

**REGULAR MEETING
DESTIN CITY COUNCIL
AUGUST 5, 2019
ANNEX COUNCIL CHAMBERS
6:00 PM**

*****Core Value of the Month - Stewardship*****

CALL TO ORDER

INVOCATION (Pastor Logan Landes of Grace Lutheran Church)

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. APPROVAL OF MINUTES

- A. Approval of minutes of July 17, 2019 Budget Workshop
- B. Approval of minutes of July 8, 2019 Budget Workshop
- C. Approval of Minutes of June 3, 2019 Regular City Council Meeting

2. PROCLAMATIONS / RECOGNITIONS / **SPECIAL PRESENTATIONS / ANNOUNCEMENTS (No public comments)

- A. Presentation: AT&T - Mr. Tim Hawkins, Senior Real Estate & Construction Manager

3. PUBLIC COMMENTS ON AGENDA ITEMS THAT ARE NOT PUBLIC HEARINGS AND ANY OTHER MATTERS NOT ON THE AGENDA (All agenda items other than those under Number 5)

(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)

4. CITY MANAGER REPORTS

- A. Schedule of Fees Resolution 19-11
- B. Community Center Stucco Repair
- C. Development Review/Municipal Software Solution
- D. Digitization of Community Development Department Files
- E. 2020 Strategic Plan Summary
- F. Haas Center Study for Beach Initiative and Triumph Application
- G. Beach area paid parking update (Verbal Update)
- H. Capt. Royal Melvin Heritage Park Plan
- I. Electrical utilities undergrounding priorities
- J. Membership Appointments to the Short Term Rental Task Force

K. Announcements

5. PUBLIC HEARINGS

A. Second reading of Ordinance 19-12-LC - Motor Vehicle Tent Sales

6. *CONSENT AGENDA (No public comments)

A. Morgan Sports Center Walking Trail Repair/Resurfacing

B. Reimbursement to Councilmember Skip Overdier for expenses incurred while attending the Florida League of Cities Legislative Policy Committee Meeting in Orlando, Florida from July 18-19, 2019

7. COMMENTS/PRESENTATIONS FROM MAYOR, COUNCIL, LAND USE ATTORNEY AND CITY ATTORNEY (No public comments)

A. Councilmember Braden

B. Councilmember Ramswell

C. Councilmember Menchel

D. Councilmember Overdier

1. Voting Delegate - Annual Florida League of Cities Conference

E. Councilmember Marler

F. Councilmember Destin

G. Councilmember Morgan

1. Advance funding of PD&E Study on Airport Road to Calhoun Avenue

H. Mayor Gary Jarvis

I. Land Use Attorney

1. Bert J. Harris litigation update.

J. City Attorney

8. PUBLIC COMMENTS

ADJOURNMENT

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.

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

***** 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.

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.

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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.

Note: Persons who wish to provide public comments on agenda items are requested to fill out a blue speaker card and submit it to the City Clerk at the start of the meeting.

Persons who wish to provide public comments on any other matters not on the agenda are requested to fill out a yellow speaker card and submit it to the City Clerk at the start of the meeting.

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**MINUTES
BUDGET WORKSHOP
DESTIN CITY COUNCIL
JULY 17, 2019
ANNEX COUNCIL CHAMBERS
5:30 PM**

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

Destin City Council

Mayor Gary Jarvis	Councilmember Prebble Ramswell
Councilmember Chatham Morgan	Councilmember Steven Menchel
Councilmember Cyron Marler	Councilmember Skip Overdier
Councilmember Parker Destin	Councilmember Rodney Braden

Destin City Staff

City Manager Lance Johnson	City Clerk Rey Bailey
Public Information Manager Catherine Card	IT Manager Webb Warren
Deputy Parks/Rec Director Scott Berish	Finance Director Bragg Farmer
Community Development Director Louis Zunguze	Building Official Noell Bell
Code Compliance Manager Joey Forgione	HR Manager Karen Jankowski
Public Services Director Michael Burgess	City Attorney Kyle Bauman
Land Use Attorney Kimberly Kopp	

CALL TO ORDER

Mayor Gary Jarvis called the meeting to order at 5:30 PM, on Monday, July 17, 2019, in the City Hall Annex Council Chambers; which was then followed by the Pledge of Allegiance.

WORKSHOP

A. City of Destin Fiscal Year 2020 Capital Projects Budget

The City Manager gave the following presentation:

Budget Process

- Operational Budget Workshop – July 8, 2019
- Capital Budget Workshop – July 17, 2019
- Individual Sessions with Council for Capital and Operational Budget – July 30 – August 2, 2019
- Final Budget Workshop – August 12, 2019
- Adoption of a Balanced FY 2020 Budget – September 4th and 16th, 2019

DISCUSSIONS

Councilmember Ramswell inquired as to the rationale behind the individual sessions with the Council for Capital and Operational Budget discussion. She stated that not having a background in Accounting or Finance, she benefits more from an open discussion at a public meeting. It also

gives everybody the opportunity to hear each other's questions, exchange ideas and propose solutions to problems.

The City Manager explained that the one-on-one session with the Council was supposed to be a part of the budget process.

Finance Director Bragg Farmer stated that after tonight's workshop, he and the City Manager, along with the department directors, will fully balance the budget. A capital project list will be developed based on tonight's conversation. A document to include a proposed balanced budget will be created and distributed for each member of the Council to review. It will be provided to the Council by the Friday before the first one-on-one session which begins on July 30th. The document will also include a summary of major changes between the FY 2019 and FY 2020 budget cycle as well as a list of funded and unfunded CRAs and capital projects. Each member of the Council will have the opportunity to go through the entire budget, in a less formal environment, and discuss anything they want prior to the final budget workshop on August 12th.

The City Manager added that the individual sessions will afford him the final opportunity to incorporate changes into the proposed balanced budget before the final budget workshop; and that if necessary, the Council could then integrate more changes to the budget at that workshop.

According to Councilmember Destin, it is incumbent upon each Council member to make sure their individual thoughts and desires are reflected in the final product; and if not, to bring those forward in the final budget workshop so they could discuss them extensively as a group and incorporate changes to the proposed budget before the budget adoption hearings in September.

Councilmember Menchel stated that each member of the Council could have differing priorities. They will need to identify and discuss those priorities and come up with a consensus at the final budget workshop. He also noted that from the financial standpoint, new personnel hiring represents a big part of the proposed budget. They also need to factor in a lot of projects as they go forward with the budget; but in order to do so, they would need to decide on the millage rate.

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Operational Budget Update

- Staff has taken feedback from the previous budget workshop and is constructing a draft balanced operational budget
- Staff will be scheduling individual budget sessions with Council members before the next budget workshop on August 12, 2019
- In Council's material for individual sessions:
 - ❖ A draft balanced budget
 - ❖ A copy of the strategic plan (created from the visioning session)
 - ❖ A list of usage fees (example: registrations, permits and user fees)

Capital Funding Sources (Revenues have restrictions on their use)

- Gas Tax - \$738,000 in FY 2020
- Traffic Impact Fees - \$750,000 in Fund Balance, \$300,000 budgeted in FY 2020
- NPEB Fees (Harbor) - \$175,000 in Fund Balance, \$20,000 budgeted in FY 2020
- Multi-Modal - \$400,000 in Fund Balance, \$100,000 budgeted in FY 2020
- Park Impact Fees - \$30,000 in Fund balance, \$50,000 budgeted in FY 2020
- Library Impact Fees - \$70,000 in Fund Balance, \$12,000 budgeted in FY 2020

- Technology Fee - \$250,000 in Fund Balance, Average of \$60,000 annual
- Parking Fee - \$75,000 in Fund Balance, \$90,000 budgeted in FY 2020

DISCUSSIONS

Councilmember Destin asked if each revenue amount budgeted for FY 2020 is taken from the Unallocated Fund Balance from the previous fiscal year from each of the Capital Funding Sources.

Mr. Farmer explained they are budgeting additional revenue amounts in FY 2020. For instance, they have \$750,000 in Unallocated Fund Balance from the Traffic Impact Fees from FY 2019. They are budgeting another \$300,000 from the Traffic Impact Fees in FY 2020. They will have \$1.05 million from the Traffic Impact Fees to spend in FY 2020 if they so choose.

Councilmember Ramswell asked what Parking Fee revenue was about.

Mr. Farmer explained that Parking Fee revenue is income generated from the City's paid parking lots, such as Marler Street Parking Lot.

Councilmember Destin asked how they calculate projected impact fee revenues.

The Community Development Director Louis Zunguze explained that impact fee revenues are based upon the information contained in the project applications. He then expressed concern these impact fees being way too low; noting they were last reviewed approximately 7 years ago. He added that impact fee updates are scheduled to start this year as soon as they complete all the work for the Future Land Use Map and Zoning Map alignment.

Councilmember Ramswell asked where they could find the *Fines and Forfeitures* budget revenue category.

Mr. Farmer explained that revenues presented to Council tonight involve sources associated primarily with funds that can be used for capital projects. The *Fines and Forfeitures* revenue category is for the general operating budget. Revenues listed above are funds designated for specific purposes and typically for some type of construction or some type of recreational products for the park. General fund revenues such as ad valorem taxes, fees for the recreation programs, and parking and short-term rental fees are designated for the general operating budget for City departments. Any excess revenues from the general operating budget can also be used for capital projects.

Councilmember Ramswell stated that during the first budget workshop, she asked for a list of all projected general revenue funds and expenditures be provided to the Council.

According to Mr. Farmer, Council received a copy of the current budget, as proposed by each department, and all projected revenues during the initial budget workshop. They will spend more time discussing revenues and how they work within the budget during the individual session with the City Manager and at the next and final budget workshop on August 12th.

Councilmember Menchel stated he has reviewed this document which shows the overall projected general fund revenue for FY 2020. He asked if they expect this information to change.

Mr. Farmer stated that some of the information will change and updated information will be provided to the Council prior to their one-on-one session with the City Manager.

Councilmember Ramswell noted that when they first increase the short-term rental registration fees, the additional revenue was supposed to fund a dedicated code compliance officer for short-term rentals. She asked if this was done or was it clearly delineated that those funds are expended in that area.

Mr. Farmer replied that a code compliance officer position was added last year based on that additional revenue.

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Half-Cent Sales Tax

- Estimated Revenue - \$450,000 (FY 2019) + \$850,000 (FY 2020)
- Half-Cent Sales Tax Referendum –
 - ❖ For funding of critical needs including essential law enforcement/public safety facilities and vital equipment; reduce traffic congestion; construction and repairing of roads and bridges; flood control and water quality improvements and construct other public facility improvements and pay debt, subject to oversight by a citizens committee
- State Statute on Optional Sales Tax
 - ❖ Section 212.055(2), FS: Essentially, the funds can be used for:
 - “Infrastructure” (as defined extensively below)
 - To “acquire any interest in land for public recreation, conservation, or protection of natural resources”
 - “To prevent or satisfy private property rights claims resulting from limitations imposed by the designation of an area of critical state concern”
 - To “provide loans, grants, or rebates to residential or commercial property owners who make energy efficient improvements” or landfill closure in certain defined circumstances

DISCUSSIONS

The City Attorney noted they are limited on how they could spend the Half-Cent Sales Tax revenue. It is limited by two areas of law – the Half-Cent Sales Tax Referendum and State Statute on Optional Sales Tax – as shown above. The referendum language is what Okaloosa County placed on the referendum ballot. It encompasses all areas allowed by State Statute. There is also an ordinance that the County passed prior to the referendum which contained a limiting language.

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Strategic Plan Policy Objectives FY 2020

(**Bold** text denotes Capital Budget Items)

(Light text denotes Operational Budget Items)

- Complete alignment of Comprehensive Plan and Land Development Code (LDC)
- **Construct portion of roadway to Norriego Point - \$250,000**

- **Crosstown Connector – revise .4-mile plans to specify a two-lane roadway & two-lane ROW acquisition**
- Destin High School (City's Role)
- Feasibility for a Pier in Destin Operations
- **Acquire gulf-front parkland for residents and visitors**
- Short Term Rentals compliance with regulations
- **Underground Utilities (Franchise Fee)**
- **Harbor Capacity Study**
- **Parking garages/Parking options**

DISCUSSIONS

The City Manager explained this is the Council's Strategic Plan Policy Objectives for FY 2020 which the Council voted upon at this year's Strategic Visioning Session; and that for the most part, projects they fund this year should be tied to these priorities.

Councilmember Destin noted that construction of roadway to Norriego Point was a negotiated public benefit for the development order that was issued by the Council many years ago. There is a legal question on whether the development order is still active. It has been debated that the development order has expired; and if so, it could influence whether the City can be reimbursed.

According to the Land Use Attorney, there is an attorney that had that opinion; however, the City has not issued an opinion and has not told the property owner their development order has expired.

With regards to the City's role in the Destin High School, the Mayor stated that the Charter School Board should come before the Council and make some suggestions on how they like for the City to be involved with the school.

Councilmember Morgan stated that discussions related to Stahlman/US Hwy 98 Improvements Project took place after their Visioning Session; but it should be one of their policy objectives for FY 2020. He continued he had spoken with an FDOT representative and Mr. Austin Mount of the TPO and learned that the \$50,000 the City pledged for this project would do nothing to expedite the process. The only way for the City to expedite the PD&E for this intersection would be for City staff to meet with FDOT. The City could then pay the \$1.5 million for the PD&E from their unallocated fund balance up front and then be reimbursed by FDOT in 2021. He also mentioned that the PD&E for US Hwy 98 redesign from Airport Road to Marler Bridge, which is scheduled for 2021, will be bumped from priority list #14 to #3 on the project list, assuming they vote to do so at the TPO meeting tomorrow.

With regards to undergrounding the utilities, Councilmember Braden asked when they are scheduled to resume franchise negotiations with Gulf Power.

Councilmember Destin stated that negotiation is currently underway, and that they met earlier in June. Aside from Mr. Bernard Johnson, Gulf Power has all new members at the negotiating table that seem to be more affable to the idea of trying to achieve their common goals including the undergrounding of the utilities. Mr. Scheff Wright is currently in the process of drafting the City's response to Gulf Power's first offer of a franchise agreement; after which they would have a much better idea where they stand. He also stated that the franchise fee is currently

being negotiated. They currently have a 4 percent franchise fee; but the Council has had some discussions and it has been proposed that they go up to 6 percent for the franchise fee, with the 2 percent increase being purely dedicated for undergrounding of utilities.

Councilmember Ramswell asked when they could discuss raising the impact fees.

The City Manager replied it would require a study to allow the Council to raise the impact fees; and that it is a high priority on Mr. Zunguze's list.

Councilmember Menchel wants to know how a study would determine whether to raise the impact fees.

According to Mr. Zunguze, they would have to determine how many projects are at the horizon and the needs of the various departments that would be impacted by these projects. They would then have to conduct a cost comparison with other jurisdictions within the State to determine the appropriate rates.

Councilmember Ramswell mentioned that the Charter School Board will meet tomorrow and one of the items they can discuss is the role the City might be able to fulfill for the school.

Councilmember Destin suggests the Board presents their priorities to this Council at some point; and the City could then decide what role to play in support of the school.

As for parking options, the City Manager noted they have obtained the third piece of property on Sibert Avenue. They could combine the 3 parcels into one, and either pave it or gravel it. They could spend anywhere from \$50,000 in graveling to \$300,000 paving. He also stated there are more than 75 parking spaces in the Crystal Beach area they could explore for daytime parking.

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Policy Objectives – Public Beach Initiative

(\$8.5 million committed (TDC/Destin)

(\$12 million to be requested from Triumph)

	<u>Asking Price</u>
➤ Capri – 300' / \$44,000 linear ft	\$13,200,000
➤ Tarpon Beach – 336' / \$50,595 linear ft	\$17,000,000
➤ Shore at Crystal Beach East #1 – 67' / \$50,373 linear ft	\$ 3,375,000
➤ Shore at Crystal Beach West (Crystal Port) – 50'/\$73,000 linear ft	\$ 3,650,000
➤ West James Lee Park – 69'/\$73,529 linear ft	\$ 5,000,000
➤ Sunfish Street Parcel – 60'/\$49,167 linear ft	\$ 2,950,000
➤ Shore at Crystal Beach East #2 – 67' / 54,478 linear ft	\$ 3,650,000

DISCUSSIONS

The Mayor stated that they are still trying to generate funds and may not be ready to prioritize this list at this point.

Councilmember Destin believes it would be more practical and meaningful to prioritize once they determine the status of the \$12 million from Triumph funding.

Councilmember Marler wants to make sure all properties listed above are available and not under contract at the present time.

Deputy City Manager Webb Warren stated that he has been in constant communications with most of the parcel owners, and that these properties are all available at this time to the best of his knowledge.

The City Attorney mentioned that he has spoken with the Capri owner several times, and that the owner remains very interested in selling the property.

Mr. Warren noted that the above figures are the asking price, and that the appraised values are protected by State Statute.

Mr. Warren also announced that Triumph received their pre-application and provided some feedback, which would help them draw up the new and very lengthy application which would require some economic metrics. Staff would bring back a recommendation at the August 5th Council meeting to move forward with a study from the HAAS Center. This study should generate these metrics and help the City pursue the Triumph funding. He also mentioned that they have been working with representatives from the Trust for Public Land in this regard and that staff would bring something back to Council to formalize a relationship with them and allow them to help the City in this process very difficult and sensitive process.

Councilmember Destin asked if they have an estimate of the cost for the HAAS Center study, and whether it is being proposed to be budgeted.

Mr. Warren replied that the cost is approximately \$30,000; adding that when this opportunity came up a few months ago, they were going to propose it to the Council and recommend taking the money out of the fund balance for this year.

The City Attorney added that the HAAS Center study is critical to the Triumph application because the Triumph Board is almost entirely driven by economics.

Councilmember Ramswell wants to know how much money has been earmarked for the public beach initiative.

According to Mr. Warren, there was a \$2 million commitment from the City and \$6.5 million from the TDC, for a total of \$8.5 million.

Councilmember Ramswell recommends they go ahead and discuss which property to pursue with the money already committed and which property to pursue once they get the additional funding from Triumph.

Councilmember Destin opined it is a bit premature trying to spend the money now and issuing letters of intent and getting involved in contract negotiations for certain parcels. Even though they have enough money allocated for some of the smaller parcels, the two large parcels – Capri and Tarpon Beach – are quite significant. He continued if they obtain the Triumph funding, he would prefer to add the \$8.5 million to the \$12 million and try to obtain one or the other; and then use the remaining funds to try to obtain some of the smaller parcels.

The Mayor commented this has been their plan all along because they feel having a 300' or more of beach front is noteworthy, and that they are working very hard to obtain the Triumph funding to make it happen.

Councilmember Ramswell argues that they do not know for sure how long any of these properties is going to remain on the market. Since they already have Hutchinson Street which is located between Shore at Crystal Beach #1 and #2, they should go ahead and pursue these two properties with the \$8.5 million they have already committed to this project. By doing so they would be expanding a facility they already own which is in a prime location where people are fighting for beach space. She added they could try to negotiate for a lesser amount than the asking price for the properties; and if successful, they would have money leftover to add to the \$12 million they expect from Triumph and they would still be able to pursue the Capri property.

According to the Mayor, if this is the will of the Council they could go ahead and put it on the agenda for discussion and a vote at the next Council meeting.

Councilmember Overdier asked if they could request for more than \$12 million from Triumph.

Mr. Warren explained that the \$12 million was based on the amount awarded for some other types of projects at a given time; but they could certainly ask Triumph for more money,

According to the City Attorney, the City would have to enter into a lengthy contract with Triumph, which would be fully negotiated. Triumph could then decide to give the City more or less than \$12 million as part of this negotiation. Triumph could also give any kinds of directions to the City such as requiring the City to commit additional funds or to find new stakeholders.

Councilmember Braden stated that the asking price for some of these properties seemed too much.

The Mayor explained there would be some negotiations with the property owner between the asking price and the appraised value of the property.

The City Attorney opined that if they get the money from Triumph and add it to the money already committed, it could generate a lot of interests and it could effectively create a marketplace amongst the property owners and drive down the asking price for these properties.

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Policy Objectives

- Undergrounding Utilities – e.g. Franchise Negotiations/Franchise Fee
- Harbor Capacity Study (Fully funded – 50/50 USACOE/City - \$400,000)

Policy Objectives – Paid Parking Lot

Proposed Projects:

- Sibert Parking Lot Improvements
 - ❖ Potential improvements include asphalt, concrete curb, gutter lighting, retaining wall, 123 parking spaces (\$300,000)

- ❖ Gravel parking lot, curb stops, lighting, retaining wall, 120 parking spaces (\$45,000)
- ❖ Only finish interior lot and add lighting
- Access Control for Parking Lots
 - ❖ RFP is out / waiting for proposals
- Additional Paid Parking Opportunities (No Access Control)
 - ❖ Crystal Beach – Approximately 75 on-street and existing lot parking
 - ❖ Signage, Striping (\$10,000)
 - ❖ Estimated Revenue of \$50,000-\$70,000 with \$5/4-hour parking
 - ❖ Would required some Code Compliance resources for ticketing

DISCUSSIONS

Councilmember Destin suggests spending less money as possible by graveling and making sure there are ample lighting. He stated that these lots will be utilized but not highly utilized, and so he cannot justify spending a lot of money for a fully paved parking lot at this time. He added he would support doing all the other improvements if later this proves to be a highly used facility.

The Mayor suggests adding some landscaping to make a gravel parking a lot look more appealing to people.

Councilmember Destin agrees with the Mayor's suggestion and recommends they incorporate the cost into the budget.

Councilmember Menchel suggests they keep any shrubbery low, so they do not block vision and encourage crimes.

Councilmember Marler recommends they look at some inland properties for a parking garage at the north side of Crystal Beach since they are looking to acquire some beach front properties there; or at least conduct a feasibility study and incorporate it into the proposed budget.

The City Manager suggests they have this type of discussion at the next Council Visioning Session he is proposing to schedule in November this year so that staff can conduct their research and have available properties as well as pricing ready to present to Council. There were no objections from the Council.

The City Manager also wants to make sure it is the consensus of the Council to have staff incorporate a \$45,000 to \$55,000 gravel and lighting Sibert Parking Lot improvements into the budget. There were no objections from the Council.

The City Manager mentioned that their pilot program using the new app with the \$5.00 flat fee for paid parking has been working great; adding they have not had to do any policing and they are not spending 2.5 hours of staff time daily trying to mitigate complaints from people about parking tickets they receive. He added he does not feel it is necessary to spend more money for other access control options for parking lots at this time.

Mr. Farmer noted that the RFP for Access Control Options for Parking Lots had already been published, and with proposals due back in September. He stated that staff will provide proposals to Council, but they do not necessarily have to act on them.

Councilmember Marler inquired as to the approximate cost to put in a gate system.

The City Manager replied it would cost approximately \$75,000 per location to put in the gate system. It would also require the presence of a staff person there daily to make sure everything is operating properly.

The City Manager also informed the Council there are approximately 75 parking spaces in the Crystal Beach area they could turn into paid parking; with an estimated revenue of \$50,000 to \$70,000 annually. They could bring an item back at a future Council meeting to pursue this idea by next spring if Council so desire.

Strategic Plan – FY 2020 – 2023 Projects

(Bold text denotes project not started)

(Light text denotes project in progress)

- **Development Software Implementation**
- Airport Road Safety Improvements (2021 LAP Project)
- Construction of Capt. Royal Melvin Heritage Park
- **Redevelop Joe's Bayou Recreation Area**
- Norriego Point Phase III – Recreation Components
- Stormwater Improvements (Cross St, Calhoun Avenue) – NFWF Project

Note: Above projects have dedicated funding

- Calhoun Avenue MUT-Phase 1 Construction Design (Complete-need to go out to bid for construction)
- **Calhoun Avenue MUT-Phase 2 Design and Construction**
 - ❖ **Under Bridge Portion**
 - ❖ **We have a concept drawing only**
- **Beach Drive Reconstruction or Renovation**
- **Implementation of Prioritized Stormwater Improvements Based on the Stormwater Master Plan**

Note: Above projects are unfunded

DISCUSSIONS

Councilmember Ramswell asked why it took so long to implement the development software if that was the same development review software recommended by a Blue-Ribbon Panel several years ago.

According to Mr. Warren, the Blue-Ribbon Panel recommended the fee which they have been using to pay for one software package that was implemented for code enforcement. Real Solution, the development review software package they have been pursuing for a while is very expensive, but they now have the funds available to purchase that software and they will be bringing

back an agenda item at the next Council meeting to introduce the software and request Council's direction to move forward with it.

Councilmember Menchel noted that Council had previously authorized printers, and computers in the car for Code Compliance staff. He asked if those items have been achieved.

According to Mr. Warren, they have purchased 5 tablets and some of the printers. and that they are working to finalize their implementation.

Councilmember Braden asked how many parking spaces there are at Norriego Point.

The City Manager replied there are approximately 32 parking spaces; but they would have to do another count to determine the number of parallel parking spaces along the roadway.

Councilmember Braden requests they include those parking spaces when they present the proposal for paid parking at Crystal Beach.

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Strategic Plan – FY 2020 – 2023 Projects – Calhoun Avenue Options

- Calhoun Avenue MUT Phase 1 Construction Design (Complete – need to go out to bid for construction)
 - ❖ Construction - \$750,000
- Calhoun Avenue MUT-Phase 2 Design and Construction
 - ❖ Design - \$150,000
 - ❖ Under Bridge Portion
 - ❖ We have a concept drawing only

DISCUSSIONS

Councilmember Destin recommends publishing an RFQ as soon as possible for the Calhoun Avenue Phase 2 concept design and to make whatever budget allotment necessary to get it going once they have the construction drawings. He stated that the faster they could get the engineering design the faster they could find the money to construct it; at which point they could start removing pedestrians from the Stahlman interchange crosswalks.

The Public Services Director Michael Burgess stated that the RFQ has already been prepared and it will be submitted to the City's Bid Committee for approval at their next meeting.

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Strategic Plan – FY 2020 – 2023 Projects – Beach Drive Options

- Full Reconstruction
 - ❖ \$1.7 million over 2 years
 - ❖ Includes new (ADA-compliant) sidewalk, bike lanes, etc.
- Partial Reconstruction
 - ❖ TBD based on Council guidance
- Resurfacing/point repairs

❖ \$370,000 + Point Repair Cost (TBD)

DISCUSSIONS

Councilmember Destin asked where they could get the funding for full reconstruction of Beach Drive.

According to Mr. Burgess, funding sources could be the Half-Cent Sales Tax, multi-modal or the Gas Tax. He also mentioned that another option is normal resurfacing, which is basically a 1½ inch of asphalt and new striping for approximately \$370,000 plus the cost of point repairs. He added that the third option is the hybrid which is to reconstruct the southern portion to connect US Hwy 98 to possibly Kelly Street, widening the road, adding bike lanes and new sidewalk and resurfacing the rest.

Councilmember Marler stated that he prefers option 1 due to the heavier traffic they get because of the Joe's Bayou boat ramp area; adding it may cost a lot of money, but they may not have to worry about it for at least 15-20 years.

According to Councilmember Destin, \$1.7 million is way too much to spend on just one street. He prefers resurfacing and getting the road repaired as much as they could and then spending the rest of the money on other projects. He added they have other problems on Benning Drive and throughout West Destin as well as the Crystal Beach area.

Councilmember Marler pointed out they did a micro-surfacing on Sibert Avenue at one time, which turned out to be a disaster and the road had to be completely rebuilt.

Councilmember Menchel stated that Public Works/Safety Committee used to get a priority list of streets needing some repairs. He asked that a similar updated list be provided to the Council.

Councilmember Ramswell stated that she favors resurfacing over reconstruction; adding they are already planning on constructing the concrete plant which is located on Beach Drive. They should wait until that is finished before even considering a massive reconstruction.

The City Manager recommends the hybrid; stating there is a distinct possibility there would be a high school on Beach Drive, and part of the hybrid plan is reconstructing the sidewalk at least on the eastern side of Beach Drive to make sure it is in a very good condition. He added that \$600,000 could possibly accomplish the resurfacing and put at least the sidewalk on one side of the road.

Several Council members agreed with the recommendation, with Councilmember Ramswell stating that even without the high school, they already have Destin Elementary School as well as the church traffic in that area.

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Strategic Plan – FY 2020 – 2023 Projects – Stormwater

- (Priority) Quail Run Flood abatement with water quality component - \$85,000
- Additional stormwater projects as identified by the new stormwater plan
 - ❖ Intersection of Cross Street and Calhoun - \$67,000

- ❖ Mattie Kelly Park Nature Walk at the pier - \$120,000
- Eligible funding sources are the Half-Cent Sales Tax and Gas Tax

DISCUSSIONS

The City Manager asked if Council has any objections to funding the above projects for the upcoming year. There were no objections.

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Additional Unfunded Proposed Projects

- Community Center stucco repair - \$100,000
- Destin Sports Complex track repair - \$50,000
- Buck Destin basketball court resurfacing - \$35,000
- Public Services maintenance shed - \$35,000
- Wayfinding implementation - \$25,000

DISCUSSIONS

Councilmember Destin asked if they have a funding source(s) for the above unfunded proposed projects.

According to Mr. Farmer, they cannot use impact fees for general repairs of facilities and so there is no funding source other than the general funds for the Community Center stucco repair and for the Public Services maintenance shed. Impact fees can be used for resurfacing the Destin Sports Complex track and Buck Destin basketball court.

Councilmember Ramswell noted that the Wayfinding Signs program implementation has been on the proposed funding list since 2014 and suggests they find a way to fund it.

Councilmember Destin suggests they earmark some money for the Community Center stucco repair and discuss it again during their individual session with the City Manager.

According to Mr. Farmer, since it is a one-time cost, the Council could also do a budget amendment for \$100,000 at the next Council meeting to get it funded this year. There were no objections from the Council.

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Seeking Council Direction on Half-Cent Sales Tax Funds

Possible Projects:

- Stahlman Avenue
 - ❖ Redesign, ROW acquisition pedestrian improvements (tunnel/overpass), etc...
- Beach Initiative
- City Facilities
 - ❖ Emergency Operations Center (EOC) construction

- Prioritization of City roads, sidewalks, linear trails and associated projects
- Prioritization of Calhoun Mixed Use Trail Project
- ADA Master Plan and Associated Projects
- Other Council Suggestions

DISCUSSIONS

There was some discussion relative to the EOC construction. The City Manager explained that the building behind City Hall that was built before the Main City Hall facility was built at a level that is lower than the holding tank for the septic system and so it is quite problematic when it backs up. The facility was flooded following a major storm 5 years ago. Some repairs have been done to the facility, but it is still not up to standard. He added it would be prudent for the City to build a new EOC facility either at the same location or behind the City Hall Annex building.

Councilmember Destin suggests staff explores the cost for a new EOC facility and bring back some proposals to the Council.

Councilmember Menchel suggests they factor in the cost for furnishings, generators, communications equipment and all other special equipment they need to effectively operate the EOC. They could then discuss whether it has a higher priority than the rest of the other projects.

The Mayor suggests they look at the long-term benefit of having a functioning EOC. He stated that one of the biggest problems created by Hurricane Michael was the Bay County EOC was destroyed, and that there were very little communications the first several days after the storm.

The Mayor suggests giving staff some time to investigate this issue and then adding an agenda item for a future Council meeting to discuss it. They could also invite the County EOC Commander and the Sheriff's Office to attend the meeting and discuss the importance of having an EOC. There were no objections from the Council.

According to Councilmember Ramswell, when she inquired about emergency shelters a few years ago, the only facility they had in the City of Destin rated high enough for people to go for safety was Fire Station 9 on Airport Road. She asked if this information is still accurate.

The City Manager stated that information is accurate, and that he was told the facility could sustain up to a category 3 hurricane.

Councilmember Marler mentioned a hanger at Destin Jet which was built to sustain category 5 winds that was offered to the City many years ago in case of an emergency. He stated there was a lot of controversy behind it.

Next, Councilmember Ramswell noted that the ADA Master Plan is something with which they must be in compliant and should be given a high priority.

The City Manager agreed, stating they lose points on grant applications by not having it in place.

Councilmember Destin asked how much it would cost to create an ADA Master Plan; and whether it is just a matter of having a plan or actually executing it.

Mr. Burgess explained that the requirement is to have an ADA Master Plan and that they are working to implement it.

Mr. Burgess also mentioned that they do not have an active grant for the construction of the Calhoun Mixed Use Trail Phase 1 Project; adding they probably would have to fund it in-house for the moment or wait to apply for a grant at the next cycle.

Councilmember Ramswell asked if construction of Pickleball Courts is included in the budget.

According to the City Manager, they have budgeted for one Pickleball court this year. They have resurfaced the tennis courts at Buck Destin Park, which includes 4 Pickleball courts.

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B. COMMENTS FROM MAYOR AND COUNCIL

Councilmember Menchel mentioned an article in the newspaper about Mr. Peter Bos. The article specifically talked about a right-turn lane into his property and that he offered to pay for it. He will bring this up as an agenda item at the next City Council meeting. He continued that if Mr. Bos is willing to pay for the right-turn lane, FDOT needs to know about it.

Councilmember Ramswell stated that while the Destin High School Charter Board is pursuing the Destin United Methodist Church as its possible location, the Destin United Methodist Church is purchasing the Grace Lutheran Church. Grace Lutheran Church would not be able to use their sanctuary because it will be under construction by the Destin United Methodist Church. She suggests they discuss whether to allow Grace Lutheran Church to use a City facility to worship while their facility is under construction.

Councilmember Destin recommends having the City's attorney look into it before they start offering their facility.

The Land Use Attorney noted that if they open their facility to one entity, they would have to open it up to all.

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 7:45 PM.

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk

**MINUTES
BUDGET WORKSHOP
DESTIN CITY COUNCIL
JULY 8, 2019
ANNEX COUNCIL CHAMBERS
5:30 PM**

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

Destin City Council

Mayor Gary Jarvis
Councilmember Chatham Morgan
Councilmember Cyron Marler
Councilmember Parker Destin

Councilmember Prebble Ramswell
Councilmember Steven Menchel
Councilmember Skip Overdier
Councilmember Rodney Braden

Destin City Staff

City Manager Lance Johnson
Public Information Manager Catherine Card
Community Development Director Louis Zunguze
Deputy Public Services Director Tim Pietenpol
Parks & Recreation Director Lisa Firth
Code Compliance Manager Joey Forgione
Public Services Director Michael Burgess
Land Use Attorney Kimberly Kopp

City Clerk Rey Bailey
Deputy City Manager Webb Warren
Building Official Noell Bell
Finance Director Bragg Farmer
HR Manager Karen Jankowski
Permitting Supervisor Susan Destin
Library Director Wen Livingston
City Attorney Kyle Bauman

CALL TO ORDER

Mayor Gary Jarvis called the meeting to order at 5:30 PM, on Monday, July 8, 2019, in the City Hall Annex Council Chambers; which was then followed by the Pledge of Allegiance.

WORKSHOP

A. City of Destin Fiscal Year 2020 Budget

The City Manager explained that on March 4, 2019, Council consensus was provided to staff to schedule several budget workshops following the annual visioning session. The intent is to provide opportunities for Council and staff, early in the budget process, to discuss priority items for the upcoming fiscal year. An operational (departmental) budget workshop is scheduled for tonight and a capital budget workshop is scheduled for July 17th. A final budget workshop will be scheduled in August for Council discussion on the proposed departmental and capital project budgets. Final adoption of the budget will occur during the regular Council meetings in September.

The City Manager noted that the initial proposed budget is out of balance by \$2.8 million. Staff has reduced the deficit by \$1.8 million, leaving a shortfall of just over \$1 million. They could either reduce that number or raise the revenues to cover it; and staff has some recommendations in this regard.

Finance Director Bragg Farmer announced that the State should be releasing the preliminary numbers for their State-shared revenues soon. These are the Half-Cent Sales Tax, Communication Service Tax and Gas Tax. Their budget revenue numbers would change some once those numbers are released. Mr. Farmer provided the following budget highlights.

- City property values have risen by \$356,018,649 or 7.1 percent
- Town Center CRA values have risen by \$17,496,594 or 7.1 percent
- Harbor CRA values have risen by \$16,714,752 or 4.3 percent
- Overall projected additional General Fund revenue is \$683,000
- Payroll increases not covered in the FY 2019 budget is \$448,000
- Sheriff requested budget increased by \$128,586
- Initial proposed budget is out of balance by \$2,899,470
- Staff has reduced the deficit by \$1,863,278, leaving a \$1,036,192 shortfall
- Current millage rate is 1.6150
- Each additional 100th (1.6250) increase is worth \$47,657
- Each additional 10th (1.7150) increase is worth \$476,574

Mr. Farmer also noted that the following documents have been provided to the Council prior to this meeting.

- Proposed Budget Revenues
- General Fund Budget Comparison – with proposed FY 2020 Budget and prior years' budget
- Proposed department budget – line by line items

Councilmember Ramswell asked why they have such a shortfall when they have some terrific increases in property values.

According to Mr. Farmer, even though property values went up, the City has such a low millage rates that they only benefited from it by a little over \$500,000.

Councilmember Ramswell inquired as to last fiscal year's estimated budget.

Mr. Farmer stated that the General Fund operating budget last year was approximately \$12.5 million; and this year it is \$16.3 million.

Councilmember Ramswell noted that during the visioning session, someone mentioned that the City had a lot of vacancies. She asked how they could be overbudget if they have a lot of vacant positions and not spending money on salary.

According to Mr. Farmer, they would have to assume that a budgeted position is going to be filled. If the position is not filled, for instance by December of a given fiscal year, then they have a positive cash flow of one quarter of that position for that year. From the cash flow standpoint, the fund balance can grow at the end of the year if they do not spend all the money that they budget for including positions. From the budgeting standpoint, they budget every dollar they receive to be spent in a certain capacity; unless they are re-allocated somewhere else.

At this time, the City Manager informed the Council they have been provided a draft version of the City of Destin Strategic Plan for their review and approval. It is a summary of the result of

their recent Council Strategic Visioning Session. The minutes for that meeting were approved at the last Council meeting. He continued that the Strategic Plan is a very important part of their budgeting process; and so, if there are any changes the Council wants to make to this document, they just need a consensus from the Council in order to make those changes. The plan would be brought back for official adoption by the Council at the next Council meeting.

B. Departmental Budgets

HR Manager Karen Jankowski provided a summary of personnel requests from each department.

POSITIONS REQUESTS			
POSITION	DEPARTMENT	EFFECT ON BUDGET FISCAL YEAR 2020	COMMENTS
Records Management Specialist	City Clerk	\$7,294	Position Reclassification - Job Description Update
Administrative Assistant	Code Compliance	\$1,670	Position Reclassification from Clerk to AA
Code Compliance Officers (4)	Code Compliance	\$260,000	New Positions
Receptionist	Community Development	\$50,226	New Position
Permit Technician II	Community Development	\$8,540	Position Reclassification of 2 Technicians to Level II
Building Inspector/Code Compliant	Community Development	\$61,000	New Position
Special Projects/Grants Manager	City Manager	\$93,500	New Position
Service/Help Desk Technician	City Manager	\$62,000	New Position
Library Assistant	Library	\$38,732	Convert Part-time Position to Full-time
Technology Programming Specialist	Library	\$2,835	Position Reclassification from AA to Library Technician
Recreation Assistant II	Parks & Recreation	\$52,042	New Position
Maintenance Technician	Parks & Recreation	\$53,779	New Position
Recreation Program Coordinator – Lead	Parks & Recreation	\$3,637	Reclassification from RPC to RPC - Lead
Maintenance Technician – Custodial Lead	Parks & Recreation	\$2,250	Reclassification from MT to MT - Lead
Maintenance Technician (7)	Public Services	\$376,453	New Positions
Stormwater Maintenance Technician	Public Services	\$53,779	NPDES Program
Mechanic	Public Services	\$68,225	New Position

DISCUSSIONS

Councilmember Destin asked how they could make the Code Compliance Department more self-sustainable with regards to hiring more people.

Code Compliance Manager Joey Forgione stated that livery vessels permit fee is currently at \$75 per vessel. Increasing it to \$100 per vessel would bring in approximately \$41,800. Increasing long-term rentals registration fee from \$50 to \$100 would bring in approximately \$33,800. That total would increase once they have identified the unregistered units. He continued that the average beach vendor fees throughout the State is about \$500 per registration, and the City only requires \$75. Increasing the fee to \$150 per property would bring in \$6,000 a year. They currently charge \$250 administrative fee per case brought before the Special Magistrate. By increasing that fee to \$500 per case, the City would receive approximately \$20,000 depending on the number of cases annually. Estimated paid parking revenue is estimated at \$20,000. Short-term rental registration fees are at \$200 per unit. They have almost 1,000 registered units last year, and they expect to have more this year. The average registration fee throughout the State is about \$800 per unit. Increasing their short-term rental registration fee to \$500 would bring in approximately \$500,000 to the City based on 1,000 registered units.

The Mayor commented that the biggest complaints from citizens have been the lack of enforcement of existing regulations. Increasing the number of Code Compliance officers would be money well spent based on Mr. Forgione's leadership and his department's performance thus far. It has improved the quality of life for the entire community.

Councilmember Braden asked if the projected paid parking revenue of \$20,000 which Mr. Forgione mentioned was based on \$5 per day. He stated that they have discussed increasing the parking fee.

Deputy City Manager Webb Warren stated that he was not sure where that figure came from, but last year's revenue was approximately \$49,000, and they are on pace to gain \$80 - \$85,000 this year.

Councilmember Menchel asked about revenues from parking fines and the possibility of raising these fines.

Mr. Forgione noted that parking fees are included in the ordinance, and it is \$30 per parking violation. He continued that he and the Community Development Director have already spoken to the Sheriff's Office regarding the possibility of increasing it to \$75 to \$100 per violation.

Councilmember Ramswell wants to know the percentage the City actually collects for each traffic ticket; to which Mr. Warren replied they collect about 25 to 30 percent.

According to Councilmember Ramswell, she seems to recall the City implementing a higher registration fee for short-term rentals; and that the difference in the amount to be applied to the hiring of a code compliance officer dedicated to enforcing short-term rental regulations.

Mr. Farmer stated the amount currently covers the additional staff. It currently brings in \$260,000. The current registration rate is \$200 and next year's projected revenue is \$226,000 based on the current rate.

The Mayor commented that they are way below the State-wide average in terms of millage rate, registration fees or fines. Without a fire department, police department, power company or other means of generating meaningful revenues, the City would need to do something to provide all the necessary services and create a quality of life for their citizens.

According to Councilmember Morgan, it met a lot of opposition from the public the last time they tried to raise taxes; and that even the Mayor had a different view about raising taxes then. He explained that if they drop the millage rate back to 1.5 mils from when he took office, they would still have an extra \$548,000 of decreased revenue. There would be an additional \$683,000 with the property value increase, plus the \$900,000 from the Half-Cent Sales Tax. He added they are in a very good position to drop their millage rate down to 1.5 mils.

Councilmember Destin would like to see a proposal by the next budget workshop for a fee increase to at least the short-term rentals; however, he would not want to increase long-term rental registration fees at this time because the majority of the people running a long-term rental business in Destin are not even aware of the registration requirement. He stated that he agrees with Councilmember Morgan about lowering the millage rate to 1.5 mils. They would need to find creative ways to increase revenues within each department; otherwise, they would need to prioritize things and start cutting the budget. He would also like to see a proposal for how they could fund at least a portion of the requested personnel increase for Code Compliance officers and some ideas for increasing revenues that are collected within that department.

According to Councilmember Morgan, short-term rentals need to be treated differently than the other businesses because they have had to increase spending for code enforcement in order to properly manage it.

Councilmember Menchel inquired as to the status of staff's presentation to the TDC for additional funding to support the Sheriff's Office.

According to the City Manager, the TDC had already set their FY 2020 Budget; and so, they may not consider this issue until the FY 2021 Budget season.

Councilmember Menchel asserts they need to look for alternate funding sources for law enforcement services since 80 percent of service calls the Sheriff's Office receive in Destin are from tourists and not from residents; adding that the TDC may be able to modify their FY 2020 Budget for this reason.

Mr. Farmer noted that they have made the proposal for additional funding from the TDC for law enforcement services several years ago but were unsuccessful; however, the TDC has a new board and a new director and he believes they are more amenable to supporting some of the beach and tourist related issues.

Capt. Nix of the Sheriff's Office informed the Council the Sheriff would like to give a 3 percent pay raise for Sergeants and below, and that this additional expense was not included in the budget proposal submitted to the City. It would raise the total proposed budget from \$128,000 to \$170,000.

The Mayor asked what kind of impact it would have on their budget if they lower the millage rate to 1.5 mills.

Mr. Farmer explained that lowering the millage rate to 1.5 mills would result in a reduction of more than \$500,000 in revenue.

Councilmember Morgan noted that for each tenth of a percent reduction of millage rate, they are looking at a decrease of approximately \$548,000 in revenue. However, they would have an increase in property values this year.

According to Mr. Farmer, one of the things they need to consider when they reduce the millage rate and they have community redevelopment areas (CRAs) in place is that those CRAs pull part of the revenue that they would get from an increase in property values and that they would lose those additional revenues. He pointed out that property values in the Harbor CRA went up to about 4.5 percent, and about 7.1 percent in the Town Center CRA.

Councilmember Ramswell stated she would need more explanation as to how they are coming up with all these numbers because she does not have a whole lot of depth in the areas of accounting and finance; and why they would be \$500,000 in arrears they roll back the millage rate or stay at the same level.

Mr. Farmer noted that the current millage rate is 1.615 and the roll back rate is 1.5447. He explained that a roll back rate is the millage rate that they would have to assess on the property values based on the current year property values and what last year's revenue produced to get the exact number in revenue.

According to Councilmember Morgan, since property values went up this year, they are paying more ad-valorem taxes to the City. He also stated that lowering the millage rate to 1.5 mills and adding the \$900,000 from the Half-Cent Sales Tax, they would have more money this year than last year.

Councilmember Ramswell asked why the rollback rate was presented as an option.

Mr. Farmer explained they do not normally go to their rollback rate every year. They normally keep their millage rate at the same level as the previous year. The rollback rate is presented at the Council meeting when Council adopts the millage rate at their desired level.

Councilmember Ramswell asked if the numbers Councilmember Morgan is discussing take into account the same expenses staff is presenting to the Council.

According to Councilmember Morgan, they would be required to make additional cuts in the budget if they reduce the millage rate to 1.5 mills; however, it is a better scenario because it results in less taxes for their citizens.

The City Manager noted that the Half-Cent Sales Tax revenue can be used for specific projects, but not for repeating expenses or ongoing expenses such as personnel payroll. He also stated they have intended to bring back a proposal to set the tentative millage rate at the next Council meeting on July 15th. However, based on tonight's discussion, he would have to recommend holding a special meeting after the next budget workshop on July 17th for Council to

vote on setting the tentative millage rate. It would give the Council a better idea where the budget stands before voting on the tentative millage rate because once they set the tentative millage rate, they can only decrease it and not increase it.

Councilmember Ramswell noted that in FY 2017, the Council approved two part-time front-desk receptionist positions. She would like to know what happened to those positions or if they switched those positions to one full-time position.

According to Ms. Jankowski, she would have to go back and research that information.

Councilmember Ramswell asked if Mr. Warren would still be involved with IT issues once they hire a new IT Manager.

Mr. Warren stated he would continue to work closely with the IT personnel. This would bring them to a level where they have an IT Manager, a Systems Specialist who will be working very tightly on a project involving the Community Development software which they would be introducing to Council shortly. This will be a very time-consuming project. They will also have a Help Desk Technician who will handle the day-to-day issues involving computers, cell phones and the likes which are increasing in volume.

The City Manager noted that the software package cost approximately \$150,000, but it will be funded by the people who created the work. They could probably partially fund the position out of that fund for the first year but not after. He added that they need to commit the resources to implement this software correctly and so he strongly endorses this position.

Councilmember Ramswell noted that Mr. Zunguze is looking for someone to implement some new software program to facilitate management of their files. She asked if this will be part of the job of the Systems Specialist or if it is a new position.

Mr. Zunguze explained they are not looking for a dedicated position but for a firm that would be able to implement this program for his department on a one-time basis. His present staff would then take over management of the program.

Councilmember Destin asked how much they are spending on median maintenance technicians; and whether they employ any technicians, or if the job is contracted out.

According to the City Manager, the median maintenance contract costs about \$185,000, and the request for the 7 maintenance technician positions far exceed that cost.

Public Services Director Michael Burgess noted that they currently have 8 technicians doing various jobs and handling a lot of projects throughout the City. These additional personnel would enable the department to have two crews – one to handle concrete work and the other for median maintenance. They are also asking for a Stormwater Maintenance Technician. When the City renewed its National Pollutant Discharge Elimination System (NPDES) permit with the State, they committed to a Stormwater Maintenance Technician position for FY 2020 as well as for FY 2021. They are planning on assigning this person to either the right-of-way maintenance crew or concrete crew, and at the same time perform the functions required under the NPDES permit.

Councilmember Braden asked why the City would want to get involved with the concrete business.

According to Deputy Public Services Director Tim Pietenpol, they have currently identified about \$300,000 worth of concrete repair. Typically, it is funded for about \$90,000 - \$150,000 annually. They feel they could get a lot of those repairs done quicker by doing them in-house; and having safer sidewalks for liability reasons.

Councilmember Braden asked if they have anyone employed full-time that does nothing but maintain sprinkler heads and pumps.

Mr. Burgess noted these would be part of the function of the right-of-way maintenance crew.

Councilmember Menchel asked what type of equipment they would have to purchase to support the 7 new maintenance technician positions.

According to Mr. Burgess, they have identified 2 pick-up trucks, a 4 x 4 super cruise, 20-foot trailers, a Gator, traditional lawn mowers, 2 right-of-way mowers and a dump trailer.

The Mayor asks Mr. Burgess to come up with cost comparison between hiring a full-time vehicle mechanic and having a vehicle maintenance services contract based on the past fiscal year.

The City Manager stated that the consensus of the Council seemed to be that if staff can bring back some documentation that shows a cost recovery of near 100 percent for the requested positions, they could move forward with funding them for FY 2020.

There were no objections from the Council.

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C. Comments from Mayor and Council

1) Councilmember Braden

Councilmember Braden inquired as to the status of Clement Taylor Park.

According to the City Manager, there are two issues with the park. One was the repair of the sea wall that was damaged during Hurricane Michael; and the other was the full renovation of the park itself. With regards to the park renovation, they have a \$750,000 grant that is waiting for final approval by the US Treasury.

Parks and Recreation Director Lisa Firth stated that with regards to the seawall, FEMA wants to upgrade it and they were supposed to provide the plans showing the type of upgrade they want the City to do in order to obtain the funding for it. They are waiting for those plans from FEMA before they could do anything.

Councilmember Braden asked if they would be reimbursed if they go ahead and fund the cost for repairing the seawall.

According to the City Manager, FEMA is willing to pay for more than the cost of repairing the seawall. They will pay the extra cost to make sure the seawall does not sustain a similar damage when hit by another storm. They could go ahead and do some work with the seawall, but more than likely, they will not be reimbursed for it.

2) Councilmember Ramswell

Councilmember Ramswell asked if they would be discussing different departmental projects and other departmental expenditures at the next budget workshop; to which the City Manager replied affirmatively.

3) Councilmember Menchel

4) Councilmember Overdier

5) Councilmember Marler

6) Councilmember Destin

Councilmember Destin stated that he would be bringing back a proposal for funding a scoreboard for the YMCA swimming pool. They could not run swimming events or host tournaments that would bring people into town without a scoreboard.

7) Councilmember Morgan

8) Mayor Jarvis

At this time, the City Manager informed the Council they have a lot of vehicles that are due to be replaced, but he realizes that they will not be able to purchase all these vehicles this year and so they will bring back a list of vehicles they could possibly purchase this year.

According to Mr. Burgess, a previous City Manager set a policy several years ago about when to replace a vehicle. It is based on either time or mileage, and that the Deputy Public Services Director put a list together for FY 2020 of 11 vehicles that meet the criteria for replacement. Some were purchased in 2001 and some in 2004.

Next, Mr. Farmer stated they had planned to bring back an agenda item at the next Council meeting on July 15th for Council to adopt a tentative millage rate. Based on tonight's discussion, the Council may not be ready to adopt a tentative millage rate until at least after the second budget workshop on July 17th. They were also going to ask Council to adopt a new fee schedule. He recommends scheduling a special Council meeting after the July 17th workshop just for the adoption of a tentative millage rate and the new fee schedule and try to incorporate the result of their discussion tonight as well as the next budget workshop.

Councilmember Morgan stated he sees no reason why they could not adopt a tentative millage rate at their regular meeting on July 15th since it is "tentative" and they will still be able to change it later, if necessary.

Mr. Farmer noted that once they adopt a tentative millage rate, they could only decrease and not increase it.

There were no objections to schedule the adoption of the tentative millage rate and fee schedule on July 15th City Council meeting.

Building Official Noell Bell noted that the Code Compliance Building Inspector that the Community Development Department is proposing would conduct inspections for all short-term rental registrations. The inspector would check vacation homes to make sure they meet all life-safety requirements and detect any serious code violations such as placing additional bunks in closets with no emergency egress and smoke detectors. The position will be self-sustainable with the permitting fees.

D. Public Comments

ADJOURNMENT

Having no further business at this time, the meeting was adjourned at 6:55 PM.

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk

**MINUTES
REGULAR MEETING
DESTIN CITY COUNCIL
JUNE 3, 2019
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 Gary Jarvis	Councilmember Prebble Ramswell
Councilmember Steven Menchel	Councilmember Chatham Morgan
Councilmember Cyron Marler	Councilmember Skip Overdier
Councilmember Parker Destin	Councilmember Rodney Braden

Destin City Staff

City Manager Lance Johnson	City Clerk Rey Bailey
Deputy City Manager Webb Warren	City Planner Samantha Brisolara
Public Services Director Michael Burgess	Library Director Wen Livingston
Code Compliance Manager Joey Forgione	Parks & Rec. Director Lisa Firth
Community Development Director Louis Zunguze	City Attorney Kyle Bauman
City Land Use Attorney Kimberly Kopp	

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Gary Jarvis called the meeting to order at 6:00 PM. Pastor Steve Farris of the First Baptist Church gave the invocation; which was then followed by the Pledge of Allegiance.

AGENDA APPROVAL

Motion by Councilmember Marler, seconded by Councilmember Menchel, to approve the meeting agenda passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

1. APPROVAL OF MINUTES

A. Approval of minutes of April 15, 2019 Regular City Council Meeting

Motion by Councilmember Marler, seconded by Councilmember Overdier, to approve minutes of April 15, 2019 Regular City Council meeting passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

**2. PROCLAMATIONS/ RECOGNITIONS /SPECIAL PRESENTATIONS/
ANNOUNCEMENTS**

A. Proclamation Code Enforcement Officers' Appreciation Week

The Mayor read the proclamation designating June 3-7, 2019 as Code Enforcement Officer's Appreciation Week, and then presented the proclamation to Code Compliance Manager Joey Forgione.

B. Proposed change of City of Destin election date from March to November – Okaloosa County Supervisor of Elections Paul Lux

The City Attorney noted that on April 1, 2019 City Council meeting, the City Council directed him and the Land Use Attorney to conduct legal research and analyze certain issues relating to the timing of the City's municipal elections. In response to this direction, they drafted and submitted a joint memorandum and presented their analysis and conclusions at the May 20, 2019 City Council meeting. At this meeting, the City Council directed them to draft an ordinance amending the City's code and aligning it with the City Charter, which dictates that the City's municipal elections are to be held on a date in November of even numbered years commensurate with the State General Election. The City Council further directed staff to contact the Supervisor of Elections, Mr. Paul Lux, and discuss the practicalities of moving the City's election day. City staff contacted Mr. Lux and Mr. Lux requested that he be afforded the opportunity to speak with the City Council and Mayor at this meeting.

Mr. Paul Lux spoke of the proposed change to the City of Destin election date. He stated that Destin adopted Resolution 91-11 in April 1991. This resolution supports the creation of a "Universal Municipal Election Day" where all municipal elections in the County, with the exception of the City of Niceville, are conducted on the same day which is the second Tuesday in March. In addition, a Presidential Preference Primary is held once every 4 years; which benefits the City of Destin as their election is held on even numbered years. The City's cost for every other election is very minimal because they only pay for legal advertising. Other municipalities which hold their election at odd numbered years are not able to take advantage of that opportunity.

Mr. Lux also pointed out that municipal races that are held during a General Election are always listed at the end of the ballot; adding that very little media attention is paid to local candidates in a busy General Election. He continued that moving municipal election on to a November ballot may provide better turnout because more people are presented with the opportunity to vote; however, it would not necessarily equate to more votes for municipal races. Candidates and issues drive the turnout. It is low when the voters are not enthusiastic about the candidates and issues.

According to Mr. Lux, Chapter 92-270 is a Florida Law passed by Florida Legislature. It can only be undone by Florida Legislature, not by a municipal ordinance. He continued this is based on the opinion of the County's legal counsel, Mr. Mike Chesser, who has been an election law attorney in the County since the mid-1990's. He also stated that Florida Supreme Court case of *Rowe v. Pinellas Sports Authority*, provides that whenever a Special Act is passed that deals with the same subject as the General Act of the legislature, the Special Act prevails; adding that the General Law being cited as the City of Destin's authority to move its municipal election date is superseded by the Special Act, Laws of Florida Chapter 92-270.

Lastly, Mr. Lux noted that local municipalities have no authority to compel the County's Supervisor of Elections to conduct their election. It is being done as a courtesy and because it is the law to which they all agreed. If the City of Destin can change their election to coincide with the

General Election in November, their City Clerk becomes the filing officer and election administrator in charge of campaign finance laws and the candidates filing for campaign financing, as well as operating polling places, training poll workers and many other responsibilities.

According to Councilmember Braden, the first time he ran for Council was during a Presidential Preference Primary election when 1500 votes were cast; and that he lost the election by nearly 200 votes. He received 577 votes at the following election and ended up in a tie for the last Council seat; and then winning the seat via a card draw. He noted that twice the number of people voted during the Presidential Preference Primary than the following election; and that the only reason they had a decent turnout at that election was because the Destin Fire Control District had a tax question in the ballot, which was a highly controversial issue at the time. He believes they will have a better turnout if they hold their election during the General Election in November.

Councilmember Morgan stated he is quite aware of the discrepancies between City elections held during the Presidential Preference Primary and the off-year City election as far as voter turnout. There is at least twice the number of voters during the Presidential Preference Primary election cycle. And so, he would support seeking a legal opinion from the State of Florida Attorney General's Office after the proposed ordinance passes on first reading. He then asked Mr. Lux if he would change his stance on conducting the City's election if the Attorney General finds that the City is within its rights and the law of the State of Florida to change their election date.

Mr. Lux stated that State Attorney's legal opinion would simply eliminate one of his arguments for not conducting the City's election.

According to Councilmember Ramswell, she looked at the different voter turnout percentages in past elections and discovered that clearly more voters come out and vote at November elections. The Special City Election in March 2019 had a 7.8 percent voters' turnout. It was at 29.6 percent during the March 2018 municipal election. The highest voters' turnout was in March 2016 at 39 percent. The General Election held in November 2018 had a 62.5 percent turnout. It was 75.7 percent in November 2016 and 49.8 percent in November 2014.

Mr. Lux argues that these turnout percentages are based upon the number of voters that are afforded the opportunity to vote; which does not necessarily translate to a vote for the municipal candidates.

Councilmember Destin stated that he supports the idea of seeking the Attorney General's opinion on this matter; adding that if the Attorney General rules in favor of the City, there would probably be political implications and some of the other local municipalities may follow along. This could have some meaningful impacts to the internal administration for the Supervisor of Elections Office. He continued that the County's Supervisor of Elections has done a good job for the City; and that he would like for him to continue administering the election for the City.

Councilmember Overdier moved to direct the City's Attorneys to prepare an ordinance aligning the City's municipal election day with the State General Election day in November of even numbered years and direct the City Clerk to advertise the ordinance for first reading at the June 17, 2019 City Council meeting. Councilmember Braden provided a second to the motion.

The Mayor announced he would allow public comments on this issue at this time. Having none, the Mayor turned the matter over to the City Council for their discussion.

Councilmember Marler asked when they would forward the ordinance to the Attorney General's office for a legal opinion.

According to the City Attorney, they will forward the ordinance to the State Attorney's Office for a legal opinion after it passes on first reading. It would then be scheduled for second reading after they receive that opinion.

The Mayor called for a vote on the motion, which passes 6-1 (Council members Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes"; Councilmember Morgan voted "no").

3. PUBLIC COMMENTS ON AGENDA ITEMS THAT ARE NOT PUBLIC HEARINGS AND ANY OTHER MATTERS NOT ON THE AGENDA

Mr. Mike Buckingham, a Destin resident, stated that he gave a few friends permission to post a few advertising signs on his property at 111 Harbor Blvd. Those signs were later damaged, and he asked those who witnessed these acts to report them to the proper authority.

Mr. Ron Sandstead wants to expand their Banners Art Project on Main Street and asks the City to allow them to use 4 additional Gulf Power banner poles on to hang artists' banners and possibly using 12 of the 38 light poles on Main Street to hang retired banners on these light poles.

Councilmember Ramswell noted when they were negotiating with Gulf Power last year, she sat in as the City representative at one of the meetings and she actually post that question and asked if it was something they were amenable to; and to which they replied affirmatively.

Ms. Marcie Bell asked the Council to invite the person that made a presentation at the Tropical Town Hall Meeting at Niceville to provide a similar presentation in Destin. She stated both she and Councilmember Menchel attended the presentation in Niceville and found it to be quite informative. She also expressed support in moving the City election from March to November.

Ms. Bell also wants to know why the City is soliciting new applicants for the Short-Term Rental Task Force instead of reconvening the committee.

The City Manager explained that the previous Task Force had a time limit and is no longer in place; and to reconvene the new Task Force would require appointments of new members.

4. CITY MANAGER REPORTS

A. Update on Triumph Preapplication and Haas Center study for public beach initiative

Deputy City Manager Webb Warren noted that in April 2019, the City submitted to the Triumph committee a required pre-application; which provides a summary of how and why the City would request \$12 million from Triumph for the City's public beach initiative. On May 28th, Triumph announced they will provide feedback on the City's pre-application at their June 20th meeting. Mr. Warren expressed that economic data and metrics are significant components of the Triumph application process. Currently the City does not have access to the type of data necessary to substantiate job creation or potential job retention value of their public beach initiative project. The Haas Center provided a proposal to the City outlining how they can assist the City by providing economic data and analysis from existing data, future surveys and various other data collection methods. At this time, staff is recommending they analyze the pre-application feedback the City will receive on June 20th from Triumph. That feedback can provide the City some guidance on how to proceed with the Triumph application process and what specific data may be needed to substantiate any future application.

B. Announcements

The Code Compliance Manager distributed copies of a report of activities observed over the 2019 Memorial Holiday weekend

Councilmember Ramswell expressed concern about the way some of the vendors are treating the City's Code Compliance officers; stating that several of these officers are retired military who fought for this country, and they are being verbally abused by young employees with no repercussions.

The Mayor asked the City Attorneys and staff to bring back some recommendations or a list of protocols they would want the vendors to follow, including how they should interact with City employees, and determine the legality of withholding business tax receipts (BTR) if those protocols are not followed.

It was the consensus of the Council to allow the legal counsel to investigate this matter and determine what the City can and cannot do from the legal point of view.

Referring to an item on the report regarding some occurrences of vehicles parked on the beach overnight, Councilmember Morgan pointed out that Council just adopted an ordinance regulating vehicles on the beach. He wants to make sure that ordinance is enforceable and with enough of a penalty to deter this kind of activity.

According to Mr. Forgione, they just received authorization from the Clerk of Courts for the citations to be printed. Violators were made aware of the ordinance that is in-place and repeat violators will be sent to the Special Magistrate. He added that some of the vendors were up in arms with the new rules due to lack of enforcement in the past; but lately they are starting to self-regulate.

Councilmember Destin noted that the Council previously formed a BTR Commission and appoint members to it due to statutory requirement in order to convert the BTR to more of a conditionally offered process rather than automatically obtaining it by simply paying the fee. He inquired as to the status of this process.

According to the Land Use Attorney, currently there are some portions of the code that allow revocation of a BTR if there is a violation; but there are also other portions of the code that do not allow it. They would need to put the appropriate language if they want to allow BTR revocation in all portions of the code.

Councilmember Marler asked for a breakdown on the types of vessels involved with regards to the issuance of 114 verbal warnings for violation of “No Wake Zone” as shown on the report.

Mr. Forgione noted that approximately 80 percent involves Jet Skis and pontoon boats.

Next, the City Manager informed the Council it would require a formal request from either the City Manager or the Mayor to have an FDOT representative attend a Council meeting and provide an update on the 3R project.

It was the consensus of the Council to have the Mayor send a letter inviting the FDOT Regional Manager to attend the Council meeting.

Councilmember Menchel stated it is critical to have a high level FDOT representative present at their workshop on June 24th to answer questions. If one cannot attend both meetings, the workshop should take precedence.

5. PUBLIC HEARINGS

- A. First reading of Ordinance 19-09-LC – Amends the official zoning map as referenced in the Land Development Code, Section 7.12.01(A)2 zoning maps to include a change in the zoning designations of 468 parcels to match the assigned land use designation of the Future Land Use Map of the Comprehensive Plan

The City Attorney read proposed Ordinance 19-09-LC by title, and then presented it to the City Council on first reading.

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS REFERENCED IN THE LAND DEVELOPMENT CODE, SECTION 7.12.01(A)2 ZONING MAPS TO INCLUDE A CHANGE IN THE ZONING DESIGNATIONS OF 468 PARCELS GENERALLY DEPICTED IN THE LOCATION MAP ATTACHED, DESTIN, FLORIDA TO MATCH THE ASSIGNED LAND USE DESIGNATION OF THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR JURISDICTION; PROVIDING FOR ZONING MAP AMENDMENT; PROVIDING FOR INCORPORATION INTO THE LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The City Attorney sworn in the following individuals for testimony:

Louis Zunguze, Community Development Department Director

The Mayor opened a public hearing to receive comments for or against the proposed ordinance. Having none, the Mayor closed the public hearing portion of this item and turned the matter over to the City Council for discussion and consideration.

Community Development Department Director Louis Zunguze provided the following presentation:

Future Land Use Map and Zoning Map Alignment

- City Council Workshop on February 26, 2019 – Discussed Future Land Use Map and Zoning Map alignment procedures
 - ❖ Staff presented a total of 16 areas with zoning inconsistencies - including City owned parking lots on Sibert Avenue
- City Council Meeting on March 4, 2019 – the Council directed staff to under the following:
 - ❖ Bring the Zoning Map into compliance with the adopted Future Land Use Map, except for Areas 7 and 15
 - ❖ Update the Land Development Code based on all adopted Comprehensive Plan amendments
 - ❖ Create a Calhoun Mixed Use Village zoning category and declare a pending ordinance doctrine
 - ❖ Revise the Town Center Mixed Use (TCMU) zoning category and declare a pending ordinance doctrine
 - ❖ Amend the Comprehensive Plan to reduce densities in the TCMU future land use designation
- Report of Current Status on Council Directive
 - ❖ Create a Calhoun Mixed Use Village zoning category and declare a pending ordinance doctrine
 - Status: Completed
 - Proposed Ordinance 19-06-LC recommended for approval by LPA on March 21, 2019 and approved at first and second readings by City Council on April 1st and 15th, 2019
 - ❖ Revise the Town Center Mixed Use (TCMU) zoning category and declare a pending ordinance doctrine
 - Status: Completed
 - Proposed Ordinance 19-07-LC recommended for approval by LPA on March 21, 2019 and approved at first and second readings by City Council on April 1st and 15th, 2019
 - ❖ Create Harbor Overlay District and Certificate of Appropriateness process
 - Status: Completed
 - Proposed Ordinance 19-05-LC recommended for approval by LPA on March 21, 2019 and approved at first and second readings by City Council on April 1st and 15th, 2019
 - ❖ Current Effort – Bring the 14 of the 16 areas into compliance with the adopted Future Land Use Map
 - Of the 486 total inconsistent parcels, 468 will be aligned with the Comprehensive Plan Future Land Use Map except for areas 7 & 15
- Conclusion of Current Future Land Use Map and Zoning Map Alignment Effort

- ❖ Of the 468 parcels, only 3 non-conforming uses are created
 - 1220 Airport Road (Destin Water Users)
 - 1230 Airport Road (Regional Self-Storage)
 - 1007 Hwy 98 E (Big Kahuna's)

All non-conformities will be corrected with the Land Development Code update

- ❖ Next Steps
 - Determine future land use and zoning designations for areas 7 & 15
 - Determine ROI designations for areas 4 & 5
 - Amend the Comprehensive Plan policies regarding TCMU height & density
 - Amend Comprehensive Plan designations of City-owned parking lots on Sibert Avenue from ROI-GD and NHMU to INST
 - Update Comprehensive Plan (per State coastal requirements)
 - Update the Land Development Code based on Comprehensive Plan amendments
 - Update impact fees
- Area 7 – Zoning Inconsistencies
 - ❖ Future Land Use: TCMU – Town Center Mixed Use
 - ❖ Ordinance: 15-17
 - ❖ Current Zoning: CG – Commercial General
 - ❖ Change adopted with 2020 Future Land Use
- Area 15 – Zoning Inconsistencies
 - ❖ Future Land Use: CG – Commercial General
 - ❖ Ordinance: 15-17
 - ❖ Current Zoning: ROI-TD – Residential, Office & Institutional - Tourist Development
 - ❖ Change adopted with 2020 Future Land Use
- Areas 4&5 – Zoning Inconsistencies
 - ❖ Future Land Use: ROI - Residential, Office & Institutional
 - ❖ Ordinance: 15-17
 - ❖ Current Zoning: Medium Density Residential - Village
 - ❖ Change adopted with 2020 Future Land Use
 - ❖ Needs specified designation
 - ROI-VR
 - ROI-GD
 - ROI-TD
 - ROI-CBR

The Mayor asked what the next step is in dealing with areas 7 and 15.

Mr. Zunguze stated that Council would need to decide if they want to stay with the classification from the comprehensive plan or assign a different classification.

Councilmember Ramswell pointed out that Destin Water Users is considered Institutional, but it is being assigned a different zoning classification. She wants to know the logic behind that decision.

Mr. Zunguze explained it would essentially be spot zoning if it is zoned by itself. It would be adequately accommodated as a conditional use in the district that it is located.

Councilmember Ramswell asked why a church or school, which are obviously Institutional would not be considered spot zoning.

According to Mr. Zunguze, they would be permitted uses and would be looked at differently from the review standpoint.

While showing some images on the screen, Councilmember Ramswell pointed to some sections of town that they must address; one located just off Calhoun and Sibert avenues, another on Mountain and Benning drives, and the area at the intersection of US Hwy 98 and Airport Road, plus two other random parcels. She stated that she has some documentation related to the crosstown connector and its potential pathways. There is an overlap between the two giant sections with zoning changes that were done without the Council's knowledge. One area is where Azalea would potentially punch through Stahlman, then over to Sibert and Calhoun. The other section is where Azalea, Benning and Mountain come together where they could expect a heavier flow of traffic. She continued that US Hwy 98 and Airport Road is where all the construction changes are and where they are going from 2 to 3 lanes; and that they would potentially have some bottlenecks in that area. She also stated that she reviewed the previous zoning of those areas they are now trying to make consistent because they were changed unknowingly. In every case, there was an increased in density. Rezoning from Commercial General to Town Center Mixed Use increases to 40 in density for short-term rental; which is way above the current density. Changing ROI-GD category to TCMU increases the density from 12 to 19.9; while a change from CBN to CBR increases density from 6 to 12. She is concerned over what appears to be spot zoning. She further stated that this information comes from the Destin Harbor Area Master Plan that was put together around 2000. It was part of the Sasaki Plan. It seems to be in line with what they are currently seeing and what they are currently hearing in terms of long-term plans for the connector. It seems to explain a lot of the lingering thoughts because it was the original intention. She believes this information is compelling enough that it warrants further discussions of those areas.

Mr. Zunguze stated that this is a matter of whether the Council has full faith with their comprehensive plan. What they are presenting to Council is what they feel is the direction for the future as far as land use is concern. With respect to areas 4 and 5, if there is no clarity as far as that corridor is concern, then they must revisit all the classifications around that area.

Councilmember Ramswell noted that in this case, the inconsistencies they are addressing are the zoning classifications that were changed with the neighborhood being impacted never received any notifications; and that the Council never received any notifications of these parcels being changed in the FLUM. Her main concerns are the section on the west, which is mostly CMUV and the giant piece in the middle where Benning and Azalea come together because of the increase in density. It is clearly where they are going to have a big flow of traffic if they build the crosstown connector. She recommends pulling areas 4 and 5 for further discussion.

Councilmember Marler noted they pay a lot of money for the Sasaki Plan only to place it on hiatus. It is the source of a lot of the misinformation and confusion. There are so many plans out there that they do not know which ones are valid. He agrees they need to review some of these areas for consistency before they do any rezoning.

Councilmember Menchel noted that he had asked for a lot of data about the crosstown connector, and the City Clerk's Office is currently compiling this data. He will share this information to Council once he receives it. He stated there had been a lot of unanswered questions from 1987, when this issue was initially discussed, moving forward. He seems to find more and more information that brings up some questions about the crosstown connector. He does not believe they have all the information necessary to make an informed decision.

Councilmember Braden noted that everything that he mentioned in his comment at the last meeting about the crosstown connector he could provide in writing.

The Mayor noted that the present Council adopted the current comprehensive plan; and that they should consider amending it if they do not believe in it.

The Land Use Attorney pointed out the Future Land Use Map was not amended during this round of comprehensive plan amendments. The Future Land Use Map amendment, which is the issue being debated upon and with which they are trying to make consistent, was adopted by prior Council. The goal now is trying to get the Land Development Code Zoning Map in compliance with the Future Land Use Map. The areas Councilmember Ramswell spoke of are areas 2, 4 and 5; and if Council has specific concerns about those areas, they could pull those areas and still passed the ordinance on first reading.

Councilmember Morgan noted they have already discussed area 2, the Calhoun Mixed Use District, located between Calhoun Avenue and Sibert Avenue, in detail. They also had a workshop completely dedicated to it. They had concerns about density and so they added some conditional uses.

Councilmember Destin moved to approve Ordinance 19-09-LC, removing areas 4 and 5, on first reading and direct staff to advertise it for second reading; seconded by Councilmember Ramswell.

Councilmember Ramswell asked whether the post office located on Main Street should be zoned Government or Institutional; adding she did not see it as a permitted use.

Mr. Zunguze noted it is an oversight in the comprehensive plan; adding it is covered as a Government use.

The City Clerk pointed out the ordinance may need to go back to first reading since pulling areas 4 and 5 will change the number of parcels to be rezoned and will change the title of the ordinance. The Land Use Attorney agreed.

Councilmember Destin offered an amended motion to direct staff to amend the title of the ordinance after removal of areas 4 and 5 and advertise it for first reading on June 17, 2019 Council meeting; seconded by Councilmember Ramswell. Motion passed 7-0

(Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

6. CONSENT AGENDA

- A. Destin Library Computer Filtering Policy
- B. Resolution 19-08 – Dissemination of Information to the City Council

Motion to approve Consent Agenda items 6A and 6B, as printed above, passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

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

A. Councilmember Braden

Councilmember Braden asked why Destin must wait weeks or months to re-stripe a road after paving or resurfacing it; for instance, there are still cones on the road on Stahlman and it has been weeks since it was resurfaced.

According to Mr. Burgess, they were initially informed that road would be re-striped two weeks after it was resurfaced. However, it has been delayed for unknown reason, but it will be re-striped soon. He will discuss this issue with the contractor as soon as possible and let the Council know when that road will be re-striped.

B. Councilmember Ramswell

1. Traffic Signal Coordination - Discussion

Councilmember Ramswell gave the following presentation:

Traffic Signal Coordination – Information to support the implementation of a Traffic Management System/Adaptive Signal Control Technology in Destin

- Problem: Highly congested main thoroughfare (US 98) leads to crawling and often standstill traffic through Destin
- One Potential Solution: Traffic Signal Coordination/Timing

What is Traffic Signal Coordination/Timing?

- Traffic signal coordination is the timing of traffic signals so traffic can travel along a street without stopping at every light
- The strategy involves adjusting the starting points of green lights so that when a group of vehicles arrives, it can traverse through the signals without stopping
- Timing can vary through the day or week depending on traffic patterns or remain fixed on one schedule
- Advances in technology allow for some systems (such as ACST) to automatically detect changes in flow and adjust as necessary

How Can Traffic Signal Timing Help?

- Synchronized traffic lights are one of the most effective ways to deal with traffic in cities especially as streets in the urban core handle more traffic and widening them is not a feasible option
- Coordinated signal timing is applied on corridors with closely spaced intersections (1/4 mile or less), and where there is evidence of a desire for “platooning”-the seamless flow of a given street user or set progression speed
- Signals are timed to move many cars as efficiently as possible
- A designer may coordinate signals to reward slower driving speeds of 15-20 mph through the downtown area
- Synchronized lights can mean a time savings of about 20 percent compared to a poorly timed series of lights
- Signal timing that is outdated or does not take advantage of modern signal controller functions can lead to congestion as the signals may not be effectively addressing traffic demand
- Green time is the key: “The whole game is to allocate green time”
- Signal coordination provides for the smooth flow of traffic along streets and highways at defined speeds, thereby reducing congestion
- Coordination of traffic signals can reduce the number of stops along a corridor and provide for a continuous flow of traffic at the target speed
- They encourage drivers to “travel through and out of downtown quickly”
- In many places, a driver going the speed limit can sail through without the stop-and-go that seizes up traffic on city streets
- The overall objective is to provide for the safe and efficient traffic flow at intersections, along routes, and in street networks

Data from the Experts

- New and expanded ITS systems have led to 50% to 60% reductions in accident-related traffic delays nationwide
- In systems with extremely outdated signal timing the improvement can be 50% or more
- Outdated traffic signal timing incurs substantial costs to businesses and consumers. They account for more than 10% of all traffic delays/congestion on major routes alone
- In a US DOT study of ITS deployment in three regions, analysis showed positive impacts on all performance measures studies, including:
 - ❖ Decreased travel times
 - ❖ Increased vehicle speeds
 - ❖ Decreased delay
 - ❖ Decreased number and severity of crashes
 - ❖ Decreased environmental impacts (reduced emissions and fuel use)

The National Traffic Signal Report Card 2012 reported that:

- Absence of, or poorly timed, coordinated lights cause significant travel delays and an estimated 295 million vehicle-hours of delay on major roadways alone
- Very small signal systems (less than 50 signals) scored markedly lower (an overall score of 59 out of 100) than all other systems (ranging from 69 to 73)
- The low scores demonstrate the continued need for attention and additional resources for traffic signal management and operation

Proven Benefits

Traffic Signal coordination has been shown to:

- Provide for the orderly movement of traffic
- Reduce the frequency of certain types of crashes (i.e., right-angle and pedestrian)
- Increase the traffic handling capacity of the intersection
- Provide a means of interrupting heavy traffic to allow other traffic, both vehicular and pedestrian to enter or cross
- Provide for nearly continuous movement of traffic at a desired speed along a given route by coordination
- Afford considerable economy over manual control at intersections where alternate assignment of right-of-way is required
- Promote driver confidence by assigning right-of-way
- Studies show some drivers can realize a 10% fuel savings if synchronized lights reduce the time their cars have to idle waiting for a light to change

Demonstrated Results

- Successful ASCT deployments can improve a traffic signal system in the form of improved measures of effectiveness, cost savings, and other intangibles
- The 2011 Urban Mobility Report notes that in its reporting areas, 61% of the street miles in the cities had some level of traffic signal coordination that reduced delay by 21.7 million person hours
- The US Department of Transportation Intelligent Transportation Systems Joint Program Office maintains a database that demonstrates benefit-cost ratios exceeding 40:1.3
- In 2013, Los Angeles became the first major city in the world to synchronize all of its traffic signals. Travel times in the city dropped by 12%

Demonstrated Results – Fort Collins

In the Fort Collins signal timing project:

- Vehicle travel time was reduced by 2,591 hours each weekday and 2,223 each weekend day for a total annual travel time reduction of 776,200 hours
- Weekend vehicle stops were reduced by 19.5%; weekday reductions were between 11-18%
- The annual project benefit of the signal re-timing effort is \$17.98 million when considering fuel savings and travel delay savings for motorists
- The resulting benefit-cost ratio for the project is 60:1

Is FDOT on board? Overwhelmingly – YES

- They created the Transportation Systems Management and Operations Program (TSM&O) to embrace collaborative strategies for a smart corridor system
- TSM&O provides a higher level of operational integration among the freeway, arterial, and transit systems aligned with performance measures to improve the efficiency of our multimodal transportation network in real time
- They are implementing Adaptive Signal Control Technology (ASCT) which optimizes the available signal timing and makes adjustments based on current traffic demand
- They utilize Traffic Management Systems (TMS) and Intelligent Transportation Systems (ITS) to facilitate and improve mobility

FDOT acknowledges that:

- A well-timed, coordinated system permits continuous movement throughout a network of major streets with minimal stops and delays
- When a good balance is not in place, problems at a single intersection can easily be transferred to other locations, resulting in overall diminished system performance
- Signal timing helps traffic flow through a series of signals and avoid stops
- Good progression can be achieved when signals are evenly spaced
- Good progression becomes more difficult to achieve with irregularly spaced intersections
- Creating smooth traffic flow becomes even more complex when cross streets must be also coordinated
- Signals are timed to work best when traffic follows the speed limit

FDOT Project: Miami Traffic Signal System

- New traffic signal system along SW 8 Street in Miami. The ASCT system is an advanced strategy for controlling traffic signals
- ASCT adjusts the timing of red, yellow and green lights to accommodate changing traffic patterns and ease traffic congestion
- The main benefits of adaptive signal control technology over conventional signal systems are that it can:
 - ❖ Continuously distribute green light time equitably for all traffic movements
 - ❖ Improve travel time reliability by progressively moving vehicles through green lights
 - ❖ Reduce congestion by creating smoother flow
 - ❖ Prolong the effectiveness of traffic signal timing

FDOT Project: District 4 Martin and Palm Beach County Timing:

- Conducted traffic signal retiming studies and developed optimized traffic signal progression timing plans for selected corridors in Martin County and Palm Beach County, Florida
- Increases travel speeds and reduces fuel consumption and vehicle emissions
- Reduces vehicle delays and fuel consumption; when converted into monetary savings, the project's benefit results in approximately \$17.5 million over three years, representing a 50 to 1 benefit-to-cost ratio

FDOT Project: Lee County Intelligent Transportation System

- FDOT constructed the Lee County Traffic Management System (TMS) which installed new traffic control devices at 61 intersections
- This equipment allows Lee County traffic operations center staff to better coordinate signals, promoting smoother flow of traffic along some of Lee County's busiest roadways
- Properly timed signals maximize roadway capacity, permitting conflicting streams of traffic to share the same intersection efficiently
- CCTV, traffic sensors and traffic count data collectors analyze traffic conditions in real-time
- Information gathered at each intersection is relayed to Lee County's traffic operations center where the staff monitors traffic conditions and makes adjustments to keep traffic moving
- New and expanded ITS systems have led to 50% to 60% reductions in accident-related traffic delays nationwide
- Fewer delays caused by traffic incidents and improved traffic signal systems mean fewer delays, which reduce fuel consumption, idling time, and emissions

FDOT Project: District 7 – Hillsborough County ASCT System

- District 7 has recently completed installation of an ASCT on SR 582, Fowler Avenue
- The in sync ASCT System, the first in Hillsborough County, includes all 13 signalized intersections on Fowler Avenue, connecting 1-275 to 1-75, a six-mile, six-lane divided arterial carrying 65,000 (+/-) AADT during peak periods
- Designed to decrease the overall delay motorists experience at these intersections
- In keeping with TSM&O initiatives, the decrease in congestion and delays should reduce crashes, reduce driver frustration, and reduce travel time

Interesting Facts

- St. Petersburg recently hired a dedicated Traffic Signal Coordinator for “professional traffic engineering work in the analysis of technical traffic flow data and the effective programming of a computerized traffic signal system to facilitate efficient traffic movement and improve accident prevention within the city.”
- Audi now has a traffic light information system in its Connect Prime technology suite to include a Green Light Optimization Speed Advisory. The tech communicates with the infrastructure in certain cities to let drivers know exactly when the light is about to change and tells drivers what speed they should go to hit a green light

Following the presentation, Councilmember Ramswell recommends they explore the option of traffic signal synchronization system and work with the County on having it implemented in Destin.

Councilmember Marler mentioned that 5 pedestrian-activated traffic lights have been installed on US Hwy 98, and that 2 of those lights are very near the Stahlman/US Hwy 98 Intersection which create a major traffic problem. He agrees they need to have all the traffic lights synchronized but they would need to work the pedestrian activate lights into the process. 0

It was the consensus of the Council to instruct the City Manager to obtain the County’s official position regarding this matter.

Next, Councilmember Ramswell noted that the Transportation page on the City’s website needs to be updated. It contains listings for different transportation elements, the Master Pathways Plan, Concurrency Evaluation, and so forth, that are either outdated or gives the message “file not found” when she tries to access them. There were also several references to a settlement/interlocal agreement between the City and the County. It was an agreement to form a committee that would oversee any development and its traffic concurrency. It is written as the UTCMS in the comprehensive plan. They are required to meet every 30 days and evaluate every development project and that the City is required to submit a plan on an annual basis. She stated that the City needs to evaluate this matter and either abide by this requirement or eliminate it from the comprehensive plan.

B. Councilmember Menchel

1. Discussion/Vote to place a public comments section back as the last item on the agenda

Councilmember Menchel stated this is one way of rewarding those people who have decided to stick around throughout the entire meeting by giving them a second chance to be heard.

Councilmember Menchel moved to reinstate the “Public Comments” portion as the last item on the agenda; seconded by Councilmember Ramswell. Motion passed 6-1 (Council members Morgan, Destin, Overdier, Menchel, Ramswell and Braden voted “yes”; Councilmember Marler voted “no”).

Next, Councilmember Menchel showed a photograph of trash bags piled up in the right-of-way and stated that it is becoming the norm in Crystal Beach. He continued that Waste Management does not pick up trash bags. They only empty the trash can. Also, Coyotes and other animals break into these trash bags resulting in trash being scattered all over the place. He recommends reaching out to Waste Management and asking them to place some type of notice in their invoices alerting people to place all trash in the trash can. He also recommends putting this notice on the City’s website.

According to Councilmember Marler, it was his understanding the City’s contract with Waste Management requires them to pick up trash bags as well.

Councilmember Menchel noted that the day following their previous Council meeting during which they discussed the crosstown connector, the Chamber of Commerce put out an article in their weekly publication encouraging the public to send an email to the City Council thanking those members of the Council that voted to go forward with the crosstown connector and encouraging those who voted against it to reconsider their vote. As a result, he received 6 emails addressed to the entire Council. He stated that none of these people who send the emails live in Destin. He continued that he personally respond to these emails providing a lot of information including the four-laning of the connector which is included in the PD&E. The questions that he asked and the responses he received are as follows:

- *Do you work in Destin?* 4 responded “yes”; 1 responded “no”, 1 did not respond
- *How often do you use Mountain Drive?* Nobody answered “daily”, 1 person answered “weekly”; 1 responded “twice a month”; 1 answered “multiple times each week”
- *How often to you use Airport Road?* Nobody answered “daily”. The responses were “weekly”; “once or twice a week” and “several times a week”
- *How often to you use Commons Drive?* Only 1 person answered “daily”
- *Are you a member of the Chamber of Commerce?* All 6 people answered “yes”

Councilmember Menchel also noted that not one person mentioned the 4-laning of the crosstown connector in their responses.

Councilmember Menchel announced that he attended the Hurricane Town Hall meeting which he found extremely informative; and that the group that gave the presentation had stated they would be willing to put on a similar presentation for the City of Destin.

Councilmember Menchel informed the Council that he attended the recent TPO meeting in Crestview. He learned that 3 of the TPO's top ten priorities involve traffic lights. Number 1 is area wide traffic signal for \$400,000 for salary and current equipment utilization. Number 4 is additional traffic management system for \$600,000 for future equipment for Okaloosa County. Number 8 is Intelligent Traffic Management System for \$750,000. He also noted that one of the TPO's Strategic Intermodal System (SIS) program involves the intersection of Danny Wuerffel Way and US Hwy 98. They want to do a flyover at that intersection and they are looking for input from the City of Destin.

Councilmember Ramswell suggests that either the City Manager or the Mayor contact the County to investigate the possibility of the City getting part of the money earmarked for the Intelligent Traffic Management System for traffic light synchronization.

- C. Councilmember Overdier
- E. Councilmember Marler
- F. Councilmember Destin
- G. Councilmember Morgan
- H. Mayor Gary Jarvis
- I. Land Use Attorney

1. Discussion regarding House Bill (HB) 7103 (2019)

The Land Use Attorney noted that HB 7103 as detailed in the agenda packet provided to the Council is a bill that the Florida League of Cities opposes basically because it is a further erosion of home rule. It deals with community development issues. Some local governments have taken the initiative to send a letter to the State Governor asking him to veto the bill. She asked for a motion from the Council if they want a similar letter from the City of Destin.

Councilmember Destin moved to direct the Land Use Attorney and City Attorney to draft a letter in opposition to HB 7103, and seeking for the Governor to veto the bill; seconded by Councilmember Ramswell. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes").

- J. City Attorney

Having no further business at this time, the meeting was adjourned at 8:25 PM.

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk

Small Cells: Answering the customer's call for more

People everywhere are using connected devices for nearly everything. We use our mobile devices to hail rides, send emails, pay bills, stream shows and work remotely. We depend on apps for critical weather alerts and virtual maps for navigation services. Wearable devices can check our vital signs and monitor our health. And, connected civic solutions are even making entire cities smarter.

Access to these solutions is no longer a luxury. Instead it's essential to our daily lives. To accommodate the surging data that accompanies these solutions without driving prices sky-high for consumers, we must densify our network to operate more efficiently. **That's why we've turned to small cells.**

Small cells are flexible network solutions that can be readily deployed to heavily populated locations that are prone to connection issues or that can't be served by traditional macro cells. They deliver increased data capacity, help enable higher connection speeds and bring an overall better wireless experience to customers today, while also preparing us for the technologies of the future – **such as 5G, smart cities and the Internet of Things.**



CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019**TYPE OF AGENDA ITEM:** City Manager Report

TO: City Council**THRU:** Michael Burgess, Public Services Director
Joey Forgione, Code Compliance Manager
Louis Zunguze, Community Development Director
Lance Johnson, City Manager**FROM:** Bragg Farmer, Finance Director**DATE:** July 29, 2019**SUBJECT:** Schedule of Fees Resolution 19-11

I. BACKGROUND: Annually as part of the budget process and occasionally during the fiscal year, staff evaluates the City's fee schedule to determine the feasibility of current revenue rates. The fee schedule is a comprehensive schedule of all revenues and fees that the City collects for each department. It is in the City's benefit that these revenues and fee schedules are contained in one document and updated annually or when fee changes are approved by the City Council.

II. DISCUSSION: This resolution incorporates significant changes to the Schedule of Fees. Each deletion or change is highlighted in **RED**.

A. Link to Strategic Goals / Objectives: III.A.2. Develop sustainable Operating & Capital budgets ensuring the City is managed in a fiscally sound manner and complies with legislative mandates.

B. Effect on Budget (EOB): The fee changes will have a minimal effect on our FY2019 revenue budget.

C. Level of Service (LOS): This fee schedule provides the rates and manner in which all revenues and fees are collected and recorded within the City coffers.

III. CONCLUSION: The proposed amendments to the FY2019 fee schedule accomplish the budget and cost recovery goals of the City Council.

IV. RECOMMENDED MOTION: I move that City Council adopt Resolution 19-

11 and the associated Schedule of Fees for Fiscal Year 2019.

Attachments:

1. 2019 Fee Resolution 19-11
2. Schedule of Fees FY 2019 Resolution
19-11

RESOLUTION 19-11

A RESOLUTION OF THE CITY OF DESTIN, FLORIDA PROVIDING FOR AUTHORITY; AMENDING THE SCHEDULE OF FEES FOR FISCAL YEAR 2019; PROVIDING FOR REPEALER AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City Charter, Section 3.13, stipulates that the City Council shall by ordinance adopt a budget on or before September 30th of each year; and

WHEREAS, the Government Finance Officers Association (GFOA) and National Advisory Council on State and Local Budgeting (NACSLB) provide established guidelines and standards for *Best Practices in Public Budgeting* and promote the adoption of an Account Guide establishing Schedule of Fees; and

WHEREAS, City Council has determined through previous adoptions that the City can benefit by establishing a comprehensive revenue and fee schedule;

NOW, THEREFORE, BE IT RESOLVED by the City council of the City of Destin, Florida:

Section 1. Authority. Authority for enactment of this Resolution is Section 166.021, Florida Statutes, and Section 1.01 of the Destin City Charter.

Section 2. Account Guide – Revenues. The City of Destin hereby amends and establishes the Schedule of Fees set forth in Attachment A and adopted by City Council.

Section 3. Repealer Clause. All sections or parts of sections of any City of Destin's Ordinance or parts of Ordinances, and 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.

Section 4. Effective Date. This Resolution shall take effect on August 05, 2019 upon approval by the City Council and signature by the Mayor.

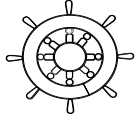
ADOPTED THIS 05th DAY OF AUGUST 2019.

By: _____

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk



FY 2019
Budget

Schedule of Fees

REVENUES

General Property Tax

Ad valorem taxes levied on an assessed valuation of real and/or personal property. The distinguishing characteristics of general property taxes are that revenues are (1) derived from taxes (2) levied by the government reporting entity and (3) assessed on the general property.

311100 Current Ad Valorem Taxes

Revenues from annual taxes levied on all property, real and personal, within the City of Destin. A mill is one dollar of tax per \$1,000 of value. Taxable value is assessed value less exemptions. The County collects the tax and pays the proceeds to City.

Code Reference: F.S. Chapter 200.065
Responsible Dept: Finance

311200 Delinquent Ad Valorem Taxes

Taxes are due on November 1 of each year and become delinquent on April 1 or 60 days from the mailing of the original notice, whichever is later. The County collects the tax and pays the proceeds to City.

Code Reference: F.S. Chapter 200, 166.211
Responsible Dept.: Finance

Franchise Fees

Fees levied on a corporation or individual by the reporting entity in return for granting a privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

323300 Sewer/Water Franchise Fees

Company gross receipts within the City limits are levied a fee on the sale of water. The fee is paid by public service businesses for use of City streets, alleys, and property in providing their services.

Responsible Dept: Finance

323400 Gas Franchise Fees

Company gross receipts within the City limits are levied a fee on the sale of electricity and natural gas. The fee is paid by public service businesses for use of City streets, alleys, and property in providing their services.

Responsible Dept: Finance

323700 Solid Waste Franchise Fees

Company gross receipts within the City limits are levied a fee on the collection of solid waste. The fee is paid by public service businesses for use of City streets, alleys, and property in providing their services.

Responsible Dept: Finance

~~Strikethrough~~ is replaced information

Red is new information

Other Taxes

Other taxes include charges levied by the local unit of a government against the income, and wealth of a person (natural or corporate) that are not ad-valorem (property taxes). Specific taxes include sales and use tax (imposed upon sale of consumption of goods and services levied locally). The most known sales and use taxes include half-cent sale tax, and local option gas tax.

319100 Ad Valorem Taxes Interest

Taxes are due on November 1 of each year and become delinquent on April 1 or 60 days from the mailing of the original notice, whichever is later. The County collects the tax and pays the proceeds to City

Code Reference: F.S. Chapter 200, 166.211

Responsible Dept.: Finance Department

Business Tax Receipts (BTR)

Fees levied by the City on all businesses, trades, and professions operating with the City or transacting business in interstate commerce where such tax is not prohibited by Sec. 8, Article 1 of the United States Constitution.

321000 Local Business Tax Receipt – Delinquent

Fees are due on October 1 each year and the Local Business Tax Receipts expire September 30 the succeeding year. Fees renewed after October 14 are subject to penalties. A Business Tax Receipt may be transferred to a new owner upon payment of a transfer fee and presentation of evidence of the sale and the original license.

Code Reference: F.S. Chapter 166.201, 205.042, 205.043, 205.053

Responsible Dept.: Community Development/Building Division

316000 Local Business Tax Receipt (BTR)

Fees are due on October 1 each year and Local Business Tax Receipts expire September 30 the succeeding year. A Business Tax receipt may be transferred to a new owner upon payment of a transfer fee and presentation of evidence of the sale and the original BTR. Receipt holders must comply with all applicable codes of the City and County, including building, fire, and health codes and zoning laws.

Code Reference: F.S. Chapter 166.201, 205.042, 205.043, 205.053, Sec. 13-40 Code of Ordinances

Responsible Dept.: Community Development/Building Division

Local Business Tax Schedule

(A) *Charter boats.* All charter boat or fare-carrying boat businesses shall pay a BT fee based upon Coast Guard certified passenger capacity.

Charter boats \$50.00 per boat plus \$1.00 per passenger

(B) *Coin-operated machines.* All businesses or activities utilizing coin-operated machines, except pay telephones, shall pay a BT fee based upon the number of such machines. The local business tax fee will be determined based upon the total number of coin-operated machines the business or activity utilizes within the corporate limits of Destin, with a list of individual locations of coin-operated machines to be provided by the business or activity making application for a license. The owner of the business or activity shall make sufficient copies of the issued license for display at each coin-operated machine location.

Amusement machines, per machine	\$10.00
1 to 10 vending machines	\$50.00
11 to 25 vending machines	\$100.00
26 or more vending machines	\$150.00
1 to 25 coin-operated washing machines and dryers	\$50.00
26 to 50 coin-operated washing machines and dryers	\$100.00
51 or more coin-operated washing machines and dryers	\$150.00

(Note: Vending machines are those coin-operated devices which dispense a product in exchange for a coin; i.e., soft drinks, candy, grooming aids, cigarettes, etc. Amusement machines include devices such as pinball, electronic games, pool tables, skeet ball, juke boxes, etc. Laundry machines include washers, hot air dryers and dry cleaning machines).

- (C) *Commercial fishing.* Net boats, long line and all other commercial non-charter fishing businesses which sell seafood for profit, either retail or wholesale, shall pay a fee based upon the greatest number of vessels.

1 boat	\$50.00
Each additional boat	\$25.00

- (D) *Contractors and subcontractors.*

General contractor	\$125.00
Building contractor	\$100.00
Residential, sheet metal, roofing, electrical, class A air conditioning, mechanical, plumbing and commercial swimming pool contractors or subcontractors	\$75.00
Class B air conditioning and residential swimming pool contractors or subcontractors	\$50.00
Class C air conditioning and swimming pool service contractors or subcontractors	\$50.00
(Note: The classifications above are as defined in Florida Statutes Section 489.105.)	
Handymen and similar craftsmen	\$25.00
All other contractors or subcontractors not listed herein	\$50.00

- (E) *Food and beverage establishments.*

- (1) Restaurants, cafes, snack bars, dining rooms, lounges, taverns, nightclubs and the like, whether operated in conjunction with some other line of business or not, one dollar (\$1.00) per seat with a minimum of fifty dollars (\$50.00).
- (2) Snack counters, drive-ins, catering services, take-out services which maintain no seats, or like businesses which may provide some seating but whose primary nature of business is take-out or delivery of food and/or beverages \$50.00

- (F) *Reserved.*

- (G) *Gasoline stations (including marinas).* The annual BT fee shall be based upon the maximum number of vehicles/vessels which can be serviced at any given time, in addition to other fees as may be required pursuant to this article.

1 to 4 vehicles/vessels	\$50.00
5 to 10 vehicles/vessels	\$100.00
11 to 15 vehicles/vessels	\$150.00
16 or more vehicles/vessels	\$200.00

(H) *Insurance.*

Each insurance company writing any class of insurance upon any person or property residing or located within the city \$50.00

Insurance agent or firm doing such business as agent or other representative of insurance company or companies, for each place of business \$100.00

Each traveling or itinerant insurance agent or solicitor soliciting business within the city \$100.00

Insurance solicitors employed by, or representing, insurance agents who have an annual license as provided by this section \$50.00

- (I) *Leisure rentals.* Businesses renting boats, yachts, jet skis, beach equipment, sailboats, motorcycles, mopeds, bicycles or other similar equipment shall pay a BT fee based upon the number of units. The local business tax fee will be determined based upon the total number of leisure rentals the business or activity rents to the public within the corporate limits of Destin, with a list of individual locations of leisure rental setups to be provided by the business or activity making application for a BT receipt. The business owner or manager shall be responsible for making copies of the issued receipt, with a copy of said license to be distributed to each location site.

1 to 10 units	\$50.00
11 to 20 units	\$100.00
21 to 30 units	\$150.00
31 or more units	\$200.00

- (J) *Marinas, dry docks, boat storage.* Marinas, dry docks and boat storage annual license fees will be based upon the number of spaces for rent.

Spaces	Wet	Dry
1 to 3	\$50.00	\$50.00
4 to 10	\$100.00	\$50.00
11 to 20	\$150.00	\$75.00
21 to 40	\$200.00	\$100.00
41 to 60	\$250.00	\$125.00
61 or more	\$300.00	\$150.00

- (K) *Professionals.* The fees referenced in this section apply to each individual pursuing such profession or professional activities and not against the firm, partnership or corporation. Therefore, each individual must obtain a separate receipt rather than one (1) receipt being acquired by a firm, partnership or corporation. It shall be the responsibility of the principle of each firm to provide to the city a list of individual professionals working from or in the firm's office at the time of application, and to notify the city each time additional professionals assume professional working activities from the office. Each professional is responsible for acquiring his/her individual license BTR and shall post the issued BTR in a conspicuous place in the office in which the professional conducts business activities.

Class 1 \$150.00
Includes professionals such as accountants/certified public accountants, architects, attorneys, chiropractors, dentists, engineers, medical doctors, opticians, optometrists, psychiatrists, psychologists, surveyors and veterinarians.

Class 2 \$100.00
Includes professionals such as real estate brokers and stock brokers.

Class 3 \$25.00
Includes professionals such as real estate agents, barbers, beauticians, cosmetologists, electrologists and others not referenced in class 1, class 2 or in the insurance category (subsection (10) of this section).

- (L) *Rental units.* All hotels, motels, houses, cottages, condominium units, trailer spaces, boardinghouses and all other units or spaces rented. The local business tax fee will be determined based upon the total number of rental units the business or activity manages within the corporate limits of Destin, with a list of individual locations of rental units to be provided by the business or activity making application for a BTR. The business owner or manager shall post the issued BTR in a conspicuous place in the office which manages the rental units.

1 to 4 units	\$25.00
5 to 10 units	\$50.00
11 to 50 units	\$100.00
51 to 100 units	\$200.00
101 to 200 units	\$300.00
201 to 500 units	\$400.00
501 or more units	\$500.00
Mini-warehouse storage facilities	\$200.00

- (M) *Retail, wholesale, manufacturing, services, financial institutions, clubs, pawnshops, private schools, car rentals, hospitals, clinics, advertising agencies, consultants, etc.* All financial institutions and businesses selling goods, either wholesale or retail; businesses for the manufacture or assembly of goods; businesses providing services; all clubs, including golf, racquetball, swimming, health, social and the like; miniature golf, water slides and bowling alleys; private schools of any description; automobile rental agencies; and wrecker towing services shall pay a fee based upon the total number of employees. An employee shall be defined as any person actively connected with the business working within the city limits. An affidavit may be requested to accompany the application for such BTR stating the greatest number of individuals employed during any twenty-four-hour period during the preceding business tax year. The city manager or his designee shall be supplied proof of the number of employees upon demand.

1 to 5 employees	\$50.00
6 to 20 employees	\$100.00
21 to 50 employees	\$150.00

- (N) *Taxicabs, limousines, buses, private ambulances, courtesy cars, delivery cars, etc.* The annual BT fee shall be a per-unit charge.

Taxicabs, per unit	\$50.00
Limousines, per unit	\$100.00
Buses:	
- up to 40 passengers, per unit	\$100.00
- 41 or more passengers, per unit	\$150.00
Courtesy/delivery cars, private ambulances, per unit	\$50.00

- (O) *Theaters.* Annual BT fees will be based upon seating capacity.

1 to 30 seats	\$50.00
31 to 100 seats	\$100.00
101 to 300 seats	\$150.00
301 to 500 seats	\$200.00
501 to 750 seats	\$250.00
751 or more seats	\$300.00

(P) *Miscellaneous.*

Any business activity not hereinbefore listed \$200.00

316100 Florida League and City Collected Delinquent and Escaped Business Tax

The Florida League of Cities, Inc. collects and disburses delinquent and escaped business taxes from insurance companies to Florida municipalities in accordance with the agreement between our city and the FLC, Inc. The FLC, Inc. continually researches and contacts insurance companies to recover additional revenue, which according to their investigation, owe business taxes to Florida municipalities.

Code Reference: F.S. Chapter 166.201, 205.042, 205.043, 205.053

Responsible Dept.: Community Development/Building Division

316200 Administrative fee for Contractors

An administrative fee will be charged on all contractors not licensed under FS 489 engaging in business in the City of Destin for which a permit is required. The administrative fee is for verification of state, county and local licenses, as required by city ordinance and certificate of insurance from a Florida Licensed Insurance Company for General Liability 61G4-15.003(2)(c), and Worker's Compensation as required by FS 440.103, 440.41, 440.42, and 489.144.

Code Reference: Chapter 13 Art. IV, Sec. 13-75, Code of Ordinances

Responsible Dept.: Community Development/Building Division

The following annual administrative fees for Contractors are set at:

1. **Specialty Contractors:** The fee is \$52.00 for all contractors engaging in the practice of contracting in the City of Destin whose scope of work is identified in a specialty contractor's category.

Building Construction Permit Fees

322100 Building Division

341910 Planning Division

341940 Harbor/Code Division

322200/322300 Surcharge

Building Permit Fees

The governing bodies of local governments may provide a schedule of fees, as authorized by statutes for the enforcement of the provisions of its building code. Such fees shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Code Reference: Section 125.56, F.S. Chapter 166.222; FS Section 553.80;

Responsible Dept.: Community Development/Building Division

A. Construction Permits:

1. **Development Activity Permit Processing Fee:** Any development activity where the value ("value" is the fair market cost of labor and materials) of construction is less than \$500.00, the permit processing fee is \$50.00, and any development activity where the value

of construction exceeds \$500.00, the permit processing fee is ~~\$36.00~~ \$50.00, plus the applicable permit fees, plan checking, re-inspection, certificate of occupancy and penalties. All required fees shall be paid prior to the issuance of any permit and at the commencement of any construction.

2. **Electrical, Plumbing, Mechanical and Gas Permit Processing Fee:** Any electrical, plumbing, mechanical or gas activity, the permit processing fee is \$50.00 plus appropriate permit, re-inspection and penalty fees. All required fees shall be paid prior to the issuance of any permit and prior to the commencement of any construction.
3. **Non-refundable Fees:** All permit, processing, and plan review fees are non-refundable unless extenuating circumstances are submitted, in writing, and approved by the Building Official.
4. **Penalty Fee:** Any work which commences prior to securing the appropriate permit or permits shall be charged a rate double the permit fee, which shall be collected by the Building Division. (Note: in accordance with Ordinance 336, the Building Official may issue a citation to the contractor.)
5. **Review Fee:** All projects are subject to a review fee, which equals the greater of (50%) of the permit fee or actual cost, incurred by the City to include one resubmittal.
 - (1) ~~Second~~ Any additional resubmittal for review shall be assessed an additional review fee of \$25.00 or 25% of the permit fee whichever is greater per division review.
 - (2) Projects greater than or equal to four stories and assembly occupancy over 5,000 square feet and or large projects/developments determined by the Building Official shall be submitted to the International Code Council (ICC), Birmingham office, for formal plan review. The applicant shall pay the fee to ICC at the time plans are submitted.
 - (3) The City may require, at the Building Official's discretion, a review of the single-family dwelling plans by a structural engineer. In this case, the applicant shall be required to pay the cost of this review.
 - (4) **Public Swimming Pool and Applicable Water Features Review Fee:**
 - a. Review Fee New Pool – Greater than 25,000 gallons \$450.00 to be paid upon submittal.
 - b. Review Fee New Pool – 25,000 gallons or less \$300.00 to be paid upon submittal.
 - c. Renovations and Modifications
 - a. Level I- No Review fee required.
 - b. Level II- Renovations and Modifications Review \$50.00 to be paid upon submittal.
 - c. Level III- Renovations and Modifications Review \$200.00 to be paid upon submittal.
6. **Re-inspection Fee:** The initial inspection is included in the permit fee. A re-inspection fee to the Building Division of \$35.00 for the first re-inspection (per unit/building or structure). The fee for a second re-inspection shall be \$70.00, and the fee for a subsequent re-inspection shall be \$140.00 each. (Note: See FS Section 553.80(4)(c)). Planning Division's Certificate of Occupancy (As-Built) site re-inspection fees: Residential (Single Family or Duplex) \$100.00, ~~Minor Tier 1 Development Order \$310.00~~, Minor ~~Tier 2~~ Development Order \$460.00 and Major ~~Tier 3~~ Development Order \$615.00.
7. **Stop By/Walk Through Inspection Request Fee:** The fee will be \$50.00.
8. **Re-Permit Fee:** ~~The fee for re-permitting any permit will be 50% of the original building~~

~~permit fee a \$50.00 processing fee, plus applicable state fees.~~

a. **Active permits:** The fee for re-permitting any active permit will be 50% of the original building permit fee, no plan review fee, a \$50.00 processing fee, plus applicable state fees.

b. **Inactive permits:** The fee for re-permitting any inactive permit will be regular fees, no plan review fee, a \$50.00 processing fee, plus applicable state fees.

9. **All New (Heated and Cooled) Buildings or Structure Additions** (includes Manufactured Buildings). The following fees are established:

a. The applicant for a permit for any new building or structure, or for any addition to an existing building or structure, or portion thereof, shall pay for each and every building or structure at the time of making application and issuance of a permit, the building division permit fees, which are based on square footage of gross floor area multiplied by \$0.15 per square foot.

b. **Residential (Single Family – Attached/Detached or Duplex).** The Planning Division permit fee is \$0.05 per square foot of gross floor area. This fee includes the initial Certificate of Occupancy as-built site inspection.

c. **Residential (Single Family – Attached/Detached or Duplex).** The Public Works Department Review permit fee: see Section 34920 - Engineering.

10. **Building Permit Surcharge Fee** is 3% of the total building permit fees, associated with the enforcement of the Florida Building Code, will be charged on all building permits, i.e., building, plumbing, electrical, mechanical, etc. ~~with a minimum charge of \$4.00. One-half 1 % of the fee (\$2.00 minimum)~~ is provided to the Department of Business and Professional Regulation (DBPR) and ~~one-half 1.5% of the fee (\$2.00 minimum)~~ is provided to the ~~Department of Community Affairs (DCA)~~ Building Code Administrators and Inspectors Fund F.S. 553.721, F.S. 468.631

11. **Other Structure Fee:** The following fees are established:

a. For all other structures to include non-heated and cooled buildings, renovations, interior build-outs, sheds, decks, fences, etc. the permit fee is \$6.00 per \$1,000.00 (or fraction thereof) of estimated cost, up to \$20,000.00 plus \$5.00 per \$1,000.00 (or fraction thereof) of the estimated cost in excess of \$20,000.00 up to \$100,000.00 plus \$4.00 per \$1,000.00 (or fraction thereof) of estimated cost in excess of \$100,000 (or fraction thereof).

d. **Residential (Single Family Attached/Detached or Duplex):** If applicable, the Planning Division permit fee is \$60.00. This fee includes the Certificate of Occupancy or Certificate of Completion and as-built site inspection.

e. **Residential (Single Family Attached/Detached or Duplex):** If applicable, the Public Works Department Stormwater permit fee: see Section 34920 - Engineering

f. **Multiple Family and Commercial Structures:** If applicable, the Planning Division permit fee is \$120.00. This fee includes the Certificate of Occupancy or Certificate of Completion and as-built site inspection.

g. **Multiple Family and Commercial Structures:** If applicable, the Public Works Department Stormwater permit fee: see Section 34920 - Engineering.

h. **Re-inspection fees are the same as A.6 above.**

12. **Commercial Signs.** The following fees are established:

- a. **The Building Division Permit** fee for all permanent signs is based on the total area of each sign (two-sided signs on the same structure are considered as one sign). The following fees are established:
 - (1) The fee for each sign up to twenty square feet is ~~\$36.00~~ \$40.00.
 - (2) The fee for each sign over twenty square feet is ~~\$48.00~~ \$50.00.
 - (3) The fee for each self-illuminated commercial sign is an additional \$20.00.
 - b. **The Planning Division Permit** fee for signs are established:
 - (1) If the sign will be mounted to an approved, existing structure, the permit fee is ~~\$36.00~~ \$40.00.
 - (2) If the sign will be mounted to a new structure, the permit-processing fee is ~~\$72.00~~ \$80.00.
 - i. **c. Public Services Department Permit fee: see Section 34920 - Engineering**
 - b. **The Planning Division Permit** fees for signs are established:
 - (1) If the sign will be mounted to an approved, existing structure, the permit fee is \$36.00.
 - (2) If the sign will be mounted to a new structure, the permit-processing fee is \$72.00.
13. **Mobile/Manufactured Homes.** The following fees are established:
- a. **The Building Division Permit** fee for mobile/manufactured homes, blocked, with skirts and tie-downs, is \$30.00.
 - b. **The Planning Division Permit** fee for mobile/manufactured homes, blocked, with skirts and tie-downs fee is \$60.00. This fee includes the initial Certificate of Occupancy or Certificate of Completion as-built site inspection.
14. **In Ground Swimming Pools and applicable water features (which includes all pool and water feature equipment, except electrical).** The following fees are established:
- a. **Building Permit Fee:**
 1. The fee for new **residential** swimming pools and applicable water features (excluding electrical fee) is \$60.00.
 2. The fee for new **public** swimming pools and applicable water features is \$150.00.
 3. The fee for renovations/repair/modifications-to existing public swimming pools and applicable water features based on the level of modification as set forth in the Public Pool Modification Matrix Table is:
 - i. Level I- \$50.00.
 - ii. Level II--\$100.00
 - iii. Level III- \$150.00
 - b. **Planning Division Permit Fee:** The fee for swimming pools and applicable water features is \$96.00. Planning Permit fee not required on Level I or II renovations.
15. **Antennas - Dish and tower, roof and ground installations.** The following fees are established:

- a. **Domestic (Residential R3) installation:** A permit is required only for those towers that are of such height that they cannot be contained on an owner's property if they fall. The permit fee is \$30.00.
 - b. **Commercial (Non Residential) installations:** The fee is \$6.00 per \$1,000.00 (or fraction thereof) of the estimated cost up to \$20,000, plus \$5.00 per \$1,000.00 (or fraction thereof) of the estimated cost in excess of \$20,000 up to \$100,000.00, plus \$4.00 per \$1,000.00 (or fraction thereof) of the estimated cost in excess of \$100,000.00 (or fraction thereof).
16. **Moving Buildings or Structures (excluding mobile homes):** The fee to move any non-portable building or structure from one location to another location is \$90.00.
17. **Demolition of Buildings or Structures:** The following fees are established:
- a. **Building Division Permit Fee:** For the demolition of any building or structure, the fee is \$84.00. In addition to the demolition permit, you must submit a notice of asbestos removal form to the asbestos Coordinator for Northwest Florida District of Florida Department Environmental Protection (FDEP). (Note: The present address is 160 Government Center, Pensacola, Florida 31501). No Plan Review Fee or State fee
 - b. **Planning Division Permit Fee:** The demolition permit fee is \$60.00.
 - c. Public Services Department Permit fee for signs are established: see Section 34920-Engineering
18. **Docks, Boathouses, Bulkheads and Seawalls:** The following fees are established:
- a. **Building Division Permit Fee:** The fee for construction of docks, boathouses, bulkheads or seawalls is \$12.00 per \$1,000.00 (or fraction thereof) of estimated cost up to \$10,000.00, plus \$6.00 per \$1,000.00 (or fraction thereof) of the estimated cost in excess of \$10,000.
 - b. ~~Harbor~~ Planning **Division Permit Fee:** The permit fee is \$30.00.
19. **Land clearing:** The following fees are established:
- a. **Building Division Processing Fee:** The fee for clearing, filling, excavating, grading, dredging, or otherwise significantly disturbing the soil of a site prior to obtaining a building permit shall be charged the Development Activity Permit processing fee \$50.00.
 - b. **Planning Division Permit Fee:** The fee for all land clearing permits is \$60.00.
 - c. Public Services Department Permit fee: see section 34920 - Engineering
20. **Protected Tree removal:** The following fees are established:
- a. **Building Division Processing Fee:** The fee for removing any protected or preserved tree shall be charged the Development Activity Permit processing fee of \$50.00.
 - b. **Planning Division Permit Fee:** The fee for removing any protected or preserved tree shall be \$60.00.
21. **Portable Buildings:** The following fees are established:
- a. **Building Division Processing Fee:** \$50.00

b. **Planning Division Permit Fee:** \$80.00

22. **Mobile Vending:** The following fees are established:

a. **Building Division Processing Fee:** \$50.00

b. **Planning Division Permit Fee:** \$25.00 per location

23. **Temporary Tents:** The following fees are established:

c. **Building Division Permit Fee:** \$25.00

d. **Planning Division Permit Fee:** \$25.00

24. **Solar Energy Systems Permit Fees: Signed Sealed Drawings required**

a. The permit fee is \$12.00 per \$1,000.00 (or fraction thereof) of estimated cost, up to \$10,000.00 plus \$6.00 per \$1,000.00 (or fraction thereof) in excess of \$10,000.00.

25. **Electrical Permit Fees:** The following fees are established:

a. **Electrical Service:** The following fees for electrical service are established:

(1) Temporary and construction service through 100 amperes: \$30.00.

(2) Early Service Power \$40.00 first service and \$12.00 for each additional.
(NOTE: Required prior to final inspection and no occupancy shall occur prior to issuance of a Certificate of Occupancy, by the Building Official. If the premises are occupied prior to the issuance of a Certificate of Occupancy, or a Certificate of Completion, the power company may be notified to disconnect the power and the permit will be subject to action by the Code Enforcement Board).

(3) Permanent Service up to 100 amperes: \$45.00.

(4) 101 amperes through 200 amperes: \$60.00.

(5) 201 amperes through 400 amperes: \$75.00.

(6) 401 amperes through 600 amperes: \$90.00.

(7) 601 amperes through 800 amperes: \$120.00.

(8) 801 amperes and over, \$120.00 plus \$0.05 per ampere over 800 amperes.

(9) Circuits: ~~\$5.00~~ \$2.50 each.

(10) **Low Voltage Systems:** The permit fee for new construction hardwired low voltage systems, including but not limited to television, phone, sound systems, fire alarm, security, or other low voltage system shall be \$6.00 per system. Wireless security systems for 1 & 2 family are excluded from permitting.

(11) Electrical repair wiring or renovations is \$12.00 per \$1,000.00 (or fraction thereof) of estimated cost, up to \$10,000.00 plus \$6.00 per \$1,000.00 (or fraction thereof) in excess of \$10,000.00 and \$3.00 for each circuit altered or added.

(12) Meter/service change outs (to include gang meters) are \$33.00 per meter.

- (13) Functional Checks: ~~\$36.00~~ \$50.00.
- b. **Swimming Pools and applicable water features:** The permit fee, which includes all pool and applicable water feature equipment grounding, and underwater lights, is \$40.00.
26. **Mechanical Permit Fees:** The following fees are established:
- a. Heat and Air Conditioning Unit (including heat pump) New or Change outs:
- (1) Up to five tons, the fee is \$60.00 per system.
- (2) Over five tons, the fee is \$60.00 per system, plus \$3.50 per ton over 5 tons.
- b. Refrigeration system is \$24.00 each.
- c. Commercial kitchen Hood system is \$24.00 each.
- d. Incinerator or Boiler is \$24.00 each.
- e. ~~Solar Collector is \$10.00 each.~~
- f. Mechanical repair ~~or air conditioning change-outs~~ is \$12.00 per \$1,000.00 (or fraction thereof) of estimated cost, up to \$10,000.00 plus \$6.00 per \$1,000.00 (or fraction thereof in excess of \$10,000.00).
27. **Plumbing Permit Fees:** The following fees are established:
- a. Each fixture, roughed-in and/or final inspection is \$5.00 per plumbing fixture.
- b. Each individual tap for sewer, septic, grease trap/interceptor, back-flow protector, roof drain and water connection is \$12.00.
- e. Plumbing repair/re-piping or renovations is \$12.00 per \$1,000.00 (or fraction thereof) of estimated cost, up to \$10,000.00 plus \$6.00 per \$1,000.00 (or fraction thereof in excess of \$10,000.00).
28. **Gas Installation Permit Fees:** The following fees are established:
- a. Each fixture is \$5.00.
- b. Gas piping (Natural or LP) to a unit or building is \$24.00 per connection, to include installation of generators to existing homes/structures.
- c. Gas repair/re-piping or renovations is \$12.00 per \$1,000.00 (or fraction thereof) of estimated cost, up to \$10,000.00 plus \$6.00 per \$1,000.00 (or fraction thereof in excess of \$10,000.00).
29. **Fire Sprinkler/Suppression Systems Permit Fees:**
- a. Commercial kitchen hood suppression:**
- (1) \$60.00 up to 4 nozzles heads
- (2) \$10.00 per additional nozzle head thereafter
- b. Fire Sprinkler system:**
- a. The fee is \$0.80 per sprinkler head/nozzle for new construction.
- b. The fee is \$10.00 per water line feeding above systems.
- c. The fee is \$10.00 per stand pipe.
- d. The fee is \$12.00 for repair or modification per \$1,000.00 (or fraction thereof) of estimated cost, up to \$10,000.00 plus \$6.00 per \$1,000.00 (or fraction thereof) in excess of \$10,000.00.

30. Utility Site/Infrastructure Permit Fees:

- a. Systems up to 20 devices (manholes, catch basin, storm drains) is \$200.00
- b. Systems with over 20 devices is \$350.00
- c. Processing Fee is ~~\$36.00~~ \$50.00.
- d. Planning Division fee is \$120.00.
- e. Public Works Department fee: see Section 34920 - Engineering.

31. Parking Lot Resurface, Restripe and Overlay Permit Fees:

- a. Building Division fee is \$100.00
- b. Planning Division fee is \$120.00
- c. Processing Fee is \$50.00.
- d. Planning Division fee is \$120.00.
- e. Public Works Department fee see Section 34920 - Engineering.

329000 Parking Fees

The City Manager provides that City Council will establish and collect fees for parking at the City parking lots.

Code Reference: Resolutions 19-05
Responsible Dept.: Code Compliance Department

UP TO 24 HOURS PARKING FEE	\$5.00 FOR UP TO 24 HRS.
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329100 Right-of-Way Fees

The Land Development Code provides that City Council will establish and collect fees for issuing Right of Way Construction Permits for work in the City's rights of way. NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Code Reference: LDC 8.01.00 & Resolutions 02-06, 02-23, 04-13, 04-15
Responsible Dept.: Public Services

UTILITY	\$260.00 PER PERMIT
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RIGHTS-OF-WAY – Administration Fee

SINGLE FAMILY RESIDENTIAL OR DUPLEX	\$40.00 PER ROW CONSTRUCTION PERMIT
COMMERCIAL OR MULTI-FAMILY	\$125.00 PER ROW CONSTRUCTION PERMIT

RIGHTS-OF-WAY (ROW) CONSTRUCTION

COMMERCIAL (NON RESIDENTIAL)	\$11.00 PER 100 LINEAR FEET AND \$78.00 PER ROAD BORE \$260.00 PER ROAD CUT \$78.00 FOR LANDSCAPING /IRRIGATION
COMMERCIAL (NON RESIDENTIAL) INDIVIDUAL SIMPLE OWNER FEE FOR HOLD HARMLESS & MAINTENANCE AGREEMENT	\$50.00

OTHER OWNERSHIP (CORPORATE OR TRUST) FEE FOR HOLD HARMLESS & MAINTENANCE AGREEMENT	\$85.00
RESIDENTIAL (SINGLE OR 2-FAMILY LOT)	\$11.00 PER 100 LINEAR FEET AND \$21.00 PER BORE AND \$260.00 PER ROAD CUT AND \$21.00 PER LANDSCAPING / IRRIGATION
RESIDENTIAL (SINGLE OR 2-FAMILY LOT)) INDIVIDUAL SIMPLE OWNER FEE FOR HOLD HARMLESS & MAINT. AGREEMENT	\$50.00
OTHER OWNERSHIP (CORPORATE OR TRUST) FEE FOR HOLD HARMLESS & MAINTENANCE AGREEMENT	\$85.00

INSPECTIONS:

RIGHTS-OF-WAY – COMMERCIAL SATISFACTORY COMPLETION

INITIAL INSPECTION	NO CHARGE, INCLUDED WITH PERMIT FEE
FIRST SITE RE-INSPECTION	\$80.00
EACH SUBSEQUENT SITE RE-INSPECTION	\$130.00

RIGHTS-OF-WAY – RESIDENTIAL SATISFACTORY COMPLETION

INITIAL INSPECTION	NO CHARGE, INCLUDED WITH PERMIT FEE
FIRST SITE RE-INSPECTION	\$65.00
EACH SUBSEQUENT SITE RE-INSPECTION	\$85.00

RIGHTS-OF-WAY (ROW), VACATION/EASEMENT

\$515.00

329200 Rental Registration

The collection of administrative fees for the processing of applications for long and short term rental according to the following schedule: NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Long Term Rentals:

Rental unit	\$50.00
Multiple rental units (i.e. apartment complex) located on one single parcel with onsite property management	\$50.00 single registration fee via the onsite property management
Multiple rental units not located on one single parcel and no available onsite property management	\$50.00 per unit
Late Fee	\$50.00 after July 1st

Short-Term Rentals:

Rental unit (Single-family dwelling as defined in Chapter 13, Code of Ordinances)	\$200.00.
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Reapplication Fee	\$25.00
Administrative Fee (Paper Application)	\$25.00
Late Fee	\$100.00 (after March 31 st)
Late Fee	\$500.00 (after June 1 st)
Grandfathering Appeal Fee	\$650.00

Code Reference: Chapter 13, Code of Ordinance Article 6 and Article 7;

Responsible Dept.: Community Development/Code Enforcement

329300 Livery Vessel Permitting

The Land Development Code provides that City Council will establish and collect fees for the issuance of Livery Vessel Permits. NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Permit Fee: ~~\$75~~ \$100.00 per vessel

Late Fee: \$25 per vessel

Code Reference: Ordinance 17-02-CC

Responsible Department: Community Development

329400 Beach Management

The Land Development Code provides that City Council will establish and collect fees for the issuance of Beach Vendor Permits. NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Permit Fee: ~~\$75~~ \$150.00 per location

Late Fee: \$25.00 per location

Wheeled Vehicle Registration: \$50.00 per vehicle

Code Reference: LDC 11.08.03

Responsible Department: Community Development

INTERGOVERNMENTAL REVENUE

Includes all revenues received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes. When a grant originates from two or more funding sources, the revenues must be recorded into the separate intergovernmental sources.

STATE GRANTS:

Includes those monies, which originate from state agencies.

334390 DEP – STATE GRANTS

Reimbursement from the state.

Responsible Dept.: City Manager's Office/Grants Manager

334490 MEDIAN MAINTENANCE/GRANT

Grants from the state for specific median maintenance projects.

Responsible Dept.: City Manager's Office/Grants Manager

STATE SHARED REVENUES:

Revenues received by the State and proportionately shared with units of local Government.

335122 MUNICIPAL SHARING/CIGARETTE

Revenue received by the state from sales tax, 8th Ct Fuel Tax and Special fuel & motor Fuel tax and distributed as shared revenue to municipalities based on a percentage. The municipal fuel tax portion (29.5%) of this distribution is restricted to road use only.

Code Reference: Section 210.20, F.S.
Responsible Dept.: Finance Department

335140 MOBILE HOME TAX

Revenues from an annual license tax charged in lieu of ad valorem taxes on mobile homes, park trailers, and all travel trailers and fifth wheels exceeding 35 feet in length that is paid upon registration or renewal of registration.

Fee Schedule: The amount derived from license tax, less the amount of \$1.55 per license is equally divided between the district school board (50%) and the city or county in which the unit is located (50%). Monthly payment by warrant drawn by the State Comptroller upon the Treasury out of the License Tax Collection Trust Fund.

Code Reference: F.S. 320.08 (11-11); 320.081
Responsible Dept.: Finance Department

335150 ALCOHOL AND BEVERAGE TAX

Portion of state license tax levied by the Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco that is distributed to the City.

Fee Schedule: 38% of the license taxes imposed under Florida Statutes collected within an incorporated municipality shall be returned to the appropriate municipality. Funds collected by the state under the beverage law are paid into the State Treasury to the credit of the General Revenue Fund. Funds are distributed to the municipality monthly on or before the 10th day of the month succeeding the beginning of the taxable year and quarterly thereafter.

Code Reference: Florida Statute 561.342
Responsible Dept.: Finance Department

GRANTS FROM OTHER LOCAL UNITS:

Contributions from other governmental reporting entities to be used for specified purposes. These accounts do not include shared revenues or payments in lieu of taxes from local units, or any revenues received for the provisions of services such as fire control or ambulance service.

337300 LOCAL GRANT/NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

An annual amount of money given to the City from the Northwest Florida Water Management District for the continued operation of the Old Pass Lagoon Pumping Station, after the pump station permit was taken over by the City many years ago.

Responsible Dept.: City Manager's Office/Grants Manager

337700 COUNTY GRANTS/BOATING IMPROVEMENT FUND

Grants available to Counties or municipalities through the Department of Environmental Protection for waterway projects that enhance recreational boating. Projects that may qualify for this are improvement of boat launching facilities, channel marking, and artificial reef projects for the public.

Responsible Dept.: City Manager's Office/Grants Manager

SHARED REVENUES FROM OTHER LOCAL UNITS:

Revenues received by local units that are shared among them on a proportionate basis. Revenues recorded in this account should be substantially controlled by the local unit, which levied the tax, and should be directly disbursed by the governing body of that local unit.

338000 COUNTY OCCUPATIONAL LICENSES

Portion of revenues received from Okaloosa County Occupational Licenses issued to businesses located in City limits.

Code Reference: Florida Statutes 205.0535; 205.0536
Responsible Dept.: Community Development/Building Division

338001 COUNTY LIBRARY COOPERATIVE

An entity which enables all 6 municipal libraries in Okaloosa County to share resources. While all these municipal libraries are autonomous, as members of the Cooperative they share a common circulation system and in exchange for funding, extend their services to unincorporated areas of the county.

Responsible Dept.: Library

GENERAL GOVERNMENT (NOT COURT RELATED)

341910 LAND DEVELOPMENT REVIEW FEES

The Land Development Regulations provide that the City Council of the City of Destin, Florida will establish land development review, permit and other fees. Fees are set to cover the cost of the work associated with review, permitting, inspection and other activities associated with land development. The City may require, at its discretion, the review and advise of an expert consulting professional on any development application. Applicants will be responsible to reimburse the City for these outside costs plus a 10% Administrative Fee. NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Code Reference: Land Development Code 18.01.00
Responsible Dept.: Community Development

DEVELOPMENT ORDER RELATED APPLICATIONS:

The following development order related application fees include first submittal reviews only. Subsequent submittal reviews and advertisement costs and mailing costs will be invoiced to the applicant at actual cost plus a 10% Administrative Fee. All invoices must be paid in full prior to submittal of additional submittal packages and/or the issuance of the Final Development Order.

TYPE OF APPLICATION:	APPLICATION FEE:
DEVELOPMENT OF REGIONAL IMPACT	\$9,000.00
REGIONAL ACTIVITY CENTER	\$9,000.00
DEVELOPER'S AGREEMENT	\$4,500.00
MINOR TIER 2 DEVELOPMENTS	\$6,000.00
MAJOR DEVELOPMENTS	\$3,250.00
MINOR TIER 4 DEVELOPMENTS	\$2,500.00 \$3,000.00
MAJOR DEVIATIONS TO A TIER 4 MAJOR DEVELOPMENT	\$3,250.00
MINOR DEVIATIONS TO A TIER 4 MAJOR DEVELOPMENT	\$2,000.00
MAJOR DEVIATIONS TO A TIER 4 MINOR DEVELOPMENT	\$3,000.00
SIMPLE DEVIATION	\$1,000.00
PLANNED UNIT DEVELOPMENT (PUD) PLUS THE FEE FOR SUBDIVISION, MAJOR DEVELOPMENT ORDER OR MINOR DEVELOPMENT ORDER	\$2,500.00

LANDSCAPING PLAN REVIEW (IF NOT SUBMITTED AS PART OF A D.O. APPLICATION)	\$750.00
OUTDOOR LIGHTING PLAN REVIEW (IF NOT SUBMITTED AS PART OF A D.O. APPLICATION)	\$750.00
DEVELOPMENT ORDER EXEMPTION	\$500.00

SUBDIVISION RELATED APPLICATIONS:

The following subdivision related application fees include first submittal reviews only. Subsequent submittal reviews and advertisement costs and mailing costs will be invoiced to the applicant at actual cost plus a 10% Administrative Fee. All invoices must be paid in full prior to submittal of additional submittal packages and/or final approval.

<i>TYPE OF APPLICATION:</i>	<i>APPLICATION FEE:</i>
MAJOR SUBDIVISIONS	\$3,000.00 \$3,250.00
MINOR SUBDIVISIONS	\$1,500.00
REPLAT OF SUBDIVISION / LOT RECONFIGURATION	\$1,300.00
DEED OF GIFT	\$750.00
IF EASEMENTS FOLLOW THE PLAT, REPLAT OR LOT RECONFIGURATION AND ARE EXECUTED BY A SEPARATE DOCUMENT	\$300.00 (PER EASEMENT)

ORDINANCE AMENDMENT RELATED APPLICATIONS:

An applicant applying for any one of the following ordinance amendment related applications is responsible for paying to the City: administrative expenses, cost recovery for the use of outside consultants by the City to review the application, legal notice costs, and mailing cost at actual cost plus a 10% Administrative Fee.

<i>TYPE OF APPLICATION:</i>	<i>APPLICATION FEE:</i>
COMPREHENSIVE PLAN TEXT AMENDMENT	\$1,200.00
CP FUTURE LAND USE MAP AMENDMENT	\$1,200.00
LAND DEVELOPMENT CODE TEXT AMENDMENT	\$1,200.00
LDC REZONING MAP AMENDMENT	\$1,200.00
CODE OF ORDINANCE TEXT AMENDMENT	\$1,200.00

BOARD OF ADJUSTMENT RELATED APPLICATIONS:

An applicant applying for any one of the following Board of Adjustment applications is responsible for paying to the City: administrative expenses, cost recovery for the use of outside consultants by the City to review the application, legal notice costs, and mailing cost, at actual cost plus a 10% Administrative Fee.

<i>TYPE OF APPLICATION:</i>	<i>APPLICATION FEE:</i>
ADMINISTRATIVE DECISION APPEAL	\$600.00 \$650.00
CONDITIONAL USE	\$600.00 \$650.00
VARIANCE	\$600.00 \$650.00
EXCEPTION (MARINA SITING ONLY)	\$600.00 \$650.00

TABLING AND/OR REHEARING:

The following fees are established for an applicant initiating tabling and/or re-hearing of an application at City Council, Local Planning Agency (LPA), Board of Adjustment (BOA), or Technical Review Team (TRT). The applicant is responsible for paying to the City administrative

expenses, cost recovery for the use of outside consultant by the City to review the application, legal notice costs, and mailing cost, at actual cost plus a 10% Administrative Fee.

<i>TYPE OF HEARING:</i>	<i>FEE:</i>
CITY COUNCIL	\$120.00
LOCAL PLANNING AGENCY (LPA)	\$120.00
BOARD OF ADJUSTMENTS	\$120.00
TECHNICAL REVIEW TEAM	\$120.00

**CERTIFICATE OF OCCUPANCY (AS BUILT)
SITE RE-INSPECTION FEES:**

<i>TYPE OF DEVELOPMENT:</i>	<i>RE-INSPECTION FEE:</i>
MINOR TIER 1 DEVELOPMENT ORDER	\$350.00
RESIDENTIAL (SINGLE FAMILY OR DUPLEX)	\$100.00

MISCELLANEOUS APPLICATIONS, FEES, & LETTERS:

<i>TYPE OF APPLICATION, <u>FEE</u>, OR LETTER:</i>	<i>FEE (Per Application or Letter):</i>
ALCOHOL LICENSES	\$35.00
ZONING COMPLIANCE LETTER	\$50.00 \$75.00
FDEP REVIEW LETTER	\$70.00
RE-ADDRESSING FOR CONVENIENCE	\$50.00
HOME OCCUPATION	\$55.00
WHITE SANDS COMPLIANCE INSPECTION	\$35.00
EACH RE-INSPECTION DUE TO FAILURE OF A PREVIOUS INSPECTION	\$87.00
DOG FRIENDLY DINING	\$540.00
PROPERTY STATUS LETTER (LEIN REQUESTS)	\$35.00
HOME SOLICITATION SALES	\$55.00
MULTIMODAL TRANSPORTATION CONCURRENCY MITIGATION FEE (Land Development Code - Article 6): <u>Account: 325100</u>	\$1,000.00 per mitigation point
SEXUALLY ORIENTED BUSINESS LICENSE Initial Application Fee:	\$250.00
Annual Renewal Fee:	\$100.00
SEXUALLY ORIENTED BUSINESS EMPLOYEE LICENSE Initial Application Fee:	\$50.00
Each additional license:	\$20.00
Annual Renewal Fee:	\$25.00
Each additional license:	\$10.00
SHORT TERM RENTAL GRANDFATHER APPLICATION FEE	\$100.00
SHORT TERM RENTAL GRANDFATHER APPLICATION APPEAL	\$600.00
CHANGE OF USE APPLICATION FEE	\$50.00

An applicant applying to appeal a Short Term Grandfather Application is responsible for paying to the City: administrative expenses, cost recovery for the use of outside consultants by the City to review the application, legal notice costs, and mailing cost, at actual cost plus a 10% Administrative Fee.

341911 MAPS & PUBLICATIONS

Monies collected for providing copies, to include but not limited to, maps, plats and documents.

Responsible Dept.: Public Services/City Manager's Office (GIS)

Standard data fees: \$3.10 / standard CD and \$13.40 / standard aerial DVD. Standard CD types are base vectors and aerial rasters. (Land use vectors available in future.) Base vector CD includes roads, water, 7.5-minute quads, quarter-quads, fire stations, city government buildings, libraries, parks, police stations, schools, flood zones, category storm surge, county border, city limits, zoning,

future land use, community redevelopment agencies/areas, building footprints, digital elevations & aerial index.

For parcels, contact Okaloosa County at 850-651-7958.

In the future, free copies of standard CDs will be given quarterly to public library.

\$13 / Aerial DVD: Standard DVD types are base vectors and aerial rasters. Base vector DVD includes same layers as a Standard CD in un-zipped format. Aerial Raster DVD has same capacity as (3) CD's.

Standard map fees:	Size	Sparse shading	Dense shading
8.5 x 11	A	\$2.60	\$5.15
8.5 x 14		\$2.60	\$5.15
11 x 17	B	\$5.15	\$10.30
13 x 19		\$5.15	\$10.30
17 x 24	C	\$10.30	\$15.45
24 x 36	D	\$15.45	\$25.75
34 x 44	E	\$25.75	\$36.05

Based on map type, ink shading, and printing time.

Based on color-copy fees at local company for small densely-shaded maps.

A map with over 25% of page shaded with solid ink is considered densely shaded.

Paper costs are included.

Extra printing can take staff and printers away from printing in-house assignments.

Custom request: Considered case by case with additional costs. Cost agreement may be in writing. Fulfilled only if costs are agreed upon, time is permitting, and media is practical.

Includes but is not limited to:

Any creation of new data.

Any modification to existing data and maps.

Any non-standard media (other than inkjet paper and CD's).

Any non-standard format such as AutoCAD .dxf

Custom fees: \$22.65 / hr staff rate (calculated in 15-min increments, no charge for first 15 min), plus media. \$3.10 / 650mb CD media, \$13.40 DVD media.

341920 ENGINEERING FEES

The Land Development Code provides that City Council will establish and collect certain fees for engineering services.

~~STORMWATER REVIEW FEES:~~

TYPE OF APPLICATION:	INITIAL FEE:
SINGLE FAMILY/DUPLEX	\$85.00
DEVELOPMENT OF REGIONAL IMPACT	\$460.00
REGIONAL ACTIVITY CENTER	\$460.00
DEVELOPERS AGREEMENT	\$460.00
MAJOR TIER 2 DEVELOPMENT	\$200.00
MINOR TIER 2 DEVELOPMENT	\$200.00
MAJOR TIER 2 DEVELOPMENT	\$200.00
MINOR TIER 1 DEVELOPMENT	\$200.00
SIMPLE DEVIATION	\$115.00
PLANNED UNIT DEVELOPMENT	\$240.00
LANDSCAPE PLAN	\$115.00
OUTDOOR LIGHTING (PARKING LOT) LIGHTING PLAN	\$115.00

STORMWATER REVIEW & INSPECTION FEES*:

TYPE OF APPLICATION:	E&S Review Fee:	Engineering Review Fee**:	Floodplain Review/Inspection Fee***:	Re-Review Fee****:	Inspection Fee:
SINGLE FAMILY/DUPLEX	\$50	\$50	\$25/\$25	\$50	\$50
DEVELOPMENT OF REGIONAL IMPACT	\$300	\$300	\$25/\$25	\$150	\$300
REGIONAL ACTIVITY CENTER	\$300	\$300	\$25/\$25	\$150	\$300
DEVELOPER'S AGREEMENT	\$300	\$300	\$25/\$25	\$150	\$300
MAJOR DEVELOPMENT	\$200	\$200	\$25/\$25	\$100	\$150
MINOR DEVELOPMENT	\$100	\$100	\$25/\$25	\$50	\$50
SIMPLE DEVIATION	\$100	\$100	\$25/\$25	\$50	\$50
PLANNED UNIT DEVELOPMENT	\$300	\$300	\$25/\$25	\$150	\$300
LANDSCAPE PLAN	\$50	\$50	NA	\$25	\$25
COMMERCIAL SIGNS	NA	\$25	NA	NA	\$25
DEMOLITION OF BUILDINGS AND STRUCTURES	\$25	NA	NA	NA	\$25
LAND CLEARING	\$100	NA	NA	NA	\$50
MINOR LAND DISTURBANCE (<2500 FT ²)	\$50	NA	NA	NA	\$25
OUTDOOR LIGHTING (PARKING LOT) LIGHTING PLAN	NA	\$50	NA	\$25	\$25
COMMERCIAL PARKING REPAVING/SEALCOAT/RESTRIPE	NA	\$50	NA	\$25	\$25

*Engineering review and inspection fees must be paid at the time of application.

**Includes stormwater management, ingress-egress, ROW impacts, public infrastructure review, other agency permit review, etc.)

***Floodplain Inspections are only required for those structures located within either the A- or V- Zones. In the case where multiple buildings are constructed associated with a permit, the inspection is assessed per building.

****After the first re-submittal (included in initial review cost), each subsequent re-submittal will be assessed this fee. The fee must be paid before the review commences. E&S, Engineering and Floodplain are considered separate reviews.

Review Fees are the same as the fees listed above based on time.

Responsible Dept.: Community Development

Code Reference: Resolutions 02-06, 02-23, 04-13, 04-15

341930 ELECTION QUALIFYING FEES

Elections for candidates running for office in accordance with the City's charter, Section 5.03 Qualifications. "Candidates for the offices of city council member and mayor shall qualify for such office by the filing of a written notice of candidacy with the designated city official, by the payment of any applicable qualifying fee at such time and in such manner as may be prescribed by ordinance." For the March 2004 election is was \$25 per candidate.

Code Reference: City Charter Section 5.03

Responsible Dept.: Finance/City Clerk's Office

341940 MARINE APPLICATION FEES

The collection ~~of \$40.00~~ of residential and ~~\$80.00 for~~ commercial ~~for an~~ application fees is for review by the Harbor Board and Staff. NOTE: 10% of all fees collected within this section shall be accounted for and deposited in a separate account designated to support development review/compliance quality process improvement initiatives.

Code Reference: 11.05 Code of Ordinance

Responsible Dept.: Community Development/~~Harbor Management~~ Planning Division

FLAT FEE, RESIDENTIAL	\$40.00 \$50.00
FLAT FEE, COMMERCIAL	\$80.00 \$100.00
VARIABLE FEE, (NPEB)	25% OF THE COST OF CONSTRUCTION FOR ALL WORK PERFORMED IN THE DESTIN HARBOR

TRANSPORTATION

Transportation Planning is responsible for all professional activities necessary for the planning and coordination of improvements to the City's major road network, public transportation, airports, bicycle and pedestrian facilities.

344901 TRAFFIC SIGNAL/HWY LIGHT MAINTENANCE

Monies received from DOT for an agreement for partially reimburse to the City for any maintenance our contractors perform to ensure these devices operate properly.

Responsible Dept.: Public Services

CULTURE/RECREATION

Fees to utilize specific recreational facilities to continue the operations and improvements of the park area. Fees are established for reservations and permits of recreational and park facilities to provide a user fee for programs wherever applicable within the City and to establish procedures for the collection of such fees.

347100 LIBRARY SERVICE FEES

Fees collected for library membership and late audio, book, and videos.

Responsible Dept.: Library

FINES

BOOKS AND AUDIO BOOKS	\$.15 PER DAY (\$5.10 MAXIMUM)
VIDEOTAPES	\$1.00 PER DAY (\$5.00 MAXIMUM)

MEMBERSHIP FEES (RESOLUTION 01-27)

OKALOOSA CO. RESIDENTS	NO CHARGE
NON-RESIDENTS	\$36.00 35.00 PER FAMILY PER YEAR
TEMPORARY/SEASONAL	\$26.00 PER FAMILY PER YEAR

REPLACEMENT CARDS \$1.00

347110 LIBRARY MISC. FEES

Fees collected for lost or damaged audio, books, or videos.

Responsible Dept.: Library

LOST OR DAMAGED ITEMS

LOST ITEMS	REPLACEMENT COST
SANDY BOOKS	\$3.00 RE-WRAP CHARGE

FAX CHARGES

LOCAL FAXES	\$1.00
LONG-DISTANCE FAX	\$2.00

347200 PARK SERVICE FEES

Fees collected for any type of program open to the public that is not athletic.

Code Reference: Florida Statutes 166.201

Responsible Dept.: Recreation

SPECIAL EVENT PERMITS (ALL PARKS)

Ordinance 15-40 § (c-h) requires all groups of 20 or more wishing to hold events in City parks to obtain a permit from the City in advance of the event.

Groups Less than 20:	No Fee Required
Groups 20-49:	\$ 50.00 Fee per day
Groups 50-99:	\$ 100.00 Fee per day
Groups 100-499:	\$250.00 Fee per day
Groups 500+	\$500.00 Fee per day

DEWEY "BUCK" DESTIN PARK

NON-PROFIT GROUPS AND RESIDENT FAMILY GATHERINGS (PER FOUR HOUR INCREMENT)

BUILDING USE, GROUPS 1-25	\$20.00/ Hour + \$26.00 CLEANING FEE
BUILDING USE, GROUPS 26-50	\$30.00/ Hour + \$26.00 CLEANING FEE
INSTRUCTIONAL CLASSES	\$2.00 - \$40.00 PER PARTICIPANT PER COURSE Up to 12 WEEKS

PRIVATE GROUPS OR ORGANIZATIONS OR NON-RESIDENT GATHERINGS (PER FOUR HOUR INCREMENT)

BUILDING USE, GROUPS 1—25	\$30.00/Hour + \$26.00 CLEANING FEE
BUILDING USE, GROUPS 26-50	\$55.00/Hour + \$26.00 CLEANING FEE
INSTRUCTIONAL CLASSES	\$4.00 - \$80.00 PER PARTICIPANT PER COURSE

CLEMENT TAYLOR

PAVILION RENTAL

LIMITED TO GROUPS OF 100 OR LESS

ALCOHOLIC BEVERAGE PERMIT	\$30.00/Day + CLEANING FEE OF \$30.00
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NON PROFIT GROUPS AND RESIDENT FAMILY GATHERINGS (PER FOUR HOUR INCREMENT)

GROUPS 1-25	\$20.00 + \$26.00 CLEANING FEE per 4 hours
GROUPS 26-100	\$30.00 + \$26.00 CLEANING FEE per 4 hours

PRIVATE GROUPS OR ORGANIZATIONS OR NON-RESIDENT GATHERINGS (PER FOUR HOUR INCREMENT)

GROUPS 1-25	\$30.00 + \$26.00 CLEANING FEE per 4 hours
GROUPS 26-100	\$60.00 + \$26.00 CLEANING FEE per 4 hours

347210 FOOTBALL REVENUE

Fees collected for football activities. See Rate Table below

Code Reference: Florida Statutes 166.201
Responsible Dept.: Recreation

347220 MORGAN'S SPORTS CENTER SOCCER REVENUE

Fees collected for soccer activities. See Rate Table below

Code Reference: Florida Statutes 166.201
Responsible Dept.: Recreation

347230 CHEERLEADING REVENUE

Fees collected for cheerleading activities. See Rate Table below

Code Reference: Florida Statutes 166.201
Responsible Dept.: Recreation

347240 MORGAN'S SPORTS CENTER SOFTBALL REVENUE

~~Strikethrough~~ is replaced information

Red is new information

Fees collected for softball activities. See Rate Table below

Code Reference: Florida Statutes 166.201
Responsible Dept.: Recreation

RATE TABLE – Apply to all Categories

GROUP ACTIVITIES & SPECIAL EVENTS OUTSIDE THE ATHLETIC FIELDS

SINGLE-DAY EVENT NO CONCESSIONS	\$52.00 - \$515.00
SINGLE-DAY EVENT W/ CONCESSIONS	\$52.00 - \$515.00
ALCOHOLIC BEVERAGES PERMIT	\$30.00 PER VENDOR/PER DAY
VENDOR FEE (For tournament and Special Event vendors)	\$30.00 PER VENDOR/PER DAY / NO HOOKUPS
SPECIAL EVENT APPLICATION FEE	\$25.00 NON-REFUNDABLE
GATE/ADMISSION FEE	15% OF GROSS PAID TO THE CITY

LEAGUE ACTIVITIES/ INSTRUCTIONAL CLASSES (RESIDENTS)

CITY-ADULT ACTIVITIES	\$16.00 – \$100.00
CITY-YOUTH ACTIVITIES	\$16.00 - \$100.00
ADULT INSTRUCTIONAL CLASSES	\$6.00 - \$35.00 PER PARTICIPANT (MAX 10HRS)
YOUTH INSTRUCTIONAL CLASSES	\$6.00 - \$20.00 PER PARTICIPANT (MAX 10HRS)
SENIOR PROGRAMS	\$2.00 - \$100.00

LEAGUE ACTIVITIES/INSTRUCTIONAL CLASSES (NON-RESIDENTS)

CITY-ADULT ACTIVITIES	\$31.00 - \$200.00
CITY-YOUTH ACTIVITIES	\$20.00 - \$155.00
ADULT INSTRUCTIONAL CLASSES	\$11.00 - \$70.00 PER PARTICIPANT (MAX 10HRS)
YOUTH INSTRUCTIONAL CLASSES	\$6.00 - \$35.00 PER PARTICIPANT (MAX 10HRS)
DAILY USER FEE	\$6.00 - \$40.00

EXPERT INSTRUCTORS (Services the City cannot offer)

RECREATIONAL/INSTRUCTIONAL CLASSES – CONTRACTUAL LEADERSHIP

FEES RECEIVED FROM INDIVIDUALS PARTICIPATING IN CITY SPONSORED PROGRAMS, ACTIVITIES or CLASSES THAT ARE FACILITATED BY NON-CITY EMPLOYEES WITH EXPERTISE IN THAT PARTICULAR AREA. (EG. AEROBICS, FLY-FISHING, DANCE...) PERCENTAGE BASED ON SKILL LEVEL OF THE INSTRUCTOR, ASSISTANCE REQUIRED FROM CITY STAFF AND FACILITY/EQUIPMENT/SUPPLIES MAY BE FURNISHED BY THE CITY. THIS STRUCTURING WILL ALLOW THE DEPARTMENT TO EXPAND PROFESSIONALLY LEAD PROGRAMMING FOR YOUTH, TEENS, ADULTS AND SENIORS WHILE GENERATING ADDITIONAL REVENUES FOR THE CITY. THE INCREASE IN REVENUES WILL BE DEPENDENT ON THE NUMBER OF PROGRAMS OFFERED AND THE PERCENTAGE AGREED UPON. THIS IS A WIDELY USED MODEL IN PARKS & RECREATION AGENCIES NATIONWIDE THAT TAPS INTO COMMUNITY RESOURCES THAT COULD OTHERWISE NOT BE AFFORDABLE TO THE AGENCY.

OPTIONS	PERCENTAGE OF FEES RETAINED BY THE CITY	PERCENTAGE OF FEES RETAINED BY THE FACILITATOR.
SPLIT 1	60%	40%
SPLIT 2	50%	50%
SPLIT 3	40%	60%

Split 1 – City provides Material

Split 2 – Instructor Only

Split 3 – Instructor provides Material

347260 JOE'S BAYOU RECREATION FEES

Fees collected for boating activities.

Code Reference: Florida Statutes 166.201**Responsible Dept.:** Recreation

RESIDENTIAL DAILY LAUNCH/RECOVERY FEE \$20.00 PER TRAILER
 COMMERCIAL DAILY LAUNCH/RECOVERY FEE \$20.00 PER TRAILER

ANNUAL LAUNCH/RECOVERY FEE PER TRAILER

RESIDENT/NON-COMMERCIAL	\$0.00 PER HOUSEHOLD (1 Pass) \$0.00 PER SENIOR HOUSEHOLD 65+ (1 Pass) \$50.00 Per Additional Pass
NON-RESIDENT/NON-COMMERCIAL	\$205.00 PER HOUSEHOLD per year
DESTIN BASED COMMERCIAL LAUNCH	\$1,030.00 per year
COMMERCIAL LAUNCH, NON-DESTIN	\$2,060.00 per year

Pump Out Fee: Destin resident, no charge, non-resident \$5.00 per usage.**347265 HENDERSON BEACH STATE PARK FEES**

Fees for the use of Henderson Beach State Park

Code Reference: Florida Statutes 166.201**Responsible Dept.:** Recreation

DAILY ENTRANCE RECOVERY FEE

DAILY ENTRANCE RECOVERY FEE

DAILY ENTRANCE PASS	\$30.00 PER HOUSEHOLD (1 per household) \$25.00 PER SENIOR HOUSEHOLD 65+ (1 per household)
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347520 COMMUNITY CENTER RENT

The City shall levy fees for the rental of the Community Center facilities for activities including, but not limited to arts and crafts, league/team activities, adult sports, theatre productions, concerts, and specialty activities (card games, board games, etc) for both commercial and noncommercial use. The amount of the rental fee will be assessed as per facility required and/or participation.

Code Reference: City Resolution 01-05**Responsible Dept.:** Recreation Department/Community Center**ADMINISTRATIVE CHARGES / NON-RESIDENTS**

PERSONNEL COST FOR HOURS OTHER THAN NORMAL HOURS OF OPERATION OR HOLIDAYS	\$20.00 PER HOUR PER EMPLOYEE
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COMMERCIAL USE

ENTIRE FACILITY	\$150.00 PER HOUR min 4 hrs.
MEETING ROOM	\$30.00 PER HOUR \$20.00 PER HOUR EACH ADDITIONAL ROOM
KITCHEN	\$50.00 WITH GYM OR ROOM RENTAL ONLY, 4 HOURS
GYMNASIUM	\$60.00 + 15% GATE CHARGE
PARKING LOT	\$240.00 PER 4 hrs. (CLOSING THE CENTER) 4 hr min.
NON-REFUNDABLE DEPOSIT / CLEANING FEE	\$25.00 - \$3,000.00 per event

NON-COMMERCIAL USE / RESIDENT

ENTIRE FACILITY	\$80.00 PER HOUR min 4 hrs.
MEETING ROOM	\$20.00 PER HOUR \$15.00 PER HOUR EACH ADDITIONAL ROOM
KITCHEN	\$30.00 WITH GYM OR ROOM RENTAL ONLY, 4 HOURS

GYMNASIUM	\$30.00 + 15% GATE CHARGE 4HR MIN.
PARKING LOT	\$120.00 PER 4 hrs. (CLOSING THE CENTER) 4 hr. min.
NON-REFUNDABLE DEPOSIT / CLEANING FEE	\$25.00 - \$3,000.00 per event

NON PROFIT PLAY OR INSTRUCTIONAL CLASSES

PER MEETING ROOM	\$15.00 PER HOUR
GYMNASIUM	\$25.00 PER HOUR

PENALTIES

15% ADMINISTRATION FEE + COST OF RENTAL FEE

347530 COMMUNITY CENTER MEMBERSHIP/MISCELLANEOUS

Monies received in other than a program fee or rental, such as tablecloths, membership, coffee, t-shirts etc.

Responsible Dept.: Recreation/Community Center

347540 COMMUNITY CENTER PROGRAMS

Monies received for camps, programs that are sponsored by the Community Center.

LEAGUE ACTIVITIES/INSTRUCTIONAL CLASSES (RESIDENTS)

CITY-ADULT ACTIVITIES	\$10.00-\$105.00
CITY-YOUTH ACTIVITIES	\$10.00-\$105.00
ADULT INSTRUCTIONAL CLASSES	\$3.00 - \$52.00 PER PARTICIPANT (MAX 10HRS)
YOUTH INSTRUCTIONAL CLASSES	\$3.00 - \$52.00 PER PARTICIPANT (MAX 10HRS)
SENIOR PROGRAMS	\$2.00 - \$105.00

LEAGUE ACTIVITIES/INSTRUCTIONAL CLASSES (NON-RESIDENTS)

CITY-ADULT ACTIVITIES	\$30.00 - \$412.00
CITY-YOUTH ACTIVITIES	\$22.00 - \$375.00
ADULT INSTRUCTIONAL CLASSES	\$6.00 - \$300.00 PER PARTICIPANT (MAX 10HRS)
YOUTH INSTRUCTIONAL CLASSES	\$6.00 - \$225.00 PER PARTICIPANT (MAX 10HRS)
DAILY USER FEE	\$2.00 - \$40.00
SENIOR PROGRAMS	\$3.00 - \$160.00

LEAGUE/ACTIVITY SPONSORSHIP	\$30.00 - \$500.00
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RECREATIONAL/INSTRUCTIONAL CLASSES – CONTRACTUAL LEADERSHIP

FEES RECEIVED FROM INDIVIDUALS PARTICIPATING IN CITY SPONSORED PROGRAMS, ACTIVITIES OR CLASSES THAT ARE FACILITATED BY NON-CITY EMPLOYEES WITH EXPERTISE IN THAT PARTICULAR AREA. (EG. AEROBICS, FLY-FISHING, DANCE...) PERCENTAGE BASED ON SKILL LEVEL OF THE INSTRUCTOR, ASSISTANCE REQUIRED FROM CITY STAFF AND FACILITY/EQUIPMENT/SUPPLIES MAY BE FURNISHED BY THE CITY. THIS STRUCTURING WILL ALLOW THE DEPARTMENT TO EXPAND PROFESSIONALLY LEAD PROGRAMMING FOR YOUTH, TEENS, ADULTS AND SENIORS WHILE GENERATING ADDITIONAL REVENUES FOR THE CITY. THE INCREASE IN REVENUES WILL BE DEPENDENT ON THE NUMBER OF PROGRAMS OFFERED AND THE PERCENTAGE AGREED UPON. THIS IS A WIDELY USED MODEL IN PARKS & RECREATION AGENCIES NATIONWIDE THAT TAPS INTO COMMUNITY RESOURCES THAT COULD OTHERWISE NOT BE AFFORDABLE TO THE AGENCY.

OPTIONS	PERCENTAGE OF FEES RETAINED BY THE CITY	PERCENTAGE OF FEES RETAINED BY THE FACILITATOR.
SPLIT 1	60%	40%

~~Strikethrough~~ is replaced information

Red is new information

SPLIT 2	50%	50%
SPLIT 3	40%	60%

Split 1 – City provides Material

Split 2 – Instructor Only

Split 3 – Instructor provides Material

347550 MORGAN'S SPORTS CENTER CHILDREN'S PARKS

Monies collected for events held at the children's park.

Responsible Dept.: Recreation

PICNIC AREA

NON PROFIT GROUPS AND RESIDENT FAMILY GATHERINGS (PER FOUR HOUR INCREMENT)

GROUPS 1-25	\$15.00 + \$26.00 CLEANING FEE per 4 hours
GROUPS 26-100	\$30.00 + \$26.00 \$50.00 CLEANING FEE per 4 hours

PRIVATE GROUPS OR ORGANIZATIONS OR NON-RESIDENT GATHERINGS (PER FOUR HOUR INCREMENT)

GROUPS 1-25	\$30.00 + \$26.00 CLEANING FEE per 4 hours
GROUPS 26-100	\$55.00 + \$26.00 \$50.00 CLEANING FEE per 4 hours

PAVILION AREA

NON PROFIT GROUPS AND RESIDENT FAMILY GATHERINGS (PER FOUR HOUR INCREMENT)

GROUPS 1-25	\$30.00 + \$26.00 CLEANING FEE per 4 hours
GROUPS 26-100	\$55.00 + \$26.00 \$50.00 CLEANING FEE per 4 hours

COMMERCIAL, PRIVATE GROUPS OR ORGANIZATIONS OR NON-RESIDENT GATHERINGS (PER FOUR HOUR INCREMENT)

GROUPS 1-25	\$55.00 + \$26.00 CLEANING FEE per 4 hours
GROUPS 26-100	\$85.00 + \$26.00 \$50.00 CLEANING FEE per 4 hours

347551 MORGAN'S SPORTS CENTER/DESTIN ELE. SCHOOL SPORTS FIELD FEES

Code Reference: Florida Statutes 166.201

Responsible Dept.: Recreation

ADMINISTRATIVE CHARGES

PERSONNEL COST FOR HOURS OTHER THAN NORMAL HOURS OF OPERATION	\$20.00 PER HOUR PER EMPLOYEE
HOLIDAY/HOLIDAY WEEKEND HOURS	\$30.00 PER HOUR PER EMPLOYEE
APPLICATION FEE	\$25.00 PER EVENT

FIELD RENTALS (NON-TOURNAMENT PLAY)

NON-PROFIT

FIELD RENTAL 1-25 users	\$20.00 PER FIELD PER HOUR W/O LIGHTS
FIELD RENTAL 1-25 users	\$35.00 PER FIELD PER HOUR WITH LIGHTS
LINING/SET UP 1-25 users	\$20.00 PER FIELD PER OCCURRENCE
FIELD RENTAL 26+ users	\$20.00 \$40.00 PER FIELD PER HOUR W/O LIGHTS
FIELD RENTAL 26+ users	\$35.00 \$55.00 PER FIELD PER HOUR WITH LIGHTS
LINING/SET UP 26+ users	\$20.00 PER FIELD PER OCCURRENCE
NON-REFUNDABLE DEPOSIT / CLEANING FEE	\$25.00 - \$500.00 per field per day

COMMERCIAL

FIELD RENTAL 1-25 users	\$35.00 PER FIELD PER HOUR W/O LIGHTS
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Red is new information

FIELD RENTAL 1-25 users	\$50.00 PER FIELD PER HOUR WITH LIGHTS
LINING/SET UP 1-25 users	\$20.00 PER FIELD / PER OCCURRENCE
FIELD RENTAL 26+ users	\$35.00 \$70.00 PER FIELD PER HOUR W/O LIGHTS
FIELD RENTAL 26+ users	\$50.00 \$95.00 PER FIELD PER HOUR WITH LIGHTS
LINING/SET UP 26+ users	\$20.00 PER FIELD / PER OCCURRENCE
NON-REFUNDABLE DEPOSIT / CLEANING FEE	\$25.00 - \$500.00 per field per day

FIELD RENTALS (TOURNAMENT FUNCTIONS)—UP TO 12 HOURS

NON-PROFIT

FIRST (ONE) FIELD EACH ADDITIONAL FIELD	\$80.00 \$100.00 PER DAY WITHOUT LIGHTS \$60.00 \$80.00 EACH ADDITIONAL FIELD \$20.00 EACH ADDITIONAL HOUR
LIGHTS	\$15.00 PER HOUR PER FIELD
ADDITIONAL FIELD PREPARATION	\$20.00 PER FIELD / PER OCCURRENCE
GATE FEE	%15
CENTER UTILIZATION FEE	\$545.00 UP TO \$550.00
VENDER PERMIT FEE	\$30.00 PER VENDOR PER DAY
NON-REFUNDABLE DEPOSIT / CLEANING FEE	\$25.00 - \$500.00 per field per day

COMMERCIAL

FIRST (ONE) FIELD EACH ADDITIONAL FIELD	\$150.00 \$170.00 PER DAY WITHOUT LIGHTS \$90.00 \$110.00 EACH ADDITIONAL FIELD \$30.00 EACH ADDITIONAL HOUR
LIGHTS	\$25.00 PER HOUR PER FIELD
ADDITIONAL FIELD PREPARATION	\$20.00 PER FIELD
GATE FEE	15%
CENTER UTILIZATION FEE	\$1,545.00 UP TO \$1,550.00
SPORTS EQUIPMENT USAGE FEE (EG, TEMPORARY MOUNDS/FENCE)	Up to \$25.00 per item/per day
VENDER PERMIT FEE	\$30.00 \$50.00 PER VENDER PER DAY
NON-REFUNDABLE DEPOSIT / CLEANING FEE	\$25.00 - \$500.00 per field per day

347560 SPORTS COMPLEX CONCESSIONS

Monies collected from the sale of refreshments at athletic events, tournaments, and special events.

Responsible Dept.: Recreation

347570 SC TOURNAMENTS/SPONSORSHIPS

Monies collected for tournaments held on City facilities.

Responsible Dept.: Recreation

347590 SPECIAL EVENTS FEES

The Recreation Department collects user fees for various activities such as New Year's Eve and 4th of July fireworks

Responsible Dept.: Recreation

JUDGMENTS AND FINES

Monies derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for the neglect of official duty.

351000 TRAFFIC FINES

~~Strikethrough~~ is replaced information

Red is new information

A police officer may issue a ticket for any moving violation as set forth in the provision of the Code of Ordinances.

Code Reference: Florida Statutes 34.191; 142.03; 316.660; 318.21
Responsible Dept.: Community Development

PARKS AND RECREATION FINES

353000 PARKS AND RECREATION FINES

A sworn officer may issue citations for violations as set forth in the provisions of the code of ordinances.

Responsible Dept.: Parks and Recreation

LIBRARY FINES

352000 LIBRARY FINES

Charges for overdue or lost materials

Responsible Dept.: Library

VIOLATIONS OF LOCAL ORDINANCES

354100 CODE VIOLATION FINES

These are fines assessed by the Code Board for non-compliance of violations. In the case of a first violation, the code enforcement board may order the violator to pay a fine not to exceed two hundred fifty dollars (~~\$250.00~~ \$500.00) for each day the violation continues past the date set by the board's order for compliance.

In cases where the code enforcement board has found that a repeat violation has been committed, the board may order the violator to pay a fine not to exceed five hundred dollars (\$500.00) for each day the repeat violation continues beginning with the date the repeat violation is found to have occurred by the code inspector.

Code Reference: Chapter 14 of the Code Ordinances, Section 14-81.
Responsible Dept.: Community Development/Code Enforcement

354100 Special Magistrate

The Code of Ordinances provides that City Council will establish and collect fees for the prosecution of cases heard before the Special Magistrate.

Administrative Fee: ~~\$250-\$500.00~~

Code Reference: Code of Ordinance Section 14-81
Responsible Department: Community Development

354300 Parking Fines: \$30.00

Payments collected from parking fines related to parking issues throughout the City limits.

Responsible Dept.: Code Enforcement

OTHER FINES AND/OR FORFEITS

359100 MISCELLANEOUS FORFEITURES

Monies derive from confiscating deposits held as performance guarantees.

Responsible Dept.: Community Development and Finance Department

INTERESTS AND OTHER EARNINGS:

All interest earned on investments, contracts and notes.

361100 INTEREST EARNINGS

Interest made on investments throughout the year.

Code Reference: F.S. Section 658.49; 658.491; 330.37; 687.12
Responsible Dept.: Finance

361101 INTEREST EARNINGS – 99 BOND SERIES

Interest made on investments throughout the year.

Code Reference: F.S. Section 215.84; 215.845
Responsible Dept.: Finance

361102 INTEREST EARNINGS/ 99 BOND RESERVE

Interest made on investments throughout the year.

Code Reference: F.S. Section 215.84; 215.845
Responsible Dept.: Finance

RENTS AND ROYALTIES:

Rents and percentages of proceeds for use of public property or other assets. Exclude rents incident to a specific governmental service recorded in the 340.00 series of accounts.

DISPOSITION OF FIXED ASSETS:

In governmental funds, the proceeds of the sale of fixed assets would be recorded in this account. In proprietary funds, the gain or loss from the sale or disposal of fixed assets would be recorded.

364200 CEMETERY LOT SALES

The City Code provides for City ownership and operation of cemeteries. The City has separate fees for both residents and non-residents.

Code Reference: Resolution 01-23, 11/05/01
Responsible Dept.: City Clerk

	RESIDENTS	NON-RESIDENT
BURIAL LOT, EACH	\$1,030	\$1,545
UPRIGHT HEADSTONE PHASE II	\$1,236	\$2,060
DISINTERMENT FEE	\$257.50	
MAUSOLEUM NICHE	\$618.00	\$875.50
SEA MEMORIAL ENGRAVING	\$200.85 per visit	
WEEKEND/HOLIDAY GRAVE MARKING	\$77.25	

CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES:

This account would be used by governmental funds only. Gifts, pledges, grants, or bequest from private sources. Proprietary funds would use the grants and donation account series under non-operating sources.

366110 LIBRARY MEMORIAL DONATIONS

Monetary gifts in memory of deceased loved ones and are generally used to purchase books in an area of interest to the aforementioned.

Responsible Dept.: Library

366120 “ROOTS RUN DEEP” BOOK REVENUE

Proceeds from the sale of Vivian Mettee’s Book “Roots Run Deep.”

~~Strikethrough~~ is replaced information

Red is new information

Responsible Dept.: Library

366140 OTHER DONATIONS/CONTRIBUTIONS

Revenue received from individuals as contributions for the Fourth of July fireworks, other donations not specified.

Responsible Dept.: Finance

366150 CHILDREN'S PARK DONATIONS

Funds received for the children's park.

Responsible Dept.: Recreation

366160 CHRISTMAS PARADE DONATIONS

Funds received for the Christmas parade.

Responsible Dept.: Recreation

OTHER MISCELLANEOUS REVENUES

369000 OTHER MISCELLANEOUS REVENUE

Revenue received for miscellaneous copies, public records requests, East Pass photos, etc. A lot of revenue recorded to this account this year has been for the sale of GIS maps

Responsible Dept.: Finance

PUBLIC RECORDS DUPLICATION

Note: The city of Destin will expect/exclude all governmental agencies from photocopying and/or duplicating charges. This policy applies to federal, state, county, or municipal governments, their agencies and divisions. All other exceptions are at the discretion of the city manager.

COPIES, CERTIFIED COPY	\$1.05 PER PAGE + PHOTOCOPY CHARGE
COPIES, COMPUTER DISC	\$6.20 PER DISC
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369001 LIBRARY COPIER FEES/MISCELLANEOUS

Monies received from library patrons using the copier.

Responsible Dept.: Library

369300 HOLIDAY PARADE CANDY DONATIONS

Monies received for donation for the holiday parade candy.

Responsible Dept.: Recreation

369400 RISK MANAGEMENT REIMBURSEMENT

Reimbursement from insurers for property, injury or vehicle damage as a result of disasters (natural or otherwise) or accidents.

Responsible Dept.: Human Resources/Risk Management

INTERFUND TRANSFER:

Transfers between individual funds of a reporting entity, which are not repayable and are not considered charges for goods or services provided by other funds. Includes balances of discontinued funds, but does not include general government contributions of capital to a proprietary fund or payments made by an enterprise to a general government fund in support of its operation

381000 INTER-FUND TRANSFERS

Transfer made between funds.

Responsible Dept.: Finance Department

381302 CRA INTER-FUND TRANSFERS

Transfer made between funds.

Responsible Dept.: Finance Department

[Adopted August 05, 2019](#)
[Resolution 19-11](#)

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019

TYPE OF AGENDA ITEM: City Manager Report

TO: City Council

THRU: Lance Johnson, City Manager
Lisa Firth, Parks & Rec Director
Bragg Farmer, Finance Director

FROM: Michael Burgess, Public Services Director

DATE: 07/30/2019

SUBJECT: Community Center Stucco Repair

I. BACKGROUND: On Friday July 12 2019, representatives from Porter Roofing, one of our continuing services contractors, was at the Destin Community Center investigating a leak in the area of the building's cupola. They discovered cracks in the building's stucco that had allowed water to accumulate behind the cement-type layers of the wall. When pressed, water would emerge from behind the stucco. In addition, it was reported that some of the windows in that area had missing sealant or the sealant had dry-rotted.

II. DISCUSSION: Stucco is a durable wall surface; however, due to its rigidity (as a cement-like material), it is subject to cracking. Once cracks or holes develop, it makes the interior of the walls subject to water damage, mold/mildew issues and termites. When discovered, it is imperative to seal the cracks and/or replace the damaged portions of the exterior surfaces as soon as possible. Due to the nature of the wall's exterior, the extent of the damage to the wall's interior is currently unknown.

A. Link to Strategic Goals / Objectives: I. Enhanced Quality of Life;
I.E Improve and expand the City's library, parks and recreational services.

B. Effect on Budget (EOB): Repairs will be paid for out of the unallocated fund balance in an amount not to exceed \$100,000.

C. Level of Service (LOS): The authorization of the City Manager to facilitate these repairs will allow the Community Center to continue provide

outstanding recreational experiences for our residents and visitors.

III. CONCLUSION: The approval of the funding will allow the damaged areas of the Community Center to be repaired/replaced and repainted.

IV. RECOMMENDED MOTION: I move that Council authorize the City Manager to initiate a contract with a qualified stucco repair contractor in an amount not to exceed \$100,000 funded from the city unallocated fund balance and make the appropriate budget amendment.

Attachments:
None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019**TYPE OF AGENDA ITEM:** Presentation

TO: City Council**THRU:** Louis Zunguze, Community Development Director
Joey Forgione, Code Compliance Manager
Noell Bell, Chief Building Inspector
Michael Burgess, Public Services Director
Bragg Farmer, Finance Director
Lance Johnson, City Manager**FROM:** Webb Warren, Deputy City Manager**DATE:** 7/08/2019**SUBJECT:** Development Review/Municipal Software Solution

I. BACKGROUND:

In 2019, staff established a software implementation team with representatives the Community Development Department, Code Compliance, Public Services and IT. This team has been collaborating to find innovative solutions to improve organizational efficiency in permitting, review, inspection, code compliance and financial processes. Leadership appreciates our city council, existing staff and our many new employees for helping to foster a work culture that embraces teamwork, innovation and process improvement.

Our organization has experienced a tremendous amount of change in a short period of time. In recent months, Code Compliance and the Community Development Department have filled crucial positions throughout their departments. These increased staff levels and organizational stability will be critical to the success of this project.

II. DISCUSSION:

A summary of efforts by the 2019 software implementation team include the following:

- a.) Identified challenges and opportunities for improvement in organizational processes and workflow
- b.) Identified desired outcomes from any proposed initiative
- c.) Received feedback from similar municipalities who are currently engaged in initiatives to improve their organizational processes
- d.) Attended numerous demonstrations from industry-leading civic software solution providers
- e.) Identified internal personnel resources needed to implement proposed improvements
- f.) Identified available funding for this project

Our team has worked hard to understand and find where our major challenges are within our organization as it relates to workflow as it relates to permitting, plan review, inspection and code processes. Feedback from employees are summarized in the following sections.

- 1.) Some challenges and opportunities for improvement in organizational processes and workflow include:

• Information is not unified among departments related to the permitting, review, inspection and code processes. These departments most frequently include:

- o Building and Inspections
- o Code Compliance
- o Planning and Zoning
- o Public Services
- o Engineering
- o Stormwater
- o Geographical Information Systems (GIS)
- o City Clerk
- o City Manager's Office
- o Finance

• The Citizenserve software package was a relatively low cost and allowed for quick entry to digitize the code enforcement processes as well as manage rental programs; However, staff has identified short comings in its community development and financial processes.

- Institutional knowledge is still heavily relied upon to locate existing site approvals and to retrieve other information
- Field personnel need improved access to files
- Online tracking of permits is not currently available. This requires additional time from staff fielding calls and emails
- Online payment is not available for all processes
- Workflow and documents need to be digitized for all planning, inspection, building permits and code processes
- Entirely too much paper in the process. Full-sized plans and paper workflow inhibit workflow and productivity.
- Processes and existing software are not user friendly

2.) Some desired outcomes of this initiative:

- Digitization and unification of all workflow for planning, inspections, building permits and code processes
- Reduced cycle times for permits, plan review, inspections and development orders
- Ability to migrate data from existing systems into a consolidated system
- Improve operations from the desk to the field by improving how field crews can inspect sites, enforce codes and perform other daily tasks on the go.
- Decreased email and phone traffic between customers and employees
- Improved access, digital review and approval processes for Technical Review Committee
- Reduced errors in process (overlooked approvals, misplaced documents)
- Access to GIS, historical documents, plan versions and other critical information from within one system
- Enhancing online presence for residents and businesses to improve access to city services as well as submit/track applications online.
- Automatic notifications for customers notifying them of inspections, permit availability, expired or expiring insurance, expiring permits and other important information
- Process and product accountability
- Improved metrics and reporting for management

3.) The City has solicited feedback from cities such as the City of Sanibel Island, Hallandale Beach, Marco Island and Gulf Shores as well as several others.

- a. These cities are all in various stages of implementing new software to facilitate process improvement, from the procurement stage to the 5th year of implementation.
- b. City staff has also been monitoring the procurement process and RFP's of various cities involved in this process. Implementations have ranged from \$150,000 up, depending on the size of the cities and range of modules being used.
- c. Depending on the goals of each city, the primary project goals can be substantially completed in approximately 1 year from the project start date. Extended improvements will extend out over several years.

4.) Feedback from other cities emphasizes that proper internal and external resources are dedicated to any project of this magnitude. Specifically, departments must have proper staffing levels for this project to be successful.

Some cities expressed they experienced significant delays and shortfalls as the project conflicted with day-to-day activities of staff. They had hired a significant number of external contractors only to find that internal staff did not have the time or resources to successfully implement the project.

a. As of recent, increased staffing in Community Development, Code Enforcement and IT helps to ensure the city has the appropriate personnel to dedicate to this project.

i. IT Staff-Proposed IT Help Desk Specialist will free up time for our Systems and Network Specialist and IT Manager to implement this initiative.

ii. Increased Code Compliance and Community Development Staff provides critical staff resources needed to accomplish this project.

5.) City Staff has been provided numerous demonstrations and information from industry-leading civic software solution providers.

a. Software packages reviewed and demonstrated include Accela, Energov (Tyler Technologies), Cityview, iWorqs and Citizenserve. Many others have also been extensively researched.

b. Initial estimated costs for the software packages have ranged from \$150,000-\$200,000

c. Additional \$50-80K for digitization services for paper records will be required and will be provided in a separate agenda item.

d. Additional hardware purchases will be required

6.) Energov (<https://www.tylertech.com/products/energov>) fully integrates with our existing financial system, Tyler Technologies/MUNIS.

a. Tyler Technologies owns MUNIS and Energov systems

b. Energov is one of the 3 largest municipal software packages available on the market

c. We have internal staff very familiar with the Tyler Technology, MUNIS and Energov systems

d. Several Florida cities similar to Destin use Energov system.

e. Energov pricing is very competitive to other leading software providers

f. Implementation services will be included in any proposal (consultants onsite)

7.) In 2013, 5% technology fee was attached to various permits and other transactions within the Community Development Department. In 2016, the percentage was increased to 10% to appropriately fund an enterprise level municipal software solution. This fee has been paying for the existing Citizenserve system, new hardware and maintenance of existing technology in the Community Development. The fund has also been paying for hardware needs and the annual cost of the Citizenserve software package that has allowed Code Enforcement to efficiently manage and register short-term rentals as well as their daily case management. The current balance approximately \$250,000 and is specifically designated for this type of initiative.

A. Link to Strategic Goals / Objectives: Service Excellence

B. Effect on Budget (EOB): Based off of initial information received from various vendors and cities, the community development technology fund now has a fund balance that will cover the initial implementation costs, digitization services and for ongoing and annual licensing fees.

C. Level of Service (LOS): Improved Level of Service

III. CONCLUSION: Staff has researched a variety of RFP's issued for Development Review Software in the state of Florida. Staff has also received feedback from numerous cities across Florida. Staff has been a part of many software demonstrations.

Staff recommends using comparison data from recent RFP's across the state and negotiating a contract with Tyler Technology's Energov suite to allow the City's software development team to move forward and implement a fully integrated enterprise software solution for our municipal services.

IV. RECOMMENDED MOTION: I move for the City Manager or his designee to negotiate and execute a contract, not to exceed \$200,000, for Tyler Technology's Energov municipal software solution and to be paid for out of the Community Development technology fund.

Alternate Motion: I move that the City Manager release an RFP for a municipal software solution and bring back the bid committee's recommendation at a future council meeting.

Attachments:

None

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019**TYPE OF AGENDA ITEM:** City Manager Report

TO: City Council**THRU:** Noell Bell, Chief Building Inspector
Louis Zunguze, Community Development Director**FROM:** Webb Warren, Deputy City Manager**DATE:****SUBJECT:** Digitization of Community Development Department Files

I. BACKGROUND: The City of Destin has been incorporated for 35 years. Over these 35 years the city has produced and received thousands upon thousands of records through day-to-day business. The city has put into place various scanners and other technology to help digitize some of these records; however, the sheer volume of historical paper records continue to hinder our ability to optimally operate in a digital world.

II. DISCUSSION: In 2019, staff established a software implementation team with representatives the Community Development Department, Code Compliance, Public Services and IT. This team has been collaborating to find innovative solutions to improve organizational efficiency in permitting, review, inspection, code compliance and financial processes. Leadership appreciates our City Council, existing staff and our many new employees for helping to foster a work culture that embraces teamwork, innovation and process improvement.

One critical component for success of our municipal software project is to ensure all current and historical files within Community Development are digitized and moved into a document management system. Specifically, the scanned documents will have critical metadata created and attached to the files where the information can be effectively organized into a document management system based on address information, parcel data or project name. Removal of the paper filing system will also free up critical office space in the City Hall Annex.

The city has solicited quotes from numerous sources and Vital Records Control (based out of Mobile) proved to be the cost effective as well as responsive to our

requests.

The attached proposal will allow us to move our documents offsite and have a professional digitization firm efficiently and quickly digitize our records. The firm specializes in scanning all sized documents and creating critical metadata within the digital files.

Some highlights of the proposed project is as follows:

- a. \$.065 for images equal to or less than 11 x 17 inches
- b. \$1.00 for images larger than 11 x 17 inches
- c. \$.13 for any “picture” type images, not on standard office paper
- d. The images will be scanned and delivered as image files with the appropriate metadata

A. Link to Strategic Goals / Objectives: Service Excellence

B. Effect on Budget (EOB): This task was not budgeted in the FY2019 budget and needs to have a funding source identified. It is recommended the use of the unallocated fund balance for the \$70,000 cost of this service.

C. Level of Service (LOS): Increased Level of Service

III. CONCLUSION: Staff recommends out-sourcing digitization of these records which will drastically accelerate the municipal software project. Outsourcing the digitization task will alleviate staff of extremely time-consuming and tedious tasks of digitizing our paper records and creating metadata for scanned documents. This project will allow staff to focus on higher end tasks necessary for the success and timely implementation of our development software/municipal software solution project.

IV. RECOMMENDED MOTION: I move that the City Manager enter into an agreement with a digitization service, not to exceed \$70,000, for digitization of city records and fund the task with the unallocated fund balance and make the appropriate budget amendment.

Alternate motion: I move that the City Manager release an RFP for digitization of City records and bring the bid committee's recommendation back to City Council for approval.

Attachments:

- 1. City of Destin Scanning Services



Vital Records Control®

**VITAL RECORDS CONTROL ('VRC')
SCANNING SERVICE SUMMARY and TERMS**

Agreement between City of Destin (herein after referred to as 'Customer') and Vital Records Control (herein after referred to as 'VRC') with an Effective Date of 8/1/2019.

Standard Monthly Fee - \$0.00

The below listed items are in effect for all scanning and storing of records. Additionally, any items listed below, will be billed according to usage each month:

- 1) The charge for scanning will be as detailed below:
 - a. \$.065 for images equal to or less than 11 x 17 inches
 - b. \$1.00 for images larger than 11 x 17 inches
 - c. \$.13 for any "picture" type images, not on standard office paper
 - d. The images will be scanned at 300 dpi
 - e. The images will be scanned and delivered as image files with the appropriate metadata
 - f. This pricing is good through the end of the project, or 8/1/20
- 2) Indexing is included as detailed below. Indexing is included in the per image price.
 - a. Indexing will be performed for every document (not every image).
 - b. Each document will contain not more than 4 fields of less than twenty characters each
- 3) Packing of records will be performed at the customers request, at a rate of \$7 per box packed with VRC providing all boxes.
- 4) Scope of Work
 - a. Transfer records to our storage facility
 - b. Prep documents for scanning
 - c. Scan file in PDF format
 - d. Index each file
 - e. QC all documents (View all scanned images for clarity and readability)
 - f. Transfer scanned images by data group via CD/Flash drive/hard drive

As a scanning customer of VRC, the Customer shall receive the following services:

- A) VRC will pick up paper records for imaging by VRC, at no cost (except as above for packing) as requested by the Customer and transport to VRC for imaging.
- B) VRC will add each box to an inventory list of information VRC is maintaining for Customer.
- C) VRC will spot check the quality of images scanned, and indexes created prior to having documents burned to the preapproved media source, but the final responsibility for the image and index quality and review is the sole responsibility of the Customer.
- D) Upon delivery of the scanned images, Customer has ninety days to review the images and request clarifications, rescans, re-indexing, etc. At the end of the ninety-day review period, Customer shall authorize VRC to transfer the boxes to long-term storage at the rates detailed below, to destroy the records, or to return them to Customer.

As a scanning customer of VRC, the Customer has access to the following services at the cost(s) detailed below:

- 1) If files are requested during the scanning process or the ninety-day review period, the following charges will apply:
 - a. To research, find and pull the file will be \$3 per file.
 - b. To scan and email the file or to fax a file will be no charge up to 3 per week.
 - c. For files delivered back to the customer the cost would be \$40 dollars per delivery unless delivery.
- 2) VRC will charge thirty cents per cubic foot per month for storage after 90 days have passed once electronics files are delivered in full.
- 3) VRC will charge two dollars per box accessed (in or out)
- 4) Emergency delivery (defined as two-hour service or after hours), cost seventy-five dollars per delivery plus access fees.

- 5) Permanent removal of records from long-term storage will be three dollars and ninety cents per cubic foot.

TERMS AND CONDITIONS

1. **ACCEPTANCE** – In the absence of an executed contract, the act of tendering materials for storage and/or other services by VRC constitute acceptance by client to the terms, conditions and rates of this Scanning Service Summary.
2. **RATES** - Customer agrees to pay VRC for its services according to VRC's current schedule of rates as defined herein and any revisions thereto. Monthly rates (if applicable) shall be due in advance.
3. **PAYMENT** - Customer will make payments to VRC for ongoing services within thirty days from the invoice date. Any late payments will result in a finance charge of two percent of the invoice amount. VRC will bill on the first of every month for the previous month's scanning and storage fees.
4. **ACCESS TO STORED MATERIALS**
 - a. Stored Material and information contained in said Stored Material shall be delivered only to Customer's Authorized Representative. Customer represents that the Authorized Representative has full authority to order any service for or removal of the stored material, and to deliver and receive such. Such order may be given in person, by telephone, or in writing.
 - b. VRC reserves the right to deny access to or delivery of the Stored Material until such time as Customer has cured any default as defined in Section 6 (Default) of this document.
5. **LIMITATION OF LIABILITY**
 - a. VRC's liability, if any, for loss, damage, or destruction to the stored material shall be limited to no more than two dollars per item. In no event shall either party be liable for any consequential or incidental damages. Such limitation of liability shall apply irrespective of the cause of loss, damage, or destruction of the stored material.
 - b. Stored Materials is defined as the contents within a box placed into storage. Stored Materials are not insured by VRC against loss or injury, however caused.
 - c. The Customer understands and acknowledges that normal deterioration and aging of all paper/record media occurs with time.
 - d. Claims by the Customer for loss, damage, or destruction must be presented in writing to VRC within a reasonable time and in no event longer than thirty (30) days after Customer is notified by VRC that loss, damage or destruction to part or all of the Stored Material has occurred, whichever time is shorter.
 - e. No action or suit may be maintained by the Customer or others against VRC for loss, damage or destruction of the Stored Material by VRC pursuant to this Agreement, unless timely written claim has been given as provided in Section 5d of this Agreement, and unless such action or suit is commenced either within nine months after date of delivery or return by VRC, or within nine months after the Customer is notified that loss, damage or destruction to part or all of said Store Material has occurred, whichever is shorter.
6. **DEFAULT**
 - a. The occurrence of any one or more of the following events shall constitute a default:
 1. Failure to pay any sum due hereunder within thirty (30) days of when due; or
 2. Breach of any provisions of the Agreement or
 3. Customer becomes insolvent or files, or has filed against it, any proceedings in federal or state court seeking debtor relief.
 - b. Upon the occurrence of any of the Events of Default, both parties, may exercise any or all of the following remedies without terminating the Agreement:
 1. Demand in writing that Customer pick up the Stored Material or
 2. Deliver the Stored Material to the delivery Address, or if none specified, to the Customer address.
 3. If this agreement shall not have been terminated, Customer shall continue to pay all sums due under this Agreement up to and including the date of delivery of the Stored Material provided.
 4. Terminating this Agreement, whereupon VRC, shall recover all damages suffered by reason of such termination.

In the event VRC takes any action pursuant to this Section, it shall have no liability to Customer or anyone claiming through Customer. The exercise by VRC of any one or more of the remedies provided in this Agreement shall not prevent the subsequent exercise by VRC of any one or more of the other remedies herein provided. All remedies provided for in this Agreement are cumulative and may, at the election of VRC, be exercised alternatively, successively or in any other manner and are in addition to any of the rights provided by law. VRC shall be entitled to include all reasonable attorneys' fees and costs incurred in connection with the enforcement of this Agreement.

5. **CONFIDENTIALITY** - VRC and its employees shall hold confidential all information obtained by it with respect to Customer's records. VRC shall exercise a degree of care in safeguarding deposits entrusted to it by Customer which a reasonable and careful company would exercise with respect to similar records of its own provided; however, that the liability of VRC to Customer shall be limited as set forth in this document.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019**TYPE OF AGENDA ITEM:** City Manager Report

TO: City Council**THRU:****FROM:** Lance Johnson, City Manager**DATE:** July 30, 2019**SUBJECT:** 2020 Strategic Plan Summary

I. BACKGROUND: On May 15, 2019, Council participated in a one-day strategic planning session to identify and prioritize: Key Customer Groups, FY2020 Policy Objectives, FY2020 Management and the 2020-2025 areas that the City should focus on. Results from this session have been summarized in the attached Strategic Plan Summary. Once the Strategic Plan Summary is approved, staff will develop work-plans for the items and then incorporate them into the Strategic Goals Table. The Strategic Goals Table is a "living" document that staff updates annually following the visioning session. It is divided into five strategic focus areas and includes goals and objectives set forth with Council consensus this year as well in previous visioning workshops.

II. DISCUSSION: Adopting the Strategic Plan Summary will provide direction for both long and short-term decision-making by the Council and Staff which will help us to fulfill our mission and make better choices among competing demands for capital funds, philanthropy, facilities, and human resources.

The Plan needs to be dynamic, not static. It can and should be updated when situations warrant.

A. Link to Strategic Goals / Objectives: The format of the table reinforces the City's alignment and focus on its strategic priorities. All the goals and objectives that are considered top priority as a result of the 2020 Visioning Session are highlighted in red.

B. Effect on Budget (EOB): The Strategic Plan summary will assist in the allocation of funds for priority projects and initiatives.

C. Level of Service (LOS): The Strategic Plan focuses on optimum level of

service and quality to our citizens on many levels and through every department and program.

III. CONCLUSION: The attached Strategic Plan is presented to Council for review and consideration. Approval of the plan will assist Council and Staff to align 2020 priority projects and strategic focus items through 2025.

IV. RECOMMENDED MOTION: I move that City Council approve the Strategic Plan as presented.

Attachments:

1. FY20 Strategic Plan Poster
2. Approved Minutes_ May15 Visioning Session



City of Destin Strategic Plan

VISION 2035

DESTIN is a FAMILY ORIENTED BEACH AND FISHING COMMUNITY WHERE PEOPLE WANT TO LIVE, WORK & PLAY and where GUESTS ARE WELCOMED TO RESPECTFULLY ENJOY OUR COMMUNITY AND ITS RESOURCES.

PRIORITIZED KEY CUSTOMER GROUPS:

1. Year-Round Residents
2. Destin Based Businesses
3. Visitors

STRATEGIC FOCUS 2025

- ◆ Public Beach Acquisition Initiative
- ◆ Transparent and Equitable governance
- ◆ Financially Sound City Providing Service Value
- ◆ World Class Beach, Fishing, and Harbor
- ◆ Improved Mobility and Connectivity
- ◆ High Quality of Life and Safety for Residents
- ◆ Quality Development and Revitalization through clear vision and unified approach

POLICY OBJECTIVES FY2020

TOP 10 PRIORITY

- ⇒ Complete alignment of Comprehensive Plan and Land Development Code (LDC)
- ⇒ Construct portion of roadway to Norriego Point
- ⇒ Crosstown Connector - revise .4 mile plans to specify a two-lane roadway & two-lane row acquisition
- ⇒ Destin High School (City's Role)
- ⇒ Feasibility for a Pier in Destin
- ⇒ Parking garages/ Parking options
- ⇒ Calhoun Ave MUT- Phase II Design & Construction (under Marler Bridge)
- ⇒ Acquire gulf-front parkland for residents & visitors
- ⇒ Short Term rentals compliance with regulations
- ⇒ Underground Utilities

MANAGEMENT OBJECTIVES FY20

TOP PRIORITY

- ⇒ Balance staffing resources with expectations
- ⇒ Align Comp Plan with Land Development Code
- ⇒ Acquire and deploy comprehensive municipal management software along with required training
- ⇒ Seek out funding sources for Beach Acquisitions
- ⇒ Establish Park Foundation to assist with acquisitions, renovations and maintenance
- ⇒ Develop and implement processes for consistent and streamlined application of Codes and Procedures
- ⇒ Implement Code Enforcement Compliance Plan

MANAGEMENT IN PROGRESS 2020-2021

- ◇ **Align Comp. Plan, FLUM and LDC (CD)**
- ◇ **Harbor Capacity Study (USACE) (CD)**
- ◇ **Implement proactive Code Compliance program (CC)**
- ◇ **Memorialize institutional knowledge. (ALL DEPTS)**
- ◇ **Produce city facilities and city infrastructure plans (PS)**
- ◇ **Monitor Restore Act grants. (CM)**
- ◇ **Impact Fee Study (CD)**

MAJOR PROJECTS FY20-23

- ◇ **Development software implementation (CD/IT/PS/Fin/Code)**
- ◇ **Airport Road Safety Improvements—LAP Project (PS)**
- ◇ **Construct Capt. Royal Melvin Heritage Park (PR/CM)**
- ◇ **Renovate Clement Taylor Park (PR/CM)**
- ◇ **Redevelop Joe's Bayou Recreation Area. (PR/CM)**
- ◇ **Norriego Point Phase III—Recreation Components (PS)**
- ◇ **Calhoun Ave MUT—Phase I Construction (Zerbe) (PS)**
- ◇ **Calhoun Ave MUT- Phase II Design & Construction (under Marler Bridge) (PS)**
- ◇ **Stormwater Improvements (Cross St, Calhoun Ave) –NFWF Project (PS)**
- ◇ **Beach Street Reconstruction/Resurfacing (PS)**
- ◇ **Implementation prioritized Stormwater Improvements based on the Stormwater Masterplan. (PS)**

MINUTES
STRATEGIC VISIONING WORKSHOP
DESTIN CITY COUNCIL
MAY 15, 2019
8:00 AM

The Mayor and Council for the City of Destin met in special session in the Calhoun Room of the Destin Library with the following members and staff present:

Destin City Council

Mayor Gary Jarvis
Councilmember Parker Destin
Councilmember Chatham Morgan
Councilmember Cyron Marler

Councilmember Rodney Braden
Councilmember Skip Overdier
Councilmember Prebble Ramswell
Councilmember Steven Menchel

Destin City Staff

City Manager Lance Johnson
Code Compliance Manager Joey Forgione
Deputy Public Services Director Tim Pietenpol
Public Information Manager Catherine Card
Senior Administrative Coordinator Lorraine Berrish
Community Development Director Louis Zunguze
Land Use Attorney Kimberly Kopp

City Clerk Rey Bailey
Parks/Recreation Director Lisa Firth
IT Technician Jamie Prestia
Finance Director Bragg Farmer
HR Manager Karen Jankowski
Library Director Wen Livingston
City Attorney Kyle Bauman (12:50)

Visitors

Marcie Bell, Destin resident
Shane Moody, Destin Chamber of Commerce
Jason Belcher, Destin resident
Jim Wood, Destin resident
Ted Springer, Destin resident

1. Welcome Introduction – Overview of the Day

The City Manager welcomed everyone to the workshop. After introductions of all meeting participants, the City Manager provided a brief overview of the workshop, discussed its overall objective and reinforced what needs to be accomplished during this time. He asked the members of the Council to clarify their priorities for the City of Destin.

2. Key Customers

- A) Residents (full-time, year-round)
- B) Businesses (Destin based)
- C) Visitors/Tourists (less than 6 months/annually)

The City Manager asked the Council to adopt a strategic priority for the three customer groups so staff knows if there is competition between a visitor problem and a resident's problem, the Council would attend to the resident's problem first.

There were no objections to the order of priority as listed above.

The City Manager noted there are other groups that require some attention, but are not usually a priority; such as:

- A) Daily users (users of services/facilities from local area)
- B) Absentee Property Owners
- C) Non-Destin based businesses

3. Vision, Mission and Core Values

The City Manager presented the City's current Vision Statement, Mission Statement and Core Value:

Vision Statement

Destin is a unique family – friendly coastal city rooted in a rich fishing tradition, offering economic diversity with an inviting natural environment, beautiful white beaches and emerald green waters."

Mission Statement

"We are an organization that strives to provide a healthy, safe quality of life, balancing the needs of our residents with the expectations of our visitors, and providing open, clear, accurate communication."

Core Values

- Transparency
- Teamwork
- Integrity
- Professionalism
- Stewardship
- Respect

It was the consensus of the Council not to make any changes to the City's current Vision Statement, Mission Statement and Core Values as presented above.

4. Accomplishments

The City Manager and each director and manager discussed their individual department's accomplishments during the past year:

Office of the City Manager

- Civic Clerk agenda system integration (council, boards and committees)
- TDC funding for Crosstown Connector (construction)
- Wage & Classification Study -Increases to minimum market for job class

- Simplified the Paid Parking process which has drastically reduced the man hours required to manage the system while increasing future revenue projections. (Est. 400+ hours spent in 2018 managing this process)
- RFP in Summer 2019 for Paid Parking Upgrades
 - Managing the Public Beach Initiative process that has resulted in 8.5 million dollars in initial commitments to beach property purchase
- Pursuing Triumph funding, which will require compiling significant economic data, to potentially secure additional funding
- Working with the Trust for Public Land, as well as other organizations for management of the process as well as other funding opportunities
 - Implemented Grant Navigator-a grants management software that provides centralized access to the city's grant related data and provides a searchable Federal, State, Foundation & Corporate Grant Database for funding opportunities.
 - Increased social media presence – Established the Monday Morning Mayor's Message - videos with city staff, council and strategic partners, city highlights and accomplishments, press releases, over 7,000 likes and 7,300 followers on Facebook, quick response time to public comments and messages.
- IT Highlights
 - Installed a new virtual server backbone in preparation for the upcoming upgrade of our Financial System and Community Development software package.
 - Installed a new system to increase the data capacity of our backups. All backups continue to be stored offsite in the cloud.
 - Office 365 migration for all users to increase organizational productivity and sustainability in disaster scenarios (in progress)
 - Short-Term rental application process improvements.
 - Improved mobility and communication resources for Code Enforcement
- New IT work order system implemented which is easy for employees to submit and track work requests within the City for their IT support needs.
 - IT has created a knowledge-based system that continues to grow with articles to help employees with everyday IT needs.
- Automation of City security procedures, surveillance and entry lock down in facilities and upgraded aging fiber infrastructure between city facilities.
- Working with Community Development Department to procure new municipal Software to improve the efficiency & effectiveness of our organization. (Initial Council approval received on May 6,19)
- Code Enforcement became a standalone department and renamed Code Compliance
 - New Staff: Harbor Waterways Compliance Officer & Beach Compliance Officer
 - Expanded hours of operation to include weekends. (Exploration of expanding evening hours)
 - New protocols to better handle after hours Code Compliance.
 - Increased visibility: striping & light bars on vehicles and mobile offices.
 - Tech Advances: Despite the challenges of high turnover in Code Compliance last year, IT cooperated with the division to improve mobile access to their systems as well as incorporate approximately 875 STR rental registrations into the system.
 - Between 10/01/17-09/30/18 1276 Registrations, \$271,375 (STR, LTR, Livery Vessels, Beach Vendors).

- Between 9/30/18- 04/30/19, 878 total cases of which 485 were proactive cases, 55%)

CODE COMPLIANCE CASES

Accumulation trash/debris	30
Beach & harbor	7
Investigations	25
License & permits	74
Miscellaneous	65
Noise	10
Parking	156
Property maintenance	54
Sanitation	11
Signs	56
*STR garbage (Failure to register)	25
*STR violation	55
*STR parking	49
Streets & Sidewalks	9
Trash can violations	39
Uncategorized calls	213

AFFECTED AREAS

Old Destin
Harbor
Old Destin
Old Destin
Old Destin
Old Destin/Harbor
Crystal Beach/Old Destin
Old Destin
Holiday Isle/Crystal Beach
Old Destin
Crystal Beach
Crystal Beach
Crystal Beach
Old Destin/Crystal Beach
Crystal Beach

Community Development Department

- Realignment of the Comprehensive Plan/Land Development Code (in progress)
- In 2018, despite staffing level challenges citizens needs were met. Building and Planning worked together to achieve goals.
 - 2,998 permits were issued.
 - Permit fees collected \$1,165,206; these fees include state, planning, engineering, and marine related permits only.
 - Total valuation of improvements submitted by permit applicants = \$75,418,523
 - 1,700 Business Tax Receipts issued.
 - 5,348 Inspections performed.
 - 1,973 Commercial/Multifamily inspections performed.
 - 3,375 Residential inspections performed

Finance Department

- Government Finance Officer Association Certification of Achievement for Excellence in Finance Reporting- Awarded the for the twenty-fourth consecutive year.
- Distinguished Budget Award-the City was awarded for the fifteenth year.

Office of the City Clerk

- Administrative support to the City Council, CRA Board, and the City's 9 standing boards & committees.
- Approximately 10,000 digitized files added into LaserFiche.
- 93.8% of Committee volunteer seats were filled in FY18.

- 96.8% of Committee meetings in FY18 were held as scheduled.
- Timely updates of Municode-codification process.

Library

- 53,000+ visitors in 2018
- Over 200 library cards issued, the library expanded beyond their walls to engage our local school children at orientation.
- 1,100+ patrons attended 78 classes, concerts, and special events during the summer reading program.
- Code Club (started in the fall of 2016) every class has been filled to capacity since its inception.
- Art hanging system was added to the library with a rotating exhibit from local artists
- New and expanded collections of e-materials including digital magazines, Lynda.com, and Brain Fuse (learning and tutoring platforms).

Parks and Recreation Department

- On-leash Dog Pilot Program was successful and expanded, we now have 5 neighborhood leashed dog friendly parks.
- Parks Crew cover Beach Parks and Boardwalk from Dawn to Dusk to better serve our residents and visitors.
- Replaced decking and rails at beach parks.
- FY18 Rentals & Participation

Morgan Sports Center

Rentals \$32,496.63

16 Tournaments \$43,375.62

Buck Destin Park

Rentals \$5,190.50

Joe's Bayou Boat Launch

Ramp Fees \$85,283.00

Commercial Passes \$2,060.00

Non-Resident Passes \$5,125.00

Resident 2nd Passes \$1,305.00

Community Center

Rentals \$22,787.72

Clement Taylor Park

Rentals \$2,464.70

Morgan Sports Center

Adult Program Registrations 712

Children Program Registrations 639

Community Center

Adult Program Registrations 712

Children Program Registrations 895

Volunteer Hours 2,654

- Replacement and Painting of The Morgan’s Children’s Park, New addition of “Barney” and more playground equipment to come.
- Resurfacing and Fencing of Buck Destin Tennis/Pickleball Courts
- New storm water drainage project, irrigation and field work at Dalton Threadgill Park
- Replaced water pump at Destin Sports Fields (Elementary)

Public Services

- National Fish and Wildlife Foundation (NFWF) Stormwater projects completed - Indian Bayou, Sandalwood Dr, Calhoun Ave, Juanita Ave/Snapper Dr./Kelly St/Maltezos St. Secured Amendment from NFWF to use remaining grant monies to fund two new stormwater projects (Calhoun Ave and Cross St.)
- Three major paving projects were completed-Industrial Park Road, Trista Terrace and Indian Bayou Trail.
- Public parking lots restriped – Morgan’s Sports Center, Joe’s Bayou, Norriego Point, Mattie Kelly Nature Walk
- 1000+ feet of Sidewalk have been repaired throughout the City (Gulf Shore Dr, Scenic Hwy 98, Restaurant Row, Indian Bayou Trl, Lauren Ct)
- Embraced new technologies to streamline our processes:
 - digital on-line fillable permit application forms
 - using cell phone apps to collect field data and import it into our Geographical Information System (GIS)
 - using updated aerial photography to conduct infrastructure assessments. (in progress)

Next, The City Manager addressed the current funded or partially funded project/commitments, as follows:

Projects	Funding Source	Cost
Clement Taylor Park Restoration	RESTORE Act	\$729K
Capt. Royal Melvin Heritage Park & Plaza	RESTORE Act	\$1.25M
Calhoun Ave & Cross St. Stormwater Proj.	NFWF (GEBF)	\$564K
Library- RFID System	Friends Guild	\$55K
Public Beach Initiative	City Fund Balance TDC	\$2M \$6.5M
Norriego Point Phase III - Recreation	FDEP-Funded/Managed	\$12M+
Capt. Leonard Destin Park	TPL-Funded/Managed	\$10M+
Crosstown Connector (ROW Acq., Const.)	TRIP TDC	\$2.7M \$4.8M
Joe’s Bayou Recreation Area	FDEP-Funded/Managed	\$10M+

5. Council and Mayor Key Initiatives and Projects

Each member of the Council and the Mayor addressed their key initiatives and proposed projects for the next fiscal year. There were some discussions following each item.

Councilmember Parker Destin

➤ Personnel – Community Development

Councilmember Destin stated that the Community Development Department has accomplished a lot despite personnel shortages; but there is a lot more to do and the department still needs a lot of help personnel-wise.

The Community Development Director Louis Zunguze outlined the needs of the department.

Councilmember Braden asked if personnel could be outsourced for a specific period until they get the people on board and fully engaged.

According to Mr. Zunguze, they could outsource the write ups of the comprehensive plan and land development code after he had developed the framework of what these documents need to have; but they cannot outsource the day to day function of the department.

➤ Personnel – Code Compliance Department

Councilmember Destin noted that the Code Compliance Department needs additional staffing in order to cover the extra shifts for a 7-day work week, as desired by the Council.

Councilmember Ramswell asked if there are hours when code enforcement would not be needed.

According to Code Compliance Manager Joey Forgione, they would not need a code compliance officer after midnight; adding that the Sheriff's Office can take over and provide the report to them the following day.

The Mayor stated he would not feel comfortable having unarmed code compliance officer trying to control raucous parties at night; adding that the Sheriff's deputies are better trained and fully equipped to handle this type of situation.

Councilmember Braden asked if the Sheriff's Office can handle noise and parking violations from short term rental houses after midnight.

Mr. Forgione stated it would depend on the number of deputies on duty and the number of service calls they receive.

Councilmember Braden asked if the code compliance officer can call upon the sheriff's deputies to assist them if they need to respond to a noise or loud parties while on duty.

Mr. Forgione replied that the sheriff's deputies will be available to provide some assistance.

➤ Construction: Road at Pointe One

Councilmember Destin noted that the third phase of the Norriego Point Restoration – the recreation project – includes public access improvements such as public restrooms, picnic facilities, and additional parking. Once the project is finished, they would need immediate connectivity from their existing right-of-way to the park improvements. He recommends the City taking the initiative to build the road to the park rather than relying on others to do it; and making it a high budget priority.

According to the City Manager, the State was able to include the design of the road in the Norriego Point project; but, not the actual road construction. The State will provide a temporary road for construction, and the Council would have the option of having the State pull it out after the completion of construction or leave it until the City obtains the permit for the permanent road construction.

➤ Construction: Pedestrian Walkway under Destin Bridge

Councilmember Destin stated that the best way to try to alleviate the dysfunction at the Stahlman interchange is remove the pedestrians from the crosswalk. One of the reasons Stahlman backs up so severely at the traffic light is because when the green arrow comes on, motorists are not able to make a right turn to US Hwy 98 immediately because of pedestrians trying to cross the highway.

Councilmember Cyron Marler

- Parking
- Parking Garages

Councilmember Marler wants to know if they plan to develop the property they recently acquired on Sibert Avenue and turn it into a hardened parking lot; and then possibly to a parking garage at a later date. He also stated they need to get rid of the apps system and go to a gate system.

➤ Traffic Issues

Councilmember Marler stated they need to get the FDOT to agree to synchronize the lights on Stahlman to better accommodate pedestrians trying to cross the highway as well as the vehicles turning east and west from Stahlman. He also stated that the traffic lights at pedestrian crosswalks need to be adjusted so they do not stay red long after pedestrians have crossed the street.

Councilmember Ramswell noted that big cities such as New Orleans and Houston have been able to slow traffic down in highly congested areas through light synchronization. They need to find someone who could synchronize every traffic light from the Marler Bridge to Mid-Bay Bridge so that vehicles that can maintain a certain rate of speed can make all the lights and not have to sit in traffic waiting for the light to change. She also suggests pursuing the idea of reducing the speed along Harbor Blvd from 35 mph to 25 mph.

According to Mr. Jim Wood, a Destin resident, he had posed this question to FDOT and the County many times during his tenure as Council member and TPO Chairman, and that their response was the lights are already synchronized.

According to Ms. Marcie Bell, a Destin resident, she calls a County representative once or twice a year when the Gulf Shore Drive and US Hwy 98 and Main Street and US Hwy 98 lights are out of sync, and someone usually responds within 30 minutes.

Mr. Zunguze noted that the comprehensive plan requires they produce the transportation concurrency report every year to give everyone an understanding of the current traffic situation in the community; and that a presentation in this regard will be made at the next Council meeting.

➤ Private Property Rights

Councilmember Marler stated they need to have a plan of action in the event they start receiving more and more Bert J. Harris lawsuits on short-term rentals.

Councilmember Steven Menchel

➤ Boards and Committees

- ❖ Improve communication
- ❖ Better utilization of boards and committees

Councilmember Menchel noted that he was the Chairman of the Public Works/Safety Committee and the Vice-Chairman of the Local Planning Agency for many years before being elected to the City Council. He is aware of the fact there are many good citizens that are members of different committees. They need to improve communications with these committees, and do a better job communicating the committees' actions and motions immediately to the City Council for action.

According to Mr. Zunguze, they need to empower the Local Planning Agency a little bit more. For instance, for conditional uses, it would be more appropriate to get a recommendation from the agency. Not only it would provide the Council better information but allow the citizens to raise their concerns in two different forums. He added that he and the Land Use Attorney have some recommendations they would like to bring forward to the Council at a future date.

➤ Destin High School

- ❖ What is the City's role?

Councilmember Menchel stated that the Destin High School is currently a work in progress; but the City needs to start thinking about their possible involvement with the school and some level of participation once it is established.

According to Councilmember Ramswell, it runs from the City being highly involved to the City not being involved whatsoever. It would depend on the type of arrangement they come to. She continued that once the school is established, it would not have brand new ball fields or tennis courts, or anything of that nature at the start. They would be relying on private donations and sponsors for any sort of contributions. They would probably request the use of City facilities until their own facilities are constructed.

Councilmember Braden inquired as to the Destin Chamber of Commerce's involvement with the school.

Mr. Shane Moody, President and CEO of the Destin Chamber of Commerce, stated that the Chamber Board sent a series of questions to the Charter School Board in that regard, but they have not received a response.

- Adopt-A-Street Program
 - ❖ Reverting the program back to quarterly pre-event meet-ups

Councilmember Menchel noted he has been a participant of the City's Adopt-A-Street Program for many years. In the past, all the participants met at City Hall quarterly to receive vest and trash bags before heading to their designated location. Now, it is up to each participant to clean up their designated street at their leisure; which is not working. He suggests they consider reverting to the old system.

- Roadway Lighting

Councilmember Menchel suggests City staff starts looking at grant opportunities to improve roadway lighting to improve safety.

Councilmember Chatham Morgan

- Underground Utilities

Councilmember Morgan stated that funding for undergrounding the utilities would depend on the franchise negotiations between the City and Gulf Power Company. The half-cent sales tax revenues would also be a good source of funding for this initiative.

- Public Beach Access

Councilmember Morgan stated that the City's beaches are in terrible condition, with all the signs, ropes and chains, and aggressive beach vendors. It is a big problem for the City's tourism. There are very few projects the half-cent sales tax revenues would be better spent than for securing more public beaches. They need to determine the legal use of these revenues.

- Better efficiencies in Building Department for everyday citizens
 - ❖ Reduce permitting times
 - ❖ Proactive approach to solving problems

Councilmember Morgan stated that the Council is very satisfied with the job the City Manager, the Land Use Attorney, the Code Compliance Department and Community Development Department are doing to improve efficiencies in the organization. The Council stands ready to support their needs to solve these problems.

Mr. Zunguze explained that permitting is a system, and that there are other entities – Building Division, Planning Division and Engineering Division – that are involved in the process. The current process may not be functioning the way it should, but they are doing everything necessary to turn things around.

- Increased parking standards for all developments – restaurants, retails, apartments

Mr. Zunguze agreed they need to revisit their current parking standards and create a parking plan. He stated that the other components that could be improved on is in the multi-modal transportation district. It does not make sense for a development to receive an automatic 80 percent credit in parking requirements by virtue of being in the district. He believes they need to earn it by providing other things to mitigate the parking requirements for vehicles.

Councilmember Destin opines that the entire multi-modal transportation district needs a major overhaul.

- Short-Term Rentals
 - ❖ Discouraging certain style apartment buildings via our LDC and encouraging quality, less dense mixed use residential instead

Councilmember Morgan noted they have had some discussions about restricting apartment complex development in the Town Center Mixed Use zoning area as they believe it would not be good for the City.

- Joe's Bayou Recreation Area Improvements
- Crosstown Connector

According to Councilmember Morgan, there seemed to be a desire by some members of the Council to stop the crosstown connector project; but he does not believe that change in course has been properly articulated. They need to decide soon on what they want to do with this project.

Councilmember Destin stated he has not been too keen to the idea of an alternate US Hwy 98, which he believes was the original intent for the crosstown connector. They would be forcing a tremendous amount of traffic in residential neighborhoods. He also believes the plan was created without any regards for the Stahlman interchange which is quite problematic. They have no right-of-way acquired and there are no plans on how they are going to deal with the public trying to utilize that intersection at its current condition.

The Mayor noted there are no alternative plans outside of the last four tenth of a mile to Benning Drive, which is where the crosstown connector stops. There are no current plans for Azalea, Sibert, Calhoun, or US Hwy 98. He also stated that the City had already committed a tremendous amount of resources for this project and it is only proper to finish what they have already started while they have the money, time and the plans to get it done.

Councilmember Ramswell stated that she would like to think this project all the way through and to have a plan on how to resolve the problem at Stahlman and the bottlenecks this project is going to create, rather than leaving it to a future council. She also stated that people are already cutting back and taking several different routes through the residential neighborhoods. The crosstown connector is not going to resolve anything; instead it would make things worse by routing everybody to Azalea, which is a low density residential.

According to the Mayor, the crosstown connector was for residents to be able to move east and west as efficiently as possible without going on US Hwy 98. They only have four tenths of a mile left to finish this project and it is already paid for.

Councilmember Marler noted that the crosstown connector was never intended to be an alternate route for US Hwy 98. The main purpose was to get residents to their houses as quickly as

possible without having to contend with the US Hwy 98 traffic; but with the advent of the GPS, tourists are now finding their way through the residential neighborhoods.

Councilmember Prebble Ramswell

- Destin High School
 - ❖ Some way of assisting, donation – providing fields, etc.

Item discussed earlier in the meeting.

- Pier in Destin

Councilmember Ramswell noted they used to have a pier in Destin; but they have not had one in a while. She believes a pier is something that could really help bring some of the unique fishing village quality back to the City and something the public had expressed an interest in the past.

- Decorative Wayfinding
- Unifying theme-decorative streetlights/arches

Councilmember Ramswell shared different ideas and ways to build character and get some sort of a unifying theme for Destin using decorative streetlights and arches unique to this community, as well as decorative wayfinding signs to beautify corridors and help visitors find their way around town.

Mr. Zunguze noted that his department, in collaboration with the Public Services Department and the City Manager's Office, is currently creating a master plan outlining the process, design guidelines and maintenance for wayfinding signs. They would be bringing this plan before the City Council to discuss the concept very soon.

- Major Fishing Tournament

Councilmember Ramswell stated that a fishing pier along with a major fishing tournament are things most people talk about when they refer to Destin as the World's Luckiest Fishing Village. She also suggests bringing major fishing tournaments back to Destin; adding these are ways of getting a sense of community and bringing people back together over things that brought them to Destin in the first place.

Councilmember Ramswell also suggests coordinating with the County regarding signs and zoning requirements to promote consistency in terms of policy between the unincorporated areas and the annexed areas of the City.

The Mayor noted that most piers that have been built in the last 15 to 20 years were all State-owned piers; adding that the most effective way to get a pier in Destin is through the State park system or possibly through the Tourist Development Council.

- Open Beaches – no ropes/chains

Councilmember Ramswell expressed the need to find ways to prohibit signs, ropes and chains on Destin beaches.

The Land Use Attorney noted that staff has prepared an ordinance establishing safety corridors on the beach, which is going before the Local Planning Agency and then to the City Council for first reading. She is also working with the Community Development Director and Code Compliance Manager for another, more encompassing ordinance to deal with this issue.

Ms. Marcie Bell stated that she is opposed to the safety corridor ordinance the Land Use Attorney spoke about because of the situation on Holiday Isle, and quite possibly the situation in other places. There was a berm created by the pushing of the sand when the beach was re-nourished several years ago. Some of the beach boxes that are out on the beach are getting washed away into the water during high tide when there is no beach at all. She had spent a lot of her time on a Sunday with other people cleaning up the beach side of the jetties and removing the large amount of trash created by boxes that have washed away. She stated there is a complete overlap in several places in the proposed ordinance that if it passes, there would not be any usage of that beach by anybody, particularly behind condominiums.

Councilmember Marler noted there was a Supreme Court ruling that if they are using taxpayers' dollars to re-nourish the beach, there is a line in the sand that is drawn that depicts the private property line and the sovereign land. He asked why this is not being enforced.

According to the City Manager, in most cases in the City of Destin, the erosion control line when they re-nourished the beach is now in the water.

Councilmember Ramswell noted that some people had deeds that took them to the water and some people did not, which contributes to the confusion.

Mayor Gary Jarvis

- Crosstown Connector
- Royal Melvin Heritage Park
- Half-cent Sales Tax project list
- Pedestrian walkway under Marler Bridge
- Beach Property Acquisition

The Mayor stated that beach property acquisition is their immediate and long-term goal, and that the City has \$8.5 million committed to this initiative. He considers the pedestrian walkway under the Marler Bridge as their second priority as he believes it would change the dynamics of the boardwalk.

- Alignment of Comprehensive Plan and LDC
- Underground Utilities – US 98 from Marler Bridge to Airport Road

The Mayor stated that achievement of this initiative relies heavily on the City's current franchise negotiations with the Gulf Power Company, or the actual purchase of the electric utilities.

- Plan to develop the Town Center into 2020's
 - ❖ Improvement to water users' footprint
 - ❖ Electrical substation
 - ❖ Tax credits or fee structures to encourage development of lifestyle centers, high school or other developments that are used in the TCCRA (along Main Street)
- Strengthen staff's understanding of:

- ❖ Responsibilities
- ❖ Job descriptions
- ❖ Standard operating procedures
- ❖ Chain of command
- ❖ Customer service oriented
- ❖ How to prioritize corrective actions
- Mitigate legal exposure during legislative efforts
 - ❖ Smart articulation of ordinances
 - ❖ Fact finding and research before acting
 - ❖ Commitment to be fair, honest
 - ❖ Strive to operate within Florida Statutes and Florida city standards of best practices as a guide for starting point for legislation

6. Public Comments

Ms. Leigh Moore announced she has just received an email from Ms. Myra Williams, Vice President of Marketing for the Destin Charter School, responding to Mr. Moody's earlier comments regarding the Chamber's support of the Destin High School. She then read the contents of the email for the record:

"I have received several messages regarding Shane's comments about the Chamber's support of the Destin High School. Let me clarify what has happened thus far.

In the latter part of January, the school governing board presented to the Executive Chamber Board the status of DHS, the evolution of what has been done to date, the submittal of the charter application and the vision for the school... just as we did for the Destin City Council. At this meeting we asked for a letter of support and welcomed any and all board members to get involved in shaping the future of Destin High School.

As a follow-up on February 15, I sent correspondence with a few updates on:

- *First National Bank's \$200,000 loan (if needed)*
- *Successful fundraiser hosted by the Bawa's*
- *And the recent 35K donation from the Robert Guidry Foundation*

On April 2, we requested a meeting with the Chamber Board to present updates. At this point, an April presentation was not attainable; however, I then asked if we could get on the agenda for May, June or July meeting?

Just recently, on May 7, Shane responded asking to set an upcoming meeting with the governing board and I have been working on this.

For the record, all the 'questions' Shane spoke of would be answered in the charter application, which is public record.

The results of our efforts have been in the news on a frequent basis...such as an approval of the charter application, the donations of public support thus far totaling nearly \$98K.

The governing board would like to bring forward new information and meet with the entire Chamber Board to answer any and all questions and receive the input and support we expect from the Destin Chamber of Commerce."

Councilmember Menchel commented that according to the data provided by the Sheriff's Office, 80 to 82 percent of calls for service comes from tourists. Moving forward, they need to better articulate this fact to get more funding from the TDC because Destin residents should not be paying 82 percent of the services the Sheriff's Office provides to the tourists.

7. Prioritizing of Projects

The City Manager noted that all the objectives the Mayor and Council identified above have all been listed on the board. He gave each elected official 10 "dots" (one dot equals one vote) and asked them to select their priority objectives for implementation by placing one or more dots per objective they wish to support. The projects will be prioritized by the number of votes they receive.

Prior to voting, the City Manager discussed the following potential funding sources and amounts available to the City:

- General Funds: a 1% property value increase equates to an additional \$77,260 in property taxes for Destin projects/initiatives
 - Unallocated Fund Balance: Estimated amount of \$4,909,000
 - Technology Fee Balance: \$_____
 - Impact Fees (Restricted uses): Estimates
 - ❖ Parks - \$34,000
 - ❖ Traffic - \$908,000
 - ❖ Library - \$79,000
 - ❖ Net Positive Environmental Benefit (NPEB) - \$178,000
 - ❖ Multi-modal - \$407,000
 - Partner Support: TDC – \$6.5 million committed
 - Grant Funds: Restore Act - \$2 million committed in 2020
 - Half-Cent Sales Tax (Restricted uses): \$1 million/year can be used for:
 - ❖ Stormwater Projects/Water Quality Projects
 - ❖ Roads and Traffic Congestion Projects and Public Safety Enhancements
- Staff will bring this back to Council at the budget workshop with project recommendations for council direction

Voting on prioritization of objectives resumes. The results of the voting are as follows. The number of votes received is identified in parentheses following each objective.

- 1) Alignment of Comprehensive Plan and Land Development Code **(9)**
Construction: Road at Pointe one **(9)**
- 2) Destin High School **(8)**
Crosstown Connector **(8)**
- 3) Pier in Destin **(6)**
- 4) Parking Garages **(5)**
- 5) Construction: Pedestrian Walkway Under Marler Bridge **(4)**
Public Beach Access **(4)**
Short-Term Rentals **(4)**
 - Discourage certain style apartment buildings via our LDC and encouraging quality, less dense mixed use residential instead

- 6) Underground Utilities (3)
Unifying Theme: Decorative Streetlights/Arches (3)
- 7) Traffic Issues (2)
Capt. Royal Melvin Heritage Park & Plaza (2)
Parking (2)
Joe's Bayou Recreation Area Improvements (2)
Open Beaches – No Ropes/Chains (2)
- 8) Private Property Rights (1)
Boards and Committees (1)
Personnel – Community Development (1)
Expand Paid Parking (1)
Better Efficiencies in Building Dept. for Everyday Citizens (1)
 - Reduce permitting times
 - Proactive approach to solving problems

Others not receiving votes

- Mayor Fishing Tournament
- Roadway Lighting
- Personnel – Code Compliance
- Adopt-A-Street
- Increased Parking Standards for all Developments – Restaurants, retails, apartments
- Plan to Develop the Town Center into 2020's
- Mitigate Legal Exposure during Legislative Efforts
 - Smart articulation of ordinances
 - Fact-finding and research before acting
 - Commitment to be fair, honest
 - Strive to operate within Florida Statutes and Florida City Standards of Best Practices as a guide for a starting point for legislation
- Strengthen staff's understanding of:
 - Responsibilities, job descriptions, standard operating procedures, chain of command, customer service orientation, how to prioritize corrective actions

According to the City Manager, this information will be provided to the Council at the budget workshops for discussion and re-prioritization, if necessary; and again, at the budget meetings where the Council can officially vote and adopt the budget.

Having no further business at this time, the meeting was adjourned at 2:55 PM.

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019**TYPE OF AGENDA ITEM:** City Manager Report

TO: City Council**THRU:** Lance Johnson, City Manager**FROM:** Webb Warren, Deputy City Manager**DATE:** 7/30/19**SUBJECT:** Haas Center Study for Beach Initiative and Triumph Application

I. BACKGROUND: The City of Destin has reserved \$2 million from the city's fund balance for the city's public beach initiative. The Okaloosa Tourist Development Council has promised \$6.5 million to be contributed to the city's beach initiative fund, contingent upon the Board of County Commissioners' final budget approval.

The City has had a pre-application for \$12 million of funding to Triumph approved by Triumph staff. While this is not a binding approval for funding, it does provide the city feedback and a green light to continue with the very detailed Triumph application process.

II. DISCUSSION: Staff is finalizing our partnerships so that a final application can be submitted to the Triumph Board. A critical component of the application process is establishing clear economic metrics to support the beach initiative project. Specifically the city must demonstrate "Quantitative evidence demonstrating how the proposed project or program will promote economic recovery, diversification, and enhancement of the disproportionately affected counties (cities)".

The City engaged the Haas Center at the University of West Florida to perform a study outlining the economic impact of current Destin beaches as well as the potential benefits of our beach initiative project.

The proposal has 2 options:

1. A phase 1 study with deliverables @ 5 months-\$29,000

2. Phase 1 deliverables at about 5 months in addition to a phase 2 economic study spanning an entire year. Total cost-\$59,000

A. Link to Strategic Goals / Objectives: Preservation of Heritage and Environment

B. Effect on Budget (EOB): This project is unfunded so staff recommends the use of the City Council contingency funds of \$20,000 and the City Managers contingency funds of \$5,000, (total of \$25,000). This will fund the initial process. Staff also recommends the remaining \$34,000 be funded from the unallocated fund balance. This will fund the total cost of \$59,000 for the study.

C. Level of Service (LOS): Increased Level of Service

III. CONCLUSION: Staff recommends that the entire phase 1 and 2 study is performed to support our ongoing search for additional funds to support our beach initiative. This full study will provide initial data for the application (3-5 months/phase 1 of study) as well as detailed quantitative data in subsequent phases. This information can be used to support the Triumph application as well as any future grants we pursue.

In addition, the Trust for Public Lands (TPL) is scheduled to be at the September 4th City Council meeting to talk about the TPL's support and potential role in the beach initiative project. The TPL and staff approves the concept of this study and believes it will be critical to the success of our Triumph application.

IV. RECOMMENDED MOTION: I move that the City Council authorize the City Manager to negotiate and execute a contract with the Haas Center at the University of West Florida for up to \$59,000 to fund an economic study and allocate \$20,000 from the City Council contingency account, \$5,000 from the City Manager contingency account, and \$34,000 from the unallocated fund balance and make the appropriate budget amendment.

Alternate motion: I move to authorize the City Manager to negotiate and execute a contract, not to exceed \$29,000, for option 1 outlined in the attached proposal from the Haas Center at the University of West Florida and fund the proposal with \$24,000 from the City Council contingency account and \$5,000 from the City Manager contingency account and make the appropriate budget amendment.

Attachments:

1. Destin Proposal

Lance Johnson
City Manager
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

July 31, 2019

Dear Mr. Johnson,

The Haas Center at the University of West Florida is pleased to submit the following proposal for an Economic Impact Analysis of Destin's Tourism Industry. We will conduct two surveys and/or secondary research to provide informative and useful research with the goal of informing policy initiatives. We have also outlined a data analytics project that may be useful to inform beach impacts on property values. The City of Destin seeks to understand the need and support a public beach initiative, as well as its impact on visitors and residents.

The scope of work includes two different options to accomplish this work, depending on the City of Destin's timeline and budget. However, either option's research approach may be adjusted based on the needs of the client, though those scope changes may impact pricing. The timeline is contingent on the client's timely notice to proceed, as well as delivery of important documents and plans that inform the research process. In all instances, the project manager and point of contact must be able to communicate and share information efficiently in order to meet quick turnaround times.

Information regarding the scope of work, the project team, and the Haas Center's 25 years of experience follows this letter. We look forward to discussing our proposal with you in the near future and are available to answer any additional questions you may have.

Sincerely,



Amy Newburn
Director of Market Research
Haas Center
anewburn@uwf.edu
850 439 5414

Corporate Background and Experience

With offices in downtown Pensacola, the Haas Center for Business Research and Economic Development (Haas Center) is a research and consulting arm of the University of West Florida's Division of Research and Strategic Innovation (DRSI). The Haas Center works closely with staff from DRSI's other departments, the Office of Economic Development and Engagement (OEDE), Florida Small Business Development Center Network (FSBDC) and Research and Sponsored Programs (RSP) to engage in applied research and strategy development in economics and across the social sciences.

Since its inception over two decades ago, the Haas Center has played a prominent role in economic development efforts across the Northwest Florida region and around the state. Our Center is home to one of Florida's pre-eminent data warehouses with over 10,000 routinely updated data series that are unique to Florida – tracking historical economic trends across Florida's diverse micro economies. In addition, we house cutting edge economic impact simulation software including REMI for each of Florida's counties and IMPLAN for each of Florida's zip codes as well as the state as a whole.

In addition, the Haas Center has designed, conducted and analyzed surveys utilizing our state of the art 10-seat call center equipped with the latest integrated platform survey technology. We work with our clients to identify the best survey methodology to meet their desired goals whether it is done by phone, Internet, paper, intercept or a combination.

We consider ourselves to be a research shop with a solutions-oriented approach. Our staff come from diverse backgrounds that bring unique work experience to the table. We are comprised of economists, political scientists, multi-media specialists as well as database and IT experts. The Haas Center staff's extensive knowledge of regional and state economic and workforce issues allows us to engage in a wide variety of research projects which include survey marketing research, economic and demographic profiles, economic and tax impact studies, workforce development studies, industry cluster analyses, market and feasibility analyses, strategic planning, and custom database and analytics work. Haas Center staff also work closely with regional economic development entities to provide data to cities, counties and states in efforts designed to attract business and industries to the region.

Our team members have not only executed analyses, but perhaps more importantly, have led organizations that have executed the recommendations that have flowed from such analyses. We understand not only data and economics, but our hands-on experiences allow us to understand which approaches are practical, workable and most likely to succeed for our clients. We specialize in studies tailored to meet our client's specific needs in a timely and cost effective manner while adhering to the highest standards of excellence.

Our diverse clientele include city, county and state government agencies, the military, economic development agencies and chambers of commerce, visitor and tourism organizations, school districts, private businesses, libraries, and school districts.

Evidence of prior experience/firm stability

The Haas Center staff has extensive experience in research at the state, regional and local levels including government and public sector marketing research; conducting economic and fiscal impact studies; developing marketing surveys; conducting and analyzing marketing research for recreation and tourism entities; and conducting and analyzing visitor satisfaction surveys.

The *City of Pensacola Resident Satisfaction Survey* was conducted for the fourth time in 2017 (previously administered in 2014 - 2016) as part of an on-going relationship between the City of Pensacola and the Haas Center. The Center developed the survey instrument and utilized a mixed methods survey comprised of a live telephone survey and in-person intercept surveys to reach a sample size of 532 Pensacola residents. The survey measured the attitudes and opinions of Pensacola residents regarding their satisfaction with city services, as well as the relative importance of those services to taxpayers such as: public safety, city appearance, parks and recreation, sanitation services, municipal infrastructure, and communication. The Haas Center is currently in negotiations with the City of Pensacola to conduct the study for 2018.

The *2016 Voter Satisfaction Survey* study was commissioned by Escambia County Supervisor of Elections (SOE) to conduct a mixed-methods survey of registered voters in order to measure multiple items, including voter satisfaction with the polling locations and staff; use and familiarity of SOE services; knowledge about election rules; and voting method choice. The survey was administered in two waves over four months in 2016, concentrating around the August 30th Primary and the November 8th General Election. It provided voters a key opportunity to give feedback about their experiences. In turn, the SOE will use the results to evaluate their own performance, training programs and choice of polling locations. This data could help identify opportunities for improvement or inform new educational programs in response to identified knowledge gaps. Moreover, analysis by voting method choice allows the Supervisor's Office to understand the motivations behind choosing voting methods.

The Santa Rosa County Military Spouse Technical Skills Inventory was commissioned by the Santa Rosa County Economic Development Office (EDO) with the goal of studying the skill sets of military spouses residing in Santa Rosa County. Intercept studies were conducted at Naval Air Station Whiting Field in Milton, Florida. The study documents the technical skills that military spouses have, as well as demographics of this population, their projected length of residency, employment status and availability of employment. The data provides a list of occupations in which the target population have experience, as well as transferable skills that could be marketable to many industries. The demographics and family status of the total U.S. military force as well as active duty population are provided for comparison in the report.

The Haas Center has an ongoing relationship with many regional municipalities and counties. A recent example is the "*2014 Six Pillars Economic and Community Development Strategic Plan for the Town of Century, Florida (Century Strategic Plan)*." The Town of Century commissioned the Haas Center to create an economic development strategic plan as part of the Comprehensive Planning Technical Assistance Grant Program, administered by the Florida Department of Economic Opportunity. The Century Strategic Plan was conducted over the course of a year and utilized a multi-stage process including the development of socio-economic demographic profiles, analyses of both the local and regional markets, the collection of input from four stakeholder focus groups, and an analysis of the community's strengths, weaknesses, opportunities, and threats (SWOT analysis) to form the economic and community development strategic plan that is now in its third year of implementation. Multiple examples of these reports are found at haas.uwf.edu under the "Resources" tab.

Qualifications of Proposed Personnel

The Haas Center staff has extensive experience in research at the state, regional and local levels including for counties, cities, Tourism Development Organizations (TDO/TDC), and area Chambers of Commerce. Each member of the team has a unique set of skills and professional backgrounds. As a result we are able to meet almost any client need at the highest quality. Our proposed research team will be comprised the following individuals:

Amy Newburn, MA, Associate Director, Haas Center. Mrs. Newburn received her Master's in Political Science from the University of West Florida and her Bachelor's degree from the University of Florida. Her recent work includes the *City of Pensacola Resident Satisfaction Survey*, the *Tourism Market Economic Impact* study for Santa Rosa County, the *2016 Supervisor of Elections Study*, and both of the airport studies mentioned within this document. Mrs. Newburn specializes in survey research, economic impact studies, strategic plans, and community development. Mrs. Newburn has extensive knowledge of the Center's integrated data collection platforms and manages the Center's 10-seat call center.

Phyllis K. Pooley, JD, MBA, Director, Office of Economic Development and Engagement. Ms. Pooley received her law degree from Washington and Lee University School of Law in 1985. She also has a Master's in Business Administration from the University of West Florida. She has legal expertise in worker's compensation law for both the federal government and the state of Maine. Prior to being named Director of OEDE, Ms. Pooley served as Co-Director and Senior Analyst of the Haas Center. She brings over a decade of experience in data collection and analysis, particularly in demographic analysis using ring studies and driving distances for businesses, economic development entities and local governments. She is a contributing author to the Pensacola Business Journal and WUWF. In her tenure she has authored over twenty studies for state, regional, and local organizations and municipalities as well as private sector clients. These projects include a feasibility study on the development of a wildlife park in Holmes County, Florida, the feasibility of operating a peanut processing plant in Santa Rosa County, Florida and the feasibility of manufacturing biodiesel in Santa Rosa County, Florida.

Anna-Maria Colombaro, M.A., Research Coordinator. She received her Master's in Industrial Organizational Psychology at the University of West Florida. Ms. Colombaro has collaborated with clients and the Haas Center to create survey instruments and research reports. She has collected data via in-person surveys and computer-assisted telephone interviews on behalf of the University of West Florida, government, and the private sector. Most recently, she has assisted in conducting focus groups, data analysis, and drafting survey results for Haas Center clients. As a RIVA trained moderator, Ms. Colombaro both develops protocol and conducts focus groups for a multitude of research topics.

David Franklin, Digital Marketing Coordinator. Mr. Franklin joined the Haas Center in 2015 and concentrates his efforts on the Haas Center's social media marketing and content creation. He creates marketing materials and designs outreach campaigns for Haas Center clients. He is currently pursuing his MBA at UWF and received a Bachelor's in Political Science from the same school in 2017. He has conducted cyber-security and congressional research on behalf of the Department of Government at UWF and has collected data via in-person surveys and computer-assisted telephone interviews for the Haas Center.

Similar Tourism-Related Projects

The Haas Center has two decades of experience in tourism-related research, especially along the Northwest Florida panhandle. The following section details our experience in tourism with various partners.

The Economic Impact of Tourism in Destin, Florida study was commissioned to examine the economic impact of shoulder season tourism in Destin, Florida; providing the Okaloosa County Tourism Development Council with baseline data to guide future marketing endeavors and report feedback regarding Okaloosa County business leader perceptions on past TDC marketing and communication practices. The study included a survey of 326 tourists that revealed average spending, average group sizes, location of origin, age, lodging preferences, and the likelihood of returning. Data was then entered into economic modeling software to analyze the economic impact of tourism. In addition, local businesses were surveyed by phone to generate feedback of perceptions regarding the TPC. Questions were crafted to understand leaders' understanding of TDC functions, communication practices, and marketing initiative outcomes.

The *Tourism Market Economic Impact Study* is the conclusion of a yearlong effort to survey Santa Rosa County's tourists and quantify their impact on the community. The annual and quarterly report provided in-depth details about demographic and economic trends of Santa Rosa County tourism from March 2017 to February 2018. This study utilized intercept survey techniques to obtain tourist demographics, lodging and transportation habits, spending patterns, and overall satisfaction. In order to ultimately calculate the economic impact, the survey focused on in-area spending patterns. Secondary data sources like bed tax collections, occupancy and Average Daily Room rates contributed to the analysis. Ultimately, the county was provided 4 quarterly reports, 1 annual report, 4 data dashboards and 2 presentations.

The *Emerald Coast Tourism Study* was commissioned by Peter Mayer Advertising on behalf of the Emerald Coast Convention and Visitors Bureau with the goal of providing in depth details about demographic and economic trends of the Emerald Coast's tourism. Haas Center's survey professionals administered intercept surveys with visitors throughout the defined region over a 12 month period between March 2014 and February 2015. The survey data was used in conjunction with bed tax collections and county and state data regarding condo and hotel unit availability to estimate the total number of visitors who arrived in the region on a quarterly basis.

The Panama City Beach Chamber of Commerce and Visitors Center hired the Haas Center to conduct the *Economic Impact Analysis of Tourism in Panama City Beach*. The goal of the study was to estimate the economic impact of tourism for the region. Data was provided by the partners of the Panama City Beach Convention and Visitors Bureau, though we also used bed tax collections, retail sales and other secondary data. The Haas Center calculated a spending value for traditional spring break visitors to the area. This value was then removed from an economic model of the Bay County economy, in order to determine the total economic impact, including direct, indirect and induced, of visitor spending in Panama City. In particular, the report highlighted the important contribution that "shoulder season" and spring break tourists contributed to the overall impact.

The Haas Center performed a study of businesses and business travelers for the Pensacola International Airport in 2017. The Haas Center collected data for 12 weeks in a multi-modal outreach of online and intercept surveys. In total, more than 14,000 people were contacted online while more than 2,700 were approached in person. Data was provided in user-friendly database that was searchable by various factors so that the Airport could analyze their business case for potential markets and airlines. The Haas Center is currently conducting an update to this study in 2019.

Statewide, the Haas Center has conducted studies like an *Analysis of the Florida Film and Entertainment Industry*. The methodological approach includes in-depth interviews, economic impact analysis and a SWOT analysis. The study looked at the film and entertainment's impact on the economy, both statewide and by region. The study included jobs and establishment estimates, the state's tax payments received by these types of establishments, and a digital media analysis. In addition, impacts were looked at by productions that classified as independent, minority-owned or Hispanic, as well as independent and faith-based productions. The SWOT analysis gave specific assessments about the state of Florida's competitive place in the film industry nationwide.

The *Recreation, Sports and the Florida Economy* study was commissioned by Florida Sports (a segment of Enterprise Florida) with the goal of studying the economic impacts of multiple facets of the state's sports and recreation cluster. The study is broken into the 10 major components of sporting and recreational activities in Florida, including Amateur Sports, Professional Sports, College Sports, Fishing, Hunting & Wildlife, Golf, Sporting Apparel Sales, Parks & Recreation, Pari-Mutuel Wagering, Recreational Horse Ownership and NASCAR racing events. In this instance, an impact was calculated for each of the separate Sports and Recreation components. The study modeled both the exogenous changes to the economy, as when visitor spending related to a sporting event occurs, as well as economic activity of residents which retains dollars in the local economy. Visitors were responsible for approximately 40% of the total statewide economic impact activity related to Florida's sports.

Our tourism work extends even beyond the seven projects provided above. The Haas Center recently finished a survey and study on the Foo Foo Festival in Pensacola, FL for Arts, Culture and Entertainment, Inc. Researchers spent approximately 50 hours collecting intercept surveys at three festival events. The Foo Foo Festival, now in its fourth year, attracted more than 9,000 unique visitors to its 12 days of events. The Center was also commissioned by the Santa Rosa Island Authority to conduct *the Impact of Pensacola Beach on the Regional Economy* study (2012). Results from the economic impact analysis show trends in tourist spending across major business sectors in Pensacola Beach and provide insight into where policymakers may focus marketing and branding efforts in order to maximize economic growth in Escambia County. Additional tourism work includes *A Comprehensive Economic Impact Assessment of the Blue Angels Airshow*; *A Comprehensive Assessment of the 57th Annual Billy Bowlegs Festival*; and *Cultural Tourism and the Escambia Economy*.

Scope of Work

The Haas Center presents two options for the client to choose the most appropriate scope of work. In both instances, the client will be able to understand both the impact of the tourism industry as a whole on the City of Destin, as well as the perceptions and potential value of public beaches as a tourist attraction and residential amenity.

Option #1: Key Insights

Visitor survey.

The Haas Center will use bed tax collections data as the primary data in order to understand the economic impact of the tourism industry. The secondary data will be supplemented by intercept surveys that will allow us to understand both spending patterns and the prevalence of visitors staying overnight in non-bed tax collecting lodging. In this instance, we'll rely on partners to help us secure TDT reports at the Destin level since those are not currently available on the Department of Revenue's data site.

Survey outreach will be completed for **one quarter** with intercept surveys, accompanied by an email campaign to partner databases of previous visitors.

Resident survey

Outreach will be conducted to gather feedback from the residents of the City of Destin on availability of public beaches. A similar multi-modal methodology will be implemented here, with additional efforts to enhance community engagement:

- A public link may be made available to share in newsletters, on social media, or websites
- Direct emails will be administered to targeted lists of residents
- A social media ad will be targeted to this demographic to promote engagement

In addition, we will restrict survey duplication by limiting responses by email and IP address.

Deliverables

The report provided will include the following key elements:

- An assessment of the economic impact of Destin's tourism industry reported by multiple measures including Gross Regional Product, Total Employment and Value Added.
- A discussion of the project's impact on employment, including a breakdown of jobs by type, wages, and local effects.
- A presentation of economic impacts of staying "as is," i.e. Destin's potential loss of repeat visitors or residential spending due to limited public beach parks
- A discussion and presentation of the tourism industry in the region, as well as information that places the value of those jobs in context compared to the regional economy as a whole

The supporting data as well as the economic impact estimates will be assembled into a print-ready digital document for distribution by the client upon acceptance of the final economic impact estimates. The report will be prepared as a defensible foundation for communication with the public, media, elected officials, granting agencies and other stakeholders. If desired, an infographic can be developed by Haas Center staff to share online in social media, blogs, etc., to communicate the client's economic impact to the community. The Haas Center will be available to present the materials in this report to an audience of the client's choosing on two different occasions without additional costs. The client is responsible for giving appropriate notice to the Haas Center so that plans can be made.

In order to conduct this analysis, the community of Destin will need to share detailed information with the Haas Center (namely bed tax collections not publicly reported).

Timeline, Pricing, and Deliverables

Deliverable	Timeline	Amount
Contract Execution		\$14,500
Survey instrument draft, approval and IRB approval	3 weeks	
Data collection	3 months	
Draft report and analysis	1 month	
Draft report feedback	2 weeks	
Final report		\$14,500
Entire project: 5 months		\$29,000

Option #2: Comprehensive Year-long Assessment

Option #2 includes all of the above deliverables in addition the yearlong intercept visitor survey (instead of one quarter) and resident focus groups.

Visitor survey.

The Haas Center will place personnel on the ground at pre-determined events and, more generally, the Destin region in order to conduct visitor intercept surveys. Survey-interview professionals will spend 20 hours per month on the collection of survey data on the ground for **one year**. The Haas Center will identify ideal locations with the assistance and feedback of City staff and other stakeholders. The full support of the TDC, city, business leaders, and other officials will be required in order to visit a range of establishments, like local shopping centers, stores and other tourist locations. In addition, it will be the City of Destin's responsibility to secure permission for us to conduct intercept surveys at any pre-determined events or festivals that are ticketed.

The surveys will measure and track the following key economic and demographic elements for Destin's visitor market:

- Geographic origins
- Transportation modes
- Purpose of trip (i.e., business, meeting, or leisure visit)
- Activities
- Perception of beach availability
- Party size and length of stay
- Incidence of first-time visits
- Satisfaction and likelihood of repeat visitation
- Travel budgets and spending on accommodations, food, entertainment, retail, transportation and miscellaneous items
- Visitor demographics including age, income, marital status, etc.

Resident survey and focus groups.

The outlined survey approach and deliverables in Option #1 would also be deployed in this scope of work. In addition, we'll utilize those key findings to dig deeper into focus groups with community residents that allow for a more meaningful understanding of the public beach park issues that are of concern to City residents. Three focus groups will be completed once the resident survey portion is complete.

Additional Analysis in the Final Report

One key element to understand is how often Destin's residents a) travel to public beaches outside of the county and b) spend money in those regions instead of c) keeping those funds with the local businesses and generating revenue for Okaloosa County's local government instead of neighboring communities. As such, our survey and focus groups will collect data that will allow us to understand the potential economic impact of retaining these trips within the county.

Another calculation that is drawn from the survey is residents and tourists' "willingness to pay" as a measure of the value of the new beach parks. This calculation generates an economic value of the existence and/or creation of this public beach park for your local residents AND the tourists.

Lastly, the report will include a "literature review" an overview of public beaches in Northwest Florida as a means of understanding economic development issues. Quality of life continues to rank in the top ten key factors that site consultants examine when choosing to locate, expand or move their businesses. Quality of life as one of many factors can help determine which of Florida's beach communities are successful in recruitment of attractive economic development projects.

Timeline, Pricing, and Deliverables

Deliverable	Timeline	Amount
Contract Execution		\$29,500
Survey instrument draft, approval and IRB approval	3 weeks	
Data collection	12 months	
Draft report and analysis	1 month	
Draft report feedback	2 weeks	
Final report		\$29,500
Entire project:		14 months \$59,000

Option #3: Data Analysis of Home Values

An additional option for research would assess the impact, if any, that proximity to beach access has on property values and thus on tax base. The Haas Center would utilize a real estate database to compare similar homes in the region, controlling for factors like square footage, school zones, and acreage, to determine what impact proximity to beaches may have on home values.

A second element would include a case study of other communities where increased beach access has happened to determine if there was any increase in property values within a certain distance of the new access points. That distance will be defined in conversations with the client, as well as selection and approval of our case study communities.

The cost of this additional research would be **\$15,000**. The development of a full deliverable and payment schedule will be developed upon interest of the client. It is up to the client's discretion to initiate this research project at any time and It does not have to be done in alignment with option #1 or option #2.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019

TYPE OF AGENDA ITEM: Action Item

TO: City Council

THRU:

FROM: Michael Burgess, Public Services Director
Lisa Firth, Parks & Rec Director
Louis Zunguze, Community Development Director
Lance Johnson, City Manager

DATE: 07/30/2019

SUBJECT: Capt. Royal Melvin Heritage Park Plan

I. BACKGROUND: On August 20, 2018, Destin City Council motioned to approve the recommended design changes to Captain Royal Melvin Heritage Park & Plaza, as adopted by the Harbor Community Redevelopment Agency Advisory Committee (HCRAAC).

The approved, and now incorporated, design changes were as follows:

The handicap parking for the facility has been identified at the Marler;

The sidewalk above bluff grade has been relocated as to minimally affect existing trees on the property or on adjacent properties;

The bluff has been maintained and a handicap ramp depicted on the western side of the property that consists of a series of ramps and landings with one switchback running perpendicular to the shoreline;

The bathrooms and resource room have remained on southern part of the property and have been incorporated into the bluff;

The restrooms have been designed to fit into the bluff, the observation area/stage area faces south and there are currently no shades on the east or west sides;

The playground facility has been designed on the bluff grade.

II. DISCUSSION: If Council is agreeable to the final drawings/construction plans for the Captain Royal Melvin Heritage Park, staff requests an official approval of the same. Once council gives such approval, the plans, along with a copy of Council approval will be submitted to the Florida Community Trust (FCT) for concurrence.

A. Link to Strategic Goals / Objectives: I. Enhanced Quality of Life;
I.E Improve and expand the City's library, parks and recreational services.

B. Effect on Budget (EOB): Project delivery will be provided by RESTORE Act funding.

C. Level of Service (LOS): The approval of the final drawings will facilitate the construction of a unique harbor-front recreational experience for our residents and visitors.

III. CONCLUSION: These plans are currently under review by Community Development (CD) to bring any deficiencies into compliance with all applicable City codes none of which, if any, should impact the desired elements of the project. Gaining Council's approval will enable staff to seek final approval from the Florida Community Trust (FCT). Once CD and FCT have approved the plans we should be at the "Shovel Ready" stage so that we can move forward once the construction grant is approved by the US Treasury.

IV. RECOMMENDED MOTION: I move that Council approve the Captain Royal Melvin Heritage Park plans subject to meeting all applicable Land Development and Building codes and authorize the City Manager to forward the approved document to the Florida Community Trust.

Attachments:

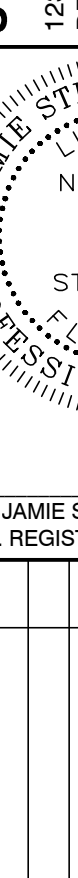
1. Royal Melvin Plans July 2019

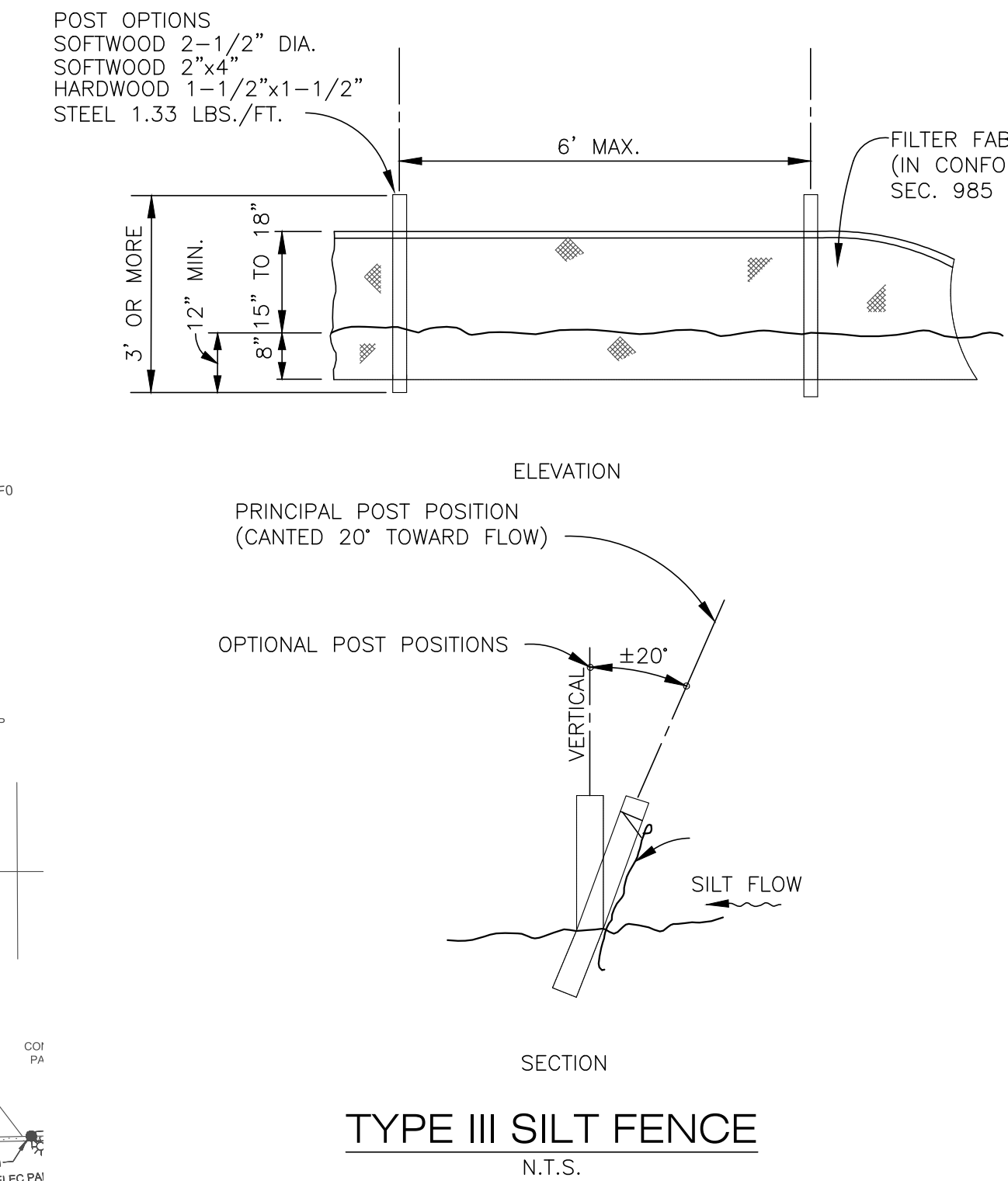
THIS DRAWING IS THE PROPERTY OF JENKINS ENGINEERING, INC. AND IS NOT TO BE REPRODUCED WITHOUT EXPRESSED WRITTEN CONSENT



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.

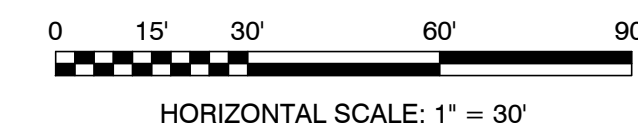
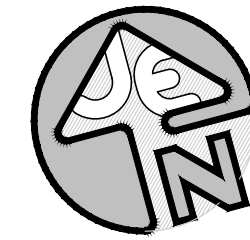
USE LATEST CITY OF DESTIN, AND/OR
F.D.O.T. TECHNICAL SPECIFICATIONS AND
DETAILS UNLESS OTHERWISE NOTED.

					
JENKINS ENGINEERING, INC.					
121 HART STREET SUITE 100 PHOENIX, ARIZONA 85016 PHONE 850.678.5141 FAX 850.729.2460					
1234 AIRPORT ROAD, SUITE 126 DUNEDIN, FLORIDA 33511 PHONE 850.837.2448 FAX 850.837.2450					
JEICVIL.COM C.O.A. NO. 9927					
					
JAMIE S. EUBANKS, P.E. FL REGISTRATION NO. 71438					
BY					
DESCRIPTION					
DATE					
REV					
CITY OF DESTIN					
ROYAL MELVIN PARK CITY OF DESTIN, FLORIDA					
JOB:	19-03				
DATE:	03/27/19				
DESIGNED:	JSE/JAW				
DRAWN:	JAW/CEJ				
BAR IS ONE INCH ON ORIGINAL  0 1"					
IF NOT ONE INCH ON THIS SHEET ADJUST SCALES ACCORDINGLY					
DRAWING NUMBER 1 OF 7					
SHEET NUMBER C01					
COVER SHEET NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE					



EROSION NOTES

1. EROSION PROTECTION: SOIL EROSION SEDIMENTATION MUST BE CONTROLLED AND RETAINED ON SITE DURING CONSTRUCTION. THEREFORE, EROSION PROTECTION, SUCH AS STAKED BALED HAY AND SILT FENCE BARRIERS, MUST BE INSTALLED PRIOR TO START OF CONSTRUCTION.
2. SILT FENCE BARRIER SHALL BE INSTALLED AS SHOWN ON PLANS, AND IN ALL AREAS SUBJECT TO SOIL EROSION SEDIMENTATION.
3. STORMWATER DETENTION BANKS TO THE NORMAL POOL ELEVATION SHALL BE SODDED.
4. GRADES AT CURBS ARE AT FLOWLINE.
5. SILT FENCE TO BE CONSTRUCTED AND MAINTAINED AROUND ALL INLETS; ALSO ACROSS ALL COURSE AT EDGE OF SITE AND AT 150' INTERVALS.
6. DEVELOPER OR THEIR DESIGNATED CONTRACTOR SHALL PROVIDE COPIES OF NPDES NOTICE OF INTENT (NOI) AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) TO WALTON COUNTY DEVELOPMENT ORDER INSPECTOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.

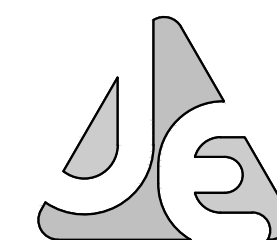


LEGEND

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SURVEYOR INFO:
BOUNDARY AND TOPOGRAPHIC INFORMATION
SHOWN HEREIN PROVIDED BY:

CITY OF DESTIN, FLORIDA
4200 INDIAN BAYOU TRAIL
DESTIN, FL 32541
PHONE: 850-837-4242

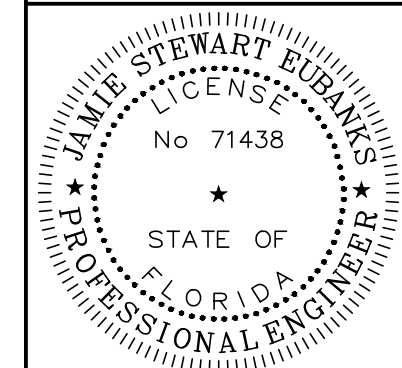


JENKINS ENGINEERING, INC.

1234 AIRPORT ROAD, SUITE 126
DESTIN, FLORIDA 32541
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C.O.A. NO. 9927



JAMIE S. EUBANKS, P.E.
FL. REGISTRATION NO. 71438

[illegible]

CITY OF DESTIN

ROYAL MELVIN PARK
CITY OF DESTIN, FLORIDA

EXISTING CONDITIONS & DEMOLITION

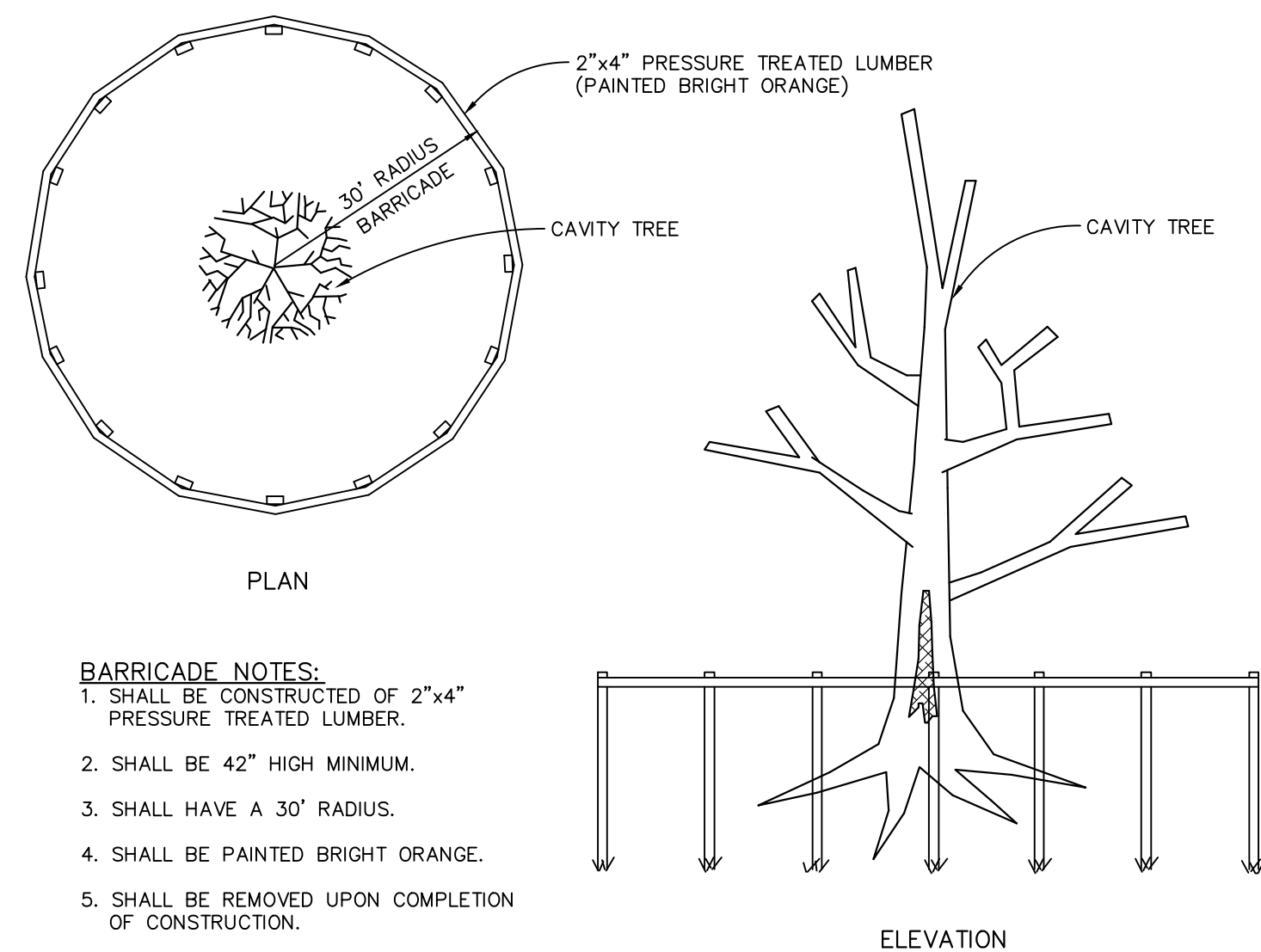
EXISTING CONSTRUCTION DEW
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DATE: 03/27/19
DESIGNED: JSE/JAW
DRAWN: JAW/CEJ

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2 OF 7

SHEET NUMBER
C02

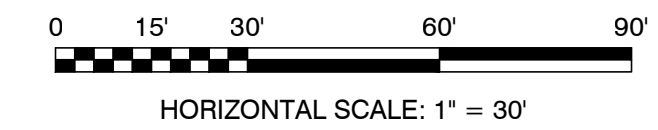
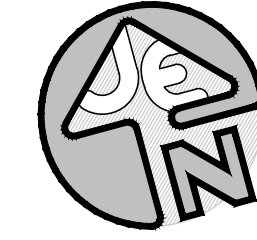


TREE PROTECTION DETAIL
N.T.S.



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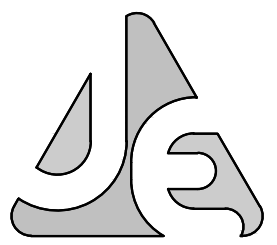
	CONCRETE PAVEMENT
	ASPHALT PAVEMENT
	PROPERTY LINE
	PROPOSED LIGHTING
	TRI-BOLLARDS
	REMOVABLE BOLLARD

1. FINAL LOCATIONS OF PICNIC TABLES, BENCHES, AND OTHER PEDESTRIAN AMENITIES SHALL BE PER CITY OF DESTIN STAFF DETERMINATION.
2. REFER TO ARCHITECTURAL PLANS FOR BUILDING, STAIRS, ADA RAMP, AND OTHER SUCH IMPROVEMENTS.



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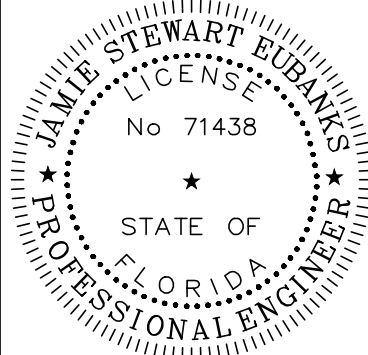
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JAMIE S. EUBANKS, P.E.
FL. REGISTRATION NO. 71438

BY

DESCRIPTION

DATE _____

A3

CITY OF DESTIN

ROYAL MELVIN PARK
CITY OF DESTIN, FLORIDA

SITE PLAN

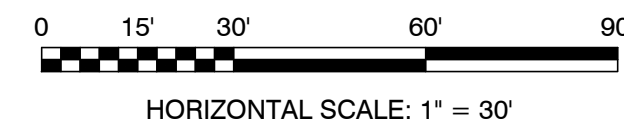
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DRAWING NUMBER
3 OF 7

SHEET NUMBER
C03



-
- CONCRETE PAVEMENT
- ASPHALT PAVEMENT
- PROPERTY LINE
- PROPOSED LIGHTING

NOTES

1. CONTRACTOR AND PUMP STATION PROVIDER SHALL ENSURE PROPER ANTI-FLOTATION IS PROVIDED FOR PUMP STATION.
2. NEW 12" WATER MAIN MUST BE INSTALLED PRIOR TO OLD WATER MAIN BEING ABANDONED AND NEW/RELOCATED SERVICES CONNECTED.



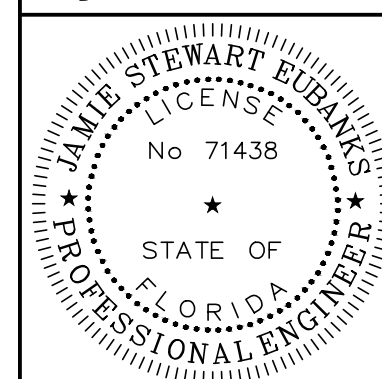
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[illegible]

CITY OF DESTIN

ROYAL MELVIN PARK
CITY OF DESTIN, FLORIDA

POTABLE WATER & WASTEWATER IMPROVEMENT PLAN

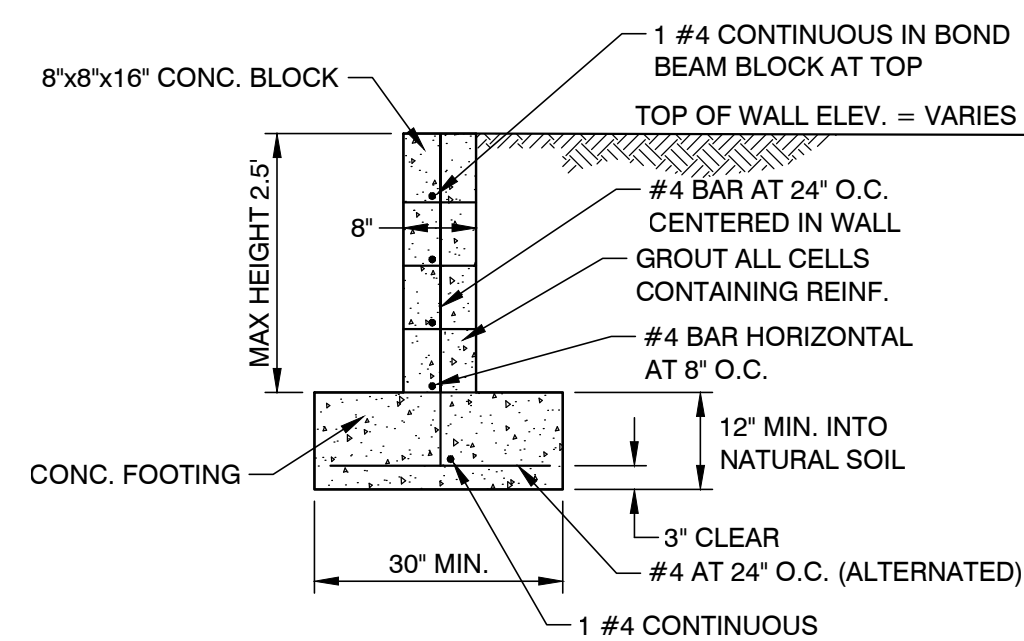
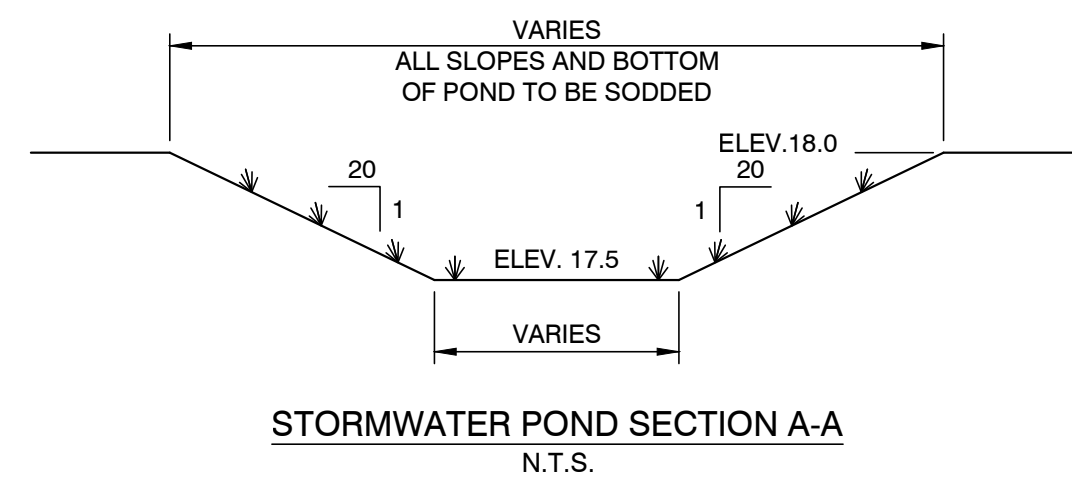
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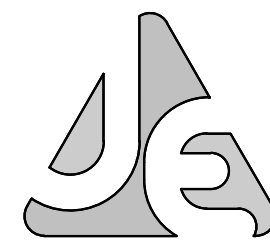
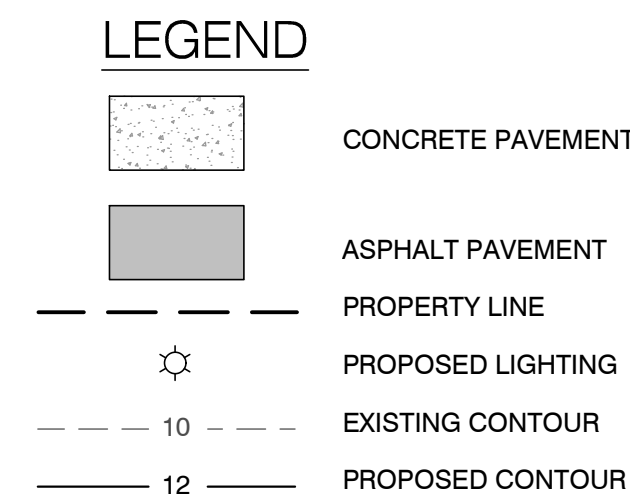
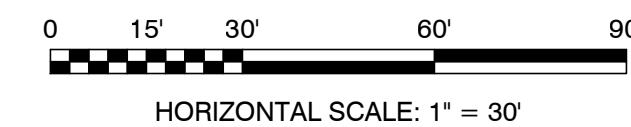
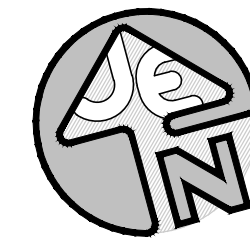
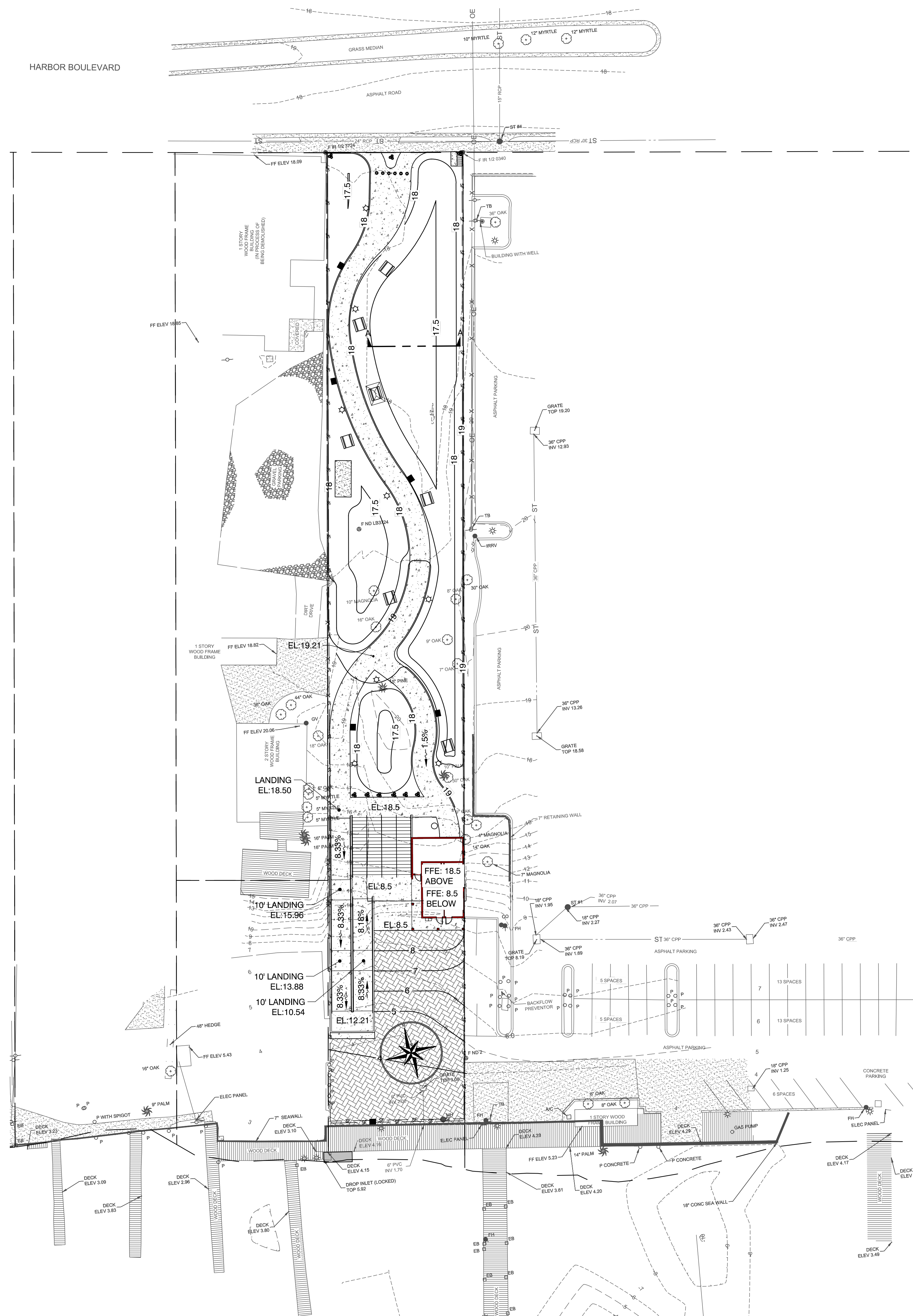
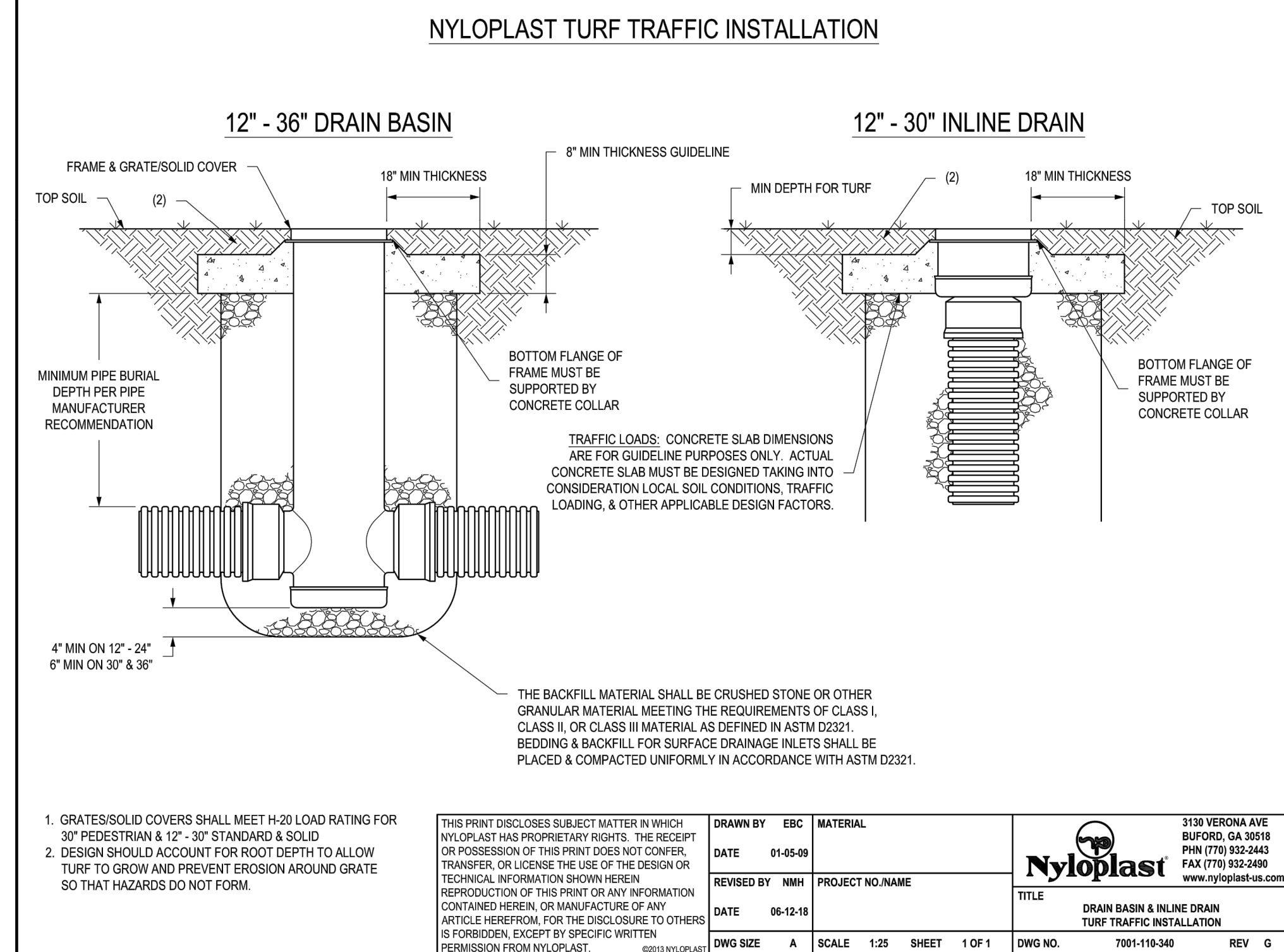
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SHEET NUMBER
C04



NOTE:
SHOWN FOR REFERENCE ONLY. PRIOR TO WALL CONSTRUCTION DEVELOPER
SHALL BE REQUIRED TO OBTAIN FINAL WALL RECOMMENDATIONS AND DESIGN
FROM REGISTERED GEOTECHNICAL FIRM AFTER FURTHER SOIL EXPLORATION.

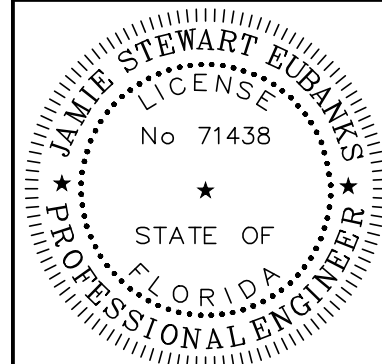


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JAMIE S. EUBANKS, P.E.
FL. REGISTRATION NO. 71438

	REV	DATE	DESCRIPTION	BY

CITY OF DESTIN

ROYAL MELVIN PARK
CITY OF DESTIN, FLORIDA

GRADING PLAN

NOT VALID UNLESS READING ENGINEER'S ORIGINAL SIGNATURE

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DATE: 03/27/19
DESIGNED: JSE/JAW
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CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019

TYPE OF AGENDA ITEM: Action Item

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Rey Bailey, City Clerk

DATE: July 29, 2019

SUBJECT: Membership Appointments to the Short Term Rental Task Force

I. BACKGROUND: On May 20, 2019, the City Council directed staff to review the establishment and any sunseting of the Short-Term Rental Task Force and to determine the current status of the Task Force.

II. DISCUSSION: The Task Force was formed via motion of the Council on October 2, 2017. The motion included a provision for automatic sunset of the Task Force after 12 months. Therefore, the committee sunsetted on October 2, 2018, and is no longer in place.

Establishment of a new Task Force (and new appointments and/or reappointment) would be required if the City Council desires to have a Task Force in place again.

A. Link to Strategic Goals / Objectives: Enhanced Quality of Life

B. Effect on Budget (EOB): None at this time

C. Level of Service (LOS): Recommendations adopted by the City Council may assist to increase the level of service and quality of life for neighborhoods impacted by short-term rental properties.

III. CONCLUSION: The Council wishes to give the new Short-Term Rental Ordinance a chance to work over the summer season, reestablish the Task Force and then direct its members to convene in the fall.

On May 20, 2019, the Council unanimously passed a motion to re-establish the 7-member Short-Term Rental Task Force.

Advertisement for Short -Term Rental Task Force membership was posted on June 1, 2019. Ten applications were received by the deadline date of June 28, 2019. Copies of the applications were distributed to the Council on July 11, 2019.

IV. RECOMMENDED MOTION: I move to appoint _____ to the Short-Term Rental Task Force.

Attachments:

1. Excerpts from the May 20, 2019 City Council Meeting Minutes
2. Task Force Application - Marcie Bell
3. Task Force Application - Patti Brown
4. Task Force Application - Bruce Craul
5. Task Force Application - Brad Fletcher
6. Task Force Application - Robert Gilmore
7. Task Force Application - Richard Shaun Hickey
8. Task Force Application - Brian Liesveld
9. Task Force Application - Jeff Marken
10. Task Force Application - Paul Seago
11. Task Force Application - Ken Wampler

Ms. Jeannelle Izell spoke on the long-term rental issue. She stated that when she registered her property and paid her permit fee, she asked City staff how many other rental property owners have paid for their permit; and that the response given was 280 permits have been issued over the past two years. She stated there are many more long-term rental houses than those that are currently registered; and that the City needs to do a better job tracking all these unregistered rental homes because not only is the City losing out on a lot of money, but it is unfair to those who obey the rules and pay for the permit.

Mr. Ken Wampler noted that when the short-term rental sign ordinance was created, one thing that was not considered was where to post the rental signs. The current code states that signs cannot be posted on fences, telephone posts and windows. He continued there are white decorative picket fences in the Crystal Beach area with signs posted on them. For over 20 years, rental signs have been posted predominantly on those fences because they are located right at the edge of the right-of-way. He asked the Council to take the necessary action to allow the placement of rental signs on these fences instead of having these signs posted on dedicated posts. It would be a lot better for the community from the appearance standpoint.

Mr. Bill Reddington noted that many long-term rental property owners are not aware of the requirement to obtain a permit to rent their property; especially owners that do not live in Destin. He stated that the City needs to do a better job notifying the general public of this requirement.

Following public comments, the next item discussed was agenda item 7A (2) - Crosstown Connector.

4. CITY MANAGER REPORTS

A. Short-Term Rental Task Force

The City Manager noted that the City Council directed staff to review the establishment and any sunset of the Short-Term Rental Task Force and to determine the current status of the Task Force. He informed the Council that the Task Force was formed via motion of the Council on October 2, 2017. The motion included a provision for automatic sunset of the Task Force after 12 months. Therefore, the committee sunsetted on October 2, 2018 and is no longer in place. If the Council wishes to re-establish the committee, it would require appointing new members. He also stated that staff recommends giving the new Short-Term Rental Ordinance a chance to work over the summer season and perhaps re-establishing the Task Force in the fall to evaluate the result.

Councilmember Destin suggests they go ahead and form the Task Force, appoint some members, and then direct them to start meeting in the fall.

Councilmember Destin moved to re-establish the 7-member Short-Term Rental Task Force; seconded by Councilmember Braden.

After some discussion, the Council agreed to follow the same format and use the same criteria from the previous appointments.

The Mayor called for a vote on the motion, which passes 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes").

B. Quarterly Financial and Investment Report

No discussion on this item.

C. Announcements

- Webb Warren and Michael Burgess attended the Governor's Hurricane Conference. Mr. Warren and Mr. Burgess provided a brief highlight of the conference.
- Destin's Week of Blessings starts Monday, May 27th

5. PUBLIC HEARINGS

- A. Innerlight Engineering Corporation, on behalf of Legacy Properties of Northwest Florida, LLC is requesting approval of a Major Deviation to an Existing Development Order and Major Subdivision identified as "Tuscan Village." The proposed development consists of 86 townhome units. The proposed project is generally located west of Mattie M. Kelly Boulevard, addressed as 500 Mattie M. Kelly Boulevard. The total site area is 7.81 acres, more or less.

The City Attorney sworn in the following individuals for testimony:

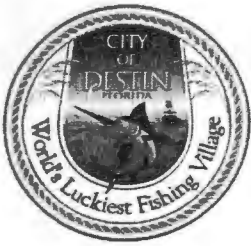
Mr. Louis Zunguze
Mr. Tim Whaler, City Planner
Mr. David Smith, Project Engineer

Community Development Director Louis Zunguze presented the project. He explained this is a request for a Major Deviation to a development order and Major Subdivision plat approval. The project consists of 86 townhouses with the associated infrastructure and planning. The proposed deviation is an overall reduction in density. The site was previously approved for 104 dwelling units; a combination of 36 condominiums and 68 townhomes. The project was reviewed by the City's Technical Review Committee and found it to be consistent with the Comprehensive Plan Future Land Use Map and the Land Development Code from the zoning standpoint.

Mr. David Smith, the project engineer, stated that this project was originally approved in 2004 and amended several times over the years. They are now proposing a reduction in density. Mr. Smith produced a map and pointed out where the reduction will occur.

The Mayor opened a public hearing to receive comments for or against the proposed project. Hearing none, the Mayor closed the public hearing portion of this item and turned the matter over to the City Council for further discussion and consideration.

Councilmember Menchel moved to approve the Major Deviation to an existing Development Order and Major Subdivision identified as "Tuscan Village"; seconded by



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: MARCIE BELL

HOME ADDRESS: 3 GULF BREEZE CT

MAILING ADDRESS (if different from above): SAME

PHONE (best contact number): WILL PROVIDE

EMAIL ADDRESS: DN FILE

If necessary, may we contact you during the day? YES

Please provide a brief description of your education and professional experience: _____

SEE ATTACHED

Are you a registered voter in Okaloosa County? YES

Are you a resident of Destin? YES

How long have you lived in Destin? 7 YEARS

Do you work or own a business in Destin? YES

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

I VOLUNTEER/WORK FROM MY HOME REGARDING
ALL MUNICIPAL MEETINGS CONCERNING
ALL MATTERS DESTIN/CITIZENS OF DESTIN

Do you hold any type of public office? NO

Have you ever been convicted of a felony? NO

If yes, please explain, including dates of conviction: /

At the present time, do you serve on any City Board, Commission, or Committee? NO
If yes, please list appointments: _____

Why are you interested in serving as a member of the STR Task Force?

I HAVE PREVIOUSLY PARTICIPATED IN ALL STR (PREVIOUS)
TASK FORCE MEETINGS, WORKSHOPS & COUNCIL
MEETINGS. I LIVE IN A RESIDENTIAL ZONE OF
DESTIN WHERE STRS ARE ALLOWED.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

ORDINANCES ESTABLISHING PROCEDURES OR RULES OF CONDUCT
WHEN ADOPTED BECOME LEGALLY ADOPTED AND INDEXED INTO
THE CODE OF ORDINANCES. LDC IMPLEMENTS GOALS & OBJECTIVES
OF CMP PLAN. LDC CONTAINS ALL ADOPTED ORDINANCES PERTAINING
TO REGULATIONS & PROCEDURES USED IN DEVELOPMENT PROCESS OF CITY.

Please explain your knowledge of governmental procedures and processes:

PARTICIPATION IN COUNCIL MEETINGS, WORKSHOPS, COMMITTEES,
VISIONING SESSIONS, READING & STUDYING PAST VIDEOS &
MINUTES, STUDYING OF THE CHARTER HAVE ALL PROVIDED ME
THE KNOWLEDGE & UNDERSTANDING.

Please outline your familiarity with the physical, social, and economic composition of the City of Destin: WALTON
MUNTY LINE TO MARLER BRIDGE SOUTH OF 98, AND NORTH OF 98 FROM MARLER
BRIDGE TO INDIAN BAYOU W/ POCKETS OF UNINCORPORATED OKALOOSA COUNTY
WITH A DIVERSIFIED SOCIAL & ECONOMIC MAKEUP.

Please outline your familiarity with major issues impacting neighborhoods with STRs:

I AM VERY FAMILIAR WITH ALL ISSUES MINOR & MAJOR
IMPACTING RESIDENTIAL NEIGHBORHOODS WITH STRS

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings?

YES, AS A CITIZEN, I ATTENDED EVERY STR TASK
FORCE MEETING NOV '17 - MAR '18 WEDNESDAYS AT 3PM

Please share any other information you feel is important for consideration of your application to the STR Task Force:

MY CONTINUED PARTICIPATION IN THE
SYSTEM FOR YEARS RE: ALL MATTERS
CONCERNING CITIZENS OF DESTIN

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature: Marcie Bell Date: 6/26/19

Please return completed form to the City Clerk for verification of eligibility.

* I WILL NOT TAKE THIS APPOINTMENT LIGHTLY
AND AM COMMITTED TO RESEARCHING, READING
& EDUCATING MYSELF TO BE THE BEST
MEMBER/APPOINTEE ANYONE WOULD EXPECT.

1. BSBA in Finance from UWF
2. Escrow closer in Aspen Colorado with \$300 million in transactions, including my largest single transaction was a \$60 million sale of Aspen ski company real estate assets in 1993.
3. General Manager of a real estate holding company with 5 multi-million dollar subsidiaries.
4. General Manager of a large million dollar Day Spa Managing with direct management of over 25 employees.
5. Financial manager for local 5 store retail group.
6. Sales tax collection and payment both for commercial real estate and retail sales.
7. Real estate transfer tax collection and payment for both affordable housing projects and historical preservation projects (Aspen).
8. Attended State of Florida legislative sessions since 2013, where I have not only sat in committee meetings, but studied the proposed legislation, then attended both Senate and House debates and votes on same legislation.
9. Knowledgeable in accounting practices and documents.
10. Previous participation in exploratory meetings regarding affordable housing in Destin with Cyron Marler, Greg Kisela and Nancy Weidenheimer. I put City of Destin in contact with my contacts at Aspen/Pitkin County Housing Authority.



**SHORT TERM RENTAL (STR)
TASK FORCE
MEMBERSHIP APPLICATION FORM**

(PLEASE PRINT):

NAME:

HOME ADDRESS:

MAILING ADDRESS (if different from above):

PHONE (best contact number):

EMAIL ADDRESS:

If necessary, may we contact you during the day?

Please provide a brief description of your education and professional experience:

Are you a registered voter in Okaloosa County?

Are you a resident of Destin?

How long have you lived in Destin?

Do you work or own a business in Destin?

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

Do you hold any type of public office?

Have you ever been convicted of a felony?

If yes, please explain, including dates of conviction:

At the present time, do you serve on any City Board, Commission, or Committee? no

If yes, please list appointments: _____

Why are you interested in serving as a member of the STR Task Force?

Was one of the active members of the prior STR task force and believe I have a lot to offer.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

Very familiar. Attend lots of the meetings and interface with them regularly.

Please explain your knowledge of governmental procedures and processes:

Very familiar. Prior participation

Please outline your familiarity with the physical, social, and economic composition of the City of Destin:

Very active in the community and well versed on the challenges faced

Please outline your familiarity with major issues impacting neighborhoods with STRs:

I live it everyday!

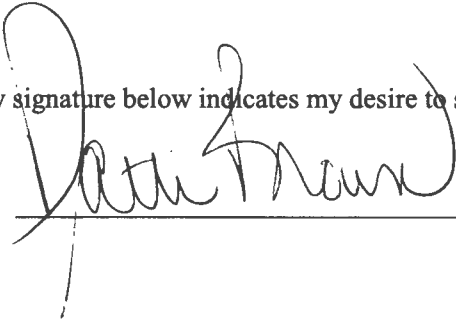
The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings? yes

Please share any other information you feel is important for consideration of your application to the STR Task Force:

I believe I was a very active member of the last task force and attended every meeting and put hundreds of hours in.

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature:

A handwritten signature in black ink, appearing to read "Datta Mann", written over a horizontal line.

Date:

A handwritten date in black ink, appearing to read "5 June 19", written over a horizontal line.

Please return completed form to the City Clerk for verification of eligibility.



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FOR

(PLEASE PRINT):

NAME: Bruce W Craul

HOME ADDRESS: 42 Terra Cotta Way, Destin, FL 2541

MAILING ADDRESS (if different from above): _____

PHONE (best contact number): 850-598-9090

EMAIL ADDRESS: bruce.craul@gmail.com

If necessary, may we contact you during the day? Yes

Please provide a brief description of your education and professional experience: _____
Destin resident 30 years. Hospitality business in Destin the entire time. Chief Operations Officer of Operations of three local companies. Abbott Resorts, now ResortQuest, Dale E Peterson, Resorts, and HarborWalk Hospitality.

Are you a registered voter in Okaloosa County? Yes

Are you a resident of Destin? Yes

How long have you lived in Destin? 27 years same address

Do you work or own a business in Destin? Yes

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?
I am the President and CEO of The Hospitality Services Group, LLC.

At the present time, do you serve on any City Board, Commission, or Committee? No
If yes, please list appointments: _____

Why are you interested in serving as a member of the STR Task Force?

I am very interested in maintaining a balance between the quality of life for permanent residents in Destin rentals. I served on the last task force and I believe that we still have some work to do, particularly in pre as non rental home owners.

Please explain your understanding of the City of Destin Land Development Code (LDC) and C
The land development code is all about the rules and restrictions of all future development of

Please explain your knowledge of governmental procedures and processes: _____

I have served as the Chairman of the Board of the Florida Restaurant and Lodging Association have full knowledge of the Sunshine laws, full knowledge and lots of practice with Roberts Rule spoken before many committees of the state legislature in Tallahassee and before Senate committees in

Please outline your familiarity with the physical, social, and economic composition of the City
First, I understand the city limits. Who is in the city and who is not. Second our main industry business, mostly dependant on visitors, and we are fortunate enough to have the largest charter the United States. We have many retirees, many of who have retired from the military. I understand our

Please outline your familiarity with major issues impacting neighborhoods with STRs:
Biggest neighborhoods impacted are Holiday Isle, Crystal Beach and the other houses in Destin located of Harbor Boulevard.

The STR Task Force requires a significant commitment from its appointees; if appoint able to complete a full term (up to 12 months) and attend regularly scheduled meetings
Yes I will as I did when I served on the STR Task Force before.

Please share any other information you feel is important for consideration of your appointment

My signature below indicates my desire to serve as a member of the Short Term Rental

Signature: Bruce Craul  Date: June 6th, 2019

Please return completed form to the City Clerk for verification of eligibility.



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: Brad Fletcher

HOME ADDRESS: 9 Weekewachee Circle, Destin FL 32541

MAILING ADDRESS (if different from above): _____

PHONE (best contact number): (850) 259-4464

EMAIL ADDRESS: fletcherbrad62@yahoo.com

If necessary, may we contact you during the day? yes

Please provide a brief description of your education and professional experience:

BS Florida State University. Major: Finance Minor: Real Estate
Built Company from ground up to 46 employees \$10M annual revenue. Retired
Owned 80 Apartments in and around FSCU
Own 5 Rental Homes in Destin Area + commercial Warehouses

Are you a registered voter in Okaloosa County? Yes

Are you a resident of Destin? Yes

How long have you lived in Destin? 24 years in Shalimar from 1971-1995

Do you work or own a business in Destin? yes

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

Rental Homes

Do you hold any type of public office? No

Have you ever been convicted of a felony? No

If yes, please explain, including dates of conviction: _____

At the present time, do you serve on any City Board, Commission, or Committee? _____

If yes, please list appointments: _____

Why are you interested in serving as a member of the STR Task Force?

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

Please explain your knowledge of governmental procedures and processes: _____

Please outline your familiarity with the physical, social, and economic composition of the City of Destin: _____

Please outline your familiarity with major issues impacting neighborhoods with STRs:

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings? _____

Please share any other information you feel is important for consideration of your application to the STR Task Force: _____

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature: *B. A. Foster* Date: 6/10/19

Please return completed form to the City Clerk for verification of eligibility.



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: Robert A. Gilmore

HOME ADDRESS: 812 MARS ST. DESTIN, FL

MAILING ADDRESS (if different from above): (SAME)

PHONE (best contact number): (850) 269-8812

EMAIL ADDRESS: rob@goSouthern.com

If necessary, may we contact you during the day? Yes

Please provide a brief description of your education and professional experience: Education: FWBHS (class of '87); FSU (class of '92); FL Coastal Law School (class of 2003). I've lived in Destin since the early 80's. Professional Experience includes prior work as a loan officer for local Bank and work as Attorney at Law since 2004.

Are you a registered voter in Okaloosa County? Yes

Are you a resident of Destin? Yes

How long have you lived in Destin? 40 YEARS

Do you work or own a business in Destin? _____

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

I AM presently General Counsel For Southern Mgt. Group (Southern Vacation Rentals)

Do you hold any type of public office? No

Have you ever been convicted of a felony? No

If yes, please explain, including dates of conviction: N/A

At the present time, do you serve on any City Board, Commission, or Committee? No
If yes, please list appointments: N/A.

Why are you interested in serving as a member of the STR Task Force?

As a long term resident, property owner, business man and attorney in Destin, FL I AM interested in serving my community in this evolving regulatory environment and feel my service can contribute to reasonable and fair regulation of a crucial business segment of our local economy.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

In my profession as a Real Estate Attorney I have had opportunities to review and interpret the LDC and various ordinances. I am familiar with ordinance 18-29-CC and the changes/additions to the City's Code of Ordinances regulating Short Term Rentals.

Please explain your knowledge of governmental procedures and processes: I am somewhat experienced with Administrative procedures, rules of order, and operations of the Judicial Branch of government. I have never served on a board for any legislative or executive branch of government.

Please outline your familiarity with the physical, social, and economic composition of the City of Destin:

Having been a resident of Destin since the early 80's, I am familiar with the ~~city~~ City - physical amenities, boundaries, social and demographics and the local economy.

Please outline your familiarity with major issues impacting neighborhoods with STRs:

I am familiar with the impacts of STRs including traffic, parking, garbage, noise, etc. I am interested to learn more, particularly the impact of technology and unregulated online business such as Airbnb on the local neighborhoods.

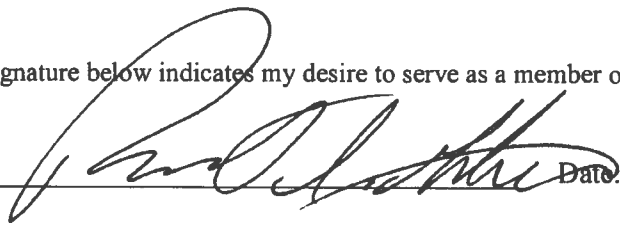
The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings? Yes.

Please share any other information you feel is important for consideration of your application to the

STR Task Force: Given my history as a citizen and property owner in Destin, my education, and professional experience, ~~I~~ I would offer
a

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature:



Date:

06/20/19

Please return completed form to the City Clerk for verification of eligibility.



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: Richard Shaun Hickey

HOME ADDRESS: 93 Woodward Street, Destin, FL 32541

MAILING ADDRESS (if different from above):

PHONE (best contact number): 301-717-2973

EMAIL ADDRESS: Escaped2Sun@Cox.Net

If necessary, may we contact you during the day? Yes

Please provide a brief description of your education and professional experience:

- Education: B.A., Master's, and Ph.D.
- Professional Experience: Consultant, Analyst, Program Manager, U.S. Army Headquarters Program Analyst, Program Chief, and Deputy Chief for Unit Equipping, and U.S. Senate Legislative Assistant

Are you a registered voter in Okaloosa County? YES

Are you a resident of Destin? YES

How long have you lived in Destin? 7 ½ Years

Do you work or own a business in Destin? No

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

Do you hold any type of public office? No

Have you ever been convicted of a felony? No

If yes, please explain, including dates of conviction: N/A

At the present time, do you serve on any City Board, Commission, or Committee? No

If yes, please list appointments:

Why are you interested in serving as a member of the STR Task Force?

- As a full-time resident of Crystal Beach and property owner, I have a vested interest in the future of our community and the quality of life it provides and want to contribute to maintaining Destin's family and resident friendly environment. My neighbors and I are impacted by the City's ordinances and policies and, in particular those related to STR properties. Residents of STR neighborhoods need to be represented on the STR Committee and I want to contribute to this effort.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

- I have a limited understanding of the codes and ordinances but have spent a considerable amount of time becoming familiar with the STR codes, issues and concerns and would look to the Destin City staff for assistance as needed.

Please explain your knowledge of governmental procedures and processes:

- I have completed undergraduate and graduate political science course work and professional development courses in government procedures and processes. Additionally, I have served on city and state level committees and as a U. S. Senate Legislative Assistant.

Please outline your familiarity with the physical, social, and economic composition of the City of Destin:

- I have lived in Destin for 7 1/2 years and have been an active member of the community for the entire time. Also, I have regularly attended and watched the Destin City Council meeting on-line.

Please outline your familiarity with major issues impacting neighborhoods with STRs:

- I live in Crystal Beach and personally experience the positive and negative impacts of living in an STR neighborhood. My neighbors and I routinely discuss STR issues and problems. Also, I routinely discuss STR issues with short-term renters, usually based on their expressing concern over problems they encounter during their visits. I consistently attended the STR Committee meetings to share our concerns and gain an understanding of the STR concerns. Additionally, I attended the City Council meetings during which the STR topic was addressed. Because of this, I understand and am familiar with the history and work of the previous STR Committee and the City Council's decisions and implementation made to-date.

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings?

YES

Please share any other information you feel is important for consideration of your application to the STR Task Force:

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature: Richard Shaun Hokey Date: 4 June 2019

Please return completed form to the City Clerk for verification of eligibility.



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: Brian Liesveld

HOME ADDRESS: 301 Primrose Cir Destin

PHONE (best contact number): 520-850-9500

EMAIL ADDRESS: brianliesveld@gmail.com

If necessary, may we contact you during the day? Yes

Please provide a brief description of your education and professional experience: I have a Masters and 2 Bachelor Degrees; both science related. I was formerly a City Councilman in a small suburb (~50K residents) of Omaha, NE. I am now the Chief Operations Officer for DEFENSEWERX. DEFENSEWERX is headquartered in Niceville and has multiple Innovation Hubs across the United States supporting various Dept of Defense entities.

Are you a registered voter in Okaloosa County? Yes

Are you a resident of Destin? Yes

How long have you lived in Destin? 6 Months

Do you work or own a business in Destin? No

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin? N/A

Do you hold any type of public office? No

Have you ever been convicted of a felony? No

If yes, please explain, including dates of conviction: N/A

At the present time, do you serve on any City Board, Commission, or Committee? No

If yes, please list appointments: N/A

Why are you interested in serving as a member of the STR Task Force? I realize my short time of living in Destin may be viewed as a negative; however, in my experience newcomers are some of the best resources to lean on for advice. I have no preconceived notions or history and therefore am somewhat of a clean slate. Furthermore, my time as a City Councilman has taught me how important local government is to the citizens. I have absolutely no bias in an outcome of the task force and I sincerely appreciate both sides of the argument.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances: Prior to purchasing my house in Destin, I read through Ordinances and some of the LDC. I believe I have a fair understanding of both; however, I admittedly would need to do more homework in order to be a valuable member of the STR Task Force.

Please explain your knowledge of governmental procedures and processes: My time as a City Councilman, although in another state, has given me a good foundational understanding of governmental procedures and processes.

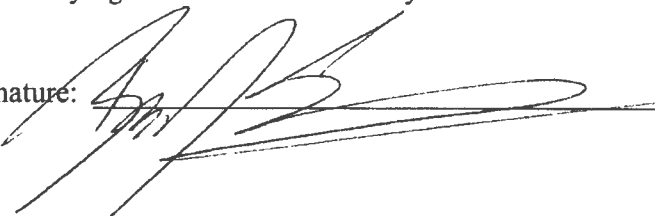
Please outline your familiarity with the physical, social, and economic composition of the City of Destin: I have studied both the physical and economic make up of Destin; however, I do lack an understanding of the social composition.

Please outline your familiarity with major issues impacting neighborhoods with STRs: Since my time in Destin, I have experienced the tremendous increase in population, traffic, etc as we inch closer to the summer. I have also noted houses whose driveways were somewhat empty during the off season are now jammed packed with cars and overflowing into the streets due partly to short term rentals. I also understand the significant impact short term rentals have for the homeowners who depend on that income. It's my belief there is a suitable outcome which can be discovered and developed through collaboration of the citizens, government, and experts.

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings? Yes I will.

Please share any other information you feel is important for consideration of your application to the STR Task Force: I would like to reiterate I have no bias or ulterior motive to an outcome. I am a very proud Destin resident and want to be a positive contributor to this community. If not chosen for this role, I'd be honored to serve this community in other ways.

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature:  Date: 5/29/19

Please return completed form to the City Clerk for verification of eligibility.



**SHORT TERM RENTAL (STR)
TASK FORCE
MEMBERSHIP APPLICATION FORM**

(PLEASE PRINT):

NAME: Jeff Marken

HOME ADDRESS: 102 Shirah St. Destin, FL 32541

MAILING ADDRESS (if different from above): 10

PHONE (best contact number): 850-396-1224

EMAIL ADDRESS: jeff.marken@gmail.com

If necessary, may we contact you during the day? yes

Please provide a brief description of your education and professional experience:

35 years in the travel industry, much of that
as a computer programmer. Last 7 years as
co-owner of Sugar Palm Vacation Rentals.

Are you a registered voter in Okaloosa County? yes

Are you a resident of Destin? yes

How long have you lived in Destin? 7 yrs

Do you work or own a business in Destin? yes

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

co-own a midsize vacation rental company.

Do you hold any type of public office? no.

Have you ever been convicted of a felony? no

If yes, please explain, including dates of conviction:

At the present time, do you serve on any City Board, Commission, or Committee?
If yes, please list appointments:

NO

Why are you interested in serving as a member of the STR Task Force?

As a resident of Crystal Beach and also co-owner of a vacation rental company, I think I can help.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

Good laymans understanding.

Please explain your knowledge of governmental procedures and processes:

Average

Please outline your familiarity with the physical, social, and economic composition of the City of Destin:

Having lived here 7 years, I have a very good understanding of the physical layout; as a pilot I see how small it really is. I have relationships with mayor + several council members, and community organizations.

Please outline your familiarity with major issues impacting neighborhoods with STRs:

Living in Crystal Beach, I am exposed first hand to these issue, ranging from parking issues to noise issues.

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings?

yes

Please share any other information you feel is important for consideration of your application to the STR Task Force:

Again, I live in Crystal Beach and feel like I have a responsibility to participate in this.

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature:  Date: 6/25/19

Please return completed form to the City Clerk for verification of eligibility.



SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: PAUL SORGO

HOME ADDRESS: 2337 PICKERD CIR APOKA, FL 32703

MAILING ADDRESS (if different from above): _____

PHONE (best contact number): 407-222-7796

EMAIL ADDRESS: PSORGO@EXPEDIA.COM

If necessary, may we contact you during the day? YES

Please provide a brief description of your education and professional experience: I AM THE GOV. AFFAIRS MANAGER, SE REGION FOR EXPEDIA GROUP. VRBO IS IN OUR FAMILY OF BRANDS AND IS A LEADER IN VACATION RENTAL INDUSTRY. I HAVE WORKED WITH CITIES & COUNTIES TO HELP CRAFT FMR, EFFECTIVE AND ENFORCEABLE STR ORDINANCES

Are you a registered voter in Okaloosa County? NO

Are you a resident of Destin? NO

How long have you lived in Destin? N/A

Do you work or own a business in Destin? WE HAVE MANY PROPERTIES IN DESTIN ON OUR SITE

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?

Do you hold any type of public office? NO

Have you ever been convicted of a felony? NO

If yes, please explain, including dates of conviction: N/A

At the present time, do you serve on any City Board, Commission, or Committee? NO

If yes, please list appointments: N/A

Why are you interested in serving as a member of the STR Task Force?

I HAVE WORKED WITH MANY CITIES & COUNTIES TO HELP
CREATE FAIR, EFFECTIVE AND ENFORCEABLE STR ORDINANCES AND
CAN HELP DESTIN W/ BEST PRACTICES IN TERMS OF AN
ORDINANCE.

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

I AM FAMILIAR WITH DESTIN'S CODE

Please explain your knowledge of governmental procedures and processes: AS GOVERNMENT
AFFAIRS MANAGER, ST. PETERSBURG FOR EXPEDIA GROUP, I AM
VERY FAMILIAR WITH GOVERNMENT PROCESSES

Please outline your familiarity with the physical, social, and economic composition of the City of Destin:

SINCE STARTING WITH EXPEDIA GROUP IN 2018, I HAVE
VISITED DESTIN SEVERAL TIMES AND MET WITH THE MAYOR
AND TWO COMMISSIONERS ABOUT THE COMPOSITION OF DESTIN

Please outline your familiarity with major issues impacting neighborhoods with STRs:

I AM FAMILIAR WITH ISSUES ON ALL SIDES OF THE ISSUE
OF SHORT TERM RENTALS

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings? YES

Please share any other information you feel is important for consideration of your application to the STR Task Force: PREVIOUSLY STATED

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature: Paul D. S. - 20 Date: June 25, 2019

Please return completed form to the City Clerk for verification of eligibility.

Rey Bailey

From: Paul Seago (ELCA) <pseago@expediagroup.com>
Sent: Tuesday, June 25, 2019 2:13 PM
To: Rey Bailey
Subject: application for short term rental committee
Attachments: Scan_0001.jpg; Scan_0002.jpg; Scan_0003.jpg

Please accept the attached scans of my application as a completed application for potential membership on the Destin Short Term Rental committee. While not a resident of the City of Destin, my knowledge of the short term rental issue makes me a good choice for this committee. I can attend all of the meetings and am ready and willing to present options that will help the city continue creating a fair, effective and enforceable ordinance regarding short term rentals in the city of Destin.

Thank you,

Paul Seago

Paul Seago
Government Affairs Manager, SE Region
T: 407-222-7796
pseago@expedia.com
expediagroup.com





SHORT TERM RENTAL (STR) TASK FORCE MEMBERSHIP APPLICATION FORM

(PLEASE PRINT):

NAME: Ken Wampler

HOME ADDRESS: 310 Liriope Loop, Destin, FL 32541

MAILING ADDRESS (if different from above): SAME

PHONE (best contact number): 850-837-5573 / 850-837-1071 Ext 282

EMAIL ADDRESS: KWampler@NDRP.com

If necessary, may we contact you during the day? yes

Please provide a brief description of your education and professional experience: M.B.A., B.S.
Recreation & Leisure Services, Resort Management in Florida Since
1985 - today (Amelia Island, Palm Coast, Orlando, Destin, FL)
President of Newman-Darley Resort Properties 2009 - Current
C.O.O. Sterling Resorts 2002-2009. License Community Association
Manager (C.A.M.)

Are you a registered voter in Okaloosa County? yes

Are you a resident of Destin? yes

How long have you lived in Destin? 17 years

Do you work or own a business in Destin? yes

If yes, what is your business relationship within the jurisdictional boundaries of the City of Destin?
Newman-Darley Resort Properties - Association Management
Real Estate Sales, Vacation Rental & Long Term Leasing

Do you hold any type of public office? No

Have you ever been convicted of a felony? No

If yes, please explain, including dates of conviction: N/A

At the present time, do you serve on any City Board, Commission, or Committee?

If yes, please list appointments: T.D.C. & Crab Island Committee Yes

Why are you interested in serving as a member of the STR Task Force?

Assist with addressing the needs of the citizens of the city while maintaining this economically important business

Please explain your understanding of the City of Destin Land Development Code (LDC) and Code of Ordinances:

The L.D.C. is the overall plan for the city that encompasses all the guidelines, Among other rules & regulations for implementation and enforcement. The ordinances really spell out the specific rules for the code enforcement and building.

Please explain your knowledge of governmental procedures and processes:

As a Licensed Community Association Manager, as well as chairing many of those meetings, I am very familiar with Roberts Rules of Order. As a Volunteer on other City & County committees I have a great working understanding of the procedures & process.

Please outline your familiarity with the physical, social, and economic composition of the City of Destin: Having lived and worked in Destin for the past 17 years I have a good understanding of all three components

Please outline your familiarity with major issues impacting neighborhoods with STRs:

Having attended many of the City Council meetings, managing many Associations (HOA & COA) within the city and operating two rental management companies, I feel I have a well rounded knowledge of the issues.

The STR Task Force requires a significant commitment from its appointees; if appointed, will you be able to complete a full term (up to 12 months) and attend regularly scheduled meetings? Yes

Please share any other information you feel is important for consideration of your application to the STR Task Force:

Having attended most of the previous STR Committee meetings and the City Council meetings on the topic, combined with sitting on the Okaloosa Tourist Development Council, I feel I would be a good committee member

My signature below indicates my desire to serve as a member of the Short Term Rental Task Force:

Signature: Ken Wampler Date: 6/20/18

Please return completed form to the City Clerk for verification of eligibility.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019

TYPE OF AGENDA ITEM: Action Item

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Louis Zunguze, Community Development Director
Kimberly Kopp, Land Use Attorney

DATE: July 31, 2019

SUBJECT: Second reading of Ordinance 19-12-LC - Motor Vehicle Tent Sales

I. BACKGROUND: A petition in Okaloosa County requested the county adopt an ordinance prohibiting the establishment of remote “tent” auto sales by companies that do not have a brick and mortar operation in the county or city. Okaloosa County Commissioners have adopted Ordinance 19-04 in response to the petition. The City has chosen to adopt its own ordinance regarding remote “tent” auto sales in the city limits.

II. DISCUSSION: The purpose of this ordinance is to clarify the regulation regarding remote “tent” automobile sales within the city limits. This Ordinance will only allow automobile dealers with brick and mortar locations within the boundaries of Okaloosa County or the City of Destin to conduct a remote tent sale within City limits, after obtaining proper City-issued permits.

A. Link to Strategic Goals / Objectives: Enhance Quality of Life

B. Effect on Budget (EOB): Establishment of permits and fees will add to the City's budget revenue stream.

C. Level of Service (LOS): There is no anticipated change to the level of service in the City as a result of this ordinance.

III. CONCLUSION: The proposed Ordinance 19-12-LC clarifies that only auto dealers with brick and mortar locations within the county or city limits can conduct remote “tent” auto sales intermittently as special events. At the July 15, 2019 City Council meeting, the City Council voted 5-2 to approve Ordinance 19-12-LC at the first reading.

IV. RECOMMENDED MOTION: I move to approve Ordinance 19-12-LC on

second reading.

Attachments:

1. Remote Sales Ordinance July 15 2019
City Council Agenda Item

ORDINANCE 19-12-LC

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA REGULATING THE SALE OF MOTOR VEHICLES UNLESS CONDUCTED BY A BUSINESS WITHIN OKALOOSA COUNTY; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR AN AMENDMENT TO ARTICLE 7 OF THE LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. AUTHORITY.

The authority for enactment of this Ordinance is Article 1, Section 1.01 (b) of the City Charter, Section 166.021, Florida Statutes, and Section 162.22, Florida Statutes.

SECTION 2. FINDINGS OF FACT.

WHEREAS, there has been an increased occurrence of remote motor vehicle sales within the City of Destin; and

WHEREAS, these events are conducted on property by individuals and entities which have no established business within the boundaries of Okaloosa County or the City of Destin; and

WHEREAS, the individuals and entities which conduct these transactions normally depart the area after completion of the event and there is limited or no ability for purchasers of the motor vehicles to seek necessary information and recourse from the sellers; and

WHEREAS, sales conducted by a business, individuals, and entities which have an established business within Okaloosa County or the City of Destin provide a meaningful opportunity for the seller to seek recourse in the event that problems occur as to the vehicle.

WHEREAS, the City Council has determined that this ordinance is consistent with the adopted comprehensive plan and is in the best interests of the City and its citizens; and

WHEREAS, a public hearing has been conducted after due public notice by the Local Planning Agency and its recommendations reported to the City Council; and

WHEREAS, a public hearing has been conducted by the City Council after due public notice.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AS FOLLOWS:

NOTE: Language in all sections of this ordinance that is ~~strike-thru~~ is language proposed to be deleted, underline language is language to be added, language that is not in strike-thru or underlined is not to be changed. The symbol *** represents sections of the Land Development Code that have been skipped and remain unchanged.

SECTION 3. CREATION OF LAND DEVELOPMENT CODE SECTION 7.22.00 – Remote Motor Vehicle Sales. Section 7.22.00 – Remote Motor Vehicle Sales- of the Land Development Code is hereby created as follows:

7.22.00. – Remote Motor Vehicle Sales.

7.22.01. Definitions. For the purpose of this section, the following terms, phrases, words and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

Remote Motor Vehicle Sales means the sale of motor vehicles at a temporary structure or location, usually on an existing parking lot or vacant parcel of land.

Licensed Dealership means a premise which the primary endeavor is the sale of new or used motor vehicles.

Motor Vehicle means a new or used automobile or truck.

Permanent Motor Vehicle Sales Business means a business which operates out of a structure or location and has paid the Local Business Tax authorized under section 205.013, Florida Statutes for that location.

Person means and includes natural persons, partnerships, joint ventures, trusts or corporations, or any officers, agents, employees of any kind or personal representatives of any thereof, in any capacity, acting either for himself, or for any other person.

Premises means an includes all lands, structures, places, and also the equipment and appurtenances connected or used therewith in any business, or as is otherwise used in connection with any such business conducted on such premises.

7.22.02. Prohibited Actions.

It shall be unlawful for any person, either directly or indirectly, to conduct remote motor vehicle sales, regardless of whether the sales are new or used, where conducted at a structure or site which is not the location of the permanent motor vehicle sale business unless it is conducted by a licensed dealership with a permanent sales location within the boundaries of Okaloosa County or the City of Destin. This prohibition shall not apply to the sale of a motor vehicle by a person at a

location other than the individual residence for which the motor vehicle is individually titled to that person (not including titled as part of a dealership or commercial business) provided no person shall sell more than three (3) such motor vehicles per year.

7.22.03 Enforcement.

The provisions of this section 7.22.00, et al, "Remote Motor Vehicle Sales" shall be enforced as provided in Chapter 14, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of Destin, and by such other means as are specified herein below:

(A). **Code Enforcement:** The Code Compliance Department may enforce the terms of this section 7.22.00, et al, "Remote Motor Vehicle Sales" by bringing a case to the Code Compliance Special Magistrate or Code Enforcement Board, whichever is applicable, as provided in Chapter 14, Offenses and Miscellaneous Provisions, Article III, Code Enforcement Board or Special Magistrate, of the Code Ordinances of the City of Destin and Chapter 162, Part 1, Florida Statutes.

(B). **Civil Citation:** The Code Compliance Department, or other duly authorized officer or authority, may enforce the terms of this article through issuance of civil citation as provided in Chapter 14, Offenses and Miscellaneous Provisions, Article III, Code Compliance Citation Program and Procedures, of the Code Ordinances of the City of Destin and Chapter 162, Part 2, Florida Statutes.

(C). The City Manager shall revoke any and all Business Tax Receipts for any businesses that violate this section 7.22.00, et al, "Remote Motor Vehicle Sales".

(D). Nothing contained herein shall prevent the city from taking such other lawful action in law and equity as may be necessary to remedy any violation of, or refusal to comply with, any part of this section 7.22.00, et al, "Remote Motor Vehicle Sales", including but not limited to: (a). Pursuit of injunctive and/or declaratory relief in a court of law; and (b). Utilizing any other action or enforcement method allowable by law.

SECTION 4. INCORPORATION INTO LAND DEVELOPMENT CODE. This ordinance shall be incorporated into the City of Destin's Land Development Code and any section or paragraph number or letter and any heading may be changed or modified as necessary to effectuate the foregoing.

SECTION 5. CONFLICTING PROVISIONS. Special Acts of the Florida Legislature applicable to the incorporated area of the City of Destin, City Ordinances and City Resolutions, or parts, thereof, in conflict with the provisions of this ordinance are hereby superseded by this ordinance to the extent of such conflict.

SECTION 6. SEVERABILITY. If any section, phase, sentence, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such

portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City Council and signature by the Mayor.

ADOPTED this ____ day of July, 2019.

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk

The form and legal sufficiency of the foregoing
has been reviewed and approved by the City Land
Use Attorney, for the City of Destin, only.

Kimberly Romano Kopp, Land Use Attorney

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: August 5, 2019

TYPE OF AGENDA ITEM: Consent Agenda

TO: City Council

THRU: Lisa Firth, Parks & Rec Director
Bragg Farmer, Finance Director
Lance Johnson, City Manager

FROM: Sheri Bethea, Recreation AA

DATE: July 30, 2019

SUBJECT: Morgan Sports Center Walking Trail Repair/Resurfacing

I. BACKGROUND: The City of Destin and Dave Hemphill, of Baskerville-Donovan, Inc.; Richard Grizwold, General Manager, DWUI, requested approval of "The Destin Sports Complex" a major development, which was approved in September 1999. The Final Developent Order #99-38, dated September 29, 1999, is attached.

The Morgan Sports Center, a \$3.7 million facility, opened October 2000 with four regulation softball fields, two little league fields, three soccer fields, exercise walking trail, and a children's playground.

The original/existing exercise walking trail is in need of being resurfaced.

II. DISCUSSION: Staff is requesting the approval of the walking trail at the Morgan Sports Center to be repaired and resurfaced.

A. Link to Strategic Goals / Objectives: I. Enhanced Quality of Life, I.C.2., I.C.3, I.C.4, I.C.5 and III. Organizational Excellence, III.A.1

Public Safety

B. Effect on Budget (EOB): Total Cost: \$50,625.55
Budgeted FY19

C. Level of Service (LOS):

III. CONCLUSION: Resurfacing of the Morgan Sports Center walking trail is needed for safety and enhanced quality of life.

IV. RECOMMENDED MOTION: I move that Council approve the repair of the Walking Trail at the Morgan Sports Center in an amount not to exceed \$50,625.55.

Attachments:

1. H&T Quote FY19 MSC Walking Trail
2. H T Contractors LLC 2018-2019 Misc Asphaltic Services
3. H T Contractors LLC 2017-2018 Misc Concrete Services
4. DO-99-38 Destin Sports Complex _ Morgan's Sports Center

WORK ORDER**MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT****CONTRACTOR:** H&T Contractors, LLC.**Date:** 7/2/2019**Work Order Number:****Completion Date:****Calendar Days:****Description of Work:** Walking Trall at Morgan Sports Complex

Item No.	Description	Unit	Unit Price	Quantity	Extension
1	2" Type SP – 12.5 Asphalt Concrete Superpave (Coarse)	SY	\$9.50	3719.00	\$ 35,330.50
2	1 ½" Type SP – 12.5 Asphalt Concrete Superpave (Fine)	SY	\$8.50	0.00	\$ -
3	1" Type SP - 9.5 Asphalt Concrete Overlay (Fine)	SY	\$7.00	0.00	\$ -
4	Milling of existing asphalt (average 1 in depth)	SY	\$3.00	931.00	\$ 2,793.00
5	Milling of existing asphalt (average 2 in depth)	SY	\$4.00	0.00	\$ -
6	8" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$9.50	0.00	\$ -
7	6" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$8.50	0.00	\$ -
8	4" Graded Aggregate Base, delivered and compacted (LBR 100 compacted to 98% modified proctor density per AASHTO T-180)	SY	\$7.00	0.00	\$ -
9	Stabilized Subbase (12") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$3.50	0.00	\$ -
10	Stabilized Subbase (6") (LBR 40 compacted to 98% modified proctor density per AASHTOT-180)	SY	\$3.00	0.00	\$ -
11	Prime Coat	SY	\$0.75	0.00	\$ -
12	Tack Coat	SY	\$0.75	3719.00	\$ 2,789.25
13	Asphalt Cut with Abrasive Blade	LF	\$4.00	0.00	\$ -
14	Concrete Cut with Abrasive Blade	LF	\$4.00	0.00	\$ -
15	Silt Fence	LF	\$2.00	0.00	\$ -
16	Straw Waddle	LF	\$3.00	0.00	\$ -
17	Manhole Adjustment	EACH	\$400.00	2.00	\$ 800.00
18	Valve Box Adjustment	EACH	\$150.00	3.00	\$ 450.00
19	Removal of Concrete over 6 inches	SY	\$7.50	0.00	\$ -
20	Removal of Asphalt up to 4 inches thick	SY	\$6.00	0.00	\$ -
21	Removal of Asphalt over 4 inches	SY	\$6.00	0.00	\$ -
22	Fill Dirt provided, delivered, spread and compacted on grade	CY	\$12.00	0.00	\$ -
23	Clear & Grub	SY	\$0.22	0.00	\$ -
24	Debris Hauling	CY	\$12.00	0.00	\$ -
25	Tree trimming	HR	\$150.00	0.00	\$ -
26	Aluminum Pipe Guiderail (FDOT Index 870)	LF	\$150.00	0.00	\$ -
27	Guardrail (FDOT Index 400)	LF	\$125.00	0.00	\$ -
28	Mobilization	LUMP	\$2,500.00	1.00	\$ 2,500.00
29	12" inch RCP provided, delivered, and installed	LF	\$28.00	0.00	\$ -
30	15" inch RCP provided, delivered, and installed	LF	\$29.00	0.00	\$ -
31	18" inch RCP provided, delivered, and installed	LF	\$34.00	0.00	\$ -
32	24" inch RCP provided, delivered, and installed	LF	\$42.00	0.00	\$ -
33	30" inch RCP provided, delivered, and installed	LF	\$55.00	0.00	\$ -
34	36" inch RCP provided, delivered, and installed	LF	\$65.00	0.00	\$ -
35	42" inch RCP provided, delivered, and installed	LF	\$90.00	0.00	\$ -
36	48" inch RCP provided, delivered, and installed	LF	\$120.00	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	\$20.00	0.00	\$ -
38	15" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$22.00	0.00	\$ -
39	18" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$25.00	0.00	\$ -
40	24" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$30.00	0.00	\$ -
41	30" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$38.00	0.00	\$ -
42	36" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$47.00	0.00	\$ -
43	42" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$85.00	0.00	\$ -
44	48" inch ADS Culvert Pipe provided, delivered, and installed	LF	\$95.00	0.00	\$ -
45	Concrete Headwall or Drainage Structure	CY	\$600.00	0.00	\$ -
46	Mitered end section - medium 12 inches to 15 inches	EACH	\$800.00	0.00	\$ -
47	Mitered end section - large 18 inches to 24 inches	EACH	\$4,000.00	0.00	\$ -
48	Concrete flume (4 in thick)	SY	\$48.00	0.00	\$ -
49	Inlet Apron (4 in thick)	SY	\$48.00	0.00	\$ -
50	Raise existing inlet (assume 3 in adjustment)	EACH	\$1,000.00	0.00	\$ -
51	Lower existing inlet (assume 3 in adjustment)	EACH	\$800.00	0.00	\$ -
52	6 in Diameter Yard Inlet, installed, maximum 2 in depth	EACH	\$600.00	0.00	\$ -
53	Excavation and Haul Off	CY	\$8.00	0.00	\$ -
54	Well Points	DAY	\$3,500.00	0.00	\$ -
55	Grout (joint)	EACH	\$500.00	0.00	\$ -
56	Compaction of Subgrade, Soil, and Backfill (Up to 6" Thick)	SY	\$8.00	0.00	\$ -
57	Swale Installation (grading)	CY	\$10.00	0.00	\$ -
58	Concrete Collar (any size)	EACH	\$400.00	0.00	\$ -
59	Rip Rap Rubble (up to 12" stone, 18" thick)	SY	\$200.00	0.00	\$ -
60	Rip Rap Rubble (up to 24" stone, 36" thick)	SY	\$400.00	0.00	\$ -
61	6 inch Drain pipe	LF	\$15.00	0.00	\$ -
62	Type "C" Inlet Installed (maximum depth 6 ft)	EACH	\$2,500.00	0.00	\$ -
63	Concrete Driveway 6 inches thick-fiber reinforced	SY	\$48.00	0.00	\$ -
64	Concrete Sidewalk - 4 inches thick installed	SY	\$43.00	0.00	\$ -
65	Concrete Flat/Ribbon Curb fiber reinforced (12" wide by 8" deep)	LF	\$15.00	0.00	\$ -
66	Concrete Type "D" Curb fiber reinforced	LF	\$25.00	0.00	\$ -
67	Concrete Type "E" Curb & Gutter fiber reinforced	LF	\$18.00	0.00	\$ -
68	Concrete Type "F" Curb & Gutter fiber reinforced	LF	\$18.00	0.00	\$ -
69	Concrete Modified (18") Type "F" Curb & Gutter fiber reinforced	LF	\$17.00	0.00	\$ -
70	ADA truncated dome mat installation	SF	\$40.00	0.00	\$ -
71	Traffic Control (MOT) cost	DAY	\$1,500.00	1.00	\$ 1,500.00
72	Bermuda Sod installed	SY	\$5.40	0.00	\$ -
73	St Augustine Sod installed	SY	\$6.75	0.00	\$ -
74	Centipede Sod installed	SY	\$3.30	0.00	\$ -
75	Irrigation Repair	HR	\$75.00	0.00	\$ -
76	Type "C" inlet installed (depth 6-10 ft)	EACH	\$4,000.00	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	\$2,500.00	0.00	\$ -

Total \$ 46,162.75

Additional Contract Items

Item No.	Description	Unit	Unit Price	Quantity	Extension
79	Asph Reinforcing Fibers for 2" Thick Pvm Contractor Provided	SY	\$ 1.20	3,719	\$ 4,462.80
81	Asph Reinforcing Fibers for 1.5" Thick Pvm Contractor Provided	SY	\$ 0.90	-	\$ -
83	Asph Reinforcing Fibers for 1" Thick Pvm Contractor Provided	SY	\$ 0.55		\$ -
				Total	\$ 4,462.80
Contingent Items from Price Sheet		LS	Total	\$ 46,162.75	
				Grand Total	\$ 50,625.55

CONTRACTOR REPRESENTATIVE: _____

DATE _____

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

CONTRACT EXTENSION AGREEMENT

This agreement dated the First day of October 2018 is between the City of Destin, Florida ("City"), a Florida municipal corporation, of 4200 Indian Bayou Trail, Destin, Florida, 32541 and H&T Contractors, LLC ("Contractor"). The purpose of this agreement is to extend for one year a contract for services dated December 7, 2017 between the City of Destin and H&T Contractors, LLC to provide miscellaneous asphaltic services for the City.

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 December 7, 2017 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:

Louanne Berish
(Signature)

Lamirlyn Presta
(Signature)

CITY OF DESTIN

By: Lance A. Johnson
Lance A. Johnson
City Manager

ATTEST: Rey Bailey
Rey Bailey
City Clerk

Witnesses:

Tindy Shaw
(Signature)

D. Forehand
(Signature)

H&T Contractors, LLC

By: Heather Bailey
(Signature)

Heather Bailey, MGMR
(Name & Title)

ATTEST:

John B. Irvin, IV
(Signature)

John B. Irvin, IV, CFO
(Name & Title)

CITY OF DESTIN, FLORIDA

CONTRACT

MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT

On December 7, 2017 THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, herein referred to as the **City**, accepted the bid of H&T Contractors, LLC., herein referred to as the **Contractor**, to supply miscellaneous asphaltic concrete services for City properties. The Contractor's Cost Schedule for the terms of their engagement is included in their entirety by reference at Exhibit "A" and as completely as if incorporated herein.

TERMS AND CONDITIONS OF CONTRACT FOR THE MISCELLANEOUS ASPHALTIC CONCRETE CONTINUING SERVICES CONTRACT:

1. Entire Contract:

This Contract represents the entire and integrated Contract between the City and Contractor and supersedes all prior negotiations, representations or contracts, either written or oral. Provisions of this Contract may be amended only by written instrument approved by the Destin City Council and signed by the City Manager and Contractor.

2. Intent of Contract:

This Contract is for supplying the City with all applicable concrete work for City properties. The Scope of Work, herein referred to as the **Work**, encompasses the foregoing and all descriptive work components described within Exhibit "A".

3. Term of Contract and Time Extensions:

This contract will be in effect from October 1, 2017 through September 30, 2018 and is for supplying the City with miscellaneous asphaltic concrete services.

4. Time for Performance:

The Contractor agrees to provide asphaltic concrete services for the satisfactory approval and acceptance by the City.

5. Compensation:

All payments upon contract are contingent upon the Contractor's Work being acceptable to the City. For satisfactory completion and acceptance of the Work, the City agrees to pay the Contractor in accordance with the terms of this Contract and the Contractor's Cost Schedule as identified in the Bid Form submitted by the Contractor, as may have been adjusted at the time of contract approval and incorporated herein.

6. Changes in the Work:

The City shall have the right at any time during the progress of the Work to increase or decrease the Work. Promptly after having been notified of a change, the Contractor shall submit an itemized estimate of any costs and/or time increases or savings it foresees as a result of the change. No additions or changes to the Work shall be made except upon written order of the City and the City shall not be liable to Contractor for any increased compensation without such written order.

7. Insurance:

Contractor shall, during the performance of the contract, maintain Worker's Compensation Insurance sufficient to secure benefits of the Florida Workmen's Compensation Law for all employees and any of the work sublet to any vendor or subcontractor, Comprehensive General Liability Insurance, Auto Liability

Insurance, Builder's Risk Insurance, all with companies and in the form and amounts acceptable to the City. Said certificates of insurance of contractor are attached hereto and made a part hereof by reference. If any part of the work is sublet, similar insurance shall be provided by and in behalf of any subcontractors.

Evidence of Insurance: Contractor shall provide the City Certificates of Insurance naming the City as an additional insured. All binders, policies, or certificates of insurance shall provide for at least ten days notice from insurers to the City of any cancellation or amendment to any of the insurance policies.

8. Indemnification:

Contractor shall indemnify, defend, save, and hold the City, its agents, officers and employees, harmless of and from any losses, fines, penalties, costs, damages, claims, demands, suits, and liabilities of any nature, including reasonable attorney's fees (including regulatory and appellate fees), arising out of, because of, or due to any accidents arising in any manner on account of the exercise or attempted exercise of Contractor's rights hereunder whether the same regards person or property of any nature whatsoever, regardless of the apportionment of negligence, unless due to the sole negligence of the City.

Contractor shall indemnify, defend, save and hold the City, its agents, officers and employees, harmless of and from and against any and all liens, claims, damages, demands, suits and liabilities, attorney's fees and costs, including appellate attorney's fees and costs, of and for mechanics and materialmen furnishing labor and materials in the performance of this contract.

9. Licensing:

The Contractor shall obtain all permits and maintain at his expense all professional and business certificates and licenses required by law and as necessary to perform services under this Contract. If Contractor performs any Work without obtaining, or contrary to, permits and licenses, Contractor shall bear all costs arising therefrom. The City may waive fees for City controlled permits, but in no instance can the City waive permit requirements nor fees beyond their control.

10. Cancellation:

This contract may be canceled by either party with a thirty day written notice and is contingent upon the annual appropriation by the City of legally available funds. City's obligation to pay the amount due hereunder in any fiscal year is contingent upon the appropriation by the City Council of legally available funds for the purposes set forth in this contract.

11. Performance of Work/Responsibilities:

For each task, the Contractor will be issued a work order by the City's Public Services Director or designee. The Public Services Director or designee will issue verbal work orders only in emergency situations. The Contractor shall commence work in a reasonable length of time and shall complete the work in an expeditious manner. In emergency situations, the Contractor shall endeavor to commence work immediately. All work shall be done under the supervision of the City's Public Services Director or designated representative. The performance of Work and responsibilities hereto are outlined and made a part hereof as identified in Exhibit "A".

12. Termination for Default:

The Contract will remain in force for the full period specified and until the City Manager or his designee determines that all requirements and conditions have been satisfactorily met and the City Manager or his designee has accepted the work under the Contract Documents following the initial contract terms and all subsequent contract terms, including warranty and guarantee periods. However, the City Manager will have the right to terminate this Contract sooner if the Contractor has failed to perform satisfactorily the work required or comply with the other requirements of the Contract.

In the event the City Manager decides to terminate this Contract for the Contractor's failure to perform satisfactorily or meet its other responsibilities under the Contract, the City Manager will give the Contractor five (5) days' notice, whereupon the Contract will terminate, unless during the notice period the Contractor cures the failure to perform or meets its other responsibilities under the Contract to the satisfaction of the City Manager.

Upon Contract termination for the Contractor's failure to provide satisfactory contract performance, the Contractor will be entitled to receive compensation for Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the City Manager or his designee prior to such termination. However, an amount equal to all additional costs required to be expended by the City to complete the Work covered by the Contract, including costs of delay in completing the project, shall be either subtracted from any amount due or amount charged to the Contractor in the event the City Manager terminates the Contract.

Except as otherwise directed by the City Manager, or in the case of termination for default (in which event the Contractor may be entitled to cure, at the option of the City Manager), the Contractor shall stop work on the date of receipt of the notice or other date specified in the notice, place no further orders or subcontract for materials, services, or facilities except as are necessary for the completion of such portion of the work not terminated, and terminate all contractor and subcontracts and settle all outstanding liabilities and claims. *In the event that any termination for default shall be found to be improper or invalid by any court of competent jurisdiction, then such termination shall be deemed to have been a termination for convenience.*

13. Termination for Convenience:

The performance of work under this Contract may be terminated by the City Manager in whole or in part whenever the City Manager, in their discretion, determines that such termination is in the City's best interest. Any such termination shall be effected by the City Manager giving at least five (5) days' notice to the Contractor, specifying the extent to which performance of the work under this Contract is terminated and the date upon which such termination becomes effective.

As to termination for convenience, after receipt of the date of termination, the Contractor shall stop all work as specified in the notice; place no further orders or subcontract for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated; immediately transfer all documentation and paperwork for terminated work to the City; and terminate all contractors and subcontracts and settle all outstanding liabilities and claims.

14. Disclosure:

Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

15. Miscellaneous:

15.1 Governing Law

The parties intend that this Contract 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 contract shall be in Okaloosa County Florida and no where else.

15.2 Severability

If any section, subsection, term or provision of this Contract or the application thereof to any party or

circumstance shall, to any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Contract or the application of same to parties or circumstances other than those to which it was held invalid or unenforceable, shall not be affected thereby and each remaining section, subsection, term or provision of this Contract shall be valid or enforceable to the fullest extent permitted by law.

15.3 Sovereign Immunity

The parties further agree, nothing contained herein is intended nor shall be construed to waive the City of Destin's rights and immunities under the Florida constitution, common law or Florida Statutes 768.28, as amended from time to time.

15.4 Construction

The Parties have participated jointly in the negotiation and drafting of this Contract. In the event an ambiguity or question of intent or interpretation arises, this Contract 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 provision of this contract.

15.5 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.

15.6 Attorney's Fees

In any dispute relating to this contract each party shall be responsible for their respective attorney's fees and costs.

15.7 Notices

All notices under the Contract shall be in writing and shall be effective when mailed by certified mail, return receipt requested, or when delivered personally, as provided hereafter, or to such other addresses as may be designated by notice:

15.8 Public Records

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

- a) Keep and maintain public records that ordinarily and necessarily would be required by the City of Destin in order to perform the service.
- b) 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.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) 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.

As to the City:

Carisse LeJeune
4200 Indian Bayou Trail
Destin, Florida 32541

As to the Contractor:

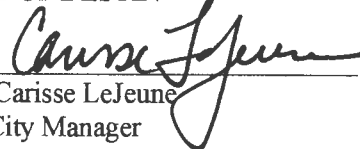
H&T Contractors, , LLC
376 Ben King Road
Freeport, FL 32439

IN WITNESS WHEREOF, the City hereunto caused these presents to be subscribed and the Contractor has affixed their name and seal, this the 20th day of December, 2017.

ATTEST:

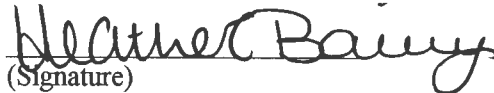

Rey Bailey
City Clerk

CITY OF DESTIN

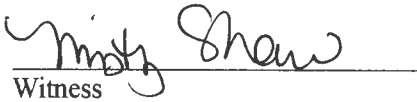
By: 
Carisse LeJeune
City Manager

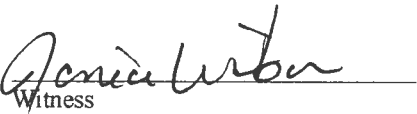
SEAL

H&T Contractors, LLC
CONTRACTOR:

By: 
(Signature)

Heather Bailey
(Printed Name)


Witness


Witness

Its: managing Member
(Title)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Daniels Commercial Insurance, LLC 248 W. Garden St. Pensacola FL 32502	CONTACT NAME: Daniels Commercial Insurance, LLC PHONE (A/C No., Ext): 850-308-7710 E-MAIL ADDRESS: service@dcinsllc.com FAX (A/C No.): 850-308-7716														
INSURED H&T Contractors, LLC P.O. Box 9 Freeport FL 32439-0009	INSURER(S) AFFORDING COVERAGE <table border="1"><thead><tr><th>INSURER</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: BITCO General Insurance Corporation</td><td>20095</td></tr><tr><td>INSURER B: Great American Insurance Company</td><td>16691</td></tr><tr><td>INSURER C: AGCS Marine Insurance Company</td><td>22837</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER	NAIC #	INSURER A: BITCO General Insurance Corporation	20095	INSURER B: Great American Insurance Company	16691	INSURER C: AGCS Marine Insurance Company	22837	INSURER D:		INSURER E:		INSURER F:	
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INSURER B: Great American Insurance Company	16691														
INSURER C: AGCS Marine Insurance Company	22837														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 764942720**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y		CLP3651026	3/10/2017	3/10/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	MED EXP (Any one person)	\$10,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000		\$
EACH OCCURRENCE	\$1,000,000																				
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GENERAL AGGREGATE	\$2,000,000																				
PRODUCTS - COMP/OP AGG	\$2,000,000																				
	\$																				
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ PIP	Y		CAP3651027	3/10/2017	3/10/2018	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000			TUU025584705	3/10/2017	3/10/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$1,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$1,000,000	AGGREGATE	\$1,000,000		\$								
EACH OCCURRENCE	\$1,000,000																				
AGGREGATE	\$1,000,000																				
	\$																				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC3651025	3/10/2017	3/10/2018	<table border="1"><tr><td>☒ PER STATUTE</td><td>OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$1,000,000</td></tr></table>	☒ PER STATUTE	OTH-ER		E.L. EACH ACCIDENT		\$1,000,000	E.L. DISEASE - EA EMPLOYEE		\$1,000,000	E.L. DISEASE - POLICY LIMIT		\$1,000,000		
☒ PER STATUTE	OTH-ER																				
E.L. EACH ACCIDENT		\$1,000,000																			
E.L. DISEASE - EA EMPLOYEE		\$1,000,000																			
E.L. DISEASE - POLICY LIMIT		\$1,000,000																			
C	Contractor's Equipment Leased/Rented Equipment			MXI93076089	3/10/2017	3/10/2018	<table border="1"><tr><td>Equipment Floater Max per Item</td><td>Schedule on File \$300,000</td></tr></table>	Equipment Floater Max per Item	Schedule on File \$300,000												
Equipment Floater Max per Item	Schedule on File \$300,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Request for Bids (RFB) No. 18-01-PS, Miscellaneous Asphaltic Concrete Continuing Services Contract. Certificate holder is an Additional Insured as respects General Liability & Automobile Liability if required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Destin, Florida
4200 Indian Bayou Trail
Destin FL 32541

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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September 29, 1999

ORDER #99-38

Final Development Order:

CITY OF DESTIN - DESTIN SPORTS COMPLEX:
A MAJOR DEVELOPMENT

Based upon the City's approval of this Development Order on May 26, 1998, and the amended approval on September 8, 1998, and May 3, 1999, this document will serve as your Final Development Order to include all of the provisions of the attached Technical Review Committee Report and with the following conditions as specified by the Destin City Council:

BACKGROUND / ISSUE:

Applicant: Dave Hemphill, Baskerville-Donovan, Inc. &
City of Destin, City Manager

Owner: Destin Water Users, Inc., Richard Griswold, General Mgr. &
City of Destin.

Property Location: That portion of City Hall property and that abutting leased property directly south of City Hall, both fronting on Two Trees Road, north of Emerald Coast Hwy., and south of Indian Bayou Trail.

Request: Approval of a Major Development consisting of 4 softball fields, 3 soccer fields, 2 little league fields, exercise trail, playground, a concession stand with restrooms, and 2 separate parking lots, one off of Airport Road and one off of Two Trees Road.

Parcel Size: 12+/- acres, City Hall property.
27+/- acres, DWUI property.

Land Use Designation: PL (Public Land) City Hall property.
C (Commercial) DWUI property.

Zoning District: RUA (Residential Urban Apartment) City Hall property.
BT (Business Tourism) DWUI property.

Density: N/A

Intensity: N/A

Application Date: March 2, 1998

TRC Date: March 19, 1998

Site Plan Date: April 29, 1998 (March 5, 1998; April 2, 1998; April 14, 1998; April 22, 1998)

Planning Commission Date: May 07, 1998 (recommendation for approval failed by a vote of 2-3)

City Council: May 26, 1998 (Approved); September 8, 1998 (amended approval);
May 3, 1999, (amended approval and lease agreement)

DETERMINATIONS:

1. A hearing was held by the Destin City Council on May 26, 1998, and September 8, 1998;
2. The Planning Commission considered the proposal on May 07, 1998;
3. All the findings of the City Council Report are incorporated herein; and
4. All the findings of the Technical Review Committee report dated March 19, 1998, Amended April 14, 1998 & April 29, 1998, are incorporated herein.

CONDITIONS OF APPROVAL FOR DESTIN SPORTS COMPLEX, A MAJOR DEVELOPMENT:

Pursuant to the City of Destin Land Development Regulations and the City of Destin Code of Ordinances:

1. Development and/or construction must commence within twelve months of approval of the Development Order of May 3, 1999, (no later than May 3, 2000) and must be completed as shown on plans approved by the City Council.
2. The concurrency status of Destin Sports Complex is identified in the attached TRC Report and is protected (for five years) through September 8, 2004, IF Destin Sports Complex commences development within the twelve month period stipulated above. Construction permits must be attained in accordance to Section 2.09.00 of the Land Development Code to maintain concurrency.
3. City of Destin permits are required for the following activities on and off site:
 - a. disturbance to the city's rights of way
 - b. pavement cuts
 - c. construction of any kind
 - d. clearing and grubbing
 - e. construction trailers
 - f. signage
4. Prior to the issuance of a building permit, a DEP Stormwater Permit is required and must be submitted.
5. Prior to the issuance of a building permit, an easement agreement for the 50' by 200' easement from Airport Road to the site, must be completed, approved by the City Attorney, and recorded.
6. Prior to the issuance of a building permit, sheets E-1 & E-2 of the site plan, being the lighting plan and lighting distribution plan, must be amended and approved.
7. Prior to the issuance of a building permit, the City Engineer must approve the amended stormwater plan and details for the site and the retention ponds.
8. Requirements identified by the Technical Review Committee:

**TECHNICAL REVIEW COMMITTEE REPORT
COMMUNITY DEVELOPMENT DEPARTMENT
DESTIN SPORTS COMPLEX
A MAJOR DEVELOPMENT**

MARCH 19, 1998

Amended April 14, 1998 & April 29, 1998

ISSUE

Applicant: Dave Hemphill, Baskerville-Donovan, Inc. & City Manager
Owner: Destin Water Users, Inc., Richard Grizwold, General Mgr.
City of Destin, Jill Scroggs, Deputy City Mgr.
Property Location: That portion of City Hall property and that abutting leased property directly south of City Hall, both fronting on Two Trees Road, north of Emerald Coast Hwy., and south of Indian Bayou Trail.
Request: Approval of a Major Development consisting of 4 softball fields, 3 soccer fields, 2 little league fields, exercise trail, playground, a concession stand with restrooms, and 2 separate parking lots - one off of Airport Road and one off of Two Trees Road.
Parcel Size: 12+/- acres, City Hall property.
26+/- acres, DWUI property.
Land Use Designation: PL (Public Land) City Hall property.
C (Commercial) DWUI property.
Zoning District: RUA (Residential Urban Apartment) City Hall property.
BT (Business Tourism) DWUI property.
Density: N/A
Intensity: N/A
Application Date: March 2, 1998
TRC Date: March 19, 1998
Plans resubmitted: *March 5, 1998; April 02, 1998; April 14, 1998, April 22, 1998; April 29, 1998*
Planning Commission Date: *April 16, 1998; May 7, 1998*

DISCUSSION:

The City of Destin and Dave Hemphill, of Baskerville-Donovan, Inc.; Richard Grizwold, General Manager, DWUI, requests approval of "The Destin Sports Complex", a Major Development. The project consists of 4 softball fields, 3 soccer fields, 2 little league fields, exercise trail, playground, a concession stand with restrooms, and 2 separate parking lots-one off of Airport Road and one off of Two Trees Road. The uses surrounding this project are the following: North: Baptist Church, vacant; South: Landry's Seafood, Joe's Crab Shack, Shark Tooth, Hotel, Race Track, Block Busters Video plaza; East: vacant and vacant under construction within the County for Apartments ; West: Destin Log office, two story office building, vacant.

The Technical Review Committee reviewed the project on March 19, 1998, and approved the project with specific conditions and changes. These conditions and changes **have** been addressed by the applicant.

ZONING/COMPREHENSIVE PLAN

The property is zoned BT (Business Tourism) and RUA (Residential Urban Apartment) with a Land Use Category of C (Commercial) and PL (Public Land). The proposed project complies with the City's Land Use Requirements.

COMPATIBILITY

North: Zoning: County-Residential/vacant; Future Land Use: County; Existing Use: Church & vacant; R-O-W: Indian Bayou Trail

South: Zoning: BT & County BT; Future Land Use: Commercial & County Commercial; Existing Use: Landry's Seafood, Joe's Crab Shack, Shark Tooth, Hotel, Race Track, & Block Busters Video plaza; R-O-W: Emerald Coast Hwy.

East: Zoning: BT & County, Future Land Use: Commercial & County Mixed Use; Existing Use: Vacant and vacant under construction within the County for Apartments; R-O-W: Two Trees Road

West: Zoning: BT & County BT, Future Land Use: Commercial & County Commercial; Existing Use: Destin Log office, 2story office building, vacant; R-O-W: Airport Rd.

The project, as required by Ordinance 152.23, has undergone a compatibility review and meets the minimum code requirements. The General Compatibility Checklist and the following items were included in the compatibility review.

The subject property, north of Emerald Coast Hwy, south of Indian Bayou Trail, East of Airport Road, and fronting on Two Trees Road, is part of the City Hall property and the property leased by the City from DWUI, which abuts the City Hall property to the south. The uses located within three hundred feet of the subject property have been identified above. The property is located in an area which is developed with multi-family (under construction), restaurants, amusement park, office, & retail complexes. The buildings located within the abutting developments are primarily one and two-stories in height.

A) Permitted uses, structures and activities allowed within the land use category;

The proposed use and activity of a sports complex is a permitted use in the RUA/BT Zoning District and the PL/C Land Use Category. The project contains 4 softball fields, 3 soccer fields, 2 little league fields, exercise trail, playground, a concession stand with restrooms, and 2 separate parking lots-one off of Airport Road and one off of Two Trees Road. The buildings and uses are compatible with the existing development pattern, the current zoning, and the existing future land use designation.

B) Building location, dimensions, height, and floor area ratio;

The only building proposed is the concession stand/restroom which will be located in the center of the 4 softball fields and approximately center of the entire project area.. The building which is approximately 39' x 39' containing approximately 1,495.11 square feet meets all setback requirements. The building location, height and floor area ratio are within the requirements of the

Land Development Code, and less intensive to other developments in the area. The project is considered to be compatible.

C) Location and extent of parking, access drives and service areas;

The subject site accesses off of Two Trees Road and Airport Road via a 24' two-way access way. The connection from Two Trees Road is off of the existing drive, while the access from Airport Road is by a 50ft. wide by 200ft. easement. All parking spaces, number of spaces, number and location of landscape islands, location of parking areas, and pedestrian access ways have been approved and located in order to preserve and to protect the natural landscape and vegetation existing on the site. There will be a total of 351 parking spaces, including 14 handicap spaces.

D) Traffic generation, hours of operation, noise levels and outdoor lighting;

A traffic analysis dated April 30, 1998 was conducted for this project by Gay Smith, of Hamilton, Smith & Associates. This report indicates that 16.2 Peak Hour trips which impact three roadways and both Segment B&C of Highway 98 (attached). The tables within the report specifies PM peak hour/ peak directional was conducted and that the report meets the standards required by City Code. Therefore, the report concludes that the project will generate 3 peak hour directional trips for both Segments B & C of Highway 98; 2.7 peak hour directional trips for Airport Road; 3.9 peak hour directional trips for Two Trees Road; and less than 1 peak hour directional trip for Indian Bayou Trail. The trips generated by this project do not exceed the adopted LOS for any of the roadways identified, and Ms. Smith stated verbally that the adopted LOS for Segment B or C of Highway 98 will not be degraded by the 3 trips created. This has been identified in the submitted traffic analysis attached.

Note: As of this date, the remaining trips available for Segment B of Hwy 98 is 224 Peak Hour Directional and the remaining trips available for Segment C of Hwy 98 is -10 Peak Hour Directional.

The report also takes into account vested trips generated by the Sheriff's substation and EMS facility, both of which will be vacating in the near future. These vested trips will off-set the Peak Hour trips generated by the Complex. The report further states that "the analysis therefore demonstrates that the project trips from the proposed Destin Sports Complex can be accommodated by the existing roadway network within the traffic influence area without degrading the adopted level of service."

A review of the traffic generated, the hours of operation, the anticipated noise levels and the proposed lighting plan indicates that these items are compatible with the surrounding development.

E) Alteration of light and air;

The subject site is proposing 26 lighting poles. The final height of these poles will not exceed 60 feet. There is no alteration to air, the projects is proposing to protect the bulk of the portion of wild cat mountain within the developed area. The FAA has approved the heights of the lighting features. (The lighting plan - sheet E-1 & E-2 will be amended for City Council review)

F) Setbacks and buffers.

The site plan meets the open space and landscape requirements. The landscape requirements includes a 5ft. common boundary, a 10ft. frontage boundary along both Comp Plan Road and Two Trees Road, and all structures exceed the required setbacks. The location of the building and the required buffers minimize the impact of the structures on the surrounding parcels.

HEIGHT

The proposed project contains one single story building which has an approximate height of 34.5'+/- as measured to the mean of the roof. This is an allowable height in the BT Zoning District. There is no maximum allowable height in the BT Zoning District. Furthermore, there will be 26 lighting poles, not to exceed 60ft in height for the subject site. The FAA has approved the heights of the structures and lighting features. (See attached letter of approval.)

FLOOR AREA RATIO

The floor area ratio for the concession stand/ restroom is below the 1.07 maximum allowed.

RIGHT OF WAY DEDICATION

No right-of-way dedication is required, however, the subject site does indicate a future public road way on the north property line, and identified as "Comp Plan Road".

CONCURRENCY MANAGEMENT

Concurrency requirements met:

Potable Water	<u> X </u>	Roadways	<u> X </u>	Solid Waste	<u> X </u>
Recreation	<u> X </u>	Sewer	<u> X </u>	Drainage	<u> X </u>

TRAFFIC ANALYSIS

A traffic analysis dated April 30, 1998 was conducted for this project by Gay Smith, of Hamilton, Smith & Associates. This report indicates that 16.2 Peak Hour trips which impact three roadways and both Segment B&C of Highway 98 (attached). The tables within the report specifies PM peak hour/ peak directional was conducted and that the report meets the standards required by City Code.

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A review of the traffic generated, the hours of operation, the anticipated noise levels and the proposed lighting plan indicates that these items are compatible with the surrounding development.

SUBDIVISION OR PUD – PLAT

Not Applicable.

STORMWATER

The City Engineer has approved the site plan and the stormwater plan.

AIRPORT PROTECTION

The subject site is located within the airport protection area. The FAA has approved the site for the sports complex, see attached letter. 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 FAA for temporary encroachment into this restrictive area and a copy of completed FAA Form 7460, must be place on file with the City of Destin prior to the crane, or other obstruction, penetrating the restricted airspace.

SETBACKS

	<u>Required</u>	<u>Provided</u>	<u>Buffers</u>
Front (Two Trees Road)	10'	150+'	10' FPLA
Front: (Comp Plan Road)	10'	150+'	10' FPLA
Rear:	N/A	700+'	5'common boundary
Sides:	10'	250+'	10' vegetative buffer & 5'common boundary
Between Bldgs.:	N/A	N/A	N/A

NOTE: The landscape buffers, 5'common boundary, and perimeter boundary area must meet Code.

WHITE SANDS ZONE

A portion of the project is **located** within the White Sand **Zone II**. All fill material must meet the White Sand Zone Ordinance and City Codes.

SIGNS

No signs are requested for this project. All future signage must comply with the City of Destin Sign Ordinance #245.

WATER/SEWER

DWU approved the project verbally on March 19, 1998.

FIRE DEPARTMENT REVIEW

The Fire Department approved the project, with 2 conditions, in a letter dated March 19, 1998.

UTILITIES

Underground utilities are required.

INGRESS/EGRESS

Access to the property is provided by two, 24' wide, two-way drives. One drive connects to Airport Road from the west and via a 50' wide easement, while the other connects to Two Trees Road from the existing drive for City Hall. Both drives provide direct access to the parking area located on either side of the complex. NOTE: the 50' by 200' easement from Airport Road has not been finalized, this easement must be completed and recorded prior to building permits being issued.

SIDEWALKS

A 5' wide sidewalk is required along Two Trees Road and will be required along Comp Plan Road once completed. If any existing sidewalks are destroyed or damaged during construction, they must be repaired or replaced by the developer.

REFUSE COLLECTION

Trash collection is provided by dumpster service. Dumpsters are shown on the site plan.

LANDSCAPE

This project meets the landscape requirements as follows:

OPEN SPACE: 1,693,351.4 sq.ft. of property x 18% = **304,803.25 sq.ft. REQUIRED**
1,444,868.4 sq.ft.

PROVIDED

= **85% open space provided**

TREES REQUIRED:

Reforestation: 389 - 6 **Perimeter: 66** **Parking Lot: 40**
Buffers: -0- **Replacement of protected trees: 0**

Protected Trees on Site (12" to 23" diameter):	<u>2</u>
Preserved Trees on Site (24" or more diameter):	<u>0</u>
Protected Trees being removed:	<u>0</u>
Preserved Trees being removed:	<u>0</u>
Protected Trees located in footprint:	<u>0</u>
Preserved Trees located in footprint:	<u>0</u>
Reforestation Credit for saved trees:	<u>6</u>

TOTAL TREES REQUIRED:	<u>489</u>
TOTAL TREES PROVIDED:	<u>520</u>

Size of trees being saved which may be applied to Reforestation requirement:

2-6 inches	=	n/a	credit = 0
7-12 inches	=	2	credit = 6
13 -19 inches	=	0	credit = 0
20-24 inches	=	0	<u>credit = 0</u>
TOTAL CREDIT =			6

PARKING

Parking for the project is based on the following calculations:

Per code:

Public-related use: neighborhood park: minimum 1 handicap parking space per park.

Other considerations, if all ball fields are occupied at the same time and one car per player:

soccer	=	(18 per team x 2) x 3	=108
little league	=	(15 per team x 2) x 2	=60
softball	=	(16 per team x 2) x 4	=128
umpires	=	(2 per field) x 9	=18
coaches	=	(1 per field) x 9	=9

Total =323

TOTAL REQUIRED = 1 spaces including 1 handicapped
TOTAL PROVIDED = 351 spaces including 14 handicapped

STATE/FEDERAL PERMITS REQUIRED BEFORE ISSUANCE OF BUILDING PERMIT

1. A DEP Stormwater Permit is required and must be submitted prior to the issuance of a building permit.

COMMENTS

There have been no comments of support or opposition filed with Staff regarding this project.

 30 SEP 99

Larry Rubenstein, City Manager Date
City of Destin

 9/30/99

Richard Griswold, General Mgr
Destin Water Users, Inc.

cc: Building Division
City Engineer

CITY OF DESTIN, FLORIDA

REQUEST FOR CHECK

DATE: July 29, 2019
TO: Accounting Clerk/April Nickens

THROUGH: City Manager/Lance Johnson
(Required if exceeds \$350.00)

THROUGH: Finance Director/Bragg Farmer

FROM: City Clerk/Rey Bailey

DEPARTMENT: City Clerk

BRIEF EXPLANATION: Reimbursement to Councilmember Skip Overdier for expenses incurred at Orlando, Florida while attending the Florida League of Cities Legislative Policy Committee Meeting, from July 18-19, 2019

DATE REQUIRED: **NEXT SCHEDULED CHECK RUN** X
(Check One)

MANUAL CHECK REQUIRED _____

VENDOR NAME: Skip Overdier

VENDOR ADDRESS: 705 Gulf Shore
Destin, FL 32541

VENDOR FED ID # _____
(only needed if new vendor)

AMOUNT OF CHECK: \$609.19

CHARGE TO ACCOUNT: 0151110.540000

P.O. NUMBER: _____
(If Applicable)

MAIL CHECK WITH NORMAL CHECK RUN _____

RETURN CHECK TO DEPT FOR DISTRIBUTION X

**CITY OF DESTIN
TRAVEL EXPENSE LOG**

Name: Skip Overdier

Travel Dates: July 18-19, 2019

Date:	Thursday 18-Jul-19	Friday 19-Jul-19	Total
Meals:			
Partial Per Diem:			\$ -
Daily Per Diem:	\$ 59.00	\$ 59.00	\$ 118.00
Total Meals	\$ 59.00	\$ 59.00	\$ 118.00

Transportation:			
Airfare:		\$ 303.96	\$ 303.96
Car Rental:			
Fuel Expenses			
Taxi:			
Personal Miles:			
Total Transportation		\$ 303.96	\$ 303.96

Lodging:			
Hotel Charges:		\$ 169.12	\$ 169.12
		\$ 169.12	\$ 169.12

Misc. Expenses:			
Parking:		\$ 18.11	\$ 18.11
Tolls:			
WiFi:			
Other: Explain: Conf. Reg.			
Other: Explain:			
Total Misc. Expenses		\$ 18.11	\$ 18.11

Grand Total	\$ -	\$ -	\$ -	\$ 59.00	\$ 550.19	\$ -	\$ 609.19
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City of Destin

Travel Expense Claim

Name: Skip Overdier **Department:** Councilmember

Travel: **Place/Purpose** Legislative Policy Committee Meeting - Orlando, Florida **Date:** July 18-19, 2019

Note: All expenses must be supported by a receipt except meal per diems and must be supported by a Travel Expense Log.

Meals/Per Diem: \$ 118.00

Airfare: \$ 303.96

Car Rental: \$ -

Fuel Expenses \$ -

Taxi: \$ -

Personal Miles: \$ - POV

Lodging: \$ 169.12

Parking: \$ 18.11

Tolls: \$ -

WiFi: \$ -

Other: Itemize \$ - Conference Registration

Other: Itemize \$ -

\$ -

\$ -

Total Reimbursable Expenses: \$ 609.19

Less: Purchasing Card Charges

Less: Purchasing Card Charges

Balance Due Traveler \$ 609.19

Reimburse City for fuel cost \$ -

Net Due Traveler \$ 609.19

Finance Director: Bragg Farmer **Account #:** 151110.54

City Manager: Lance Johnson **Date:** 7/19.19



301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • www.floridaleagueofcities.com

TO: Key Official

FROM: Michael Sittig, Executive Director 

DATE: May 13, 2019

SUBJECT: 93rd Annual FLC Conference
VOTING DELEGATE INFORMATION
August 15-17, 2019 – World Center Marriott, Orlando

The Florida League of Cities' Annual Conference will be held at the World Center Marriot, Orlando, Florida on August 15-17. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2018.

Conference registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies.

If you have any questions on voting delegates, please call Eryn Russell at the League (850) 701-3616. **Voting delegate forms must be received by the League no later than August 9, 2019.**

Attachments: Form Designating Voting Delegate

President **Leo E. Longworth**, Mayor, Bartow

First Vice President **Isaac Salver**, Councilman, Bay Harbor Islands • Second Vice President **Tony Ortiz**, Commissioner, Orlando

Executive Director **Michael Sittig** • General Counsel **Kraig Conn**

**93rd Annual Conference
Florida League of Cities, Inc.
August 15-17, 2019
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. ***Municipalities do not need to adopt a resolution to designate a voting delegate.***

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax to Eryn Russell at (850) 222-3806 or email erussell@flcities.com