Charles Apartments at the new right-of-way.
- Surveying all manholes and Air Release valves for conditions and evaluating what repairs that may be necessary to keep everything in good repair to prevent any sanitary sewer overflows.
- Working on their Master Plan for Water Model Project in terms of how water flows through the systems to determine if any additional lines need to be added or upsized and how to make those happen.
- Evaluating the Lift Stations throughout the city to determine if any need to be upgraded.
 - In terms of city projects, keeping a close eye on the following:
 - Cross Town Connector Project progress so they can install a new line from Benning to Beach.
 - Linear Park Project that may impact some water lines and force mains in the area as well as some right-of-way that may be needed from the city.
 - Asked to keep them in the communication loop of any new roadway projects so they can get out and perform any repairs that may be needed in roadway segments at the same time to help keep cost down.

➤ **Resurfacing & Restriping of Vintage Circle and Vintage Court**

Mr. Hart provided the members with the information on the cost and details of this project and staff is seeking their recommendation to City Council scheduled for the June 5, 2023, Council meeting agenda.

Motion to support and recommend to City Council approve the resurfacing and restriping of Vintage Circle and Vintage Court with Committee member Weidenhamer providing the second to the motion. The motion passed 7-0.

➤ **Citywide Speed Reduction**

Mr. Burgess explained the revised draft speed hump policy for their review and the steps necessary for the process of the request and the criteria to meet the threshold for the approval process and the cost.

Capt. Fulghum spoke to the members about speeding issues in the city and explained that the OCSO does not have a specific unit set aside to enforce speeding in Destin. He further explained that they have 4 people assigned to work 12-hour shifts and have the city broken down to two zones and explained how they have their officers dispatched for calls received. In addition, they have a speed trailer assigned to district three that covers the area from Duke Field, south to Okaloosa Island and east to the Okaloosa/Walton County line that is constantly rotated throughout the area and currently, is located here in Destin on Kelly Street. He also spoke of the

DRAFT

message board they have that periodically display different messages and it gets rotated throughout the same coverage areas of the County. He provided the members with their speeding statistics on Okaloosa Island and the in the city and how those numbers can be affected when someone speeding is stopped on the island and given ticket, that act tends to slow drivers down in the city. He also mentioned a \$50k FDOT grant they're seeking, with the assistance of the city's Grants & Projects Manager, to help address speeding and aggressive driving in the city. The grant will help fund overtime work for deputies to provide additional assistance in the city. Additionally, they place their spare unmanned vehicle in areas of the city for short periods of time in an attempt to slow the traffic down.

➤ Speed Hump Policy Revision

In discussing the speed hump policy revision, the members discussed at length the different perimeters of how the speed hump policy is affected by the surroundings whether its an HOA condominium setting or the standard neighborhood and the requirements necessary to meet the standards outlined, in order go on to Council for approval.

Mr. Burgess added that he and Mr. Hart will work closely with the City Engineer to come up with establishing the criteria to be completely scientific and objective.

➤ Indian Trail Speed Hump Request

Mr. Burgess explained a citizen who spoke at the April 17th Council Meeting about wanting them and as a result, City Council directed staff to start the process for them to be installed on Indian Trail. He pointed out that Indian Trail is 10,000 feet long with no stop signs, except at the Main Street, and would like to know exactly where they need to go, adding that would be a tremendous help because he hasn't been able to communicate with that individual. According to Committee member Stephens, he is positive it would be west of Main Street, the same location where the lady who came and spoke at a recently past meeting about wanting sidewalks installed.

Committee member Green spoke of a citizen who approached him and questioned if the stop sign at Main Street and Indian Trail could be made into a 3-way stop. Mr. Burgess stated that he would speak to the City Engineer and get his opinion and report back.

Committee member Smith added that a warrant analysis for stop signs would first need to be done before deciding to have one installed. Committee member Green reminded the members of the incident with Kolton, who perished from being hit by a car at Main Street and Kelly and how that area also did not warrant a three way stop but they were installed because of that accident, and he would not want to see anything similar happen before getting them installed.

7. PUBLIC COMMENT:

DRAFT

➤ **Stormwater & Floodplain Management Issues - Comments from the Public**

There was no public comment.

8. **CONTINUING BUSINESS:**

➤ **Public Works and Emergency Management Update – JT Hart**

- Hydra gates have been purchased for the harbor pump.
- Restriping from Crystal Beach Drive to Luke Avenue and Hwy 98 is in progress.
- Resurfacing on Scenic Hwy. 98 is finished, and the striping and crosswalks are on schedule to get put down.
- Additional Pedestrian Lights are in the purchasing process.
- Boring estimates at Four Prong Lake in Destin is under evaluation by all parties involved.
- Indian Trail Sidewalk request is on hold since it is included in the Mobility Plan that Council will be reviewing.
- Provided the members with the Okaloosa County Sheriff's April Statistics. Chairman Wood asked for those to be provided to the members in their packet.

9. **OLD BUSINESS:**

➤ **Member Comments:**

- **Committee member Stephens** – Reported that the Harbor Capacity Study Committee has recommended the installation of petroleum absorption pads in the storm drains along the harbor. Mr. Burgess explained there are three already in place. Committee member Stephens also spoke of a smell emanating around Harbor Docks. Mr. Burgess explained what happens when there's not been any rain and how they have that area on schedule to get cleaned with the equipment they have scheduled to rent in the next few weeks.

- **Committee member Bell** – Thanked staff for installing the loading and unloading signs at the end of Gulf Shore Drive and how its improved.

- **Chairman Wood** – Spoke of experiencing how short the crosswalk countdown is at Main Street and 98 Palms and how it needs to be increased for those that don't or can't walk that fast, to have enough time to get across safely.

➤ **ADJOURNMENT:**

Having no further business at this time, the meeting adjourned at 7:30 p.m.

Adopted and approved this _____ day of _____ 2023.

James T. Wood, Jr. Chairman

Kim Montgomery, Deputy City Clerk

DRAFT

**PUBLIC WORKS/PUBLIC SAFETY COMMITTEE
MEETING MINUTES DESTIN CITY HALL BOARDROOM
TUESDAY, JUNE 13, 2023 - 5:30 PM**

1. CALL TO ORDER & PLEDGE OF ALLEGANCE:

Chairman Wood called the Public Works/Public Safety Committee to order on Tuesday, June 13, 2023, at 5:30 p.m.

2. ROLL CALL:

Members Present

James T. Wood, Jr.
John Green
Tom Weidenhamer
Sam Perman
John Stephens
Marcie Bell

Staff

Kim Montgomery Deputy City Clerk
Michael Burgess PW Director
JT Hart PW Deputy Director
Ryan Scott, City Engineer

Mayor Bobby Wagner

3. APPROVAL OF MINUTES: No Minutes for this meeting.

4. NEW BUSINESS:

A) Updates from local Airport Staff – The representatives did not show up for the meeting, so this was not discussed.

B) City Speed Hump Policy – To be discussed at end of New Business.

C) Stealth Speed Monitoring Device – Mr. Burgess explained that his department has one and with the uptick of requests for speed tables staff needs to have another one on hand and is requesting a recommendation for funds to be set aside for the purchase of another device.

Motion by Chairman Wood to recommend City Council approve the purchase of one stealth speed monitoring device for \$6,250.80 with Committee member Weidenhamer providing the second. The motion passed 6-0.

D) Flashing Pedestrian Crosswalk and other enhancement proposals, locations – Mr. Hart explained staff has ordered six (6) new devices and once they're delivered and staff has assembled them, they will be ready to be deployed to the preferred locations. Chairman Wood stated that he would like to have one installed at Main Street and North Lakeside Drive. The others can be installed at Scenic 98/Barracuda, Scenic 98/James Lee Park (west end), Scenic 98/James Lee Park/Crab Trap Restaurant, Scenic 98/James Lee Park (east side) Scenic 98/east of Tarpon Street.

DRAFT

Motion by Chairman Wood recommends to have staff install the flashing pedestrian Crosswalk devices at the following locations, Scenic 98/Barracuda, Scenic 98/east of Tarpon Street, Scenic 98/James Lee Park (west end), Scenic 98/James Lee Park/Crab Trap Restaurant, Scenic 98/James Lee Park (east side) and Main Street and North Lakeside Drive. Committee member Perman provided the second. The motion passed 6-0.

E) Residential Speed Limits – Chairman Wood questioned why most residential streets are posted 30-mph and feels they should be 25 and asked, what needs to be done to change them. According to Mr. Burgess, according to the State Statutes, anything otherwise posted would have to be changed through the adoption of an ordinance. He informed the members that the cost for the sign and posts are about \$150.00 apiece, and if they wanted an ordinance to change the speed limit all over the city, it would have to be advertised twice in the local paper before it can be adopted on second reading.

Committee member Green does not agree with spending the money and changing the signs and the speed limit because no one pays attention to the signs or drives the speed limits.

F) Lola Circle Speed Reduction – Mr. Burgess explained one of the homeowners on this street has requested the have the speed limit established at 25 and a “We Love Our Children” sign to be installed at the entrance to the roadway, adding that street does not have a posted speed limit.

Motion by Committee member Bell, seconded by Committee member Weidenhamer to recommend to City Council approve the installation a sign at the entrance of Lola Street for the neighborhood with one being a posted speed limit sign for 25 mph and the other being a We Love our Children, the motion passed 6-0.

Speed Hump Policy – After a brief discussion regarding the draft Speed Hump Policy and the different the scenarios that can be affected by the required percentages, **Chairman Wood made the motion to table the discussion to their next meeting in July. Committee member Green providing the second. The motion passed 6-0.**

7. PUBLIC COMMENT:

- **Stormwater & Floodplain Management Issues - Comments from the Public**
There was no public comment.

8. CONTINUING BUSINESS:

- **Public Works and Emergency Management Update – JT Hart**

Mr. Hart provided the members with the following:

DRAFT

Departmental Update:

Currently have two vacancies -

- Maintenance Technician (vacant for over two years, advertised)
- Facilities Maintenance Technician (vacant over 6 months, advertised)

Operational Update:

Recent & Upcoming Council Agenda Items

- May 1 – Regular City Council Meeting/Approved/Authorized
 - Recently reviewed Linear Park concept road design on hold
- Jun 5 – Regular City Council Meeting/Approved/Authorized
 - Resurfacing of Community Center & OCSD parking lots
 - Resurfacing/Restriping of Vintage Circle/Court

Project Update:

- US98 Median Improvements (SR293 to County Line), imminent
- Staff/contractor working on repairing sidewalk hazards.
- Crystal Beach Dr. restriping US 98 to Luke – complete
- H&T Resurfacing of Scenic 98 (west loop – Cobia) – complete
 - Resurfacing/Restriping of Vintage Circle/Court – scheduling
- H&T Main St speed hump installation laid out – scheduling
- Tymco 600ss Street Sweeper purchase approved – processing
- 6 Pedestrian crosswalk light sets (12 total) – ordered
- Final CTC property acquired
- Harbor Pump Hydrogate – ordered
- Traffic accident occurred at Airport Rd crossing 7 Jun – requested report
- ZIIC is, hopefully temporarily, having manpower issues
- GovDeals City Surplus Auction yielding positive returns
- New Dump Truck – mid-late 2023

Emergency Management Update/Operational Update

- Updates to Disaster Preparedness Plan began in March of 2023
- Hurricane Season officially began 1 June

****Mr. Burgess informed the members that the July meeting is the same night as a budget hearing and will need to be rescheduled. The decision was to have it on July 18th.**

9. OLD BUSINESS:

➤ Member Comments:

• **Committee member Bell** – In reference to the locations of the message boards, she requested to have one installed on Gulf Shore Drive alerting people there are no restrooms on Norriego Point. She also spoke of an active construction site on Gulf Shore Drive and how the

DRAFT

workers have continually parked their vehicles on the sidewalk, which is a safety issue for pedestrians. She feels they need to work on codes to make them stricter to prevent these type issues from constantly happening. The Chairman suggests that when the members see these kind of issues to bring it to staff so that they can be better prepared to discuss the issue at these meetings. He also stated that he would see what he can find out and they can discuss further at their next meeting.

Committee member Bell did state that she has been in contact with the Building Department about the ongoing problems at this constriction site, and how she feels there needs be a tighter ordinance created for staff to be able enforce.

- **Chairman Perman** – Spoke of her continued concerns she has about the different types of electric transportation being used throughout the city and the need for new policies, because she is seeing all the different types in the bike lanes, on the sidewalks and in the streets and no one seems to know the proper operating procedures.

Chairman Wood explained there is a workshop scheduled for July 13th for some of the topics she is concerned about.

Committee member Bell spoke of the State Statue for bicycle light requirements. As well as helmets requirements for a certain age group that is never enforced and feels this committee should address this in the future.

➤ **ADJOURNMENT:**

Having no further business at this time, the meeting adjourned at 7:30 p.m.

Adopted and approved this _____ day of _____ 2023.

James T. Wood, Jr. Chairman

Kim Montgomery, Deputy City Clerk

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.A.

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Kimberly Kopp, Land Use Attorney
Kyle Bauman, City Attorney

DATE: July 17, 2023

SUBJECT: City Attorney Contract Amendments: Romano Kopp Law, PA and Anchors Smith Grimsley PLC

I. BACKGROUND: The two separate law firms of Romano Kopp Law PA ("RKL") and Anchors Smith Grimsley PLC (ASG) each currently contract with the City for the provision of legal services. Currently, RKL provides Land Use Attorney legal services and has done so since February of 2017. ASG currently provides City Attorney legal services and has done so since 2016.

This request is made jointly by Mr. Bauman and Ms. Kopp. The proposed contract amendments would designate Kimberly Romano Kopp of Romano Kopp Law PA as City Attorney, and further, would designate Kyle Bauman of Anchors Smith & Grimsley as Special Projects Attorney. There would no longer be a separate Land Use Attorney contract, and it is believed that this consolidation will result ultimately in a cost-savings to the City.

II. DISCUSSION: The legal team's respective proposed contract amendments are attached for consideration by the City Council in both clean and redline form with highlighted requested changes. The recommended motion includes approval of two contracts for the two separate law firms.

A. Link to Strategic Goals / Objectives: Financially Sound City Providing Service Excellence

B. Effect on Budget (EOB): Below is a comparison of the FY 2023 Budget versus the proposed FY 2024 Budget:

Attorney	FY '23 Budget	FY '24 Budget	Difference
City Attorney	\$ 165,247.00	\$ 195,000.00	\$ 29,753.00
Labor Attorney	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)
Land Use Attorney	\$ 191,000.00	\$ -	\$ (191,000.00)
Franchise Attorney	\$ 25,000.00	\$ 25,000.00	\$ -
Special Projects Attorney	\$ -	\$ 95,000.00	\$ 95,000.00
Miscellaneous Representation	\$ 101,400.00	\$ 80,000.00	\$ (21,400.00)
Total	\$ 492,647.00	\$ 400,000.00	\$ (92,647.00)

C. Level of Service (LOS):**D. Legislative Sponsor:**

III. CONCLUSION: The City's attorneys are requesting that the City Council approve the proposed contract amendments designating Kimberly Romano Kopp of RKL as City Attorney, and designating Kyle S. Bauman of ASG as Special Projects Attorney, as presented.

IV. RECOMMENDED MOTION: I move to approve the proposed contract amendments for RKL and ASG, as presented.

Attachments:

1. Romano Kopp Law CLEAN
2. Romano Kopp Law REDLINE
Changes Shown
3. ASG CLEAN
4. ASG REDLINE _ Changes Shown

Amendment to City Attorney Employment Agreement

THIS AMENDMENT to City Attorney Employment Agreement (“Agreement”) made and entered into this _____ day of July, 2023 by and between the **CITY OF DESTIN**, a Florida municipal corporation, 4200 Indian Bayou Trail, Destin, Florida 32541, hereinafter referred to as "City" and **ROMANO KOPP LAW, P.A.**, with a mailing address of P.O. Box 5524, Destin, Florida 32541, hereinafter referred to as "City Attorney.”

WITNESSETH:

WHEREAS, Kimberly Romano Kopp of Romano Kopp Law, P.A., has served as the City as City Land Use Attorney from February 2017 through July 2023; and

WHEREAS, Romano Kopp Law, P.A. and the City Council desire to amend the existing contract between the parties pursuant to the terms herein; and

WHEREAS, City desires to designate Kimberly Romano Kopp of Romano Kopp Law, P.A. as the City Attorney for the City of Destin; and

WHEREAS, City Attorney is fully qualified to handle such legal services; and

WHEREAS, City Attorney agrees to provide the specified services in accordance with terms hereof.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties hereby agree as follows:

1. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions under which City Attorney shall provide legal services to the City.

2. **Scope of Services.** City Attorney agrees to perform and conduct services in the following manner:

- (a). Kimberly Romano Kopp, Esq. will hold the title of “City Attorney”;
- (b). Utilization of all of the professional staff of City Attorney on behalf of City is authorized, as directed by the City Attorney;
- (c). City Attorney shall perform all necessary and proper legal services pursuant to the direction of the City Council and City Manager, including but not limited to preparation for and attendance at all required City Council, Agency, Board and Committee meetings and workshops; serving in an advisory capacity to the governing body, management and staff; creating, reviewing and revising ordinances; handling or monitoring of real property transactions; preparation and review of City contracts; representing the City before local, state and federal agencies; representing the City in formal administrative hearings before the State Division of

Administrative Hearings; and representing the City in civil litigation, including appeals, if the City's insurer does not select other counsel to represent it in such matters;

(d). City Attorney shall first obtain the authorization of the City Council before instituting any legal action or entering any appearance on behalf of the City in any pending action;

(e). Should City Attorney determine that attorney representation in a legal matter, in addition to that provided by City Attorney, would be advisable, or if additional counsel is required to be procured due to an ethical conflict of interest faced by City Attorney, City Attorney shall first obtain the authorization of the City Council before soliciting any additional attorney representation and should the City Council determine that attorney representation is required in addition to that provided by City Attorney, the City Council may or may not task the City Attorney to solicit such services as may be deemed necessary;

(f). If an emergency matter arises, that requires additional counsel be retained before the requested procurement of additional counsel can be presented to the City Council, then the City Attorney may confer with the City Manager to procure emergency additional counsel, and if the City Manager is in agreement that additional counsel should be procured, then City Attorney can procure additional counsel on behalf of the City, so long as the additional counsel does not require a retainer, and as long as the additional counsel's contract for services is terminable at will by the City. If additional counsel is procured on an emergency basis, then the emergency procurement will be brought before the City Council at the next regular City Council meeting, and the emergency procurement shall undergo the procedure set forth above in subsection (e).;

(g) if requested by the City Council, to provide an opinion for any public finance issuance or loans at a rate negotiated by and between the City Manager and Counsel at compensation for the specific matter based on a reasonable market rate for such services that reflects the risk to the City Attorney associated with providing such services; and

(h). Specialists or experts (e.g. expert witnesses) may be needed for unusual or unique matters, or for litigation, which may require an expertise not possessed by City Attorney. City Attorney will not employ or otherwise incur an obligation to pay specialists or experts for services in connection with services herein without prior approval of the City Manager.

(i). IF CITY ATTORNEY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 837-4242, (EMAIL), CITY OF DESTIN, CITY CLERK'S OFFICE, 4200 INDIAN BAYOU TRAIL, DESTIN, FL 32541. (CS/HB 273)

(j). City Attorney must comply with the public records laws, Chapter 119, F.S.; specifically City Attorney must:

i. Keep and maintain public records required by the City to perform the service.

ii. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied

within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.

iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if City Attorney does not transfer the records to the City.

iv. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of City Attorney or keep and maintain public records required by the City to perform the service. If City Attorney transfers all public records to the public agency upon completion of the contract, City Attorney shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If City Attorney keeps and maintains public records upon completion of the contract, City Attorney shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

3. **Compensation.** City agrees to compensate City Attorney as follows:

(a) For the legal services described above in section 2(c), City Attorney shall be compensated an hourly rate of one hundred seventy five dollars and 00/100 (\$175.00) per hour, payable as billed, on a monthly basis. The hourly rate amount shall be reviewed on an annual basis by January 31st of each calendar year, at a meeting between the City Manager and City Attorney, and if either the City Manager or City Attorney determine that the rate should be adjusted, based upon the volume of work that is being performed for the City, then the City Manager and City Attorney shall negotiate an addendum to this agreement that modifies the rate, and said addendum shall be presented to the City Council for the City Council's review and approval;

(b) City Attorney's general billing policies are as follows: no fee will be charged for travel to and from home or office to City Hall or the City Hall Annex, or any other location within Destin on behalf of the City; other travel time is billable as incurred; travel expenses will be billed based on City Travel Reimbursement Rate; copy and printing charges are billed at the rate of \$0.25 per page; specially billed phone call services (conferences, etc.) as incurred; postage charges are billed as incurred. City Attorney's time records are kept in one-tenth hour increments, with the minimum being one-tenth hour. All work assigned to City Attorney will be accomplished by attorneys or legal assistants of City Attorney under the direction of counsel. Billing for special services shall be on a job by job basis;

(c) If the City requires the City Attorney to attend any seminars, conferences, or any other business on behalf of the City that requires travel outside of Okaloosa or the surrounding counties, or which requires the City Attorney to seek overnight lodging accommodations, then the City shall reimburse the City Attorney for the cost of attendance based on the City employee travel policy which includes reasonable travel and lodging expenses.

(d) The City shall make the following available to City Attorney:

i. If requested by City Attorney, use of City Staff, and resources (copiers, supplies, etc.), on a limited basis if required during the course of providing any legal services to the City;

ii. If requested by City Attorney, a city email address with exchange server calendaring capabilities;

iii. If requested by City Manager, a cell phone, with email capability, issued by the City, for the sole purpose of conducting business on behalf of the City.

4. **Term.** The services under this agreement commence on August 1, 2023. This agreement contemplates a continuing and ongoing relationship between City and City Attorney. This agreement shall continue in full force and effect, subject to agreed upon amendments, from the time of its execution; City will have the option to cancel the contract with thirty (30) days from notification, without penalty. City Attorney will have the option to cancel the contract with ninety (90) days from notification, without penalty.

5. **Billing.** City Attorney shall provide monthly invoice with fees and expenses. The City Manager shall have statement payment approval authority for the City.

6. **Other Agreements.** This Agreement sets forth the entire Agreement between the parties. No prior or present agreements or representations shall be binding upon City or City Attorney unless included in this Agreement. No modification or change to this Agreement shall be binding upon the parties unless in writing and executed by the party for parties to be bound thereby.

7. **Severability.** Should any part of this Agreement be determine by a court of competent jurisdiction to be contrary to applicable law, the remainder of the Agreement shall remain in full force and effect.

8. **Construction.** The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

9. **Governing Law and Venue.** The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in Okaloosa County, Florida and nowhere else.

10. **Binding Effects.** This Agreement shall be binding upon the parties hereto and upon their successors and assigns.

11. **Effective Date.** This Agreement shall be effective August 1, 2023.

IN WITNESS WHEREOF, the parties of this Agreement have set their hands and seals on the say and year first above written.

CITY OF DESTIN

FIRM NAME: Romano Kopp Law, P.A.

By: _____
BOBBY WAGNER
Mayor

By: _____
NAME: Kimberly Romano Kopp, Esq.
Attorney at Law

LANCE JOHNSON
City Manager

Attest: _____
REY BAILEY
City Clerk

Amendment to City Attorney Employment Agreement

THIS ~~AGREEMENT~~AMENDMENT to City Attorney Employment Agreement ("Agreement") made and entered into this _____ day of _____, 20____, July, 2023 by and between the **CITY OF DESTIN**, a Florida municipal corporation, 4200 Indian Bayou Trail, Destin, Florida 32541, hereinafter referred to as "City" and **ROMANO KOPP LAW, P.A.**, with a mailing address of P.O. Box ~~622562, Oviedo~~5524, Destin, Florida ~~32762-2562~~32541, hereinafter referred to as "~~Land Use Counsel~~City Attorney."

WITNESSETH:

WHEREAS, ~~City desires to contract with Land Use Counsel for the purposes~~Kimberly Romano Kopp of ~~serving~~Romano Kopp Law, P.A., has served as the City as City Land Use Attorney ~~to the City from February 2017 through July 2023~~; and

~~_____~~**WHEREAS**, ~~Land Use Counsel represents that Land Use Counsel~~Romano Kopp Law, P.A. and the City Council desire to amend the existing contract between the parties pursuant to the terms herein; and

WHEREAS, City desires to designate Kimberly Romano Kopp of Romano Kopp Law, P.A. as the City Attorney for the City of Destin; and

WHEREAS, City Attorney is fully qualified to handle such legal services; and

WHEREAS, ~~Land Use Counsel~~City Attorney agrees to provide the specified services in accordance with terms hereof.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties hereby agree as follows:

1. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions under which ~~Land Use Counsel~~City Attorney shall provide legal services to the City ~~as Land Use Attorney~~.

2. **Scope of Services.** ~~Land Use Counsel~~City Attorney agrees to perform and conduct services in the following manner:

(a). Kimberly Romano Kopp, Esq. will hold the title of "City ~~Land Use~~ Attorney";

(b). Utilization of all of the professional staff of ~~Land Use Counsel~~City Attorney on behalf of City is authorized, as directed by the ~~Land Use Counsel~~City Attorney;

(c). ~~Land Use Counsel~~City Attorney shall perform all necessary and proper ~~land use-related~~ legal services pursuant to the direction of the City Council and City Manager, including but not limited to preparation for and attendance at all required City Council, Agency, Board and

Committee meetings and workshops ~~involving land use issues~~; serving in an advisory capacity to ~~the governing body, management and staff regarding land use issues~~; creating, reviewing and revising ~~land use~~ ordinances; ~~assisting staff in handling or monitoring of real property transactions~~; preparation ~~for quasi-judicial hearings brought before the~~ and review of City Council, LPA, or Board of Adjustments; attendance of board meetings and workshops concerning legislative initiatives relating to ~~land use~~ contracts; representing staff in quasi-judicial hearings before the Council, LPA, or Board of Adjustments on an as-needed basis; assisting the City Attorney on behalf of the City if the City Attorney requests any assistance; representing the City ~~before~~ before local, state and federal agencies ~~regarding land use and environmental issues~~; representing the City ~~regarding land use issues~~ in formal administrative hearings before the State Division of Administrative Hearings; and representing the City in civil litigation ~~involving land use issues~~, including appeals, if the City's insurer does not select other counsel to represent it in such matters;

(d). ~~Land Use Counsel~~ City Attorney shall first obtain the authorization of the City Council before instituting any legal action or entering any appearance on behalf of the City in any pending action;

(e). Should ~~Land Use Counsel~~ City Attorney determine that attorney representation in a ~~land use~~ legal matter, in addition to that provided by ~~Land Use Counsel~~ City Attorney, would be advisable, or if additional counsel is required to be procured due to an ethical conflict of interest faced by ~~Land Use Counsel, Land Use Counsel~~ City Attorney, City Attorney shall first obtain the authorization of the City Council before soliciting any additional attorney representation and should the City Council determine that attorney representation is required in addition to that provided by ~~Land Use Counsel~~ City Attorney, the City Council may or may not task the ~~Land Use Counsel~~ City Attorney to solicit such services as may be deemed necessary;

(f). If an emergency ~~land use~~ matter arises, that requires additional counsel be retained before the requested procurement of additional counsel can be presented to the City Council, then the ~~Land Use Counsel~~ City Attorney may confer with the City Manager to procure emergency additional counsel, and if the City Manager is in agreement that additional counsel should be procured, then ~~Land Use Counsel~~ City Attorney can procure additional counsel on behalf of the City, so long as the additional counsel does not require a retainer, and as long as the additional counsel's contract for services is terminable at will by the City. If additional counsel is procured on an emergency basis, then the emergency procurement will be brought before the City Council at the next regular City Council meeting, and the emergency procurement shall undergo the procedure set forth above in subsection (e).; ~~and~~

_____ (g) ~~if requested by the City Council, to provide an opinion for any public finance issuance or loans at a rate negotiated by and between the City Manager and Counsel at compensation for the specific matter based on a reasonable market rate for such services that reflects the risk to the City Attorney associated with providing such services; and~~

_____ (h). Specialists or experts (e.g. expert witnesses) may be needed for unusual or unique ~~land use~~ matters, or for litigation, which may require an expertise not possessed by ~~Land Use Counsel. Land Use Counsel~~ City Attorney. City Attorney will not employ or otherwise incur

an obligation to pay specialists or experts for services in connection with services herein without prior approval of the City Manager.

(hi). IF ~~LAND-USE-COUNSEL~~CITY ATTORNEY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 837-4242, (EMAIL), CITY OF DESTIN, CITY CLERK'S OFFICE, 4200 INDIAN BAYOU TRAIL, DESTIN, FL 32541. (CS/HB 273)

(i). ~~Land Use Counsel~~j). City Attorney must comply with the public records laws, Chapter 119, F.S.; specifically ~~Land Use Counsel~~City Attorney must:

i. Keep and maintain public records required by the City to perform the service.

ii. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.

iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if ~~Land Use Counsel~~City Attorney does not transfer the records to the City.

iv. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of ~~Land Use Counsel~~City Attorney or keep and maintain public records required by the City to perform the service. If ~~Land Use Counsel~~City Attorney transfers all public records to the public agency upon completion of the contract, ~~Land Use Counsel~~City Attorney shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If ~~Land Use Counsel~~City Attorney keeps and maintains public records upon completion of the contract, ~~Land Use Counsel~~City Attorney shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

3. **Compensation.** City agrees to compensate ~~Land Use Counsel~~City Attorney as follows:

(a) For the legal services described above in section 2(c), ~~Land Use Counsel~~City Attorney shall be compensated an hourly rate of one hundred ~~sixtyseven~~seventy five dollars and 00/100 ~~(\$175.00)~~ per hour, payable as billed, on a monthly basis. The hourly rate amount shall be reviewed on an annual basis by January 31st of each calendar year, at a meeting between the City Manager and ~~Land Use Counsel~~City Attorney, and if either the City Manager or ~~Land Use Counsel~~City Attorney determine that the rate should be adjusted, based upon the volume of work that is being performed for the City, then the City Manager and ~~Land Use Counsel~~City Attorney shall negotiate an addendum to this agreement that modifies the rate, and said addendum shall be presented to the City Council for the City Council's review and approval;

(b) ~~Land Use Counsel's~~City Attorney's general billing policies are as follows: no fee will be charged for travel to and from home or office to City Hall or the City Hall Annex, or any other location within Destin on behalf of the City; other travel time is billable as incurred; travel expenses will be billed based on City Travel Reimbursement Rate; copy and printing charges are billed at the rate of \$0.25 per page; specially billed phone call services (conferences, etc.) as incurred; postage charges are billed as incurred. ~~Land Use Counsel's~~City Attorney's time records are kept in one-tenth hour increments, with the minimum being one-tenth hour. All work assigned to ~~Land Use Counsel~~City Attorney will be accomplished by attorneys or legal assistants of ~~Land Use Counsel~~City Attorney under the direction of counsel. Billing for special services shall be on a job by job basis;

(c) If the City requires the ~~Land Use Counsel~~City Attorney to attend any seminars, conferences, or any other business on behalf of the City that requires travel outside of Okaloosa or the surrounding counties, or which requires the ~~Land Use Counsel~~City Attorney to seek overnight lodging accommodations, then the City shall reimburse the ~~Land Use Counsel~~City Attorney for the cost of attendance based on the City employee travel policy which includes reasonable travel and lodging expenses.

(d) The City shall make the following available to ~~Land Use Counsel~~City Attorney:

i. If requested by ~~Land Use Counsel~~City Attorney, use of City Staff, and resources (copiers, supplies, etc.), on a limited basis if required during the course of providing any legal services to the City;

ii. If requested by ~~Land Use Counsel~~City Attorney, a city email address with exchange server calendaring capabilities;

iii. If requested by City Manager, a cell phone, with email capability, issued by the City, for the sole purpose of conducting business on behalf of the City.

4. **Term.** The services under this agreement commence on ~~February 12, 2018~~August 1, 2023. This agreement contemplates a continuing and ongoing relationship between City and ~~Land Use Counsel~~City Attorney. This agreement shall continue in full force and effect, subject to agreed upon amendments, from the time of its execution; City will have the option to cancel the contract with thirty (30) days from notification, without penalty. ~~Land Use Counsel~~City Attorney will have the option to cancel the contract with ninety (90) days from notification, without penalty.

5. **Billing.** ~~Land Use Counsel~~City Attorney shall provide monthly invoice with fees and expenses. The City Manager shall have statement payment approval authority for the City.

6. **Other Agreements.** This Agreement sets forth the entire Agreement between the parties. No prior or present agreements or representations shall be binding upon City or ~~Land Use Counsel~~City Attorney unless included in this Agreement. No modification or change to this

Agreement shall be binding upon the parties unless in writing and executed by the party for parties to be bound thereby.

7. **Severability.** Should any part of this Agreement be determine by a court of competent jurisdiction to be contrary to applicable law, the remainder of the Agreement shall remain in full force and effect.

8. **Construction.** The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

9. **Governing Law and Venue.** The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in Okaloosa County, Florida and nowhere else.

10. **Binding Effects.** This Agreement shall be binding upon the parties hereto and upon their successors and assigns.

11. **Effective Date.** This Agreement shall be effective August 1, 2023.

IN WITNESS WHEREOF, the parties of this Agreement have set their hands and seals on the say and year first above written.

CITY OF DESTIN

FIRM NAME: Romano Kopp Law, P.A.

By: _____

By: _____

SCOTT FISCHER BOBBY WAGNER

NAME: Kimberly Romano

Kopp, Esq.

Mayor

Attorney at Law

CARISSE LEJEUNE

LANCE JOHNSON

City Manager

Attest: _____

REY BAILEY

City Clerk

Special Projects Attorney Employment Agreement

THIS SPECIAL PROJECTS ATTORNEY EMPLOYMENT AGREEMENT (the "Agreement" or "Contract") made and entered into this _____ day of _____ 2023, by and between the City of Destin, a Florida municipal corporation, 4200 Indian Bayou Trail, Destin, Florida 32541, hereinafter referred to as "City," and Anchors Smith Grimsley, PL 909 Mar Walt Drive, Suite 1014, Fort Walton Beach, Florida 32547, (hereinafter referred to as "Counsel" or "Special Projects Attorney").

WITNESSETH:

WHEREAS, City desires to contract with Counsel for the purposes of providing legal services to the City; and

WHEREAS, Counsel represents that Counsel is fully qualified to handle such legal services; and

WHEREAS, Counsel agrees to provide the specified services in accordance with terms hereof;

WHEREAS, in July 2023, Kyle S. Bauman, Esq., the designated City Attorney pursuant to the First Amended Agreement, informed the City that he desired to amend the First Amended Contract, remove his title of City Attorney, and transition to a new role as legal counsel for the City consisting of the scope of services described below; and

WHEREAS, City is agreeable to Kyle S. Bauman's terms as presented below; and

WHEREAS, City and Counsel agree that Kyle S. Bauman shall serve as the City Special Projects Attorney; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties hereby agree as follows:

1. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions under which Counsel shall provide legal services to the City relating to the City's legislative, administrative, quasi-judicial, and litigation requirements.

2. **Scope of Services.** Counsel agrees to perform and conduct services in the following manner:

(a). Kyle S. Bauman shall hold the title of "Special Projects Attorney";

(b). Utilization of all of the professional staff of Counsel on behalf of City is authorized, as directed by the Special Projects Attorney Kyle S. Bauman;

(c). Counsel shall perform all necessary and proper local government legal services on a case-by-case basis as requested by the City Attorney, the City Manager or its designee, or the City Council. Counsel shall have the discretion to accept or reject any proposed work for any reason or no reason whatsoever. Notwithstanding the foregoing, Counsel shall have first option to perform the following legal work for the City:

- (i) representation of the City in all real estate transactions and handling of all real estate closings;
- (ii) in conjunction with the City Attorney, representation of the City in all litigation of any kind and nature whatsoever (in matters where the City requires additional representation or is not insured);
- (iii) in cases where either (1) the City Attorney is unable to attend, or (2) when additional representation is necessary and appropriate, representation of the City Council or any of its advisory boards and committees, and/or City staff, at public meetings;
- (iv) in conjunction with the City Attorney, representation of the City as Local Counsel, to provide an opinion for any public finance issuance or loans at a rate negotiated by and between the City Manager, City Attorney, and Counsel at compensation for the specific matter based on a reasonable market rate for such services that reflects the risk to Counsel associated with providing such services; and
- (v) any other legal work not performed by the City Attorney.

(d). Counsel shall first obtain the authorization of the City Council before instituting any legal action or entering any appearance on behalf of the City in any pending action; and

(e). Specialists or experts (e.g. expert witnesses) may be needed for unusual or unique legal matters, or for litigation, which may require an expertise not possessed by Counsel. Counsel will not employ or otherwise incur an obligation to pay specialists or experts for services in connection with services herein without prior approval of the City Manager.

(f). IF COUNSEL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 837-4242, (EMAIL), CITY OF DESTIN, CITY CLERK'S OFFICE, 4200 INDIAN BAYOU TRAIL, DESTIN, FL 32541. (CS/HB 273)

(g). Counsel must comply with the public records laws, Chapter 119, F.S.; specifically Counsel must:

- i. Keep and maintain public records required by the City to perform the service.
- ii. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied

within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.

iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Counsel does not transfer the records to the City.

iv.. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of Counsel or keep and maintain public records required by the City to perform the service. If Counsel transfers all public records to the public agency upon completion of the contract, Counsel shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Counsel keeps and maintains public records upon completion of the contract, Counsel shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

3. **Compensation.** City agrees to compensate Counsel as follows:

- (a) at the hourly rate of One Hundred and Seventy-Five Dollars and no cents (\$175.00) per hour.
- (b) Counsel's general billing policies are as follows: travel time is billable as incurred; travel expenses will be billed based on City Travel Reimbursement Rate; copy and printing charges are billed at the rate of \$0.20 per page; specially billed phone call services (conferences, etc.) as incurred; postage charges are billed as incurred. Counsel's time records are kept in one-tenth hour increments, with the minimum being one-tenth hour. All work assigned to Counsel will be accomplished by attorneys or legal assistants of Counsel under the direction of Special Projects Attorney;
- (c) if the City requires the Counsel to attend any seminars, conferences, or any other business on behalf of the City that requires travel outside of Okaloosa or the surrounding counties, or which requires Counsel to seek overnight lodging accommodations, then the City shall reimburse the Counsel for the cost of attendance based on the City employee travel policy which includes reasonable travel and lodging expenses.
- (d) The City shall make the following available to Special Projects Attorney:

i. If requested by Special Projects Attorney, use of City Staff, and resources (copiers, supplies, etc.), on a limited basis if required during the course of providing any legal services to the City;

4. **Term.**

- (a) **by City.** City will have the option to cancel this Agreement with thirty (30) days from notification without penalty
- (b) **By Counsel.** Counsel will have the option to cancel this Agreement with thirty (30) days from notification, without penalty.

5. **Billing.** Counsel shall provide monthly invoice with fees and expenses the City Manager shall have statement payment approval authority for City.

6. **Other Agreements.** This Agreement sets forth the entire Agreement between the parties. No prior or present agreements or representations shall be binding upon City or Counsel unless included in this Agreement. No modification or change to this Agreement shall be binding upon the parties unless in writing and executed by the party for parties to be bound thereby.

7. **Severability.** Should any part of this Agreement be determine by a court of competent jurisdiction to be contrary to applicable law, the remainder of the Agreement shall remain in full force and effect.

8. **Construction.** The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

9. **Governing Law and Venue.** The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in Okaloosa County, Florida and nowhere else.

10. **Binding Effects.** This Agreement shall be binding upon the parties hereto and upon their successors and assigns.

11. **Effective Date.** This Agreement shall be effective August 1, 2023.

IN WITNESS WHEREOF, the parties of this Agreement have set their hands and seals on the say and year first above written.

CITY OF DESTIN

ANCHORS SMITH GRIMSLEY, PL

By: _____
BOBBY WAGNER
Mayor

By: _____
KYLE S. BAUMAN, Esq.
Attorney at Law

Attest: _____
REY BAILEY
City Clerk

First Amended and Restated City Attorney Special Projects Employment Agreement

THIS ~~FIRST AMENDED AND RESTATED CITY SPECIAL PROJECTS~~ ATTORNEY EMPLOYMENT AGREEMENT (the "Agreement" or "Contract") made and entered into this _____ day of _____ ~~2018~~2023, by and between the City of Destin, a Florida municipal corporation, 4200 Indian Bayou Trail, Destin, Florida 32541, hereinafter referred to as "City," and Anchors Smith Grimsley, PL 909 Mar Walt Drive, Suite 1014, Fort Walton Beach, Florida 32547, (hereinafter referred to as "Counsel" or "~~City Special Projects~~ Attorney").

WITNESSETH:

WHEREAS, City desires to contract with Counsel for the purposes of providing ~~municipal attorney~~legal services to the City; and

WHEREAS, Counsel represents that Counsel is fully qualified to handle such legal services; and

WHEREAS, Counsel agrees to provide the specified services in accordance with terms hereof; _____

~~_____ WHEREAS, on September 20, 2016, City and Counsel entered into the City Attorney Employment Agreement (the "Original Agreement"); and~~

~~_____ WHEREAS, the Original Agreement has been faithfully performed by both parties since its execution and the parties are satisfied with the each other's performance; and~~

WHEREAS, in ~~January 2019, Jeffrey L. Burns;~~July 2023, Kyle S. Bauman, Esq., the designated City Attorney pursuant to the ~~Original~~First Amended Agreement, ~~is exiting~~informed the ~~practice of law to serve the public as a Circuit Court Judge in Escambia County, Florida;~~ and

~~_____ WHEREAS, City and Counsel agree that Kyle S. Bauman shall assume Mr. Burns' role as the City Attorney and Kyle S. Bauman is hereby designated as and shall hold the~~he desired to amend the First Amended Contract, remove his title of City Attorney, and transition to a new role as legal counsel for the City consisting of the Effective Dates~~scope~~ of services described below; and

~~_____ WHEREAS, this Agreement~~City is agreeable to Kyle S. Bauman's terms as presented below; and

WHEREAS, City and Counsel agree that Kyle S. Bauman shall serve as the ~~primary contact~~City Special Projects Attorney; and ~~that Steven B. Bauman shall serve as the secondary contact if Kyle S. Bauman is unavailable for the City on behalf of Counsel; and~~

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties hereby agree as follows:

1. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions under which Counsel shall provide ~~municipal~~ legal services to the City relating to the City's legislative, administrative, quasi-judicial, and litigation requirements.

2. **Scope of Services.** Counsel agrees to perform and conduct services in the following manner:

(a). Kyle S. Bauman shall hold the title of "~~City~~Special Projects Attorney";

~~(b). Kyle S. Bauman is designated as the primary contact on behalf of Counsel. If Kyle S. Bauman is unavailable, Steven B. Bauman, shall serve as the secondary contact on behalf of Counsel. If both Kyle S. Bauman and Steven B. Bauman are unavailable they shall make every effort to ensure that the City is adequately represented during the period of time that they are unavailable;~~

~~(c).~~
~~(b).~~ Utilization of all of the professional staff of Counsel on behalf of City is authorized, as directed by the ~~City~~Special Projects Attorney Kyle S. Bauman;

~~(d).~~ Counsel shall perform all necessary and proper local government legal services ~~pursuant to a case-by-case basis as requested by the City Attorney, the City Manager or its designee, or the City Council. Counsel shall have the discretion to the direction accept or reject any proposed work for any reason or no reason whatsoever; Notwithstanding the foregoing, Counsel shall have first option to perform the following legal work for the City:~~

- ~~(i) representation of the City Council in all real estate transactions and City Manager, including but handling of all real estate closings;~~
- ~~(ii) in conjunction with the City Attorney, representation of the City in all litigation of any kind and nature whatsoever (in matters where the City requires additional representation or is not limited to, attending meetings, serving in a general advisory capacity insured);~~
- ~~(iii) in cases where either (1) the City Attorney is unable to staff, advising attend, or (2) when additional representation is necessary and appropriate, representation of the City Council, Board of Adjustment, and any other board or committee requesting representation in quasi-judicial hearings, rendering legal opinions, reviewing and preparing contracts, prosecuting and/or defending legal actions for and against the City, or any of its advisory boards and committees, and/or City staff, at public meetings;~~
- (iv) in conjunction with the City Attorney, representation of the City as Local Counsel, to provide an opinion for any public finance issuance or loans at a rate negotiated by and creating, reviewing and revising ordinances; between the City Manager, City Attorney, and Counsel at compensation for the specific matter based on a reasonable market rate for such services that reflects the risk to Counsel associated with providing such services; and
- (v) any other legal work not performed by the City Attorney.

(d)

~~(e). Working in conjunction with Land Use Counsel on behalf of the City if Land Use Counsel requests any assistance, or if directed by the City Manager or City Council;~~

~~(f). Counsel shall first obtain the authorization of the City Council before instituting any legal action or entering any appearance on behalf of the City in any pending action; and~~

(e)

~~(g). Should Counsel determine that attorney representation in addition to that provided by Counsel would be advisable, or if additional counsel is required to be procured due to an ethical conflict of interest faced by Counsel, City Attorney shall first obtain the authorization of the City Council before soliciting any additional attorney representation and should the City Council determine that attorney representation is required in addition to that provided by Counsel, the City Council may or may not task the City Attorney to solicit such services as may be deemed necessary;~~

~~(h). If an emergency matter arises, that requires additional counsel be retained before the requested procurement of additional counsel can be presented to the City Council, then the City Attorney may confer with the City Manager to procure emergency additional counsel, and if the City Manager is in agreement that additional counsel should be procured, then City Attorney can procure additional counsel on behalf of the City, so long as the additional counsel does not~~

~~require a retainer, and as long as the additional counsel's contract for services is terminable at will by the City. If additional counsel is procured on an emergency basis, then the emergency procurement will be brought before the City Council at the next regular City Council meeting, and the emergency procurement shall undergo the procedure set forth above in subsection (g); and~~

~~(i).~~ Specialists or experts (e.g. expert witnesses) may be needed for unusual or unique legal matters, or for litigation, which may require an expertise not possessed by Counsel. Counsel will not employ or otherwise incur an obligation to pay specialists or experts for services in connection with services herein without prior approval of the City Manager.

~~(j).~~ IF COUNSEL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 837-4242, (EMAIL), CITY OF DESTIN, CITY CLERK'S OFFICE, 4200 INDIAN BAYOU TRAIL, DESTIN, FL 32541. (CS/HB 273)

~~(k).~~ Counsel must comply with the public records laws, Chapter 119, F.S.; specifically Counsel must:

i. Keep and maintain public records required by the City to perform the service.

ii. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.

iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Counsel does not transfer the records to the City.

iv.. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of Counsel or keep and maintain public records required by the City to perform the service. If Counsel transfers all public records to the public agency upon completion of the contract, Counsel shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Counsel keeps and maintains public records upon completion of the contract, Counsel shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

3. **Compensation.** City agrees to compensate Counsel as follows:

~~(a) For ordinary services [exclusive of special services described in subsection (b)] which include serving in a general advisory capacity to staff, preparation for and attendance at all City Council, Agency, Board and Committee meetings and workshops, assisting in the preparation of quasi-judicial hearings, representing the City in quasi-judicial hearings, and creating, reviewing and revising ordinances, a monthly retainer of Six Thousand Dollars and 00/100 per month, payable as billed, in advance. The monthly retainer shall cover the first forty-five (45) hours of ordinary services that are billed~~

out each month, and for any ordinary services exceeding forty-five hours of billable time, such additional ordinary services shall be billed out at the hourly rate of \$145.00 per hour. The monthly retainer amount shall be reviewed on an annual basis by January 31st of each calendar year, at a meeting between the City Manager and City Attorney, and if either the City Manager or Counsel determine that the retainer should be adjusted, based upon the volume of work that is being performed for the City, then the City Manager and Counsel shall negotiate an addendum to this agreement that modifies the retainer, and said addendum shall be presented to the City Council for the City Council's review and approval;

_____ (b) _____ For special services at the hourly rates of \$145.00 per hour for attorneys. Special services shall include work related to litigation, real estate transactions (other than simple contract review of purchase/sale agreements of real property, which fall under ordinary services) and special projects. Identification of special projects will be made in good faith by the City Manager and City Attorney at the time of the assignment or recognition by them that the assignment is a special project;

_____ (c) _____ If the City elects to retain Counsel as Local Counsel, to provide an opinion for any public finance issuance or loans, then the City and Counsel shall negotiate a compensation agreement for the specific matter based on a reasonable market rate for such services that reflects the risk to Counsel associated with providing such services.

(a) _____ (d) _____ at the hourly rate of One Hundred and Seventy-Five Dollars and no cents (\$175.00) per hour.

(b) Counsel's general billing policies are as follows: ~~no fee will be charged for travel to and from home or office to City Hall and City Hall Annex; other~~ travel time is billable as incurred; travel expenses will be billed based on City Travel Reimbursement Rate; copy and printing charges are billed at the rate of \$0.20 per page; specially billed phone call services (conferences, etc.) as incurred; postage charges are billed as incurred. Counsel's time records are kept in one-tenth hour increments, with the minimum being one-tenth hour. All work assigned to Counsel will be accomplished by attorneys or legal assistants of Counsel under the direction of CitySpecial Projects Attorney;

(c) _____ (e) _____ ~~If~~ the City requires the ~~City Attorney or~~ Counsel to attend any seminars, conferences, or any other business on behalf of the City that requires travel outside of Okaloosa or the surrounding counties, or which requires ~~the City Attorney or~~ Counsel to seek overnight lodging accommodations, then the City shall reimburse the ~~City Attorney or~~ Counsel for the cost of attendance based on the City employee travel policy which includes reasonable travel and lodging expenses.

(d) _____ (f) _____ The City shall make the following available to CitySpecial Projects Attorney:

i. If requested by CitySpecial Projects Attorney, use of City Staff, and resources (copiers, supplies, etc.), on a limited basis if required during the course of providing any legal services to the City; _____

_____ ii. _____ If requested by City Attorney, a city email address with exchange server calendaring capabilities;

~~iii. If requested, a cell phone, with email capability, issued by the City, for the sole purpose of conducting business on behalf of the City.~~

4. **Term.**

(a) **by City.** City will have the option to cancel ~~the contract~~this Agreement with thirty (30) days from notification, without penalty.

(b) **By Counsel.** Counsel will have the option to cancel ~~the contract~~this Agreement with ~~ninety (90)~~thirty (30) days from notification, without penalty.

5. **Billing.** Counsel shall provide monthly invoice with fees and expenses. ~~The~~ the City ~~Manger~~ Manager shall have statement payment approval authority for City.

6. **Other Agreements.** This Agreement sets forth the entire Agreement between the parties. No prior or present agreements or representations shall be binding upon City or Counsel unless included in this Agreement. No modification or change to this Agreement shall be binding upon the parties unless in writing and executed by the party for parties to be bound thereby.

7. **Severability.** Should any part of this Agreement be determine by a court of competent jurisdiction to be contrary to applicable law, the remainder of the Agreement shall remain in full force and effect.

8. **Construction.** The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

9. **Governing Law and Venue.** The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in Okaloosa County, Florida and nowhere else.

10. **Binding Effects.** This Agreement shall be binding upon the parties hereto and upon their successors and assigns.

11. **Effective Date.** This Agreement shall be effective ~~December 3, 2018~~August 1, 2023.

IN WITNESS WHEREOF, the parties of this Agreement have set their hands and seals on the say and year first above written.

CITY OF DESTIN

ANCHORS SMITH GRIMSLEY, PL

By: _____
~~GARY JARVIS~~ BOBBY WAGNER

Esq.
Mayor

By: _____
KYLE S. BAUMAN,

Attorney at Law

LANCE JOHNSON

City Manager

Attest: _____
REY BAILEY
City Clerk

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023

TYPE OF AGENDA ITEM: City Manager Report

AGENDA OUTLINE NUMBER: 4.B.

TO: City Council

THRU: Jeffrey Cozadd, Grants Manager
Ryan Reed, Deputy Parks/Rec Director
Ryan Scott, City Engineer
Lance Johnson, City Manager

FROM: Lance Johnson, City Manager

DATE: 7/12/23

SUBJECT: Pickleball Matrix
(June 5, 2023: It was the consensus of the council to have the City Manager and staff put together a matrix of all current options available for the construction of pickleball courts and bring it back at the July 17th council meeting)

I. BACKGROUND: At the June 5th city council meeting the city council provided these general recommendations:

City Manager, city staff, and Parks and Recreation Committee to:

- Identify the city's intent (what the city wants)
- Build world-class pickleball courts, or just to provide a facility for residents to play pickleball now, and to possibly consider some expansion later on
- Who will build the facility?
- Who will run it?
- Address the insurance/bonding (performance bond) requirements, if necessary
- Obtain proposal from other entities ((put out an RFP)
- Bring back ideas

II. DISCUSSION: The Pickleball Matrix provides cost estimates for various options that can be considered by the council.

- A. Link to Strategic Goals / Objectives:** Major Projects 4.17 Pickleball Courts
- B. Effect on Budget (EOB):**
- C. Level of Service (LOS):**

D. Legislative Sponsor:

III. CONCLUSION:

IV. RECOMMENDED MOTION:

Attachments:

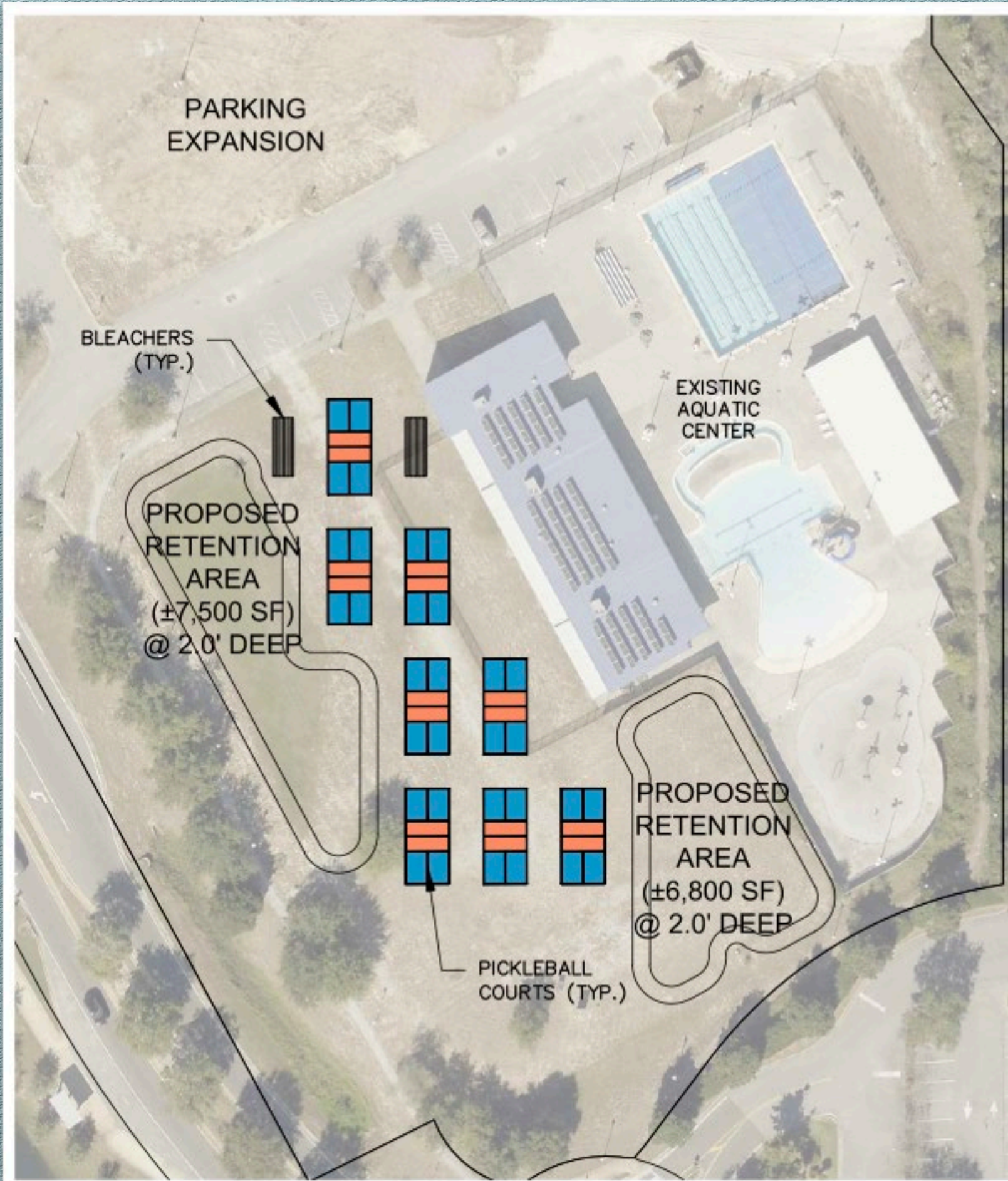
1. Pickleball Matrix Power Point

Destin Pickleball Matrix

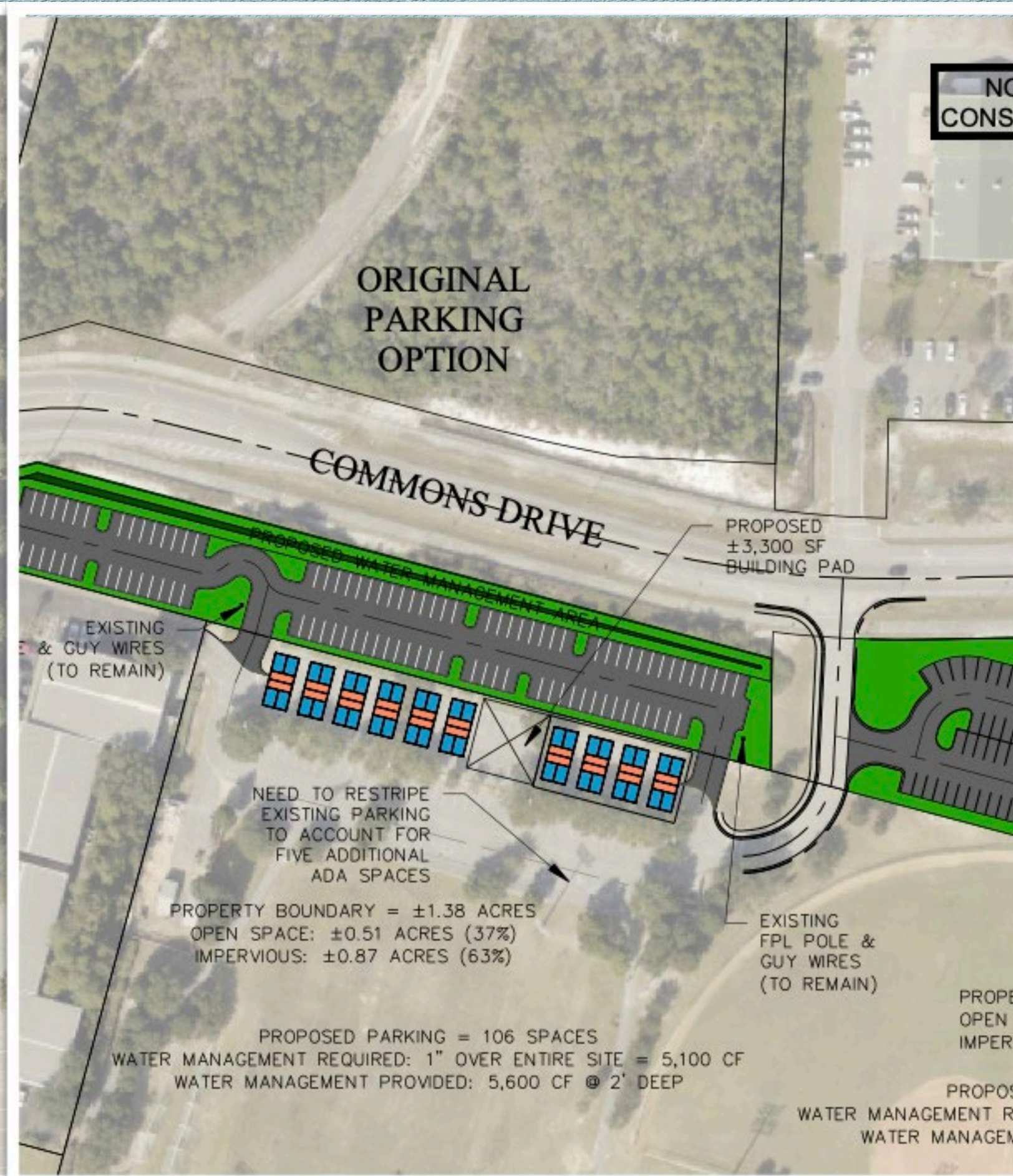


Timeline of Pickleball in Destin

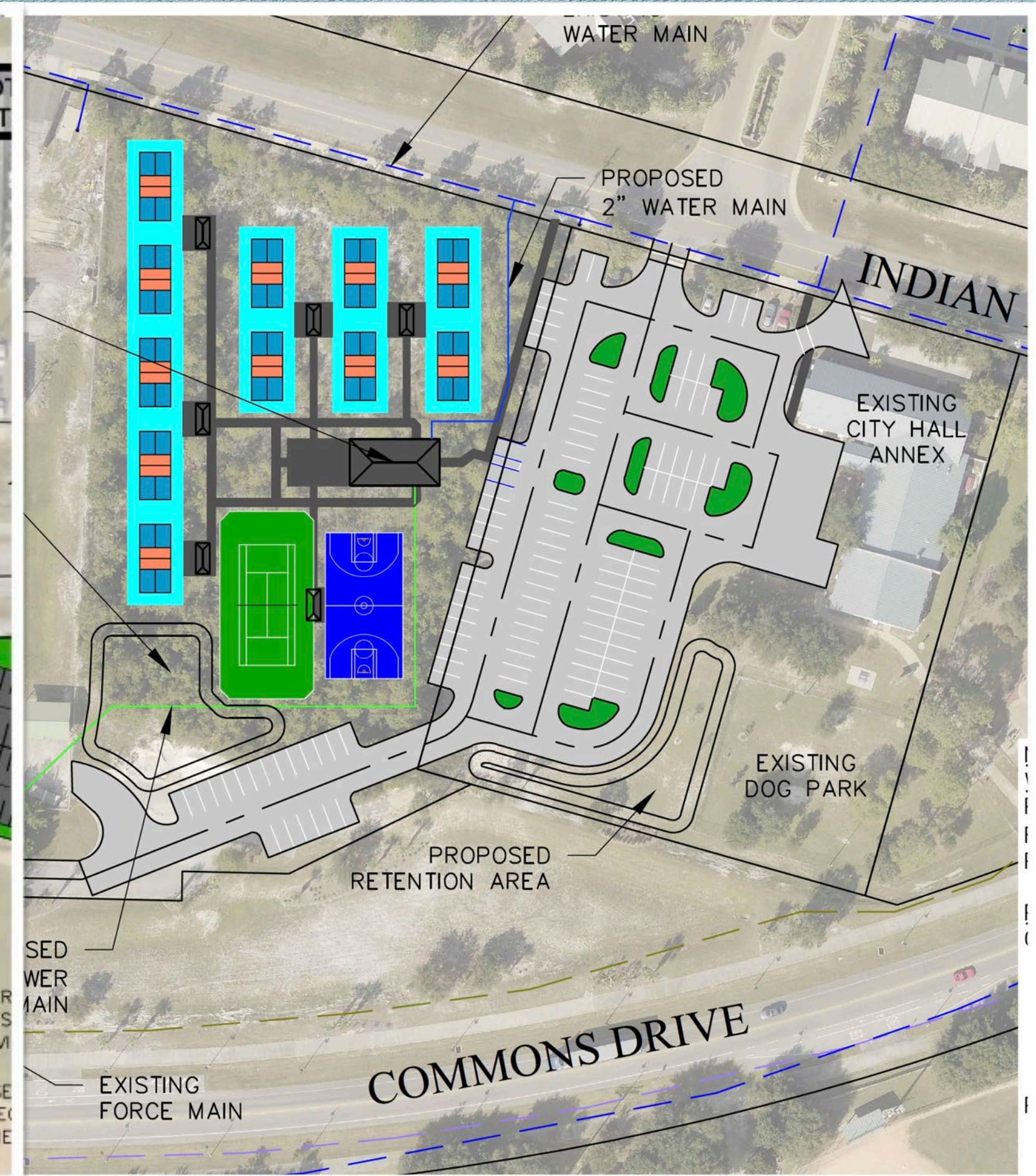
- 09/05/18 City Council meeting first motion regarding pickleball.
- 07/12/21 City Council “5-year capital improvement plan” budgets \$400,000 (Code: RC127)
- 07/17/23 Pickleball Matrix is presented with three options for pickleball



Destin Aquatic Center



Morgan's Sport Center



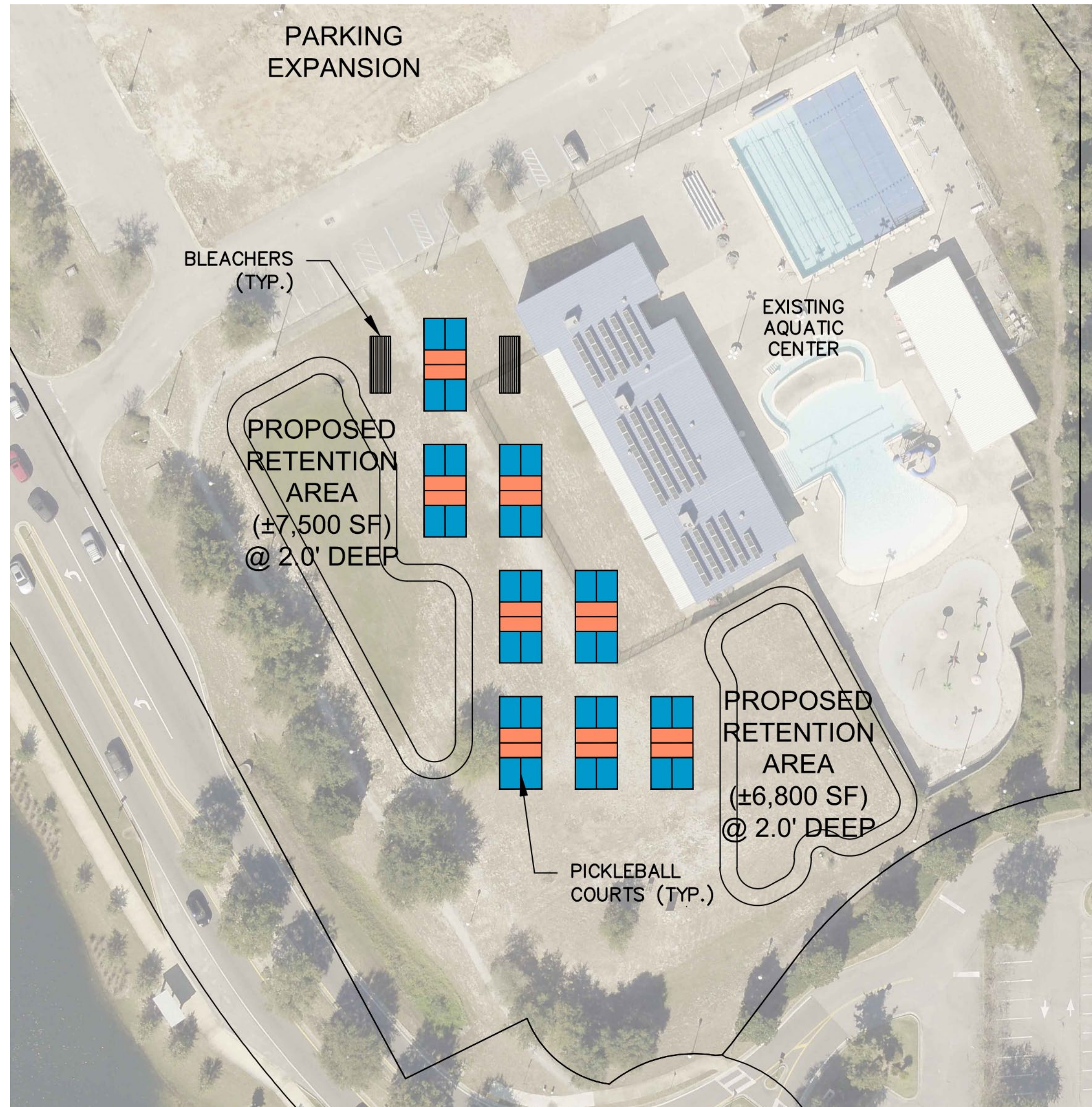
City Annex / Dog Park

The 3 locations

Where is the best place for Destin Pickleball?

Destin Aquatic Center Option

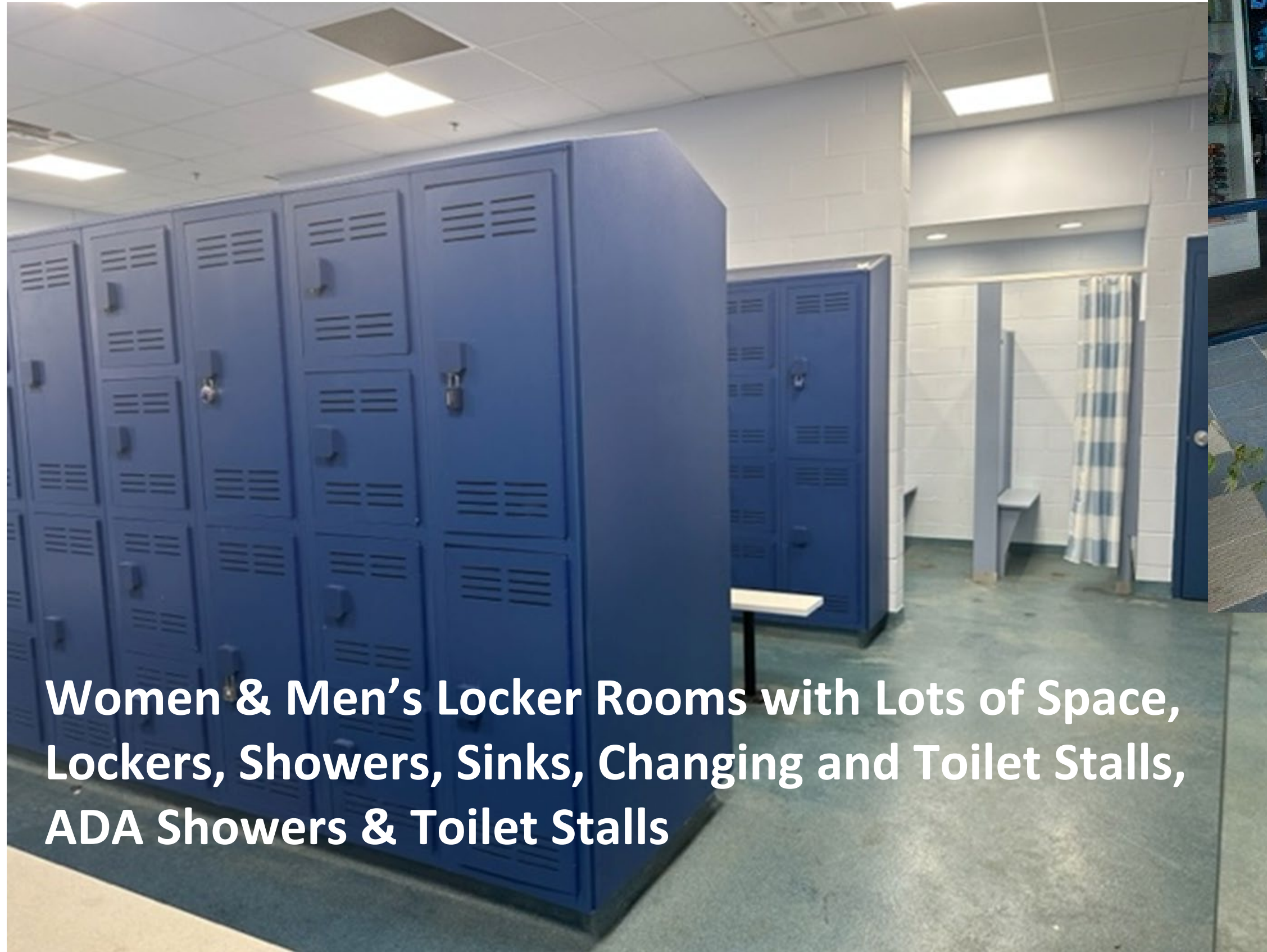
Location Overview



- \$400,000 investment on Mattie Kelly Art Foundation Land.
- Emerald Coast Fitness Foundation will build as many courts as possible with funds. (Guaranteed 4 courts)
- ECFF will not take on any debt for pickleball facility
- Office & personnel already on-site
- Bathroom & Lockers already on-site
- Adequate Parking spaces on-site
- Operated and maintained by ECFF
- Destin Residents will have a discount



Facility Features



Women & Men's Locker Rooms with Lots of Space, Lockers, Showers, Sinks, Changing and Toilet Stalls, ADA Showers & Toilet Stalls



Front Desk Reception Area

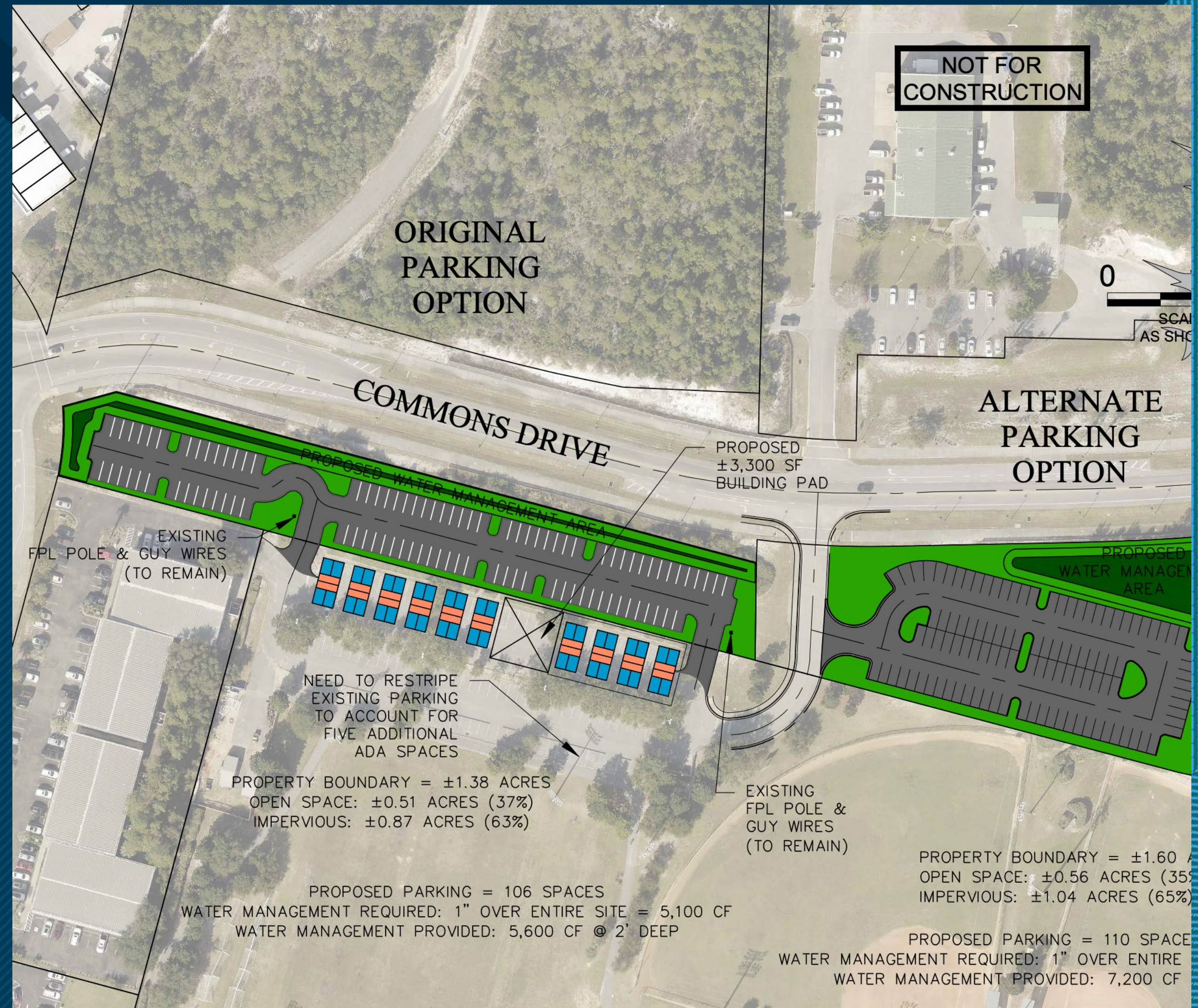


Walkway to Courts, Locker Rooms

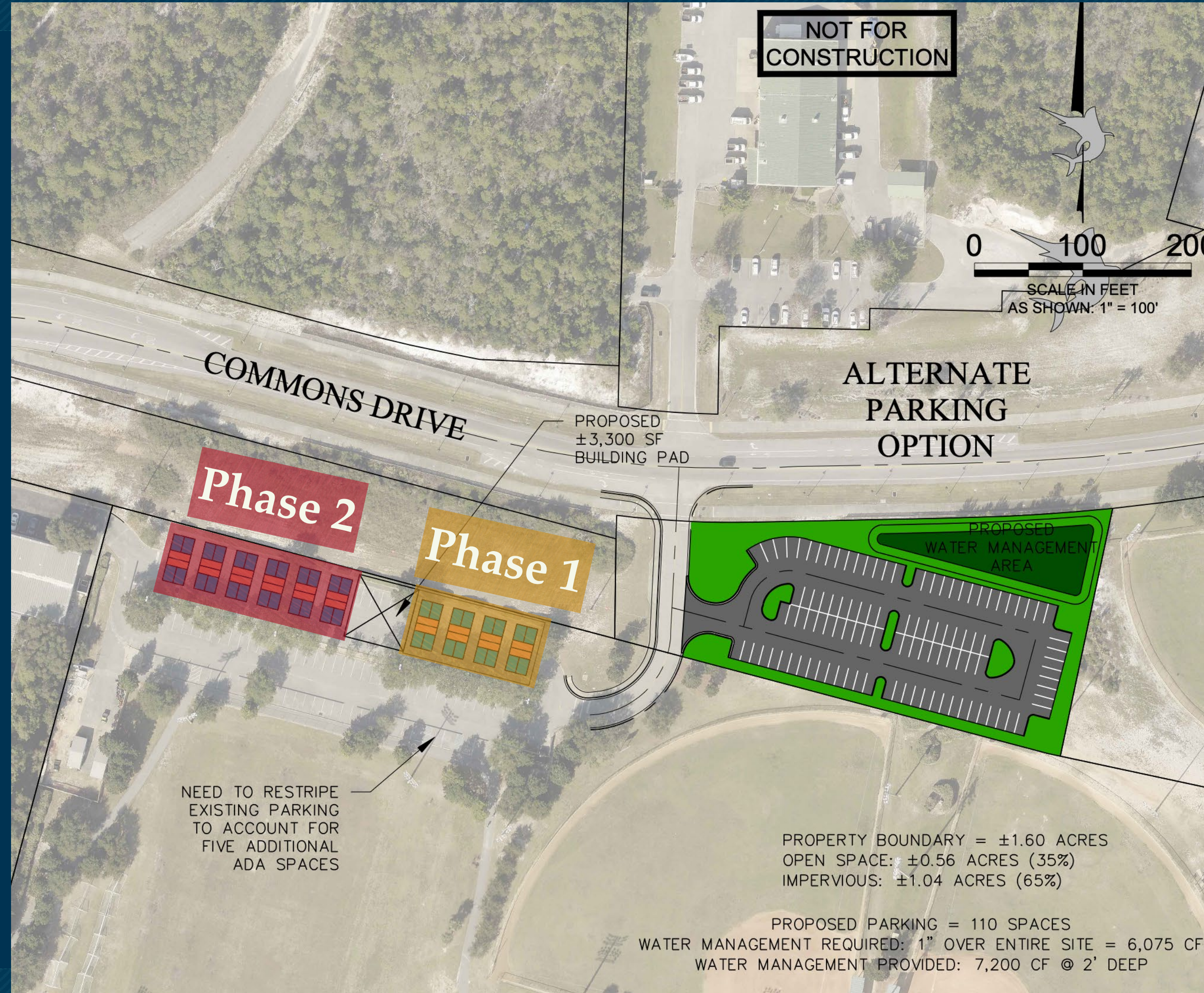
Morgan's Sport Center Options

Location Overview

- Pickleball courts over Destin Water Users land.
(Moved courts to South parking lot to avoid pipes)
- Minimal Site work due to current parking lot
- 2 Parking options:
 - Amberjack (Alternate) - \$587,688
 - Original - \$1,130,538 (Includes purchase of land)
 - FPL power line easement runs over both lots)
- Bathrooms & Office Building - \$375,000
(RC128 \$250,000 Dollars FY24 for Morgan Bathrooms)



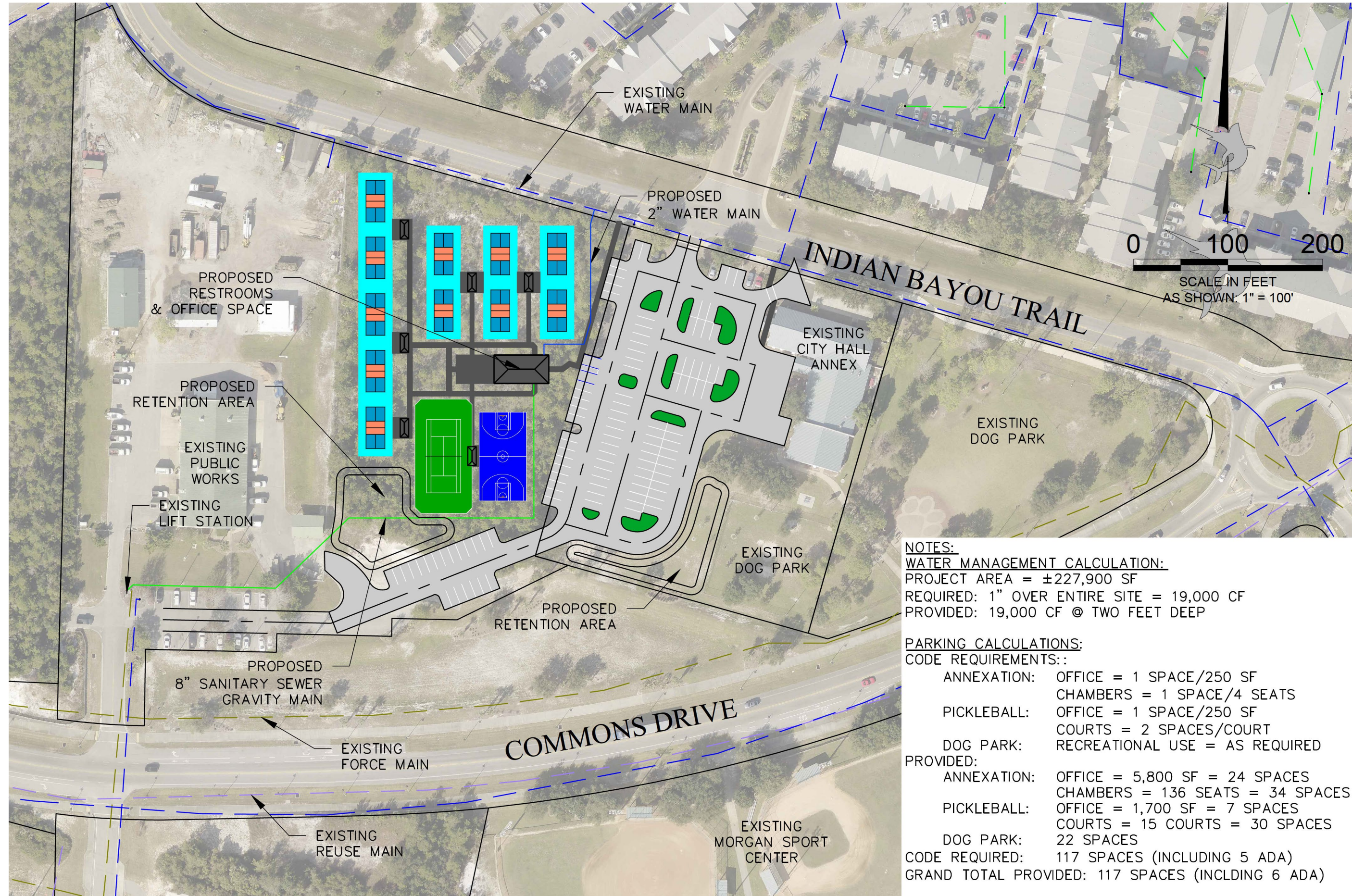
Amberjack Parking lot (Alternate option)



Phase 1 overview

- Constructing 4 courts - \$177,500
- Ability to add 6 more courts
- Site work - \$98,438
- Parking will still need to be built - \$587,688
- Morgan's Bathrooms (RC128 \$250,000 Dollars FY24)
- **Phase 1 total = \$863,625**

Destin City Annex Option



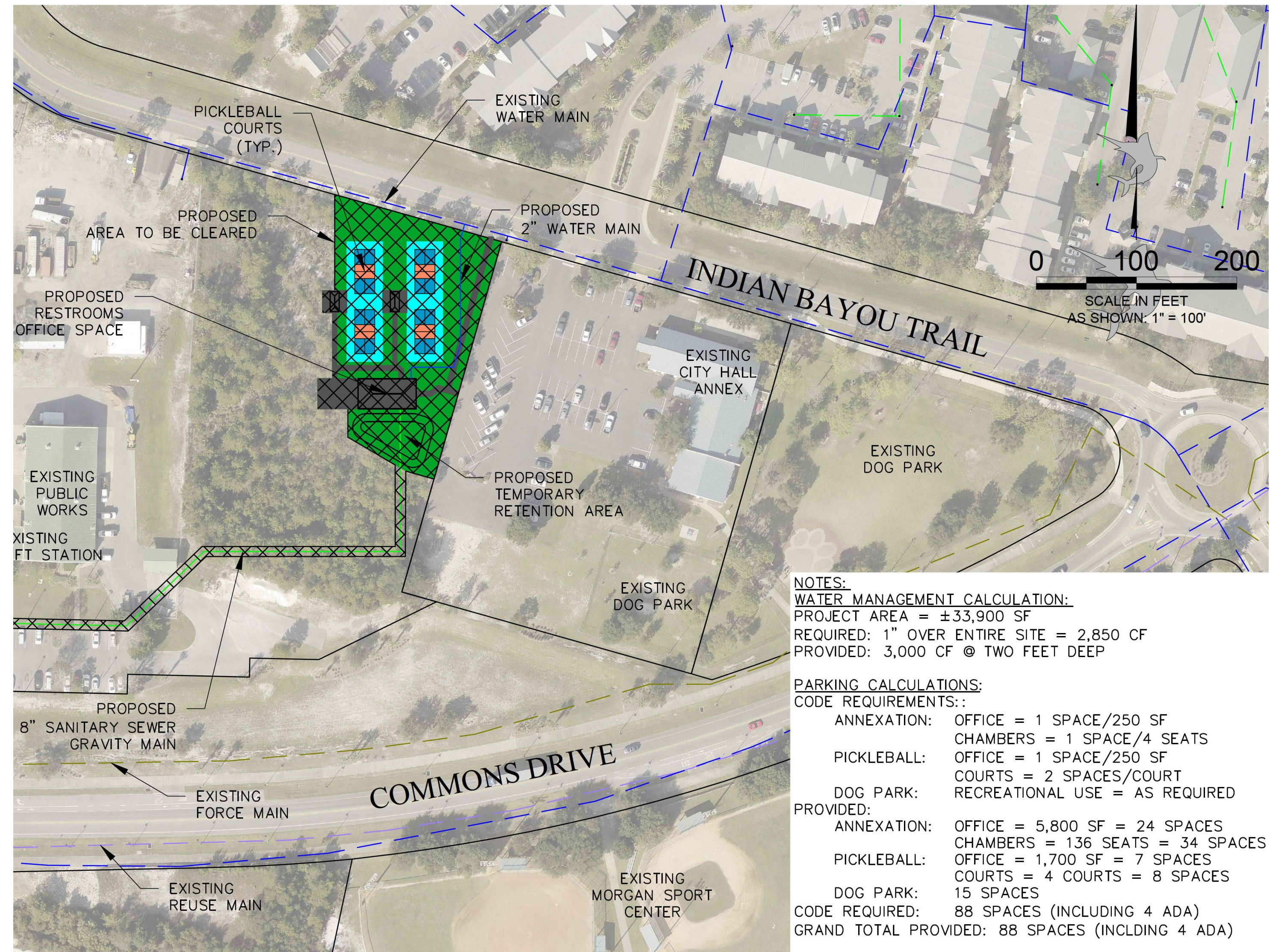
Location Overview

- Land owned by City of Destin
- No outside agency coordination needed
- Original land concept was tennis facility
- Current parking lot will hold 4 courts but does not meet city code
- Bathrooms needed for courts & dog park
- Current parking lot does not meet city code
- Operate and maintained by city of Destin
- Lots of space for further expansion

Destin City Annex (Phase 1)

Phase 1 overview

- Constructing 4 courts - \$177,500
- Ability to add many more courts
- Current Parking lot has adequate size
- Site work - \$162,700
- Future bathrooms location
- Future lighting
- No cover
- **Phase 1 total: \$340,200**



Court # (W/ Netting, Fencing, pre-electrical, Benches	Estimate	With 25% Contingency
1	\$38,000	\$47,500
4	\$142,000	\$177,500 (\$44,375/co urt)
10	\$350,000	\$437,500 (\$43,750/co urt)

Estimates # 2 Emerald Coast Tennis Management		
	Description	Cost
Courts	10 professional regulation post tension concrete pickleball courts. Including acrylic resurfacing, har-tru coating finish, lines, permanent nets, 8-ft vinyl fence perimeter/ 4-ft divider fence	\$350,000

Pickleball Matrix

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Land Purchase	Site Work Costs (With 25% Contingency)	Parking Cost (With 25% Contingency)	Court Construction Includes fencing	Add Bathroom (With 25% Contingency)	Add Lighting	Add ClearSpan court cover	Total Costs of phase 1 (Courts + needed construction)	Total Costs with bathrooms	Total Cost with full amenities	Operating Expense (Annual)	Maintenance Expense	Total Expense (Annual)
Court Location Options													
Emerald Coast Fitness Foundation (4 Courts)	NO	Included	Included	\$400,000	N/A	\$100,000	\$225,000 (4 courts)	\$400,000	\$400,000	\$725,000	ECFF	ECFF	ECFF
Annex City built and managed (4 Courts)	NO	\$162,700	Estimate: \$650,000	\$177,500	\$375,000	\$50,000	\$225,000 (4 courts)	\$340,200	\$715,200	\$1,640,200	\$9,450	\$3,420	\$12,870
Morgans/Amberjack Parking City built and managed (4 Courts)	NO	\$98,438	\$587,688	\$177,500	\$375,000	\$50,000	\$225,000 (4 courts)	\$863,625	\$1,238,625	\$1,513,625	\$9,450	\$3,420	\$12,870
Morgans/Amberjack Parking City built and operated (10 Courts)	NO	\$98,438	\$587,688	\$412,500	\$375,000	\$100,000	\$300,000 (6 courts)	\$1,098,625	\$1,473,625	\$1,873,625	\$18,900	\$8,480	\$27,380
Morgans/Kelly Land Parking City built and operated (10 Courts)	\$500,000	\$98,438	\$630,538	\$412,500	\$375,000	\$100,000	\$300,000 (6 courts)	\$1,641,475	\$2,016,475	\$2,416,475	\$18,900	\$8,480	\$27,380
Morgans/Amberjack Parking ECT/DPC built and operated (10 Courts)	NO	\$98,438	\$587,688	\$412,500	\$375,000	\$100,000	\$300,000 (6 courts)	\$1,098,625	\$1,473,625	\$1,873,625	included	included	included

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.C.

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Jamie Dittmer, Human Resources Manager

DATE: 07/12/2023

SUBJECT: Assistant City Manager Job Description
(June 20, 2023 Motion: To direct the City Manager to bring back the job description for Assistant City Manager at the July 17th city council meeting. Authorization for the City Manager to hire an Assistant City Manager for a base salary not to exceed \$93,948.80 (\$23,487.20 x 4) annually and to use the money in the City Manager's personnel account to make that hire are contingent upon the council's approval of the job description).

I. BACKGROUND: On June 5th, 2023 council passed a motion (4-3) for the City Manager to direct staff to bring back a revised job description for Assistant City Manager.

II. DISCUSSION: For City Council review and informational purposes.

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB): Costs associated with this position are within the current FY23 budget.

C. Level of Service (LOS):

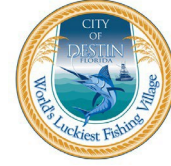
D. Legislative Sponsor: Councilman Dewey Destin

III. CONCLUSION:

IV. RECOMMENDED MOTION: None. For information only.

Attachments:

1. CM - Assistant City Manager
REVISED 7.11.23



City of Destin, FL Job Description

Job Title: Assistant City Manager
Reports To: The City Manager
Department: City Manager
FLSA Status: Exempt
Grade: 113

SUMMARY: The Assistant City Manager is a non-supervisory position intended to support and assist the City Manager, as well as to provide assistance to department directors as requested by the City Manager. Primary responsibilities relate to support services to City Manager (and department directors if requested by the City Manager), assistance with communications between departments, and organization of contracts and capital projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Demonstrates commitment to Team Destin our mission, vision, values, and goals.
- Represents the city in a professional, dignified manner.
- Ensures timely communications regarding internal and external inquiries.
- Performs administrative duties assigned by the City Manager.
- Assists with communications between the departments for which administrative responsibility remains with the City Manager
- Serves as administrative liaison to department directors; meets with directors to provide assistance as needed.
- Assists in the collection of information from Departments on manpower and equipment purchase needs.
- Assists Departments on the options available for accomplishing certain goals and objectives as approved by the City Manager.
- Assists with coordination of special projects as directed by City Manager.
- Performs research as directed by City Manager.
- Attends City Council meetings, management, executive and administrative meetings for the dissemination of information and to keep up with trends in city issues, legislative changes and funding concerns.
- Prepares and maintains a variety of critical executive/administrative records and reports for review by City Manager.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This is a non-supervisory position.

QUALIFICATIONS

Education and Experience: Bachelor's degree in Public Administration or a related field and a minimum of four (4) years experience in local government.

Licenses or Certifications:

None.

Special Requirements:

None.

Knowledge, Skills, and Abilities:

- Knowledge of municipal form of government and public administration Knowledge of municipal form of government and public administration principle and practices.
- Knowledge of standard procedures and rules for the conduct of meetings.
- Knowledge of effective planning, organizing, and project management methods.
- Knowledge of government procurement procedures and best practices.
- Knowledge of researching program issues, evaluating alternatives, making sound recommendations, and preparing effective staff reports and presentations.
- Ability to operate a personal computer and various software applications for word processing, spreadsheets, presentation material, website and social media management, agenda management, document storage systems, and related programs.
- Ability to build cohesive units from diverse departments.
- Ability to plan, assign, direct, and evaluate the work of subordinates.
- Ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to learn and understand subject matter principles and techniques.
- Ability to acquire and expound on knowledge of topics related to primary occupation.
- Ability to utilize mathematical formulas; add and subtract, multiply, and divide totals; determine percentages; and determine time and weight and interpret same as may be appropriate.
- Ability to inspect items for proper length, width, and shape.
- Ability to differentiate colors and shades of color.
- Ability to communicate and organize effectively.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of essential job-related machines and office equipment. Must be able to move or carry essential job-related objects or materials.

CAREER DEVELOPMENT:

- Continuing Education (seminars, job-related coursework at post-secondary institutions, continuing education credits/CEU's)
- Certifications
- Training (Either as participant or trainer)
- Involvement in relevant professional or technical associations
- Serving on city committees
- Volunteering to take responsibility for special projects, cross training

The City has the right to revise this description at any time. This job description does not represent in any way a contract of employment.

Employee Signature

Supervisor Signature

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** 4.D.**TO:** City Council**THRU:** Kyle Bauman, City Attorney
Lance Johnson, City Manager**FROM:** Krystal Strickland, Finance Director**DATE:** July 13, 2023**SUBJECT:** FY 2024 Investment Contribution
(May 15, 2023: Councilmember Bagby requests that the Finance Director bring back a recommendation for an investment contribution in June)

I. BACKGROUND: At the May 15, 2023 Council Meeting, Councilman Bagby requested for the Finance Department to recommend a contribution to Investments which are managed by Raymond James. The minimum balance invested is managed by Resolution 12-20 Fund Balance Policy. The investment policy, Resolution 22-05, manages the maximum balance.

II. DISCUSSION:**Minimum Recommended Investment Account Balance**

Resolution 12-20 commits a reserve balance equivalent to 1 year of debt service plus three months of operating costs plus an equivalent of three months operations for emergency operations. The table below compares our minimum preferred balance for FY 2023 and FY 2024:

Resolution 12-20 Reserve Fund Balance Committed					
		Resolution 12-05 Minimum Commitment			Resolution 12-05 Minimum Commitment
	06/30/2023	FY 2023 Adopted Budget	var		FY 2024 Tentative Budget
Account	Value				
Debt Svc	2,615,624	3,605,098	(989,474)	1 year debt service	4,981,548
EM Ops	3,615,283	4,138,122	(522,839)	3 months operations	4,760,818
EM Maint	3,610,067	4,138,122	(528,055)	=3 months operations	4,760,818
Alt	4,952,765		4,952,765		
CDs	1,905,094		1,905,094		
	16,698,834	8,276,244	5,806,965		9,521,636

The City currently has \$16.7 million invested with Raymond James. The minimum recommended for FY 2023 is \$8.3 million, and the current (tentative) minimum recommended for FY 2024 is \$9.5 million.

Additional Investment Account Balance

It is desirable to invest excess cash above the minimum described above into highly liquid investments on a ladder basis to be transferred back to the City on an as-needed basis.

Attached is a simplified cash flow showing the monthly trend for cash in/out.

The City currently has \$10 million of unrestricted cash in the operating fund which is being used to pay operating costs until our next influx of property taxes which will arrive in January/February 2024. There is a potential land purchase that might take place within the next 90 days which may require the City to liquidate up to \$6 million in securities and CDs.

The investment account would be replenished in January, when the bulk of the ad valorem taxes come in. Staff are working closely with our Investment Advisors at Raymond James to keep them apprised of the City's cashflows.

It is also important to remain aware of the Undergrounding capital improvement project which is scheduled to begin this fall. Staff is working with Bond Counsel and the Financial Advisor to plan the best strategy to finance the Undergrounding project. We currently believe January 2022 would be the optimal time to issue a negotiated placement bond or to issue bonded debt in the form of a bank loan. Estimated amounts, type of debt, and timing for issuance is updated weekly as new data arrives.

- A. Link to Strategic Goals / Objectives:**
- B. Effect on Budget (EOB):**
- C. Level of Service (LOS):**
- D. Legislative Sponsor:**

III. CONCLUSION: It is not advisable currently to convert cash into securities.

IV. RECOMMENDED MOTION:

Attachments:

ITEM # 2023-6589

1. 2023 0713 Cashflow
2. 2023 0630 Raymond James -
Summary
3. Resolution 12-20 Designation of Fund
Balance
4. Resolution 22-05 -- Revised
Investment Policy

last updated: 7/13/2023 2:55 PM

	Mar-23	Apr-23	May-23	Jun-23	PROJECTED						
					Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Beginning											
General Fund Balance	12,220,751	12,133,602	10,358,480	10,842,289	10,397,915	9,986,983	9,515,180	4,521,138	6,325,761	7,259,712	7,744,980
Cash In											
GF - Ad Valorem	161,818	575,179	15	338,602	234	745	279	449,318	1,992,773	1,544,090	5,179,202
GF - All other Revenues	1,077,180	734,859	889,181	917,403	817,627	779,433	920,233	1,321,397	1,770,715	1,770,715	1,770,715
Grant Reimbursements	198,466	196,539	1,995,847	-	-	-	-	2,863,446	-	-	500,000
Transfer In from Debt Issuance	-	-	-	-	-	-	-	-	-	-	8,500,000
Total Cash In	1,437,463	1,506,577	2,885,044	1,256,005	817,860	780,179	920,512	4,634,160	3,763,488	3,314,805	15,949,916
Cash Out											
GF Expenditures	1,199,716	775,560	1,280,042	1,017,835	988,927	1,008,881	1,199,000	2,002,068	2,002,068	2,002,068	2,002,068
Grant Expenditures	53,376	1,278,821	973,062	529,770	106,000	106,000	1,480,000	250,000	250,000	250,000	250,000
Property Purchase							8,500,000				
Transfers Out	271,520	1,227,318	148,130	152,774	133,866	137,100	735,553	577,469	577,469	577,469	3,977,469
Total Cash Out	1,524,612	3,281,698	2,401,235	1,700,379	1,228,793	1,251,981	11,914,553	2,829,537	2,829,537	2,829,537	6,229,537
Transfer Out to Investments	-	-	-	-	-	-	-	-	-	-	10,000,000
Transfer In from Investments	-	-	-	-	-	-	6,000,000	-	-	-	-
Ending Cash Balance	12,133,602	10,358,480	10,842,289	10,397,915	9,986,983	9,515,180	4,521,138	6,325,761	7,259,712	7,744,980	7,465,359
Goal: Maintain Min 3 Months Ops	5,039,397	5,039,397	5,039,397	5,039,397	5,039,397	5,039,397	5,039,397	6,006,205	6,006,205	6,006,205	6,006,205

BRIAN HAUGEN, STEVE CANN

Raymond James & Associates
34851 EMERALD COAST PKWY | STE 200 | DESTIN, FL 32541
(888) 317-8956 | (850) 650-0990
<https://www.raymondjames.com/ecwa>
Brian.Haugen@RaymondJames.com



City of Destin
CITY OF DESTIN
4200 INDIAN BAYOU TRL
DESTIN FL 32541-4305003

Raymond James Client Services

800-647-SERV (7378)
Monday - Friday 8 a.m. to 9 p.m. ET

Online Account Access

raymondjames.com/clientaccess

Linked Account Summary - Primary Account # 77304699

Value This Statement		This Statement	Year to Date
\$16,698,833.63		\$16,731,243.68	\$16,487,041.41
Beginning Balance			
Deposits ✧		\$0.00	\$0.00
Income		\$28,419.24	\$209,779.41
Withdrawals ✧		\$0.00	\$0.00
Expenses		\$0.00	\$(36,502.28)
Change in Value		\$(60,829.29)	\$38,515.09
Ending Balance		\$16,698,833.63	\$16,698,833.63
✧ Figures reflect a summary of activity in all linked accounts, including internal transfers between accounts.			
Last Statement	Prior Year-End		
\$16,731,243.68	\$16,487,041.41		

Linked Accounts

Account	Current Value	Estimated Annual Income	Page
77304699 Debt Service Fund	\$2,615,624.27	\$68,213.19	3
77304675 EM Maintenance Fund	\$3,610,066.56	\$96,558.62	28
77304680 Alternate Investment Fund	\$4,952,765.35	\$149,042.92	48
77304703 EM Operating Fund	\$3,615,283.06	\$94,520.48	72
480DT714 City of Destin - CD's	\$1,905,094.39	\$45,264.61	92
Total Relationship Value	\$16,698,833.63	\$453,599.82	



RESOLUTION 12-20

A RESOLUTION OF THE CITY OF DESTIN, FLORIDA PROVIDING FOR AUTHORITY FOR THE DESIGNATION OF A FUND BALANCE POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, this resolution is to set forth the objectives and parameters for the classification and management of the City of Destin General Fund balance. This resolution is designed to define the City's existing General Fund balance, provide for changes to the elements of the classifications and establish minimum levels of the unassigned fund balance in the General Fund; and

WHEREAS, the Finance Director in exercising fiduciary responsibility desires to safeguard the funds of the City that are designated as non-spendable, restricted, committed, assigned, unassigned which can be invested from time to time;

THEREFORE BE IT RESOLVED, that this resolution is applicable to all public funds assigned to the General Fund fund balance belonging to the City of Destin and in the custody of the City's City Manager and Finance Director.

BE IT FURTHER RESOLVED, that the Governmental Accounting Standards Board (GASB) issued GASB statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions". This policy applies exclusively to the fund balances of all governmental funds. This statement enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definition as listed below.

A. Non-spendable fund balance

Non-spendable fund balances are amounts that cannot be spent because they are:

1. Amounts that are not in a spendable form such as inventory or prepaid costs or amounts that are legally or contractually required to be maintained intact such as a trust that must be retained in perpetuity.

B. Restricted fund balance

This classification reflects the constraints imposed on spendable resources:

1. Externally by creditors, grantors, contributors or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

C. Committed fund balance

These amounts can only be spent for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the City Council. Committed amounts cannot be used for any other purpose unless the Council removes the specified use by taking the same action that imposed the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying the obligations.

D. Assigned fund balance

This classification reflects the amounts constrained by the City's "intent" to be spent for specific purposes, but are neither restricted nor committed. The City Council and designee(s) have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as non-spendable, restricted nor committed.

E. Unassigned fund balance

This fund balance is the residual classification for the General Fund. These funds are not allocated for any specific purpose.

BE IT FURTHER RESOLVED, That the Unassigned fund balance needs to be separated by identified amounts or percentages that will allow for alternate investment options of these funds. The categories approved for the Unassigned fund balance are as listed below.

A. Emergency Operating Costs

This designation is based on the requirement that the City have at least 3 months operating expenses of the current years General Fund.

B. Debt Service Costs

This designation is based on our current General Fund debt service costs. The reserve would be for the current year debt service costs.

C. Emergency Maintenance Costs

This designation is for an emergency fund that is at least equal to the operating costs reserve. These funds would only be used in the case of an emergency.

D. Alternate Investment Funds

This designation is for all remaining Unassigned funds and would be available for long term alternate investments.

BE IT FURTHER RESOLVED, that the Finance Director will evaluate the current General Fund Unassigned fund balance and remove the identified committed funds for emergency operating expenditures, debt service costs, emergency maintenance costs, and advise the City Manager and City Council of the amount of the funds available for alternate investments.

BE IT FURTHER RESOLVED, that the investment of City funds will adhere to the City Investment Resolution.

BE IT FURTHER RESOLVED, that all sections or parts of sections of any City of Destin's Resolutions or parts of Resolutions, and any City of Destin's Policy or parts of Policy, which are in conflict herewith, are hereby repealed to the extent of such conflict.

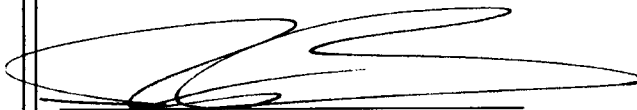
Effective Date. This Resolution shall take effect immediately upon approval by the City Council and signature by the Mayor.

ADOPTED THIS 5TH DAY OF NOVEMBER 2012



Sarah "Sam" Seevers, Mayor

ATTEST:



Rey Bailey, City Clerk

RESOLUTION NO. 22-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AUTHORIZING THE INVESTMENT OF FUNDS OF THE CITY OF DESTIN; ADOPTING THE CITY OF DESTIN'S REVISED INVESTMENT POLICY; REQUIRING QUARTERLY REPORTS; PROVIDING FOR SEVERABILITY; SUPERCEDING ALL CONFLICTING RESOLUTIONS AND POLICIES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, under the provisions of § 218.415, Florida Statutes, the investment activity of a local government must be consistent with a written investment policy providing guidance for the investment of its funds; and

WHEREAS, in accordance with the requirements of § 218.415, Florida Statutes, the City of Destin City Council (the "City Council") has adopted and periodically revised and updated the City of Destin Investment Policy through the adoption of Resolution Number 12-12, Resolution Number 13-04, and most recently, Resolution Number 18-27; and

WHEREAS, in accordance with sound practice, the City Council now wishes to revise, update, and supplant Resolutions 12-12, 13-04, and 18-27, through the adoption of the City of Destin's Investment Policy as set forth in Exhibit "A," attached hereto and hereafter referred to as the "Revised Investment Policy"; and

WHEREAS, the objective of the Revised Investment Policy is to balance the safety of capital, liquidity of funds, and investment income while obtaining a reasonable rate of return on said funds until such time as they are needed for City purposes; and

WHEREAS, the purpose of the Revised Investment Policy is to set forth the investment objectives and parameters for the management of public funds accumulated by the City and the Revised Investment Policy is designed to ensure the prudent management of the City's public funds and maintain an investment return that is competitive with comparable funds and financial market indices; and

WHEREAS, in accordance with § 218.415, Florida Statutes, and as described further in the Investment Policy, it applies to all financial assets of the City with the exception of pension

funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds; and

WHEREAS, except where specifically directed by the State Constitution, statutes, or regulations, the general investment policies of the City are guided by the “prudent person” rule, meaning that investments should be made with judgment and care, under circumstances then prevailing, which person of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering first the probable safety and liquidity of their capital; and secondly, the probably income to be derived from the investment; and

NOW, THEREFORE, The City Council of the City of Destin, Florida, does hereby declare and establish the following:

Section 1. Recitals.

1. The foregoing recitals are true and correct, and incorporated into this Resolution.

Section 2. Adopting the City of Destin, Florida’s Revised Investment Policy

2. The City Council hereby adopts the City’s Revised Investment Policy attached hereto as Exhibit “A,” is hereby adopted in its totality.

Section 3. Quarterly Reports Required.

3. The City Manager through the City’s Finance Director is responsible for reporting invest results at least quarterly. Such reports are to include securities in the portfolio by class/type, book value, and market value as of the date of the report and are to be made publicly available for review.

Section 4. Inconsistent and Conflicting Resolutions and Policies Superseded.

4. This Resolution shall supersede all inconsistent or conflicting Resolutions or policies to the extent these Resolutions or policies are inconsistent or conflicting for the time this Resolution is in effect.

Section 5. Severability.

5. If any portion of this Resolution is determined by any Court to be invalid, the invalid portion shall be stricken, and such striking shall not affect the validity of the remainder of this Resolution.

Section 6. Effective Date.

6. This Resolution shall be effective immediately upon adoption. The Investment Advisor firm shall bring the current portfolio into full compliance with this revised investment policy by October 1, 2022.

**PASSED AND DULY ADOPTED BY THE CITY COUNCIL OF THE CITY OF DESTIN,
FLORIDA THIS ___TH DAY OF MARCH, 2022.**

GARY JARVIS, MAYOR

ATTEST:

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY FOR THE CITY OF DESTIN

REY BAILEY, CITY CLERK

KYLE S. BAUMAN, ESQ., CITY ATTORNEY

EXHIBIT A

City of Destin Investment Policy

Updated March 7, 2022



CITY COUNCIL

Gary Jarvis, Mayor

Dewey Destin, Mayor Pro Tern
Jim Bagby, Councilmember
Rodney Braden, Councilmember
Teresa Hebert, Councilmember
Johnny King, Councilmember
Kevin Schmidt, Councilmember
Bobby Wagner, Councilmember

CITY MANAGER

Lance Johnson

FINANCE DIRECTOR

Krystal Strickland CPA, CGFO

Table of Contents

I.	PURPOSE	2
II.	SCOPE	2
III.	INVESTMENT OBJECTIVES	2
IV.	DELEGATION OF AUTHORITY	3
V.	STANDARDS OF PRUDENCE	3
VI.	ETHICS AND CONFLICTS OF INTEREST	4
VII.	INTERNAL CONTROLS AND INVESTMENT PROCEDURES	4
VIII.	CONTINUING EDUCATION	4
IX.	AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS	4
X.	MATURITY AND LIQUIDITY REQUIREMENTS	5
XI.	COMPETITIVE SELECTION OF INVESTMENT MANAGER	5
XII.	SOCIALLY RESPONSIBLE INVESTING	5
XIII.	AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION	5
XIV.	UNAUTHORIZED INVESTMENTS	9
XV.	PERFORMANCE MEASUREMENTS	9
XVI.	ACCOUNTING AND REPORTING	9
XVII.	THIRD-PARTY CUSTODIAL AGREEMENTS	10
XVIII.	MUNICIPAL ADVISOR RULE	10
XIX.	RISK DIVERSIFICATION	11
XX.	INVESTMENT POLICY ADOPTION, REVIEW AND AMENDMENTS	11
	GLOSSARY OF KEY INVESTMENT TERMS	12

Investment Policy City of Destin, Florida

I. PURPOSE

The purpose of this policy is to set forth the investment objectives and parameters for the management of public funds of the City of Destin, Florida (hereinafter "City"). These policies are designed to safeguard the City's funds, provide for the availability of operating and capital funds when needed, and promote an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statutes, this investment policy applies to all cash and investments held or controlled by the City with the exception of the City's employee pension funds, all its deferred compensation plans and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Additionally, any future revenues which have statutory investment requirements conflicting with this Investment Policy, and funds held by state agencies, are not subject to the provisions of this policy.

III. INVESTMENT OBJECTIVES

Safety of Capital

The foremost objective of the City's investment program is to ensure the safety of capital. Investment transactions shall seek to avoid capital losses, whether they are from securities defaults (credit risk) or erosion of market value (interest rate rise). To attain this objective, investments are limited to securities that are of very high quality and considered safe and conservative. Section XIII of this policy specifies authorized investments, portfolio composition, and establishes terms and conditions to ensure the safety of capital. Items to consider in this regard are:

Interest Rate Risk

The City will minimize the interest rate risk, which is the risk that the value of the securities in the investment portfolio will fall due to changes in interest rates, by:

- Structuring the portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities prior to maturity.
- Investing operating funds in primarily short-term securities, money market mutual funds, or similar investment pools and limiting the weighted average maturity (Macaulay duration) of the portfolio.
- Limiting the price sensitivity (modified or effective duration) of the investments in the portfolio.

Credit Risk

The City will limit credit risk, which is the risk of loss due to default by the issuer, by:

- Limiting investments to investment-grade securities as rated by Moody's, Standard & Poor's, Fitch or an other nationally recognized rating agency in the United States.
- Diversifying the investment portfolio to reduce the impact of potential losses from any one type of security, or an individual issuer or backer.

Liquidity of Funds

The City's investment portfolio shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order

to ensure that the portfolios are positioned to provide sufficient liquidity. By maintaining liquidity, the portfolio will inherently reinforce the safety of capital requirement. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (known as static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist primarily of securities with an active secondary or resale market (known as dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or similar investment pools which offer same-day liquidity for short-term funds. To facilitate this, the portfolio may be partitioned into a Short-term Portfolio focusing on cash equivalent or other investments with maturities of less than one year, and a Long-term Portfolio focusing on higher yielding investments having maturities of greater than one year. Section X of this policy establishes specific maturity and liquidity requirements to meet this objective.

Investment Income

The City's investment portfolio shall be designed with the objective of maximizing a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The City shall maintain the level of investment of all idle bank balances as close to 100% as practical and shall actively manage its investment portfolio to the greatest extent practical within the constraints of safety and liquidity to take advantage of prevailing or anticipated market conditions. Return on investment is of tertiary importance compared to the safety and liquidity objectives described above. The core of investments shall be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities will generally be held until maturity with the following exceptions:

- A security with declining credit or a downgrade below the rating requirements stated later in this Policy may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that a security be sold.

IV. DELEGATION OF AUTHORITY

No person may engage in an investment transaction except as authorized under the terms of this investment policy. In accordance with City Ordinances, the responsibility for providing oversight and direction regarding the management of the investment program resides with the City's Finance Director (hereinafter "Director"). The Director is initially designated as the Investment Officer of the City and is responsible for investment decisions and activities. The day-to-day administration of the cash management program is handled by the Director, under the direction of the City Manager. The Director shall hold primary responsibility for assuring compliance with the City's Investment Policy. The City may reassign the designation of Investment Officer to an independent Investment Manager approved by the City Council following Section XI. If the City employs an Investment Manager to assist in managing City funds, such Investment Manager must be registered under the Investment Advisors Act of 1940. The Director shall establish written procedures consisting of a system of internal accounting and administrative controls to regulate the City's investment activities.

V. STANDARDS OF PRUDENCE

The "Prudent Person" standard shall be applied in the context of managing the overall investment program. The Investment Officer/Manager acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the City Manager in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

Investments should be made with judgment and care, under circumstances then prevailing, which persons of

prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program. Employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Director shall establish a system of internal controls and operational procedures regarding the City's investment program in writing and be made a part of the City's public funds management program. The internal controls should be designed to protect the City's assets and prevent the loss of funds which might arise from fraud, embezzlement, error, mismanagement, or misrepresentation by City employees or by third parties. The written procedures should include, at a minimum, reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery-vs-payment" procedures.

The Director shall assign competent staff in the Finance Department to reconcile the City's general depositor account monthly by comparing the City's general ledger with the applicable bank statements. The reconciliation would reveal any difference in investment transaction recording and the actual movement of funds. The Director shall assign competent accounting staff to reconcile investments reflected in the custodial statements with the City's records. The reconciliation will be reviewed each month by the Director and the City Manager. Independent auditors as a normal part of the annual financial audit or any other audit initiated by the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. CONTINUING EDUCATION

In accordance with § 218.415(14), Florida Statutes, the Director and appropriate staff shall annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The City or its Investment Manager, if any, will only buy and sell securities using broker/dealers registered with the Federal Reserve Bank of New York's list of "Primary Government Securities Dealers" and from banks and savings and loan associations (including their wholly owned subsidiaries or their parent companies' wholly owned subsidiaries established to provide institutional brokerageservices) that are included on the list of "qualified public depositories" issued by the State of Florida. These entities must

qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). No depository will operate without at least \$100 million in collateral or insurance coverage on the City's accounts. The Investment Officer or the Investment Manager, if any, will be responsible for operating within the guidelines of this policy and will be responsible for the selection of "Primary Government Securities Dealers".

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent practical, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements.

Maturity Requirements

Securities purchased by or on behalf of the City shall have an average portfolio maturity of not more than five (5) years.

Liquidity Requirements

In order to have an available source of funds to meet unexpected cash requirements, a minimum of the equivalent of three months of projected payroll and operating expenses (hereinafter "emergency expenses") will be invested with cash or cash equivalents or vehicles that provide daily liquidity. The balance of the City's funds will be available for investment according to the guidelines incorporated within this policy. The City shall purchase only investments with an active secondary market, with the exception of non-negotiable Certificates of Deposit and other time and savings deposits.

XI. COMPETITIVE SELECTION OF INVESTMENT MANAGER

If the Investment Officer in consultation with the City Council determine that an Investment Manager is desirable, then a minimum of three (3) qualified broker/dealers must be contacted and asked to provide bids/offers in writing to manage the City's investments. Bids/offers will be held in confidence until the bid/offer deemed to best meet the City's objectives is determined and selected by the City Council following the City's normal bidding procedures.

XII. SOCIALLY RESPONSIBLE INVESTING

The City of Destin encourages investments in socially responsible entities that support community well-being through safe, clean and environmentally sound practices, and that promote equality of rights regardless of race, religion, color, ancestry, age, national origin, gender, marital status, sexual orientation, disability or place of birth.

XIII. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the City's cash flow needs and such cash flows are subject to revisions as market conditions and the City's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Investment Officer/Manager may sell the investment at the then-prevailing market price.

The City shall actively manage its investment portfolio to the greatest extent practical within the constraints of

safety and liquidity to take advantage of prevailing or anticipated market conditions. The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. Diversification strategies within the established guidelines shall be reviewed and revised periodically as presented in Section XX. The percentage allocation requirements for investment types and issuers are calculated based on the original cost of each investment. The maximum percentage allocation requirements and any minimum ratings requirements apply at the time the investment is made. Investments not listed in this policy are prohibited. In cases where a minimum rating from rating agencies is called for and where one of the ratings is at a lower grade than a second, the lower rating shall govern.

United States Government Securities

1. Purchase Authorization

The Investment Officer/Manager may invest in negotiable, full faith and credit, direct obligations of the United States Government. Such securities will include:

- Cash Management Bills
- Treasury Securities - State and Local Government Series ("SLGS") Treasury Bills
- Treasury Bonds
- Treasury TIPS

2. Portfolio Composition

A maximum of 75% of the portfolio market value may be invested in the United States Government Securities.

United States Government Agencies

1. Purchase Authorization

The Investment Officer/Manager may invest in bonds, debentures, or notes issued or guaranteed by United States Government agencies, provided such obligations are backed by the full faith and credit of the United States Government and have an active secondary market. Such securities will include:

- United States Export - Import Bank
- Direct obligations or fully guaranteed certificates of beneficial ownership Federal Housing Administration
- Government National Mortgage Association (GNMA) Small Business Administration
- United States Department of Housing and Urban Development

1. Portfolio Composition

A maximum of 75% of the portfolio market value may be invested in United States Government agencies.

Federal Instrumentalities (United States Government Sponsored Enterprises)

1. Purchase Authorization

The Investment Officer/Manager may invest in bonds, debentures, or notes issued or guaranteed by United States Government sponsored agencies (Federal Instrumentalities) which do not carry the full faith and credit of the U.S. Government limited to the following:

- Federal Farm Credit Bank (FFCB)
- Federal Home Loan Bank or its City banks (FHLB) Federal National Mortgage Association (FNMA)
- Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage

Corporation participation certificates

2. Portfolio Composition

A maximum of 75% of the portfolio market value may be invested in Federal Instrumentalities.

3. Limits on Individual Issuers

A maximum of 25% of the portfolio market value may be invested in any one issuer.

Interest Bearing Certificates of Deposit, Demand Deposit Accounts, Saving Accounts, NOW Checking Accounts or Money Market Accounts

1. Purchase Authorization

The Investment Officer/Manager may deposit public funds in non-negotiable interest bearing certificates of deposit, (including through the Certificate of Deposit Account Registry Service, or CDARS), demand deposit accounts, savings accounts, NOW checking accounts and money market accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that such banks are qualified public depositories, and any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

2. Portfolio Composition

A maximum of 75% of the portfolio market value may be invested in non-negotiable interest-bearing deposits secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes, as described herein.

3. Limits on Individual Issuers and Maturities

A maximum of 20% of the portfolio market value may be deposited with any one financial institution, except for deposits with the City's primary treasury depository institution or deposits in the **CDARS** program.

The maximum maturity on any deposit shall be no greater than five (5) years from the date of purchase.

Commercial Paper

2. Purchase Authorization

The Investment Officer/Manager may invest in commercial paper of any United States company that is rated, at the time of purchase, "Prime-I" by Moody's and "A-1+" by Standard & Poor's (highest grade commercial paper), with preference for those with backup lines of credit to support their commercial paper programs. These lines of credit are in place to guard against the unlikely event that the issuer is unable to redeem or rollover a maturing security.

3. Portfolio Composition

A maximum of 20% of the portfolio market value may be directly invested in prime commercial paper.

4. Limits on Individual Issuers

A maximum of 5% of the portfolio market value may be invested with any one issuer.

Corporate Bonds and Asset Backed Securities

1. Purchase Authorization

The Investment Officer / Manager may invest in corporate bonds that have a minimum rating of A. The Investment Officer / Manager may invest in asset backed securities with a rating that have a minimum rating of AAA.

2. Portfolio Composition

A maximum of 60% of the portfolio may be invested in corporate bonds and asset backed securities.

3. Limits on Individual Issuers

A maximum of 5% of the portfolio market value may be invested with any one issuer of this asset.

Government Money Market Funds

1. Purchase Authorization

The Investment Officer/Manager may invest in shares in open-end and no-load government money market funds provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, which stipulates that money market funds must have an average weighted maturity of 90 days or less. Must be rated in the highest tier by a nationally recognized rating agency and whose portfolios consist of only dollar denominated securities.

2. Portfolio Composition

A maximum of 75% of the portfolio market value may be invested in money market funds.

3. Limits of Individual Issuers

A maximum of 20% of the portfolio market value may be invested with any one money market fund.

Municipal Bonds

1. Investment Authorization

The Investment Officer/Manager may invest in state and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds. Such bonds must be rated at least “AA” from Standard and Poor’s or “Aa” from Moody’s or comparable rating from Fitch.

2. Portfolio Composition

A maximum of 25% of the portfolio market value may be invested in obligations of state and local governments.

3. Limits on Individual Issuers and Maturities

A maximum of 5% of the portfolio market value may be invested in any one issuer. The maximum maturity on any obligation shall be no greater than ten (10) years from the date of purchase.

Florida Municipal Investment Trust

1. Investment Authorization

The Investment Officer/Manager may invest in the Florida Municipal Investment Trust Fixed Income Portfolios that align with this Investment Policy.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in the Trust.

The Florida Local Government Surplus Funds Trust Fund (Florida Prime/SBA)

1. Investment Authorization

The Investment Officer/Manager may invest in the Florida Prime.

1. Portfolio Composition

A maximum of 75% of available funds may be invested in the Florida Prime Trust Fund.

XIV. UNAUTHORIZED INVESTMENTS

Investments in any derivative products or the use of reverse repurchase agreements are prohibited. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values.

All other investments not specifically stated under “Allowable Investments” are prohibited. This includes common or preferred stock, convertible corporate bonds, commodities, options, futures, derivatives, limited partnerships, GICs, negotiable Certificates of Deposit, uninsured deposits, mortgage pass through certificates, non-commercial collateralized mortgage obligations, investments that are denominated in any currency but U.S. dollars, adjustable rate securities, bond swaps, obligations of the Student Loan Market Association and supra-national institutions such as the World Bank or International Monetary Fund.

XV. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolio's performance, the City's investment performance goal is to regularly exceed the average rate of return on the ICE BOA Merrill Lynch 1-Year US Treasury Index or three month annualized net participant yield for Florida Prime, whichever is higher, or another established benchmark mutually agreed upon by the City and the Investment Advisor and adopted by motion of the City Council. These two indices are considered benchmarks for riskless investment transactions and are a minimum standard for the portfolio's overall rate of return. The Investment Officer/Manager shall seek to obtain returns over and above this minimum standard, consistent with the City's safety and liquidity objectives.

XVI. ACCOUNTING AND REPORTING

Investments will be carried at book value and marked to market value. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities may be

amortized over the life of the securities. The City shall comply with Generally Accepted Accounting Principles ("GAAP") and Government Accounting Standard Board ("GASB") standards.

The Director and/or Investment Manager shall prepare a Quarterly Investment Report which shall be presented to the City Manager and the City Council. The quarterly investment report is available to the public upon request.

Schedules in the quarterly report will include the following:

- A listing of investments by type, book value, and market value as of the report date as well as portfolio activity during the period.
- Weight, by percentage, of each security type within the investment portfolio.
- Investment balance at end of quarter.
- Income earned for the quarter and year-to-date.
- Comparison of quarterly and calendar year-to-date performance to authorized performance benchmarks.
- Weighted average maturity of the investment portfolio.

The Investment Officer/Manager shall report any occurrences of non-compliance with this policy in writing to the City Manager as soon as reasonably possible once he or she is aware of the occurrence.

XVII. THIRD-PARTY CUSTODIAL AGREEMENTS

Securities, with the exception of certificates of deposits and overnight repurchase agreements (one business day), shall be held with a third-party custodian; and all securities purchased by, and all collateral obtained by, the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Director and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Director with safekeeping receipts that provide detail information on the securities held by the custodian. In addition, the custodian shall report at least quarterly, and the Investment Officer/Manager shall verify the reports. Settlement transactions between a broker/dealer and the custodian on behalf of the City that involve a settlement of investments purchased or sold by the Investment Officer or Investment Manager must be made on a "delivery vs. payment" basis to ensure that the custodian will have the security or money, as appropriate, in hand on behalf of the City at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

XVIII. MUNICIPAL ADVISOR RULE

Brokers and dealers who execute investment trades for the City of Destin portfolio typically require a form to be signed stating they are not acting in a Municipal Advisor Role. The Director shall be authorized to sign

these forms for the City's authorized broker/dealers.

XIX. RISK DIVERSIFICATION

There are risks inherent in investing; however, every investment portfolio should include a specific diversification strategy to minimize risk of loss resulting from the over-concentration of assets in a specific maturity, issuer or class of securities. The investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or of a specific type.
- Staggering investment maturities to avoid undue concentration in a specific maturity sector.
- Limiting the duration (price sensitivity and maturity) of the investment portfolio.
- Investing in only high-grade securities with low credit risk.
- Maintaining a portion of the portfolio in readily available funds such as state investment pools, money market mutual funds, or overnight repurchase agreements.

XX. INVESTMENT POLICY ADOPTION, REVIEW AND AMENDMENTS

This Investment Policy is official upon its adoption by the City Council. The Director shall present this policy for review by the City Council at least every three years and the City Council shall re-approve or modify the policy at that time. The Director may also prepare any proposed amendments to the Investment Policy and submit them to the City Manager and the City Council for review and approval at any time.

GLOSSARY OF KEY INVESTMENT TERMS

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

Asset Backed Securities (ABS). A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans and aircraft leases.

Bankers' Acceptance (BA's). A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

Basis Point. One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

Bearer Security. A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

Benchmark Bills: In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and sixth-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Benchmark Notes/Bonds: Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10 and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with reopenings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

Bid Price. Price at which a broker/dealer offers to purchase a security from an investor.

Bond Market Association (BMA). The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the BMA also recommends bond market closures and early closes due to holidays.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Entry Securities. Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, OTC and PTC (as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

Bullet Notes/Bonds. Notes or bonds that have a single maturity date and are non-callable.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are at par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities, which contain an imbedded call option giving the issuer, has the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralized Mortgage Obligation (CMO). A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In "plain vanilla" CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution.

Issued at a discount and matures for par or face value. Usually, a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Counterparty. The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party to a transaction will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

Coupon Rate. Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

Current Yield. Annual rate of return on a bond based on its price. Calculated as (coupon rate/ price), but does not accurately reflect a bond's true yield level.

Custody. Safekeeping services offered by a bank, financial institution or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (OTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

Derivative. A financial instrument whose value is based on or determined by another security, financial instrument or index.

Designated Bond. FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Reopenings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

Discount Securities. Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include U.S Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances and Commercial Paper.

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries and issuers offering potentially independent returns.

Dollar Price. A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a

dollar price of 95 ½ would have a principal cost of \$955 per \$1,000 of face value.

Duff & Phelps. One of several NRSROs that provide credit ratings on corporate and bank debt issues.

Duration. The weighted average maturity of a security's or portfolio's cash flows, where the present values of the cash flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration - a measure of the weighted average term to maturity of the cash flows of a fixed income asset or portfolio, Modified Duration - a common gauge of the price sensitivity of a fixed income asset or portfolio to a change in interest rates).

Fannie Mae. See "Federal National Mortgage Association."

Fed Money Wire. A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts. Used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the federal agencies. Federal agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of \$100,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A Government Sponsored Enterprise (GS) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A Government Sponsored Enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage

markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "reference note" program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "benchmark note" program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements,

(2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the "Federal Reserve Board" and headed by its Chairman.

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Fitch Investors Service, Inc. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Floating Rate Security (FRN or "floater"). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather on a predetermined schedule. See also "Variable Rate Security."

Freddie Mac. See "Federal Home Loan Mortgage Corporation".

Ginnie Mae. See "Government National Mortgage Association".

Global Notes: Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. top U.S. investors are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through

securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that is actually full faith and credit of the U.S.).

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate **Investment Advisor.** A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.

Investment Grade. Bonds considered suitable for preservation of invested capital; bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Also, a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Bond Market Association (BMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with maturities from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market Account. An investment vehicle that allows for the pooling and investing of funds in traditional money market instruments, typically U.S. Government Securities and Instrumentalities.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market

instruments, such as Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA and FHLMC. There are a variety of MBS structures, some of which can be very risky and complicated. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance at lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. Largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (bond, equity, money fund); all except money market funds operate on a variable net asset value (NAV).

National Association of Securities Dealers (NASD). Organization of brokers and dealers who trade securities in the United States, supervised by the SEC, and which provides regulatory exams for industry participants.

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

NOW Checking Account (Negotiable Order of Withdrawal account). Deposit account on which checks may be drawn that pays a higher interest rate than savings accounts.

NRSRO. A "Nationally Recognized Statistical Rating Organization." A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, Standard & Poor's, Fitch and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. Face value, stated value or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. Any of a group of designated government securities dealers designated by to the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are considered the largest players in the U.S. Treasury securities market.

Prime Paper. Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Rating. An evaluation of credit quality of a company's debt issue. Investors and analysts use ratings to assess the risk characteristics of an investment. Ratings can also be an evaluation of a entity's creditworthiness or ability to repay, taking into consideration its estimated percentage default rate and probability of default. The City may use the following rating agencies: Moody's, Standard and Poor's, and Fitch Investors Service.

AAA or Aaa rating - the best quality, reliable and stable; judged to be of the highest quality, with minimal credit risk.

AA or Aa rating - quality, a bit higher risk than AAA/Aaa; judged to be of high quality and are subject to very low credit risk.

A rating- considered upper-medium grade quality; subject to low credit risk.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are "realized" when the security is actual sold, as compared to "unrealized" gains/losses which are based on current market value. See "Unrealized Gains (Losses)."

Reference Bills: FHLMC's short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency and liquidity, thereby providing alternatives to Treasury bills. FHLMC's Reference Bills are unsecured general corporate obligations. This program supplements the corporation's existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Reference Notes: FHLMC's intermediate-term debt program with issuances of 2, 3, 5, 10 and 30-year maturities. Initial issuances range from \$2 - \$6 billion with reopenings ranging \$1 - \$4 billion. The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor's custodial bank, or "tri-party" where the securities are delivered to a third party intermediary. Any type of security can be used as "collateral," but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate BMA approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Sallie Mae. See "Student Loan Marketing Association."

Savings Account. An interest bearing account offered by banks and financial institutions.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Securities Lending. An arrangement between an investor and a custody bank that allows the custody bank to "loan" the investor's investment holdings, reinvest the proceeds in permitted investments, and shares any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

Sinking Fund. A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

Spread. The difference between the price of a security and similar maturity Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor's. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities). Acronym applied to Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g. FNMA strips).

Structured Notes. Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

Student Loan Marketing Association (SLMA or "Sallie Mae"). One of the large Federal Agencies. A federally-chartered public corporation (GSE) created to provide liquidity and a secondary market for lenders for loans to students and educational institutions. In 1997, SLMA initiated a process of unwinding its status as a

GSE; however, until the process is complete, all debt issued will be considered GSE debt until maturity. SLMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and education sector. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" program.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2,3,5 and 10 year) will remain open for the calendar quarter, after which they will be closed, and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. Government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States Government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week and 26-week T-Bills.

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. Government and issued with maturities of ten years and longer by the U.S. Department of the Treasury. The Treasury stopped issuing Treasury Bonds in August 2001.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. Government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 5-year and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC regulation 15C3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actual sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

Variable-Rate Security. A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually or annually). See also "Floating Rate Note."

Weighted Average Maturity (or just "Average Maturity"). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or "inverted" (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity."

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.E.

TO: City Council

THRU: Rey Bailey, City Clerk
Sheri Bethea, Sr. Administrative Services Coordinator
Michael Burgess, Public Services Director
Jeffrey Cozadd, Grants Manager
Lisa Firth, Parks & Rec Director
Jamie Dittmer, Human Resources Manager
Wen Livingston, Library Director
Andy Peters, Director of Information Technology
Krystal Strickland, Finance Director
Troy Williams, Code Compliance Director
Tamara Leigh Young, Public Information Manager
Louis Zunguze, Community Development Director

FROM: Lance Johnson, City Manager

DATE: 07/13/2023

SUBJECT: FY2023 Strategic Plan Status Update

I. BACKGROUND: A status update for the 2023-2028 Strategic Plan is attached.

II. DISCUSSION:

- A. Link to Strategic Goals / Objectives:**
- B. Effect on Budget (EOB):**
- C. Level of Service (LOS):**
- D. Legislative Sponsor:**

III. CONCLUSION:

IV. RECOMMENDED MOTION: Informational Only

Attachments:

1. FY2023-28 STRATEGIC PLAN

ITEM # 2023-6733

STATUS UPDATE 07.13.2023

STRATEGIC PLAN SUMMARY FISCAL YEAR 2023-2028 STATUS UPDATE

VISION 2035 (NO UPDATE REQUIRED)

DESTIN IS A FAMILY- ORIENTED BEACH AND FISHING COMMUNITY WHERE PEOPLE WANT TO LIVE, WORK & PLAY AND WHERE VISITORS ARE WELCOMED TO RESPECTFULLY ENJOY OUR COMMUNITY AND ITS RESOURCES.

PRIORITIZED KEY CUSTOMER GROUPS (NO UPDATE REQUIRED)

1. Year-Round Residents
2. Destin-Based Businesses
3. Visitors

PRIORITIZED STRATEGIC GOALS (Adopted March 7, 2022)

- I. Financially sound city providing service excellence**
- II. Enhanced quality of life and safety for families**
- III. Economic development and revitalization**
- IV. Effective, efficient, and aesthetically pleasing infrastructure**
- V. Improve mobility and connectivity**
- VI. A green and sustainable environment**

SECTION 1

COUNCIL OBJECTIVES FY2023 ADOPTED MARCH 7, 2022.

CRITICAL PRIORITIES

1.1 Offer livable wages & benefits to attract and maintain high caliber, qualified staff (I.). OPR: HR

As of 7/10/2023: Fully implemented class and compensation study, to include senior leader compensation adjustment. Implemented Wellness Platform through Better You Strides. Maintained an average quarterly voluntary turnover rate of 3.7% and annual turnover rate of 11.3%. Performance based merit increases ranging from 2%-4%.

1.2 Work with stakeholders to pursue the Destin City Center. (Phase 1 Feasibility Study), (II., III.). OPR: CD
Update: In Progress. Council Representative Schmidt and staff are working with the developer.

IMPORTANT PRIORITIES

1.3 Complete two-lane Crosstown Connector (II., V.). OPR: GPC/CD/PW

As of 7/7/2023 All required ROW has been purchased. Plans are 100% complete, Construction funding is at 66%, additional funding is being pursued.

1.4 Public Beachfront acquisition initiative (II., III., IV., VI.). OPR: GPC

As of 7/7/2023 Tarpon property purchased and land cleared. Design in progress for Tarpon and Shore at Crystal Beach.

1.5 Underground Utilities (II., IV., VI.). OPR: GPC

As of 7/7/2023 We expect the BCE and final design from FPL in the very near future. Easements are being secured. Bid documents are being prepared. In Progress

1.6 Stahlman/US 98 pedestrian and vehicle improvements in cooperation with FDOT. (II., V.) OPR: CD/Eng
Update 7/10/2023: City Manager and Community Development Director are meeting with District 3 Transportation Director in August, 2023 to discuss this and other pending FDOT items.

DESIRABLE PRIORITIES

1.7 Annexation of unincorporated enclaves (I.) OPR: CD/CMO

Update: Annexation policy adopted by Council

1.8 Transit/Trolley system (V.) OPR: CD/CMO

Update: Unfunded, not started.

1.9 City Marina (Phase 1 Feasibility Study), (III, V.). [Funding in FY 2024] OPR: CD

Update: Not started.

1.10 Improve parking, explore options (i.e., parking garage, surface parking), (V.). OPR: CD

Update 7/10/2023: Site improvements for the Zerbe/Sibert parking lot have been delayed to FY2024 via Council direction on June 20, 2023. RFQ for assistance with parking garage development will be published in August, 23.

1.11 Beach Re-nourishment, planning & scheduling in partnership with the County & State. (II., VI.) OPR: GPC

Update 7/12/23: The County has no renourishment plans scheduled at this time.

SECTION 2

MANAGEMENT OBJECTIVES FY2023

2.1 Keep resources (Staff, Time, Money) aligned with the adopted Strategic Plan and the adopted budget when asked/directed to reprioritize tasks and/or projects.

A. Maintain a quarterly average employee Vacancy Rate of <15%. (HR)

As of 7/6/2023 the average vacancy rate for FY2023 is 11.3% annually and an average quarterly rate of 3.7%.

B. Keep fiscal expenditures within the adopted budget. (FIN)

As of 7/10/2023 the fiscal expenditures are within the adopted budget.

C. Track and report staff time spends quarterly fulfilling Public Records Requests. (CLK)

Staff spent approximately 518 hours responding to 478 public records requests through 3rd quarter of FY 2023.

2.2 Research/track grants and other funding sources for current and future projects including “Undergrounding Utilities,” and “Land Acquisitions.”

A. Research at least 15 active grants by the end of fiscal 2023. (GPC)

Update 07/12/2023: 18 researched: DEP Recreation Trails Grant, CDBG Small City, Ok. County CIGP program, Sun Trail Grant / FDOT, DEO Sally Hometown Rev. Program, AED Grant, FDEP Vulnerability Assessment BRIC/FDEM/FEMA, Grid Resilience State Formula Grant Program, FDOT TRIP, FDOT CIG, Rural Surface Transp Grant Program, STORM Act / FDEM, NWFL Military Resilience Review, Energy Efficiency and Conservation Block Grant Program, Thinking Money for Kids Program Kit, Coastal Partnership Initiative (CPI) grant opportunity, FDOT/TRIP Construction App FY24 - due Jan 24

B. Submit at least 7 grant/funding applications by the end of fiscal 2023. (GPC)

Update 07/07/2023: 12 submitted: BRIC/FDEM App, App. Request – Undergrounding, App. Request - Aux Harbor Pump, TDD/BOCC – Beach and Boardwalk Operations Exp., TDD/BOCC – Advance Funding Award payment, FDEP Vulnerability Assessment, FDOT Traffic Grant with Sheriff's Office, FDOT TRIP Amendment request, STORM Act/FDEM - loan funding request, TDD/BOCC - Exp. Plan Beach - budget reallocated for Improvements, Thinking Money for Kids Program Kit - Library

C. Receive at least 3 grant/funding awards by the end of fiscal 2023. (GPC)

Update 07/07/2023: FDEP Vulnerability Assessment – pre award, FDOT TRIP Amendment, TDD/BOCC – Beach and Boardwalk Operations Exp. - prelim approved, TDD/BOCC – Advance Funding Award payment - prelim approved

D. Complete ORAC park projects at Royal Melvin & Clement Taylor Parks. (GPC/PR)

Update 07/07/2023: CRM 100% complete, CTP pending notice to proceed from US Treasury and Okaloosa County.

2.3 Present a policy recommendation for property annexation to Council by 2/1/23. (CD)

Update 07/06/23: Annexation policy adopted by City Council on May 15, 2023.

2.4 Develop and implement processes improvements for consistent and streamlined application of ordinances, codes, policies and procedures;

A. Complete the Land Development Code update by 06/01/2023. (CD)

Update 07.06.23 In progress; 70% complete

B. By March 1, 2023 evaluate the “Development Order Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (PLAN)

Update 07/06/23: Periodic reviews on going.

C. By January 1, 2023 evaluate the “Permitting Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (BLDG)

Update 07/06/23: Reviewed by City Council in May- Update to City Council in July.

D. By January 1 2023 evaluate the inspection process for developments and permitted projects and implement ways to consistently complete pre-phase, mid-phase and post-phase inspections in a timely manner an on a consistent basis. (CD)

Update 07/06/23: Currently being implemented. Requested full time inspector in the FY24 Budget.

E. By January 1, 2023 evaluate the “Business Tax Receipt Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (BLDG)

Update 07/06/23: FY24 Renewal notices sent out July.

F. By October 31, 2022 evaluate the “Livery Vessel Registration Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (CODE)

As of 7/6/2023 Developed check list, created additional and need upload document portal. Reviewed previous discrepancies and responsibilities; addressed and changed. Scheduled meeting with Energov in July to determine if a renewal key can be added.

G. By October 31, 2022 evaluate the “Short Term Rental Registration Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (CODE)

As of 7/6/2023 Applicant is now able to upload BTR to Compass and will be required in 2024 to send picture of sign attachments. Goal for STR applicants is to be able to submit payment when they send in application; will be addressed with Energov the scheduled July meeting.

H. By December 31, 2022, present a policy recommendation for code compliance regulations consistent with international property maintenance code (IPMC) (CODE)

As of 7/6/2023 <https://library.municode.com/fl/destin>;

https://library.municode.com/fl/destin/codes/land_development_code;
<https://codes.iccsafe.org/content/IPMC2021P1/preface>; Destin LDC currently being rewritten; FACE training for Code Officers to be completed when classes are available

I. Present the updated procurement policy to Council for their consideration in Oct., 2022. (FIN)

As of 7/10/2023 the updated procurement policy was provided to Council as Resolution 22-10, which was adopted by Council during the 11/7/2022 Regular City Council meeting.

J. Evaluate ongoing contracts and implement improvements prior to renewing. (GPC, Et al)

Update 07/07/2023: New contracts structured with a three-year term with two one-year renewals when possible. Existing contracts are evaluated for possible improvements. Recent contracts evaluated: H&T (asphalt), Acentria (Health Ins Broker), Sheriff's Office.

2.5 Improve communication and information sharing with Council/Public/Staff. (PIO, Et al)

A. Enter all new CODE case data into COMPASS before the end of each shift. (CODE)

As of 7/6/2023 100% complete after shift. Total cases for quarter: 1st Quarter Jan-Mar 2023 (1236), 2nd Quarter April-June (1373) (thru June 28th).

B. Respond to all Help Desk submissions within 48 hours. (ASSIGNED DEPT.)

As of 7/13/2023, the median time from when a request is submitted to the Help Desk to when it is assigned is 20.84 hours.

C. Timely submission of monthly, quarterly and annual reports to Council. (ASSIGNED DEPT.)

As of 7/11/2023 monthly, quarterly, and annual reports are being submitted timely to Council.

D. >95% of committee members receive initial training within 90 days of appointment. (CLK)

As of 7/6/2023 Following the November 2022 election, the newly seated council appointed/reappointed members to the city's standing committees in December 2022. Training will be provided to each committee at their regularly scheduled meeting beginning in July 2023.

E. >90% staff participation in monthly trainings. (HR)

As of 7/10/2022 we are maintaining a >90% participation rate in HR Trainings

F. Complete resident survey obtaining a statistically significant sample by 12/1/2022. (CMO)

As of 7/7/2023 the resident survey was completed November 2022.

G. Ensure >90% of PRRs are completed within 3 business days. (CLK)

As of 7/7/2023 96.9 % of all public records requests were fulfilled within 3 workdays during the 3rd quarter of FY 2023.

2.6 Ensure volunteer committees complete their workplans and obtain council approval for each. (CLK)

As of 7/7/2023 Each of the committees will review/finalize their workplans in July and submit them for council's approval in August/September 2023 time frame.

2.7 Review and update departmental Key Functions/Services by December 1st, 2022. (CMO/Et al)

As of 7/7/2023 Review completed.

2.8 Receive an "unmodified" (good) audit opinion for FY-2022. (FIN)

As of 7/10/2023 the City received an "unmodified" (good) audit opinion on 3/15/2023.

2.9 Implement Council approved Harbor Capacity Study recommendations by established due date. (CD)

Update 07/06/23: in progress.

2.10 Establish Park Foundation to assist with acquisitions, renovations and maintenance. (P&R)

As of 7/6/2023: Not started, plan to begin work on this by late 2023.

2.11 Work with the County/State to have derelict vessels removed within 120 days of reporting. (CMO/CODE)

Staff is working with Alex Fogg of the TDC who coordinates with state and federal agencies to have vessels removed.

SECTION 3

MANAGEMENT IN PROGRESS FY23-27

3.1 Memorialize institutional knowledge OPR: HR (I.)

Update 7/7/23: Ongoing initiative. Departments are documenting processes and updating Operating Instructions to preserve institutional knowledge.

3.2 Plan for renewal and replacement of city facilities and infrastructure OPR: PW (I., IV.)

Update: PW has developed a 5+ year Renewal & Replacement schedule w/ cost estimates for major building components (HVAC, roofs), pavements, stormwater infrastructure, vehicles and have provided that information to the Finance Department for incorporation in the FY24 budgeting process.

3.3 Monitor & Manage current grant & funding awards. OPR: GPC (I.)

Update 7/10/23: Current grant awards are being monitored and grant reimbursement requests are on schedule. Grant reporting is also up to date.

3.4 Find and secure new funding opportunities for city services and city projects OPR: GPC (I.)

Update 07/07/23: This process is ongoing. We are in pre-award now for a FDEP grant and will be applying to expand that funding. We are also preparing to apply for FDOT funding to assist with the construction of the Crosstown Connector (funding cycle opens in January 2024).

3.5 Complete Land Development Code (LDC) revisions OPR: CD (I.)

Update 07/06/23: In progress; 70% complete.

3.6 Develop/Implement Wayfinding Program; Improve the City's gateways-OPR: CD (II., IV.)

Update 07/06/23: Complete and ready for implementation.

3.7 Implement a pavement management program OPR: PW (II., IV.)

Update: PW has developed a pavement renewal and replacement program for incorporation into the FY24 budgeting process and beyond. This program includes public streets, public parking areas, and parking at City facilities.

3.8 Provide orientation and key training to Board and Committee members OPR: CLK (I)

Update: All committee handbooks are up to date and are being provided to new members. Annual training to be conducted with each committee starting with their July meetings.

3.9 Improve sidewalks (wider, more walkable) OPR: PW (II., IV.)

Update: The City will soon be adopting an ADA Transition Plan that has identified deficiencies in our pedestrian transportation system (sidewalks, ramps, crosswalks, etc.) along with budgetary recommendations over the next 10 years. Staff has already begun the process of correcting the compliance issues detailed in the Plan.

3.10 Redevelopment (Update CRA's Master Plans) OPR: CD (III.)

Update 07/06/23: In progress

3.11 Re-establish Environmental Committee OPR: Code (VI.)

Update 07/07/23: New Code Director is working to reestablish this committee.

SECTION 4

MAJOR PROJECTS FY 2023-2027

4.1 Implement and Manage COMPASS software (In Progress) OPR: CD/CODE

Update 7/7/23: Ongoing. Staff continues to work with the software provider to improve usability and correct errors. Software providers will also provide additional training.

4.2 ~~Harbor Capacity Study, Phase 1 (USACE) (In Progress) (III., VI.) OPR: CD~~

Update 07/06/23: Complete

4.3 Land Development Code revision (In Progress) (II., III., IV., V., VI.) OPR: CD

Update 07/06/23: In progress; 70% complete

4.4 Impact Fee Study (In Progress) (I., II., III., IV., V., VI.) OPR: FIN/CD/PR/LIB/PW

Update 07/06/23: In progress; 70% complete

4.5 Building Permit Fee Study (In Progress) (I.) OPR: CD/Bldg

Update 07/06/23: Complete and implemented.

4.6 Develop and implement the Mobility Plan and associated Fees (I., II., V.) OPR: CD

Update 07/06/23: In progress; 80% complete.

4.7 Update Business Tax Receipts (BTR) Fee Schedule and processes (In Progress) (I.) OPR: CD

Update 07/06/23: Completed and being implemented FY23/24.

4.8 Research Stormwater Utility options and Funding (II., III., VI.) OPR: PW/CD

Update 07/06/23: In progress.

4.9 ~~Construct Capt. Royal Melvin Heritage Park (In Progress) (II., VI.)~~

Update 07/07/23: Construction complete. Ribbon cutting ceremony will take place July 18, 2023, 9am.

4.10 FDOT Median Improvement project (In Progress) (IV.) OPR: PW

Update 07/07/23: The US98/SR30 median Improvement project from the East Pass bridge to Airport Road is complete and is currently under a two-year maintenance period by FDOT's contractor. Our maintenance responsibility for Phase I (EP Bridge to Airport Road) will go into effect in Feb of 2025. The Maintenance Agreement for Phase I is going to Council on August 7. The second phase of this project from Airport Road to the Walton County line should be kicking off in earnest this Fall.

4.11 Norriego Point Park improvements Phase III - Recreation Components (Pending GSD Roadway extension) OPR: GPC

Update 07/07/23: FDEP expects to begin construction in the fall of 2023.

4.12 Renovate Clement Taylor Park (Pending Funding) (II., VI.) OPR: GPC

Update 07/07/23: Procurement process will commence once the US Treasury and OBCC issue the Notice to Proceed.

4.13 Redevelop Joe's Bayou Recreation Area (In Progress) (II., VI.) OPR: GPC

Update 7/10/23: DEP completed the 30% plans and will review those with the city staff July 19.

4.14 Continuity of streetlights/Conversion to LEDS (In Progress) (II., VI.) OPR: PW

Update 07/07/23: Staff has already coordinated the conversion of hundreds of our High-Pressure Sodium streetlights to LEDS. Conversions remain ongoing with several other projects to be started over the next few months.

4.15 Implement prioritized stormwater improvements based on the *Stormwater Master Plan* (In Progress) (II., V., VI.) OPR: PW

Update (PW): Staff has completed two stormwater retention projects identified in the Plan under the city-wide swale initiative (Gulf Shore Drive at Durango and 4th Street). Two more projects will be completed in the coming months that include Gulf Shore Drive across from 415 and re-establishment of the swale system on Airport Road between Misty Way and Kell-Aire Drive.

4.16 Linear Park: (In partnership with FPL) Secure additional funding, complete design, secure required easements, construct phase 1 Mattie Kelly Blvd to 98 Palms. (In Progress) (II., VI.) OPR: GPC

Update 07/12/23: Staff is scheduled to apply to FDOT in August for an grant agreement extension, Kick-off meeting with the design engineer is scheduled for 7/14/23.

4.17 Pickleball Courts: Secure additional funding, acquire land, complete design and construct. (II., VI.) OPR: GPC

Update 07/07/23: Project pending additional direction from Council on July 17, 23.

Key

OPR:	Office of Primary Responsibility
CMO:	City Manager's Office
GPC	Grants, Projects and Contracts Division
PIO	Public Information Division
PW:	Public Works Department
EMGT	Emergency Management Division
STW	Storm Water Division
CD:	Community Development Department
ENG	Engineering Division
BLDG	Building Division
PLAN	Planning Division
Code	Code Compliance Department
LIB	Library Department
PR	Parks and Recreation Department
CLK	City Clerk's Office
FIN	Finance Department
HR	Human Resources Department
Et al	"and others"
CA	City Attorney
LUA	Land Use Attorney
PRR	Public Records Request
SS	Support Services

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.F.

TO: City Council

THRU: Rey Bailey, City Clerk
 Michael Burgess, Public Services Director
 Louis Zunguze, Community Development Director
 Krystal Strickland, Finance Director
 Jamie Dittmer, Human Resources Manager
 Jeffrey Cozadd, Grants Manager
 Troy Williams, Code Compliance Director
 Wen Livingston, Library Director
 Ryan Reed, Deputy Parks/Rec Director

FROM: Lance Johnson, City Manager

DATE: 07/11/2023

SUBJECT: FY2024 Strategic Plan

I. BACKGROUND: The council reviewed their objectives during the Strategic Planning Session in February. There were a few potential recommendations for inclusion in the 2024-2029 plan that were discussed (listed below) but the overall consensus was to minimize the changes to the plan to enable staff to keep pursuing the multi-year projects on the existing plan. Staff members have included recommended changes to next year's plan based on the input from the Strategic Planning Session.

II. DISCUSSION: CURRENT COUNCIL OBJECTIVES WITH UPDATE RECOMMENDATIONS (REC) FOR NEXT YEARS PLAN:

CRITICAL PRIORITIES

[REC:1.1 Move to Strategic Goals section per 2023 Visioning Session input]
 1.2 Work with stakeholders to pursue the Destin City Center. (Phase 1 Feasibility Study), (II., III.).(OPR: CD)

IMPORTANT PRIORITIES

1.3 Complete two-lane Crosstown Connector (II., V.). (OPR: CD/GPC) [REC: Move to Critical]
 1.4 Public Beachfront acquisition initiative (II., III., IV., VI.). (OPR: GPC) [REC:

incorporate item A here.]

- 1.5 Underground Utilities (II., IV., VI.). (OPR: GPC) [REC: Move to Critical]
- 1.6 Stahlman/US 98 pedestrian and vehicle improvements in cooperation with FDOT. (II., V.) (OPR: CD/ENG) [REC: Move to Critical]

DESIRABLE PRIORITIES

- 1.7 Annexation of unincorporated enclaves (I.). (OPR: CD/CMO)
- 1.8 Transit, Trolley systems (V.) [REC: incorporate item B here.] (OPR CD/CMO)
- 1.9 City Marina (Phase 1 Feasibility Study), (III, V.). [Could incorporate item G here.] (OPR: CD)
- 1.10 Improve parking, explore options (i.e., parking garage, surface parking), (V.). (OPR: PW) [Site improvements for the Zerbe/Sibert parking lot have been delayed to FY2024 via Council direction on June 20, 2023] [REC: Move to Important]
- 1.11 Beach Re-nourishment, planning & scheduling in partnership with the County & State. (II., VI.) (OPR: CD/CMO)

OTHER ITEMS DISCUSSED DURING THE 2023 STRATEGIC PLANNING SESSION (With Recommendations for FY2024-29 Plan.):

- 1. *Pursue acquisition of property north of the Marler Bridge for potential Park, Pedestrian Improvements, Marina, Parking Garage, Amphitheater and/or City Center. [REC: incorporate into current item 1.4]*
- 2. *Support Ferry System to move waterfront traffic City to City. [REC; incorporate into current item 1.8]*
- 3. *Provide more Pickleball Courts [Already included in 4.17]*
- 4. *Workforce Housing.*
- 5. *Expand access to the east side of Henderson Beach State Park. [REC: Add to Management Objectives]*
- 6. *Build Parking Garage(s) in Harbor District. [Increase priority of current item 1.10]*
- 7. *Feasibility of a City Marina in Joe's Bayou. [Could be incorporated into current item 1.9.]*
- 8. *Lifeguards, increase support and assist in securing resources. [REC: Add to Management Objectives]*

A. Link to Strategic Goals / Objectives: DIRECT LINK

B. Effect on Budget (EOB):

C. Level of Service (LOS): Having a Strategic Plan in place provides staff with the prioritized direction the Council wants to focus resources on.

D. Legislative Sponsor:

III. CONCLUSION: Staff recommends making as few revisions to the current Strategic Plan as is possible so that the focus can remain on the multi-year projects represented in the Plan.

IV. RECOMMENDED MOTION: OPTION 1: I move to approve the FY2024-FY2029 Strategic Plan with the Staff's recommendations included.

OPTION 2: I move to approve the FY2024-2029 Strategic Plan with the following changes...

OPTION 3: I move for the City Manager to bring back a draft FY2024-2029 Strategic Plan with the following changes at the next Council meeting.

Attachments:

1. DRAFT FY2024 STRATEGIC PLAN

DESTIN STRATEGIC PLAN SUMMARY FISCAL YEAR 2024-2029[DRAFT]

Key

OPR:	Office of Primary Responsibility
CMO:	City Manager's Office
GPC	Grants, Projects and Contracts Division
PIO	Public Information Division
PW:	Public Works Department
EMGT	Emergency Management Division
STW	Storm Water Division
CD:	Community Development Department
ENG	Engineering Division
BLDG	Building Division
PLAN	Planning Division
Code	Code Compliance Department
LIB	Library Department
PR	Parks and Recreation Department
CLK	City Clerk's Office
FIN	Finance Department
HR	Human Resources Department
Et al	"and others"
CA	City Attorney
LUA	Land Use Attorney
PRR	Public Records Request
SS	Support Services

VISION 2035 (NO UPDATE REQUIRED)

DESTIN IS A FAMILY- ORIENTED BEACH AND FISHING COMMUNITY WHERE PEOPLE WANT TO LIVE, WORK & PLAY AND WHERE VISITORS ARE WELCOMED TO RESPECTFULLY ENJOY OUR COMMUNITY AND ITS RESOURCES.

PRIORITIZED KEY CUSTOMER GROUPS (NO UPDATE REQUIRED)

1. Year-Round Residents
2. Destin-Based Businesses
3. Visitors

PRIORITIZED STRATEGIC GOALS (PILLARS) (Adopted March 7, 2022)(Add VII from Section 2No-Update Required)

- I. Financially sound city providing service excellence.**
- II. Enhanced quality of life and safety for families.**
- III. Economic development and revitalization.**
- IV. Effective, efficient, and aesthetically pleasing infrastructure.**
- V. Improve mobility and connectivity.**
- VI. A green and sustainable environment.**

VII. ~~1.1~~—Offer livable wages & benefits to attract and maintain high caliber, qualified staff (I.).

SECTION 1

PROPOSED COUNCIL OBJECTIVES FY2024-20293 ADOPTED MARCH 7, 2022. [*Note: Numbers & Priority Levels will be reassigned based upon Council Approval]

CRITICAL PRIORITIES

- ~~1.1 Offer livable wages & benefits to attract and maintain high-caliber, qualified staff (I.).[REC: Move to Strategic Goals section per 2023 Visioning Session input]~~
- 1.2 Work with stakeholders to pursue the Destin City Center. (Phase 1 Feasibility Study), (II., III.).(OPR: CD)

IMPORTANT PRIORITIES

- 1.3 Complete two-lane Crosstown Connector (II., V.). (OPR: CD/GPC) [REC: Move to Critical]
- 1.4 Public Beachfront acquisition initiative ((II., III., IV., VI.). (OPR: GPC) [REC: incorporate item A here.]
- 1.5 Underground Utilities (II., IV., VI.). (OPR: GPC) [REC: Move to Critical]
- 1.6 Stahlman/US 98 pedestrian and vehicle improvements in cooperation with FDOT. (II., V.).(OPR: CD/ENG) [REC: Move to Critical]

DESIRABLE PRIORITIES

- 1.7 Annexation of unincorporated enclaves (I.). (OPR: CD/CMO)
- 1.8 Transit, /Trolley-systems (V.).[REC: incorporate item B here.] (OPR CD/CMO)
- 1.9 City Marina (Phase 1 Feasibility Study), (III, V.).[Could incorporate item G here.] (OPR: CD)
- 1.10 —Improve parking, explore options (i.e., parking garage, surface parking), (V.). (OPR: PW) [Site improvements for the Zerbe/Sibert parking lot have been delayed to FY2024 via Council direction on June 20, 2023]
- 1.11 —Beach Re-nourishment, planning & scheduling in partnership with the County & State. (II., VI.). (OPR: CD/CMO)

OTHER ITEMS DISCUSSED DURING THE 2023 STRATEGIC PLANNING SESSION:

- A. Pursue acquisition of property north of the Marler Bridge for potential Park, Pedestrian Improvements, Marina, Parking Garage, Amphitheater and/or City Center. [Could be incorporated into current item 1.4]
- B. Ferry System to move waterfront traffic City to City. [Could be incorporated into current item 1.8]
- C. Provide more Pickleball Courts [Already included in 4.17]
- D. Workforce Housing.
- E. Expand access to the east side of Henderson Beach State Park.
- F. Build Parking Garage(s) in Harbor District. [Add emphasis to current item 1.10]
- G. Feasibility of a City Marina in Joe's Bayou. [Could be incorporated into current item 1.9.]
- H. Lifeguards, increase support and assist in securing resources.

DRAFT FY24-29

SECTION 2

MANAGEMENT OBJECTIVES FY2023

- 2.1 Keep resources (Staff, Time, Money) aligned with the adopted Strategic Plan and the adopted budget when asked/directed to reprioritize tasks and/or projects.
- A. Maintain a quarterly average employee Vacancy Rate of <15%. (HR)
 - B. Keep fiscal expenditures within the adopted budget. (FIN)
 - C. Track and report staff time spends quarterly fulfilling Public Records Requests. (CLK)
- 2.2 Research/track grants and other funding sources for current and future projects including “Undergrounding Utilities,” and “Land Acquisitions.”
- A. Research at least 15 active grants by the end of fiscal 2023. (GPC)
 - B. Submit at least 7 grant/funding applications by the end of fiscal 2023. (GPC)
 - C. Receive at least 3 grant/funding awards by the end of fiscal 2023. (GPC)
 - D. **Complete ORAC park projects at Royal Melvin & Clement Taylor Parks.** (GPC/PR)
- 2.3 Present a policy recommendation for property annexation to Council by 2/1/23. (CD)
- 2.4 Develop and implement processes improvements for consistent and streamlined application of ordinances, codes, policies and procedures;
- A. **Complete the Land Development Code update by 06/01/2023.** (CD)
 - B. By March 1, 2023 evaluate the “Development Order Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (PLAN)
 - C. By January 1, 2023 evaluate the “Permitting Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (BLDG)
 - D. By January 1 2023 evaluate the inspection process for developments and permitted projects and implement ways to consistently complete pre-phase, mid-phase and post-phase inspections in a timely manner on a consistent basis. (CD)
 - E. By January 1, 2023 evaluate the “Business Tax Receipt Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (BLDG)
 - F. By October 31, 2022 evaluate the “Livery Vessel Registration Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (CODE)
 - G. By October 31, 2022 evaluate the “Short Term Rental Registration Process” and implement ways to consistently expedite completion and increase applicant satisfaction. (CODE)
 - H. By December 31, 2022, present a policy recommendation for code compliance regulations consistent with international property maintenance code (IPMC) (CODE)
 - I. Present the updated procurement policy to Council for their consideration in Oct., 2022. (FIN)
 - J. Evaluate ongoing contracts and implement improvements prior to renewing. (GPC, Et al)
- 2.5 Improve communication and information sharing with Council/Public/Staff. (PIO, Et al)
- A. Enter all new CODE case data into COMPASS before the end of each shift. (CODE)
 - B. Respond to all Help Desk submissions within 48 hours. (ASSIGNED DEPT.)
 - C. Timely submission of monthly, quarterly and annual reports to Council. (ASSIGNED DEPT.)
 - D. >95% of committee members receive initial training within 90 days of appointment. (CLK)
 - E. >90% staff participation in monthly trainings. (HR)
 - F. Complete resident survey obtaining a statistically significant sample by 12/1/2022. (CMO)
 - G. Ensure >90% of PRRs are completed within 2 business days. (CLK)
- 2.6 Ensure volunteer committees complete their workplans and obtain council approval for each. (CLK)
- 2.7 Review and update departmental Key Functions/Services by December 1st, 2022. (CMO/Et al)
- 2.8 Receive an “unmodified” (good) audit opinion for FY-2022.
- 2.9 Implement Council approved Harbor Capacity Study recommendations by established due date. (CD)
- 2.10 Establish Park Foundation to assist with acquisitions, renovations and maintenance. (P&R)
- 2.11 Work with the County/State to have derelict vessels removed within 120 days of reporting. (CMO)

Commented [GU1]: format 2.4 J. (tab)

SECTION 3

MANAGEMENT IN PROGRESS FY23-27

- 3.1 Memorialize institutional knowledge OPR: HR (I.)
- 3.2 Plan for renewal and replacement of city facilities and infrastructure OPR: PW (I., IV.)
- 3.3 Monitor & Manage current grant & funding awards. OPR: GPC (I.)
- 3.4 Find and secure new funding opportunities for city services and city projects OPR: GPC (I.)
- 3.5 Complete Land Development Code (LDC) revisions OPR: CD (I.)
- 3.6 Develop/Implement Wayfinding Program; Improve the City's gateways-OPR: CD (II., IV.)
- 3.7 Implement a pavement management program OPR: PW (II., IV.)
- 3.8 Provide orientation and key training to Board and Committee members OPR: CLK (I)
- 3.9 Improve sidewalks (wider, more walkable) OPR: PW (II., IV.)
- 3.10 **Redevelopment (Update CRA's Master Plans)** OPR: CD (III.)
- 3.11 Re-establish Environmental Committee OPR: Code (VI.)

SECTION 4

MAJOR PROJECTS FY 2023-2027

- 4.1 Implement and Manage COMPASS software. OPR: CD/CODE (In Progress)
- 4.2 Harbor Capacity Study, Phase 1 (USACE) (In Progress) (III., VI.) OPR: CD
- 4.3 Land Development Code revision (In Progress) (II., III., IV., V., VI.) OPR: CD/PLAN
- 4.4 Impact Fee Study (In Progress) (I., II., III., IV., V., VI.) OPR: FIN/CD/PR/LIB/PW
- 4.5 Building Permit Fee Study (In Progress) (I.) OPR: CD/BLDG
- 4.6 Develop and implement the Mobility Plan and associated Fees (I., II., V.) OPR: CD
- 4.7 Update Business Tax Receipts (BTR) Fee Schedule and processes (In Progress) (I.) OPR: CD
- 4.8 Research Stormwater Utility options and Funding (II., III., VI.) OPR: PW/STW
- 4.9 Construct Capt. Royal Melvin Heritage Park (In Progress) (II., VI.) COMPLETE
- 4.10 FDOT Median Improvement project (In Progress) (IV.) OPR: PW
- 4.11 Norriego Point Park Improvements Phase III - Recreation Components (Pending GSD Roadway extension) OPR: GPC
- 4.12 Renovate Clement Taylor Park (Pending Funding) (II., VI.) OPR: GPC
- 4.13 Redevelop Joe's Bayou Recreation Area (In Progress) (II., VI.) OPR: GPC
- 4.14 Continuity of streetlights/Conversion to LEDS (In Progress) (II., VI.) OPR: PW
- 4.15 Implement prioritized stormwater improvements based on the *Stormwater Master Plan* (In Progress) (II., V., VI.) OPR: PW
- 4.16 Linear Park: (In partnership with FPL) Secure additional funding, complete trail only design, secure required easements, construct phase 1 Mattie Kelly Blvd to 98 Palms. (In Progress) (II., VI.) OPR: GPC
- 4.17 Pickleball Courts: Secure additional funding, acquire land, complete design and construct. (II., VI.) OPR: GPC

Key

OPR:	Office of Primary Responsibility
CMO:	City Manager's Office
GPC:	Grants, Projects and Contracts Division
PIO:	Public Information Division
PW:	Public Works Department
EMGT:	Emergency Management Division
STW:	Storm Water Division
CD:	Community Development Department
ENG:	Engineering Division
BLDG:	Building Division
PLAN:	Planning Division
Code:	Code Compliance Department
LIB:	Library Department
PR:	Parks and Recreation Department
CLK:	City Clerk's Office
FIN:	Finance Department
HR:	Human Resources Department
Et al:	"and others"
CA:	City Attorney
LUA:	Land Use Attorney
PRR:	Public Records Request

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023

TYPE OF AGENDA ITEM: Action Item

AGENDA OUTLINE NUMBER: 4.G.

TO: City Council

THRU: Jeffrey Cozadd, Grants Manager
Michael Burgess, Public Services Director
Kyle Bauman, City Attorney
Lance Johnson, City Manager

FROM: Krystal Strickland, Finance Director

DATE: July 11, 2023

SUBJECT: Okaloosa Half Penny Infrastructure Surtax

I. BACKGROUND: At the January 27, 2020 Special Workshop, the City estimated it would receive \$12.8 million from the Okaloosa Half Penny Infrastructure Surtax that was voted in for the 10-year period January 2019 - December 2029. Council moved to allocate this Infrastructure Surtax for the following uses:

- Beach Acquisition - 75% - \$9,600,000
- Underground Utilities - 10% - \$1,280,000
- Public Works/Safety Committee identified projects - 10% - \$1,280,000
- Other projects as designated by Council - 5% - \$640,000

In May 2022, after signing an agreement with the Okaloosa Tourist Development District for beach acquisition, City Council adjusted the allocation to reduce the amount for Beach Acquisition and to increase the amount for Undergrounding of Overhead Utilities. Council made a motion on May 2, 2022 to allocate the Okaloosa Half Penny Infrastructure Surtax as follows:

Oka 1/2 allocation as per 05/02/22:					
	Beach	Underground	Stormwater	Public Works/ Safety	TOTAL
Percentage	25%	60%	10%	5%	100%
Est Revs (2019-2029)	4,000,000	9,600,000	1,600,000	800,000	16,000,000

II. DISCUSSION: Staff have now realized a mistake was made when reducing the allocation to Beach Acquisition. We inadvertently did not include remaining debt service for the loan taken to purchase parcels near the Crystal Beach park. Below is a synopsis of the expenditures to date, with the overage for Beach highlighted in yellow:

Oka 1/2 allocation as per 05/02/22:					
	Beach	Underground	Stormwater	Public Works/ Safety	TOTAL
Percentage	25%	60%	10%	5%	100%
Est Revs (2019-2029)	4,000,000	9,600,000	1,600,000	800,000	16,000,000
Spent to date	3,636,383	1,409,460	-	99,500	5,145,343
Remaining debt svc	2,211,994	-			2,211,994
Balance	(1,848,377)	8,190,540	1,600,000	700,500	8,642,663

Staff have updated the total estimated revenues based upon collections to date (January 2019 - May 2023) assuming an inflationary factor of 2.5%, we now anticipate collection of \$17.4 million. In order to meet the remaining commitment for debt service for the Beach loan, staff recommend reallocating the funds. The revised allocation is presented below in yellow, followed by expenditures and commitments to date.

RECOMMENDED OKA 1/2 REVISION FOR JULY 2023:					
	Beach	Underground	Stormwater	Public Works/ Safety	TOTAL
Percentage	33.61%	55.00%	6.99%	4.40%	100.00%
Est Revs (2019-2029)	5,848,377	9,570,000	1,216,023	765,600	17,400,000
Spent to date	3,636,383	1,457,432	-	99,500	5,193,315
Remaining debt svc	2,211,994	-			2,211,994
Balance	-	8,112,568	1,216,023	666,100	9,994,691

This revised allocation will meet our current commitments and will slightly reduce funds available to underground overhead utilities, to address stormwater infrastructure issues and for the public works and safety committee.

A. Link to Strategic Goals / Objectives: Financially sound city providing service excellence

B. Effect on Budget (EOB):

Changing this allocation will not affect the 2023 Budget, but it will affect the long-term

C. Level of Service (LOS): Improves funding available for undergrounding and stormwater.

D. Legislative Sponsor:

III. CONCLUSION: Staff recommends reallocating the use of the Okaloosa Half Penny Infrastructure surtax to decrease the allotment towards Beach Acquisition from 25% up to 55%, to decrease the allotment for Undergrounding Utilities from 60% to 55%, to increase

the allotment towards stormwater projects from 5% to 6.99%, and to commit the remaining 4.4% to projects recommended by the public works and safety committee.

IV. RECOMMENDED MOTION: I move to allocate portions of the Okaloosa Half Penny Infrastructure surtax revenues as follows:

- 55% towards undergrounding utilities
- 33.61% towards beach acquisition
- 6.99% towards stormwater projects
- 4.4% towards public works and safety committee initiated projects

Attachments:

None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 4.H.

TO: City Council

THRU: Jeffrey Cozadd, Grants Manager
Michael Burgess, Public Services Director
Webb Warren, Deputy City Manager
Kyle Bauman, City Attorney
Lance Johnson, City Manager

FROM: Krystal Strickland, Finance Director

DATE: July 11, 2023

SUBJECT: American Rescue Plan Act (ARPA) Expenditure Plan

I. BACKGROUND: In May 2021, the City of Destin applied for and received an award of \$1,581,098 from the US Treasury from the American Rescue Plan Act (ARPA).

It is recommended that City Council approve an expenditure plan for these funds by motion.

II. DISCUSSION: ARPA funds have many restrictions. Staff have identified IT Security and Stormwater as the top two most eligible uses for our City.

Staff recommend that Council move to allocate the American Rescue Plan Act funds for the following uses:

Recommended Expenditure Plan		
Stormwater Infrastructure	\$ 1,089,718	69%
Stormwater Equipment	61,845	4%
IT Security - Tyler	429,535	27%
Total Award	\$ 1,581,098	

Funds must be expended or encumbered by December 2024. The awarded funds were

transferred to the City of Destin. In accordance with the Federal guidelines, the funds are being kept in a non-interest bearing account. Accounting staff has marked this bank account as restricted in the financial statements.

A. Link to Strategic Goals / Objectives: Financially sound city providing service excellence

B. Effect on Budget (EOB): These funds were included in the adopted budget for expenditure in FY 2022 and FY 2023. There is a current remaining unencumbered balance of \$1,078,118.

C. Level of Service (LOS): Improves funding available for stormwater infrastructure replacements.

D. Legislative Sponsor:

III. CONCLUSION: Staff recommend that Council move to approve the expenditure plan for American Rescue Plan Act funds as outlined above.

IV. RECOMMENDED MOTION: I move to expend the American Rescue Plan Act awarded funds as follows:

- 69% for Stormwater Infrastructure
- 4% for Stormwater Equipment
- 27% for IT Security

Attachments:

None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: 4.I.

TO: City Council

THRU: Kyle Bauman, City Attorney
Kimberly Kopp, Land Use Attorney
Lance Johnson, City Manager

FROM: Krystal Strickland, Finance Director

DATE: July 12, 2022

SUBJECT: Establishing the FY2024 Tentative Millage Rate and Budget Public Hearing Dates

I. BACKGROUND: Chapter 200 of the Florida Statutes "Determination of Millage" sets a statutory timetable for the calculation and notification to the public of the process to set ad valorem tax millage rates and adopt a budget. The statute identifies the time frames and briefly describes the tasks to be accomplished during the timeframe.

Day 1/July 1 The property appraiser certifies the taxable value on the Certification of Taxable Value (Form DR-420) and delivers it to each taxing authority. The property appraiser also certifies Tax Increment Adjustment Worksheet (form DR-420TIF) for community redevelopment areas.

Day 35/Aug 4 Within 35 days of certification of value, each taxing authority certifies the completed DR-420, DR420MMP, and any additional forms (DR-420TIF) and returns them to the property appraiser. The taxing authority informs the property appraiser of the following:

- Prior year millage rate
- Current year proposed millage rate
- Current year rolled-back rate (calculated under F.S. 200.065)
- Date, time and meeting place of the tentative budget hearing

Day 55/Aug 24 In compliance with section F.S. 200.65, the property appraiser mails the TRIM notice within 55 days after certification of value. The TRIM notice publicizes this hearing.

Day 65-80/Sept 3-Sept 18 The tentative budget hearing must be held 65 to 80 days from

the certification of taxable value. Hearings must take place Monday through Friday after 5:00 p.m. or any time on Saturday. At this hearing, the taxing authority:

- Amends the tentative budget
- Re-calculates the proposed millage rate and publicly announces the percentage, if any, by which the re-calculated proposed millage exceeds the rolled-back rate
- Adopts a tentative millage and budget

Staff recommend setting the tentative public hearing for Thursday, September 7, 2023 at 5:30pm at a regular council meeting.

Day 95/Sept 18-Oct 3 Within 15 days after the tentative budget hearing, the taxing authority advertises its intent to adopt a final millage and budget. The public hearing must be held within two to five days after the advertisement appears in the newspaper. Within three days of the public hearing adopting the final millage rate and budget, the resolution or ordinance adopting the final millage rate must be sent to the property appraiser, the tax collector, and the Florida Department of Revenue.

Staff recommend setting the Final public hearing for September 18, 2023 at the regular council meeting.

II. DISCUSSION: Finance has received the 2023 Certification of Taxable Value (form DR-420) from the County Appraiser. The 2023 adjusted gross taxable value is \$7,829,239,955 (DR-420 LINE 6) representing an increase of \$861,762,087 (12.37%) from the 2022 Final Gross Taxable Value of \$6,967,477,868 (DR-420 LINE 7). Within 35 days (August 4) of receiving this certification of taxable value, the City must notify the Property Appraiser of its calculated rolled-back rate, its tentative millage rate, and the date of the City's first public hearing for the budget.

Rolled-Back Rate: The rolled-back rate is defined as the millage rate that would produce the same amount of ad valorem tax revenue as was levied during the prior year, exclusive of new construction, deletions, and boundary changes. The Florida Department of Revenue has calculated the rolled-back rate to be 1.4553 mills (DR-420 LINE 16), which would generate a tax levy of \$11,557,062 (DR-420 LINE 24).

Tentative Millage: The tentative millage rate is important because once it is set it cannot be increased without the additional expense of a formal notification to each city taxpayer. Staff is in the process of formulating the proposed budget for FY2024. The proposed budget is being developed based upon retaining a millage rate of 1.6150 mills which incorporates increased operating costs due to inflation and high priority capital projects and infrastructure renewal. Setting the tentative millage rate at 1.6150 mills will produce approximately \$12,825,298 (DR-420 LINE 25). As per the generally accepted practices, the City would budget 95%, or \$12,184,033. This represents a budgeted amount \$1,492,256 higher than the FY2023 ad valorem distributed to the City. Setting the millage at 1.6150 mills represents a tax increase of 10.97% over the rolled-back rate of 1.4553 mills (DR-420 LINE 16). The funds generated from the tax increase will go to support personnel costs which have increased over 20%. The remaining funds not expended on operations have been programmed as matching funds towards capital project grants and towards high priority capital projects.

Budget Public Hearings: Staff recommend the first public hearing on tentative millage rate and budget be held during the regular City Council meeting scheduled for September 7, 2023. Staff recommend the second public hearing to adopt the final millage rate and budget be held at the September 18, 2023 Regular Council Meeting. The City is required to notify the Property Appraiser of the date, time, and location of the City's first public hearing to publish on the TRIM notices. Any change in the meeting time for the first public hearing will require notice to each taxpayer. Staff requests that Council set the public hearing dates for the FY2024 Budget as follows:

Special Council Meeting, Thursday, September 7, 2023 at 5:30pm

Regular Council Meeting, Monday, September 18, 2023 at 6pm

According to the information currently available to the City our budget hearing dates do not conflict with the meeting dates of Okaloosa County School Board (07/24/23 and 09/11/23). They also do not conflict with the budget hearing dates for Okaloosa County (09/05/23 and 09/19/23).

A. Link to Strategic Goals / Objectives: Goal #1: Financially Sound City
Providing Service Excellence

B. Effect on Budget (EOB): The adoption of the tentative millage rate is the first step in approving the FY2024 budget. There is no effect on our current budget. The allocation of the \$12,184,033 that would be collected at a millage rate of 1.615 would be allocated amongst the funds as follows:

General Fund	11,073,048
Town Center (city)	616,955
Harbor (city)	494,030
TOTAL City	12,184,033

C. Level of Service (LOS): Setting the tentative millage rate at 1.6150 will allow for planned increases in levels of service.

D. Legislative Sponsor:

III. CONCLUSION: Staff respectfully request that Council confirm the date and times of the public hearings as recommended above, and we request to set the tentative millage rate for ad valorem on the 2023 tax roll at 1.6150 mills to fund the FY 2024 Budget. This amount is 10.97% more than the roll-back rate of 1.4553 mills.

IV. RECOMMENDED MOTION: I move that Council set the tentative millage rate for ad valorem taxes at 1.6150 mills which is 10.97% more than the roll-back rate of 1.4553 mills and confirm the date and times of the public hearings for the FY2024 Budget on September 7th, 2023 at 5:30pm and September 18th, 2023 at 6:00 PM.

Attachments:

1. 2023 0713 draft all TRIM forms DR-420 TIFF MM



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2023	County : OKALOOSA
Principal Authority : CITY OF DESTIN	Taxing Authority : CITY OF DESTIN

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	7,816,671,888	(1)	
2.	Current year taxable value of personal property for operating purposes	\$	124,688,876	(2)	
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)	
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	7,941,360,764	(4)	
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	112,120,809	(5)	
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	7,829,239,955	(6)	
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	6,967,477,868	(7)	
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES	☐ NO	Number 2	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	☐ YES	☒ NO	Number 0	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:		Date :		
	Electronically Certified by Property Appraiser		6/9/2023 1:27 PM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	1.6150	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	11,252,477	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	912,360	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	10,340,117	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	724,122,637	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	7,105,117,318	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	1.4553	per \$1000	(16)
17.	Current year proposed operating millage rate	1.6150	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	12,825,298	(18)

19.	TYPE of principal authority (check one)		☐ County	☐ Independent Special District	(19)
			☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)		☒ Principal Authority	☐ Dependent Special District	(20)
			☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)				(21)
	☐ Yes ☒ No				
DEPENDENT SPECIAL DISTRICTS AND MSTUs				STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 10,340,117	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			1.4553 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 11,557,062	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 12,825,298	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			1.6150 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			10.97 %	(27)
First public budget hearing		Date :	Time :	Place :	
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :				Date :
	Title :		Contact Name and Contact Title :		
	LANCE JOHNSON CITY MANAGER		KRYSTAL STRICKLAND, FINANCE DIRECTOR		
	Mailing Address :		Physical Address :		
4200 INDIAN BAYOU TRAIL		4200 INDIAN BAYOU TRAIL			
City, State, Zip :		Phone Number :		Fax Number :	
DESTIN, FL 32541		850.337.3146		850.269.9890	

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



Reset Form

Print Form

MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P

R. 5/12

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

Year: 2023		County: OKALOOSA	
Principal Authority : CITY OF DESTIN		Taxing Authority: CITY OF DESTIN	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No (1)
IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	1.4553 per \$1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2022 Form DR-420MM, Line 13	4.3799 per \$1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	1.6150 per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 6,967,477,868	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 30,516,856	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 912,360	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 29,604,496	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 7,105,117,318	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	4.1666 per \$1,000	(10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	4.1666 per \$1,000	(11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0284	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	4.2849 per \$1,000	(13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	4.7134 per \$1,000	(14)
15.	Current year proposed millage rate	1.6150 per \$1,000	(15)
16.	Minimum vote required to levy proposed millage: (Check one)		
☒	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
☐	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.		
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
☐	d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	4.2849 per \$1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 7,941,360,764	(18)

Continued on page 2

Taxing Authority : CITY OF DESTIN		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 12,825,298	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 34,027,937	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 12,825,298	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 34,027,937	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : LANCE JOHNSON CITY MANAGER	Contact Name and Contact Title : KRYSTAL STRICKLAND, FINANCE DIRECTOR	
	Mailing Address : 4200 INDIAN BAYOU TRAIL	Physical Address : 4200 INDIAN BAYOU TRAIL	
	City, State, Zip : DESTIN, FL 32541	Phone Number : 850.337.3146	Fax Number : 850.269.9890

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

DR-420MM-P
R. 5/12
Page 3

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2023 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2022 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year :	2023	County :	OKALOOSA
Principal Authority :	CITY OF DESTIN	Taxing Authority :	CITY OF DESTIN
Community Redevelopment Area :	Destin Town Center (DR)	Base Year :	1998

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	497,118,283	(1)
2.	Base year taxable value in the tax increment area	\$	94,996,840	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	402,121,443	(3)
4.	Prior year Final taxable value in the tax increment area	\$	420,026,278	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	325,029,438	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/9/2023 1:27 PM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		100.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	402,121,443	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	499,581	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : LANCE JOHNSON CITY MANAGER		Contact Name and Contact Title : KRYSTAL STRICKLAND, FINANCE DIRECTOR	
	Mailing Address : 4200 INDIAN BAYOU TRAIL		Physical Address : 4200 INDIAN BAYOU TRAIL	
City, State, Zip : DESTIN, FL 32541		Phone Number : 850.337.3146	Fax Number : 850.269.9890	

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

Property appraisers must complete and sign Section I of this worksheet and provide it with form DR-420, *Certification of Taxable Value*, to all taxing authorities who make payments to a redevelopment trust fund under:

- s. 163.387(2)(a), Florida Statutes, or
- An ordinance, resolution, or agreement to fund a project or to finance essential infrastructure.

“Tax increment value” is the cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under:

- s. 163.387(1), F.S. or
- An ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.

“Dedicated increment value” is the portion of the tax increment value used to determine the payment to the redevelopment trust fund. (See s. 200.001(8)(h), F.S.) Calculate the dedicated increment value on this form and enter on either Line 6b or Line 7e.

“Specific proportion,” used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

- Example 1.
Section 163.387(1), F.S., states the payment made by the taxing authority should equal 95% of the millage levied times the tax increment value. The specific proportion in this case is 95%. The ordinance providing for the payment may set a percentage lower than 95%. In these cases, the lower percentage would be the specific proportion.
- Example 2.
Some required tax increment payments are not directly related to the tax increment value. A constant dollar payment is a payment not based on a specific proportion of the tax increment value. Line 7 converts these payments into a proportion based on the prior year's payment and tax increment value to reach the current year's dedicated increment value.

Section I: Property Appraiser

A. Complete Section I of this form for each county, municipality, independent special district, dependent special district, and MSTU that:

- Has a tax increment value and
- Is not exempted from making payments to a community redevelopment trust fund based on tax increments (s. 163.387(2)(c), F.S.).

If a taxing authority has more than one tax increment value, they must complete a separate form for each tax increment value. Send a copy to each taxing authority with the DR-420 and keep a copy. When the taxing authority returns the completed forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight Program - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

B. Enter only tax increment values that apply to the value located within the taxing authority indicated.

Section II: Taxing Authority

Complete Section II of the form, keep one copy, and return the original and one copy to your property appraiser with DR-420 within 35 days of certification. Send one copy to your tax collector.

Additional Instructions for Lines 6 and 7

Complete Line 6 if the payment into the redevelopment trust fund is a specific proportion of the tax increment value.

Complete Line 7 if the payment is based on a calculation other than a specific proportion. Do not complete both Lines 6 and 7.



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year :	2023	County :	OKALOOSA
Principal Authority :	CITY OF DESTIN	Taxing Authority :	CITY OF DESTIN
Community Redevelopment Area :	Destin Harbor (DH)	Base Year :	2003

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	518,251,755	(1)
2.	Base year taxable value in the tax increment area	\$	196,250,561	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	322,001,194	(3)
4.	Prior year Final taxable value in the tax increment area	\$	464,642,540	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	268,391,979	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/9/2023 1:27 PM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		100.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	322,001,194	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	412,779	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : LANCE JOHNSON CITY MANAGER		Contact Name and Contact Title : KRYSTAL STRICKLAND, FINANCE DIRECTOR	
	Mailing Address : 4200 INDIAN BAYOU TRAIL		Physical Address : 4200 INDIAN BAYOU TRAIL	
	City, State, Zip : DESTIN, FL 32541		Phone Number : 850.337.3146	Fax Number : 850.269.9890

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

Property appraisers must complete and sign Section I of this worksheet and provide it with form DR-420, *Certification of Taxable Value*, to all taxing authorities who make payments to a redevelopment trust fund under:

- s. 163.387(2)(a), Florida Statutes, or
- An ordinance, resolution, or agreement to fund a project or to finance essential infrastructure.

“Tax increment value” is the cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under:

- s. 163.387(1), F.S. or
- An ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.

“Dedicated increment value” is the portion of the tax increment value used to determine the payment to the redevelopment trust fund. (See s. 200.001(8)(h), F.S.) Calculate the dedicated increment value on this form and enter on either Line 6b or Line 7e.

“Specific proportion,” used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

- Example 1.
Section 163.387(1), F.S., states the payment made by the taxing authority should equal 95% of the millage levied times the tax increment value. The specific proportion in this case is 95%. The ordinance providing for the payment may set a percentage lower than 95%. In these cases, the lower percentage would be the specific proportion.
- Example 2.
Some required tax increment payments are not directly related to the tax increment value. A constant dollar payment is a payment not based on a specific proportion of the tax increment value. Line 7 converts these payments into a proportion based on the prior year's payment and tax increment value to reach the current year's dedicated increment value.

Section I: Property Appraiser

A. Complete Section I of this form for each county, municipality, independent special district, dependent special district, and MSTU that:

- Has a tax increment value and
- Is not exempted from making payments to a community redevelopment trust fund based on tax increments (s. 163.387(2)(c), F.S.).

If a taxing authority has more than one tax increment value, they must complete a separate form for each tax increment value. Send a copy to each taxing authority with the DR-420 and keep a copy. When the taxing authority returns the completed forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight Program - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

B. Enter only tax increment values that apply to the value located within the taxing authority indicated.

Section II: Taxing Authority

Complete Section II of the form, keep one copy, and return the original and one copy to your property appraiser with DR-420 within 35 days of certification. Send one copy to your tax collector.

Additional Instructions for Lines 6 and 7

Complete Line 6 if the payment into the redevelopment trust fund is a specific proportion of the tax increment value.

Complete Line 7 if the payment is based on a calculation other than a specific proportion. Do not complete both Lines 6 and 7.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.J.

TO: City Council

THRU: Krystal Strickland, Finance Director
Lance Johnson, City Manager

FROM: Jamie Dittmer, Human Resources Manager

DATE: 7/12/2023

SUBJECT: City Council Insurance Benefit
(July 20, 2023 Motion: Motion to request that Acentria brings back two proposals, one of which would include the council members in the group health insurance policy, passed 7-0).

I. BACKGROUND:

II. DISCUSSION: Council requested information on adding members of City Council to the City of Destin's group insurance policy. This benefit would include medical, dental, vision, and telehealth insurance. Coverage for council members would be effective September 1, 2023. Council members will be entitled to all medical benefits and premium contributions as eligible City employees.

The City pays 100% of the premium for eligible employees and 66 2/3 of the premium for additional family members. The City pays 100% of the premium for Healthiest You (telemedicine) for all employees.

TOTAL ANNUAL COST (AVERAGE ACROSS ALL TIERS)

COVERAGE	AVERAGE ANNUAL PREMIUM PER PERSON
AVERAGE DENTAL \$	
PREMIUM	717.39
AVERAGE VISION \$	
PREMIUM	147.00
HEALTHIEST YOU \$	
PREMIUM	2,340.00
<u>COST PER MONTH</u>	

MEDICAL (PPO)		Premium Per Month	
		Employee Portion	City Portion
HEALTH ONLY	-EMPLOYEE	\$ -	\$ 823.00
HEALTH-EMPLOYEE SPOUSE	&	\$ 350.80	\$ 1,525.66
HEALTH-EMPLOYEE CHILD	&	\$ 274.07	\$ 1,371.95
HEALTH-EMPLOYEE FAMILY	&	\$ 602.94	\$ 2,030.68

MEDICAL (HSA)				Premium Per Month	
				Employee Portion	City Portion
HEALTH HSA EMP ONLY				\$ -	\$ 601.52
HEALTH HSA EMP & SPOUSE PREM				\$ 256.40	\$ 1,115.08
HEALTH HSA EMP & CHILD				\$ 200.30	\$ 1,002.75
HEALTH HSA EMP & FAMILY PREM				\$ 440.68	\$ 1,484.20

City HSA Contribution			Premium Per Month	
			Employee Portion	City Portion
HSA-E CONTRIBUTION	&	EMPR	\$ -	\$ 221.48
HSA-EC CONTRIBUTION	&	EMPR		\$ 369.22
HSA-ES CONTRIBUTION	&	EMPR		\$ 410.58
HSA-FAM CONTRIBUTION	&	EMPR		\$ 546.48

DENTAL		Premium per month	
		Employee Portion	City Portion
DENTAL ONLY	-EMPLOYEE	\$ -	\$ 31.95
DENTAL-EMPLOYEE SPOUSE	&	\$ 12.30	\$ 56.54
DENTAL-EMPLOYEE CHILD	&	\$ 15.94	\$ 63.86

DENTAL-EMPLOYEE	& \$	\$
FAMILY	27.40	86.78

Vision	Premiun per month	
	Employee	City Portion
	Portion	
VISION -EMPLOYEE ONLY	\$	\$
	-	4.11
VISION-EMPLOYEE	& \$	\$
SPOUSE	2.18	12.60
VISION-EMPLOYEE	& \$	\$
CHILD	2.46	13.16
VISION-EMPLOYEE	& \$	\$
FAMILY	5.50	19.17

Healthiest	You \$
(Telemedicine) per year	195.00

A. Link to Strategic Goals / Objectives: Financially Sound City Providing Service Excellence.

B. Effect on Budget (EOB): The annual cost of medical, dental, vision, and teledoc premiums for which the City is responsible ranges from \$10,500.72 per year for Employee Only up to \$25,603.82 per year for Employee plus Family. The effect would be on the FY 2024 budget, and would depend upon how many council members signed up and which benefit level they choose. Below are the current annualized rates. We anticipate a 5% increase to go into effect September 1, 2023.

CURRENT Annual Premium summary table (Employer portion only)					
	health	dental	vision	teledoc	total
Employee Only	9,876.00	383.40	49.32	192.00	10,500.72
Employee plus Child	16,463.40	766.32	157.92	192.00	17,579.64
Employee plus Spouse	18,307.92	678.48	151.20	192.00	19,329.60
Employee plus Family	24,368.16	1,041.36	230.040%	192.00	25,603.82

C. Level of Service (LOS):

D. Legislative Sponsor:

III. CONCLUSION: The addition of City Council to the City of Destin's group health insurance plan would require them to receive the same benefits as eligible City employees. The overall average annual cost to the City would be \$22,429 per Council Member.

IV. RECOMMENDED MOTION: I move to add members of City Council to the City of Destin's group insurance policy to include medical, dental, vision, and Healthiest You.

Attachments:

None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: City Manager Report
AGENDA OUTLINE NUMBER: 4.K.

TO: City Council

THRU:

FROM:

DATE:

SUBJECT: Announcements

I. BACKGROUND:

II. DISCUSSION:

- A. Link to Strategic Goals / Objectives:**
- B. Effect on Budget (EOB):**
- C. Level of Service (LOS):**
- D. Legislative Sponsor:**

III. CONCLUSION:

IV. RECOMMENDED MOTION:

Attachments:

None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 17, 2023
TYPE OF AGENDA ITEM: Public Hearing
AGENDA OUTLINE NUMBER: 5.A.

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Louis Zunguze, Community Development Director
Kimberly Kopp, Land Use Attorney

DATE: July 7, 2023

SUBJECT: John Green of Beachside Construction Group, LLC, on behalf of Mr. Shaun Cooper of Elite Investments LLC, is requesting approval for the construction of a ±640 square foot restaurant/café building and the associated site infrastructure. The subject project is located at 36 Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000), totaling approximately 0.16 acres.

I. BACKGROUND: John Green of ECM & Beachside Construction Group LLC, on behalf of Mr. Shaun Cooper of Elite Investments LLC, is requesting approval for the construction of a ±640 square foot restaurant/café building and the associated site infrastructure. The subject project is located at 36 Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000), totaling approximately 0.16 acres.

II. DISCUSSION: This Minor Development Order request is being brought before City Council for approval due to the amount of Public Input staff have received to date. Please see attachment "F" for the public input letters. The City Manager and Community Development Director determined the amount of input received warranted a higher level of opportunity for public comment, and therefore elevated it to City Council for consideration. (**LDC Article 3 Definitions-Major Deviations**)

COMPREHENSIVE PLAN/LAND DEVELOPMENT CODE

The subject property is within the **Crystal Beach Planning Area**. Also, the property has a Future Land Use Map Designation of **Crystal Beach Resort (CBR)** and a Zoning Designation of **Crystal Beach Resort (CBR)**. The proposed use of a limited-service restaurant is consistent with these land use regulations. The project, as required by the Comprehensive Plan and the Land Development Code, has undergone a compatibility review and meets the minimum requirements.

LAND USE

Limited-service restaurants' are an appropriate use within the **CBR** future land use designation and a permitted use within the **CBR** zoning district.

INTENSITY

Maximum allowed: 0.7 FAR
Provided: 0.1 FAR

HEIGHT

Maximum allowed: 50' / 4 stories
Provided: 18' – 10 ½" / 2 stories

SETBACKS

Front required: 10' minimum – no maximum
Front provided: 20'

Side minimum required (north): 10'
Side provided (north): 56'

Side minimum required (south): 10'
Side provided (south): 12'

Rear minimum required: 10'
Rear provided: 10'

OPEN SPACE

Minimum required: 30%
Provided: 41.3%

PLATTING

There is no subdivision being proposed as part of this project scope.

CONCURRENCY MANAGEMENT

Concurrency requirements have been met:

Traffic: Signed July 6, 2023

Stormwater Management: Signed July 10, 2023

Potable Water/Sanitary Sewer: Signed July 10, 2023

Solid Waste: Signed January 18, 2023

AIRPORT PROTECTION

As proposed, this project is not affected by nor affects the Destin Executive Airport. The applicant has indicated in the development order application that the proposed project is not within the Airport Expansion Area.

NOTE: If construction necessitates the use of a crane, or other obstruction, which exceeds Federal Aviation Administration FAR 77 Standards (normally 200 feet above ground level), the applicant must request a variance from the FAA for temporary encroachment into this restrictive area and a copy of a completed FAA Form 7460, must be placed on file with the City of Destin prior to the crane, or other obstruction, penetrating the restricted airspace.

TRANSPORTATION ANALYSIS

The traffic analysis, signed and dated January 10, 2023, indicates the proposed development will generate eight (8) PM peak hour trips. The analysis is consistent with the technical methodology outlined in *LDC 6.05.05*.

RIGHT-OF-WAY DEDICATION

The project does not include right-of-way dedication.

INGRESS/EGRESS

Vehicular access to the property is provided by two-way access from the Terra Cotta Way public right-of-way (ROW).

PEDESTRAIN NETWORK

The project provides a complete pedestrian network as required in *LDC 8.09.03.A(6)*. A continuous on-site internal sidewalk is provided throughout the development.

PARKING

Required vehicle parking spaces:	4
Provided vehicle parking spaces:	4 (including 1 ADA space)

UTILITIES

All utilities are required to be undergrounded.

STORMWATER:

The City Manager’s Stormwater designee approved the stormwater plan on June 28, 2023.

REFUSE COLLECTION:

All non-construction related dumpsters, trashcans, and recycling bins shall be placed in a solid waste collection area or inside a building. The approved dumpster location within Attachment A shall not be altered unless a Development Order (DO) Deviation is submitted, reviewed, approved, and issued.

WHITE SANDS ZONE

The proposed project site is located within White Sands Zone II.

LANDSCAPING

Front perimeter/common boundary:	Provided
Interior parking landscape:	Provided
Buffer zone:	Provided
Preservation and restoration:	
Reforestation trees required:	2
Preserved tree credits:	0
Protected trees to be removed:	0
Replacement trees required:	0
Required parking trees:	2
Required street trees:	2

Total required trees:	6
Total trees provided:	13

SIGNS

No signs were reviewed for permitting or compliance with the Development Order application. All proposed signs must be permitted through a sign permit and shall comply with the sign code section of the Destin Land Development Code in effect at the time a sign application is submitted.

IMPACT FEES

Final impact fee amounts have been developed using the provisions outlined in *LDC 19.03.05.A*. The impact fees identified below are an estimate. The actual Impact fees will be calculated and assessed at the time of building permit submittal.

LAND USE	UNITS (per 1,000 SF)	PARK	LIBRARY	POLICE	TRANS.	TOTAL
Restaurant, Turnover	High0.64	\$0	\$0	\$31.00	\$4,464.00	
Totals		\$0	\$0	\$19.84	\$2,856.96	\$2,876.80

OTHER FEES

N/A

PUBLIC COMMENTS Public comment was received on this project. The public comments, along with the response from the applicant, have been provided as an attachment for reference.

- A. Link to Strategic Goals / Objectives:** III. Economic Development and Revitalization
- B. Effect on Budget (EOB):** There is no anticipated impact on the budget.
- C. Level of Service (LOS):** Given the development is estimated to generate only eight (8) PM peak hour trips, there is minimal to no anticipated impact on the surrounding level of service.
- D. Legislative Sponsor:**

III. CONCLUSION: John Green of ECM & Beachside Construction Group LLC, on behalf of Mr. Shaun Cooper of Elite Investments LLC, is requesting approval for the construction of a ±640 square foot restaurant/café building and the associated site infrastructure. The subject project is located at 36 Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000), totaling approximately 0.16 acres. The proposed development and use meet the standards and requirements of the City's Comprehensive Plan and the Land Development Code.

IV. RECOMMENDED MOTION: I move that the City Council approve Sandos Beachside, a Minor Development Order, as presented.

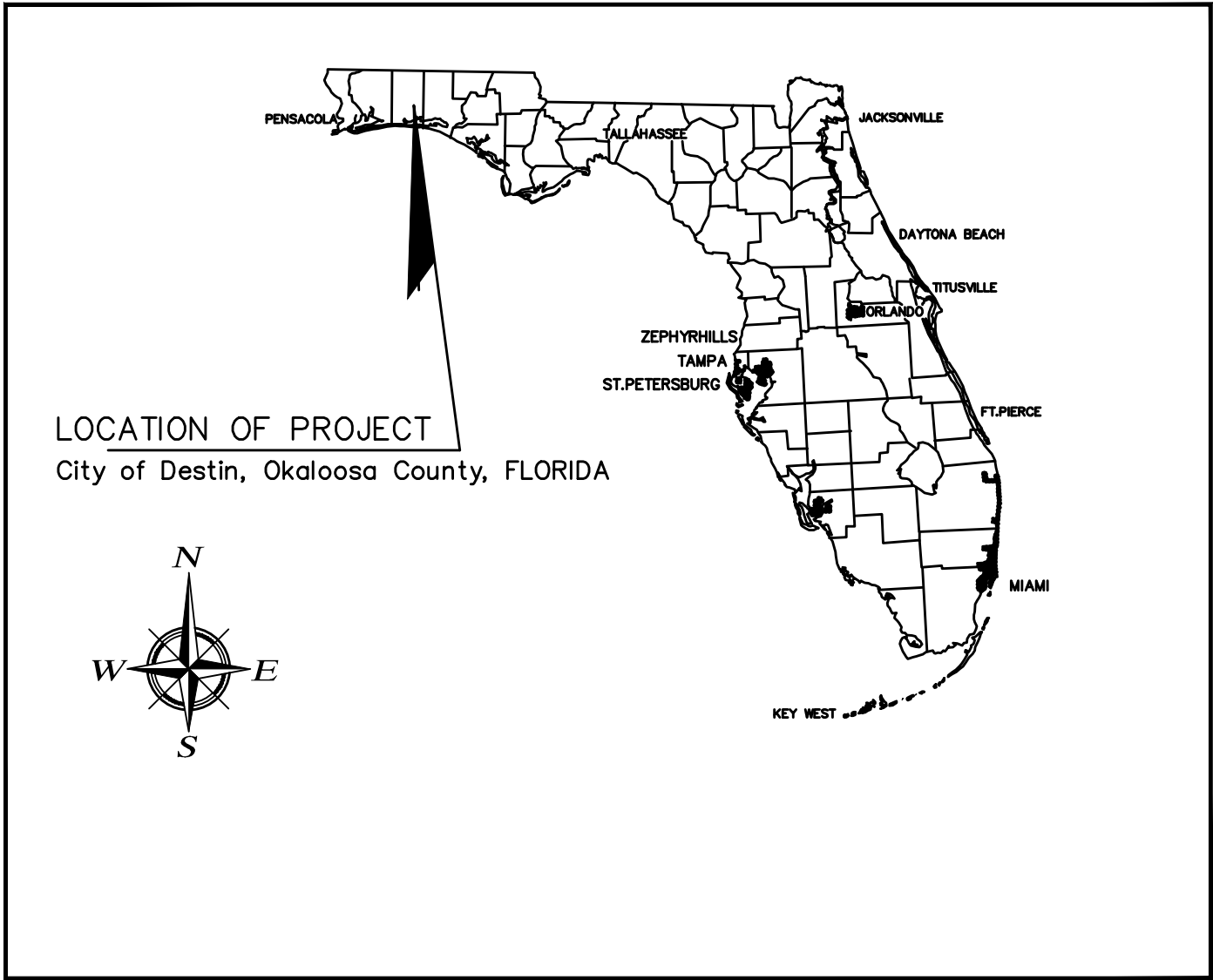
ALTERNATIVE MOTION:

I move that the City Council approve/approve with conditions/approve with modifications/deny Sandos Beachside, a Minor Development Order, as presented.

Attachments:

1. A. TRC Approved Civil Plans

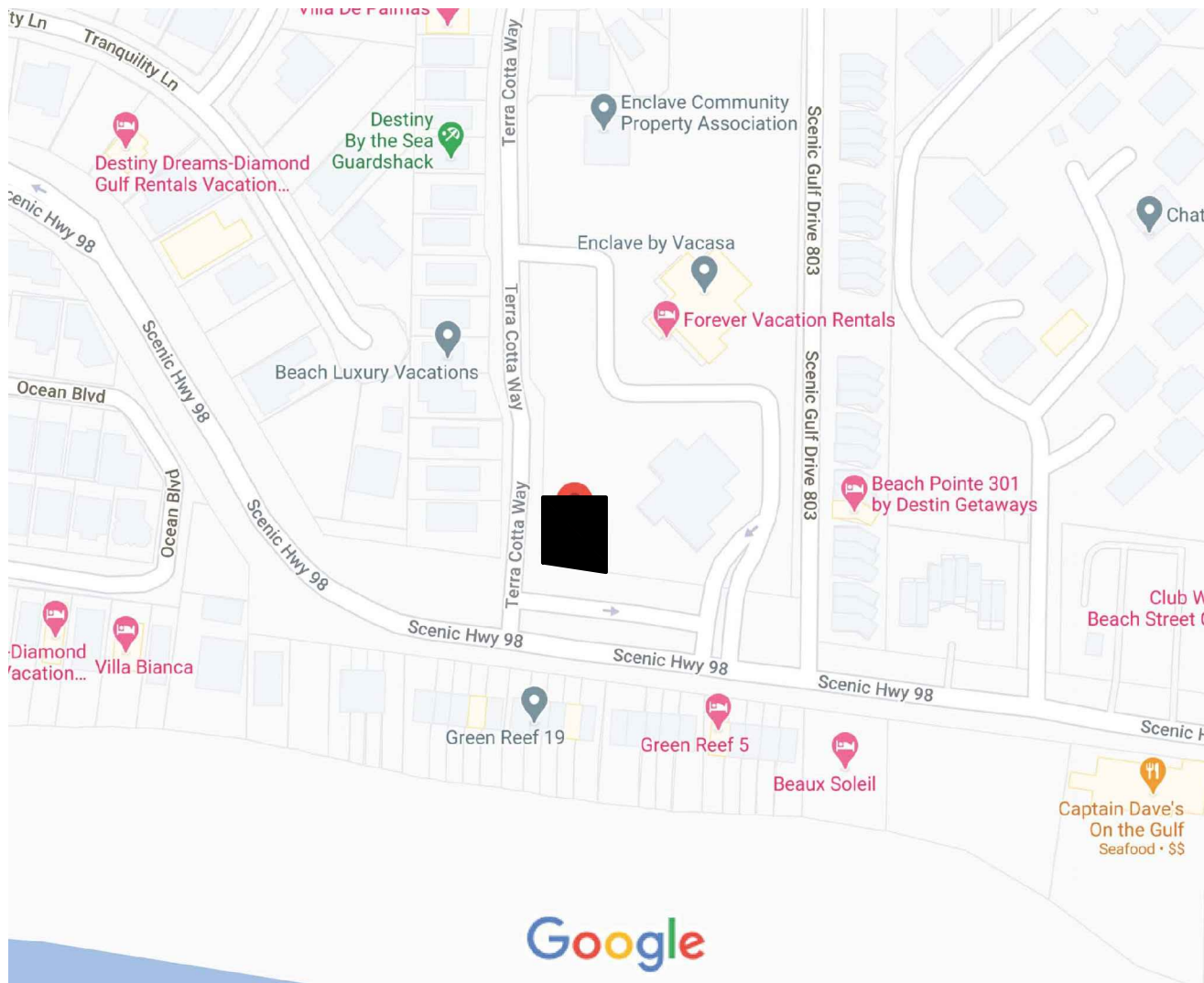
2. B. Traffic Impact Analysis
3. C. Warranty Deed
4. D. Agent Affidavit
5. E. DRAFT DO-23-23_Sandos
Beachside
6. F. Public Comment
7. G. Applicant Response to Public
Comment



VICINITY MAP

SANDOS BEACHSIDE

MAY 2023



LOCATION MAP

Digitally signed
by John H. Elamad
Date: 2023.06.22
09:19:49 -05'00'



DUTY TO INDEMNIFY:

THE CONTRACTOR SHALL DEFEND, INDEMNIFY, KEEP AND SAVE HARMLESS THE OWNER AND ENGINEER AND THEIR RESPECTIVE MEMBERS, REPRESENTATIVES, AGENTS AND EMPLOYEES, IN BOTH INDIVIDUAL AND OFFICIAL CAPACITIES, AGAINST ALL SUITS, CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, CAUSED BY, GROWING OUT OF, OR INCIDENTAL TO THE PERFORMANCE OF THE WORK UNDER THE CONTRACT BY THE CONTRACTOR OR ITS SUBCONTRACTORS TO THE FULL EXTENT AS ALLOWED BY THE LAWS OF THE STATE OF FLORIDA AND NOT BEYOND ANY EXTENT WHICH WOULD RENDER THESE PROVISIONS VOID OR UNENFORCEABLE. IN THE EVENT OF ANY SUCH INJURY (INCLUDING DEATH) OR LOSS OR DAMAGE, OR CLAIMS THEREFORE, THE CONTRACTOR SHALL GIVE PROMPT NOTICE TO THE OWNER.

UTILITY PROVIDERS:

ELECTRIC:
GULF POWER
140 HOLLYWOOD BLVD. SW
FORT WALTON BEACH, FL 32548
(800) 225-5797

WATER / SEWER:
SOUTH WALTON UTILITY CO. INC (SWUCI)
369 MIRAMAR BEACH DR.
MIRAMAR BEACH, FL 32550
850-837-2988

TELEPHONE:
CENTURYLINK
189 MAXINES LANE
DOTHAN, AL 36301
(334) 377-8454

FIRE CONTROL:
DESTIN FIRE CONTROL DISTRICT
DESTIN, FL 32541
850-837-8413

CABLE:
MEDIACOM
176 COMMERCIAL PARKWAY
SANTA ROSA BEACH, FL 32459
(850) 633-4226

CABLE:
COX
34904 EMERALD COAST PKWY, SUITE 136
DESTIN, FL 32541
(850) 460-7167

GAS:
OKALOOSA GAS
20 HUGHES ST. NE
FORT WALTON BEACH, FL 32548
(850) 729-4700

LEGAL DESCRIPTION:
AS SURVEYED BY SEASIDE ENGINEERING AND SURVEYING, INC.
A PARCEL OF LAND SITUATED IN UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE 22 WEST, OKALOOSA COUNTY, FLORIDA, BOUNDED ON THE WEST BY THE EAST RIGHT-OF-WAY LINE OF TERRA COTTA WAY (RECORDED IN PLAT BOOK 12, AT PAGES 44 AND 45 OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA; RIGHT-OF-WAY WIDTH VARIES), BOUNDED ON THE SOUTH BY THE NORTH RIGHT-OF-WAY LINE OF OLD U.S. HIGHWAY NO. 98 (STATE ROAD NO. 115, RIGHT-OF-WAY WIDTH VARIES) AND BOUNDED ON THE NORTH AND EAST BY THE ENCLAVE CONDOMINIUM PHASE 1 (RECORDED IN O.A. BOOK 148, AT PAGES 751 THROUGH 801) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCE AT AN EXISTING FOUND IRON ROD (IDENTIFICATION #1277) MARKING THE INTERSECTION OF THE EAST LINE OF THE ABOVE MENTIONED TOWNSHIP 2 SOUTH AND THE NORTHERLY RIGHT-OF-WAY LINE OF OLD U.S. HIGHWAY NO. 98, THENCE PROCEED ALONG SAID NORTHERLY RIGHT-OF-WAY LINE THE FOLLOWING THREE (3) COURSES: (1) N81°19'23"W A DISTANCE OF 500.00 FEET; (2) N02°10'21"E A DISTANCE OF 50.35 FEET; (3) N81°24'31"W (REFERENCE BEARING) A DISTANCE OF 236.61 FEET TO THE POINT OF BEGINNING, THENCE CONTINUE N81°24'31"W ALONG SAID NORTHERLY RIGHT-OF-WAY LINE A DISTANCE OF 75.49 FEET TO THE INTERSECTION OF SAID NORTHERLY RIGHT-OF-WAY LINE WITH THE FOREMENTIONED EASTERLY RIGHT-OF-WAY LINE OF TERRA COTTA WAY, THENCE DEPARTING SAID NORTHERLY RIGHT-OF-WAY LINE PROCEED N02°08'48"E ALONG SAID EASTERLY RIGHT-OF-WAY LINE A DISTANCE OF 80.53 FEET TO THE INTERSECTION OF SAID EASTERLY RIGHT-OF-WAY LINE A SOUTHERLY BOUNDARY LINE OF SAID ENCLAVE CONDOMINIUM PHASE 1, THENCE DEPARTING SAID SOUTHERLY BOUNDARY LINE PROCEED S02°16'16"W ALONG SAID EASTERLY BOUNDARY LINE A DISTANCE OF 89.09 FEET TO SAID NORTHERLY RIGHT-OF-WAY LINE OF OLD U.S. HIGHWAY NO. 98 AND THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 0.15 ACRES MORE OR LESS

PREPARED FOR:

SANDOS BEACHSIDE ONE, LLC
513 WOODLAND PARK CIRCLE
MARY ESTHER, FL 32569



4476 LEGENDARY DRIVE SUITE 201
DESTIN, FLORIDA 32541
E-MAIL: jelamad@gmail.com
John H. Elamad, P.E.

PREPARED BY:
a complete engineering &
construction management company

TELEPHONE: (850) 837-7454 (ENGR.)
TELEPHONE: (850) 837-7456 (INSP.)
FAX: (850) 654-2000
P.E. #68840, CA #8419

INDEX OF DRAWINGS:	
SHEET NUMBER	TITLE
CS	COVER SHEET
C-1	EXISTING CONDITIONS
C-2	EROSION CONTROL PLAN, STAGING AND CONSTRUCTION PARKING
C-3	DUST AND VIBRATION MITIGATION PLAN
C-4	SITE PLAN
C-4.1	UTILITY PLAN
C-5	GRADING AND STORMWATER CONTROL PLANS
C-6	LIGHTING PLAN
C-7	LANDSCAPING PLAN
C-7.1	IRRIGATION PLAN
C-8	DETAIL SHEET
C-9	DETAIL SHEET
C-10	STORMWATER POLLUTION PREVENTION AND EROSION CONTROLS DETAIL SHEET
C-11	STORMWATER POLLUTION PREVENTION AND EROSION CONTROLS DETAIL SHEET

SOUTH WALTON UTILITY CO. INC (SWUCI) SHEET 1 OF 11	SPECIFICATION SHEET 1
SWUCI SHEET 2 OF 11	SPECIFICATION SHEET 2
SWUCI SHEET 3 OF 11	SPECIFICATION SHEET 3
SWUCI SHEET 4 OF 11	SPECIFICATION SHEET 4
SWUCI SHEET 5 OF 11	SPECIFICATION SHEET 5
SWUCI SHEET 6 OF 11	NOT APPLICABLE
SWUCI SHEET 7 OF 11	POTABLE WATER STANDARD DETAILS
SWUCI SHEET 8 OF 11	POTABLE WATER STANDARD DETAILS
SWUCI SHEET 9 OF 11	SANITARY SEWER STANDARD DETAILS
SWUCI SHEET 10 OF 11	SANITARY SEWER STANDARD DETAILS FOR FORCE MAIN AND MANHOLE SEALANT SHEET 2 OF 2
SWUCI SHEET 11 OF 11	NOT APPLICABLE

ANY REPRODUCTION MUST BE APPROVED BY
ENGINEER. CONTACT ENGINEER FOR MOST RECENT
PLAN DATE

ECM
a complete engineering &
construction management company
4476 LEGENDARY DRIVE SUITE 201
DESTIN, FLORIDA 32541
E-MAIL: jelamad@gmail.com
John H. Elamad, P.E.
TELEPHONE: (850) 837-7454 (ENGR.)
TELEPHONE: (850) 837-7456 (INSP.)
FAX: (850) 654-2000
Florida Registration: #68840, CA

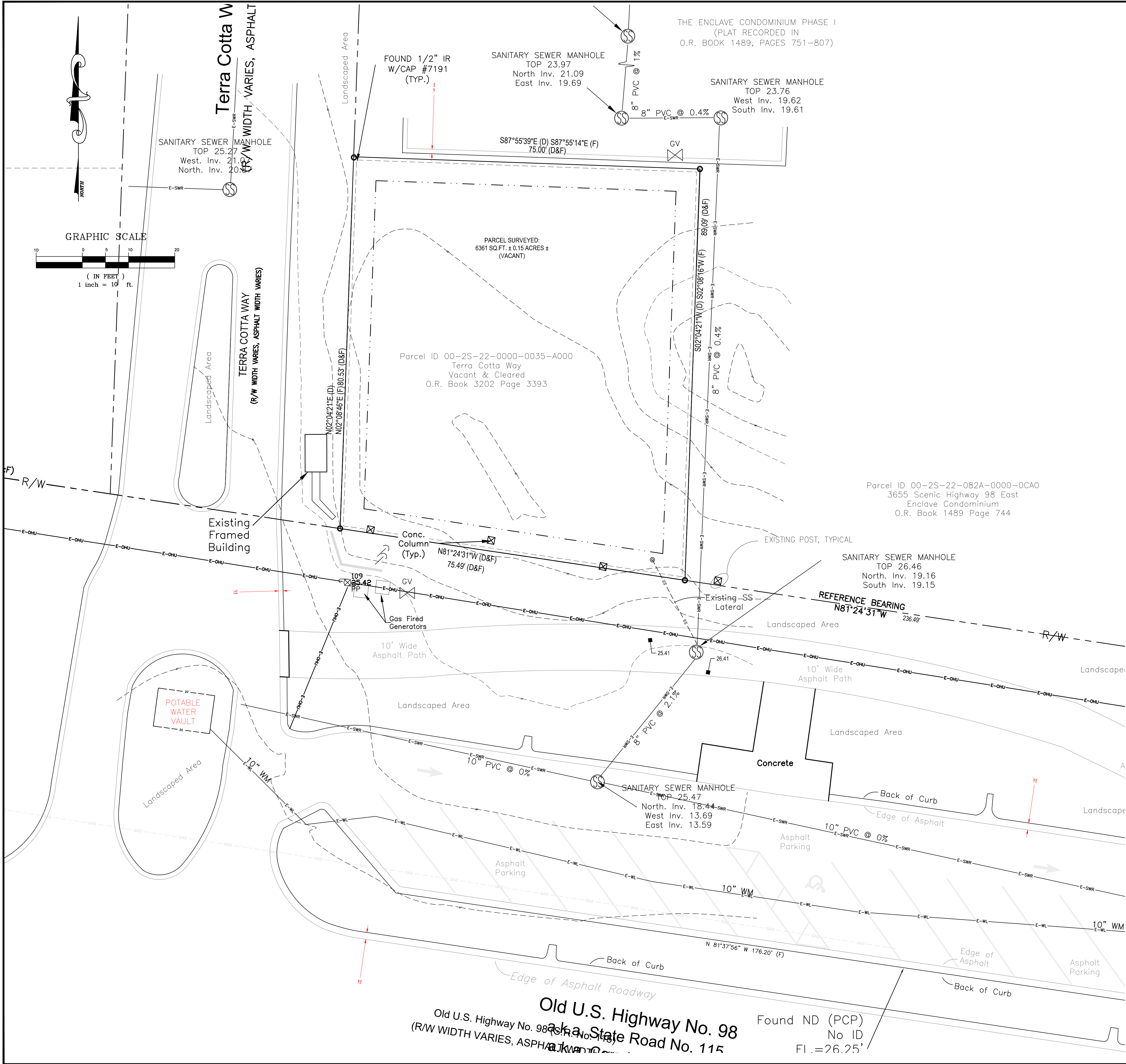
DATE	REVISIONS

SANDOS BEACHSIDE
PARCEL ID# 00-2S-22-0000-0035-A000
OKALOOSA, FLORIDA

COVER SHEET

DRAWN BY: JWG
CHECKED BY: JG
ECM/CDA# 19-07-122.010
DATE: 05/18/2023

DRAWING NO
CS



SITE DATA SUMMARY

PARCEL ID NUMBERS:
00-2S-22-0000-0035-A000

LEGAL DESCRIPTION:
AS SURVEYED BY SEASIDE ENGINEERING AND SURVEYING, INC.

A PARCEL OF LAND SITUATED IN UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE 22 WEST, OKALOOSA COUNTY, FLORIDA, BOUNDED ON THE WEST BY THE EAST RIGHT-OF-WAY LINE OF TERRA COTTA WAY (RECORDED IN PLAT BOOK 12, AT PAGES 44 AND 45 OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA, RIGHT-OF-WAY WIDTH VARIES), BOUNDED ON THE SOUTH BY THE NORTH RIGHT-OF-WAY LINE OF OLD U.S. HIGHWAY NO. 98 (STATE ROAD NO. 115, RIGHT-OF-WAY WIDTH VARIES) AND BOUNDED ON THE NORTH AND EAST BY THE ENCLAVE CONDOMINIUM PHASE 1 (RECORDED IN O.R. BOOK 1489, AT PAGES 751 THROUGH 807) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT AN EXISTING FOUND IRON ROD (IDENTIFICATION #7277) MARKING THE INTERSECTION OF THE EAST LINE OF THE ABOVE MENTIONED TOWNSHIP 2 SOUTH AND THE NORTHERLY RIGHT-OF-WAY LINE OF OLD U.S. HIGHWAY NO. 98; THENCE PROCEED ALONG SAID NORTHERLY RIGHT-OF-WAY LINE THE FOLLOWING THREE (3) COURSES: (1) N81°19'25"W A DISTANCE OF 500.00 FEET; (2) N02°07'21"E A DISTANCE OF 50.35 FEET; (3) N81°24'31"W (REFERENCE BEARING) A DISTANCE OF 236.61 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N81°24'31"W ALONG SAID NORTHERLY RIGHT-OF-WAY LINE A DISTANCE OF 75.49 FEET TO THE INTERSECTION OF SAID NORTHERLY RIGHT-OF-WAY LINE WITH THE FOREMENTIONED EASTERLY RIGHT-OF-WAY LINE OF TERRA COTTA WAY; THENCE DEPARTING SAID NORTHERLY RIGHT-OF-WAY LINE PROCEED N02°08'46"E ALONG SAID EASTERLY RIGHT-OF-WAY LINE A DISTANCE OF 80.53 FEET TO THE INTERSECTION OF SAID EASTERLY RIGHT-OF-WAY LINE A SOUTHERLY BOUNDARY LINE OF SAID ENCLAVE CONDOMINIUM PHASE 1; THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY LINE PROCEED S87°35'14"E ALONG SAID SOUTHERLY BOUNDARY LINE A DISTANCE OF 75.00 FEET TO A WEST BOUNDARY LINE OF SAID ENCLAVE CONDOMINIUM PHASE 1; THENCE DEPARTING SAID SOUTHERLY BOUNDARY LINE PROCEED S02°08'16"W ALONG SAID EASTERLY BOUNDARY LINE A DISTANCE OF 89.09 FEET TO SAID NORTHERLY RIGHT-OF-WAY LINE OF OLD U.S. HIGHWAY NO. 98 AND THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 0.15 ACRES MORE OR LESS

ACREAGE OF PROJECT:
TOTAL SITE AREA = 6,361 SF = 0.15 ACRES

FLOOR AREA RATION (FAR):
640 / 6,361 SF = 10.1%

PROJECT OWNER INFORMATION:
SANDOS BEACHSIDE ONE, LLC
513 WOODLAND PARK CIRCLE
MARY ESTHER, FL 32569
(702) 918.7736

FLOOD ZONE CATEGORY FOR PROJECT:
BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM "FIRM"
MAP COMMUNITY PANEL NUMBER 12061C0494 H DATED
DECEMBER 06, 2002 THE ABOVE DESCRIBED PROPERTY IS
LOCATED IN ZONE X.

PROJECT LAND USE DATA:
LAND USE CATEGORY FOR PROJECT: CRYSTAL BEACH RESORT
CURRENT LAND USE OF PROJECT: UNDEVELOPED / VACANT
PROPOSED LAND USE OF PROJECT: CAFE

LAND USE CATEGORIES FOR ADJACENT PARCELS

NORTH	-	CRYSTAL BEACH RESORT
SOUTH	-	CRYSTAL BEACH RESORT
EAST	-	CRYSTAL BEACH RESORT
WEST	-	CRYSTAL BEACH NEIGHBORHOOD

CURRENT LAND USES OF ADJACENT PARCELS:

NORTH	-	RESIDENTIAL
SOUTH	-	RESIDENTIAL
EAST	-	RESIDENTIAL
WEST	-	RESIDENTIAL

PARKING REQUIREMENTS FOR PROJECT:

CAFE 640 SF		
1 SPACE PER 150 SF	=	4.2 SPACES REQUIRED
BIKE	=	1 REQUIRED

TOTAL PROPOSED SPACES

VEHICLES	=	3 SPACES + (1 HC) = 4 TOTAL
BIKES	=	5 BIKES

BUILDING SETBACK REQUIREMENTS:

FRONT BUILDING SETBACK (WEST):	10' REQUIRED - 20' PROVIDED
REAR BUILDING SETBACK (EAST):	15' REQUIRED - 15' PROVIDED
SIDE BUILDING SETBACK (NORTH):	10' REQUIRED - 55' PROVIDED
SIDE BUILDING SETBACK (SOUTH):	10' REQUIRED - 12' PROVIDED

LANDSCAPE BUFFER REQUIREMENTS:

NORTH AND EAST	5' REQUIRED - 5' PROVIDED
SOUTH AND WEST	5' REQUIRED - 5' PROVIDED

ECM

a complete engineering & construction management company

4496 LEGENDARY DRIVE SUITE 100
TALLAHASSEE, FLORIDA 32310
PHONE: (850) 837-7454
FAX: (850) 654-8800
E-MAIL: jdamad@gmail.com
John H. Damad, P.E.
Florida Registration: #68840, CA

DATE

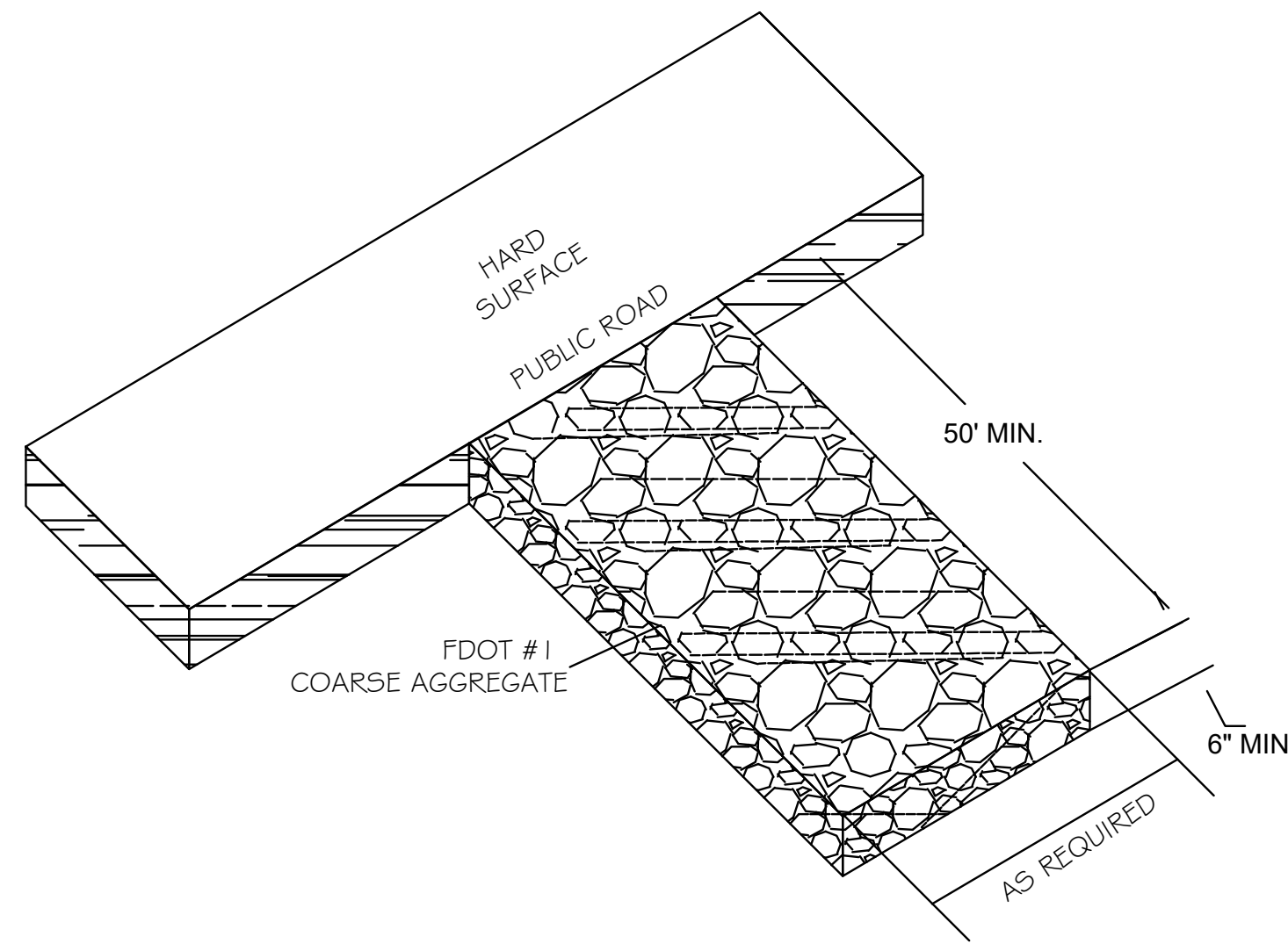
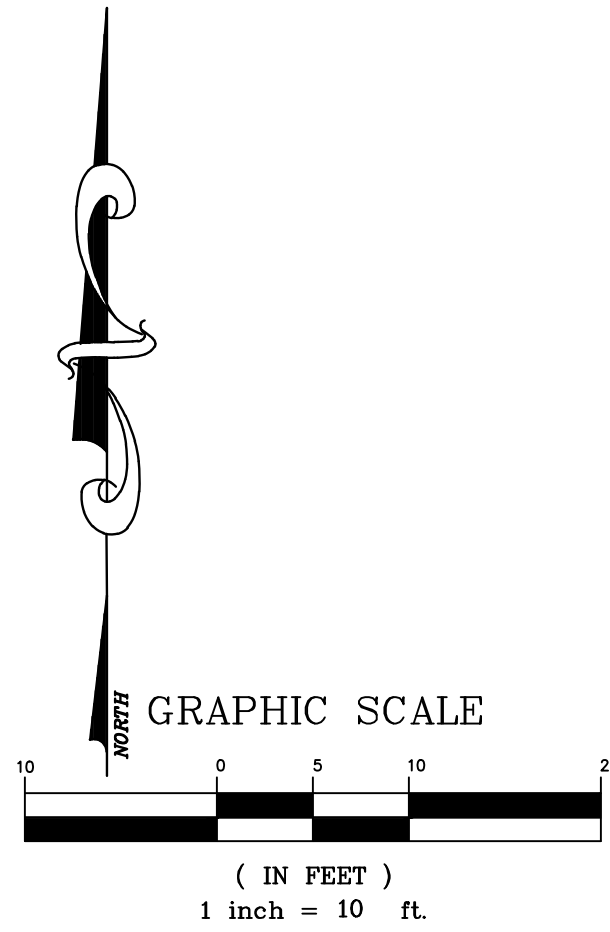
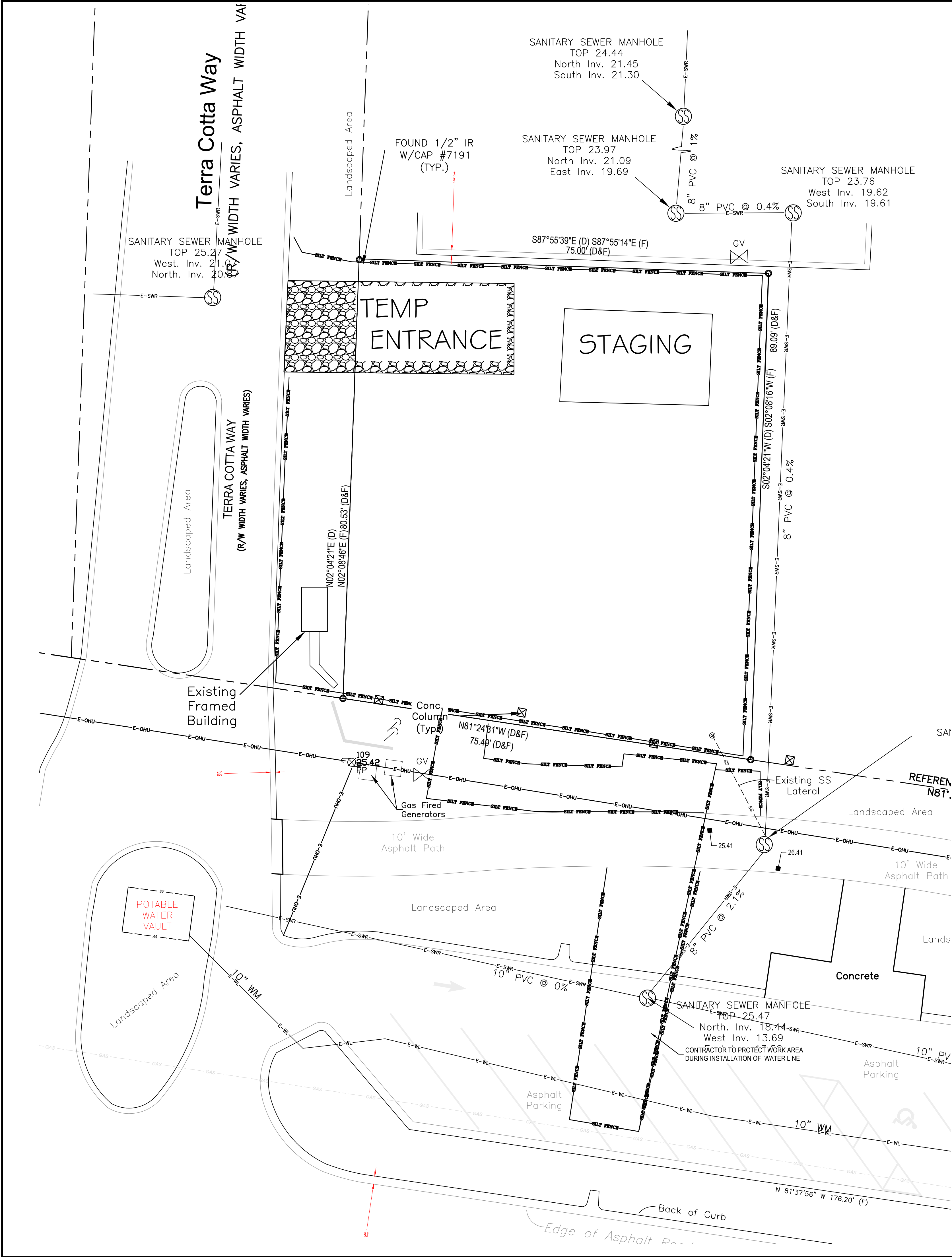
REVISIONS

SANDOS BEACHSIDE
PARCEL ID# 00-2S-22-0000-0035-A000
OKALOOSA, FLORIDA

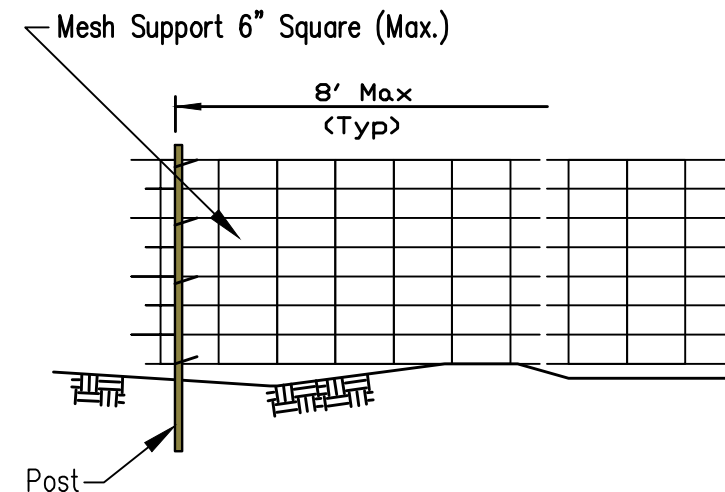
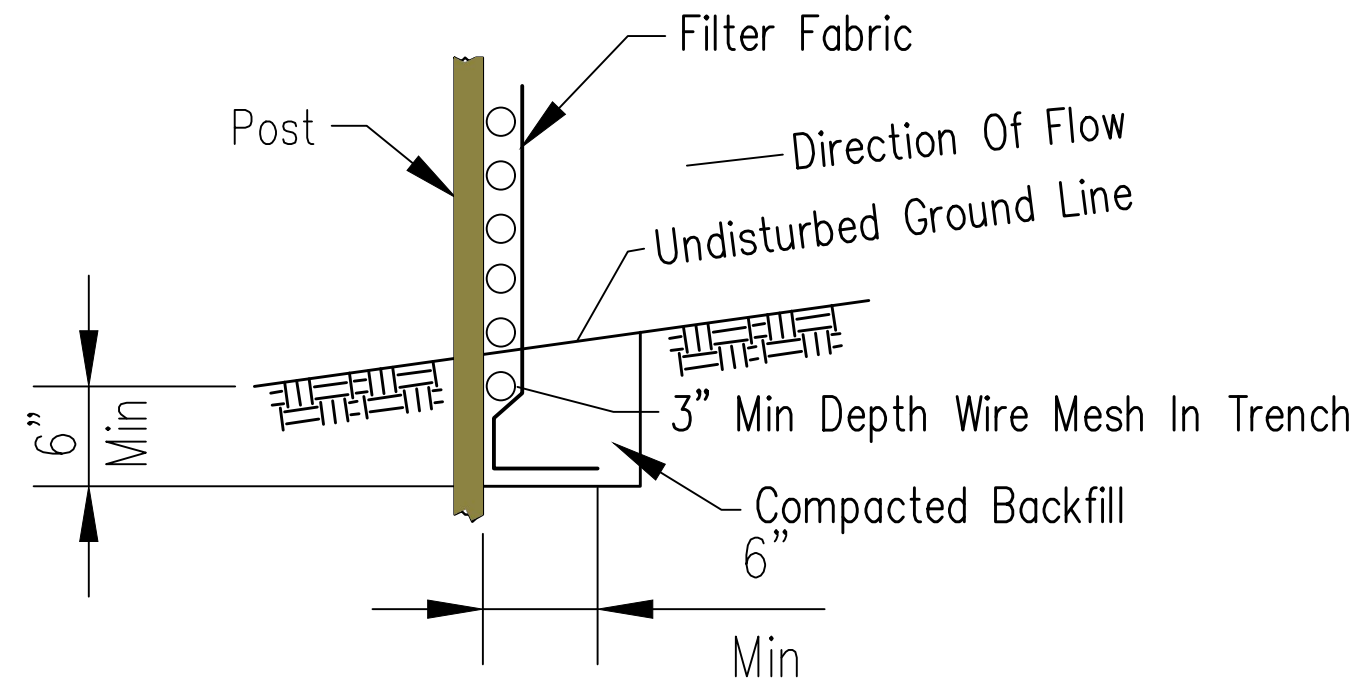
EXISTING CONDITIONS

DRAWN BY: JWG
CHECKED BY: JWG
ECM/CDA# 19-07-122.010
DATE: 05/18/2023

DRAWING NO.
C1



TEMPORARY GRAVEL CONSTRUCTION ENTRANCE
NOT TO SCALE



SILT FENCE DETAIL

EROSION CONTROL NOTES

- SILT FENCING MUST BE INSTALLED PRIOR TO THE START OF CONSTRUCTION
- NO EROSION OR SEDIMENTATION SHALL LEAVE THE SITE.
- SILT FENCES SHALL BE PLACED AROUND ALL INLETS AND MANHOLES TO PREVENT THE INTRUSION OF SEDIMENTS.
- CONTRACTOR SHALL MAINTAIN EROSION CONTROL DEVICES THROUGHOUT THE DURATION OF SITE WORK CONSTRUCTION.
- CONTRACTOR SHALL IMMEDIATELY REPAIR EROSION CONTROL DEVICES SHOULD THEY BECOME DAMAGED.
- THE STORMWATER MANAGEMENT FACILITIES SHALL BE MAINTAINED IN PERPETUITY BY THE OWNER.
- ALL DISTURBED AREAS ARE TO BE PERMANENTLY SODDED.
- STORM WATER POLLUTION PREVENTION, SEDIMENT INTRUSION PREVENTION AND EROSION CONTROL SHALL BE MAINTAINED IN ACCORDANCE WITH DETAIL SHEETS SWPPD-1 & SWPPD-2.



PHASE I - INSTALL EROSION CONTROL PLAN.
EXCAVATE STORM WATER FACILITY 1 AND FACILITY 2.

PHASE II - INSTALL INLETS AT REQUIRED ELEVATIONS

STAGING AREA WILL BE USED FOR CONSTRUCTION PARKING AND STORAGE DURING THE INITIAL STAGE OF INFRASTRUCTURE CONSTRUCTION.

AFTER INSTALLATION OF BASE MATERIAL FOR THE PARKING AREA, STAGING WILL BE MOVED TO THE PARKING AREA.

ACCESS TO THE BUSINESS EAST OF THE SITE WILL BE MAINTAINED AT ALL TIMES.

FINAL CONSTRUCTION OF THE ACCESS WILL OCCUR DURING NON-BUSINESS HOURS AND COORDINATED WITH THE ADJACENT BUSINESS.

COORDINATE EXISTING INLETS WITH PROPOSED INLET ELEVATION/ LOCATIONS PER SHEET C-11.

ALL EXISTING INLETS MUST BE PROTECTED PRIOR TO/ DURING CONSTRUCTION.

COORDINATE EXISTING LIGHT POLES WITH NEW LIGHTING PLAN. SHT C-6.
RE-PURPOSE ALL LIGHT POLES WHEN POSSIBLE.

STAGING AREA WILL BE USED FOR CONSTRUCTION PARKING AND STORAGE DURING THE INITIAL STAGE OF INFRASTRUCTURE CONSTRUCTION.

AFTER INSTALLATION OF BASE MATERIAL FOR THE PARKING AREA, STAGING WILL BE MOVED TO THE PARKING AREA.

ACCESS TO THE BUSINESS EAST OF THE SITE WILL BE MAINTAINED AT ALL TIMES.

FINAL CONSTRUCTION OF THE ACCESS WILL OCCUR DURING NON-BUSINESS HOURS AND COORDINATED WITH THE ADJACENT BUSINESS.

ECM
a complete engineering &
construction management company

4496 LEGENDARY DRIVE SUITE 100
FORT LAUDERDALE, FL 33309
PHONE: (850) 837-7454
FAX: (850) 654-8000
E-MAIL: jlamad@gmail.com
John H. Lamad, P.E.
Florida Registration: #68840, CA

REVISIONS	DATE

SANDOS BEACHSIDE

PARCEL ID# 00-2S-22-0000-0035-A000

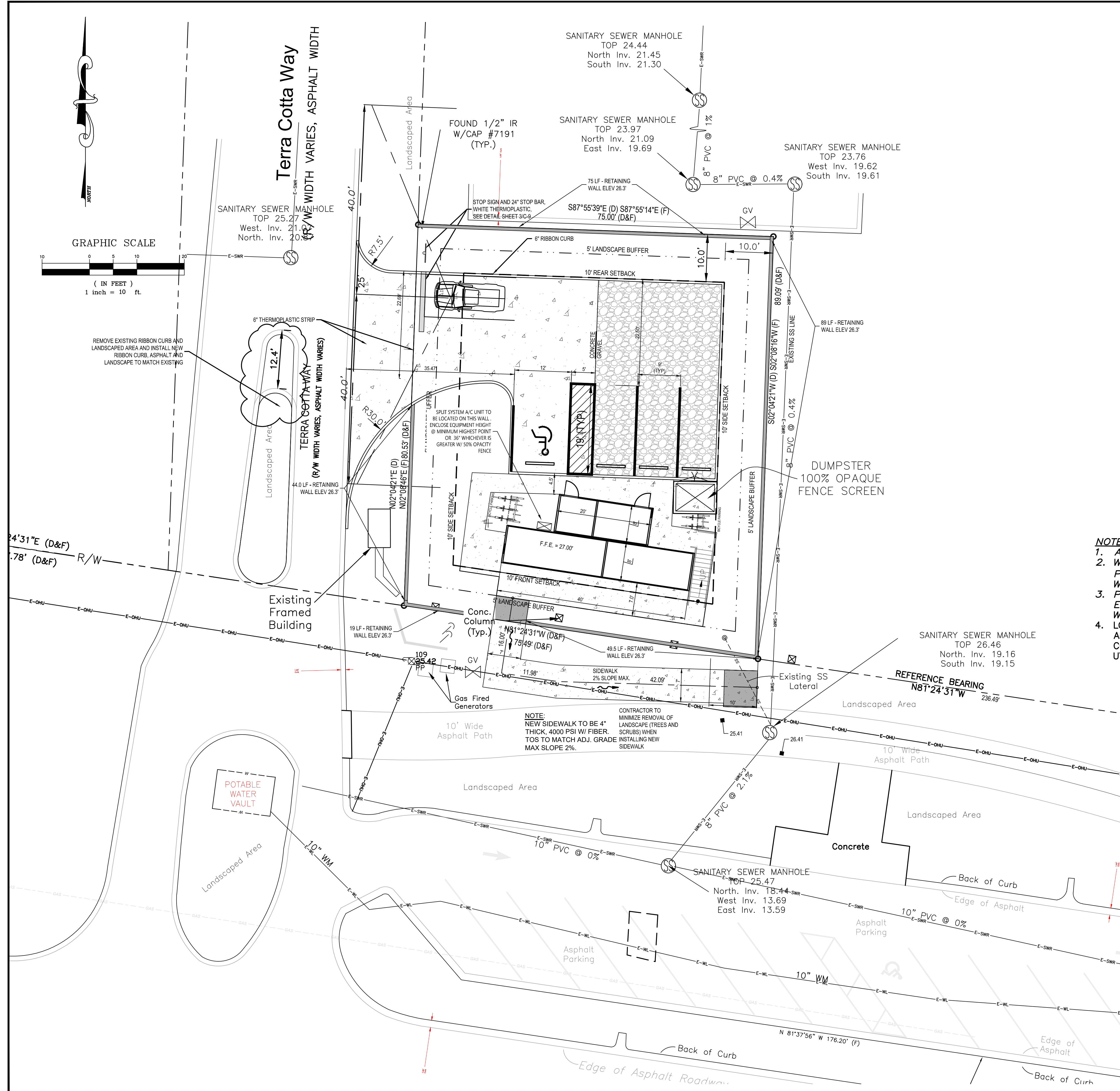
OKALOOSA, FLORIDA

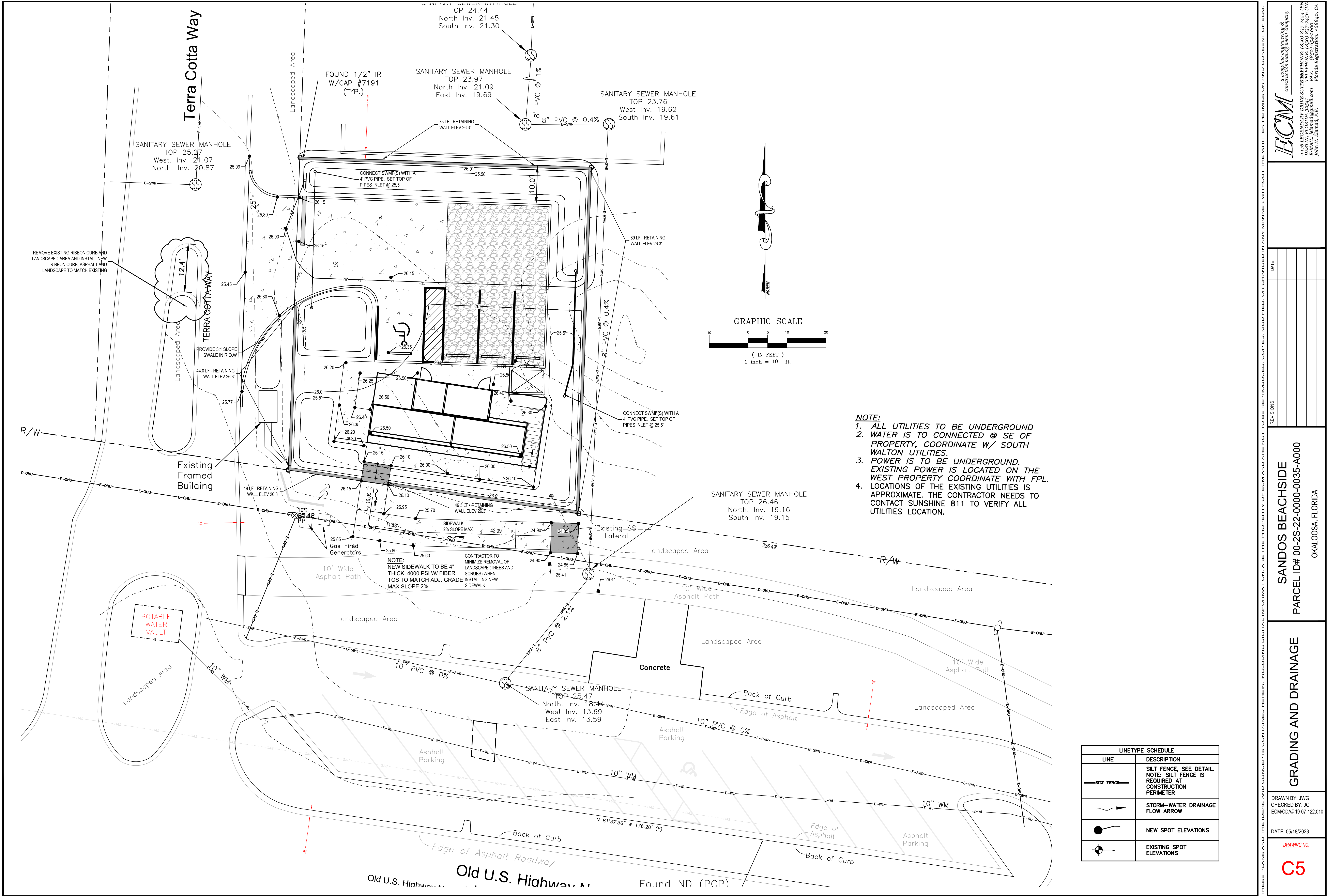
EROSION CONTROL, STAGING &
CONSTRUCTION PARKING

DRAWN BY: JWG
CHECKED BY: JG
ECM/CDA# 19-07-122.010

DATE: 05/18/2023

DRAWING NO.
C2





ECM
a complete engineering &
construction management company
4496 LEGENDARY DRIVE SUITE 100
FORT WORTH, TEXAS 76105
PHONE: (850) 837-7454 (EX)
FAX: (850) 654-8000
E-MAIL: jkumad@gmail.com
John H. Kumad, P.E.
Florida Registration: #68840, CA

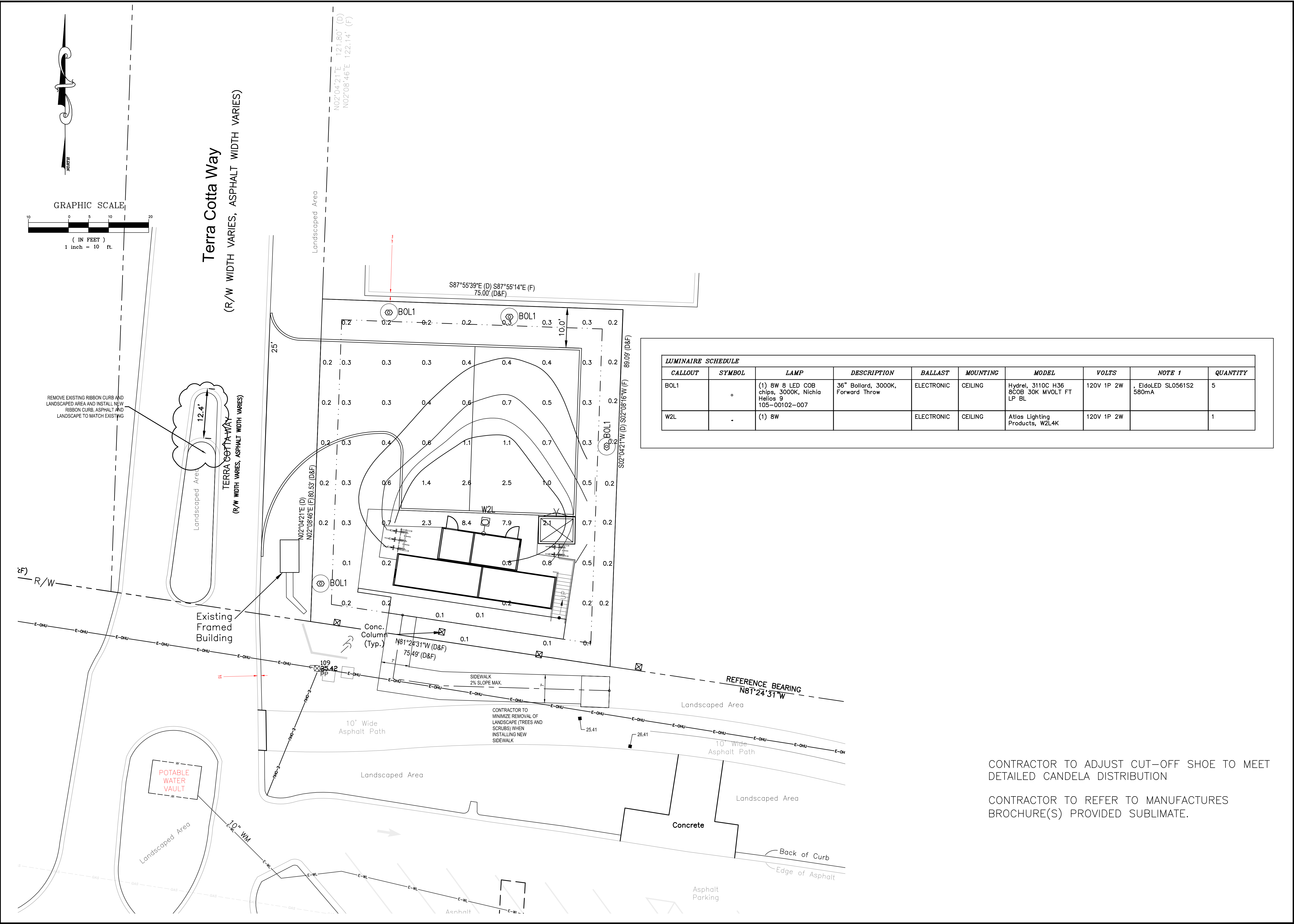
REVISIONS

DATE

SANDOS BEACHSIDE
PARCEL ID# 00-2S-22-0000-0035-A000
OKALOOSA, FLORIDA

GRADING AND DRAINAGE

DRAWN BY: JWG
CHECKED BY: JG
ECM/CDA# 19-07-122.010
DATE: 05/18/2023
DRAWING NO.
C5



CONTRACTOR TO ADJUST CUT-OFF SHOE TO MEET DETAILED CANDELA DISTRIBUTION

CONTRACTOR TO REFER TO MANUFACTURES BROCHURE(S) PROVIDED SUBLIMATE.

ECM

a complete engineering & construction management company

4639 GULF STAR DRIVE
TALLAHASSEE, FL 32310
TELEPHONE: (850) 837-7454 (EXT. 222)
FAX: (850) 654-8000
E-MAIL: jhamad@gmail.com
John H. Hamad, P.E.
Florida Registration: #68840, CA

REVISIONS

DATE	

SANDOS BEACHSIDE

PARCEL ID# 00-2S-22-0000-0035-A000

OKALOOSA, FLORIDA

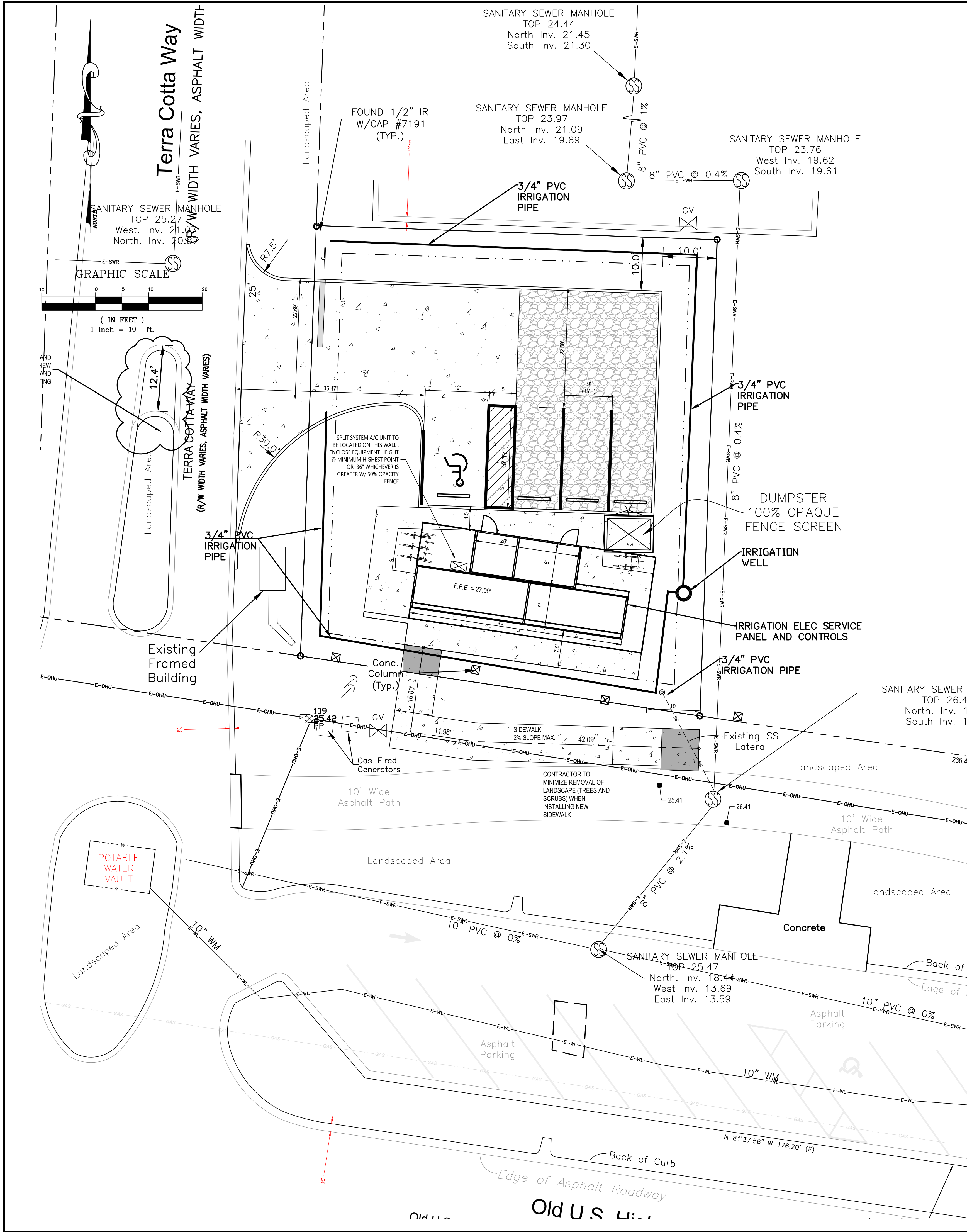
LIGHTING PLAN

DRAWN BY: JWP
CHECKED BY: JG
ECM/CDA# 19-07-122.010

DATE: 12/28/2022

DRAWING NO.

C6



IRRIGATION NOTES:

- IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR ADHERING TO ALL FEDERAL, STATE AND COUNTY CODES.
- IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION AND ANY DAMAGES CAUSED BY CONTRACTOR SHALL BE REPAIRED IMMEDIATELY.
- IRRIGATION CONTRACTOR TO PROVIDE IRRIGATION WELL, 1.0 HP PUMP, MASTER VALVE AND CONTROLLER FOR A FULLY FUNCTIONING SYSTEM AND SHALL HOOK INTO OUTSIDE ELECTRICAL PANEL FOR POWER SOURCE. POWER SUPPLY SHALL BE PROVIDED BY OTHERS.
- IRRIGATION CONTROLLER SHALL BE IN A LOCKABLE BOX AND MOUNTED TO THE OUTSIDE WALL OF THE HOME/BUILDING IN CLOSE PROXIMITY TO ELECTRICAL PANEL & WELL.
 - IN HIGH TRAFFIC AREAS OR ON SITES IN WHICH OVER-SPRAY IS LIKELY, LANDSCAPE ARCHITECT RECOMMENDS USING A 100% DRIP IRRIGATION SYSTEM THROUGHOUT THE SOFTSCAPE AREAS TO ENSURE WATERING EFFICIENCY, REDUCE POSSIBILITY OF EROSION AND DECREASE THE EVAPOTRANSPIRATION RATE.
 - WHERE TURFGRASS IS PROPOSED NEAR HIGH TRAFFIC AREAS, LANDSCAPE ARCHITECT RECOMMENDS INSTALLING DRIP IRRIGATION BENEATH THE TURFGRASS TO MINIMIZE OVER-SPRAY ONTO PEDESTRIAN WALKWAYS AND PAVED SURFACES.
- SHOULD ANY PROPOSED PIPING, HEADS OR OTHER IRRIGATION EQUIPMENT BE PROPOSED WITHIN CLOSE PROXIMITY TO ANY UNDERGROUND UTILITY, IRRIGATION CONTRACTOR SHALL RELOCATE SAID EQUIPMENT TO NEAREST NON-CONFLICTING LOCATION.
- FLORIDA STATUTES REQUIRE A RAIN SENSOR BE INSTALLED AND CONNECTED TO ALL IRRIGATION SYSTEMS TO PREVENT UNNECESSARY WATERING DURING PERIODS OF RAINFALL. THIS COMPONENT IS PERMISSIBLE TO BE VISIBLE FROM THE STREET.
- ALL SLEEVES INSTALLED SHALL BE CLEARLY MARKED WITH A VERTICAL PVC PIPE STUBBED ABOVE
- IRRIGATION CONTRACTOR SHALL MAKE REASONABLE EFFORT TO AVOID THE ROOT ZONE OF ANY/ALL EXISTING TREES ON SITE THAT ARE TO REMAIN. THIS INCLUDES RUNNING MAIN OR LATERAL LINES THROUGH THE ROOT ZONE AREA. NO ADDITIONAL IRRIGATION COVERAGE, SUCH AS A TREE BUBBLER, SHALL BE NECESSARY FOR ANY EXISTING TREE ON SITE, COVERAGE BY A SPRAY OR ROTOR WILL BE SUFFICIENT.
- IRRIGATION SCHEDULE IS PROVIDED FOR CONTRACTOR'S CONVENIENCE. IRRIGATION CONTRACTOR SHOULD VERIFY PLAN PRIOR TO PROVIDING ESTIMATE AND INSTALLATION. SUBSTITUTIONS TO BRANDS OF IRRIGATION EQUIPMENT AND/OR HEADS ARE ALLOWED, BUT ANY SUBSTITUTION SHALL BE AN GREATER THAN OR EQUAL TO PRODUCT.
- ANY SUBSTITUTIONS, ADDITIONS, OR DELETIONS TO THIS PLAN, SHALL BE APPROVED BY THE OWNER OR GOVERNING ENTITY PRIOR TO INSTALLATION.

ECM
a complete engineering &
construction management company
4496 LEGENDARY DRIVE SUITE 100
OKALOOSA, FL 32065
PHONE: (850) 837-7454
FAX: (850) 654-8000
E-MAIL: jhamad@gmail.com
John H. Hamad, P.E.
Florida Registration: #68840, CA

DATE

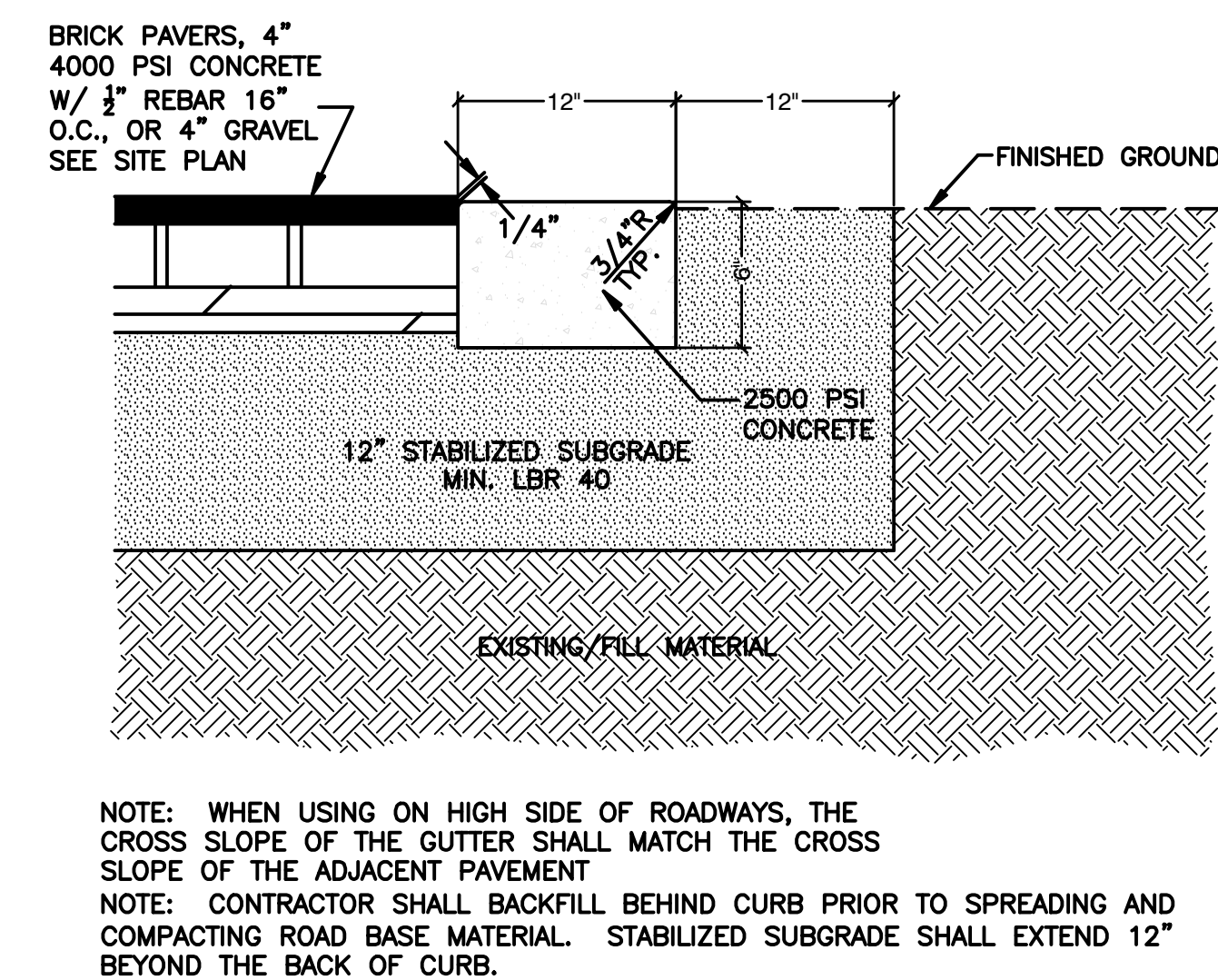
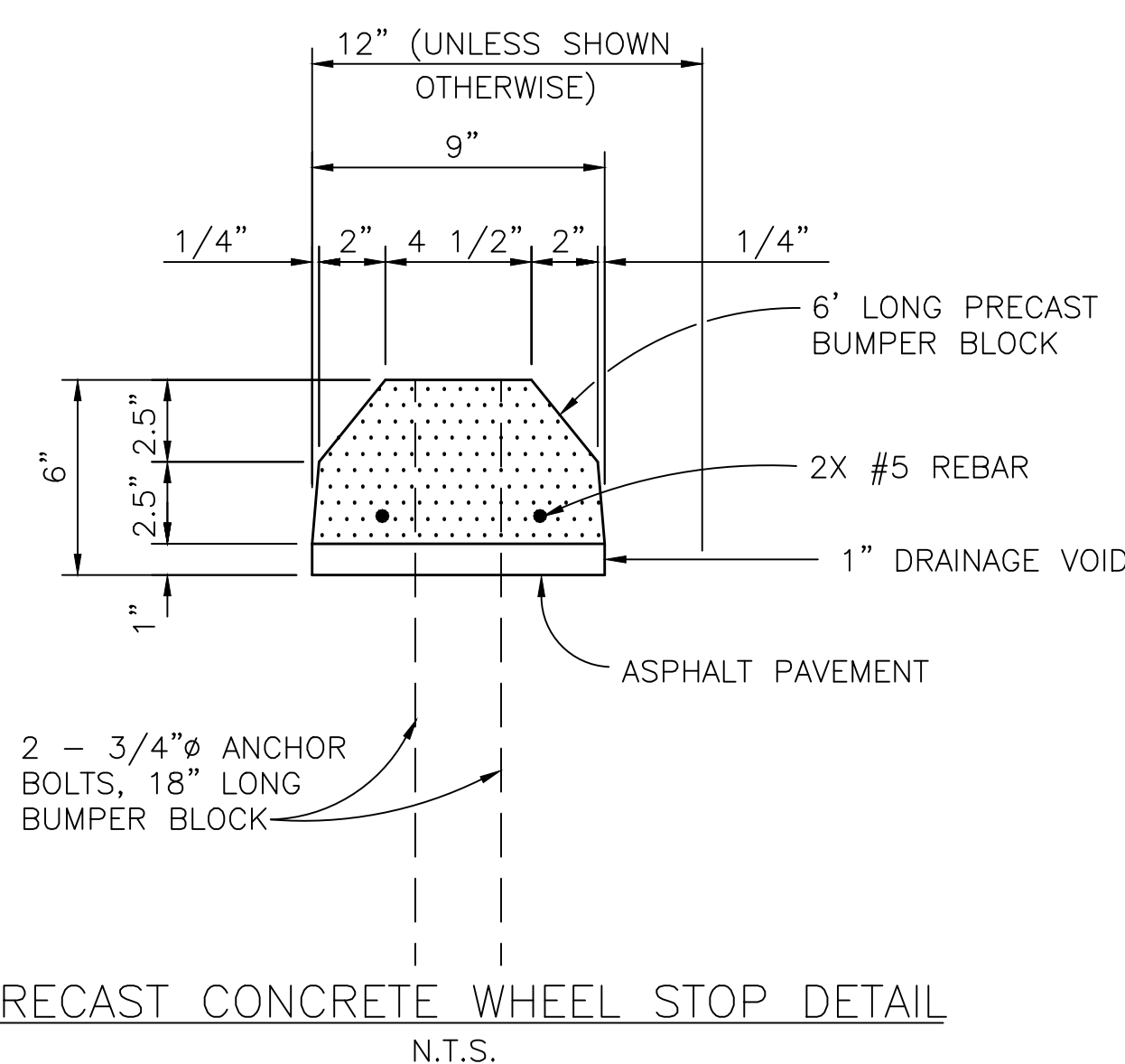
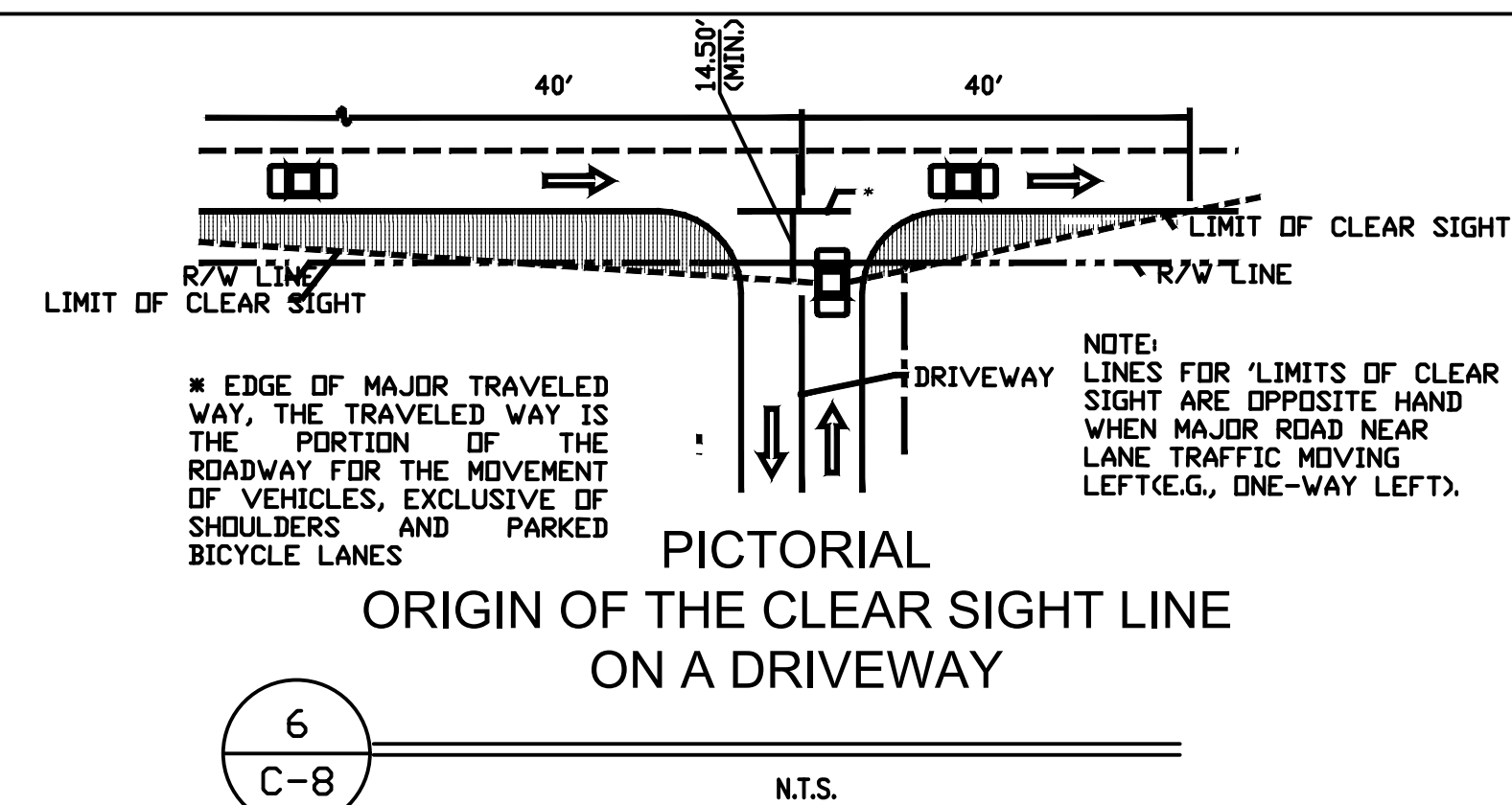
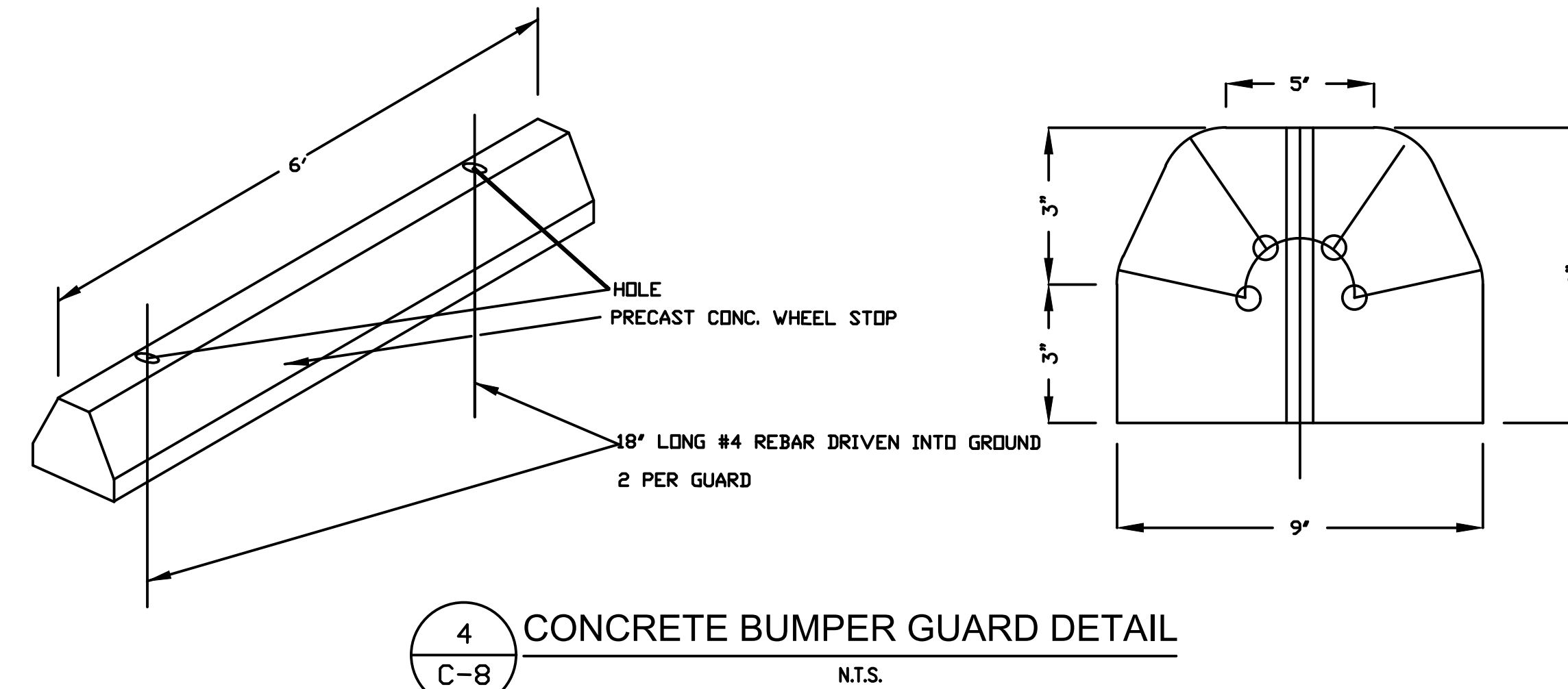
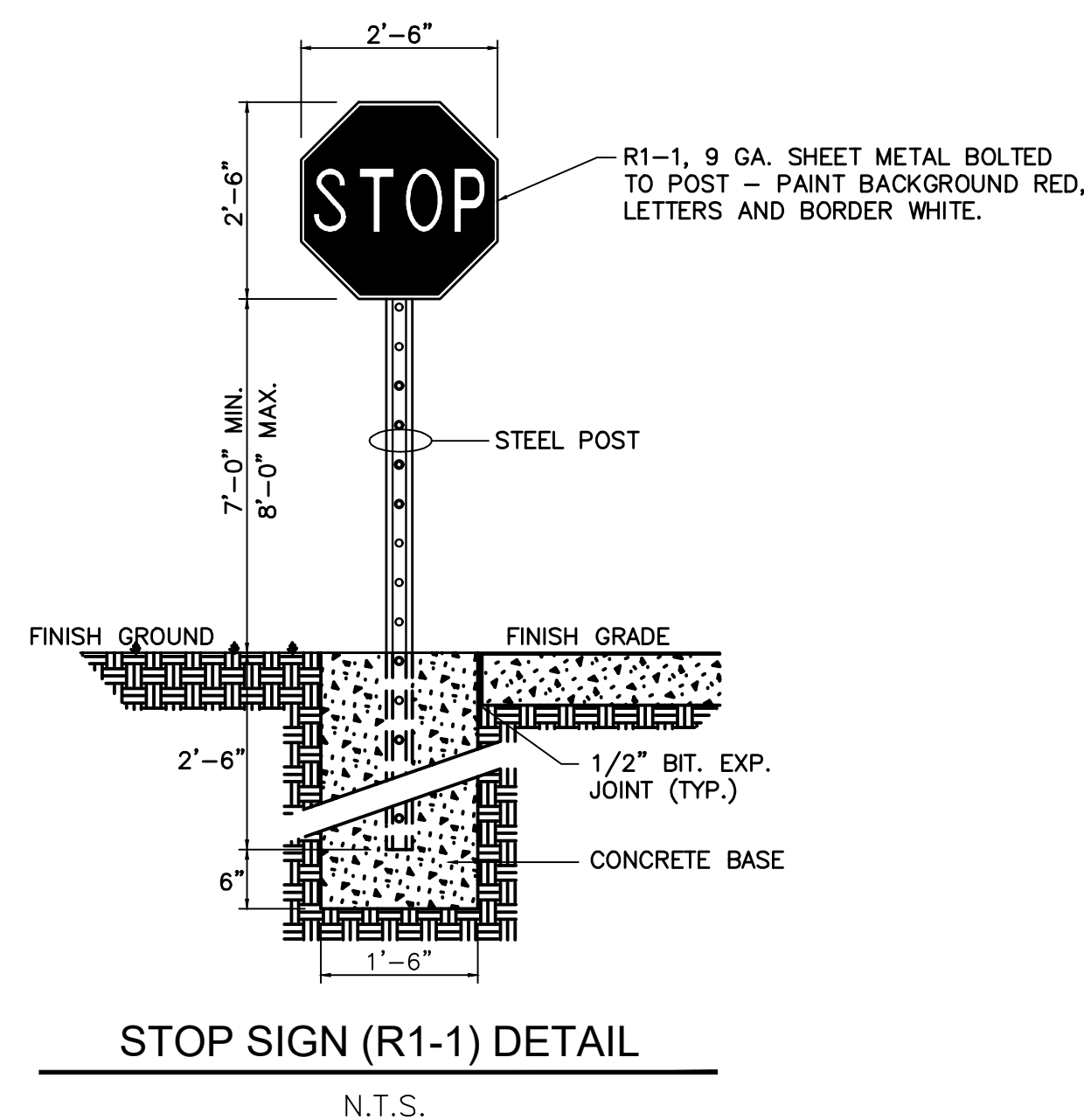
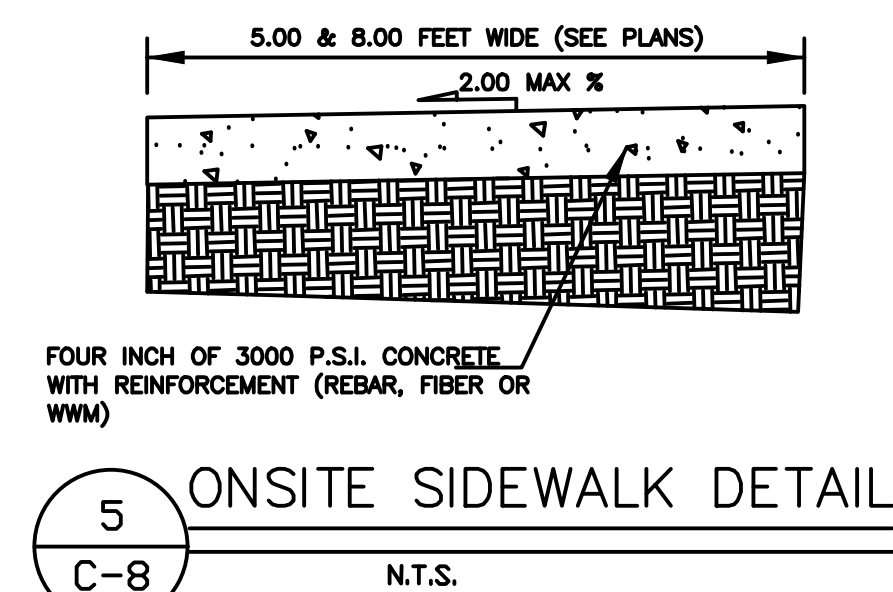
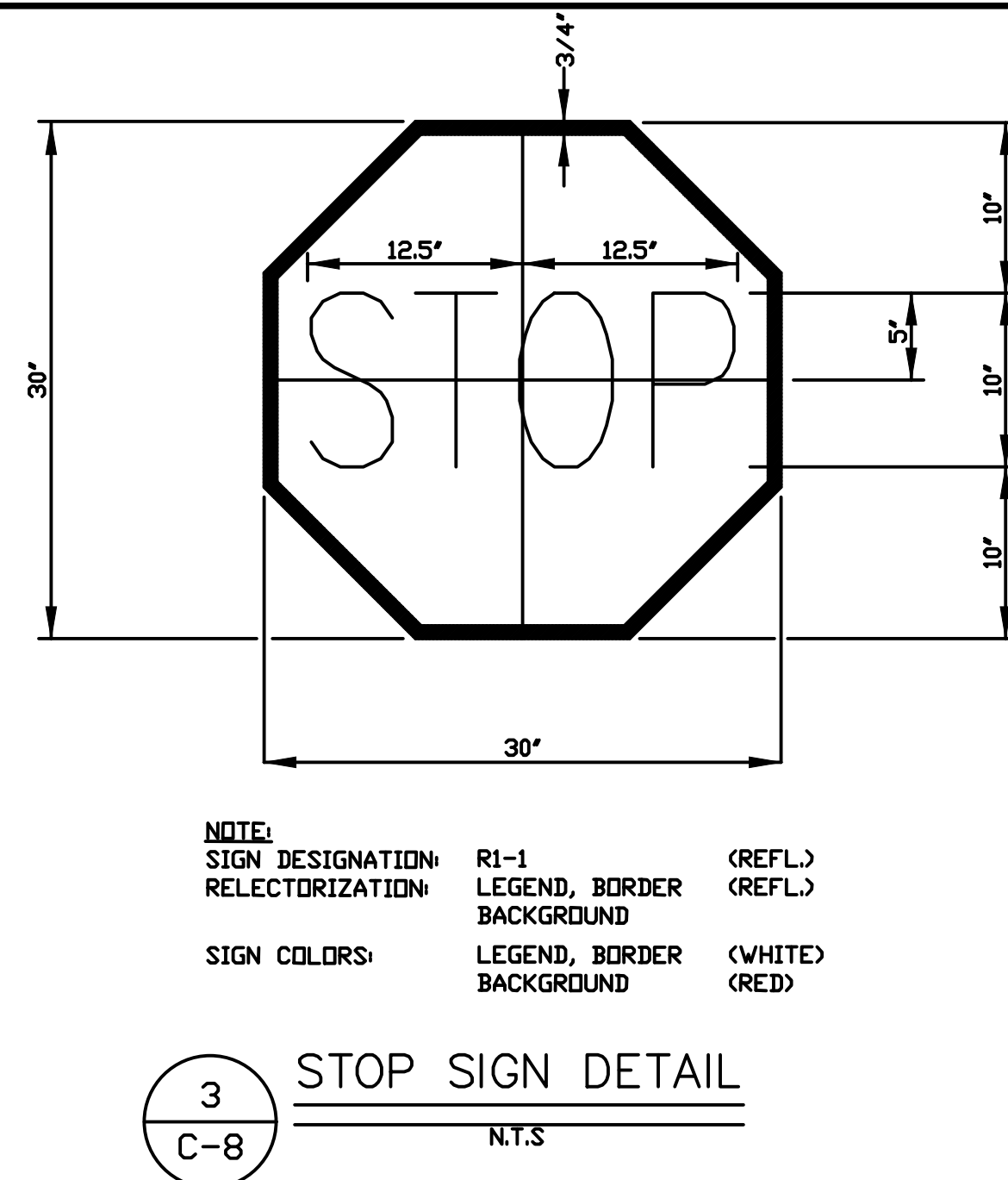
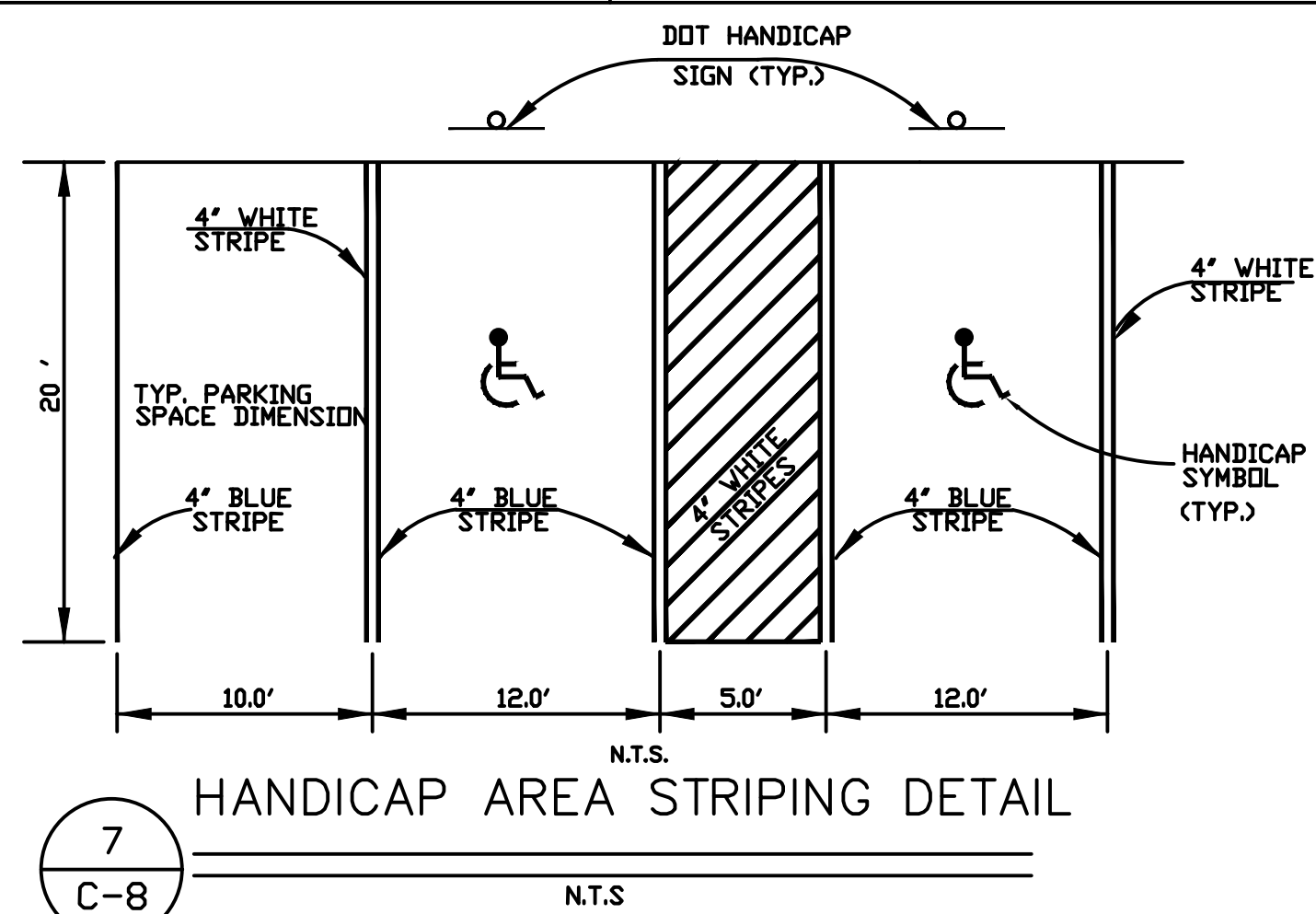
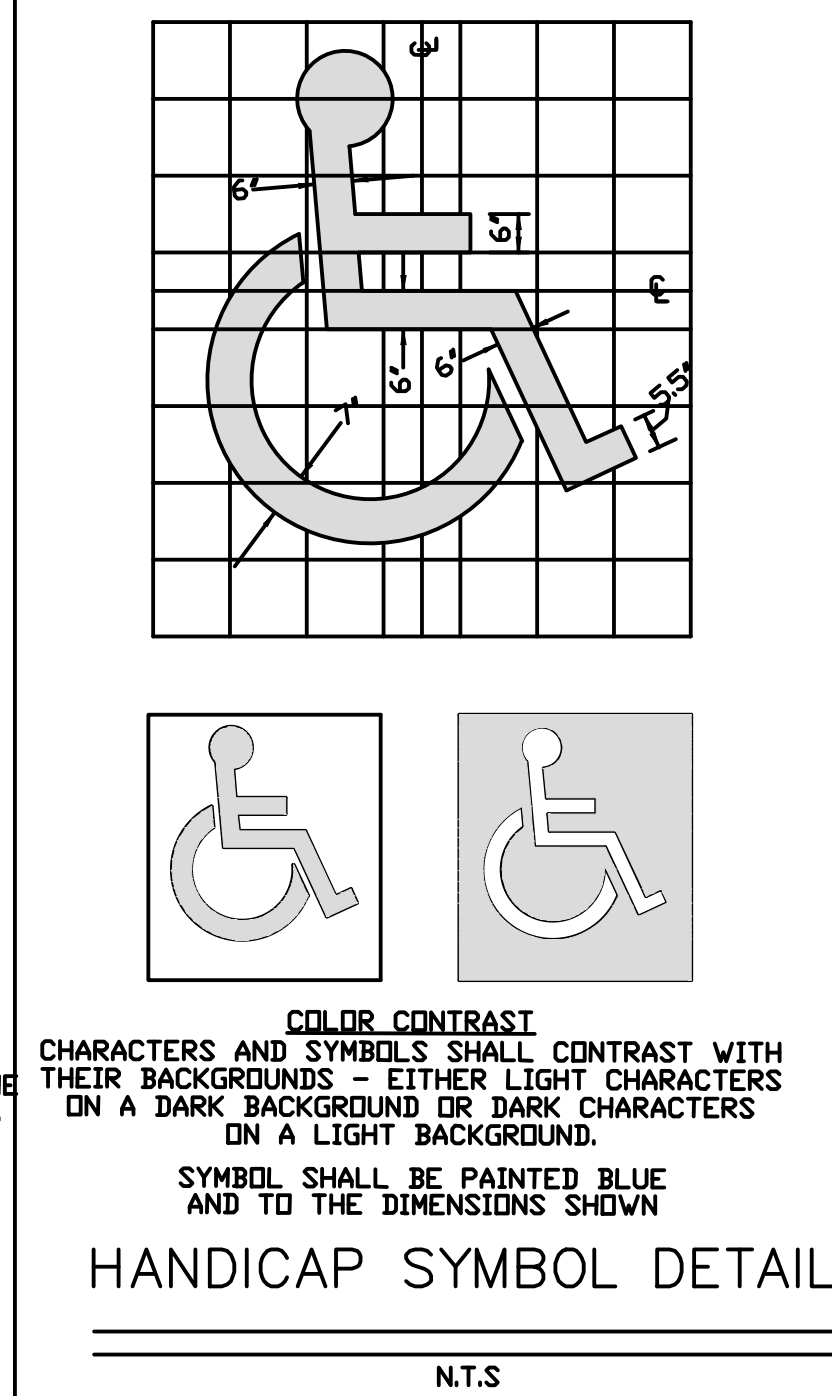
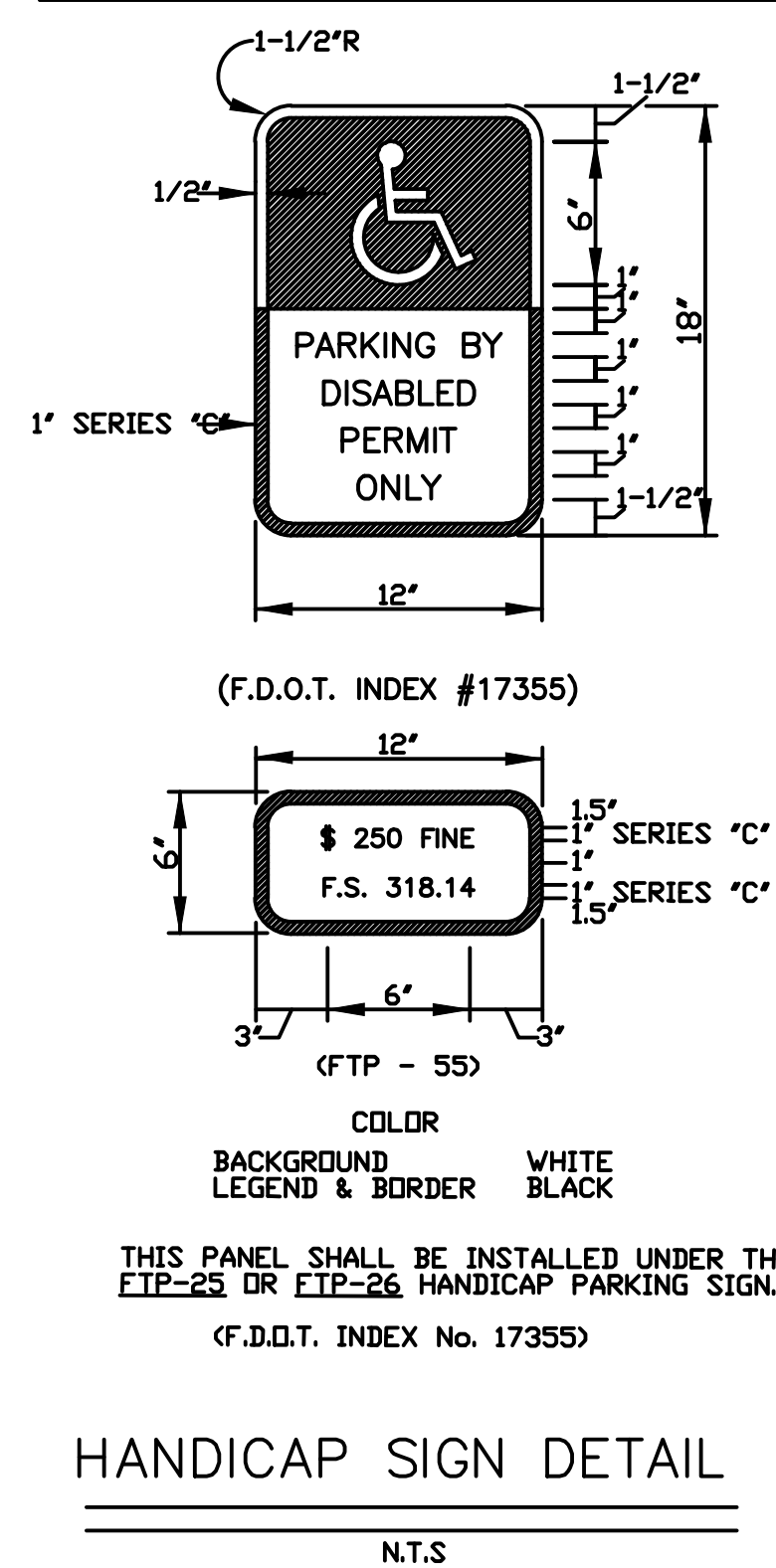
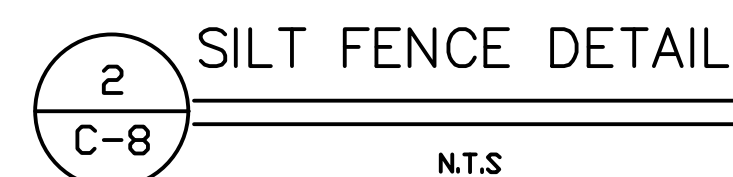
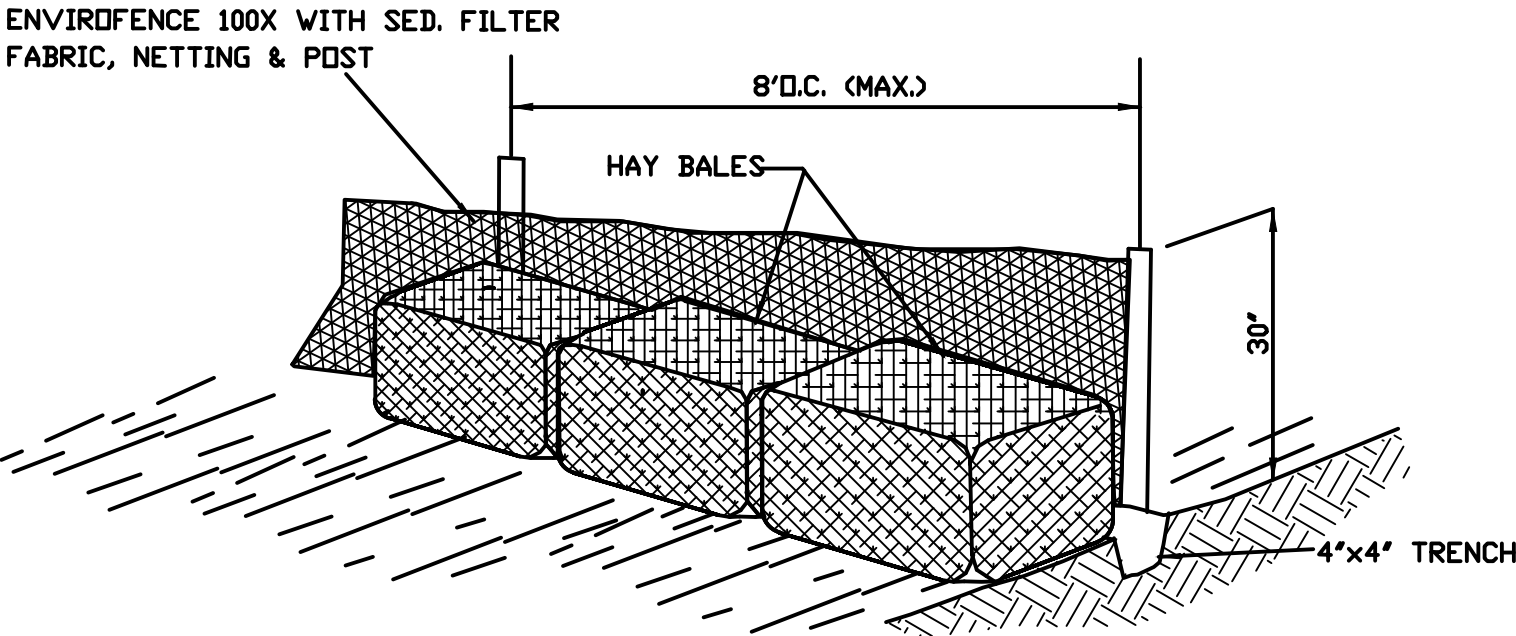
REVISIONS

SANDOS BEACHSIDE
PARCEL ID# 00-2S-22-0000-0035-A000
OKALOOSA, FLORIDA

IRRIGATION PLAN

DRAWN BY: JWG
CHECKED BY: JG
ECM/CDA# 19-07-122.010
DATE: 05/18/2023

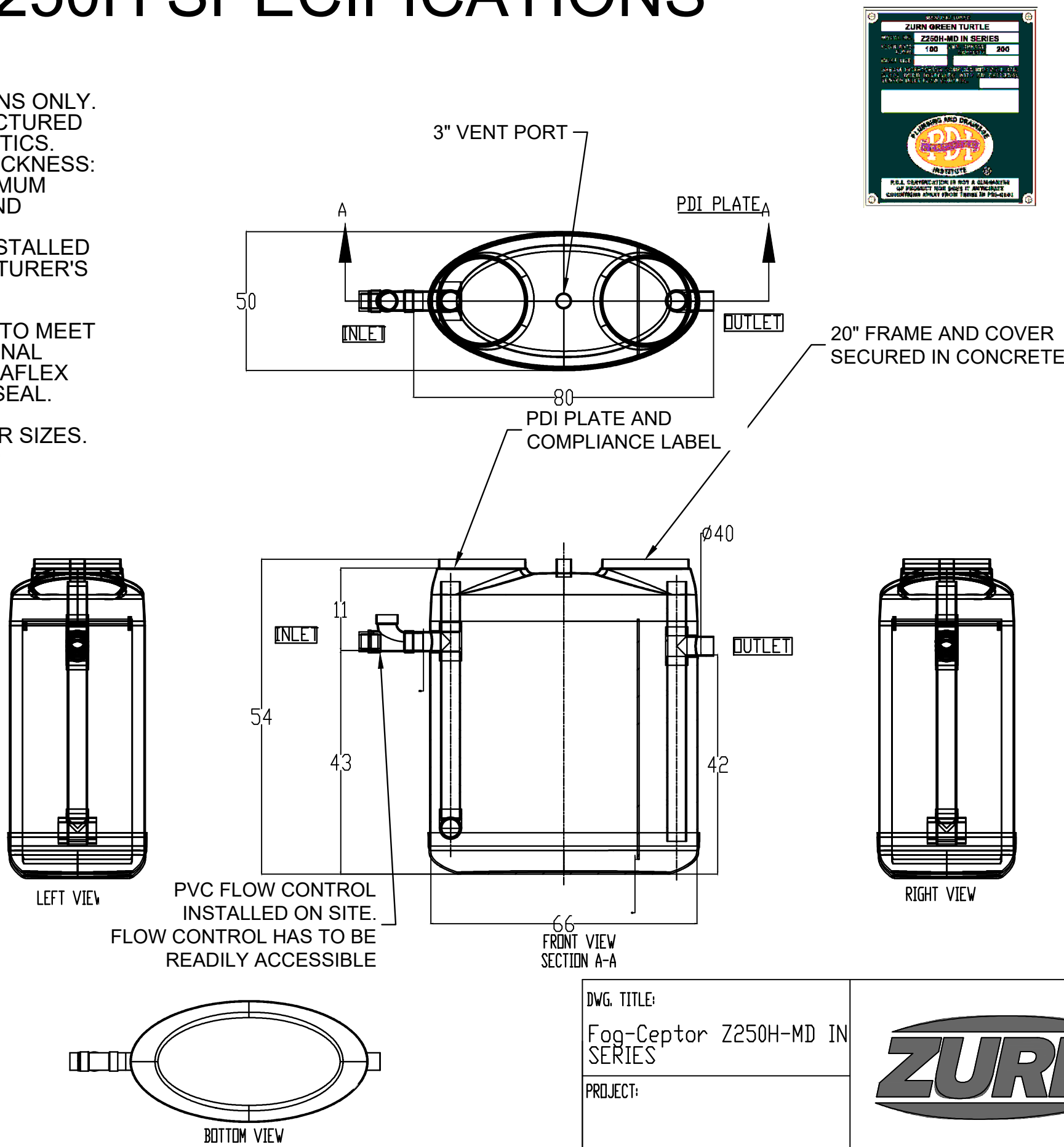
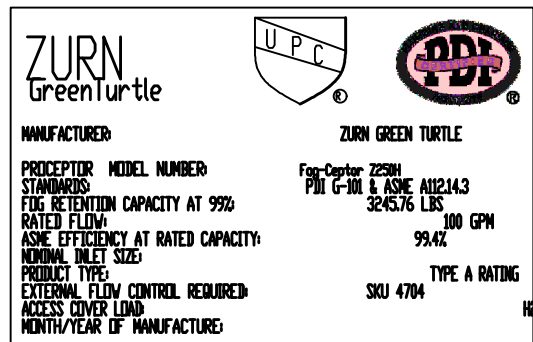
DRAWING NO.
C7.1



BZ250H SPECIFICATIONS

NOTES:

- 1. FOR HYDROMECHANICAL APPLICATIONS ONLY.
- 2. ALL PROCEPTOR UNITS ARE MANUFACTURED WITH FIBERGLASS REINFORCED PLASTICS. PHYSICAL CHARACTERISTICS AND THICKNESS: POLYESTER RESIN AND E GLASS MINIMUM THICKNESS 1/4" WALL AND 3/8" TOP AND BOTTOM BOWLS.
- 3. ALL PROCEPTOR UNITS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTION.
- 4. STANDARD PIPING IS SCH. 40 PVC.
- 5. EXTENSION COLLAR TO BE ORDERED TO MEET FINISHED GRADE. CUT ON SITE FOR FINAL ADJUSTMENT AND CAULKED WITH SIKAFLEX BY CONTRACTOR FOR WATERTIGHT SEAL.
- 6. COVERS FOR PEDESTRIAN LOADING.
- 7. CONSULT GREEN TURTLE FOR OTHER SIZES.
- 8. LIFE WARRANTY AGAINST LEAKS, AND STRUCTURAL FAILURE DUE TO MANUFACTURING DEFECTS.



DWG. TITLE:
Fog-Ceptor Z250H-MD IN
SERIES
PROJECT:
DATE: 04/29/20
SIZE A
DRAWING NOT TO SCALE

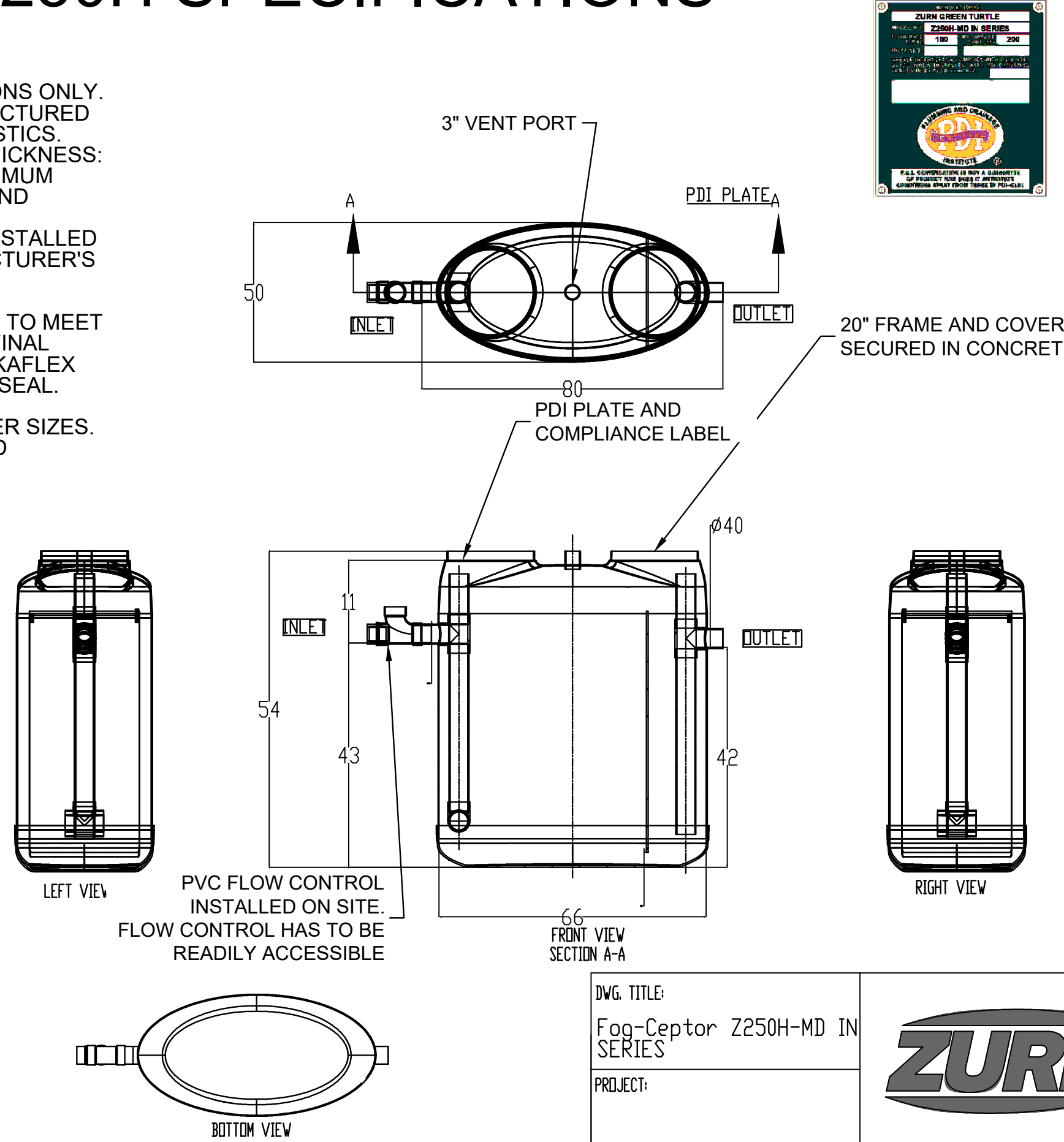
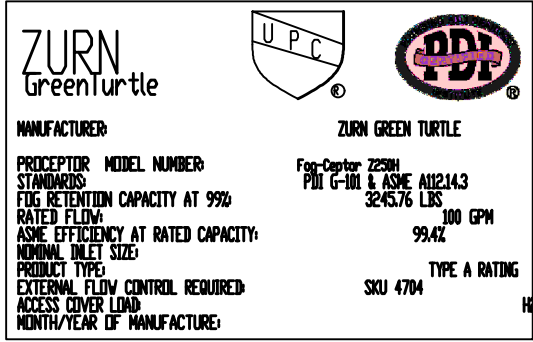


DWG #: 20-5318-C REV. 4

BZ250H SPECIFICATIONS

NOTES:

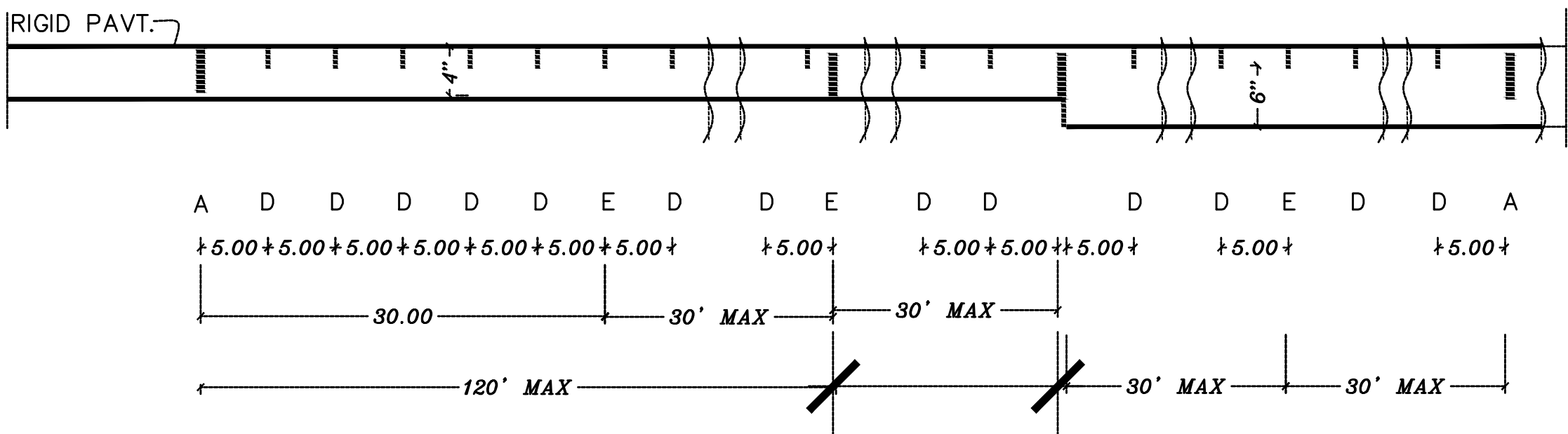
- 1. FOR HYDROMECHANICAL APPLICATIONS ONLY.
- 2. ALL PROCEPTOR UNITS ARE MANUFACTURED WITH FIBERGLASS REINFORCED PLASTICS. PHYSICAL CHARACTERISTICS AND THICKNESS: POLYESTER RESIN AND E GLASS MINIMUM THICKNESS 1/4" WALL AND 3/8" TOP AND BOTTOM BOWLS.
- 3. ALL PROCEPTOR UNITS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTION.
- 4. STANDARD PIPING IS SCH. 40 PVC.
- 5. EXTENSION COLLAR TO BE ORDERED TO MEET FINISHED GRADE. CUT ON SITE FOR FINAL ADJUSTMENT AND CAULKED WITH SIKAFLEX BY CONTRACTOR FOR WATERTIGHT SEAL.
- 6. COVERS FOR PEDESTRIAN LOADING.
- 7. CONSULT GREEN TURTLE FOR OTHER SIZES.
- 8. LIFE WARRANTY AGAINST LEAKS, AND STRUCTURAL FAILURE DUE TO MANUFACTURING DEFECTS.



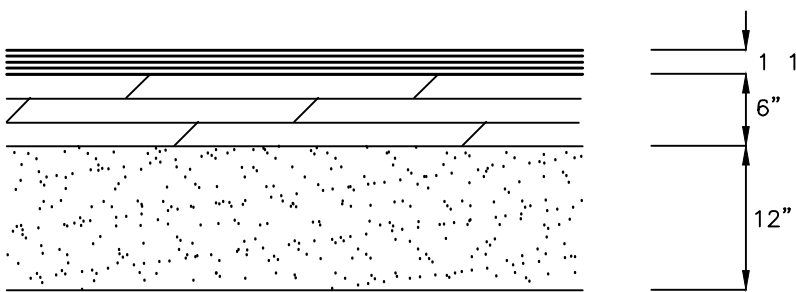
DWG. TITLE:
Fog-Ceptor Z250H-MD IN
SERIES
PROJECT:
DATE: 04/29/20
SIZE A
DRAWING NOT TO SCALE



DWG #: 20-5318-C REV. 4



- NOTE
SIDEWALK JOINTS (PER FDOT FY 2022-23)
- A. 1/2" Expansion Joints (Preformed Joint Filler) between the sidewalk and;driveways, sidewalk-intersections, and all other fixed objects (e.g. drainage inlets and utility poles).
 - B. 1/8" Dummy Joints, Tooled
 - C. 1/8" Formed Open Joints
 - D. 3/16" Saw Cut Joints, 1-1/2" Deep (within 96 hours) Max. 5' Centers
 - E. 3/16" Saw Cut Joints, 1 1/2" Deep (within 12 hours) Max. 30' Centers Joint(s) Required When Length Exceeds 30'
 - F. 1/2" Expansion Joint When Run Of Sidewalk Exceeds 120'. Intermediate locations when called for in the plans or at locations as directed by the Engineer.
 - G. Cold Joint With Bond Breaker, Tooled



SURFACE COURSE - TYPE SP-9.25 OR SP-12.5 ASPHALTIC CONCRETE
(1 1/2" MIN. COMPACTED THICKNESS)
BASE COURSE - SEE OPTIONAL BASE MATERIALS.
SUBGRADE - TYPE-B STABILIZATION (MIN. LBR = 40)

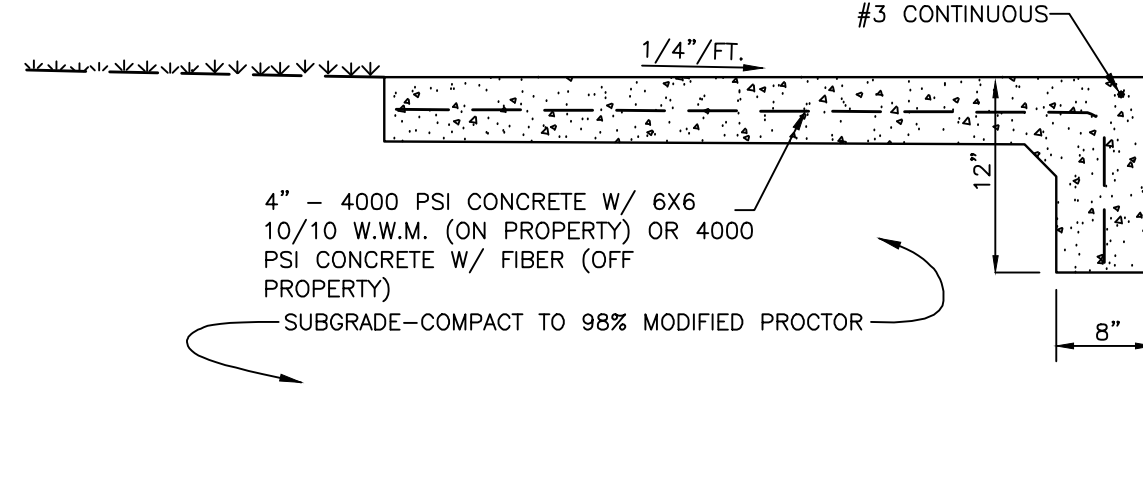
TYPICAL ASPHALT PAVEMENT SECTION

OPTIONAL BASE MATERIALS:

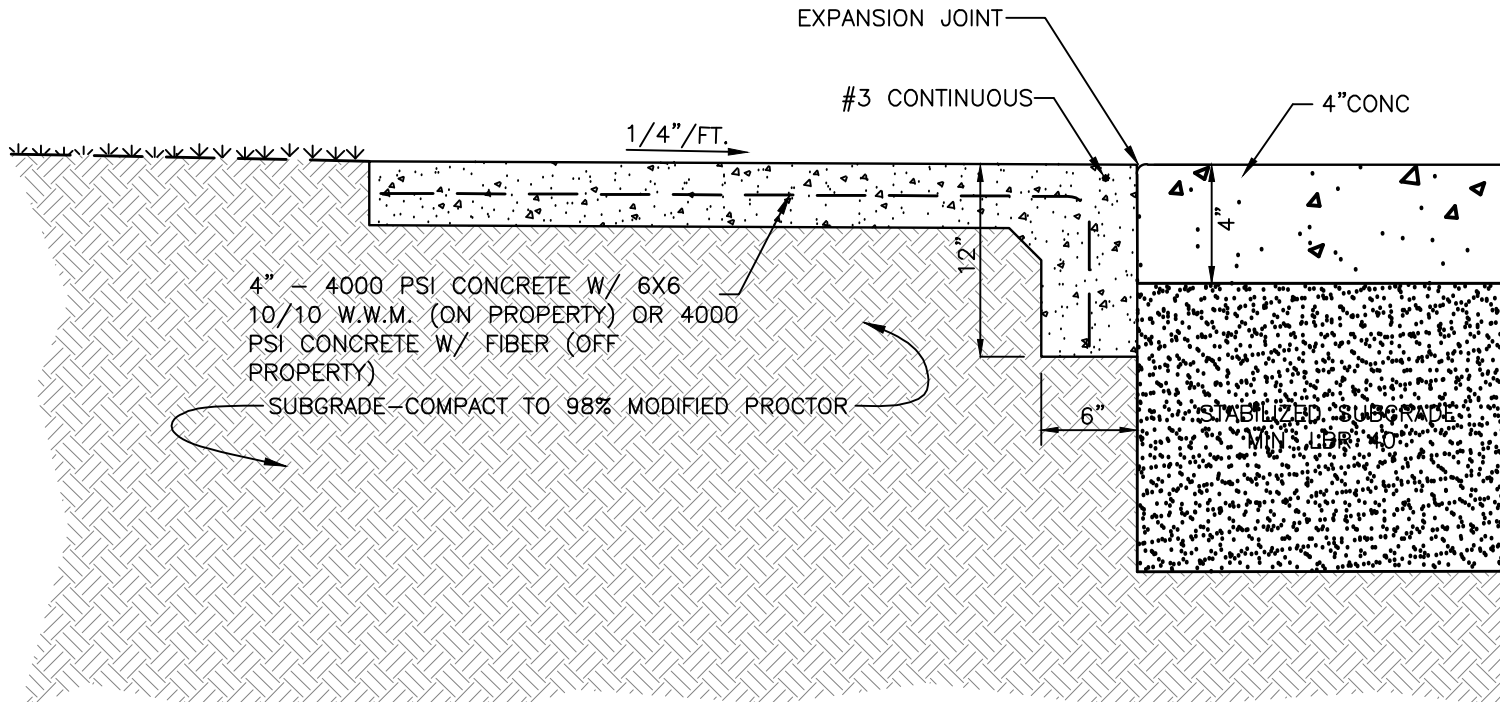
THE MATERIAL AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, 1991 EDITION. APPLICABLE SECTIONS ARE AS LISTED BELOW.

- 1.) 6" COMPACTED LIMEROCK BASE NON-STAINING (SECTION 200 FDOT STD. SPECIFICATIONS)
- 2.) 6" GRADED AGGREGATE BASE NON-STAINING (SECTION 204 FDOT STD. SPECIFICATIONS)

ACCEPTABLE NON STAINING MATERIALS:
#57 CRUSH AND RUN
CRUSHED CONCRETE
CONDITIONED SOIL - PORTLAND CEMENT



TYPICAL CONCRETE PAVEMENT SECTION

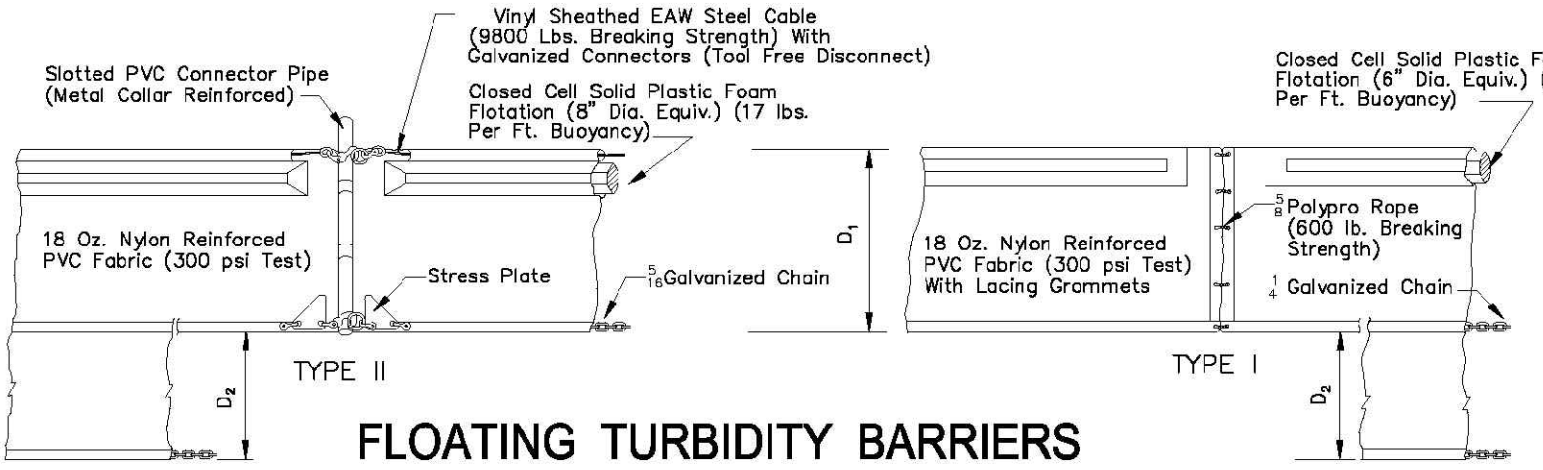


TYPE I CONC. SIDEWALK DETAIL

REVISIONS	DATE	

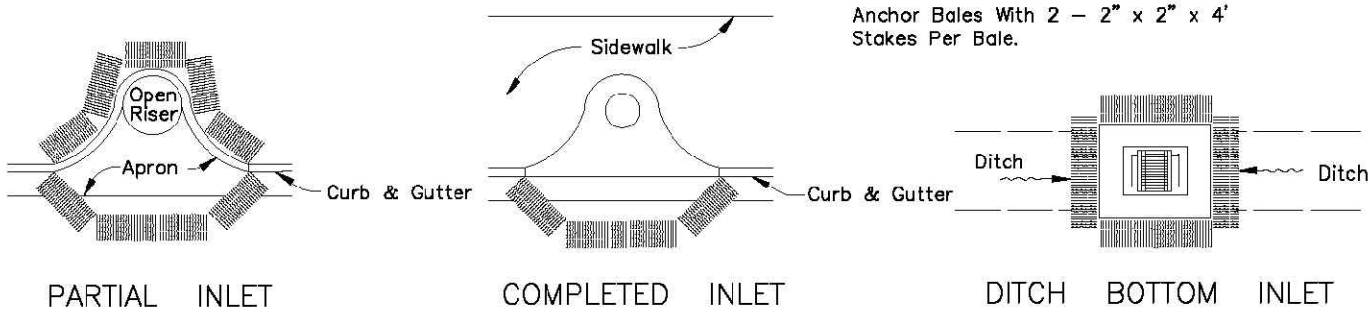
EROSION AND SEDIMENT CONTROL NOTES

- THE CONTRACTOR IS RESPONSIBLE FOR REMOVING SILT FROM SITE IF NOT REUSABLE ON-SITE AND ASSURING PLAN ALIGNMENT AND GRADE IN ALL DITCHES AND SWALES AT COMPLETION OF CONSTRUCTION.
- THE SITE CONTRACTOR IS RESPONSIBLE FOR REMOVING THE TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES AFTER COMPLETION OF CONSTRUCTION AND ONLY WHEN AREAS HAVE BEEN STABILIZED.
- ADDITIONAL PROTECTION – ON-SITE PROTECTION IN ADDITION TO THE ABOVE MUST BE PROVIDED THAT WILL NOT PERMIT SILT TO LEAVE THE PROJECT CONFINES DUE TO UNSEEN CONDITIONS OR ACCIDENTS.
- CONTRACTOR SHALL INSURE THAT ALL DRAINAGE STRUCTURES, PIPES, ETC. ARE CLEANED OUT AND WORKING PROPERLY AT TIME OF ACCEPTANCE.
- WIRE MESH SHALL BE LAID OVER THE DROP INLET SO THAT THE WIRE EXTENDS A MINIMUM OF 1 FOOT BEYOND EACH SIDE OF THE INLET STRUCTURE. HARDWARE CLOTH OR COMPARABLE WIRE MESH WITH 1/2-INCH OPENINGS SHALL BE USED. IF MORE THAN ONE STRIP OF MESH IS NECESSARY, THE STRIPS SHALL BE OVERLAPPED.
- FDOT NO. 1 COARSE AGGREGATE SHALL BE PLACED OVER THE WIRE MESH AS INDICATED IN D-903. THE DEPTH OF STONE SHALL BE AT LEAST 12 INCHES OVER THE ENTIRE INLET OPENING. THE STONE SHALL EXTEND BEYOND THE INLET OPENING AT LEAST 18 INCHES ON ALL SIDES.
- IF THE STONE FILTER BECOMES CLOGGED WITH SEDIMENT SO THAT IT NO LONGER ADEQUATELY PERFORMS ITS FUNCTION, THE STONES MUST BE PULLED AWAY FROM THE INLET, CLEANED AND REPLACED.
- BALES SHALL BE EITHER WIRE-BOUND OR STRING-TIED WITH THE BINDINGS ORIENTED AROUND THE SIDES RATHER THAN OVER AND UNDER THE BALES.
- BALES SHALL BE PLACED LENGTHWISE IN A SINGLE ROW SURROUNDING THE INLET, WITH THE ENDS OF ADJACENT BALES PRESSED TOGETHER.
- THE FILTER BARRIER SHALL BE ENTRENCHED AND BACKFILLED. A TRENCH SHALL BE EXCAVATED TO A MINIMUM DEPTH OF 8 INCHES. AFTER THE BALES ARE STAKED, THE EXCAVATED SOIL SHALL BE BACKFILLED AND COMPACTED AGAINST THE FILTER BARRIER.
- EACH BALE SHALL BE SECURELY ANCHORED AND HELD IN PLACE BY AT LEAST TWO STAKES OR REBARS DRIVEN THROUGH THE BALE.
- LOOSE STRAW SHOULD BE WEDGED BETWEEN BALES TO PREVENT WATER FROM ENTERING BETWEEN BALES.
- STRAW BALE BARRIERS SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL.
- CLOSE ATTENTION SHALL BE PAID TO THE REPAIR OF DAMAGED BALES, END RUNS AND UNDERCUTTING BENEATH BALES.
- NECESSARY REPAIRS TO BARRIERS OR REPLACEMENT OF BALES SHALL BE ACCOMPLISHED PROMPTLY.
- ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE STRAW BALE BARRIER IS NO LONGER REQUIRED SHALL BE DRESSED TO CONFORM TO THE EXISTING GRADE, PREPARED AND SEEDED.
- SILT FENCES AND FILTER BARRIERS SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY.
- SHOULD THE FABRIC ON A SILT FENCE OR FILTER BARRIER DECOMPOSE OR BECOME INEFFECTIVE PRIOR TO THE END OF THE EXPECTED USABLE LIFE AND THE BARRIER STILL BE NECESSARY, THE FABRIC SHALL BE REPLACED PROMPTLY.
- SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN DEPOSITS REACH APPROXIMATELY ONE-THIRD THE HEIGHT OF THE BARRIER.
- ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE SILT FENCE OR FILTER BARRIER IS NO LONGER REQUIRED SHALL BE DRESSED TO CONFORM WITH THE EXISTING GRADE, PREPARED AND SEEDED.
- THE STRUCTURE SHALL BE INSPECTED AFTER EACH RAIN AND REPAIRS MADE AS NEEDED.
- SEDIMENT SHALL BE REMOVED AND THE TRAP RESTORED TO ITS ORIGINAL DIMENSIONS WHEN THE SEDIMENT HAS ACCUMULATED TO 1/3 THE DESIGN DEPTH OF THE TRAP. REMOVED SEDIMENT SHALL BE DEPOSITED IN A SUITABLE AREA AND IN SUCH A MANNER THAT IT WILL NOT ERODE.
- THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING THE BEST EROSION AND SEDIMENT CONTROL PRACTICES AS OUTLINED IN THE PLANS, SPECIFICATIONS AND ST. JOHNS RIVER WATER MANAGEMENT DISTRICT SPECIFICATIONS AND CRITERIA.
- FOR ADDITIONAL INFORMATION ON SEDIMENT AND EROSION CONTROL REFER TO "THE FLORIDA DEVELOPMENT MANUAL – A GUIDE TO SOUND LAND AND WATER MANAGEMENT" FROM THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL REGULATION (F.D.E.R.) CHAPTER 6.
- EROSION AND SEDIMENT CONTROL BARRIERS SHALL BE PLACED ADJACENT TO ALL WETLAND AREAS WHERE THERE IS POTENTIAL FOR DOWNSTREAM WATER QUALITY DEGRADATION. SEE DETAIL SHEET FOR TYPICAL CONSTRUCTION.
- ALL DISTURBED AREAS SHALL BE GRASSED, FERTILIZED, MULCHED AND MAINTAINED UNTIL A PERMANENT VEGETATIVE COVER IS ESTABLISHED.
- SOD SHALL BE PLACED IN AREAS WHICH MAY REQUIRE IMMEDIATE EROSION PROTECTION TO ENSURE WATER QUALITY STANDARDS ARE MAINTAINED.
- ANY DISCHARGE FROM DEWATERING ACTIVITY SHALL BE FILTERED AND CONVEYED TO THE OUTFALL IN A MANNER WHICH PREVENTS EROSION AND TRANSPORTATION OF SUSPENDED SOLIDS TO THE RECEIVING OUTFALL.
- DEWATERING PUMPS SHALL NOT EXCEED THE CAPACITY OF THAT WHICH REQUIRES A CONSUMPTIVE USE PERMIT FROM THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.
- ALL DISTURBED AREAS TO BE STABILIZED THROUGH COMPACTION, SILT SCREENS, HAY BALES, AND GRASSING. ALL FILL SLOPES 3:1 OR STEEPER TO RECEIVE STAKED SOLID SOD.
- ALL DEWATERING, EROSION, AND SEDIMENT CONTROL TO REMAIN IN PLACE AFTER COMPLETION OF CONSTRUCTION AND REMOVED ONLY WHEN AREAS HAVE BEEN STABILIZED.
- THIS PLAN INDICATES THE MINIMUM EROSION AND SEDIMENT MEASURES REQUIRED FOR THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR MEETING ALL APPLICABLE RULES, REGULATIONS AND WATER QUALITY GUIDELINES AND MAY NEED TO INSTALL ADDITIONAL CONTROLS.
- THE CONTRACTOR SHALL BE REQUIRED TO RESPOND TO ALL WATER MANAGEMENT DISTRICT INQUIRIES, RELATIVE TO COMPLIANCE OF SURVMO FOR EROSION AND SEDIMENTATION CONTROL. THE COST OF THIS COMPLIANCE SHALL BE PART OF THE CONTRACT.

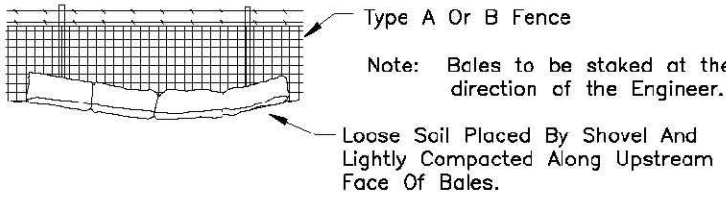


FLOATING TURBIDITY BARRIERS

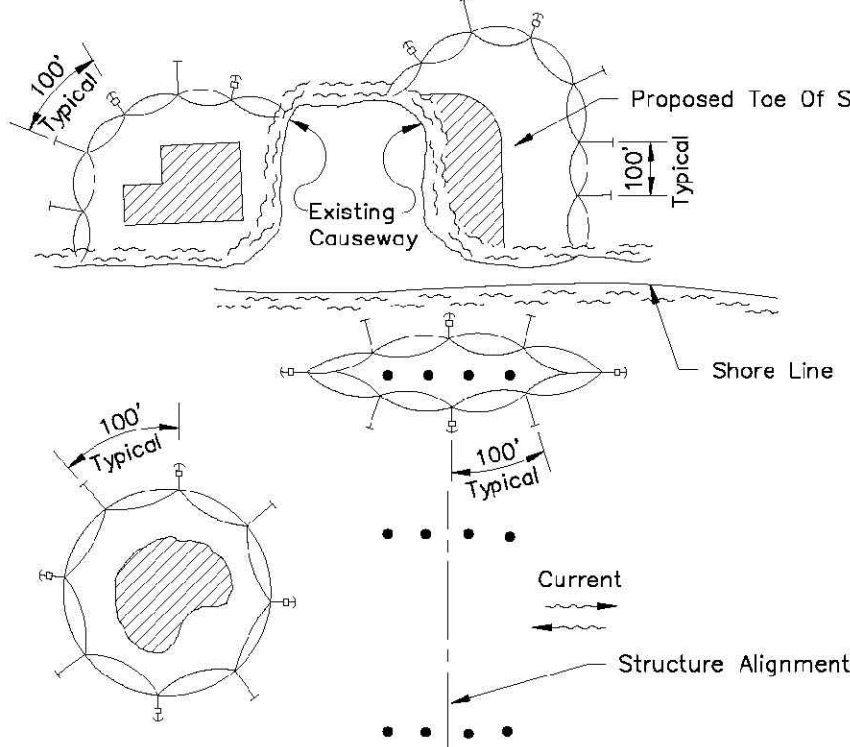
COMPONENTS OF TYPES I & TYPE II MAY BE SIMILAR OR IDENTICAL TO PROPRIETARY DESIGNS. ANY INFRINGEMENT ON THE PROPRIETARY RIGHTS OF THE DESIGNER SHALL BE THE SOLE RESPONSIBILITY OF THE USER. SUBSTITUTIONS FOR TYPES I AND II SHALL BE AS APPROVED BY THE ENGINEER.



PROTECTION AROUND INLETS OR SIMILAR STRUCTURES



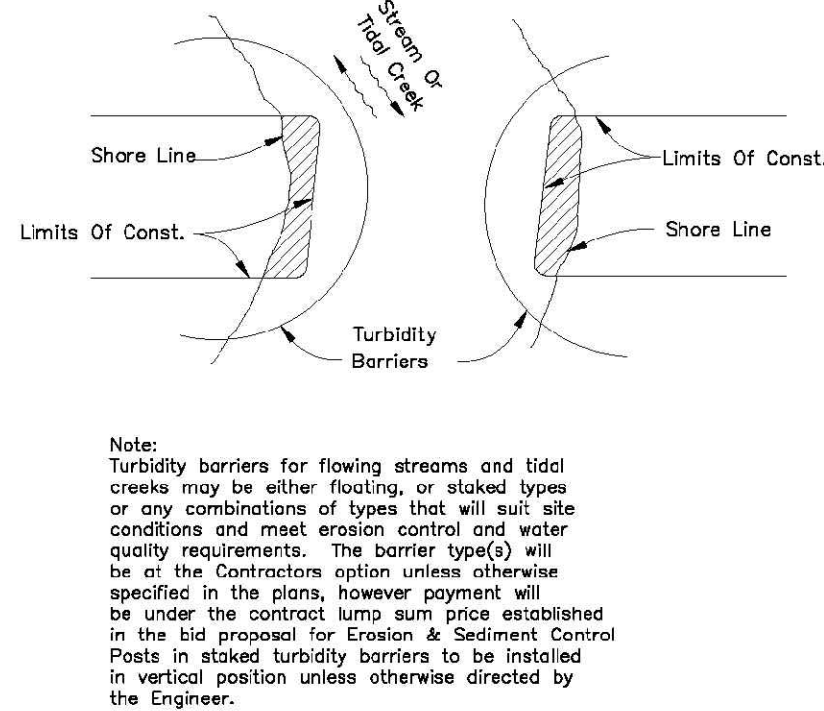
BALES BACKED BY FENCE



LEGEND

- Pile Locations
- Dredge Or Fill Area
- Mooring Buoy w/Anchor
- Anchor
- Barrier Movement Due To Current Action

STAKED TURBIDITY BARRIER



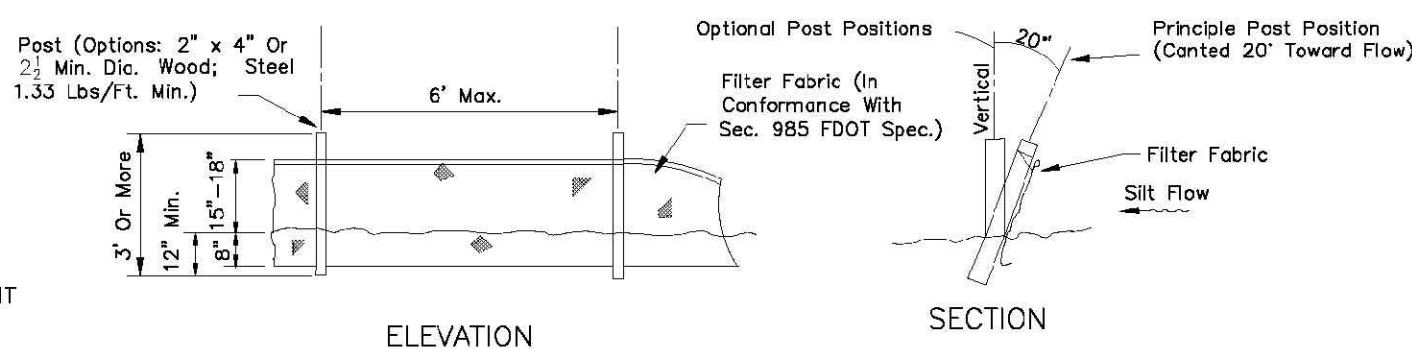
NOTES:

- Turbidity barriers are to be used in all permanent bodies of water regardless of water depth.
- Number and spacing of anchors dependent on current velocities.
- Deployment of barrier around pile locations may vary to accommodate construction operations.
- Navigation may require segmenting barrier during construction operations.
- For additional information see Section 104 of the FDOT Standard Specifications.

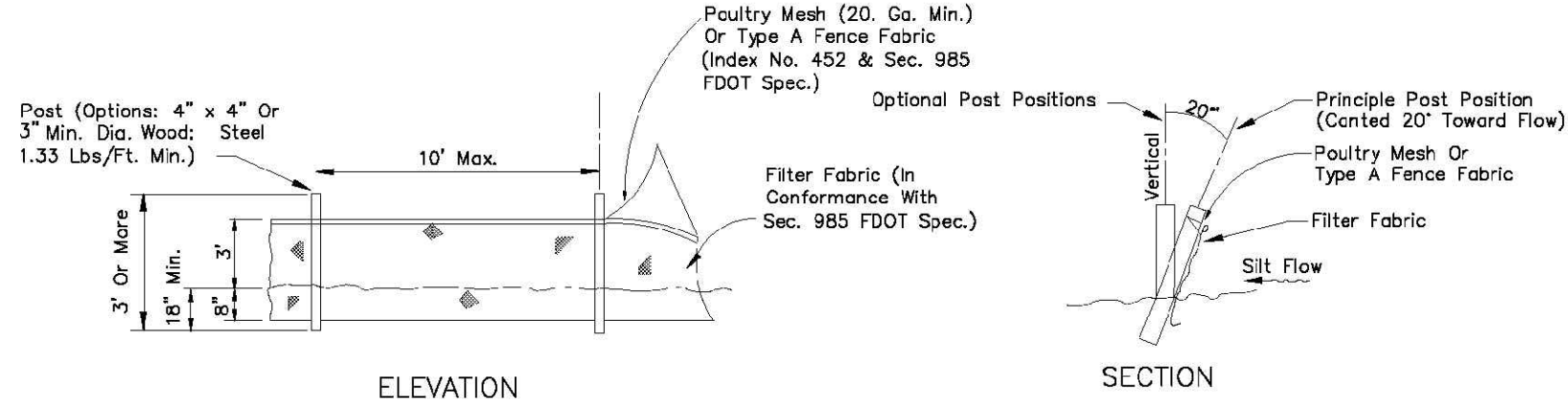
TURBIDITY BARRIER APPLICATIONS

TURBIDITY BARRIERS

(D-907)
N.T.S.

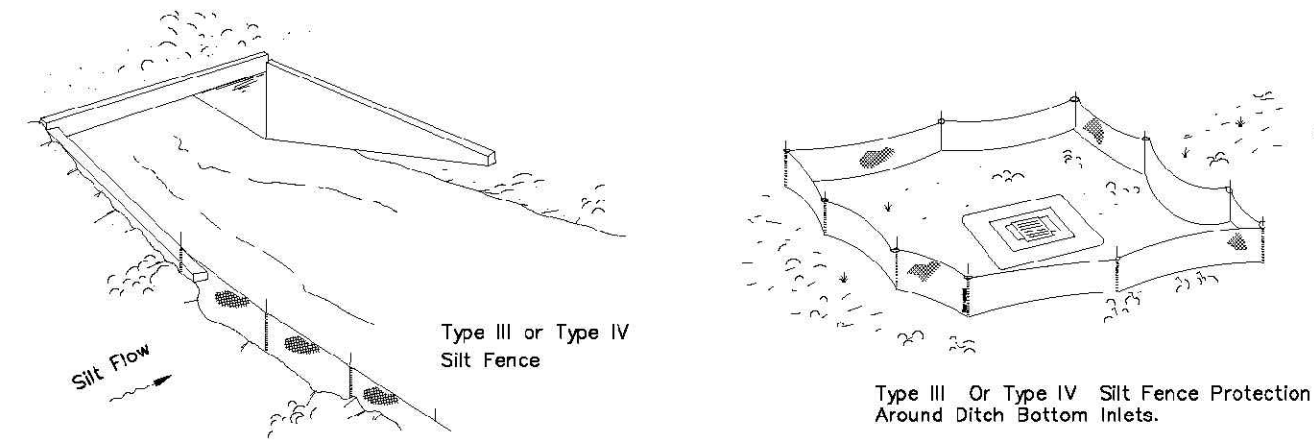


TYPE III SILT FENCE



TYPE IV SILT FENCE

Note: Silt Fence to be paid for under the contract lump sum price for Erosion and Sediment Control.



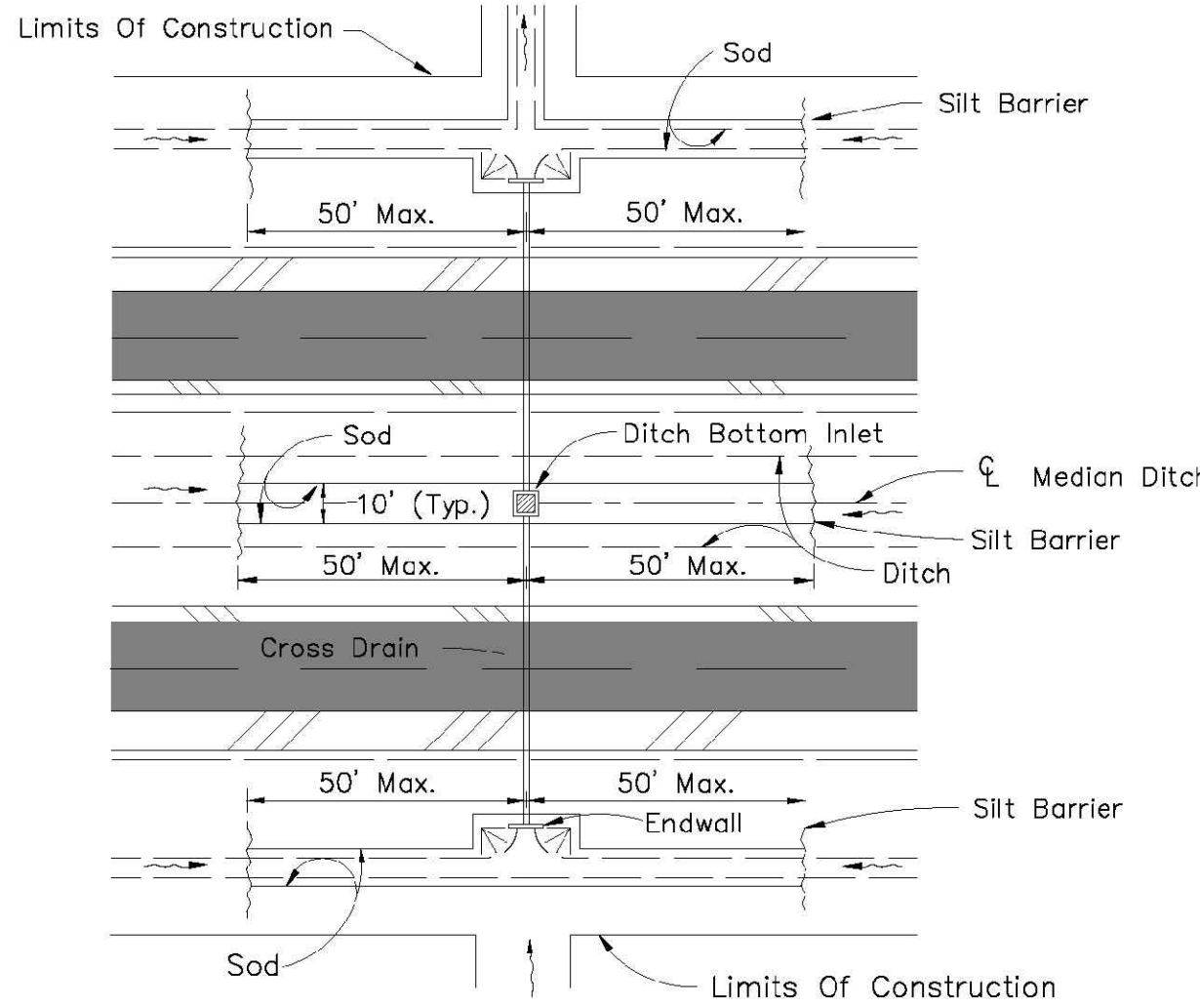
Do not deploy in a manner that silt fences will act as a dam across permanent flowing watercourses. Silt fences are to be used at upland locations and turbidity barriers used at permanent bodies of water.

SILT FENCE APPLICATIONS

SILT FENCE TYPE III & IV

(D-908)
T

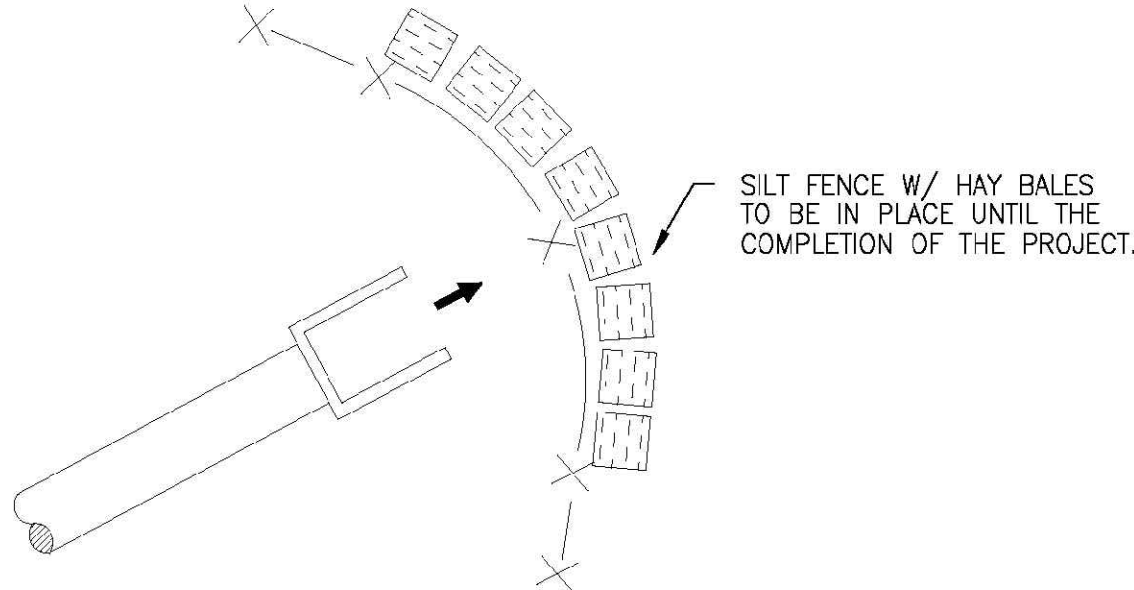
DITCH INSTALLATIONS AT DRAINAGE STRUCTURES



DITCH INSTALLATIONS AT DRAINAGE STRUCTURES

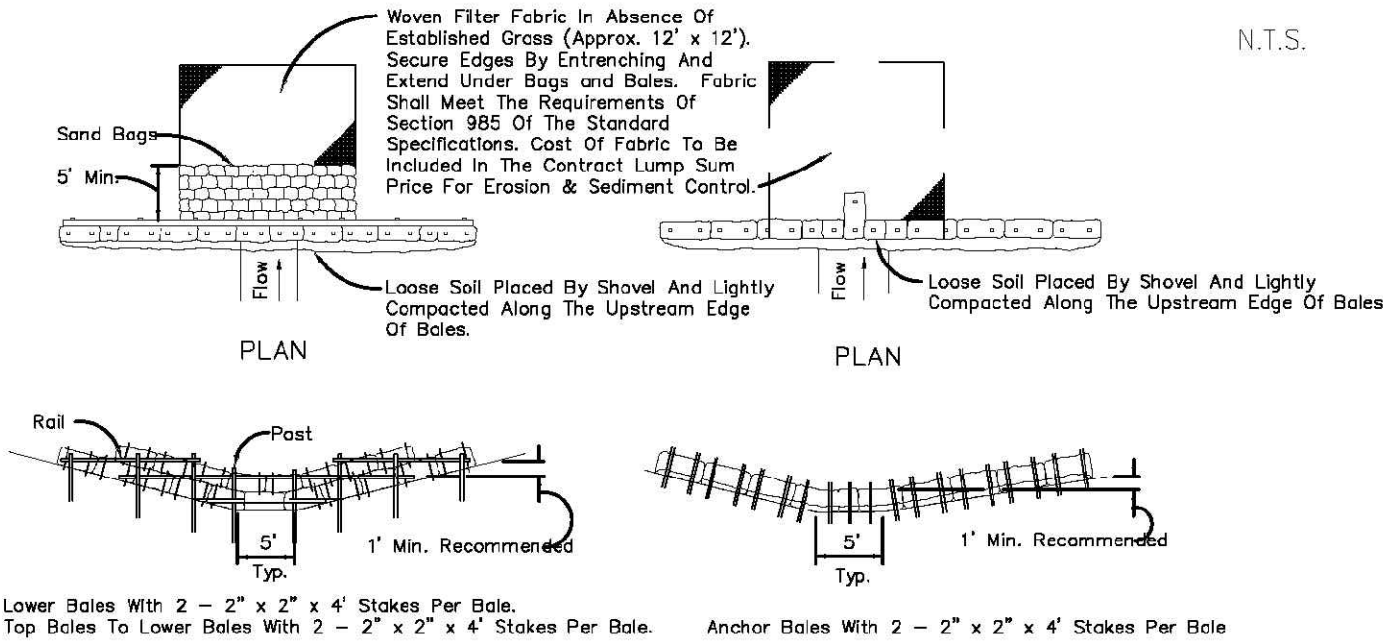
HAY BALE LOCATION

(D-901)
N.T.S.



OUTLET PROTECTION

N.T.S.



TYPE II
BARRIER FOR UNPAVED DITCHES

HAY BALE BARRIERS TYPE I & II

(D-912)

NOTE:
WHERE FDOT SPECS AND INDEX ARE REFERENCED, PLEASE REFER TO FDOT ROADWAY & TRAFFIC DESIGN STANDARDS, AND FDOT STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION.

ECM a complete engineering & construction management company
4496 LEGENDARY DRIVE SUITE 100
FORT MYERS, FL 33907
PHONE: (850) 837-7454
FAX: (850) 654-8800
E-MAIL: jekam@gmail.com
John H. Kamad, P.E.
Florida Registration: #68840, CA

REVISIONS	DATE		

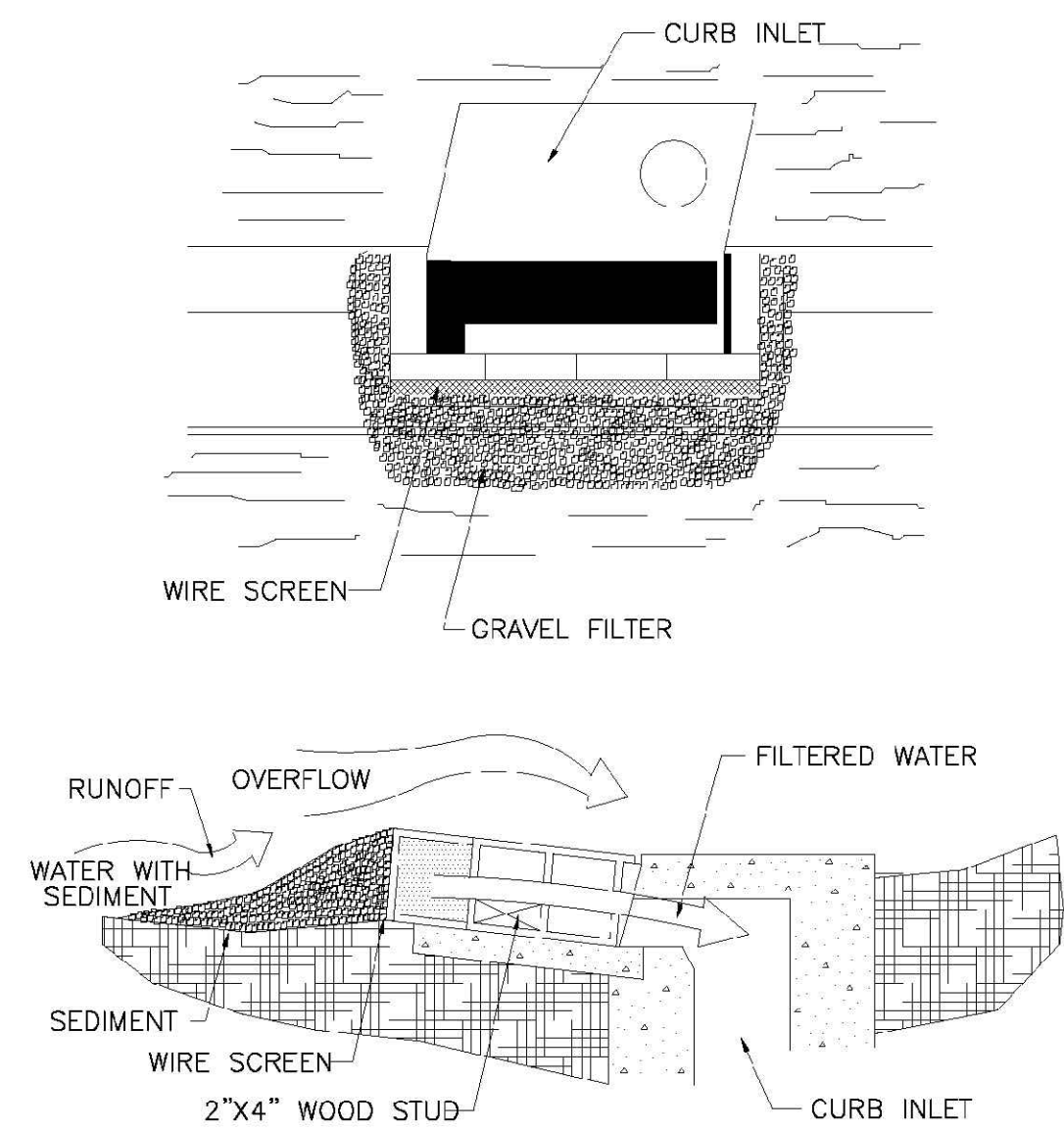
SANDOS BEACHSIDE
PARCEL ID# 00-2S-22-0000-0035-A000
OKALOOSA, FLORIDA

STORMWATER POLLUTION
PREVENTION & EROSION
CONTROL DETAILS

DRAWN BY: JWG
CHECKED BY: JWG
ECM/CDA# 19-07-122.010
DATE: 05/18/2023

DRAWING NO.

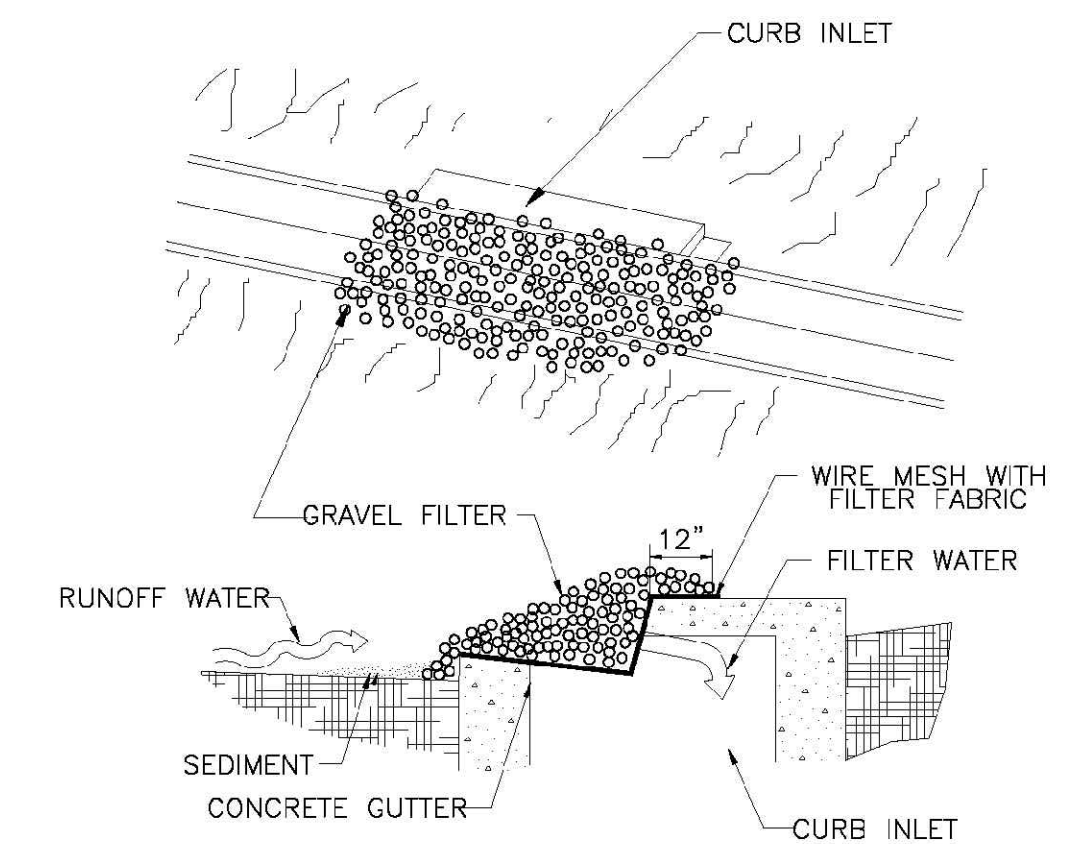
C10



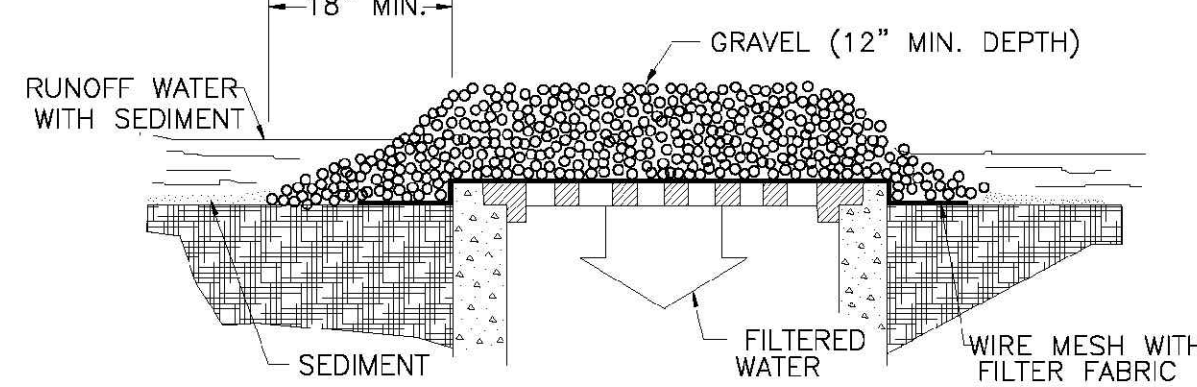
SPECIFIC APPLICATION
THIS METHOD OF INLET PROTECTION IS APPLICABLE AT CURB INLETS WHERE AN OVERFLOW CAPABILITY IS NECESSARY TO PREVENT EXCESSIVE PONDING IN FRONT OF THE STRUCTURE.

BLOCK & GRAVEL CURB INLET SEDIMENT FILTER

(D-902)
N.T.S.



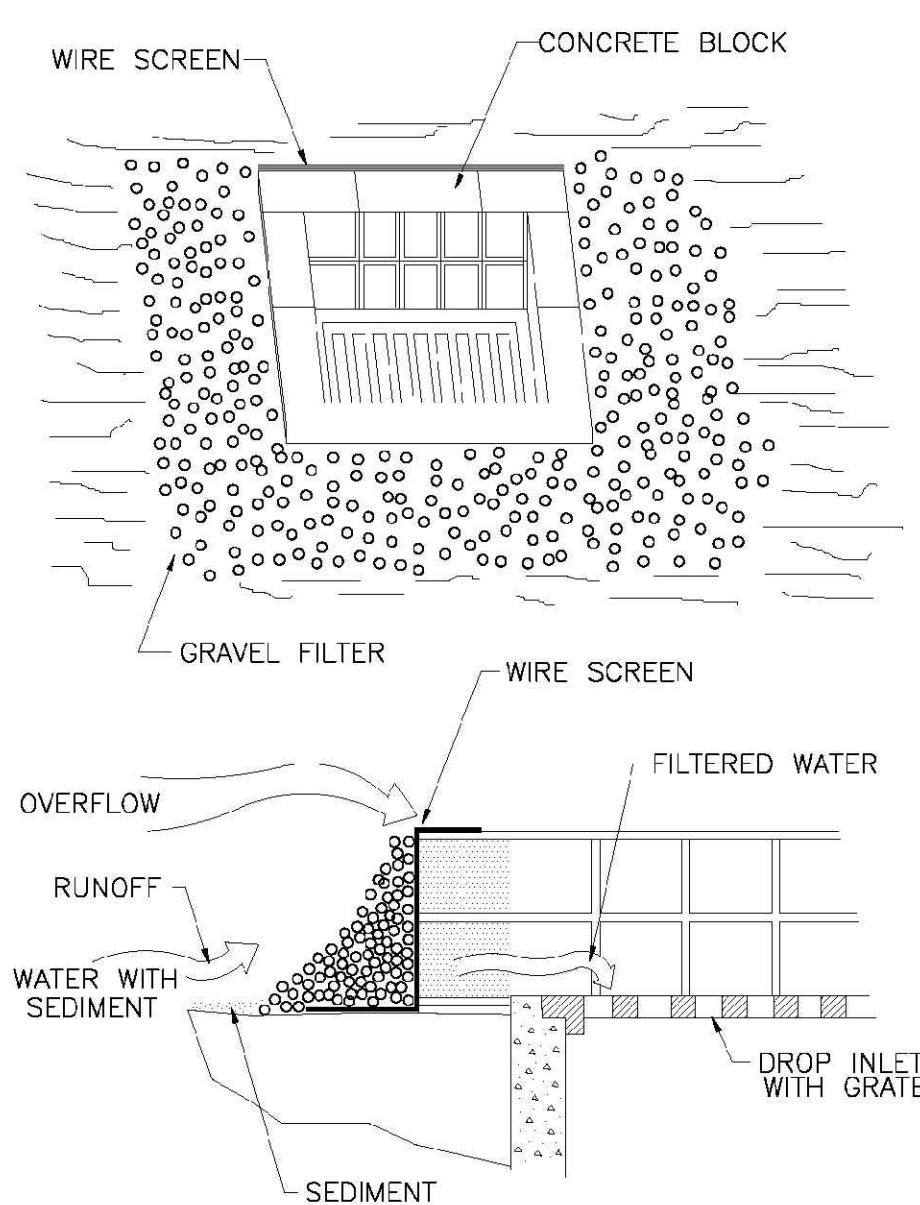
GRAVEL CURB INLET SEDIMENT FILTER
SPECIFIC APPLICATION
THIS METHOD OF INLET PROTECTION IS APPLICABLE AT CURB INLETS WHERE PONDING IN FRONT OF THE STRUCTURE IS NOT LIKELY TO CAUSE INCONVENIENCE OR DAMAGE TO ADJACENT STRUCTURES AND UNPROTECTED AREAS.



GRAVEL AND WIRE MESH DROP INLET SEDIMENT FILTER
SPECIFIC APPLICATION
THIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE HEAVY CONCENTRATED FLOWS ARE EXPECTED, BUT NOT WHERE PONDING AROUND THE STRUCTURE MIGHT CAUSE EXCESSIVE INCONVENIENCE OR DAMAGE TO ADJACENT STRUCTURES AND UNPROTECTED AREAS.

GRAVEL INLET SEDIMENT TRAP

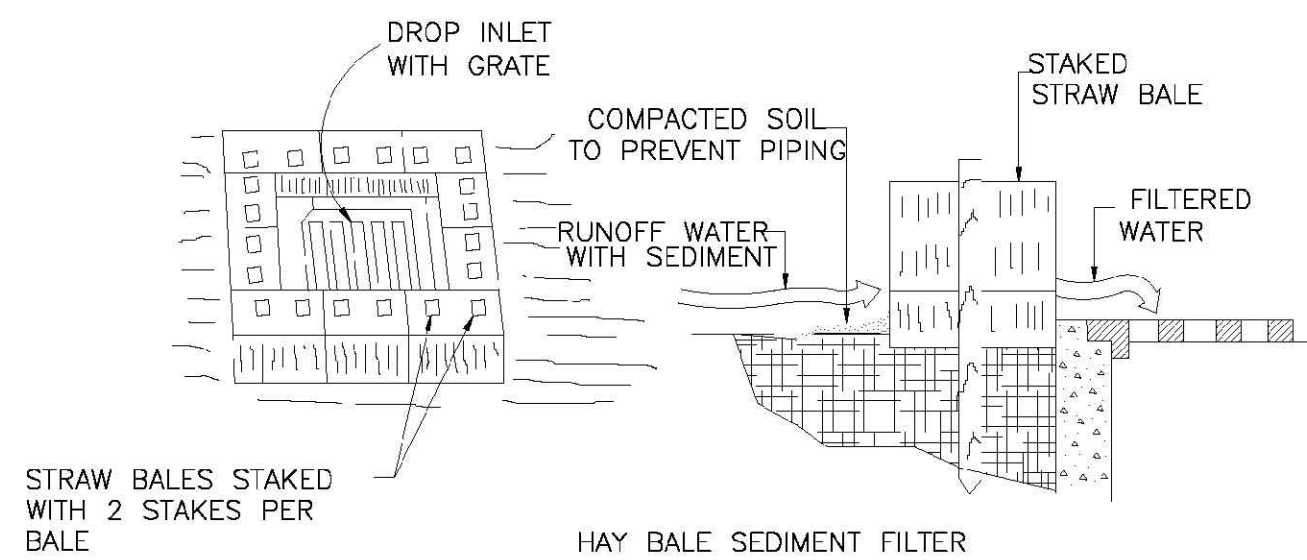
(D-903)
N.T.S.



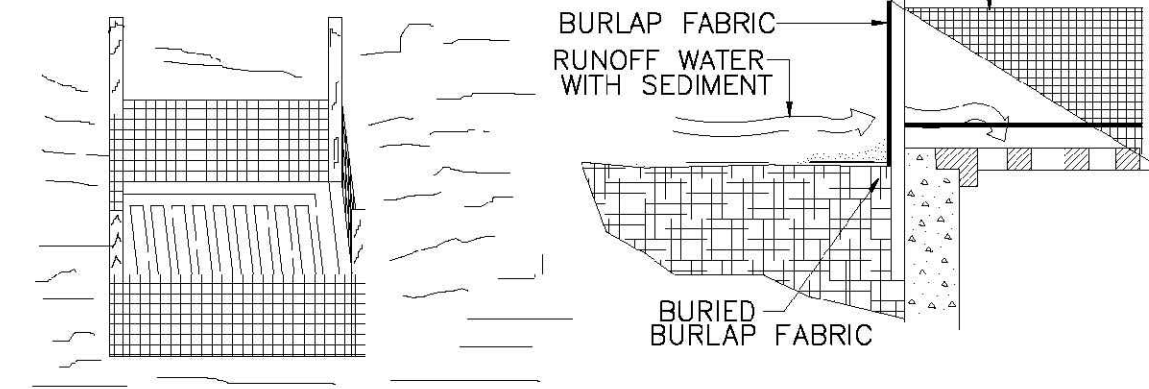
SPECIFIC APPLICATION
THIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE HEAVY FLOWS ARE EXPECTED AND WHERE AN OVERFLOW CAPACITY IS NECESSARY TO PREVENT EXCESSIVE PONDING AROUND THE STRUCTURE.

BLOCK & GRAVEL DROP INLET SEDIMENT FILTER

(D-904)
N.T.S.



SPECIFIC APPLICATION
THIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE THE INLET DRAINS A RELATIVELY FLAT AREA (SLOPES NO GREATER THAN 5 PERCENT) WHERE SHEET OR OVERLAND FLOWS (NOT EXCEEDING 0.5 cfs) ARE TYPICAL. THE METHOD SHALL NOT APPLY TO INLETS RECEIVING CONCENTRATED FLOWS, SUCH AS IN STREET OR HIGHWAY MEDIANS.



FABRIC SEDIMENT FILTER
SPECIFIC APPLICATION
THIS METHOD OF INLET PROTECTION IS APPLICABLE WHERE THE INLET DRAINS A RELATIVELY FLAT AREA (SLOPES NO GREATER THAN 5 PERCENT) WHERE SHEET OR OVERLAND FLOWS (NOT EXCEEDING 0.5 cfs) ARE TYPICAL. THE METHOD SHALL NOT APPLY TO INLETS RECEIVING CONCENTRATED FLOWS, SUCH AS IN STREET OR HIGHWAY MEDIANS.

DROP INLET SEDIMENT TRAP

(D-905)
N.T.S.

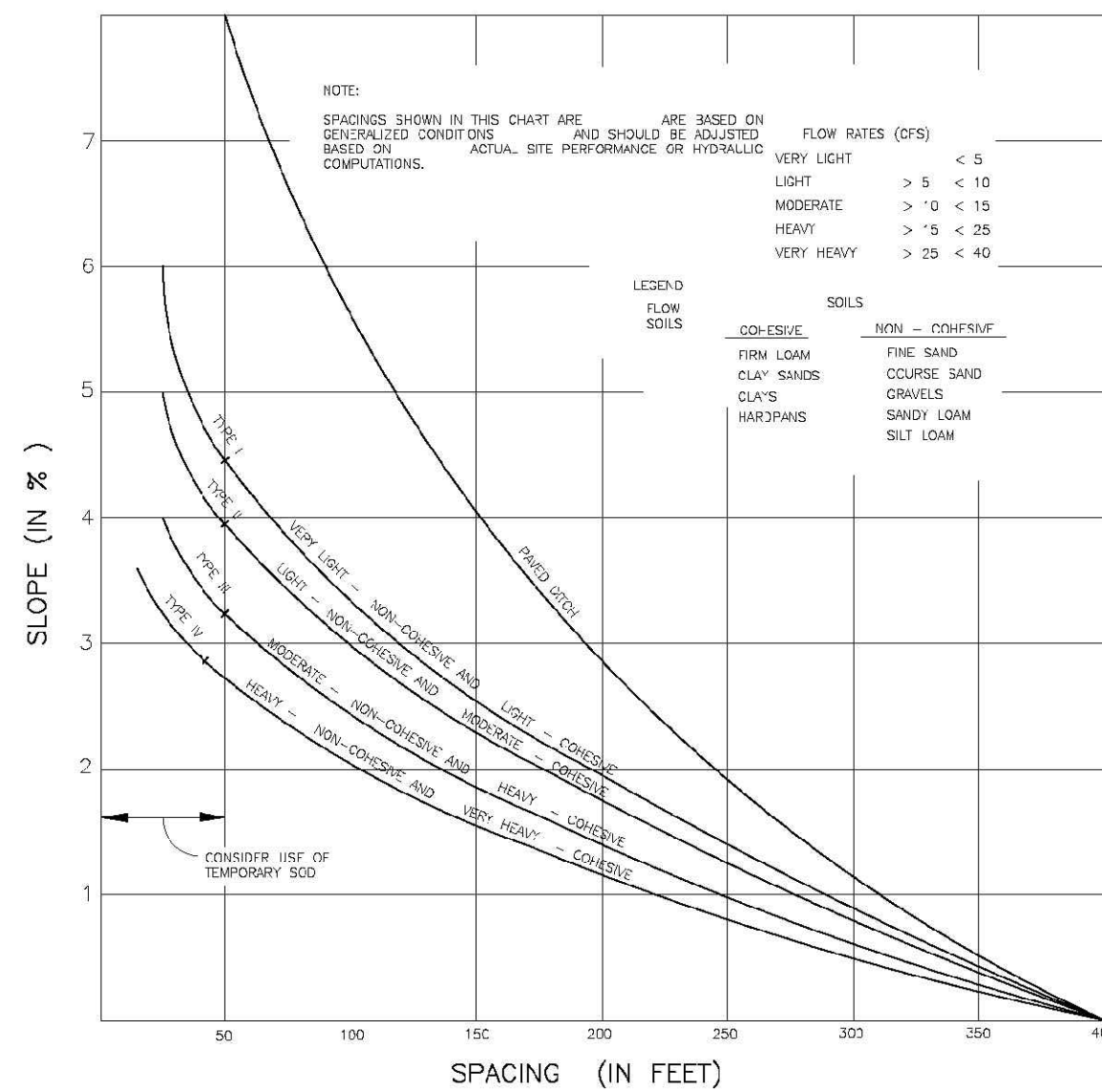
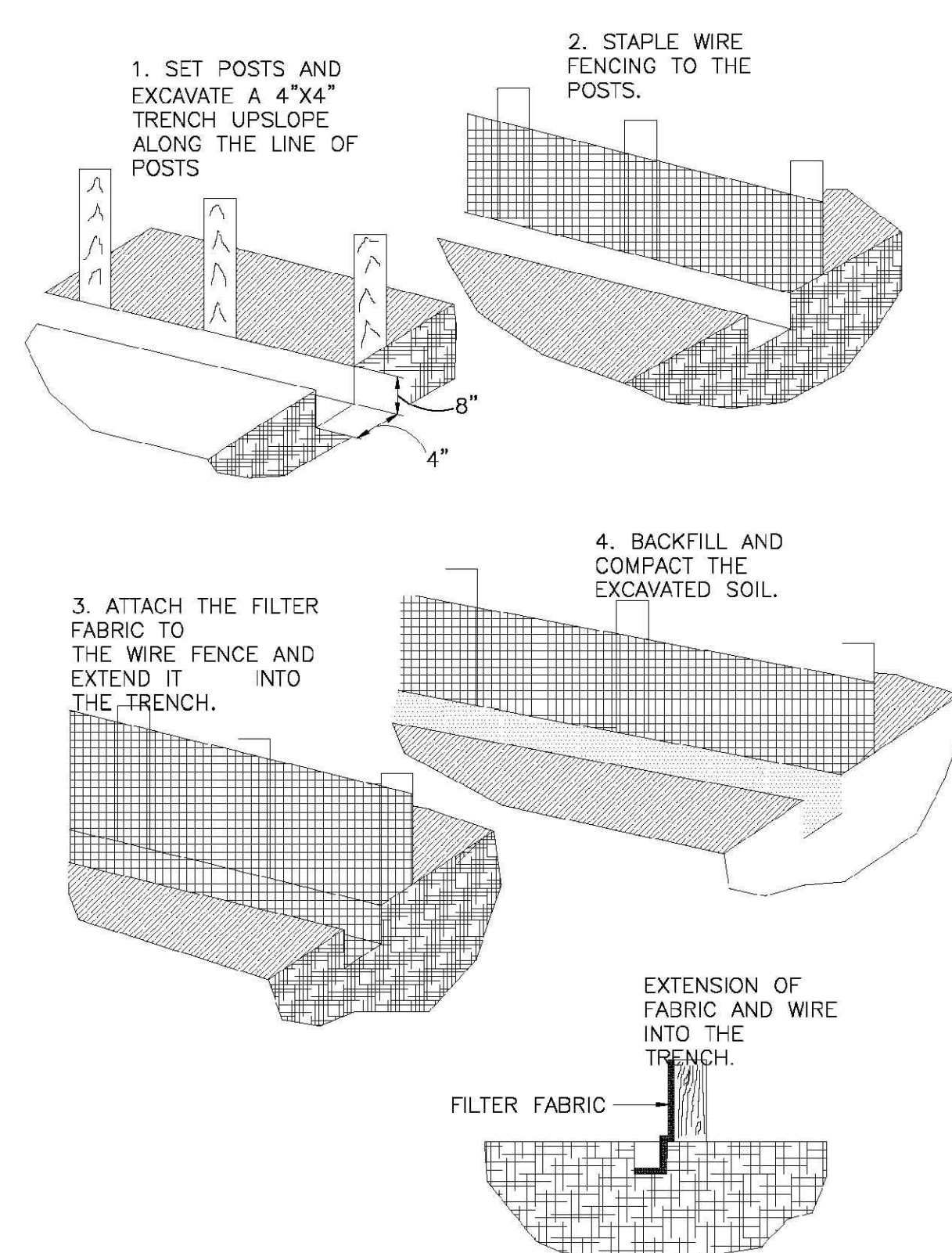


CHART I
RECOMMENDED SPACING FOR TYPE I AND TYPE II HAY BALE BARRIERS, AND TYPE III AND TYPE IV SILT FENCES AND PAVED DITCH HAY BALE BARRIERS

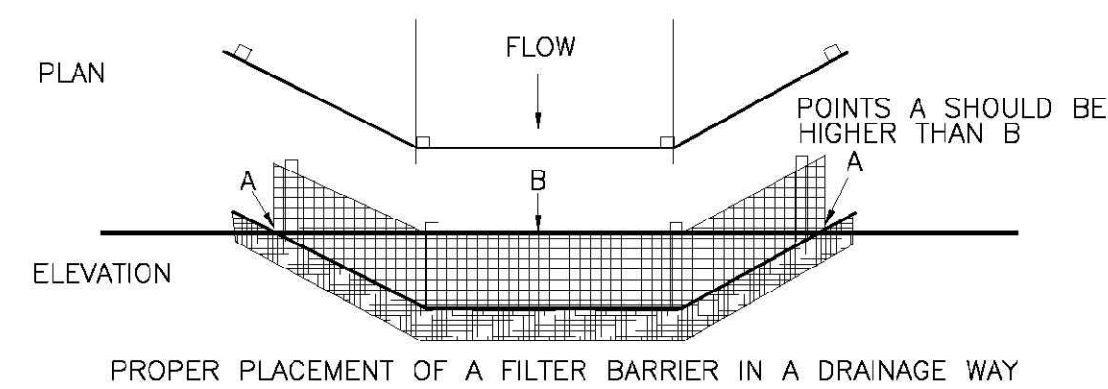
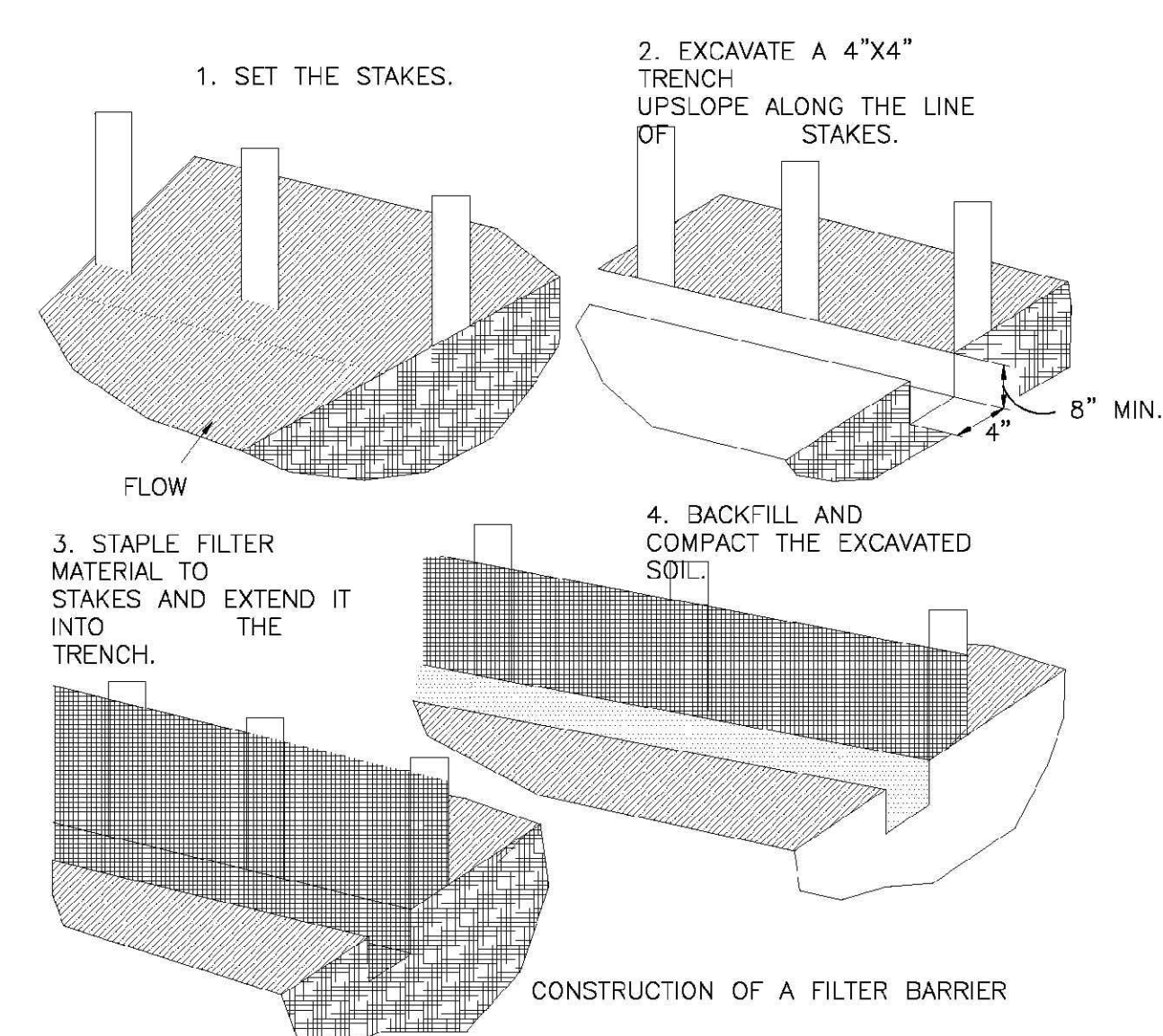
SPACING RECOMMENDATION FOR SILT FENCES & HAY BALES

(D-906)
N.T.S.



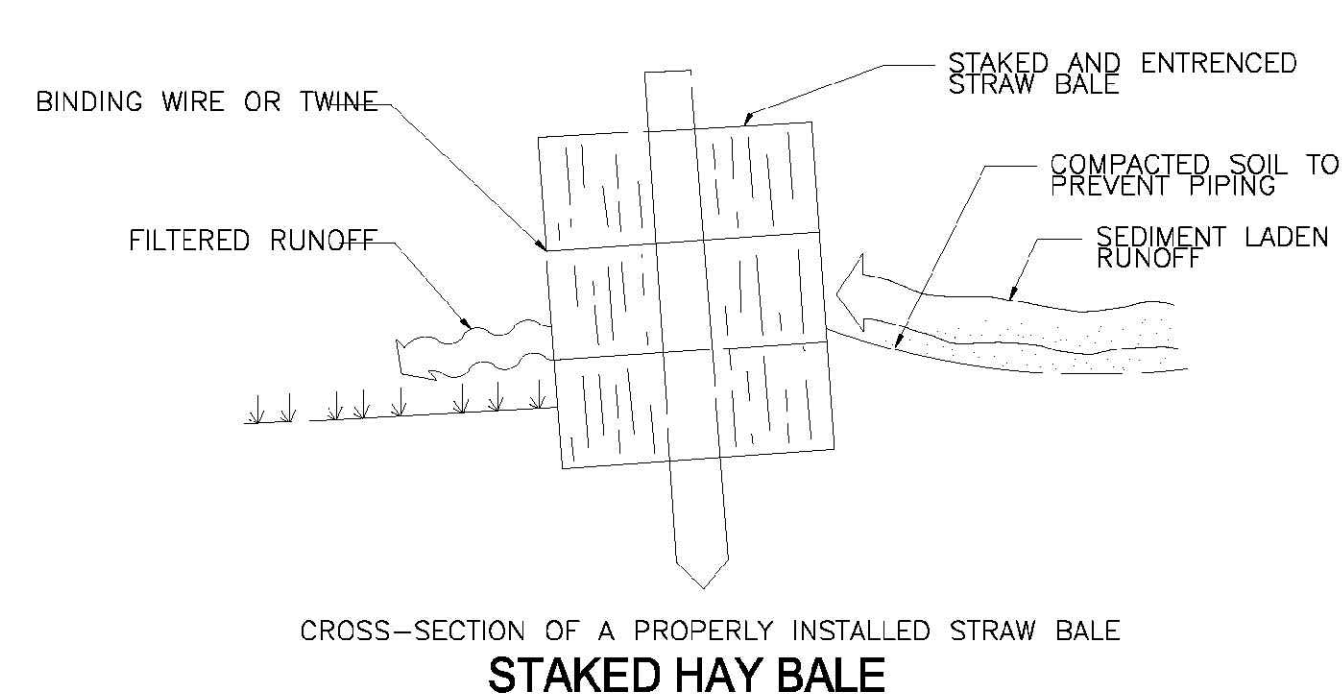
CONSTRUCTION DETAILS FOR SILT FENCES

(D-909)
N.T.S.

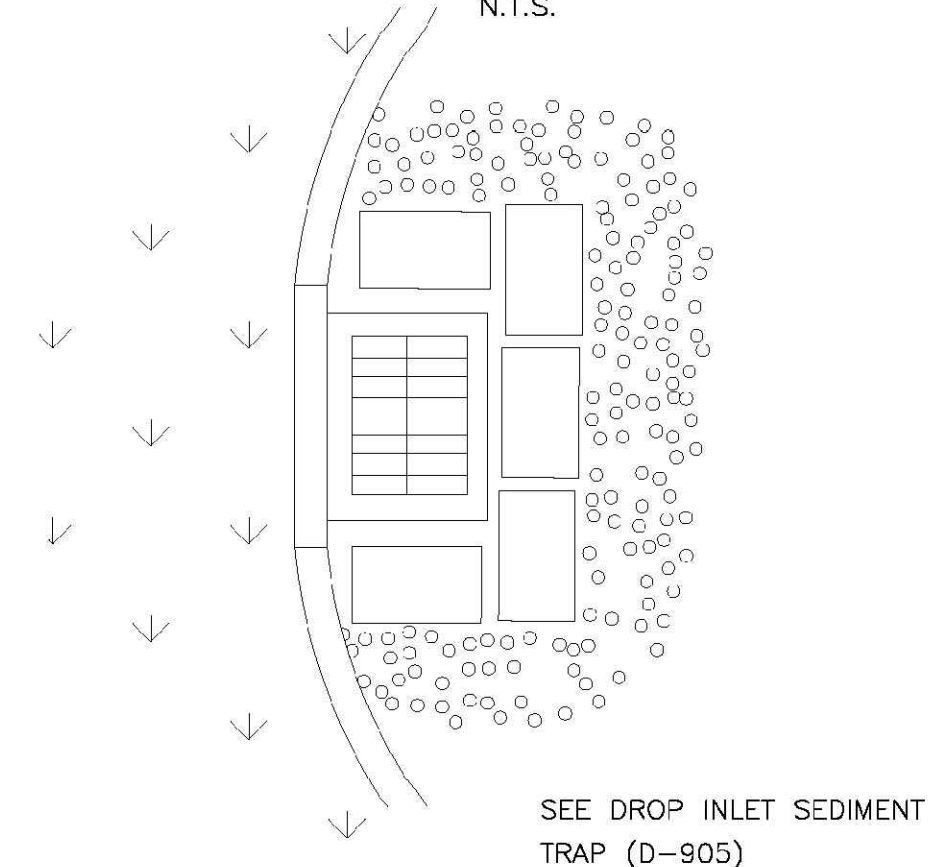


FILTER BARRIER CONSTRUCTION DETAIL

(D-910)
N.T.S.



STAKED HAY BALE
(D-911)
N.T.S.



ERECT SEDIMENT BARRIERS AT CATCH BASINS

(TYPICAL)
N.T.S.

TRAFFIC IMPACT ANALYSIS

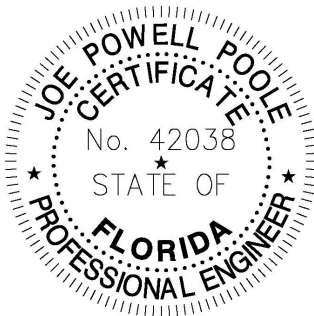
Sandos Beachside

**Northeast Quadrant of Scenic Gulf Highway 98 at Terra Cotta Way Intersection
Destin, Florida**

Prepared for:
Sandos Beachside One, LLC
513 Woodland Park Circle
Mary Esther, Florida 32569

Submitted by:
Southern Traffic Services, Inc.
Joe Poole, P.E.
2943 Golden Eagle Drive
Tallahassee, FL 32312
(850) 449-0807

FL License No.: 00007809



Joe P Poole

 Digitally signed by Joe P Poole
Date: 2023.01.10 13:04:25 -05'00'

This item has been digitally signed and sealed by Joe P. Poole, P.E. on 1/10/2023.
Printed copies of this document are not considered signed and sealed and the signature must be
verified on any electronic copies.

I. Introduction:

Sandos Beachside is a planned development consisting of 640 square feet of restaurant in Destin, Florida. The project is in the northeast quadrant of Scenic Highway 98 and Terra Cotta Way. The purpose of this study is to determine the impact that proposed development trips will have on the surrounding roadway network.

II. Trip Generation and Distribution:

PM peak hour project trip generation and distribution were developed for the proposed development using the ITE Trip Generation Manual (11th Edition). Land Use Code 930 (Fast Casual Restaurant) was used to determine trips generated by the proposed development. The total estimated new PM peak hour trips are as follows:

Proposed Development

ITE Code	Area (1,000 sf)	Rate or Equation	Total Trips	Pass-By Trips (%)	Total Net New Trips	Net New Enter Trips	Net New Exit Trips
930	0.64	12.55	8	(0%) 0	8	4 (55%)	4 (45%)

An Area of Influence was determined based on LDC, Section 6.05.02:

The project area of influence shall include all major transportation facilities (urban collectors and arterials), as identified in the comprehensive plan, where project traffic is equivalent to five percent of the new trips generated by that project. This determination will be based on the trip generation, distribution and assignment methodology described above in section 6.05.01.

Project trips were distributed along impacted segments to a point where project traffic is equivalent to five percent (5%) of new trips generated by the proposed development. A trip distribution diagram based on local knowledge of traffic patterns is provided in the **Appendix**.

III. Traffic Impact Analysis:

This project is not located within any Multi-Modal Transportation District (MMTD) and was evaluated with the US 98 Capacity Using RAC Inter-local Agreement/Unified Transportation Concurrency Methodology. Data obtained from the latest MMTD Capacity Table was used in the evaluation (**See Appendix**). The project would impact a few segments and links included in the City Transportation Concurrency Systems. A Concurrency Evaluation Certification Form is provided in the **Appendix**.

IV. Conclusion:

Results show sufficient capacity is available on all impacted segments to handle the project trips to be generated by the proposed development.

APPENDIX

US 98 Capacity Using RAC Interlocal Agreement /
Unified Transportation Concurrency Methodology

Multimodal Transportation District Capacity Table - US Highway 98

Destin Segment	U.S. Highway 98 East Links		Max Bi-directional Link Volume ¹	115% Max Bi-directional Link Volume ³	Existing Background directional Volume ²	Committed City Trips	Committed County Trips	Existing Background Volume Plus Committed Trips	Remaining Capacity Less Committed Trips
	From	To							
A	East Pass Bridge	Stahlman Avenue	2,848	3,275	3,075	87	-	3,162	113
	Stahlman Avenue	Benning Drive	2,848	3,275	2,505	110	-	2,615	660
	Benning Drive	Beach Drive	2,848	3,275	2,815	128	-	2,943	332
	Beach Drive	Main Street	3,015	3,467	2,841	152	-	2,993	474
	Main Street	Gulf Shore Drive	3,015	3,467	2,790	145	-	2,935	532
B	Gulf Shore Drive	Airport Road	3,015	3,467	3,047	192	-	3,239	228
	Airport Road	Scenic Highway 98	4,545	5,227	3,159	115	-	3,274	1,963
C	Scenic Highway 98	Henderson Bch. Blvd.	4,545	5,227	3,431	122	479	4,032	1,195
	Henderson Bch. Blvd.	Triumph Drive	4,545	5,227	3,390	87	510	3,987	1,240
	Triumph Drive	Matthew Blvd.	4,293	4,937	3,848	86	547	4,481	456
	Matthew Blvd.	Danny Wuerffel Way	4,293	4,937	3,380	63	653	4,096	841
	Danny Wuerffel Way	Crystal Beach Drive	4,545	5,227	3,620	37	696	4,353	874
	Crystal Beach Drive	Regatta Bay Blvd.	4,545	5,227	3,491	12	240	3,743	1,484
	Regatta Bay Blvd.	Tequesta Drive	4,545	5,227	3,822	9	232	4,063	1,164
	Tequesta Drive	Walton County Line	4,293	4,937	3,389	9	218	3,616	1,321

¹ Maximum link volume at the adopted LOS E

² Based on traffic data collected July 2017

³ The intent of the 115% threshold is to serve as a basis for demonstrating that the LOS will be maintained by providing appropriate multimodal mitigation measures. This is a monitoring point for the City, DEO and DOT, not a higher available capacity.

US 98 Capacity Using RAC Interlocal Agreement /
Unified Transportation Concurrency Methodology

Multimodal Transportation District Capacity Table - Collector Roadways

Urban Collector Roadways	Bi-directional Capacity at Adopted LOS (D)	Existing Background Bi-directional Volume ¹	Remaining Capacity	Committed City Trips	Committed County Trips	Existing Plus Committed Trips	Remaining Capacity Less City Committed Trips
Airport Road between US Hwy 98 and Commons Drive	2,920	792	2,128	51	0	843	2,077
Airport Road between Commons Drive and Main Street	2,920	1,930	990	29	0	1,959	961
Azalea Drive between Stahlman Avenue and Benning Drive	931	522	409	2	0	524	407
Beach Drive between US Hwy 98 and Kelly Street	998	453	545	58	0	511	487
Benning Drive between US Hwy 98 and Kelly Street	998	358	640	19	0	377	621
Calhoun Avenue between US Hwy 98 and Kelly Street	931	543	388	60	0	603	328
Commons Drive between Airport Road and Indian Bayou Trail	1,330	1,656	-326	10	0	1,666	-336
Commons Drive between Indian Bayou Trail and Diamond Cove*	1,330	1,819	-489	14	118	1,951	-621
Commons Drive between Diamond Cove and Henderson Beach Road*	1,330	1,612	-282	8	118	1,738	-408
Commons Drive between Henderson Beach Road and Triumph Drive*	1,397	1,814	-418	6	118	1,938	-542
Commons Drive between Triumph Drive and Kelly Plantation Drive*	1,397	1,821	-425	6	146	1,973	-577
Commons Drive between Kelly Plantation Drive and Matthew Boulevard*	1,330	1,696	-366	6	146	1,848	-518
Crystal Beach Drive between Scenic Hwy 98 and US Hwy 98	1,264	446	818	9	0	455	809
Gulf Shore Drive between US Hwy 98 and Curve	2,628	1,049	1,579	73	0	1,122	1,506
Henderson Beach Road between US Hwy 98 and Commons Drive*	1,330	519	811	17	0	536	794
Hutchinson Street between US Hwy 98 and Scenic Hwy 98	1,330	532	798	9	0	541	789
Indian Bayou Trail between Commons Drive and Country Club Drive	931	184	747	4	0	188	743
Indian Bayou Trail between US Hwy 98 and Commons Drive	998	148	850	2	0	150	848
Kelly Street between Calhoun Avenue and Main Street	931	825	106	54	0	879	52
Legion Drive between Benning Drive and Beach Drive	931	482	449	20	0	502	429
Legion Drive between Beach Drive and Main Street	1,264	1,134	130	8	0	1,142	122
Main Street between US Hwy 98 and 98 Palms Blvd.	2,774	662	2,112	56	0	718	2,056
Main Street between 98 Palms Blvd. and Airport Road	2,774	971	1,803	45	0	1,016	1,758
Main Street between Airport Road and Kelly Street	1,264	1,002	262	15	0	1,017	247
Matthew Boulevard between Scenic Hwy 98 and US Hwy 98	1,264	589	675	68	0	657	607
Mountain Drive between Stahlman Avenue and Benning Drive	931	686	245	6	0	692	239
Mountain Drive between Benning Drive and Beach Drive	931	582	349	2	0	584	347
Regatta Bay Boulevard between Scenic Hwy 98 and US Hwy 98	1,264	330	934	2	0	332	932
Restaurant Row between US Hwy 98 and Emerald Coast Parkway	931	52	879	9	0	61	870
Scenic Hwy 98 between and Restaurant Row and US Highway 98	1,264	913	351	38	0	951	313
Scenic Hwy 98 between Matthew Boulevard and Walton County Line	1,330	964	366	17	0	981	349
Sibert Avenue between Calhoun Avenue and Kelly Street	931	473	458	0	0	473	458
Stahlman Avenue between US Hwy 98 and Kelly Street	998	897	101	30	0	927	71

* Not a City of Destin maintained road. Maintained by Okaloosa County.

¹ Based on traffic data collected July 2018

Fast Casual Restaurant (930)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 15

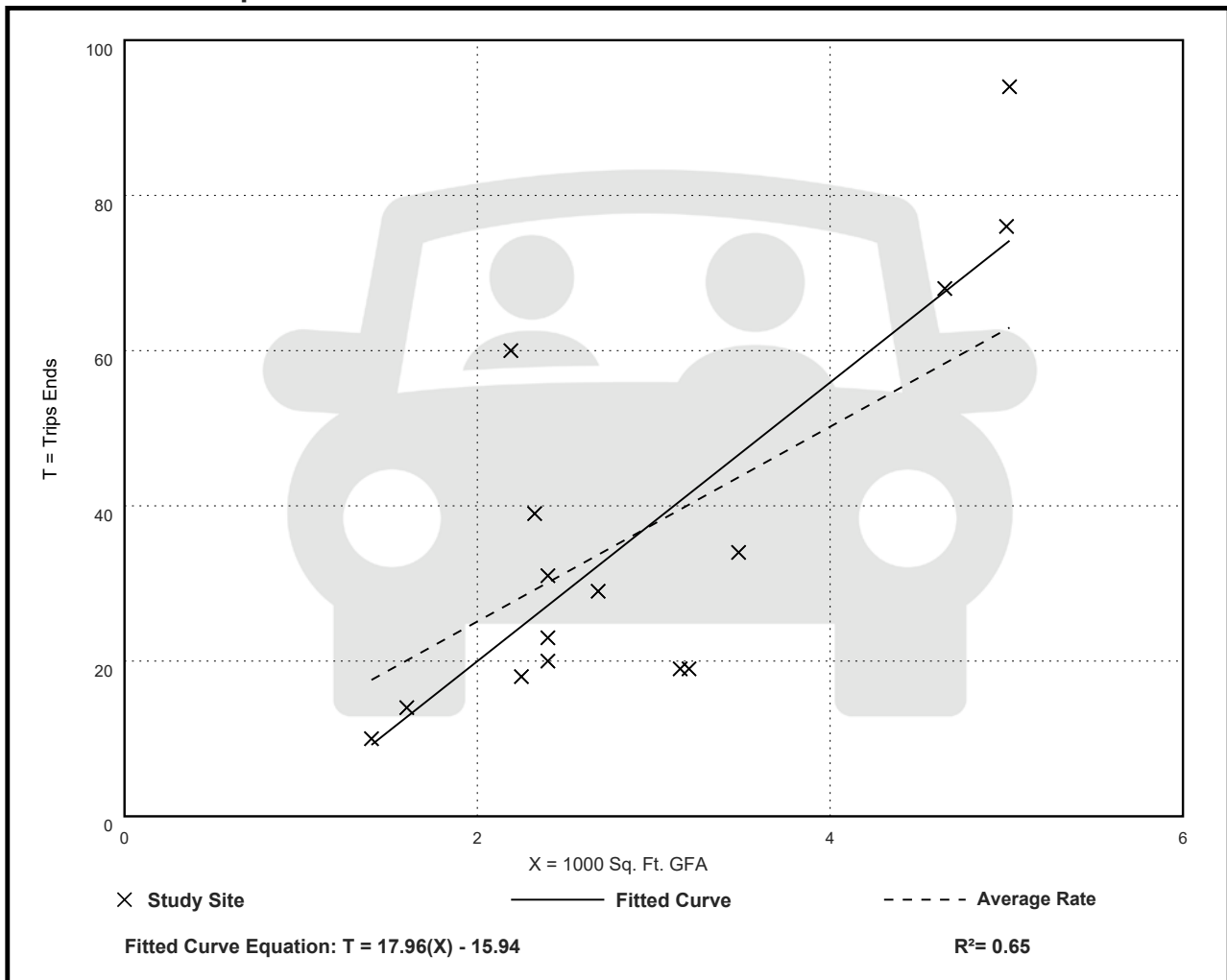
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 55% entering, 45% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
12.55	5.94 - 27.40	5.52

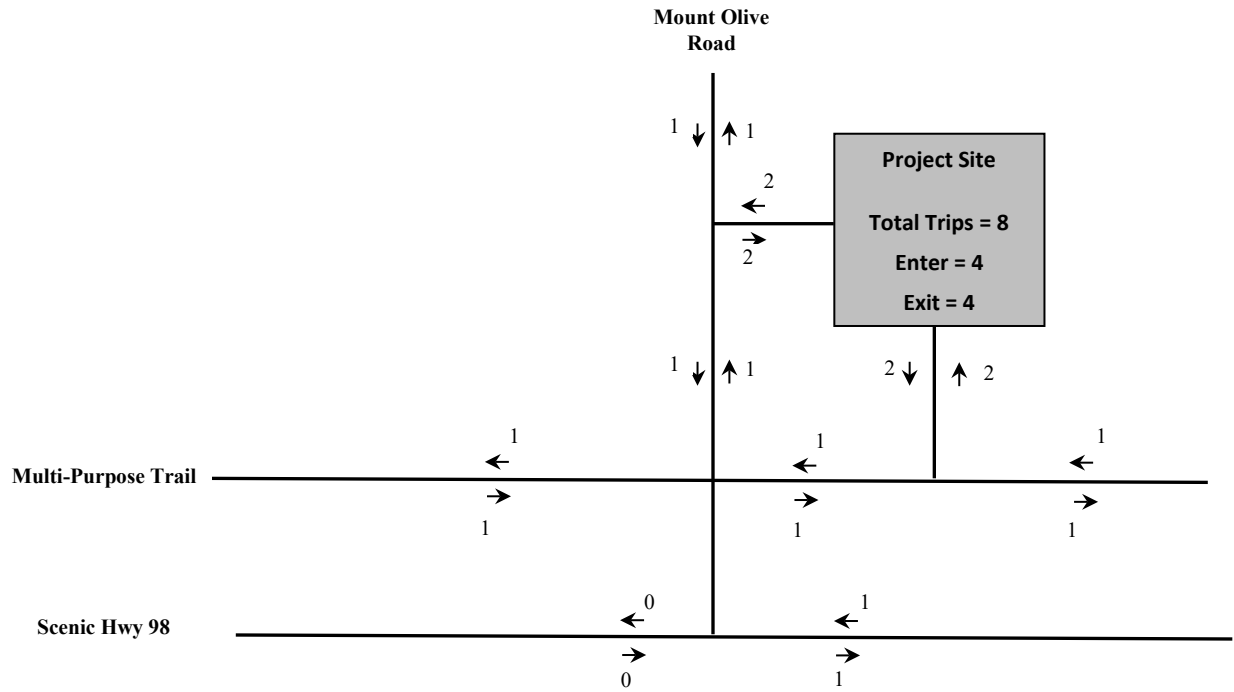
Data Plot and Equation



PM Peak Hour Trip Distribution

Sandos Beachside

January 6, 2023



CITY OF DESTIN
CONCURRENCY EVALUATION CERTIFICATION
TRANSPORTATION DISTRICT

The following certificate, in conjunction with a trip generation and distribution analysis, must be completed in full and certified by the following:

- Any Professional Consulting Firm employing methodology approved by the Florida Department of Transportation and the City of Destin.

This section is to be completed in full by the project representative (i.e. Engineer/Consultant of record).
If more space is needed to complete, please attach separate sheet with additional information.

Project Name: Sandos Beachside Project Location: Scenic Gulf Hwy 98 Parcel ID#: 00-2S-22-0000-0035-A0

Project Representative(s) Name: Joe P. Poole Phone and e-mail: 850-449-0807/jpoole@southerntrafficservices.com

City of Destin public road(s) with direct access to project: Road "A": Scenic Gulf Hwy 98 Road "B": _____

REMINDER: The types of uses and number of units, if applicable, contained in the trip generation and distribution analysis must match the information contained in the development order application and accompanying site plan.

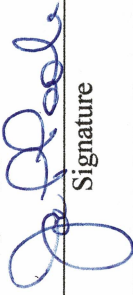
Project trips on adjacent roads must be distributed out from the project site on all adjacent roads, including U.S. Highway 98, until they reach 5 % of total trips generated. Additionally, you must fill out trip distribution table below and attach a map depicting the trips generated and in which direction they are headed.

Trip Generation Impact Analysis Reporting Form				
Link	Description of Link	Remaining Capacity Less Committed City Trips	Tentative Project Trips	Remaining Capacity Less Committed & Tentative Trips
Segment A				
1-2	Between East Pass Bridge and Stahlman Ave.	113	0	113
2-3	Between Stahlman Ave. and Benning Dr.	660	0	660
3-4	Between Benning Dr. and Beach Dr.	332	0	332
4-5	Between Beach Dr. and Main St.	474	0	474
5-6	Between Main St. and Gulf Shore Dr.	532	0	532
Segment B				
1-2	Between Gulf Shore Dr. and Airport Rd.	228	0	228
2-3	Between Airport Rd. and Scenic Hwy. 98	1953	0	1953
Segment C				
1-2	Between Scenic Hwy. 98 and Henderson Beach Dr.	1195	0	1195
2-3	Between Henderson Beach Dr. and Triumph Dr.	1240	0	1240
3-4	Between Triumph Dr. and Matthew Blvd.	456	0	456

4-5	Between Matthew Blvd. and Danny Wuerffel Way	841		0	841
5-6	Between Danny Wuerffel Way & Crystal Beach Dr.	874		0	874
6-7	Between Crystal Beach Dr. and Regatta Bay Blvd.	1484		0	1484
7-8	Between Regatta Bay Blvd. and Tequesta Dr.	1164		0	1164
8-9	Between Tequesta Dr. and Walton Co. Line	1321		0	1321
Airport Rd. A	Between US Hwy. 98 and Indian Bayou Tr.	2077		0	2077
Airport Rd. B	Between Indian Bayou Tr. and Main St.	961		0	961
Azalea Dr.	Between Stahlman Ave. and Benning Dr.	407		0	407
Beach Dr.	Between US Hwy. 98 and Kelly St.	487		0	487
Benning Dr.	Between US Hwy. 98 and Kelly St.	621		0	621
Calhoun Ave.	Between US Hwy. 98 and Kelly St.	328		0	328
Commons Dr. A	Between Airport Rd. and Indian Bayou Trail	-336		0	-336
Commons Dr. B	Between Indian Bayou Trail and Diamond Cove	-621		0	-621
Commons Dr. C	Between Diamond Cove and Henderson Beach Rd.	-408		0	-408
Commons Dr. D	Between Henderson Beach Rd. and Triumph Dr.	-542		0	-542
Commons Dr. E	Between Triumph Dr. and Kelly Plantation Dr.	-577		0	-577
Commons Dr. F	Between Kelly Plantation Dr. and Matthew Blvd.	-518		0	-518
Crystal Beach Dr.	Between US Hwy. 98 and Scenic Hwy 98 East	809		0	809
Gulf Shore Dr.	Between US Hwy. 98 and the Curve	1506		0	1506
Henderson Bch Rd.	Between US Hwy. 98 and Commons Dr.	794		0	794
Hutchinson St.	Between US Hwy. 98 and Scenic Hwy. 98	789		0	789
Indian Bayou Tr. A	Between US Hwy. 98 and Commons Dr.	848		0	848
Indian Bayou Tr. B	Between Commons Dr. and Country Club Dr	743		0	743
Kelly St.	Between Stahlman Ave and Main St.	52		0	52
Legion Dr. A	Between Benning Dr. and Beach Dr.	428		0	428
Legion Dr. B	Between Beach Dr. and Main St.	122		0	122
Main St. A	Between US Hwy. 98 and 98 Palms Blvd.	2056		0	2056
Main St. B	Between 98 Palms Blvd and Airport Rd.	1758		0	1758
Main St. C	Between Airport Rd. and Kelly St.	247		0	247
Matthew Blvd.	Between Scenic Hwy. 98 and US Hwy. 98	607		0	607
Mountain Dr. A	Between Stahlman Ave. and Benning Dr.	239		0	239
Mountain Dr. B	Between Benning Dr. and Beach Dr.	347		0	347
Regatta Bay Blvd.	Between US Hwy. 98 and Scenic Hwy. 98	932		0	932
Scenic Hwy 98 West	Between US Hwy. 98 and Restaurant Row	313		0	313
Scenic Hwy 98 East A	Between Matthew Blvd. and Dolphin St.	349		2	347
Scenic Hwy 98 East B	Between Dolphin St. and Walton Co. Line	349		2	347
Sibert Ave.	Between Calhoun Ave. and Kelly St.	458		0	458
Stahlman Ave.	Between US Hwy. 98 and Kelly St.	71		0	71

I, Joe P. Poole

, hereby certify that the information contained in this is Concurrency Evaluation Certification and the attached supporting trip generation and distribution analysis is true and correct.



Signature

Senior Transportation Engineer

Title

1/10/23

Date

This section to be completed by the City Staff:

I certify that the traffic analysis and information provided herein is accurate and the project, as presented, meets all City of Destin requirements for determination of traffic concurrency.

Signature

Title

Date

Corporate Warranty Deed

This Indenture, made , June 12, 2015 A.D.

Between

Easy Street Vacation Rentals, LLC, a Florida limited liability company whose post office address is: 3675 Scenic Hwy 98, Destin, FL 32541 a corporation existing under the laws of the State of Florida, Grantor and **Elite Investments, LLC, an Arkansas Limited Liability Company** whose post office address is: 1011 Linwood Drive, Paragould, AR 72450, Grantee,

Witnesseth, that the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Okaloosa, State of Florida, to wit:

COMMENCE AT A POINT ON THE EAST LINE OF TOWNSHIP 2 SOUTH, RANGE 22 WEST, OKALOOSA COUNTY, FLORIDA, WHERE IT INTERSECTS WITH THE NORTH BOUNDARY LINE OF THE RIGHT-OF-WAY OF U.S. HIGHWAY 98, ALSO KNOWN AS STATE HIGHWAY NO. 30 (FORMERLY STATE HIGHWAY NO. 115, 100' R/W); THENCE N 81°24'31" W ALONG SAID OLD NORTHERLY RIGHT-OF-WAY LINE A DISTANCE OF 500.00 FEET; THENCE N 02°00'33" E PARALLEL WITH EAST BOUNDARY OF SAID TOWNSHIP A DISTANCE OF 50.33 FEET TO THE EXISTING NORTHERLY RIGHT-OF-WAY OF U.S. HIGHWAY 98 AND THE POINT OF BEGINNING; THENCE CONTINUE N 02°00'33" E A DISTANCE OF 1052.02 FEET; THENCE N 81°24'31" W A DISTANCE OF 150.0 FEET; THENCE N 02°00'33" E A DISTANCE OF 200.00 FEET TO THE SOUTHERN BOUNDARY LINE OF A GULF POWER COMPANY RIGHT-OF-WAY (100' R/W); THENCE N 81°24'31" W ALONG SAID GULF POWER COMPANY RIGHT-OF-WAY A DISTANCE OF 350.00 FEET; THENCE S 02°00'33" W A DISTANCE OF 1252.02 FEET TO THE NORTHERLY RIGHT-OF-WAY OF SAID HIGHWAY 98 (113' R/W); THENCE S 81°24'31" E ALONG SAID RIGHT-OF-WAY A DISTANCE OF 500.00 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT PARCELS CONVEYED BY WARRANTY DEEDS RECORDED IN OFFICIAL RECORDS BOOK 1489, PAGE 744, OFFICIAL RECORDS BOOK 1561, PAGE 1522 AND OFFICIAL RECORDS BOOK 2212, PAGE 332, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA.

Subject to taxes for the current year, covenants, restrictions and easements of record, if any.

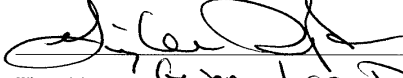
Parcel Identification Number: **00-2S-22-0000-0035-A000**

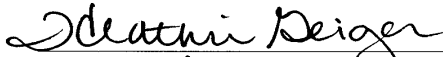
And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written

SIGNATURES ON FOLLOWING PAGE

Signed and Sealed in Our Presence:


Witness Print Name: Penny Lee Deptula


Witness Print Name: Heather Geiger

State of Florida
County of Okaloosa

The foregoing instrument was acknowledged before me this 2nd day of June, 2015, by Richard F. Scali, Manager of Easy Street Vacation Rentals, LLS, a Florida limited liability company and Deborah I. Scali, Managing Member of Easy Street Vacation Rentals, LLC, a Florida limited liability company A corporation existing under the laws of the State of Florida, on behalf of the corporation. He/She is personally known to me or has produced a driver's license as identification.



Prepared by:
Aqua Title Services
36150 Emerald Coast Parkway, Suite 101
Destin, Florida 32541

File Number: 15-0214

Easy Street Vacation Rentals, LLC, a Florida limited liability company

By: 
Richard F. Scali
Its: Manager

By: 
Deborah I. Scali
Its: Managing Member

(Corporate Seal)


Notary Public
Notary Printed Name: _____ (Seal)

My Commission Expires::

AGENT AFFIDAVIT
SPECIAL POWER OF ATTORNEY

STATE OF OKALOOSA COUNTY OF WALTON

KNOW ALL MEN BY THESE PRESENTS, that I/We Shaun Cooper is presently the owner and/or leaseholder of Parcel Id # 00-2S-22-0000-0035-A000 in Okaloosa County, State of Florida, and desiring to execute a "Special Power of Attorney", have made, constituted and appointed, by these present do make, constitute and appoint John H. Elamad and/or John Green of **ECM Engineering and Construction Management**, whose address is 4476 Legendary Drive, in the County of Okaloosa, State of Florida, Telephone number 850-837-7454, and my "Attorney-in-Fact", to act as follows;

Giving and granting unto said "Attorney-in-Fact", full power to act as my Agent in any and all matters pertaining to the performance of all necessary functions and actions to address all environmental, planning, and engineering concerns, and Federal Emergency Management Agency, obtain any and all required permits that may be necessary from any Local, State and/or Federal agencies, for the above property in my name. Further to sign for all Development Orders concerning the property of the project.

Further, I do authorize the aforesaid "Attorney-in-Fact", to perform all necessary acts, deeds and communications in execution of the aforesaid authorization with the same validity as I could effect if personally present. Any act, deed, communication or thing lawfully done by the said "Attorney-in-Fact", shall be binding on me and my heirs, legal and personal representatives and assigns.

Provided; however, that any and all transactions conducted hereunder for me or my account shall be transacted in my name, and that all endorsements and instruments executed by the said "Attorney-in-Fact", for the purpose of caring out the foregoing powers shall contain my name, followed by that of my said Attorney and the designation "Attorney-in-Fact".

SIGNATURE: [Signature] WITNESS: Jesus Moreno
(Client)
PRINTED NAME: Shaun Cooper PRINTED NAME: Jesus Moreno

STATE OF FLORIDA COUNTY OF WALTON

BEFORE ME, the undersigned Notary Public in and for said County and State, appeared Shaun Cooper, who is personally known to me, or who produced a Driver's License, as identification, and who did take an oath, and who is known to me to be the individual described by the said name who executed the foregoing instrument, and acknowledged and declared that the said individual executed the same for uses and purposes therein set forth.

Given under my hand and official seal this 13 day of Jan 2023.

SIGNATURE [Signature] PRINTED NAME: Jasmine Knox

Notary Commission Number: #HH187546

Commission Expires: 10/17/2025



JASMINE Y. KNOX
Commission # HH 187546
Expires October 17, 2025
Bonded Thru Budget Notary Services

[illegible][illegible][illegible]

1. <i>Chlorophyll a</i> (Chl <i>a</i>) 2. <i>Chlorophyll b</i> (Chl <i>b</i>) 3. <i>Chlorophyll c</i> (Chl <i>c</i>) 4. <i>Chlorophyll d</i> (Chl <i>d</i>) 5. <i>Chlorophyll e</i> (Chl <i>e</i>) 6. <i>Chlorophyll f</i> (Chl <i>f</i>) 7. <i>Chlorophyll g</i> (Chl <i>g</i>) 8. <i>Chlorophyll h</i> (Chl <i>h</i>) 9. <i>Chlorophyll i</i> (Chl <i>i</i>) 10. <i>Chlorophyll j</i> (Chl <i>j</i>) 11. <i>Chlorophyll k</i> (Chl <i>k</i>) 12. <i>Chlorophyll l</i> (Chl <i>l</i>) 13. <i>Chlorophyll m</i> (Chl <i>m</i>) 14. <i>Chlorophyll n</i> (Chl <i>n</i>) 15. <i>Chlorophyll o</i> (Chl <i>o</i>) 16. <i>Chlorophyll p</i> (Chl <i>p</i>) 17. <i>Chlorophyll q</i> (Chl <i>q</i>) 18. <i>Chlorophyll r</i> (Chl <i>r</i>) 19. <i>Chlorophyll s</i> (Chl <i>s</i>) 20. <i>Chlorophyll t</i> (Chl <i>t</i>) 21. <i>Chlorophyll u</i> (Chl <i>u</i>) 22. <i>Chlorophyll v</i> (Chl <i>v</i>) 23. <i>Chlorophyll w</i> (Chl <i>w</i>) 24. <i>Chlorophyll x</i> (Chl <i>x</i>) 25. <i>Chlorophyll y</i> (Chl <i>y</i>) 26. <i>Chlorophyll z</i> (Chl <i>z</i>) 27. <i>Chlorophyll aa</i> (Chl <i>aa</i>) 28. <i>Chlorophyll ab</i> (Chl <i>ab</i>) 29. <i>Chlorophyll ac</i> (Chl <i>ac</i>) 30. <i>Chlorophyll ad</i> (Chl <i>ad</i>) 31. <i>Chlorophyll ae</i> (Chl <i>ae</i>) 32. <i>Chlorophyll af</i> (Chl <i>af</i>) 33. <i>Chlorophyll ag</i> (Chl <i>ag</i>) 34. <i>Chlorophyll ah</i> (Chl <i>ah</i>) 35. <i>Chlorophyll ai</i> (Chl <i>ai</i>) 36. <i>Chlorophyll aj</i> (Chl <i>aj</i>) 37. <i>Chlorophyll ak</i> (Chl <i>ak</i>) 38. <i>Chlorophyll al</i> (Chl <i>al</i>) 39. <i>Chlorophyll am</i> (Chl <i>am</i>) 40. <i>Chlorophyll an</i> (Chl <i>an</i>) 41. <i>Chlorophyll ao</i> (Chl <i>ao</i>) 42. <i>Chlorophyll ap</i> (Chl <i>ap</i>) 43. <i>Chlorophyll aq</i> (Chl <i>aq</i>) 44. <i>Chlorophyll ar</i> (Chl <i>ar</i>) 45. <i>Chlorophyll as</i> (Chl <i>as</i>) 46. <i>Chlorophyll at</i> (Chl <i>at</i>) 47. <i>Chlorophyll au</i> (Chl <i>au</i>) 48. <i>Chlorophyll av</i> (Chl <i>av</i>) 49. <i>Chlorophyll aw</i> (Chl <i>aw</i>) 50. <i>Chlorophyll ax</i> (Chl <i>ax</i>) 51. <i>Chlorophyll ay</i> (Chl <i>ay</i>) 52. <i>Chlorophyll az</i> (Chl <i>az</i>) 53. <i>Chlorophyll aza</i> (Chl <i>aza</i>) 54. <i>Chlorophyll abz</i> (Chl <i>abz</i>) 55. <i>Chlorophyll acz</i> (Chl <i>acz</i>) 56. <i>Chlorophyll adz</i> (Chl <i>adz</i>) 57. <i>Chlorophyll aez</i> (Chl <i>aez</i>) 58. <i>Chlorophyll afz</i> (Chl <i>afz</i>) 59. <i>Chlorophyll agz</i> (Chl <i>agz</i>) 60. <i>Chlorophyll ahz</i> (Chl <i>ahz</i>) 61. <i>Chlorophyll aiz</i> (Chl <i>aiz</i>) 62. <i>Chlorophyll ajz</i> (Chl <i>ajz</i>) 63. <i>Chlorophyll akz</i> (Chl <i>akz</i>) 64. <i>Chlorophyll alz</i> (Chl <i>alz</i>) 65. <i>Chlorophyll amz</i> (Chl <i>amz</i>) 66. <i>Chlorophyll anz</i> (Chl <i>anz</i>) 67. <i>Chlorophyll aoz</i> (Chl <i>aoz</i>) 68. <i>Chlorophyll apz</i> (Chl <i>apz</i>) 69. <i>Chlorophyll aqz</i> (Chl <i>aqz</i>) 70. <i>Chlorophyll arz</i> (Chl <i>arz</i>) 71. <i>Chlorophyll asz</i> (Chl <i>asz</i>) 72. <i>Chlorophyll atz</i> (Chl <i>atz</i>) 73. <i>Chlorophyll auz</i> (Chl <i>auz</i>) 74. <i>Chlorophyll avz</i> (Chl <i>avz</i>) 75. <i>Chlorophyll awz</i> (Chl <i>awz</i>) 76. <i>Chlorophyll axz</i> (Chl <i>axz</i>) 77. <i>Chlorophyll ayz</i> (Chl <i>ayz</i>) 78. <i>Chlorophyll azz</i> (Chl <i>azz</i>) 79. <i>Chlorophyll azaa</i> (Chl <i>aza</i> 80. <i>Chlorophyll abz</i> (Chl <i>abz</i>) 81. <i>Chlorophyll acz</i> (Chl <i>acz</i>) 82. <i>Chlorophyll adz</i> (Chl <i>adz</i>) 83. <i>Chlorophyll aez</i> (Chl <i>aez</i>) 84. <i>Chlorophyll afz</i> (Chl <i>afz</i>) 85. <i>Chlorophyll agz</i> (Chl <i>agz</i>) 86. <i>Chlorophyll ahz</i> (Chl <i>ahz</i>) 87. <i>Chlorophyll aiz</i> (Chl <i>aiz</i>) 88. <i>Chlorophyll ajz</i> (Chl <i>ajz</i>) 89. <i>Chlorophyll akz</i> (Chl <i>akz</i>) 90. <i>Chlorophyll alz</i> (Chl <i>alz</i>) 91. <i>Chlorophyll amz</i> (Chl <i>amz</i>) 92. <i>Chlorophyll anz</i> (Chl <i>anz</i>) 93. <i>Chlorophyll aoz</i> (Chl <i>aoz</i>) 94. <i>Chlorophyll apz</i> (Chl <i>apz</i>) 95. <i>Chlorophyll aqz</i> (Chl <i>aqz</i>) 96. <i>Chlorophyll arz</i> (Chl <i>arz</i>) 97. <i>Chlorophyll asz</i> (Chl <i>asz</i>) 98. <i>Chlorophyll atz</i> (Chl <i>atz</i>) 99. <i>Chlorophyll auz</i> (Chl <i>auz</i>) 100. <i>Chlorophyll avz</i> (Chl <i>avz</i>) 101. <i>Chlorophyll awz</i> (Chl <i>awz</i>) 102. <i>Chlorophyll axz</i> (Chl <i>axz</i>) 103. <i>Chlorophyll ayz</i> (Chl <i>ayz</i>) 104. <i>Chlorophyll azz</i> (Chl <i>azz</i>) 105. <i>Chlorophyll azaa</i> (Chl <i>aza</i> 106. <i>Chlorophyll abz</i> (Chl <i>abz</i>) 107. <i>Chlorophyll acz</i> (Chl <i>acz</i>) 108. <i>Chlorophyll adz</i> (Chl <i>adz</i>) 109. <i>Chlorophyll aez</i> (Chl <i>aez</i>) 110. <i>Chlorophyll afz</i> (Chl <i>afz</i>) 111. <i>Chlorophyll agz</i> (Chl <i>agz</i>) 112. <i>Chlorophyll ahz</i> (Chl <i>ahz</i>) 113. <i>Chlorophyll aiz</i> (Chl <i>aiz</i>) 114. <i>Chlorophyll ajz</i> (Chl <i>ajz</i>) 115. <i>Chlorophyll akz</i> (Chl <i>akz</i>) 116. <i>Chlorophyll alz</i> (Chl <i>alz</i>) 117. <i>Chlorophyll amz</i> (Chl <i>amz</i>) 118. <i>Chlorophyll anz</i> (Chl <i>anz</i>) 119. <i>Chlorophyll aoz</i> (Chl <i>aoz</i>) 120. <i>Chlorophyll apz</i> (Chl <i>apz</i>) 121. <i>Chlorophyll aqz</i> (Chl <i>aqz</i>) 122. <i>Chlorophyll arz</i> (Chl <i>arz</i>) 123. <i>Chlorophyll asz</i> (Chl <i>asz</i>) 124. <i>Chlorophyll atz</i> (Chl <i>atz</i>) 125. <i>Chlorophyll auz</i> (Chl <i>auz</i>) 126. <i>Chlorophyll avz</i> (Chl <i>avz</i>) 127. <i>Chlorophyll awz</i> (Chl <i>awz</i>) 128. <i>Chlorophyll axz</i> (Chl <i>axz</i>) 129. <i>Chlorophyll ayz</i> (Chl <i>ayz</i>) 130. <i>Chlorophyll azz</i> (Chl <i>azz</i>) 131. <i>Chlorophyll azaa</i> (Chl <i>aza</i> 132. <i>Chlorophyll abz</i> (Chl <i>abz</i>)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

[illegible][illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

[illegible]

1. *Journal of the American Medical Association*, 1997; 277: 103-107.

10. *Journal of the American Statistical Association*, 1997, 92, 1013-1027.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



Community Development Department

Office of the Director

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | Email: planning@cityofdestin.com

July 18, 2023

Development Order No. 23-23

Final Development Order:

SANDOS BEACHSIDE MINOR DEVELOPMENT ORDER (DEV-000965-2023)

Based upon the City's approval and issuance of this Development Order on July 18, 2023, this document will serve as your Final Development Order, and includes all of the provisions and conditions in the attached Technical Review Committee Report.

John Green of ECM & Beachside Construction Group LLC, on behalf of Mr. Shaun Cooper of Elite Investments LLC, is requesting approval for the construction of a ±640 square foot restaurant/café building and the associated site infrastructure. The subject project is located at 36 Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000), totaling approximately 0.16 acres.

DETERMINATIONS:

1. This final development order is in accordance with the approved construction documents, which is inclusive of the Civil Plans (Exhibit A), dated approved July 18, 2023.
2. All the findings and requirements of the Technical Review Committee report are incorporated herein.

CONDITIONS OF APPROVAL:

1. Pursuant to the City of Destin Land Development Code:

Construction of infrastructure must commence within one (1) year of approval date (date from which the Final Development Order is issued by the Community Development Department) of the Final Development Order on **July 18, 2023** (no later than **July 18, 2024**), and must be completed as shown on plans approved by the Technical Review Committee.

WARNING: If the applicant/owner has not obtained a building permit(s) for either the construction of infrastructure or construction of the entire project and that construction has not commenced within one (1) year of issuance of the final development order, the final development order will become null and void and the application for development order approval must be re-initiated (*Land Development Code (LDC) Section 2.21.00*).

NOTE: Construction of infrastructure shall be defined as site work, grading, or other construction activity (not including clearing and grubbing or demolition of existing structures) related to installation of roadways, access drives, parking lots, underground utilities, stormwater or drainage facilities, or building foundations (*LDC Section 2.21.00*).

NOTE: An applicant/owner who desires to extend the twelve (12) month (1 year) deadline for either the construction of infrastructure or construction of the entire project must submit a written request to the Community Development Department, no less than thirty (30) days prior to the expiration of the twelve (12) month deadline to obtain a building permit and commence construction of infrastructure or construction of the entire project. The applicant may receive only one extension, and such extension shall not exceed one year. The applicant /owner should review *LDC Section 2.21.00* for further explanation of the Development Order extension process.

2. If the applicant fully complies with the requirements of Condition No. 1. above, the concurrency capacity allocation status for “Sandos Beachside” will be protected. **However, the protected concurrency status will be lost and the application for development order approval must be re-initiated if:**

- A. **Construction permit(s) in association with construction of infrastructure or construction of the entire project are not obtained in accordance with *LDC Section 2.10.00* to maintain concurrency, or**

- B. **Construction activity ceases for a period of one (1) year after a building permit for construction of infrastructure or construction of the entire project has been issued so that concurrency is not maintained under *LDC Article 6*.**

3. The applicant must obtain City of Destin permits for the following activities on and off site, as appropriate (these may require bonding):

- A. Disturbance of the City's Right-Of-Way
 - B. Pavement cuts.
 - C. Construction of any kind.
 - D. Clearing, grubbing, or demolition.
 - E. Paving, grading, drainage, sidewalks.
 - F. Signage.
 - G. Installation of utilities.
 - H. Construction trailers.
 - I. Site Screening

4. The following items must be addressed in the appropriate order:

- A. **Prior to the issuance of any City Permit**, a sign must be posted on the subject property notifying the public of the emergency contact information of the person responsible for the project. Refer to *LDC 7.01.02(B)* for details on the size, location and contents of the sign. Additionally, a posting of emergency contact information sign affidavit must be submitted to the Planning Division prior to the issuance of any permits.

- B. **Prior to the Commencement of Construction**, a fence permit, with a copy of the approved

Erosion Control, Staging, and Construction Parking Plan for the site must be submitted and approved by the City. The submitted plan shall also indicate the location of the Construction Site Screening. Said screening must meet the requirements set forth in ***Destin Code of Ordinances, Section 6-51 Screen Criteria***.

- C. **Prior to the issuance of any City Permit**, ensure the appropriate erosion control is implemented in accordance with ***LDC Section 11.09.03***.
- D. **Prior to the issuance of any City Permit**, a copy of the FDEP 10/2 Self-Certification approval shall be provided.
- E. **Prior to the issuance of a Certificate of Occupancy**, the developer/owner, engineer of record and the contractor shall make themselves familiar with ***LDC Article 11.09.00., Illicit Discharge***, and shall comply with the codes, or be subject to enforcement.
- F. **Prior to the issuance of a Certificate of Occupancy**, all applicable Impact Fees and other outstanding costs associated with this project that are owed to the City must be paid in full. The fee below is an ***estimate only*** and represents the Impact Fee rate as currently adopted. The fee will be reevaluated and assessed based on the fees adopted at the time of Building Permit application submittal.

Estimated impact fee total: **\$2,876.80**

- G. **Prior to the issuance of a Certificate of Occupancy**, the site layout, landscaping, outdoor lighting and architectural design must be inspected and approved by the Community Development Department.
- H. **Prior to the issuance of a Certificate of Occupancy**, all assigned address number(s) for the principal building(s) shall be installed in accordance with ***LDC Section 7.18.04***.

Louis Zunguze
Community Development Director
City of Destin

Date

John Green
Authorized Agent
ECM & Beachside Construction Group LLC

Date

**TECHNICAL REVIEW COMMITTEE REPORT
SANDOS BEACHSIDE
MINOR DEVELOPMENT ORDER (DEV-000965-2023)**

Applicant: Shaun Cooper of Elite Investments LLC
Agent: John Green of ECM & Beachside Construction Group, LLC
Location: 36 Terra Cotta Way
Request: Construction of a ±640 square foot restaurant/café building and the associated site infrastructure
Parcel Size: ±0.15 acres, ±6,361 square feet
Future Land Use: Crystal Beach Resort (CBR)
Zoning District: Crystal Beach Resort (CBR)
Density: N/A
Intensity: FAR: 0.7 Allowed; 0.1 Proposed
Application Date: November 29, 2022
Approved Site Plan Date: June 28, 2023

DISCUSSION/FINDINGS

John Green of ECM & Beachside Construction Group LLC, on behalf of Mr. Shaun Cooper of Elite Investments LLC, is requesting approval for the construction of a ±640 square foot restaurant/café building and the associated site infrastructure. The subject project is located at 36 Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000), totaling approximately 0.16 acres.

COMPREHENSIVE PLAN/LAND DEVELOPMENT CODE

The property has a Future Land Use Map Designation of **Crystal Beach Resort (CBR)** and a Zoning Designation of **Crystal Beach Resort (CBR)**. The proposed use is consistent with these land use regulations. The project, as required by the Comprehensive Plan and the Land Development Code, has undergone a compatibility review and meets the minimum requirements.

LAND USE

Limited-service restaurants are a permitted use within the **CBR** future land use designation and within the **CBR** zoning district.

INTENSITY

Maximum allowed: 0.70 FAR
Provided: 0.10 FAR

HEIGHT

Maximum allowed: 50' / 4 stories
Provided: 18' – 10 ½" / 2 stories

SETBACKS

Front required: 10' minimum – no maximum
Front provided: 20'

Side minimum required (north): 10'
Side provided (north): 56'

Side minimum required (south): 10'

Side provided (south): 12'
Rear minimum required: 10'
Rear provided: 10'

OPEN SPACE

Minimum required: 30%
Provided: 41.3%

PLATTING

There is no platting associated with this application.

CONCURRENCY MANAGEMENT

Concurrency requirements have been met:

Traffic: Signed July 6, 2023

Stormwater Management: Signed July 10, 2023

Potable Water/Sanitary Sewer: Signed July 10, 2023

Solid Waste: Signed January 18, 2023

AIRPORT PROTECTION

As proposed, this project is not affected by nor affects the Destin Executive Airport. The applicant has indicated on the development order application that the proposed project is not within the Airport impact area.

NOTE: If construction necessitates the use of a crane, or other obstruction, which exceeds Federal Aviation Administration FAR 77 Standards (normally 200 feet above ground level), the applicant must request a variance from the FAA for temporary encroachment into this restrictive area and a copy of a completed FAA Form 7460, must be placed on file with the City of Destin prior to the crane, or other obstruction, penetrating the restricted airspace.

TRANSPORTATION ANALYSIS

The traffic analysis, signed and dated January 10, 2023, indicates the proposed development will generate eight (8) PM peak hour trips. The analysis is consistent with the technical methodology outlined in *LDC 6.05.05*.

RIGHT-OF-WAY DEDICATION

The project does not include any Right-of-Way dedication.

INGRESS/EGRESS

Vehicular access to the property is provided by a two-way access from the Terra Cotta Way public right-of-way (ROW).

PEDESTRIAN NETWORK

The project provides a complete pedestrian network as required in *LDC 8.09.03.A(6)*. A continuous on-site internal sidewalk is provided throughout the development.

PARKING:

Required vehicle parking spaces: 4
Provided vehicle parking spaces: 4 (including 1 ADA space)

UTILITIES:

All utilities are required to be underground.

STORMWATER:

The City Manager's Stormwater designee approved the stormwater plan on June 28, 2023.

REFUSE COLLECTION:

All non-construction related dumpsters, trashcans, and recycling bins shall be placed in solid waste collection areas or inside a building. The approved dumpster location within Exhibit A shall not be altered unless a Development Order (DO) Deviation is submitted, reviewed, approved, and issued.

WHITE SANDS ZONE

The proposed project is located within a White Sand Zone II.

LANDSCAPING

Front perimeter/common boundary: Provided

Interior parking landscape: Provided

Buffer zone: Provided

Preservation and restoration:

Reforestation trees required: 2

Preserved tree credits: 0

Protected trees to be removed: 0

Replacement trees required: 0

Required parking trees: 2

Required street trees: 2

Total required trees: 6

Total trees provided: 13

SIGNS

No signs were reviewed for permitting or compliance with the Development Order application. All proposed signs must be permitted through a sign permit and shall comply with the sign code section of the Destin Land Development Code in effect at the time a sign application is submitted.

IMPACT FEES:

Final impact fee amounts have been developed using the provisions outlined in ***LDC 19.03.05.A***. The impact fees identified below are an estimate. The actual Impact fees will be calculated and assessed at time of building permit submittal.

LAND USE	UNITS (per 1,000 SF)	PARK	LIBRARY	POLICE	TRANS.	TOTAL
Restaurant, High Turnover	0.64	\$0	\$0	\$31.00	\$4,464.00	
<i>Totals</i>		<i>\$0</i>	<i>\$0</i>	<i>\$19.84</i>	<i>\$2,856.96</i>	<i>\$2,876.80</i>

OTHER FEES:

Consultant Transportation CEC Review: \$145.67

COMMENTS: Public comment was received by Staff, and was responded to by the applicant.

From: [Rene McCauley](#)
To: [Rene McCauley](#)
Cc: [Daniel Butler](#); [Bruce Craul](#)
Subject: Re: Proposed development at the end of our sgreet
Date: Monday, January 30, 2023 9:14:18 AM

You don't often get email from renemoore125@gmail.com. [Learn why this is important](#)

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Daniel,

The single family residence designation I referenced was from the Okaloosa County Property Appraiser online record for the lot in question. I just looked at the City of Destin zoning map and it shows the lot zoned for mixed use under "Crystal Beach Resort". Please explain how these are related as they seem to conflict.

Thanks,

Rene

Sent from my iPad

On Jan 30, 2023, at 8:44 AM, Rene McCauley <renemoore125@gmail.com> wrote:

Daniel,

As the president of the Enclave Condominiums Owners Association I am in complete agreement with what Bruce has stated. The noise, trash and trespassing would be an unacceptable situation for our owners. I also want to point out that the lot for the proposed development appears to be zoned single family residential, therefore I believe a business such as this is not allowed.

We intend to partner with Bruce and the Enclave Community/Terra Cotta Association to fight this proposed development.

Sincerely,

Rene McCauley
President, Enclave Condominiums Owners Association

On Jan 30, 2023, at 7:31 AM, Bruce Craul
<bruce.craul@gmail.com> wrote:

Please let me know the formal way to lodge my (our) objections to the proposed development at the end of the street that we just received the letter about. With time being of the essence though and knowing that there is an upcoming planning and development meeting for this project, I wanted to get this to you before that meeting.

Here is a list of our objections to the project.

1. Tera Cotta Terrace is a residential development with 1 to 2 million dollar homes within a hundred feet of the proposed project. The proposed project is not in keeping with the subdivision.
2. The number of parking space is barely enough for the employees let alone customers.
3. The beach access in front of the project is not even close to a beach access that is not private. The closest beach access is the Crab Trap to the West.
4. The type of construction, containers that belong on ships, is not in keeping with really any location in Destin, let alone this location.
5. Terra Cotta is not a through street and this will increase traffic since many will think that they can go north to exit the neighborhood.
6. The dumpster will cause odor and daily sound pick ups.
7. The noise, i.e. music crowd noise, etc. is not in keeping with a residential area.
8. From the Division of Alcohol Beverage and Tobacco:
 1. 2.20.01 Alcoholic Beverage Establishments:
 1. General Provisions: It shall be unlawful to sell, or offer to keep for sale, alcoholic beverages containing more than one percent (1%) of alcohol by weight in any place or establishment, including a private club or bottle club, for which the appropriate Florida Department of Business and Professional Regulation/Division of Alcoholic Beverages and Tobacco license has not been issued.
 2. Distance from churches, schools, cemeteries, **residential zoning districts**, and residential uses: Except those vendors licensed in accordance with Section 561.422. and non-profit civic organizations permitted pursuant to Section 561.422,. and other exemptions provided herein, no vendor of alcoholic beverages as described in (1.) above establishment licensed pursuant to (1.) above for consumption on premises shall be located within one thousand five hundred feet (1,500') of a church, school, cemetery, **residential zoning district or residential use**. The

distance shall be determined by measuring a radius from the closest improved part of the property (excluding stormwater treatment facilities and landscape buffers) supporting the alcoholic beverage establishment to the nearest parcel of land on which occurs a school, church, cemetery, residential zone, or residential use. If any portion of a parcel of land in use as a residence lies within such radius, or if any portion of a parcel of land containing a church, school or cemetery lies within the radius, **or if a residential zone lies within the radius**, then the establishment shall be deemed to be within such distance. This methodology shall apply to all distance measurements undertaken pursuant to 2.20.01.

9. For the reasons above and for many others that we as homeowners are very much opposed to this project.
10. We would prefer that the applicant would withdraw the application, but our ownership of 116 homeowners are prepared to take whatever legal means is necessary to stop this project.

Feel free to contact me regarding the steps we need to take to formally object to this project.

Bruce Craul
President Enclave Community Association and Terra Cotta
subdivision homeowners.

President & CEO
bruce.craul@gmail.com
www.thehospitalityservicesgroup.com
850-598-9090

<image003.jpg>
President Enclave Community Association and Terra Cotta
subdivision homeowners.

President & CEO
bruce.craul@gmail.com
www.thehospitalityservicesgroup.com
850-598-9090

<image003.jpg>

From: [Louis Zunguze](#)
To: [Steve O'Connor](#); [Ryan Scott](#); [Joe Bodi](#)
Cc: [Planning Division](#); [Cindy Runyon](#); [Lance Johnson](#); [Kimberly Kopp](#)
Subject: FW: Issues in Destin Near our Home
Date: Monday, February 6, 2023 7:56:02 AM

Gentlemen:
Please note the email below and let's discuss.

Thank you,

Louis

From: Kimberly Kopp <kkopp@romanokopplaw.com>
Sent: Monday, February 6, 2023 6:16 AM
To: Louis Zunguze <lzunguze@cityofdestin.com>; Steve O'Connor <soconnor@cityofdestin.com>
Subject: Fwd: Issues in Destin Near our Home

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Sent from my iPhone

Begin forwarded message:

From: Teresa Hebert <thebert@cityofdestin.com>
Date: February 6, 2023 at 5:47:44 AM CST
To: Yahoo Mail <larry_ks@yahoo.com>, Sheri Bethea <sbethea@cityofdestin.com>
Cc: Lance Johnson <ljohnson@cityofdestin.com>, Webb Warren <wwarren@cityofdestin.com>, Kimberly Kopp <kkopp@romanokopplaw.com>, Kyle Bauman <kbauman@asglegal.com>
Subject: Re: Issues in Destin Near our Home

Good morning sir,
Thank you for your email. I'm unaware of the nature behind this parking area.

I'm including our city manager and attorney's who will be looking into this matter for us and will reply back soonest.

Sincerely,
Terésa Hebert
Destin City Councilwoman

From: Yahoo Mail <larry_ks@yahoo.com>

Sent: Sunday, February 5, 2023 10:48 AM

To: Sheri Bethea <sbethea@cityofdestin.com>; Bobby Wagner <bwagner@cityofdestin.com>; Matthew Sweetser <msweetser@cityofdestin.com>; Torey Geile <tgeile@cityofdestin.com>; Dewey Destin <ddestin@cityofdestin.com>; Jim Bagby <jbagby@cityofdestin.com>; Teresa Hebert <thebert@cityofdestin.com>; Johnny King <jking@cityofdestin.com>; Kevin Schmidt <kschmidt@cityofdestin.com>

Subject: Issues in Destin Near our Home

You don't often get email from larry_ks@yahoo.com. [Learn why this is important](#)

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

TO City Manager, Mayor and Council members:

My name is Larry Joachim. My wife and I have owned a home here in Destin since 2002 and became permanent residents (and voters) in 2014. We have seen a multitude of changes in those 20+ years in the city and the surrounding area.

I do not know how many of you will actually read this note, I hope more than a few and for that reason I will try and be as brief as possible.

My home is located in a small subdivision known as Terra Cotta Terrace. My address is 78 Terra Cotta Way and our homeowners association consists of the homes in the subdivision plus two high rise condos, approximately 110 residences in total.

A few years ago, the City decided (without much input I might add) to build a parking area at the southern side of our subdivision (on scenic 98, across from the beach) on City property ostensibly to provide parking for beach access. We had some consternation about this since there is NO public beach access in the area. All access to the beach in at least 1/2 mile in either direction (Crab Trap is the closest) is kept gated and locked, so the purpose of the parking and the money spent seemed a bit ridiculous to us. The City charges for parking in that small lot except for Destin residents (who need to apply for a pass). Charge is \$5 per day and I would hazard a guess that the City probably hasn't collected anywhere near the cost of building that parking area. Now, when people do park there, they tend to wait for a kind hearted soul to leave one of the gates in the area so they can sneak on a private beach. Perhaps that was the

intent?

However, now there is a more significant issue. There is a small piece of property north of and adjacent to this parking lot, but south of Terra Cotta, bordered on the west by Terra Cotta Way and on the east and north by Terra Cotta HOA common property and is not owned by anyone in the Terra Cotta subdivision. According to our HOA board members, the City insists that access to this property come off of Terra Cotta Way and NOT through the City's parking lot. I have not been given any reason as to why the City feels that way other than the parking lot losing some spaces for the driveway into that property.

Instead, the City would rather use Terra Cotta for access to that property and therefor impose on the owners and voters of Terra Cotta Terrace a potentially significant traffic issue on a small street. The present landowner of this property wants to build a small restaurant which, may or may not get approved, but even if not approved, sooner or later something is going to get built on that property and it probably would not be a single family home.

My wife and I are confused. We do not know why the City has taken this stance regarding a seldom used parking lot which ultimately will result in our inability to fully enjoy our home, our location and the beauty of living in this community.

My wife and I would really appreciate any of you to take a look at this, perhaps even visit the area for yourselves and see what we are talking about. I would like to have a legitimate reason as to why this property access can't be through the parking lot.

thank you
Larry and Kaye Joachim
78 Terra Cotta Way
832-228-5717

"Please Note: Florida has a very broad public records law. Most written communications to or from the City of Destin officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure."

From: Mark McCauley
To: Daniel Butler
Cc: Bruce Craul; Planning Division; Louis Zunguze; Cindy Runyon
Subject: Re: Sandos - Project Number 22-70-SP - Applicant Response
Date: Friday, April 14, 2023 2:43:50 PM
Attachments: image001.png

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Daniel,

A few comments on the letter from Mr. Powell:

Just because an area is zoned as mixed use (CBR) with limited non-residential uses doesn't make the development automatically appropriate or desirable. The proposed location is basically located within our community of condos and homes at the Enclave. That plot of land was set aside by the original developer 40 years ago for his use to build a garage for his vehicles as he planned on living in one of the condos. That never happened and the lot has been sitting vacant ever since, most likely because it is a poor location and size for any kind of business.

Mr Powell states "Sandos will not add a nuisance to the area in sound that already naturally exists with current businesses, homeowners, travelers, cars, golf carts, food & beverage establishments, etc." The closest food and beverage establishment, Capt Dave's is across the street and a block east, so this would be a poor comparison. Plus, Capt Dave's is not a "walk-up" establishment, which is one of Sandos's featured selling points. Walk-up traffic will inevitably create a nuisance due to its proximity within the Enclave community.

Regarding the trash issue, Mr. Powell states "Sandos will have proper waste disposal that follows permitted codes. One of its business models is to provide voluntary services to help with overall beautification clean-ups with local organizations along with keeping our community/city clean." What local service organization has been engaged to mitigate the trash that will be generated by Sandos - and will Mr Powell and Mr. Cooper be participants in the clean up events?

Mr. Powell states "The Gulf restaurant on Okaloosa Island has proven that shipping containers can be used to create an upscale beach appearance that is consistent with a beach aesthetic." As he was quick to point out many of my concerns were just opinions, I can say the same about his statement of the The Gulf restaurant. Also, as this establishment is directly on the waters of the bay not in close proximity to any residential areas, it is not a valid comparison.

In the last paragraph of Mr. Powell's letter, he states: "Public beach access is not relevant to Sandos Beachside." Yet, if you look at page six of the concept deck, you can see where three large parcels are labeled as "Public Beach Access" (this is erroneous - they are in fact *not* public), implying this is a benefit of the location of Sandos Beachside. The text on that same page also states

"Extremely high-volume foot traffic, year-round residents, year-round vacation rentals, all within walking distance to the beautiful beaches of the emerald coast. Nestled next to the very popular Enclave community, sandos location one is primed for immediate business. Highly sought-after location for both visitors and residents". This also implies public beach access is *VERY* relevant to Sandos Beachside's success, and in fact they curiously invoke the name of our community as well in that regard.

Mr Powell references a Traffic Impact Analysis that states "Results show sufficient capacity is available on all impacted segments to handle the project trips to be generated by the proposed development." *The data used in this analysis is from 2017* - I would submit the data is too old to be of any relevance in evaluating any impacts. Much has changed over the past six years.

On a different note, on the COMPASS web site I noticed you completed a recent Planning/Zoning review and there are still issues to be resolved. I also saw items that had the text with strike throughs - does that mean those items have been resolved?

We look forward to further discussions on this proposed development as it continues to go through the city's process.

Thanks,

Mark McCauley

On Fri, Apr 14, 2023 at 9:40 AM Daniel Butler <dbutler@cityofdestin.com> wrote:

Good morning,

Please see the attached comment response regarding the subject project. Please reach out if you have any further questions/concerns.

Thanks and have a nice weekend,
Daniel

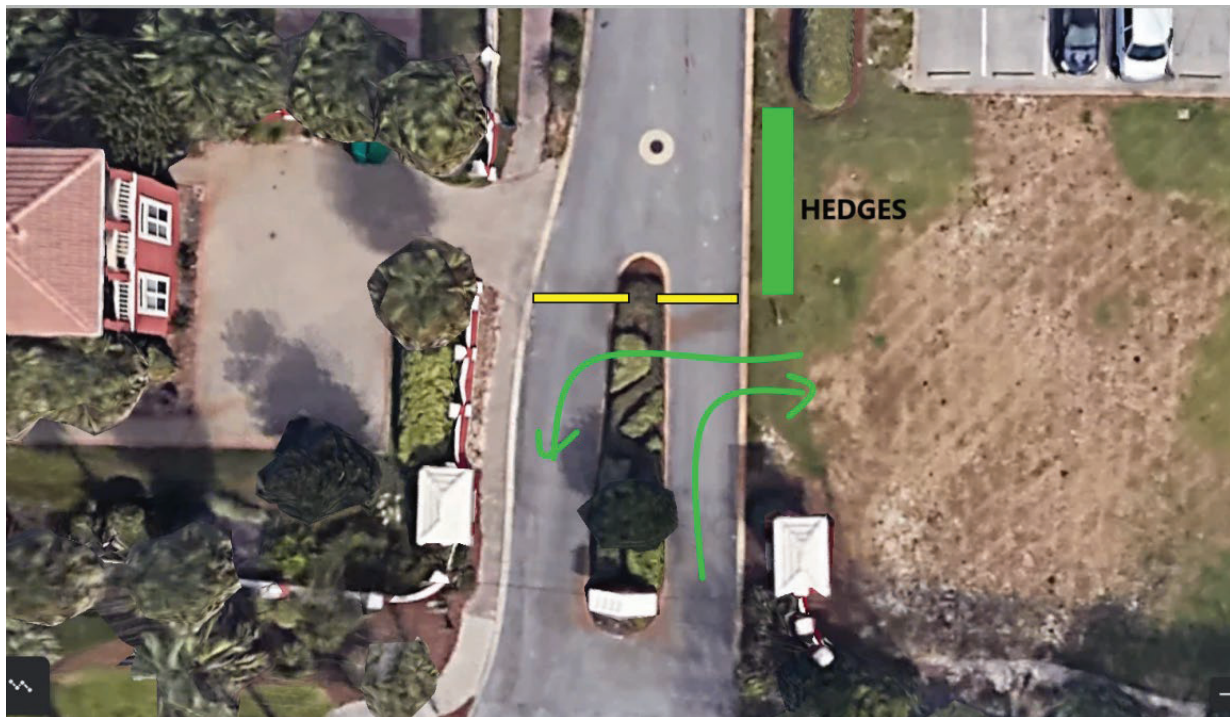
From: Mark McCauley <bigag81@gmail.com>
Sent: Thursday, February 2, 2023 2:34 PM
To: Daniel Butler <dbutler@cityofdestin.com>
Cc: Mark McCauley <bigag81@gmail.com>; Bruce Craul <bruce.craul@gmail.com>; Planning Division <PlanningDiv@cityofdestin.com>; Louis Zunguze <lzunguze@cityofdestin.com>; Cindy Runyon <crunyon@cityofdestin.com>
Subject: Re: Terra Cotta / Enclave - Project Number 22-70-SP - RESPONSE REQUESTED

Some people who received this message don't often get email from bigag81@gmail.com. [Learn why this is important](#)

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Daniel,

Thanks for the quick reply. In case the TRC needs a visual on our concern about the ingress/egress in front of our proposed gates, I have included a diagram that depicts what would be required. As I mentioned the proposed parking would need to be moved to the north end of the lot, and the driveway would need to be moved south. There would also be a cut through required in the median. If anyone has questions please let me know.



Thanks,

Mark

On Feb 2, 2023, at 1:54 PM, Daniel Butler <dbutler@cityofdestin.com> wrote:

Good afternoon Mr. McCauley,

Thank you and the others for all of your emails voicing concern regarding the subject project. Staff has recorded these emails and will forward to the applicant to address.

As for the February 7 date, that is the date that the Technical Review Committee (TRC) comments are due back to me, as the project is under review for compliance with the LDC. This is also when parking will be reviewed, as you have noted below. It is important to know that these are draft plans and are subject to change based on Staff comment. Therefore, there is no venue on Tuesday for you to attend to voice your concerns. At this point in time, there is no public hearing scheduled for the project.

Lastly, Ms. McCauley emailed me asking why the Okaloosa County Property Appraiser (OCA) website states a use of 'residential' and the City's Zoning Map designates this parcel as Crystal Beach Resort (CBR). The City's Zoning Map governs the zoning designation, as it is indeed zoned CBR, a mixed use zoning district, accommodating both residential and limited non-residential uses. I cannot speak to the OCA website.

I will provide you with the applicant's response to the concerns once I receive them.

Thanks,

Daniel

From: Mark McCauley <bigag81@gmail.com>

Sent: Thursday, February 2, 2023 1:39 PM

To: Daniel Butler <dbutler@cityofdestin.com>; Bruce Craul <bruce.craul@gmail.com>; Rene McCauley <renemoore125@gmail.com>

Cc: Planning Division <PlanningDiv@cityofdestin.com>; Louis Zunguze <lzunguze@cityofdestin.com>; Cindy Runyon <crunyon@cityofdestin.com>

Subject: Re: Terra Cotta / Enclave - Project Number 22-70-SP - RESPONSE REQUESTED

Some people who received this message don't often get email from bigag81@gmail.com. [Learn why this is important](#)

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello Daniel,

I emailed you on 1/31/2022 to inquire on when the first review meeting would be held on this project that the public would be able to attend, and if so would we be allowed to speak. I haven't received a response. We need to know this as soon as possible - COMPASS lists a Development Project Review date of 2/7/2023. Are we allowed to attend?

I decided to go ahead and include your first email regarding this proposed project when it first came up in December 2021 (below). I was the Enclave Community president at that time (I am now the treasurer), and the requester (Shaun Cooper) had reached out to me to inquire if we would be interested in leasing him some spaces from our adjacent parking lot so he could meet the city requirement of nine parking spaces. In your email below and in a phone conversation you confirmed the applicant would be required to have nine parking spaces based on the city code.

I have reviewed the plans submitted to the city and see that they have proposed only six parking spots, one of which is handicapped accessible. Looking at the plans compared to the attached concept deck Shaun Cooper previously sent me (linked [here](#) in case attachment is too large), I don't see any changes that would reduce the number of required parking spaces from nine to six. Please explain what may have changed, or if he would be required to seek a variance.

Please know our community and others nearby are not in support of this development, and are preparing to challenge it. Here are some of our reasons:

- A restaurant/bar does not fit the area proposed – it is a residential area comprised of high dollar single-family homes and condominiums. Our property values will definitely suffer if this goes forward.
- This business will generate noise, trash, and trespassing, interfering with the enjoyment of our property.
- Shipping containers do not fit the appearance standards of our community, or the City of Destin. If the business fails, they will likely be abandoned and become an eyesore.
- The proposal has only six parking spots – that means patrons will park in our community private lot or on Terra Cotta Way if there is no space at the business. They won't be willing to pay \$5 in the city pay lot located right in front of the business.
- As a "grab and go" oriented business, patrons will be taking alcoholic drinks to their cars, golf carts and scooters, increasing hazardous conditions on Scenic 98.
- There is no public beach access nearby to attract customers – the nearest is a half mile away at the Crab Trap. In fact, any customers drawn to the business may see our private beach access gate across the street and attempt to "tailgate" to get to the beach.

On a related note, the proposed plans do not line up with the ingress and egress we have discussed that would be required in conjunction with our project to install parking gates to our community on Terra Cotta Way. In the unfortunate event this project comes to fruition, their plans would need to be adjusted to move their parking to the north side of the lot so cars from their business could enter and exit in front of our gates and not have access to our community.

We look forward to a quick reply - thank you for your time and consideration.

Regards,

Mark McCauley

Treasurer, The Enclave Community Property Association, Inc.

On Mon, Dec 13, 2021 at 12:32 PM Daniel Butler <dbutler@cityofdestin.com> wrote:

Good afternoon,

It was nice speaking with you this afternoon. As discussed, Staff has had a pre-application meeting for a proposed limited-service restaurant, to be located on the parcel adjacent to the Enclave development, on Terra Cotta Way (Parcel ID: 00-2S-22-0000-0035-A000) . As proposed, the use would require 9 parking spaces. Given that there is no Development Order (DO) for the site, if the HoA is interested in entering into a parking agreement with the applicant, then Staff would need assurance/documentation that there is enough parking spaces on site to satisfy the parking requirements for the Enclave (parking requirements are located in Table 8-6: https://library.municode.com/fl/destin/codes/land_development_code?nodeId=DELADECO_ART8TR_8.06.00VEBIPAST), prior to leasing out any spaces.

We also discussed the Variance criteria that the applicant would have to satisfy in order for a Variance Request to receive Staff recommendation for approval. The criteria is set forth in LDC Section 2.25.03.C (https://library.municode.com/fl/destin/codes/land_development_code?nodeId=DELADECO_ART2AD_2.25.00BOAD).

Please let me know if you have any further questions/concerns.

Regards,

DANIEL BUTLER

Senior Planner

CITY OF DESTIN | Community Development

4200 Indian Bayou Trail

Destin, FL 32541

t: 850-654-1119

"Please Note: Florida has a very broad public records law. Most written communications to or from the City of Destin officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure."

"Please Note: Florida has a very broad public records law. Most written communications to or from the City of Destin officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure."

"Please Note: Florida has a very broad public records law. Most written communications to or from the City of Destin officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure."

POWELL LAW

DAVID L. POWELL, ESQ. †
David@PowellLawPLLC.com
Direct Line: (850) 376-0523
† ADMITTED IN FLORIDA AND ALABAMA

1221 Airport Road
Suite 209
Destin Florida, 32541
PowellLawPLLC.com

March 7, 2023

City of Destin

RE: Shaun Cooper | Response to public comment

Dear City of Destin,

This law firm represents Sandos Beachside One, LLC, regarding their proposed development. I am writing in response to Mr. McCauley and hope to clear up some misunderstandings and misplaced fears. I will respond to each comment in turn below:

- “A restaurant/bar does not fit the area proposed – it is a residential area comprised of high dollar single-family homes and condominiums.”
 - According to the City of Destin Zoning Map the CBR - Crystal Beach Resort / mixed use zoning district, accommodates both residential and limited non-residential uses. Under LDC 7.12.06.P and Table 7-2 - Food services and drinking places are permitted uses in the Crystal Beach Resort (CBR) zoning district.
- “Our property values will definitely suffer if this goes forward.”
 - This is an opinion and perhaps a concern of Mr. McCauley, but not a fact. I imagine I could find several appraisers who would professionally opine that it would increase property values. There are currently very old businesses in the area, next door, and across the street that offer food & beverages that have not affected the value of high dollar single-family homes and condominiums. The US has witnessed a major upward swing in the housing markets due to location, state taxes & political beliefs. Adding a new essential business can provide value/options, community support, and elevate the look and feel.
- “This business will generate noise, trash, and trespassing, interfering with the enjoyment of our property.”
 - This also seems to be an opinion, or more accurately a concern of the unknown. Sandos will operate on its own Private Property and comply with city ordinances, including the City of Destin's Noise Ordinance that are put forth for the city & CBR zoning. Sandos will not add a nuisance to the area in sound that already naturally exists with current businesses, homeowners, travelers, cars, golf carts, food & beverage establishments, etc. As a local family-owned business, Sandos will serve consumers looking for convenient options other than seafood, in walking distance, for choices of food & beverages.

- Regarding the trash concerns: Sandos will have proper waste disposal that follows permitted codes. One of its business models is to provide voluntary services to help with overall beautification clean-ups with local organizations along with keeping our community/city clean. FWB & Destin has been home for my family & I since 1978. My family has owned and operated businesses within Destin for many years. We've been through and seen the changes over time. We've even been through all the hurricanes. As a child, teenager & college student, I've helped many times in the recovery clean-up process. I've worked on the beach as a young man and have done many hours of beach cleans on my own time. I am honored and proud to call Destin my home for 45yrs.
 - Regarding Trespassing: Guests will have proper access to Sandos. If surrounding properties want to post "private property" signs, that is their right. There is no evidence Sando's guests will trespass onto neighboring property any more than that condo visitors will trespass on Sandos on their way to the beach. There are laws and ordinances in place to protect the public and property owners.
- "Shipping containers do not fit the appearance standards of our community, or the City of Destin. If the business fails, they will likely be abandoned and become an eyesore."
 - The Gulf restaurant on Okaloosa Island has proven that shipping containers can be used to create an upscale beach appearance that is consistent with a beach aesthetic. Our shipping containers will provide an elevated upgrade to the current surroundings. Our containers are new, structurally to code, internal finished walls, external finishes, professionally painted, and contain new FFE (furniture, fixtures & equipment). Following current codes and putting a lot of hours into design, we are providing a welcoming and inviting establishment to the area. For any reason the business is not successful, the containers have the capability to be removed, unlike a brick and mortar building that would need to be sold/leased, sit dormant, or torn down.
- "The proposal has only six parking spots – that means patrons will park in our community private lot or on Terra Cotta Way if there is no space at the business. They won't be willing to pay \$5 in the city pay lot located right in front of the business."
 - We have completed a Traffic Impact Analysis that states "Results show sufficient capacity is available on all impacted segments to handle the project trips to be generated by the proposed development."
 - As for the second part of the comment regarding the \$5 Pay Lot, determining if someone is willing to pay or not or parking illegally is left to that individual to follow traffic laws that are set in place. Private property & tow option signs are available for properties in the surrounding area.
- "As a "grab and go" oriented business, patrons will be taking alcoholic drinks to their cars, golf carts and scooters, increasing hazardous conditions on Scenic 98."
 - Sandos welcomes all to an open-air environment with seating for people to enjoy food & beverages to their liking. We will also offer a convenient delivery service within a small radius to the property. There are properties within a mile radius, next door, and across the street that currently offer food & beverages on a much larger scale. There are beverage laws per the

state of FL set in place that everyone must abide by. Complying and completing food & beverage certifications, responsible service certifications, and posting proper signage on all levels is a company best practice.

- “There is no public beach access nearby to attract customers – the nearest is a half mile away at the Crab Trap. In fact, any customers drawn to the business may see our private beach access gate across the street and attempt to “tailgate” to get to the beach.”
 - This part of the comment is again pure opinion and speculation. Public beach access is not relevant to Sandos Beachside. However, offering food & beverage options to homeowners & renters with allowed access to said private beach is now an added convenience for that owner or renter.

I trust the above explanations have addressed Mr. McCauley’s comments at hand. Please do not hesitate to contact me if you have any questions or concerns related to this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'D. Powell', written over the printed name.

David L. Powell, Esq.