

**REGULAR MEETING
DESTIN CITY COUNCIL
MARCH 2, 2020
ANNEX COUNCIL CHAMBERS
6:00 PM**

*****Core Value of the Month - Respect*****

CALL TO ORDER

INVOCATION (Pastor Doug Fairbanks of the Destin United Methodist 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 February 3, 2020 regular City Council meeting

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

A. Proclamation: Mattie Kelly Arts Foundation (MKAF) - 25th Anniversary Celebration

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. Low Speed Vehicle (LSV), Revised LSV Map

B. Development of City's Americans with Disabilities (ADA) Transition Plan, request to authorize to negotiate and execute a Task Order

C. Harbor Capacity Study Steering Committee - Membership Appointments

D. Food for Thought Lease

E. 1st Quarter Financial/Investment Report

F. Development Review System Software - Update

G. Announcements

5. PUBLIC HEARINGS

A. First reading of Ordinance 20-07-CN - Providing for abandonment of a meandering portion of Harbor Lane right-of-way

6. *CONSENT AGENDA (No public comments)

- A. Destin Little League's Opening Day Parade
- B. Draft Minutes of Standing Committee/Board Meetings
- C. Reimbursement for Councilmember Skip Overdier for expenses incurred while attending Florida League of Cities 2020 Legislative Action Days from February 10-12, 2020 in Tallahassee, Florida

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

- A. Councilmember Braden
- B. Councilmember Ramswell
- C. Councilmember Menchel
 - 1) Discussion on parking/towing and update from City Manager
 - 2) Discussion/Direction/Motion to obtain bids for a City tow service
 - 3) Discussion on what additional signage will be required
 - 4) Update from City Manager on status of application for additional money for law enforcement from the Tourist Development Council (TDC)
- D. Councilmember Overdier
 - 1) Appointment of Mr. Brian Liesveld to the Parks and Recreation Committee
- E. Councilmember Marler
- F. Councilmember Destin
 - 1) Pickleball Courts
- G. Councilmember Morgan
- H. Mayor Gary Jarvis
- I. Land Use Attorney
 - 1) Request to call executive session pursuant to section 286.011(8), Florida Statutes, in the cases of *Pointe Mezzanine, LLC v. City of Destin*, Okaloosa County Court Case No. 2019-CA-004010 F, and *Pointe Mezzanine, LLC v. City of Destin*, Okaloosa County Court Case No. 2019-CA-003733 F.
- J. City Attorney

8. PUBLIC COMMENTS

9. 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.

Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 837-4242 in advance. Hearing Impaired: TTY: 711. Assistance also available through Human Resources, Title VI Coordinator, at (850) 837-4242.

Personas con discapacidades que necesitan asistencia o personas que necesitan ayuda con un idioma para participar en las reuniones de la ciudad, deberán notificar la oficina de la Secretaria Municipal al (850) 837-4242 antes de la reunión. Discapacidad auditiva: TTY: 711 (Solicitar Espanol CA). La ayuda tambien está disponible por Recursos Humanos, Coordinador del Título VI, al (850) 837-4242.

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.

All regularly scheduled city council meetings will be streamed live via the city's YouTube channel, www.youtube.com/CityofDestin. Past council meetings can also be viewed here.

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**MINUTES
REGULAR MEETING
DESTIN CITY COUNCIL
FEBRUARY 3, 2020
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 Parker Destin
Councilmember Steven Menchel	Councilmember Skip Overdier
Councilmember Cyron Marler	Councilmember Rodney Braden
Councilmember Prebble Ramswell	Councilmember Chatham Morgan

Destin City Staff

City Manager Lance Johnson	City Clerk Rey Bailey
Public Info Manager Catherine Card	Deputy City Manager Webb Warren
Code Compliance Manager Joey Forgione	HR Manager Karen Jankowski
Parks/Recreation Director Lisa Firth	Finance Director Bragg Farmer
Community Dev Director Louis Zunguze	City Attorney Kyle Bauman
Public Services Director Michael Burgess	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 First Baptist Church gave the invocation; followed by the recitation of the Pledge of Allegiance.

AGENDA APPROVAL

Councilmember Ramswell requested the appointment of Ms. Barbara Telford to the Parks & Recreation Committee be added to the agenda as agenda item 7B.

The City Attorney requested that approval of task order for dredging be added to the agenda as agenda item 7G(1).

The Mayor would like to place under agenda 7H scheduling a workshop to discuss potential construction of Destin Community Events Center.

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

1. APPROVAL OF MINUTES

A. Approval of minutes of November 18, 2019 Regular City Council Meeting

Motion by Councilmember Overdier, seconded by Councilmember Marler, to approve minutes of November 18, 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

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

4. CITY MANAGER REPORTS

A. Labor Attorney Retainer

The City Manager explained that the City’s Labor Attorney Mr. Rob Larkin, with the firm Allen, Norton & Blue P.A., has represented the City in labor and employment law for over 20 years; and that they would like to continue the retainer relationship with updated rates which have not increased for a number of years. The new retainer fee would be \$2,500. This retainer would include services such as unlimited telephone conferences with the Council and/or other members of management or Human Resources regarding matters within their area of practice where no specific case or research is involved.

Councilmember Menchel moved to authorize the City Manager to execute the agreement with Mr. Rob Larkin of Allen, Norton & Blue, P.A. for labor and employment law representation; seconded by Councilmember Marler. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

B. Coleman Lake Pool Elevation Report

According to the City Manager, Council has previously directed staff to bring back recommendations on raising Coleman Lake pool elevation after the lakeside residents expressed their concerns that the lake level had dropped. He stated that Public Services Director Michael Burgess contacted the engineer of record, Scott Jenkins, about his knowledge of the original project and get his thoughts on Council’s request to raise the lake level to its perceived former elevation. Mr. Jenkins has indicated he would not recommend raising the level because of the possibility it would not leave enough of a gap in a severe storm event to prevent the water from overflowing on Main Street.

Councilmember Morgan noted he is aware of only two storm events that caused a lot of flooding in most parts of the City and not just on Main Street. One was in April 2014 when they received an absurd amount of rain; and prior to that was during either Hurricane Opal or Hurricane Dennis. He does not believe there is any more risk of regular flooding at this point. Raising the lake level would have good environmental benefits as the lake will be using a lot less pesticides.

Also, the majority of the lakeside property owners requested they raise the pool elevation back to its historical level.

Councilmember Morgan moved to direct staff to obtain two quotes: one for raising the dam level to the height as requested by the Lake Coleman homeowners, and another for raising the dam to the same level but with spillway that can be opened prior to a big storm event; and then bring the quotes back for Council's consideration passed 7-0. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes").

C. Airport Road Update, Speed Detection Signage

The City Manager noted that Public Works/Safety Committee previously passed a motion to recommend to the City Council that speed detection signs be placed at both approaches to the curve on Airport road, in lieu of or in addition to guardrails. Council subsequently directed staff to investigate and present costs of these devices. Prices of various speed detection sign systems are provided. Staff is currently recommending installation of two speed detection sign system on Airport Road in an amount not to exceed \$17,500; but the Council can choose to increase or decrease that amount. Staff is requesting Council's direction.

Councilmember Menchel noted that as they discussed this issue at their previous meeting, a lot of people agree that these signs are effective until people find out how much they can get away with and how fast they can drive without being cited and start ignoring the sign. He continued that although installing speed detection signage is a good idea, it may just be a waste of money at this time considering all their other projects on Airport Road.

Councilmember Ramswell asked when they could expect FDOT to begin work on that portion of Airport Road if the City chooses not to install the speed detection signage.

The City Manager stated they are not aware of when the actual work could take place on Airport Road; although the engineering firm doing work for FDOT is in the process of concluding their survey work in that area and FDOT had previously discussed starting work around June or July timeframe. Nevertheless, staff has recently installed new chevrons on the corner of the road and new reflective devices on the outer lines and inter lines of the road. They have also recently painted the "Slow Down" signs on the road; adding these are all recommendations from the safety audit they received within the past two years.

Councilmember Destin asked if the Sheriff's Department could temporarily install the speed trailer on Airport Road even for just a few months until the high friction road resurfacing project is completed.

Captain Charlie Nix from the Sheriff's Department noted they borrowed the speed trailer they previously put out on that road from another district. He will check to see if they could borrow it again.

Councilmember Menchel stated that increased enforcement of the speed limit by the Sheriff's Office would work better than any sign on Airport Road. He also noted that City staff is

going to meet with the Sheriff's Office to start a public relations campaign slogan "Don't Fly on Airport Road."

Captain Nix agreed that speed detection signage combined with increased enforcement effort would be much more effective.

Councilmember Destin moved to instruct staff to work with Captain Nix of the Sheriff's Department on installing speed trailers on Airport Road for a few weeks; after which the Council will reassess the situation to determine if further action is necessary; seconded by Councilmember Morgan. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes").

D. Gulf Shore Drive Restriping, Authorization for Payment

The City Manager explained that Gulf Shore Drive was re-striped in October 2019. To ensure public safety during this multi-day project, City staff requested that temporary traffic control paint be applied to the milled surface and then to the final asphalt in advance of the permanent thermoplastic's application. The cost of the temporary safety paint was not included as part of the original purchase order. The temporary striping installed for public safety reasons could be viewed as a separate expense or part of an aggregate cost of the overall project. To maintain full transparency, staff is presenting this as an aggregate cost for Council's approval.

Councilmember Overdier moved to approve payment of \$19,552.35 to Emerald Coast Striping for the temporary and permanent striping associated with the Gulf Shore Drive improvement project completed in October 2019; seconded by Councilmember Marler.

Councilmember Braden stated that the temporary striping should have been part of the original scope of services rather than a separate charge since the contractor knows how long it takes to complete the project and that a temporary striping was necessary for safety reason.

Councilmember Menchel asked how long the City typically pays an invoice from the date of receipt.

According to the City Manager, the City typically pays bills within 30 days of receipt.

Motion passed 6-1 (Council members Morgan, Destin, Marler, Overdier, Menchel, and Ramswell voted "yes"; Councilmember Braden voted "no").

E. Future Land Use Map and Zoning Map Alignment Update

Community Development Director Louis Zunguze provided an update of the Future Land Use Map and Zoning Map alignment. He stated that in February 2019, at Council direction, City staff began the effort of realigning the City's Future Land Use Map and the Zoning Map. This effort included zoning amendments to 468 parcels of land in the City. As a result of this effort, the City's Zoning Map is now consistent with the Future Land Use Map. There are 5 remaining Future Land Use Map amendments that are required for the two maps to be completely aligned. These

amendments will be brought to the Local Planning Agency in February 2020 and to the City Council in March 2020 for adoption and codification of Zoning Map and Future Land Use Map. He thanked his staff, Land Use Attorney, GIS Manager, senior leaders and City Manager for the role they played in completing this task, as well as the City Council for their support.

The City Council recognized Mr. Zunguze for the successful conclusion of the Future Land Use Map and Zoning Map Alignment, and for completing this monumental task in such a short period of time:

F. Development Review System Software Update

The Deputy City Manager Webb Warren informed the Council the City of Destin staff continues to work hard in preparation for the Energov Project. City staff had very productive sessions with Energov staff in the preceding months and will continue to provide updates to the Council as the project progresses. This will be a challenging project for staff. As with all major technology projects, there will be some unexpected challenges they will have to work through. Staff is prepared to move forward and have a target date for substantial completion of this phase of the community development portion of Energov in January 2021.

Councilmember Braden requested that staff establish some interactions with the public as they get closer to the implementation date for the new system to familiarize potential customers with the new process so that it does not come as a surprise to anyone.

According to Mr. Warren, once they have their processes designed within the system, they planned to bring in some of their customers – contractors, residents and businesses – and actually get them to assist the City in testing the product to make sure not only does it aligns to their internal processes, but also the external processes aligning with their expectations of the product.

Councilmember Ramswell inquired as to the City's notification process when new and amending ordinances are adopted, how it goes in the system and how the public is informed of the adopted ordinances.

The City Clerk explained that newly adopted ordinances are sent to Municode for codification; and that complete copies of these ordinances are posted on the website while in the process of being codified.

According to Councilmember Ramswell, they have previously discussed amending the allowable hours and days of construction in the City. She asked where they are in the process.

The City Manager stated they will make sure this item is included in the current task list and provide a status update at the next meeting.

G. Announcements

According to the City Manager, the City received a letter from Florida Joint Legislative Auditing Committee citing that the City has not adopted a formal fund balance policy as recommended by the auditors in the past 3 audit reports. Staff recommends establishing a

minimum reserves policy, at Council's discretion. Traditionally, in Florida, the minimum amount equates to 3 to 6 months of operating capital in case of catastrophic emergency. He asked for Council's direction on how to proceed.

Councilmember Ramswell pointed out the letter from the State did not indicate adopting a formal fund balance policy is a requirement. It is simply a recommendation, and they do not necessarily have to take any corrective action. She also noted that the Council explained their rationale for not adopting a policy at their September 16, 2019 meeting.

According to the City Manager, it is not a statutory requirement to establish a formal fund balance policy; it is simply considered a best practice in Florida.

Councilmember Ramswell moved to direct the City Manager to write a letter to the State explaining the City Council's rationale for not adopting a fund balance policy based on their September 16, 2019 meeting; seconded by Councilmember Menchel. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes").

The City Manager announced that February 17th is President's Day. The next Council meeting and the Mayor's State of the City is scheduled for Tuesday, February 18th at 6:00 p.m. He also announced that a Projects, Grants and Contracts Manager has been hired and scheduled to start work on March 2nd.

5. PUBLIC HEARINGS

A. First reading of Ordinance 20-02-LC, amending Articles 6, 7, 8, 11 and 12 of the Land Development Code to delete all references to the tiered land use system pursuant to the City's Comprehensive Plan.

The City Attorney read proposed Ordinance 20-02-LC by title, and then presented it to the Council on first reading.

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA AMENDING ARTICLES 6, 7, 8, 11 AND 12 OF THE LAND DEVELOPMENT CODE TO DELETE ALL REFERENCES TO THE TIERED LAND USE SYSTEM PURSUANT TO THE CITY'S COMPREHENSIVE PLAN; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR INCORPORATION INTO THE LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Councilmember Menchel moved for approval of proposed Ordinance 20-02-LC on first reading and direct staff to advertise it for second reading; seconded by Councilmember Ramswell. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted "yes").

B. First reading of Ordinance 20-03-LC, amending Article 2 of the Land Development Code, amending procedures for lot splits and lot line adjustments.

The City Attorney read proposed Ordinance 20-03-LC by title, and then presented it to the Council on first reading.

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA AMENDING ARTICLE 2 OF THE LAND DEVELOPMENT CODE; AMENDING PROCEDURES FOR LOT SPLITS AND LOT LINE ADJUSTMENTS; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR INCORPORATION INTO THE LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Councilmember Ramswell moved for approval of proposed Ordinance 20-03-LC on first reading and direct staff to advertise it for second reading; seconded by Councilmember Overdier. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

6. *CONSENT AGENDA (No public comments)

- A. Draft Minutes of Standing Committee/Board Meetings
- B. Request for use of city streets Payne Chiropractic Annual Run for Health 5k run

Motion by Councilmember Marler, seconded by Councilmember Overdier, to approve Consent Agenda items 6A and 6B, as printed above, passed 7-0. Motion 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 (No public comments)

A. Councilmember Braden

Councilmember Braden requested an update on Capt. Royal Melvin Heritage Park construction.

The City Manager noted that the RFP for the park has been advertised; and that the bid opening is scheduled for the end of February.

Councilmember Braden asked if funding for Clement Taylor Park renovation project is coming from the same pool of money as of the Capt. Royal Melvin Heritage Park.

According to the City Manager, funding for this project is coming from the same pool of money, but it is handled as a separate grant. It is up for approval and they expect to send out the

RFP for construction shortly. He continued that the repair of the seawall at Clement Taylor Park is a separate grant through FEMA because it was damaged by Hurricane Michael. They are in the process of entering an agreement with a contractor to begin repair work on that wall.

Councilmember Ramswell asked whether the City ever received the final plan for Clement Taylor Park. There have been some final discussions about the Destin Fire District might be interested in utilizing part of that park.

The City Manager noted this will be handled separately from the grant process. That section could potentially be used for another purpose in the future if Council desires to do so.

B. Councilmember Ramswell

Councilmember Ramswell moved to appoint Ms. Barbara Telford to the Parks & Recreation Committee; seconded by Councilmember Menchel. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

Councilmember Ramswell noted that a Senate and House Bill covers the idea of cities or states being responsible for signaling any mid-block crossing. In the bill, they are using Destin as an example of a City having 5 unsignalized mid-block crosswalks located between Airport Road and Stahlman Avenue, and which are having a negative impact on government. She stated that signalization of the 5 mid-block crosswalks in Destin has been completed and requested that either the City Manager or the Mayor write a letter to the State informing them they are using erroneous data in trying to pass this bill.

Councilmember Ramswell stated that Street lighting is desperately needed at the intersection of Henderson Beach Drive and Commons Drive. The City received a letter from the County stating that as a standard practice, Okaloosa County does not provide street lighting along County-owned/maintained road. Councilmember Ramswell requests either the Land Use Attorney or City Attorney look into the validity of this statement from the County.

Councilmember Menchel noted that when the City obtained the refund from Gulf Power, part of the refund was for the County lights on Commons Drive. This contradicts the recent statement from the County because if the County is paying for the lights on the west side of Commons Drive, they should also be paying for the lights on the east side of Commons Drive. Councilmember Menchel suggests the City sends a follow-up letter to the County conveying this fact.

C. Councilmember Menchel

1) Additional funding from Okaloosa County TDC for the Sheriff's contract Discussion

Councilmember Menchel would like the application for additional funding to go through Council for review before sending it to the County.

After a brief discussion, it was the consensus of the Council to have each member provides the City Manager a list of items they perceive as necessary things to add to the funding application.

The City Manager stated that he would particularly be interested in any new service they are not currently providing to the public; adding it was his understanding these are the items that would qualify for the additional 10 percent funding from the TDC.

According to Councilmember Ramswell, she and the City Manager developed a similar list of items a few years back and the list was subsequently sent it to the TDC. The TDC provided \$400,000 in funding out of the total cost of \$2 million for all the items listed. She asked the City Manager to try to locate that list.

Councilmember Menchel asked which Sheriff's deputies are funded directly by the TDC.

According to Captain Nix, the TDC funds 2 beach units and 2 marine units, which work Okaloosa Island and Destin. He added that the TDC also helps fund the spring break details they use on Okaloosa Island and Crystal Beach.

Councilmember Menchel asked Captain Nix to provide an overview of any enforcement actions taken on Airport Road within the last few weeks.

According to Captain Nix, he has instructed his traffic unit to step up enforcement on Airport Road and to try to educate the public a bit more in light of all the traffic crashes that have occurred in the curve. Since January 1st they have made approximately 65 to 70 traffic stops on Airport Road, issuing more warnings than actual citations.

Councilmember Ramswell asked how officers decide to issue a warning rather than a citation.

Captain Nix explained it is in the discretion of the officer whether to issue warning or a citation. It also depends on the situation, the speed of the vehicle, and the driver's attitude. Every stop they make is logged into the system and coded whether a warning or citation was issued. A driver that received a warning the first time would more likely receive a citation the second time around.

Next, Councilmember Menchel stated they need some added legislation to allow them to tow vehicles when necessary.

According to the City Manager, there are State statutes that specify all the information to be included in the towing sign as well as the required distance between signs; and that they followed State statutes in placing towing signage in the Joe's Bayou Boat Ramp parking lot.

According to Councilmember Ramswell, she recollects having a detailed discussion on the towing issue a few years back, including signage requirements and the option of using a roving tow truck. She has been under the impression all this time that they could tow vehicles,

but now she is hearing the exact opposite and wants to know when the misunderstanding took place.

Councilmember Menchel stated that Public Works/Safety Committee has addressed this issue many times in the past. Many of the staff members involved in the discussion are no longer employed by the City. He recommends moving forward with the current staff and having the ability to tow as a tool they could use if necessary. He also asked the City Manager to bring back some suggestions for placement of towing signage within the City.

Councilmember Destin recommends having members of the council identify to the City Manager the problem areas within the City where they feel they should place signage with the required language that would give them the authority to tow.

Councilmember Morgan stated that word travels fast and so it should not take much towing to prevent people from parking where prohibited. Short-term rental companies are the habitual offenders, and so once a few cars are towed, they will get word out to their guests where not to park or they will get towed.

Councilmember Menchel asked the City Manager to send Council a copy of Florida Statute section that contains the verbiage on towing signage.

D. Councilmember Overdier

E. Councilmember Marler

Councilmember Marler noted he had requested the City Manager and Deputy City Manager to look into putting the 4x4 posts back up along the right-of-way near the intersection of Kelly Street and Beach Drive to keep people from parking there as it puts the Destin Elementary School children in danger even with the crosswalk.

F. Councilmember Destin

According to Councilmember Destin, the only way a municipal or government construction project can be completed on time or ahead of schedule is when there are incentive to do so.

There was a consensus of the Council to have the City Attorney bring back some ideas on early completion bonus provisions that could be added to the final contract for the Capt. Royal Melvin Heritage Park construction.

G. Councilmember Morgan

H. Mayor Gary Jarvis

The Mayor asked for Council's approval to schedule a workshop to discuss the proposed Destin Community Events Center either on Monday, February 24th or Thursday, March 5th at 6 PM.

It was the consensus of the Council to schedule the workshop on February 24th at 6 PM.

I. Land Use Attorney

J. City Attorney

1) Dredging Update

The City Attorney requested a motion from the City Council to execute a Scope of Services Agreement with Taylor Engineering for East Pass Emergency Navigation and Channel Dredging and Holiday Isle Beach Restoration.

Councilmember Menchel moved to execute a Scope of Services Agreement with Taylor Engineering for East Pass Emergency Navigation and Channel Dredging and Holiday Isle Beach Restoration; seconded by Councilmember Overdier. Motion passed 7-0 (Council members Morgan, Destin, Marler, Overdier, Menchel, Ramswell and Braden voted “yes”).

8. PUBLIC COMMENTS

Mr. Larry Czur, a Destin resident, speaking on behalf of the Board of Directors of Indian Bayou Owners Association, informed the Council that speeding on Indian Bayou has been a problem for quite some time. The speed limit on Indian Bayou is 25 mph; but it is not uncommon to see people going 35 to 40 mph on that road. The subject came up again during their recent Board meeting. They discussed installation of a fixed sign with radar indicating speed of the vehicle in relation to the posted speed limit. He was asked by the Board to appear before this Council to see if they could place one of those signs on Country Club Drive East. In return, Indian Bayou residents would gather the data for the City and give the City a better indication of the effectiveness of this sign.

Having no further business at this time, the meeting was adjourned at 7:35 PM.

Gary Jarvis, Mayor

ATTEST:

Rey Bailey, City Clerk



City of Destin

Proclamation

RECOGNIZING THE 25TH YEAR ANNIVERSARY OF THE MATTIE KELLY ARTS FOUNDATION

WHEREAS, the Mattie Kelly Arts Foundation was formed in 1995 as a 501(c)(3) not-for-profit charitable arts organization. It was founded on the cultural, educational and spiritual beliefs of the late Destin Matriarch Mattie Kelly; and

WHEREAS, throughout her life, Mattie pursued dreams that brought not only progress to Destin, but educational, spiritual and cultural opportunities that Destin still embraces today; and

WHEREAS, recognized as one of Northwest Florida's premier art organizations, the Mattie Kelly Arts Foundation, owner and operator of the Mattie Kelly Cultural Arts Village is known for its outdoor concerts, art festivals, cultural events and providing valuable arts education programs serving underserved populations; and

WHEREAS, Mattie Kelly Arts Foundation established an award-winning arts education program recognized by The Florida Department of Education with the Florida Commissioner of Education Award of Distinction for its commitment to inspiring children through the literary, performing and visual arts; and

WHEREAS, Mattie Kelly Arts Foundation's community outreach initiatives have impacted over 335,000 children and adults, continue a presence in 71 schools and agencies, serving K-12 students, at-risk youth, adults and children with special needs and active/veteran military suffering with visible and invisible injuries through transformational art education curriculum and interactive experiences.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council that March 12, 2020, commemorating the 108th birthday of Mattie Kelly, be recognized as:

Mattie Kelly Day - Recognizing 25 Years of Success

and call upon its citizens to recognize the Foundation's 25 years of service enhancing the quality of life in our community, reinforcing the cultural opportunities provided to schools, special needs and disabled military veterans, and other institutions of learning, and providing a continuing source of enjoyment and cultural enrichment for all ages and abilities.

**SO, DONE THIS 2ND DAY OF MARCH 2020
BY:**

Gary Jarvis, Mayor

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: Special Presentation

TO: City Council

THRU: Joe Bodi, Public Services Engineering Asst.
Joey Forgione, Code Compliance Manager
Louis Zunguze, Community Development Director
Webb Warren, Deputy City Manager
Kyle Bauman, City Attorney
Lance Johnson, City Manager

FROM: Michael Burgess, Public Services Director

DATE: 02/07/2020

SUBJECT: Low Speed Vehicle (LSV), Revised LSV Map

I. BACKGROUND:

A **Low Speed Vehicle (LSV)** is a properly modified golf cart that complies with the conditions set forth in Florida Statute 316.2122 and can operate legally on streets that meet designated LSV standards.

A **standard golf cart** is not considered to be a Low Speed Vehicle (LSV).

On August 21, 2006, City Council passed a motion directing the Public Works/Safety Committee (PW/S) and staff to draft a City "Golf Cart Policy" for the use of golf carts and LSVs in the public right-of-way.

On November 6, 2006, The PW/S Committee presented its recommended "Golf Cart Policy" to Council.

On December 4, 2006, Council voted to adopt and implement the PW/S Committee recommended policy (ATT1).

On January 2, 2007, Council reaffirmed the Committee's recommended policy (ATT2).

Since 2007, several developments have occurred prompting the necessity of an update on the policy to City Council and the general public. For clarity on the issue, staff produced a map of where LSVs can be legally operated.

On September 10, 2019, the PW/S Committee was given a presentation on some recommended changes to the existing policy and were also provided a draft map of where LSVs are allowed or prohibited based on the current policy (ATT3). The PW/S Committee then recommended to City Council that the policy be amended to permit LSV use on a section of Main Street (from Airport Rd south to 98 Palms), all of Indian Bayou Trail, Commons Drive (from Indian Bayou Trail to Airport Road) and Airport Road from Main Street to Commons Drive (ATT4).

On December 2, 2019, City Council instructed staff to revisit recommendations for open and closed roads for LSVs.

On January 14, 2020, the PW/S Committee passed a motion to instruct staff to submit the proposed LSV map to Council as is, with the exception of removing Airport Road (ATT5).

II. DISCUSSION:

The current policy (ATT3) has been in effect for approximately 13 years and in that time, the roadways in Destin have seen many changes that include new roads and the reconfiguration of existing roads. For example, Commons Drive between Airport Road and Indian Bayou Trail (previously Two Trees Road) did not exist, Airport Road was a three lane road section with no medians and Main Street, south of Airport Road, was a five lane road section with no medians.

In an effort to reduce confusion of having a separate city policy that follows state statutes, staff requests that Council rescind the current "Golf Cart Policy" in its entirety and continue to follow and support State Statutes for LSV's on qualified city streets.

The maps provided comply with the City's Comprehensive Plan for connectivity and Multi-modal Transportation District requirements. The two maps provided address two possible scenarios.

The first map (ATT6), depicts current "LSV-friendly" roads in blue, those that are eligible for incorporation as "LSV-friendly" roadways (LSV-friendly per State Statute) in green, and roadways where LSVs are not permitted (based on State Statute) in red. The black X's shown identify intersections with State Highways beyond which LSVs are not permitted as no signalized crossing is available. Note: The intersection of Commons Drive and Danny Wuerffel Way is not addressed on this map as this intersection is outside the City Limits.

The second map provided (ATT7) is identical to the first with the exception of designating Airport Road and Main Street as "Right Hand Lanes Only" based on an oral recommendation from the Okaloosa County Sheriff's Office. Should this option be selected by the Council, the required ordinance language would allow for left turns on these roads with an exception if right-lane travel is unsafe.

An ordinance will be required to officially identify those roadways where LSVs are allowed by State Statute, but not designated locally as "Roads Allowed (LSV)," or those with possible restrictions for enforcement purposes.

- A. **Link to Strategic Goals / Objectives:** Organizational Excellence, Multi-Modal Transportation
- B. **Effect on Budget (EOB):** Based on the outcome of the motion, additional signage may be required. Signage of this type typically costs \$40-50 dollars each. Total signage and materials cost is expected to be less than \$2000.
- C. **Level of Service (LOS):** There will be no anticipated change in the LOS for the roads not affected by the policies.

III. CONCLUSION: Due to upgraded levels of service of Airport Road and Main Street, the construction of city owned portion of Commons Drive, the signalization at US 98/Indian Bayou Trail, and following the adopted Multi-modal Transportation District requirements and City Comprehensive Plan compliance for connectivity, staff recommends the rescission of the current policy. Staff also requests that Council continue to support applicable State Statutes for LSV's and direct staff to provide a map to the public which depicts all roads in the City where LSV's are allowed, not allowed or where use is restricted.

IV. RECOMMENDED MOTION: I move that Council rescind the current "Golf Cart Policy," continue to support the application of State Statutes that govern the legal use of Low Speed Vehicles, endorse the LSV Map included as Attachment 6 and instruct staff to convert all "Proposed LSV roadways" to "Allowed LSV" roadways and instruct staff to bring back to City Council an ordinance for adoption and enforcement.

Alternate Motion 1: I move that Council rescind the current "Golf Cart Policy," continue to support the application of State Statutes that govern the legal use of Low Speed Vehicles, endorse the LSV Map included as **Attachment 7**, instruct staff to convert all "Proposed LSV" roadways to "Allowed LSV" roadways **and that LSV use be restricted to the farthest right-hand lanes on Airport Road and Main Street**, and to instruct staff to amend the map as such and bring back to City Council an ordinance for adoption and enforcement.

Alternate Motion 2: I move that Council rescind the current "Golf Cart Policy", continue to support the application of State Statutes that govern the legal use of Low Speed Vehicles, endorse the LSV Map included as **Attachment 7**, instruct staff to convert all "Proposed LSV" roadways to "Allowed LSV" roadways **with the exception of (insert road names), and that LSV use be restricted to the farthest right-hand lanes on Airport Road and Main Street**, and to instruct staff to amend the map as such and bring back to City Council an ordinance for adoption and enforcement.

Attachments:

1. ATT1: City Council Minutes 12-04-2006
2. ATT2: City Council Minutes 01-02-2007
3. ATT3: Current Golf Cart Policy
4. ATT4: PW/S Committee Minutes Sep 2019
5. ATT5: PW/S Draft Minutes Jan 14 2020
6. ATT6: LSV Proposed Roadways Map
7. ATT7: LSV Proposed Roadways Map w/ OCSO Recommendations

**MINUTES
REGULAR MEETING
DESTIN CITY COUNCIL
DECEMBER 4, 2006**

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

Destin City Council

Mayor Craig Barker
Councilmember Sam SeEVERS
Councilmember Jim Bagby
Councilmember Ted Corcoran

Councilmember Kelly Windes
Councilmember Cyron Marler
Councilmember Dewey Destin
Councilmember Larry Williges

Destin City Staff

City Manager Greg Kisela
City Attorney Jerry Miller
Public Information Officer Deborah Thatcher
PW Director Lee Brown
Community Dev Dir Jerry Mucci
Finance Director Bragg Farmer
Comprehensive Planning Mgr Ashley Grana

Acting City Clerk Rey Bailey
City Engineer Chuck Meister
Deputy City Manager John Paton
IT Manager Webb Warren
Grants/Projects Mgr Lindey Chabot
HR Manager Chuck Garcia
LUA Dan Hartman

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

The Mayor called the meeting to order at approximately 6:20 PM. Councilmember Marler gave the invocation, which was followed by the Pledge of Allegiance.

SPECIAL PRESENTATION

1. Destin Dolphin Junior Team - Superbowl Presentation
2. Destin Dolphin Senior Team - Superbowl Presentation

The Mayor awarded a certificate to each member of the Destin Dolphin Junior and Senior Teams and congratulated them for their accomplishments and for being great ambassadors for the City of Destin.

PUBLIC HEARINGS

2. First reading of Ordinance 06-01-LC which amends section 7.12.06 Specific Districts of the Land Development Code by revising current districts and creating new districts in order for the LDC to implement Comprehensive Plan: 2010.

The City Attorney read Ordinance 06-01-LC by title.

The Mayor opened the hearing up for public comments.

Mr. Claude Perry, 732 Harbor Blvd, came forward to speak. He informed Council he owned a property in the town center mixed use district currently in place; and that he had been working on a project for several months to develop and put a full service carwash on his property. He stated that the car wash was permitted under the previous zoning district but not under the new revision to the zoning ordinance. He stated the carwash would be a tremendous asset and would be compatible to the rest of the town center area. He asked Council to amend the zoning ordinance to allow a carwash.

Mr. Jim Breitenfeld, representing the Destin Harbor Business Association, spoke next and urged Council to go forward and approve the ordinance as presented. He stated there would be individual parcels and properties that would require some adjustments; and that the city has a process in place for making those adjustments.

Seeing no additional testimony, the Mayor closed the public hearing of the first reading of Ordinance 06-01-LC and turned it over for councilmembers' consideration.

Councilmember Destin asked if the following businesses would be permitted under the new designations:

- Auto repair shop (Mountain Drive)
- Wholesale printing (Mountain Drive)
- Wholesale landscape (Mountain Drive)
- Boat sales and storage (Mountain Drive)
- Commercial wholesale seafood (both on the harbor and Mountain Drive)

According to the Comprehensive Planning Manager, all the above businesses would be permitted under the new designations; with the auto repair shop under commercial trade and services district and the commercial wholesale seafood under specialty food stores in the south harbor mixed use district.

Councilmember Destin stated he had reviewed a special act of a legislature they passed several years ago called the Working Waterfront Protection Act. He stated under this act, any county or city that passes a zoning regulation that would cause the working waterfront to be noncompliant is a violation of state law. He then asked staff if they were in compliant with state law. The Comprehensive Planning Manager replied that marinas are allowed on the south harbor mixed used district.

Councilmember Bagby asked for clarifications with regards to the printing shop and the auto repair shop being allowed on the south side of Mountain Drive. According to the Comprehensive Planning Manager, printing and related sports services would be allowed in the north harbor mixed use, which is on the south side of Mountain Drive. He also stated, the auto repair shop would not be allowed in the north harbor mixed use district; only in commercial trade and services and general commercial.

Councilmember Marler asked why a car wash not allowed in the town center mixed use area. According to the Comprehensive Planning Manager, that particular district is more urbanized. He stated they could amend the ordinance to allow car wash in that district if Council chose to do so.

Motion by Councilmember Marler to allow car washes in commercial trade and services, commercial general and town center mixed used districts, seconded by Councilmember Destin, passed 7-0

Councilmember Destin asked if a commercial park (location of the auto repair shop) would be allowed on the south side of Mountain Drive. The Comprehensive Planning Manager stated it would probably be under a multiple occupancy commercial building. He stated each section has a different usage so it would depend on its individual usage. He added that the concept of a commercial park building would be allowed.

Councilmember Destin asked for clarifications regarding a previous discussion pertaining to a change to the comprehensive plan to allow single family homes. He asked if there was anything in the Land Development Code that would prohibit single family homes; adding that he was under the understanding the requirement for the retail, which was the main stumbling block, was in the Land Development Code. According to the Comprehensive Planning Manager, it was actually in the south harbor mixed use district. He stated that the tier itself was not enumerated in the Land Development Code; it was specifically within the language of the Comprehensive Plan.

Motion by Councilmember Williges to approve the first reading of the proposed Ordinance 06-01-LC, as amended, and for staff to schedule it for second reading, seconded by Councilmember Corcoran, passed 6-1, with Councilmember Destin dissenting.

4. Final reading of Ordinance 06-17-CN, adopting Fiscal Year 07 millage rate.

The City Attorney explained to Council this was a process to readopt the fiscal year 07 millage rate advertised for a public hearing at this meeting. He stated the millage rate was advertised as required at the rate that was last advertised. He stated that at the next meeting of the Council on this issue, they would in fact readopt the final reading of this ordinance and the budget ordinance following this one. He then provided the following statement for the record related to the city's TRIM process: "The fiscal year 2006 millage rate was 1.80 mills; the tentative millage rate was set at 1.7 mills in July 2006; following budget workshop, the millage rate reduced to 1.62. And then on final adoption, the millage rate dropped to 1.50. The budget was likewise corrected to reflect those adjustments." The City Attorney then asked the Mayor to open the public hearing after he read the ordinance by title; and then after the public comments portion of the hearing, the Mayor would ask to recess and continue the public hearing to the next City Council meeting on December 18th at 6:00 PM.

The City Attorney read Ordinance 06-17-CN by title.

The Mayor then opened the hearing for public comments. Seeing there was no public testimony, the Mayor asked for public hearing for final reading of Ordinance 06-17-CN to be recessed until the meeting on December 18th at 6:00 PM.

Motion by Councilmember Williges to recess the public hearing for final reading of Ordinance 06-17-CN to December 18, 2006, seconded by Councilmember Bagby, passed 7-0.

- 5. Final reading of Ordinance 06-18-CN, adopting the Fiscal Year 07 budget.**

The City Attorney read Ordinance 06-18-CN by title.

The Mayor opened the hearing for public comments. Seeing there was no public testimony, the Mayor asked that public hearing for the final reading of Ordinance 06-18-CN be recessed until the meeting on December 18th at 6:00 PM.

Motion by Councilmember Williges to recess the public hearing for final reading of Ordinance 06-18-CN to December 18, 2006, seconded by Councilmember Seevers, passed 7-0.

CONSENT AGENDA

- 6. Approval of the Minutes of the November 6, 2006 Regular Council Meeting.**
- 7. Reimbursement to Councilmember Seevers for FLC Legislative Conference (\$705.38).**
- 8. Joe's Bayou Recreation Area Restroom Facility.**

Councilmember Destin requested item #6 be removed for further discussion.

Motion by Councilmember Bagby to approve items #7 and #8 of the Consent Agenda, seconded by Councilmember Seevers, passed 7-0.

Councilmember Destin disagreed with the language on page 7, line 1, and paragraph 1 of the minutes of November 6th.

After a brief discussion, Councilmember Destin made a motion to amend the statement on page 7 of the minutes to the exact wordings from the verbatim transcript of the meeting. Councilmember Bagby provided a second to the motion. Motion passed 7-0.

Councilmember Destin then made a motion to approve the November 6, 2006 minutes, as amended, seconded by Councilmember Bagby. Motion passed 7-0.

RESOLUTIONS

- 9. Resolution 06-28, street name change: Madie Court to Blue Marlin Court.**

The City Attorney read Resolution 06-28 by title.

Councilmember Seevers made a motion to allow the street name change from Madie Court to Blue Marlin Court, per the Blue Marlin Estates replat, and adopt Resolution 06-28. Councilmember Corcoran provided a second to the motion. Motion passed 7-0.

COMMITTEE REPORTS

- 10. Golf Cart Policy / Public Works/Public Safety Committee.**

The following individuals went before Council and stated their case regarding the golf cart policy issue:

Mr. Rick Scalli, 3675 Scenic Hwy 98, informed Council he owned 4 single family homes in the Crystal Beach area; all houses within 100 feet from the water. He stated he was strongly in favor of golf carts so their guests do not have to walk that distance. He stated most of their guests were families - grandparents, parents and children. He stated they either drove to the beach and park along the road which was illegal, or drove their golf cart to the beach. He stated riding a golf cart would be much easier for guests to go to the beach and carry all the gears they would normally take to the beach. He further stated golf carts do not use gasoline, and are half the size of a normal vehicle. He urged Council to approve a golf cart policy.

Mr. Anastas Pacevik, 6 Country Club Drive, asked that Council consider and decide on issues that would benefit the majority of the citizens of Destin; not just a selected few. He stated there was enough traffic congestion in Destin and there was no need to introduce another type of substandard motorized vehicle. He stated golf carts belonged in the golf course; and that allowing it to be driven on the street would be inviting trouble, liabilities, and increased accidents and casualties. He asked if there would be added police force to monitor golf carts once they allow them on the streets and who would pay for it.

Ms. P. J. Sutton, 101 Durango Road, informed Council her husband had a stroke and that it was too hard for him to walk so he bought a golf cart so he could drive it to the beach. She stated there was no difference between a golf cart and a motorized golf cart for handicapped people. She stated if there was some concern with children driving a golf cart, the city could put an age limit on driving. She asked Council to make it legal for people to drive a golf cart.

Mr. Sid Saunders, 4734 Papaya Park and a board member of Destiny East community, spoke next. He informed Council their neighborhood in Destiny East was designed specifically for golf carts, and that they have a policy to establish a regulation of those golf carts. He stated they were all registered and that they have rules and regulations covering the use of golf carts within their property. He also stated that in Destiny East, the sidewalk design, particularly on the north side of old hwy 98 was paid for by the developers to accommodate the size of the golf cart. He stated they have an underpass on old hwy 98, maintained by Destiny East, for people in golf carts to access the beach. He asked that Council not adopt a policy that "fits all."

Mr. Daryl Shelton, 18 Norriego Road, Holiday Isle, spoke about his 91-year old neighbor whose only means of getting around visiting his neighbors was his golf cart. He also spoke about other neighbors who rely on golf carts to do other things. He stated he had not heard of anyone get hurt driving a golf car.

A resident of 507 First Avenue urged Council to think about the senior citizens in Destin when considering the golf cart policy.

Ms. Sam Tillman, 4652 Destiny Way, informed Council she was very much opposed to allowing golf carts on the street because of the safety issue involved. She stated with the growth of Destin, Scenic Hwy 98 was becoming a raceway; very congested with vehicles especially in the

summer time. She also expressed her concern about the liability issue for the city if they allow golf carts on streets.

Mr. Ed McCullough who was not a citizen of Destin but owned a golf cart dealership at Fort Walton Beach and Panama City Beach spoke next. He stated some of the safety concerns such as golf cart drivers giving the right of way to pedestrians or regulating the hours of operations of golf carts could be written into an ordinance the city would pass. He also suggested posting signs on neighborhoods where the golf carts are or are not allowed to be driven the same way they do in Panama City. He added that golf carts would add to the quality of life in Destin.

Mr. John Medina, 602 Magnolia Drive, stated that the City Council had been discussing expanding the number of bicycle paths in Destin. He stated this would result in an increase in the number of bicycle riders, along with the number of accidents on the street. He also stated he felt safer driving a golf cart more so than riding a bicycle. He added that golf carts would improve the quality of life in Destin if they have an ordinance that would regulate it.

Mr. David Shiara, 517 Vera Cruz, stated that the golf cart was the only way they could go back and forth to the beach, and that they have places on the beach where they could park golf carts.

Ms. Sandy Trammel, Chairperson of the Public Works/Safety Committee, then came forward to address the issue. She stated the committee worked very hard on the 64 page of documentation they provided Council. She encouraged Council to pass the proposed policy so they could get on with working with an ordinance. She stated Destin was not a self contained community. She also stated golf cart accidents are not reported because a golf cart is not a licensed vehicle. She stated golf carts are not legal on sidewalks and they are not legal on the streets as a golf cart, adding it would cost around \$500 to \$1500 to upgrade the golf cart to a street legal vehicle. She added that if golf carts were to be upgraded to a low speed vehicle and be allowed on the streets, the enforcement then becomes under the purview of the Sheriff's department as well as the city's Code Enforcement Department.

According to Councilmember Bagby, with regards to the liability issue, it was his understanding the city has no liability if it passes an ordinance similar to the one passed by the Panama City Beach. Ms. Trammell stated the city has no liability, but there would be a liability that could affect golf cart owners.

Councilmember Bagby stated he agreed to a comment made by a citizen that "one size does not fit all," and made the following recommendations:

- ❖ Adopt the committee's recommendation which was to upgrade the golf cart to low speed vehicle (LSV), but include a two year phase in period because \$2500 is a lot of money to ask a senior citizen on a fixed income.
- ❖ To allow the use of golf carts in Crystal Beach, Holiday Isle, and Indian Bayou.

Councilmember Bagby made a motion to direct staff to bring back an ordinance to the City Council authorizing the use of golf cart in Crystal Beach, Holiday Isle and Indian Bayou, with the exception of Scenic Hwy 98; and to put an age restriction on golf cart drivers and not

allow golf carts to be driven during the hours of darkness. Councilmember Corcoran provided a second to the motion.

Councilmember Seevers asked Councilmember Bagby if part of his motion was to adopt the recommendations of the Public Works/Safety Committee and to include a phase in period. Councilmember Bagby stated his motion was just to allow the use of golf carts in those three areas he mentioned earlier; however, they could have both proposals because low speed vehicles in the older part of Destin was probably the way to go if golf carts would be allowed on the streets. He added that in addition to adopting the committee's recommendation, he would propose allowing golf carts in Crystal Beach, Holiday Isle and Indian Bayou, except Scenic Hwy 98.

According to Councilmember Bagby, he agreed to the committee's policy recommendations #1 thru #9 in all of Destin, but he would like golf carts to be allowed on Holiday Isle, Crystal Beach and Indian Bayou, except on Scenic Hwy 98. He suggested phasing in policy recommendations #1 thru #9 over a two year period to benefit those people on fixed income.

Councilmember Williges stated that the committee put a lot of work in their recommendation. He then offered a **substitute motion to adopt and implement the Public Works/Safety Committee recommended proposed policies #1 thru #9 as proposed and to review the policies on a later date when the City has the ability to properly and safely manage this issue. Councilmember Seevers provided a second to the motion.**

Councilmember Windes asked if golf carts on Holiday Isle, Indian Bayou and Crystal Beach would be street legal in accordance with the law of the State of Florida at the end of the two year phase in period. According to Councilmember Bagby, he was proposing the committee's recommended motion with two added provisions: One that they put in a timeframe before they start putting people in jail; and two, allow the current normal use in Holiday Isle, Crystal Beach and Indian Bayou.

Councilmember Corcoran stated when he seconded Councilmember Bagby's motion he was under the interpretation that it was the recommended motion adding on the phasing in the different neighborhoods as well as the addition of the Panama City Ordinance which addressed the driver's license requirements and so forth.

At this point, Councilmember Williges announced he was withdrawing his substitute motion.

The City Manager stated he understood the phasing of the two years; he then asked if Councilmember Bagby's motion meant that golf carts on Holiday Isle, Indian Bayou and Crystal Beach would not be required to be retrofitted to low speed vehicles. Councilmember Bagby replied they would not be required to be retrofitted.

The Mayor then requested further clarification on the motion. He asked if the motion was designed to make all golf carts operating within the City of Destin street legal. Councilmember Bagby replied "no."

Councilmember Marler stated the intent of Councilmember Bagby's motion was to have all golf carts in Destin to be street legal, with the exception of those on Holiday Isle, Crystal Beach and Indian Bayou area; those would never have to be street legal.

Councilmember Williges then brought back the substitute motion he made earlier. Councilmember Windes provided a second to the substitute motion.

Councilmember Seevers stated she would not be able to tell one group of residents they could drive their golf cart and tell another group that they could not. She then stated she was in full support of the recommended motion but she believed it needed to be phased in to allow people the opportunity to get their vehicles set up to be street legal.

Councilmember Williges stated that his substitute motion was the recommend motion as stated earlier **(to adopt and implement the Public Works/Safety Committee recommended proposed policies #1 thru #9 as proposed and to review the policies on a later date when the City has the ability to properly and safely manage this issue) with a two year phase in period.** Councilmember Windes provided a second to the substitute motion. **Motion passed unanimously, 7-0.**

SCHEDULED PRESENTATION

11. Mattie Kelly Estate / Mr. Nathaniel Kelly

Mr. Nathaniel Kelly, descendant of Mattie Kelly, requested Council to rezone the land once owned by Mattie Kelly, and which was donated to Okaloosa-Walton Community College (OWCC). The college sold the land to developers, which some family members unsuccessfully challenged in court. Mr. Kelly informed Council that Mattie Kelly's intention was not to have her estate sold and later developed. He then asked to change the designation of the property to Institutional and rezone to Public Lands and Institutions to allow for the property to be used as a park, civic facility and laboratory; all of which was consistent with Mattie Kelly's intent.

Mr. Lamar Connerly, attorney for OWCC asked to address the Council to clear up some issues. He informed Council there were no less than 14 judges who have decided that the college owned the property, and that the contract to sell the property was proper and that the establishment of the Mattie Kelly Cultural and Environmental Institute of Arts at the college was in fact Mattie Kelly's wishes.

Councilmember Williges suggested having the city's legal staff research this issue and share their opinions on whether or not the city could be liable in a lawsuit if they go forward and support the rezoning of the land.

Councilmember Destin agreed to turn the issue over to the Land Use Attorney, and to have him provide Council a report at the next meeting.

Motion by Councilmember Destin to direct the Land Use Attorney to review the matter and provide the Council a report a the next Council Meeting on how best to proceed with this issue, seconded by Councilmember Williges passed 6-1, with Councilmember Corcoran dissenting.

PROJECT REPORTS AND COMMENTS FROM MAYOR AND COUNCIL

12. Councilmember Windes

Councilmember Windes stated that regardless of what happened at the last meeting when the subject regarding the dredging of the harbor's navigation channel came up, the bottom line was this project would be a good thing for the community and the harbor and the fishing community.

Councilmember Destin asked if the city still had a dredge permit pending before DEP or the Corps of Engineer. He stated it was voted upon at the last meeting to send the matter to the Harbor Board for review, which was the normal procedure for this type of project. The City Manager stated that the city, as the applicant, applied for the permit in July 2006, and that it was proceeding through. He also stated that pursuant to Council's direction, the matter has been referred to the Harbor Board. Councilmember Destin stated they should have suspended action on the dredging permit until such time Council make their decision on this issue. He also stated he thought the motion made at the last meeting would preclude going forward with the application without Council's decision.

According to the City Manager, the motion was to refer the action to the Harbor Board for consideration and presentation; and that has been accomplished. He reiterated that the commitment to dredge was not a commitment for support of the Marina; those were two separate actions. Councilmember Destin stated if the consensus of the Council was to proceed with the dredging application without a recommendation from the Harbor Board and decision by this Council, then he would make another motion.

Councilmember Destin made a motion to suspend action on the dredging permit until such time the Harbor Board makes their recommendations to Council and Council has a chance to review and make a decision on the matter. Councilmember Williges seconded the motion. Motion passes unanimously 7-0.

13. Councilmember Seevers **a) State Attorney review**

Councilmember Seevers stated that over the last month they have had issues that were quite troublesome for this Council that has truly divided this Council in some ways. She stated there have been some accusations of Sunshine Law and ordinance violations and so forth; and there were also some allegations that these issues were being swept "under the carpet." She stated that the only way they could professionally clear this matter up was to make the following motion.

Councilmember Seevers made a motion to request that the State Attorney's office review the tapes of the Destin City Council meetings of November 6th, November 20th, and December 4th to determine if any actions should be initiated by the State Attorney's Office. Councilmember Corcoran provided a second to the motion.

Councilmember Destin stated there have been no allegations of criminal wrong doing coming from him; no one received any money or favors, so it does not rise to that level. He stated

they have a City Manager who answers to this Council; it was simply a matter of whether or not his behavior was proper. He stated it was a decision this Council needs to make; not the State Attorney's office. He then asked how this motion would affect Councilmember Bagby's review of the ordinance and Councilmember Williges' review of the city charter if Council voted to send this matter to the State Attorney's office. Councilmember Seevers stated she had no problem allowing Councilmembers Bagby and Williges to make their presentations; however, it would be up to the Mayor to decide on that issue.

Councilmember Destin offered a substitute motion that they consider the motion to send this matter to the State Attorney's office to come after the presentations of Councilmembers Bagby and Williges. Councilmember Williges provided a second to the motion.

The Mayor then asked for advice from counsel. The City Attorney stated that this particular situation amounted to a motion to set aside the order of the day; and since there was a primary motion presently pending, he stated that an easier way would be to ask Councilmember Seevers if she would consent to that sequence. Councilmember Seevers stated that she would not give her consent.

At this time, Councilmember Destin informed the Mayor that he "would like to rise to the point of personal privilege." Councilmember Destin then proceeded to read a statement on page 236 of Roberts Rule of Order; *"A board member has the right to answer charges strictly against a member's character."* Councilmember Destin stated that if any of the councilmembers was being accused of violating the Sunshine Law, they should have the right to defend their character against those charges; much the same as the City Manager has the right to defend his actions. He added that those allegations have no merit; and that the examinations of the facts would show they have no merit.

Referring to page 13 of the verbatim transcript of the November 6th meeting, the Mayor informed Council that he made a point of order that section 3.08 of the charter would expressly prohibit the City Council from this type of discussion at the time; meaning until a particular period has come and gone as to a related pending employment matter. He stated the City Attorney advised that was a proper point of order and made the determination that the point of order was well taken. He stated the appeal period has come and gone and so this type of discussion would now be right for the floor. He then stated he was removing his point of order and asked the City Council for their vote to remove their point of order as well so that these issues can be heard.

Councilmember Destin made a motion to set aside the order of the day; and that the motion made by Councilmember Seevers, to send the matter to the State Attorney's office, be considered after Councilmembers Bagby and Williges make their presentation.. Councilmember Williges provided a second to the motion. Motion passed 4-3, with Corcoran, Seevers, and Windes dissenting.

Next, the Mayor announced that the order of the day would be set aside and called on Councilmember Marler to speak next. Councilmember Marler deferred to Councilmembers Bagby and Williges.

14. Councilmember Marler
 - a) Ordinance 378
 - b) City of Destin Charter
 - c) Ordinance 109, Personnel Rules and Regulations

15. Councilmember Bagby

Councilmember Bagby made a motion to appoint Mr. Scott McNey to the Environmental/Tree Committee. Councilmember Destin provided a second to the motion, which passed 7-0.

Next, Councilmember Bagby discussed item #15c.

a) Review of city governance

Councilmember Bagby offered an apology to the other councilmembers and to the citizens of Destin for his actions at the last meeting. He stated his frustration got the best of him. He also stated that upon reviewing the tape of that meeting, it became obvious to him that his frustration became very evident; and that he let his frustration affect his action.

Councilmember Bagby then expressed his disappointment over two of the decisions made by the City Manager; one issue pertaining to the cemetery ordinance and the other for failing to follow the process on the harbor dredging project. He stated the whole issue regarding the cemetery was not about the sale of the cemetery plots; it was about his failure to follow the established procedures. He stated Council has an important function and role as designated by the city charter, and the City Manager has an important role and function as well. According to Councilmember Bagby, the City Council has three primary responsibilities – they set the policy, they provide the oversight, and they address the concerns of the citizens. He also stated the City Manager has to execute the policies set by Council by enforcing the ordinances that they pass. He further stated some of the important duties of the City Manager were to oversee, train and develop his staff; and build a team in that staff. According to Councilmember Bagby, he believed the City Manager violated the cemetery ordinance. He stated he has not met a single person who believed that the current ordinance would allow a single person to purchase “159 plots.” He stated if the City Manager disagreed with what the City Clerk was telling him with regards to the language of the ordinance there were several other things he could have done. He continued the City Manager could have reviewed the sections that pertained to this issue or he could have consulted with the City Attorney for legal interpretations. He also stated there was a provision in the ordinance whereby “exceptions to these limitations shall be applied for in writing through the City Clerk for presentation to and determination by the City Council;” so the City Manager could have brought this issue before the City Council. Councilmember Bagby stated he wanted to set the record straight by saying he did not believe the City Manager did anything for personal gain or for familial gain; and that he did not believe the City Manager had committed an offense that would constitute his firing. He added that he wanted to make a motion to reprimand the City Manager but there might not be enough votes for the motion to pass.

After further discussion, Councilmember Bagby made a motion to reprimand the City Manager for his actions with respect to the sale of the cemetery plots and for his action with

respect to the dredging of the harbor navigation channel. Councilmember Destin provided a second to the motion.

There was some discussion on the proper reprimand for the City Manager. Councilmember Destin stated he would support a reprimand and a pay freeze if that would be the decision of Council. Councilmember Marler suggested that they wait until after the Mayor's presentation before voting on this motion. Councilmember Bagby agreed with Councilmember Marler and **withdrew his motion**.

According to Councilmember Seevers the cemetery ordinance has "too many holes." She stated she read Councilmember Bagby's written presentation and disagreed with some of his statements. She stated according to Councilmember Bagby, "there was no evidence that plots have ever been sold to anyone other than a family member." She stated that this year, some co-workers of a family member got together and contributed money towards the purchase of two plots; one to bury the husband who died and the other for the wife so she could be buried next to her husband. She also stated that she might have violated the ordinance herself, with the help of the former City Clerk. She stated that when her friend died she needed some help because she had never been through that and the former City Clerk was kind enough to help her. She further stated that the ordinance was the problem all the way around; and that the City Manager should not be accused of anything by this Council. She added this was exactly the reason why she wanted these issues to be reviewed by a third party; to let them make the determination on whether or not anything has been violated.

The Mayor informed Council that after the appeal process has come and gone he conducted his own investigation of this issue; and that he started by reviewing the documentation the former City Clerk had previously provided to the City Council. He stated one of the documents was an e-mail from the former City Clerk to her husband; she wrote, "*He wanted to know if he bought all the plots up to the point he wanted, could he bury his friend and then return the other grave sites. (Technically yes) I told him ...*" According to the Mayor, after he sat down with the Acting and Deputy City Clerks and had a conversation with them afterwards, a reasonably objective person could come to a conclusion that not only did the City Clerk had already decided Mr. Olson could buy up to 200 plots or more and then return them to the City, but she also directed her deputy clerk to call Mr. Olson and tell him that was what he needed to do to obtain the plot that he wanted.

Councilmember Bagby stated what he understood about this particular issue was if Mr. Olson had enough purchasers, then he would have been able to purchase all those lots because one person cannot purchase "159 lots." When asked to clarify this issue, the Acting City Clerk stated that he was instructed by the former City Clerk to inform Mr. Olson that in order to obtain the plot that he wanted, he would need to purchase the lots from the third row on, totaling approximately 200 plots. However, in order for Mr. Olson to buy all those lots, he would have to provide 30 or so names of different families so no individual family could own more than 6 plots. According to the City Manager, what he was hearing now was exactly what he heard back then. He stated what Mr. Olson has testified on November 6th was he was prepared to provide whatever names of friends and families necessary to obtain the desire plot. The City Manager added that his decision was to spare staff the work associated with preparing those 200 certificates and subsequently having them rescinded and subsequently refunded.

According to Councilmember Windes, an accused party is innocent until proven guilty; and that the City Manager has not been proven guilty. He stated a reprimand and a pay freeze is a punishment that he was not ready to give the City Manager.

- b) City administration and enforcement of Ordinance 378
- c) Mary Ann Pate – Teacher of the Year Award

Councilmember Bagby explained the purpose of this award. He informed Council that it establishes a \$10,000 endowment (\$1000 a year for a period of 10 years) to be awarded to the Destin Elementary School Teacher of the Year as selected by the Okaloosa County School District. The City of Destin would then present that award to the winner prior to Mother's Day every year so that they could give a copy of that certificate to the donor, Mr. W. A. Pate. He added that the criteria for selection were already set up in Okaloosa County School District.

Councilmember Bagby made a motion to approve the award and ask the Mayor to make the presentation to the award recipient prior to Mother's Day of 2007. Councilmember Destin provided a second to the motion. Motion passed unanimously, 7-0.

The City Council thanked Mr. W.A. Pate for his generous donation.

Next, Councilmember Bagby announced that he was approached by The Children's Volunteer Health Network and asked if someone from the City would be willing to draw the winning raffle ticket at Destin Commons on December 16th at 11:00 AM. He stated this organization provide health care services to underprivileged children at both Okaloosa and Walton Counties; and that they have a house at Destin Commons called 'A Moment in Time' they were going to raffle off on December 16th. Both the Mayor and Mayor pro-temp would check their schedule and report back to Councilmember Bagby.

Councilmember Bagby then went on to discuss item #15a following this item.

16. Councilmember Destin

Councilmember Destin made a motion to appoint Mr. Robert Fairweather to the Airport Committee, seconded by Councilmember Williges. Motion passed 7-0.

17. Councilmember Corcoran

18. Councilmember Williges

- a) City of Destin Charter (Florida Statute)

Councilmember Williges directly questioned the City Manager regarding the termination of the City Clerk. According to the City Manager, the former City Clerk requested paid leave, flex time to take her mother to see her aunt and that leave was granted. He stated he subsequently found out that the purpose of the trip had changed dramatically, and that she was actually interviewing that Saturday morning for a job. According to the City Manager, that action was conduct unbecoming and providing false testimony. He added that it was an issue of trust, and that the former City Clerk misled him when she took paid time to travel to a job interview.

Councilmember Williges stated the four hours of flex time the City Manager gave the former City Clerk was on a Friday; and that she went to Melbourne Beach for a job interview Saturday morning. He then asked if the City Manager required all employees to report their activities on their days off. According to the City Manager, he had no problem with what the former City Clerk did on her personal time, as long as the city was not paying her to travel to a job interview.

Councilmember Williges asked the City Manager if he knew that five days after the former City Clerk interviewed for the job that she withdrew her applications. At this time, Councilmember Windes asked for a point of order. The Mayor reiterated that the terminated employee's appeal process had come and gone, and that these are appropriate matters for the City Council to discuss. He then asked for counsel's opinion on the matter.

The City Attorney stated that the line of questioning seemed like an awfully directly prepared claimant's examinations of the manager. He stated it could open the city to legal action and urged the Council as a body to control themselves and not to create causes of action contrary to the best interest of the city. He also stated that Council knew there were documents prepared by this potential claimant circulated to selected members of the Council, as well as a continuing dialogue with selected members of the Council. He added this was a concern for him trying to keep Council out of liability scenarios.

Councilmember Williges then read the following statement from the City of Destin Rules and Regulations:

"When circumstances permit, the City Manager and department heads are expected to pursue a philosophy of progressive discipline by administering gradually increasing disciplinary actions for each successive instance of employee misconduct. Each level of progressive discipline would be fully documented for inclusion in the employees' personnel folder."

According to Councilmember Williges there are 4 steps of discipline - oral reprimand, written reprimand, suspension without pay and dismissal. He stated that it appears they were all ignored except for the discipline of termination.

Councilmember Williges then asked the City Manager how he found out the former City Clerk interviewed for a job that Saturday. The City Manager replied they received the information through a League of Cities contact that the City Clerk was interviewing for a job.

Councilmember Williges then asked if any member of Council informed him of the former City Clerk's job interview. The City Manager replied an individual from the League of Cities contacted Councilmember Seevers and that Ms. Seevers then asked him if she knew that the former City Clerk was interviewing for a job.

Councilmember Williges asked the City Manager to comment on the private investigator the city hired to investigate the former City Clerk. According to the City Manager, after they determined that the former City Clerk had interviewed for the job, they asked a local attorney to

investigate the issue and determine exactly what had occurred. He added that because of the sensitivity of this issue, he did not want the Human Resources Department to get involved in it.

Councilmember Williges stated that the former City Clerk deserved complete vindication. He also stated she deserved some adequate financial compensation; perhaps severance pay equal to that of the City Manager should this Council fired him, which is six months pay with no strings attached to it.

Councilmember Williges made a motion to completely vindicate the former City Clerk and grant her six months pay. Councilmember Destin provided a second to the motion.

According to Councilmember Seevers, when the issue relative to the cemetery ordinance first appeared on the agenda for November 6th, she called the City Clerk's office to find out if there was any documentation on this issue. She stated she was told no documentation was provided. She stated during the meeting of November 6th, Council was provided all kinds of documentation by Councilmember Williges. She also stated she went back to the Clerk's office the morning of November 7th to ask if any of those documents that were provided the night before became a matter of public records or was in the public record. She stated the response from the Clerk's office was none of the information was in the Clerk's office. She then stated that the former City Clerk must have taken the information home. According to Councilmember Seevers, removal of public records from City Hall was a violation.

Councilmember Williges stated he initially brought to the City Attorney's office all the information he provided during the November 6th meeting. He stated he was on the agenda to speak with regards to that issue prior to the November 6th meeting; however, the City Attorney advised against it because he was worried about a possible lawsuit. He also stated if those documents were supposed to be turned in to the Clerk's office for public record, the City Attorney never advised him to do so. According to the City Attorney, he had no reason to assume that the records Councilmember Williges brought to his office were not public record; and likewise, the councilmembers had no reason to assume that the documents provided to them by Councilmember Williges were not public records.

After some discussion relative to the city charter, Councilmember Williges suggested getting a referendum changing the charter to make the City Clerk under the City Council, not the City Manager.

The Mayor asked for counsel's opinion with regards to the motion on the floor to vindicate the former City Clerk by granting her six months pay. The City Attorney stated that Council may not have authority and was probably violating their insurance terms to even consider the proposed measure. He stated that the Council was not in a path of sound claims management.

According to Councilmember Destin, it appeared they were trapped between two responsibilities; one was responsible claims management the city attorney had pointed out, and the other one was the oversight function Councilmember Bagby spoke of earlier. He stated he did not want to vote to try to erase a wrongful action and then be sued afterwards. He added if Councilmember Williges could modify his motion to make it contingent upon being a settlement of this issue or a settlement to not sue the city, then he would continue to support it.

Councilmember Bagby asked if there was a way to protect the city by wording it in such a way that acceptance of this "gift" waives any or all future claims against the city.

According to the City Attorney, Council might be violating their insurance contract to take such an action. It was a surprise motion; one that does not allow them time to adequately prepare to protect the Council. He reiterated that Council had been warned not to discuss this issue. What they have now was a threat of substantial claim.

Councilmember Destin withdrew his second to the motion. He stated he was not happy with their oversight function so far. And that he intended to consult with the labor attorney so see how they could get back into their oversight function.

The Mayor called for a second to Councilmember Williges' motion. Seeing no second, motion died for lack of second.

19. Mayor Barker

The Mayor stated that this City Council must come together and decide which course of action to take relative to the City Manager and move on.

- a) **Consideration of a Vote of Confidence for the City Manager**
- b) **Consideration of a Vote to Reprimand the City Manager**

Councilmember Destin made a motion to reprimand the City Manager by freezing his pay for the year, seconded by Councilmember Bagby. Motion failed 3-4, with Councilmembers Seevers, Marler, Windes and Corcoran voting no.

The Mayor then informed Councilmember Seevers that they are back to her agenda.

Councilmember Seevers made a motion to request that the State Attorney's office review the tapes of the Destin City Council meetings of November 6th, November 20th, and December 4th to determine if any action should be initiated by the State Attorney's Office, seconded by Councilmember Corcoran.

Councilmember Destin stated that since the motion to reprimand the City Manager and the motion to vindicate the former City Clerk both failed; to go forward and request an investigation from the State Attorney's office would be redundant. He stated the Council had already determined there was no wrong doing on the part of the City Manager.

Motion passed 6-1, with Councilmember Destin dissenting.

- c) **Consideration of a Vote to Terminate the City Manager**
- d) **Consideration of U.S. Department of the Interior Minerals Management Service request for written comment pertaining to the proposed oil and gas lease sales in the western planning area and central planning area.**

The Mayor informed Council he received a second request from the U.S. Department of the Interior Minerals Management Service asking for written comments pertaining to the proposed oil

and gas lease sales in the western planning area and central planning area. He stated that once or twice before, this Council supported a resolution opposing the sale of this oil and gas leases in the western and central planning areas; in addition they stayed in constant contact with their elected officials at the national level helping them to set strategy to fight that particular sale of oil and gas leases. He also stated that this issue continued to be brought before the City of Destin and all other interested parties. The Mayor asked if Council wanted to take a position once again in written format as a response to the U.S. Department of the Interior.

Several councilmember asked for supporting documents with regards to this issue. The Mayor informed Council there were no supporting documents. The Council agreed to table this issue until they get more information.

The City Council directed staff to research this issue, gather more information and bring the matter back to Council.

STAFF REPORTS AND RECOMMENDATIONS

20. City Attorney comments

- a) First reading of Ordinance 06-23-CN, Redesignating the Occupational License Tax as the Local Business Tax.**

The City Attorney read Ordinance 06-23-CN by title.

The City Attorney informed Council that on June 9, 2006, the Governor approved a bill amending the Florida Statutes changing the term "local occupational license tax" to "local business tax" to take effect January 1, 2007, and Council's approval of this ordinance is requested to be consistent with the requirements of the state statute.

Motion by Councilmember Seevers to approve proposed Ordinance 06-23-CN on first reading and for staff to schedule it for second reading, seconded by Councilmember Marler, passed 7-0.

- b) Authority of Council for Councilmember Sarah Seevers to participate in City Council meeting, or portion thereof, by telephone on December 18, 2006 due to extraordinary circumstances.**

The City Attorney informed Council that on their meeting on December 18th they would be considering the issue relating to the acquisition of parcel on the harbor that they have under contract. He stated that issue would require an extraordinary vote or two-third of the Council or 5 of the 7 votes. He stated they have two councilmembers that would have to abstain from voting; and Councilmember Seevers would not be able to attend the meeting due to a previously planned family engagement. He stated she could only be available by satellite telephone. He stated this is a request for Council to determine that for the meeting of December 18th Councilmember Seevers be permitted to participate by telephone in that meeting.

Councilmember Williges made a motion to allow Councilmember Seevers to participate in City Council meeting, or portion thereof, by telephone on December 18, 2006 due to extraordinary circumstances. Councilmember Corcoran provided a second to the motion. Motion passed 5-0. Councilmembers Destin and Windes abstained from voting.

21. Heritage run automatic floodgate - Design.

The City Manager explained this project represents a mitigation effort as a result of Hurricane Ivan in 2004 to automatically control the floodgate into the Choctawhatchee Bay. It is an important component of keeping the Heritage Run subdivision from flooding during heavy rain and storm events. He stated they have negotiated a detailed scope of services and estimated fees with Tetra Tech, Inc., one of the city's consulting engineering firms under a continuing service contract.

Councilmember Williges made a motion to authorize the City Manager to execute a purchase order to Tetra Tech, Inc, in the amount of \$35,000.00 for the necessary engineering services. Councilmember Seevers provided a second to the motion. Motion passed 7-0.

22. Approval for Joint Sand Source Investigation - Destin, Okaloosa Co., Eglin AFB

According to the City Manager as a direct result of the Interlocal Agreement for Beach and Dune Restoration and Management, between Okaloosa County and the City of Destin, the Tourist Development Council (TDC) has negotiated a combined scope of work for geotechnical services (sand search) to include Okaloosa County, the City of Destin and Eglin Air Force Base. He stated this scope of work is designed to locate a minimum of 5-10 million cubic yards of white, beach quality sand. He stated under future contracts, this sand would be used to construct beach restoration projects on Okaloosa Island, the western portion of the City of Destin beaches and Eglin property.

Councilmember Seevers made a motion to approve the scope of services with Taylor Engineering, Inc., for geotechnical services and authorizes the use of budgeted funds from CIP #EM417 to provide the required ten percent in matching funds, not to exceed \$39,111.25. Councilmember Bagby provided a second to the motion. Motion passed 7-0.

23. City Manager comments
a) Recreation Manager Confirmation

Motion by Councilmember Williges to confirm the selection of Mr. Lance Johnson as the city's new Recreation Manager, seconded by Councilmember Seevers, passed 7-0.

The City Manager informed Council of the Christmas Parade on Saturday, December 9th. He also reported that the city received the 1st place and Judges Awards for its website; as well as 3rd place award for the Destin Focus Newsletter from the Florida Government Communications Association.

Councilmember Seevers then recognized Webb Warren and Deborah Thatcher, who were present at this meeting, as the two individuals primarily responsible for the city receiving the awards mentioned by the City Manager.

Next, Councilmember Williges stated that during an earlier conversation he expressed his desire to get a referendum vote to amend the city charter putting the position of City Clerk directly under Council instead of the City Manager. He stated he would like to make that motion at this time.

According to the City Attorney, the proper procedure would be to direct staff to write an ordinance and bring it back to Council; which each councilmember has individual authority to do so. Councilmember Williges stated he would like to exercise his authority and direct staff to write an ordinance to that effect.

COMMENTS FROM THE AUDIENCE

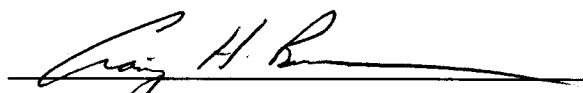
Mr. John Medina thanked the City Council for their efforts in trying to resolve the difficult issues brought forth before them. He stated he was confident there would not be any criminal charges as a result of the review of these cases; but perhaps some reprimand. He stated the next generation of City Council should learn from this episode, take a different approach so they do not make the same mistake this Council made in the handling of these difficult issues.

ADJOURN

Having no further business at this time, the meeting was adjourned at 11:50 PM.

ADOPTED THIS 18th DAY OF DECEMBER 2006.

By:


Craig H. Barker, Mayor

ATTEST:


Rey Bailey, Acting City Clerk

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>WINNERS CHARLES K. JR.</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>CITY COUNCIL</i>	
MAILING ADDRESS <i>P.O. BOX 631 OAK.</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
CITY <i>DESTIN</i>	COUNTY	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED <i>DEC 4 / 06</i>		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Charles H. White, TR, hereby disclose that on DEC 4, 20 06.

(a) A measure came or will come before my agency which (check one)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

AS ADJOINING PROPERTY OWNER.

Date Filed

DEC 4 / 2006

Signature

Charles H. White, TR

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME DESTIN DREW E		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE DESTIN CITY COUNCIL	
MAILING ADDRESS 777 SPRING LAKE		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY DESTIN	COUNTY FIA	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 12/4/06		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dewey E Destin Jr, hereby disclose that on 12/4, 2006:

(a) A measure came or will come before my agency which (check one)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

PROPERTY OWNER NEAR PROPOSED CITY PURCHASE

Dewey E Destin Jr 12/4/06
Date Filed

Dewey Destin Jr
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**MINUTES
REGULAR MEETING
DESTIN CITY COUNCIL
JANUARY 2, 2007
ANNEX COUNCIL CHAMBERS
6:00 PM**

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

Destin City Council

Mayor Craig Barker
Councilmember Larry Williges
Councilmember Jim Bagby
Councilmember Sam Seevers

Councilmember Kelly Windes
Councilmember Cyron Marler
Councilmember Ted Corcoran
Councilmember Dewey Destin

Destin City Staff

City Manager Greg Kisela
City Attorney Jerry Miller
Public Information Manager Deborah Thatcher
Public Works Director Lee Brown
Grants/Projects Manager Lindey Chabot

Acting City Clerk Rey Bailey
City Engineer Chuck Meister
Deputy City Manager John Paton
CRA Manager Hank Woollard
Finance Director Bragg Farmer

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

The Mayor called the meeting to order at 6:00 PM. Councilmember Marler gave the invocation, which was followed by the Pledge of Allegiance.

CONSENT AGENDA

1. **Approval of the Minutes of the December 18, 2006 Regular Council Meeting.**
2. **Approval for the Payne Chiropractic 5K run**
3. **Request approval to construct a 180' x 4' dock with two (2) 30' x 4' finger piers and four (4) boat slips / John Tringas**
4. **Request approval to construct a 180' x 4' dock with two (2) 30' x 4' finger piers and four (4) boat slips / Harris Investment, LLC**

The City Attorney requested that item #2 of the Consent Agenda be pulled for further discussion.

Motion by Councilmember Marler to approve items #1, #3, and #4 of the Consent Agenda printed above, seconded by Councilmember Seevers, passed unanimously, 7-0.

The City Attorney informed the City Council of an outstanding issue with agenda item #2 relative to the Certificate of Insurance. He stated he expect the issue to be resolved by the end of the week. He asked for Council's motion to approve item #2 contingent upon the City Attorney's final approval of the Certificate of Insurance.

Motion by Councilmember Marler to approve Consent Agenda item #2 contingent upon the City Attorney's final approval of the Certificate of Insurance, seconded by Councilmember Seevers, passed unanimously, 7-0.

RESOLUTIONS

5. Resolution 07-01, Amended Schedule of Fees.

The City Attorney read Resolution 07-01, Amended Schedule of Fees, by title.

The City Manager explained that Resolution 07-01 amends the Schedule of Fees for FY2007 to incorporate the revisions and correct minor errors in the schedule adopted in November 2006.

Motion by Councilmember Seevers to adopt Resolution 07-01, Amended Schedule of Fees, seconded by Councilmember Marler, passed unanimously, 7-0.

PROJECT REPORTS AND COMMENTS FROM MAYOR AND COUNCIL

- 6. Councilmember Williges**
- 7. Councilmember Corcoran**
- 8. Councilmember Destin**
- 9. Councilmember Bagby**
- 10. Councilmember Marler**
- 11. Councilmember Seevers**

Councilmember Seevers wished everybody a Happy New Year.

12. Councilmember Windes

Councilmember Windes requested an update on issues relative to the location of the parking garages in the harbor front CRA, as well as the design on the boardwalk.

The CRA Manager informed Council they released a letter of interest around the summer time asking property owners on the Harbor CRA if they would be interested in entering into a partnership with the City. He stated that the city received five proposals, and they are working with Tetra Tech/EDSA to evaluate those sites. He also mentioned that Tetra Tech/EDSA has been commissioned to work all of the design related issues on the harbor. The CRA Manager added that two of the five proposals for the parking garages might have some potential.

13. Mayor Barker

Mayor Barker congratulated the city staff on another excellent fireworks display.

STAFF REPORTS AND RECOMMENDATIONS

14. City Attorney Comments

15. Community budget issue request – emergency operations center

The City Manager presented the item to the City Council. He informed Council that the city have had conversations with Mr. Jay Odom regarding his plan to secure funds through the state legislature to construct an Emergency Operations Center at his new development at the Destin Airport. He spoke of Mr. Odom's intention to retrofit his fixed-base operator building to hurricane Category 5 standard and allow the city to use it as an emergency operations center during hurricane and other disaster events. He stated that Mr. Odom believes the project could be partially funded through a Community Budget Issue Request to the Florida State Legislature. According to the City Manager, if a hurricane warning was issued, the planes in the 15,000 square foot hanger would be moved and most likely vacate the area. He stated the hanger and a two story 12,000 square foot administrative offices would be taken over by the city to use as their Emergency Operations Center. The City Manager also informed Council of Mr. Odom's request that the city serve as the applicant for the grant. He stated there would be no additional expense to the city outside of administrative time and possibly City Attorney's time in actually applying. He asked that Council approve the City serving as the applicant and submitting a Community Budget Issue Request for Emergency Operations Center to the Florida State Legislature. He also asked that Council approve Resolution 07-02 (resolution of support).

According to Councilmember Seevers, this would be a win-win situation for everyone. She stated it would allow the first responders and their personnel and equipment to stay in the city, rather than evacuate, and be ready to provide immediate assistance to citizens who chose to remain in place during a hurricane.

Councilmember Williges commended Mr. Odom for his willingness to go through the expense of moving and redeploying planes in the hanger to make it available to the city and the first responders.

Councilmember Seevers made a motion to approve the City serving as the applicant and submitting a Community Budget Issue Request to the Florida State Legislature for the funds to retrofit the Fixed Base Operator Building at Destin Airport into a self-sustaining Emergency Operations Center for use by the City of Destin and other governmental agencies during major disasters. Councilmember Destin provided a second to the motion. Motion passed unanimously, 7-0.

The City Attorney then read Resolution 07-02 by title.

Councilmember Seever's motion to approve Resolution 07-02, seconded by Councilmember Destin, passed unanimously, 7-0.

16. Speed hump policy – revisions and resolution.

According to the City Manager this item was a revision of the speed hump policy previously approved by Council. He also informed Council that the document has not been reviewed by the Public Works/Safety Committee, and that they have had several request to take these suggested changes to the committee on January 9th and then bring it back to Council on January 16th.

Councilmember Bagby made a motion to send the item to the Public Works/Safety Committee on January 9th for their review and recommendation, and then bring the item back to Council on January 16th. Councilmember Williges provided a second to the motion. Motion passed unanimously, 7-0.

17. Golf cart policy clarification

The City Manager asked for clarifications of Council's direction to staff pertaining to the golf cart policy issue. He asked if the intent of Council was for staff to work through the two year implementation period to implement the revisions and suggestions, but not to allow people to operate golf carts in city streets and sidewalks. He informed Council that some of the people who attended a previous Council Meeting when this issue was discussed believed that Council's direction puts them in a two year hiatus; allowing them to operate golf carts on city sidewalks and city streets; a violation of State Statutes. He added that the City Council cannot ask the Sheriff's office not to enforce the State Statutes.

Councilmember Seevers made a motion to direct the City Manager to implement the City's approved golf cart policies that it complies with existing State laws. Councilmember Corcoran provided a second to the motion.

According to Councilmember Bagby, it would not be necessary to make a motion because there is already an existing law governing the use of golf carts, which are currently being enforced by the Sheriff's Office; adding it would only confuse the issue. He stated that the action that was taken in a prior meeting included a two year implementation period that would involve developing and passing an ordinance, purchasing and installing the signs, and giving the citizens notice that they have two years to get their golf carts converted to low speed vehicle so they could operate them on city streets where they are allowed.

Councilmember Seevers agreed with Councilmember Bagby and withdrew her motion.

Councilmember Williges then informed Council that a member of the public reported that a special provision had been given to United Parcel Service (UPS) to run golf carts on city streets to deliver packages during the holidays. He stated the City Council was not in a position to exclude anybody.

Captain Gaddis then came forward and explained that the request from UPS came to Sheriff Morris back in August prior to any discussion of this issue by the City Council. He stated that in the spirit of Christmas, and rather than tying up several UPS trucks, Sheriff Morris granted UPS workers permission to utilize the golf carts with a buggy attached to it to haul the packages to residential areas.

18. City Manager comments

a) Commons Drive extension - right of way acquisition.

The City Manager informed the City Council that they previously presented an agreement between the City of Destin and the owners of the Indian Bayou Country Club to acquire property necessary to complete the extension of Commons Drive between Airport Road and Two Trees

Road. He stated the agreement would convey real property adequate to construct the right-of-way (ROW) necessary to complete the east/west leg of Commons Drive and ROW necessary to reconnect Indian Bayou Drive to the newly constructed Commons Drive. He stated a condition was that the City vacates ROW where the current Indian Bayou Drive connects to Airport Road; and as part of the transaction the Country Club insisted that Two Trees Road be disconnected from Indian Bayou Drive. According to the City Manager, Council rejected the proposed contract and directed staff to proceed with the acquisition of the ROW necessary to complete the extension. The City Manager informed Council they contacted the owners of the Country Club and they agreed to explore a property purchase. He stated they obtained an appraisal needed for the ROW necessary to build the new Commons Drive; the appraisal valued the property at approximately \$1 million. He further stated, the Country Club owners were agreeable to selling the property but asked that the City Council reconsider the prior contract. He added that the difference between the two options was about \$600,000; the property purchase would be \$1 million and the property exchange would cost \$400,000 because they have to build the leg of the Indian Bayou and the round-a-bout. The City Manager asked Council for policy direction on whether to stay the course and purchase the necessary ROW or to reconsider the prior contract.

According to Councilmember Destin, they had a very extensive public hearing on this issue last time; and that he had not seen anything to change his mind that they made the correct decision then. He added that if Council was to make a motion to reconsider their prior decision, it would only be fair to invite back those people who participated during the public hearing on this issue.

Councilmember Williges questioned the following statement on the staff report; *"Indian Bayou Drive from Two Trees Road to Airport Road would remain open for pedestrian and bicycle purposes but restricted from vehicle usage as a result of safety concerns with the new intersection of Commons Drive and Airport Road."* He stated that issue never came up before and asked if there had been any qualified safety study that addressed the safety concern. The City Engineer explained that the design of Commons mandates that Commons intersect Airport Road at the exact same location as the Indian Bayou Trail; otherwise they have to buy additional ROW and end up with two intersections that are adjacent to each other, which would be unsafe. He also informed Council that what they had always planned to do was to reroute Indian Bayou Trail to the south, so it goes in to Commons, then Commons continues onto Airport Road. According to Councilmember Williges, they would need a real safety study done by qualified traffic engineers to validate the safety concerns mentioned in the report. The City Engineer informed Council that the drawing that was provided was not an extremely accurate drawing; and that it did not show the correct alignment for the existing portion of the Indian Bayou Trail.

The Mayor then offered his observation on this issue. He stated they have had extensive public hearings on this issue; and staff probably spent years designing it. He added that he had seen the difference in the cost and agreed with Councilmember Destin that they made the right decision back then and they should move forward. The Mayor then asked if there was a motion to reconsider the prior action of the City Council. Seeing none the Mayor directed staff to press forward.

Following discussion of the above item, the City Manager made the following announcements:

- They anticipate Great Lakes being able to reach Destin within two or three weeks to replace some sand on Destin beaches before they break and head south.
- Staff would provide Council a proposal to purchase a parcel directly adjacent to the Destin Library within 30-60 days.
- Kell-Aire and Airport Road would be closed until approximately January 8th.
- City Hall would be closed on Monday, January 15th in honor of Martin Luther King; and that the Regular Council meeting would be held on Tuesday, January 16th.
- A CRA Board meeting had been scheduled for Tuesday, January 16th at 5:30 PM.
- The Chamber of Commerce Dinner scheduled on January 12th.
- The Okaloosa County League of Cities dinner, being hosted by the City of Destin, scheduled on January 18th.
- The Mayor's State of the City address scheduled for February 27th, 6:00 PM, in the City Hall Annex.
- Dale Carnegie Course training starting the week of January 16th (13 week session). Council members wishing to participate to contact the city.

COMMENTS FROM THE AUDIENCE

Ms. Betty Kenyon inquired as to why agenda item #15 was not advertised to allow other residents adjacent to the airport to attend this meeting and speak on the issue. Staff informed Ms. Kenyon that the agenda for this meeting was advertised.

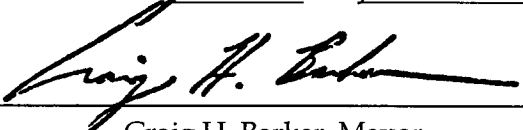
Ms. Kenyon expressed her disagreement with the decision made by the Sheriff's office to allow UPS to drive golf carts to deliver packages to residential neighborhoods during the holiday season.

ADJOURN

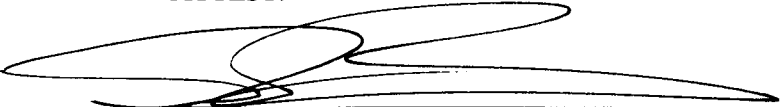
Having no further business at this time, the meeting was adjourned at 9:10 PM.

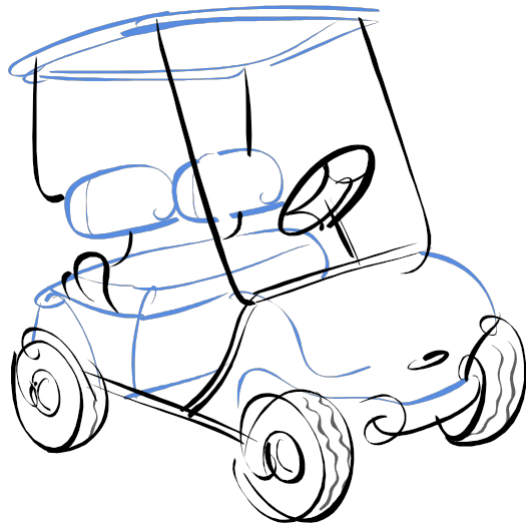
ADOPTED THIS 16TH DAY OF JANUARY 2007.

By:


Craig H. Barker, Mayor

ATTEST:


Rey Bailey, Acting City Clerk



Golf Cart Policy Clarification

PLEASE NOTE:

It is still illegal to drive golf carts on Destin streets and sidewalks.

Updated:
January 2, 2007

The Destin Golf Cart Policy was adopted by City Council contains nine policies. A complete copy can be made available upon request. The following information is provided as a public service.

I. Policies 1 – 2 are directly from Florida Statutes. The City will not set policy that conflicts with State Law.

- **Policy 1** Golf carts shall not be operated on any pedestrian facility.
Reference F.S. 316.1995 "Driving upon sidewalk or Bicycle path"
- **Policy 2** Golf carts shall not be operated on any public road.
Reference F.S. 316.212 "Operation of golf carts on certain roadways"

II. Policies 3 – 5 are statements only. They provide points of clarification and require no specific action. The two-year phase in period will have no impact on these policies.

- **Policy 3** A standard golf cart **IS NOT** a Low Speed Vehicle (LSV)
- **Policy 4** City Council shall designate certain roadways as Low Speed Vehicle Accessible (all roads in the city limits except U.S. Hwy 98/S.R. 30, Airport Road, Main Street – south of Airport Road, Mountain Drive, Palmetto Drive,

Golf Cart Policy Clarification
January 2, 2007

Marler Drive, Melvin Drive, Azalea Drive, Beach Drive – south of Mountain Drive, Benning Drive – south of Azalea Drive, Stahlman Avenue – south of Azalea Drive, Gulf Shore Drive – north of Shoreline Towers entry, Indian Bayou Trail – south of Commons Drive)

- **Policy 5** A properly modified golf cart that complies with the conditions set forth in F.S. 316.2122 “Operation of a Low Speed Vehicle on certain roadways” becomes an LSV. These may be driven on streets designated as Low Speed Vehicle Accessible.

III. Policies 6 – 9 are policies which will require funding and time to coordinate with the State, adjacent counties, and provide training to implement. The 2 year phase in period will be necessary for the proper implementation of these policies and will not conflict with any existing State laws.

- **Policy 6** Provide for public education & information campaign to promote public awareness for the City's current policy. Erect signage around the City stating that motorized vehicles on pedestrian ways are prohibited under F.S. 316.1995. Erect signage around the City showing the designated LSV friendly roads.
- **Policy 7** Provide for regulatory enforcement by the City's Code Enforcement Department as well as all federal, state & local law enforcement officials.
- **Policy 8** Provide for an inter-local agreement with Okaloosa & Walton Counties to evaluate and designate LSV friendly roadways contiguous with the city boundaries.
- **Policy 9** Recommend that City Council direct City staff to coordinate with the Division of Motor Vehicles (DMV) to provide a location in the city for the purposes of registration, inspection and licensing the LSV's.

IV. Registration:

Division of Motor Vehicles (DMV)

<u>LSV Conversions only</u>	Pensacola DMV 185c West Airport Blvd Pensacola FL 32503	(850) 475-5415
	Panama City DMV 6030 County Road 2321 Panama City FL 32404	(850) 872-4158
<u>Manufactured LSV's</u>	Registration shall be at your local County Tax Collector Office	

**MINUTES OF THE
PUBLIC WORKS/SAFETY COMMITTEE MEETING
TUESDAY, SEPTEMBER 10, 2019 - 5:30 PM
DESTIN CITY HALL BOARDROOM**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

Chairman Ramswell called the Public Works/Safety Committee to order on Tuesday, September 10, 2019 at 5:35 p.m.; which was followed by Pledge of Allegiance.

2. ROLL CALL:

Members Present

Anthony Ramswell
Kevin Schmidt
Tom Weidenhamer
Sam Perman
Jim Wood, Jr.
Mike Parker

Staff

Kim Montgomery, Deputy City Clerk
Joe Bodi, Engineering Assistant
Catherine Card
Kyle Bauman

3. APPROVAL OF MINUTES: July 9, 2019

Motion by Committee member Wood seconded by Committee member Weidenhamer; the members voted 6-0 to approve the July 9, 2019 minutes as amended.

4. NEW BUSINESS:

Catherine Card – LSV Policy

Mrs. Card spoke to the members about the LSV Policy and how she has been working closely with Mr. Bodi to get the policy up-to-date.

Chairman Ramswell spoke briefly of the helmet fitting course they all need to take in order to get certified and how they are going to combine it and giving out helmets on the same day as the Independence Day Bicycle Parade. He also mentioned that the Okaloosa County Sheriff's Department has a staff member that is qualified to teach the course. Committee member Wood stated that the West Florida Regional Council teaches the course as well. The Chairman also mentioned that Walmart has pledged to donate 3 bikes to the city.

Motion to recommend to the City Council to have the Okaloosa County Sheriff's Office step up enforcement of golf cart usage on Destin roadways, with committee member Perman providing the second. A roll call vote of 6-0 was taken and the motion passed.

Committee member Perman requested to have a representative from the OCSO to attend a PWPS meeting. According to the Engineering Assistant, the Chairman would be the one who would need to invite a representative to attend a meeting. The Chairman stated that he would contact Capt. Nix and let him know of the committee's desire.

The Chairman mentioned the electric 4-wheel off-road scooters where a person stands up on the device. Speed could go up to 45-mph and does not need tags. According to Mr. Burgess, this issue has been addressed at the recent City Council meeting where they have asked staff to bring back a draft

ordinance prohibiting the use or rentals of this type of vehicle. He added he would bring back more information at their next meeting.

The following roads were recommended to be added to the policy to allow for LSV's:

- Indian Bayou
- Airport Road
- Commons Drive to Main Street
- Main Street to Airport Road to 98 Palms Blvd

The Engineering Assistant stated that the County has agreed to connect their portion of Common's Drive so there would not be any disconnect. There was a discussion regarding the crossover roadways on Highway 98 that will be allowed at the intersections of Indian Bayou Trail, Henderson Beach Drive, Matthew Blvd., and Crystal Beach Drive. Committee member Schmidt asked about making Stahlman Avenue an LSV crossover. The Engineering Assistant explained that intersection is not an ideal location at this time, and that it would not be considered until they can find solution to the traffic congestion.

Motion by Committee member Schmidt to recommend to the City Council to amend the LSV Policy to include the updates on Main Street south to 98 Palms Blvd., all of Indian Bayou Trail between Highway 98 and Commons Drive, and to include Airport Road from Main Street to Commons Drive. Committee member Wood provided a second to the motion. A roll call vote of 6-0 was taken and the motion passed.

The Chairman asked how the information would get out to the general public. According to Mrs. Card; she will push the information out to social media sites and post the updated information on the website once its approved by Council. The Chairman also mentioned the importance of getting the information out to short term rentals. According to the Engineering Assistant, that task can be handled by the Short-Term Rental Task Force.

Mrs. Card also mentioned the new software that the city will implement soon that will help get the information out to the public. She will make sure she gets the information to the social media as well.

5. City Attorney – Kyle Bauman

- **Resolution 19-15, Infrastructure Sur-Tax Advisory Committee**

Mr. Bauman explained that at City Council's last meeting; they appointed the PWPS Committee as the Infrastructure Sur-Tax Advisory Committee. He explained they will be charged to make recommendations to Council on how to spend the funds. Adding that based on Statute 212.055§2-D the projects will be Capital Improvement Projects; which details how the funds can be spent such as:

- Finance, plan and construct infrastructure
- Acquire any interest in land for public recreation, conservation or protection of natural resources or;
- To prevent or satisfy private property claims resulting from limitations imposed by the designation of areas in critical State concern

Adding that there are other areas as well, but he feels that the infrastructure and acquisition of lands for conservation and recreation for the public are going to be the most critical areas to prioritize and focus on those needs. Especially the public beach accesses that Council has been pursuing.

Committee member Wood stated he would like to see the projects in a more objective format for their review process. According to Mr. Burgess, he will keep an open dialog with them and provide them with a quarterly financial report so they will know how much is in the account. The City Attorney informed the members that they won't be meeting in this forum until funds are accumulated in order to make project viable.

The Chairman spoke of how he feels all the crosswalks, especially the ones around all the schools, should all have the flashing beacons embedded in the asphalt like the one on Commons Drive between the two city buildings.

- **Sunshine Law**

Mr. Bauman provided a handout to the members with his contact information and the typical Sunshine Law violations that can occur. He informed the members if they may think they have accidentally violated the Law, the best thing is to contact him immediately. He provided the members the primary purpose of both the Public Records Act, Chapter 119 of the Florida Statutes and the Government in the Sunshine Law, Section 286.011 of the Florida Statutes. Specifically outlining what they can and cannot discuss, if they happen to be at a same location or event with other members in public. Adding that this includes electronic means of communication as well. He informed the members how a potential Sunshine Violation can be ratified by bringing the discussion before the board for two consecutive meetings to cure the issue; if one would ever unintentionally happen.

6. BICYCLE SUB COMMITTEE REPORT:

The following was discussed:

- Joining in with Recreation for the Independence Day Bike Parade
- Helmet Fitting course – OCSO / Capt. Nix
- West Florida Regional Council of the Emerald Coast may also provide the helmet fitting courses as well as provide bike helmets; if they still have them.
- Walmart has offered to donate three bikes to the city for functions

7. COMMITTEE MEMBER COMMENTS:

Committee member Wood – Watch for lane changing shifts at night for the FDOT construction zones

Committee member Parker - Nothing to report

Committee member Perman – Reported no Lighting at the following beach accesses:

- East end of Henderson Beach
- Crystal Beach Access
- Pompano Street Beach Access
- Grand Palms Blvd. Beach Access
- West end of James Lee Park, which is the entrance to the park
- East End of James Lee Park at the gazebo

- ❖ Suggests a letter to be sent to the County from the Chairman about the ongoing lighting problem at the County Park

She also spoke of her concern for the vegetation getting too high to be able to see if any children are in the crosswalks.

There was a discussion regarding the Maintenance and Hold Harmless Agreements that each HOA has with the city along that general area and are responsible for keeping them maintained.

Committee member Perman also mentioned that the entrance into Sovereign Isle / Regatta Bay is dark at night and looks horrible.

Committee member Weidenhamer – Nothing to report

Vice Chairman Schmidt – Asked about the status of the following:

- **Wayfinding signs for pedestrian beach traffic:**
 - According to Mr. Burgess, the total cost for the signs is around \$5k and will be funded with the new budget year on October 1st
- **Sidewalk repairs throughout the city:**
 - Mr. Burgess provided an update.
- **Airport Road Curve Update:**
 - There was a technical issue and the city has asked FDOT to manage the project
 - He added that staff has moved the chevron signs to the other side of the road and it seems to be helping. As well as staff is considering adding “Slow Down” thermoplastic words on the roadway

Chairman Ramswell – Reported that there is a 35 mph speed limit sign on Commons Drive that is blocked by tree limbs past Kelly Plantation that needs to be reported to the County.

8. OLD BUSINESS:

Public Services Report –

Mr. Burgess reported the following:

- Two resurfacing projects:
 - Gulfshore Drive at 98 to Sandpiper Cove traffic light which will be resurfaced and immediately restriped
 - Restaurant Row
- The traffic light at Indian Bayou Trail and Emerald Coast Parkway is now active however, the left turn is a flashing yellow caution light; not a green ball
- Mr. Phil Jata has officially resigned from the committee
- Emergency Management Operating Instructions is currently being updated and he will provide them with the final once its up-to-date and approved

Having no further business at this time, the meeting adjourned at 6:50 p.m.

Adopted and approved this _____ day of _____ 2019.

Anthony Ramswell, Chairman

Kim Montgomery, Deputy City Clerk

DRAFT

MINUTES OF THE PUBLIC WORKS/SAFETY COMMITTEE MEETING TUESDAY, JANUARY 14, 2020 - 5:30 PM DESTIN CITY HALL BOARDROOM

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

Chairman Ramswell called the Public Works/Safety Committee to order on Tuesday, January 14, 2020 at 5:30 p.m.; which was followed by Pledge of Allegiance.

2. ROLL CALL:

Members Present

Anthony Ramswell
Kevin Schmidt
Jim Wood, Jr.
Mike Parker
Richard Hickey

Members Absent

Sam Perman
Tom Weidenhamer

Staff

Kim Montgomery, Deputy City Clerk
Michael Burgess, PW Director

3. APPROVAL OF MINUTES: November 12, 2019

Motion by Committee member Wood seconded by Committee member Parker; the members voted 4-0 to approve the November 12, 2019 minutes as written. Committee member Schmidt was not present for the vote.

4. NEW BUSINESS:

A) Annual Report & Work Plan

The need to get the 2019 Annual Report and 2020 Work Plans finalized in order to schedule it for presentation to City Council was briefly discussed. The Chairman agreed to meet with Mr. Burgess to work on it prior to their next meeting.

B) Guardrail Installation on Airport Road

According to Mr. Burgess, he, the City Manager and the City Engineer met with Volkert Engineering and developed a task order for the guardrail design which, when finalized, will be presented to City Council for their approval at the next meeting. He described the plan for the guardrails to be located between the ribbon curve and the sidewalk and a second one on the interior of the curve on the northern side of the roadway.

Committee member Hickey asked what the projected cost of the project is. According to Mr. Burgess, the initial cost for Engineer to do the design work is \$30k and the estimate for construction from Continuing Services Contractor is mid \$60k range. However, Okaloosa county recently removed their guardrails they had at the James Lee Park and donated them to the city, so they can be used for this project if they pass inspection. Committee member Hickey asked if there are any plans for that area of the roadway so if anything that is put in, won't be torn out in the future. According to Mr. Burgess, the area is currently being surveyed in advance of the placement for the high friction road treatment on the area of the curve.

DRAFT

Committee member Wood asked if there is any liability to the city with the guardrail system after its installed. According to Mr. Burgess this type of system was recommended by the city's insurance carrier.

Chairman Ramswell asked how long he anticipates the design to take. According to Mr. Burgess, the last estimate would be about 6-weeks.

C) LSV Policy, Review of Council Proposal & Revised Map

OCSO Capt. Nix explained that there were 45 traffic crashes on Airport Road in 2019 and this roadway is the second leading road in the city for traffic crashes. He spoke of how the Sheriff is concerned with allowing LSV's on Airport Road because of that very problem. He spoke of the amount of anger that could potentially be caused by someone driving an LSV and backing up traffic during high peak season.

According to Mr. Burgess there are four roadways that this committee recommended to Council to allow LSV's on:

- Airport Road
- Commons Drive between Indian Bayou Trail and Airport Road
- Indian Bayou Trail from the roundabout to Hwy 98
- Main Street South to 98 Palms

Adding that travelling on US 98 is strictly prohibited and can only be crossed at major intersections with traffic lights.

Committee member Wood pointed out that the words "Golf Cart" and "Low Speed Vehicle (LSV)" are not interchangeable because they are two different things with different meanings. He then questioned staff if it is the goal of the city for people to be able to transit east and west through the city on an LSV. Adding that if that is not the goal, then Airport Road is not needed.

According to Capt. Nix, if the ultimate goal is to designate Airport Road as an LSV allowed road then there needs to be signage that they can only be operated in the right lane only.

Committee member Schmidt spoke of not being in favor of allowing LSV's on Airport Road and proposed leaning in the side of the Sheriff's recommendation and removing it from the policy.

Motion by Committee member Schmidt to take the recommendation of the Sheriff's Department and remove Airport Road from the proposed list of allowable streets for LSV's with Committee member Hickey providing the second. The motion passed with a 5-0 vote.

Motion for staff to submit the proposed map as is with the exception of removing Airport Road, as recommended by the Sheriff's Department, with Committee member Wood providing the second. In discussion, Committee member Wood asked for clarification on the map for Indian Bayou Trail, once the traffic light is in operation, would people driving an LSV be able to cross the intersection?

DRAFT

According to Mr. Burgess, that is correct, they would be able to cross over to Restaurant Row. The motion passed unanimously with a 5-0 vote.

D) 1/2 Cent Sales Tax Workshop

Mr. Burgess informed the members that there will be a surtax workshop coming up this month for Council to determine how to spend the funds.

The Chairman spoke of how some of funds should still be allocated to the much needed repairs to the sidewalks in the city.

E) Reorganization of Public Services & Community Development

Mr. Burgess explained that the Engineering Department positions has been moved to the Community Development Department and housed at the City Hall Annex. Those positions include the City Engineer, the Engineering Assistant and the Stormwater Flood Plain Manager.

F) Resignation of Tim Pietenpol, Deputy Public Services Director

Mr. Burgess explained to the members that Mr. Pietenpol resigned in November, the position has been advertised and interviews would start soon. He also spoke of how Travis Bailey, who was a Maintenance Technician, has transferred to the Parks & Recreation Department and will be the Program Coordinator, which is an excellent move since his career prior to working for the City was in Recreation. Also, Terry Greenwell, who worked in Public Services, resigned as well; to focus on his personal business.

G) Sidewalk Repairs

Mr. Burgess spoke how the shop mechanic got one of the inoperable concrete grinders repaired and staff has been out in the field inspecting and grinding sidewalks that needed to be ground down to prevent and trips and falls. He also informed them of some sidewalk replacements on Azealia next to Whataburger.

5. OLD BUSINESS:

➤ Annual Report & Work Plans

6. BICYCLE SUB COMMITTEE REPORT: Nothing

7. COMMITTEE MEMBER COMMENTS:

- **Committee member Wood** – Spoke of how he's been tracking speed on Airport Road for 12-years and how the Sheriff's reports he receives is concerning on how many warnings v. tickets are written. The average is about 75% more warnings than tickets written on Airport Road; and how that is concerning, especially on a road where speeding is a problem. He also spoke of the constant problem of people parking in the right-of-way and on sidewalks. He briefly mentioned

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he parked his wife's car on the side road and the very same day got a warning from Code Enforcement but a neighbor up the street, that has several cars parked in the road at all times of the day never seems to get a warning or fine. Not to mention the various work trucks he sees parked on or across sidewalks throughout the city. And mentioned that to him, there is not enough consistency for parking issues.

- **Committee member Schmidt** – Spoke of the flashing speed signs the City of Fort Walton Beach have put up in Hollywood Blvd. that flash the speed people are travelling when entering its range. He explained that he contacted the city and found out that they cost about \$6k for each. Which is significantly less than the total cost for the guardrails with the design and installation being close to \$100k, not including the cost when they will have to be replaced from getting hit. He spoke of how he feels the signs would be more beneficial than the guardrail system and would like to present the alternative to Council at their upcoming meeting for their consideration. He also questioned if the guardrails are permanent or a temporary solution. And he just cannot see spending that amount of money for something that may not even be permanent.

Motion by Committee member Schmidt to recommend to the City Council to install two flashing speed limit signs on Airport Road immediately instead of the guardrail system with Committee member Wood providing the second. In discussion, Committee member Hickey suggested providing both options to Council.

Motion by Committee member Hickey to amend Committee member Schmidt's motion to recommend to the City Council consider installing the flashing lights in lieu of or in addition to the guardrail barriers with Committee member Parker providing the second. The amended motion passed 5-1 with Committee member Wood dissenting.

- **Committee member Hickey** – Questioned why the surf conditions flag warning system are not flying. It was explained that when there are not lifeguards are not on the beach the flags are not flown. Mr. Burgess added that staff is in the process of obtaining quotes to replace the flagpole that was taken out from a previous storm. Committee member Hickey also asked about e-Scooters rentals. Mr. Burgess informed him that Council addressed those a few months ago and was not in favor of those in the city. Adding that he will put together an information packet to present to them at their next meeting as well as one for bicycles.

8. OLD BUSINESS:

- **Public Services Status Report** – Mr. Burgess provided an update on the following items:

- 1) **Stahlman/US98 Interchange Assessment** – Council will address a task order from Volkert Engineering to perform an assessment of the Stahlman Ave./U.S. 98 interchange at their upcoming meeting.
- 2) **Harbor Pump Camera** – Staff recently installed a camera to be able to monitor the pump better to ensure that it's running properly.

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- 3) **Security Upgrades at City Hall** – All doors to the internal offices now require a security badge to enter for staff, Mayor & City Council members.
- 4) **Pre-Cut Thermoplastic** – These are to replace worn stop-bars and crosswalks in the city.
- 5) **RPMs, Chevrons on Airport Road** – A past road safety audit concluded that the Reflective Panel Markers (RPM) were in need of being replaced, and currently all have been replaced. As well as the new chevron signage for Airport Road and the “SLOW DOWN” Thermoplastic letters on the roadway are on schedule to be put down as well.
- 6) **Street Striping Priorities/Policy** – Unearmarked road striping for roads that are not on the Capital Improvements list for resurfacing needs to be addressed. He informed the members that he would be providing them with a list of roads in need as well as creating and addressing a policy to recommend to City Council to govern the striping and budgeting for them.
- 7) **Annual Tree Trimming** – Staff is trimming back and up bushes and tree limbs from sidewalks and street corners starting in Crystal Beach and heading west. He also provided information on how billboards have a State Statute to ensure they are visible from the roadways from trees and how that is handled.
- 8) **City Hall Generator** – Brand new Generac 130kw generator has been installed at City Hall and all that is left is to have Okaloosa Gas, whose quote was the lowest, come out to connect the natural gas to it. Their quote was \$975.00.
- 9) **Equipment Purchases** – John Deere Gator, 6-new trucks for various department replacements. As well as a new GPS unit for surveys and inventory signs and sidewalks and any other items that may need surveyed in the city limits.
- 10) **Process Maps and SOPs, APWA Accreditation** – Mr. Burgess explained that he is in the process of identifying key functions for the City Manager and so far has identified 31 processes from his department. He added that he then will create a flow chart for each process and develop a standard operation process for each. This will help with training of new employees and staying consistent with the handling of various equipment. Also, the APWA Accreditation Process he is working towards will help him to create a Public Works Operation Manual.
- 11) **Energy Audit** – Staff is working towards identify cost savings to the city in regard to the power bills and the Finance Director identified 100 meters that the city is being billed for monthly. Public Services staff went out in the field and identified meters and took pictures of each. He further explained that some were not located, and some are suspect and he will provide an update once the determination is made.

Committee member Wood asked if that includes the power outlets on the Harbor Boardwalk. According that is something that will be investigated later once staff compiles the information on the billing process and is able to vet all the invoices that the city is being billed for.

➤ **ADDITIONAL COMMENTS:**

Committee member Hickey asked if staff had a means of tracking the motions and actions from the meetings. Committee member Schmidt spoke of the Tracking Chart Matrix that Council member Menchel used to keep track of and discuss the status at each subsequent meeting when he was the Chairman. And how after he was elected Councilmember, it somehow got dropped by the wayside. However, he feels they could definitely resurrect it to keep track of items of concern and issues.

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Councilmember Menchel spoke of the how he tried to press upon his fellow Council members the importance of the actions that come as a result of committee meetings at Council Visioning Sessions and ultimately; the minutes are now placed on the Consent Agenda instead of Council's individual inboxes and are getting seen. He also suggested to the members that when they make a motion for anything they want immediate attention is to contact the City Clerk the following day after their meeting and get scheduled to come before Council at their next meeting.

In regards to their 2019 Annual Report, it was created prior to him being elected to Council and turned it into staff. He also mentioned that he is going to discuss with Council traffic enforcement for Airport Road to actually write more speeding tickets; noting how social media will get the word out that tickets are being written. He spoke of the reasoning behind creating the tracking sheet and how it helps to keep staff accountable for different projects and issues but also helps at the end of the year when they need to create their Annual Report.

And finally, he stated that he is the one that suggested this committee to be in charge of the Surtax Task Force instead of creating a separate committee for Council to appoint citizens to meet on how to spend the funds. He mentioned how he feels they are the best group of members the city has to review and suggest how to best spend the funds.

Committee Wood spoke of creating a basic priority list, similar to what the TPO uses to set aside funds for projects that Council wants to focus on to get funded and accomplished.

Councilmember Menchel also spoke of Major Brown's speeding problems on Dolphin Street and how the speed study so far has never been performed during peak season and still needs to be addressed this coming season.

➤ **Directors Report** – Mr. Burgess informed the members that there will be a Sunshine Law Workshop on Friday, January 30th. He also asked the members email him for items or issues and no longer send them to him as a text message.

Having no further business at this time, the meeting adjourned at 8:00 p.m.

Adopted and approved this _____ day of _____ 2020

Anthony Ramswell, Chairman

Kim Montgomery, Deputy City Clerk



Roads Allowed for Low Speed Vehicles (LSV)

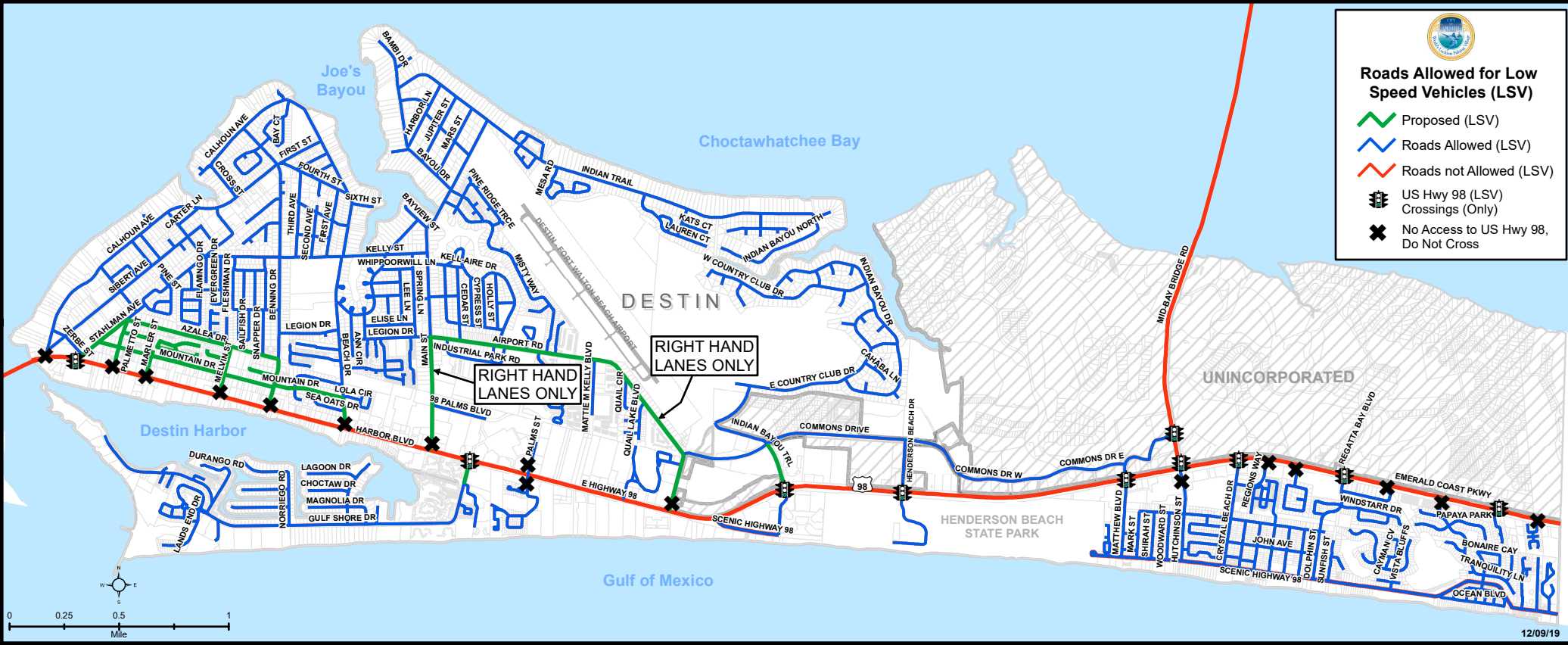
- Proposed (LSV)
- Roads Allowed (LSV)
- Roads not Allowed (LSV)
- US Hwy 98 (LSV) Crossings (Only)
- No Access to US Hwy 98, Do Not Cross





Roads Allowed for Low Speed Vehicles (LSV)

- Proposed (LSV)
- Roads Allowed (LSV)
- Roads not Allowed (LSV)
- US Hwy 98 (LSV) Crossings (Only)
- No Access to US Hwy 98, Do Not Cross



CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: City Manager Report

TO: City Council

THRU: Lance Johnson, City Manager
Bragg Farmer, Finance Director

FROM: Michael Burgess, Public Services Director

DATE: 02/20/20

SUBJECT: Development of City's Americans with Disabilities (ADA) Transition Plan, request to authorize to negotiate and execute a Task Order

I. BACKGROUND: The City of Destin is in need of a qualified and experienced firm to develop an ADA Transition Plan for the City of Destin, FL. The intention of the plan is to inventory pedestrian facilities within the City's public rights-of-way and develop strategies to address pedestrian facilities within the City that are not accessible to all users.

This assessment and transition plan development are required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990 for all public agencies. An informational item regarding ADA challenges from the US Department of Justice's website has been attached (ATT1)

II. DISCUSSION: Due to the overall scope of this project it is necessary for the City to approach this project in phases the first of which will focus on pedestrian facilities within the City of Destin. Examples would include items such as sidewalks, crosswalks, ramps, stairs and pedestrian push buttons. Phase 1's focus on pedestrian facilities was prioritized in part due to Federal transportation grants giving preference to applicants who have Transition Plans in place.

Future phases will include areas such as City facilities, public buildings, infrastructure, parks, programs and web based communications.

The end product of this multi-year endeavor will be a full ADA Assessment Report, Implementation Plan, Cost Estimates and Recommended Compliance Schedule. At the end of the first year, the City's pedestrian facilities will undergo this evaluation process (that will also include a public involvement program), a

transition plan will be produced along with quarterly Council presentations. A Letter from Baskerville-Donovan's Senior Project Manager and Scope of Work for this project is attached (ATT2).

Baskerville-Donovan is currently performing similar projects in Pensacola Beach and Perdido Key and is qualified to perform this work on our behalf.

Note: This Plan will be reviewed by FDOT and revised as necessary to fully comply with Local Agency Program Standards prior to being presented to Council for adoption.

A. **Link to Strategic Goals / Objectives:** Improved Quality of Life, ADA Compliance, Enhanced Safety and Accessibility

B. **Effect on Budget (EOB):** \$100,000 was budgeted for FY20 to begin this project which will span over multiple years.

C. **Level of Service (LOS):** No immediate effect. Long-term, public facilities will be identified as either compliant or non-compliant and can be remedied on a case-by-case basis.

III. CONCLUSION: An ADA Transition Plan with associated Implementation Plan and Schedule is needed to insure that City facilities, grounds, infrastructure and programs are fully accessible to those with disabilities. In addition, this pedestrian facilities compliance assessment and ADA Transition Plan will provide the City with the benefits of higher ranking potential for any grant-funded transportation projects.

IV. RECOMMENDED MOTION: I move to authorize the City Manager to negotiate with Baskerville-Donovan Engineering and execute a task order to provide a pedestrian facilities assessment and development of a Transition Plan that is consistent with applicable Federal Laws.

Attachments:

1. ATT1: US DOJ Reference: The ADA City Governments Common Problems
2. ATT2: ADA Transition Plan Letter and Scope of Work baskerville donovan
3. ATT3: 2019 Baskerville-Donovan Executed Contract

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



The ADA and City Governments: Common Problems

Introduction

Access to civic life by people with disabilities is a fundamental goal of the Americans with Disabilities Act (ADA). To ensure that this goal is met, Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events -- but also to policy changes that governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of State and local governments. In addition, governmental entities must ensure effective communication -- including the provision of necessary auxiliary aids and services -- so that individuals with disabilities can participate in civic life.



Curb ramps providing access to streets and sidewalks are a basic city service.

One important way to ensure that Title II's requirements are being met in cities of all sizes is through self-evaluation, which is required by the ADA regulations. Self-evaluation enables local governments to pinpoint the facilities, programs and services that must be modified or relocated to ensure that local governments are complying with the ADA.

This document contains a sampling of common problems shared by city governments of all sizes that have been identified through the Department of Justice's ongoing enforcement efforts. The document provides examples of common deficiencies and explains how these problems affect persons with disabilities. The document is not intended to be comprehensive or exhaustive.



City programs held in this municipal gazebo are covered by the ADA.

For additional information about the Americans with Disabilities Act's Title II requirements, please contact the Department of Justice ADA Information Line. This free service provides answers to general and technical questions about ADA requirements and free ADA documents, such as Commonly Asked Questions about Title II of the Americans with Disabilities Act (ADA), Commonly Asked Questions about the Americans with Disabilities Act and Law Enforcement, Title II Highlights, Access for 9-1-1 and Telephone Emergency Services, the ADA Guide for Small Towns, and the ADA Standards for Accessible Design. You may reach the ADA Information Line at:

800-514-0301 (voice) or 800-514-0383 (TTY)

ADA information is also available on the Department's ADA Home Page on the World Wide Web at:

<http://www.ada.gov/index.html>.

Issue: "Grandfather" Clause or Small Entity Exemption

Common Problem:

City governments may believe that their existing programs and facilities are protected by a "grandfather" clause from having to comply with the requirements of Title II of the ADA. Small municipalities may also believe that are exempt from complying with Title II because of their size.

Result:

Because city governments wrongly believe that a "grandfather" clause or a small entity exemption shields them from complying with Title II of the ADA, they fail to take steps to provide program access or to make modifications to policies, practices, and procedures that are required by law. People with disabilities are unable to gain access to city facilities, programs, services, or activities because of a public entity's reliance on these common misconceptions.

Requirement:

There is no "grandfather" clause in the ADA. However, the law is flexible. City governments must comply with Title II of the ADA, and must provide program access for people with disabilities to the whole range of city services and programs. In providing program access city governments are not required to take any action that would result in a fundamental alteration to the nature of the service, program, or activity in question or that would result in undue financial and administrative burdens. This determination can only be made by the head of the public entity or a designee and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burden would result must be based on all resources available for use in a program. If an action would result in such an alteration or such burdens, a city government must take any other action that it can to ensure that people with disabilities receive the benefits and services of the program or activity. 28 C.F.R. § 35.150(a)(3).



Cities must remove barriers to provide alternative access to programs and services in existing facilities.

Similarly, there is no exemption from Title II requirements for small municipalities. While public entities that have less than 50 employees are not required to comply with limited sections of the Department of Justice's regulations, such as maintaining self-evaluations on file for three years and designating a grievance procedure for ADA complaints, no general exemption applies. All public entities, regardless of size, must comply with Title II's requirements. 28 C.F.R. § 35.104.

Issue: Program Accessibility

Common Problem:

City governments often have failed to ensure that the whole range of the city's services, municipal buildings, and programs meet Title II's program access requirements.

Result:

People with disabilities are unable to participate in the activities of city government, such as public meetings, unable to attend city functions, and unable to gain access to the city's various programs and services. If a municipal building such as a courthouse is inaccessible, people with disabilities who use wheelchairs are unable to participate in jury duty, attend hearings, and gain access to other services, because doorways are too narrow, restroom facilities are inaccessible, and steps are the only way to get to all or portions of a facility.



D

A ramp was installed to provide access to the city activities conducted in this facility.

Requirement:

Title II requires city governments to ensure that all of their programs, services, and activities, when viewed in their entirety, are accessible to people with disabilities. Program access is intended to remove physical barriers to city services, programs, and activities, but it generally does not require that a city government make each facility, or each part of a facility, accessible. For example, each restroom in a facility need not be made accessible. However, signage directing people with disabilities to the accessible features and spaces in a facility should be provided. Program accessibility may be achieved in a variety of ways. City governments may choose to make structural changes to existing facilities to achieve access. But city governments can also pursue alternatives to structural changes to achieve program accessibility. For example, city governments can move public meetings to accessible buildings and can relocate services for individuals with disabilities to accessible levels or parts of buildings. When choosing between possible methods of program accessibility, however, city governments must give priority to the choices that offer services, programs, and activities in the most integrated setting appropriate. In addition, all newly constructed city facilities must be fully accessible to people with disabilities. 28 C.F.R. §§ 35.149, 35.150, 35.151, 35.163.

Issue: Historically Significant Facilities

Common Problem:

City governments may believe that they have no duty to make changes to historically significant buildings and facilities to improve accessibility for people with disabilities.

Result:

Many city programs, services, and activities are conducted in buildings that are historically significant. In addition, many cities operate historic preservation programs at historic sites for educational and cultural purposes. If no accessibility changes are made at these facilities and locations, individuals with disabilities are unable to visit and participate in the programs offered. For example, people who use wheelchairs would not be able to reach the courtroom or clerk's office located in a historic nineteenth century courthouse if no physical changes are made to achieve access.

Requirement:

Historically significant facilities are those facilities or properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law. Structural changes to these facilities that would threaten or destroy the historical significance of the property or would fundamentally change the program being offered at the historic facility need not be undertaken. Nevertheless, a city must consider alternatives to structural changes in these instances -- including using audio-visual materials to depict the inaccessible portions of the facility and other innovative solutions.



D

An accessible side entrance was added to this historic facility.

If alterations are being made to a historically significant property, however, these changes must be made in conformance with the ADA Standards for Accessible Design, ("the Standards"), 28 C.F.R. Part 36, § 4.1.7, or the Uniform Federal Accessibility Standards, ("UFAS") § 4.1.7, to the maximum extent feasible. If following either set of standards would threaten or destroy the historical significance of the property, alternative standards, which provide a minimal level of access, may be used. This decision must be made in consultation with the appropriate historic advisory board designated in the Standards or UFAS, and interested persons should be invited to participate in the decision-making process. 28 C.F.R. §§ 35.150(b)(2); 35.151(d);

Standards § 4.1.7; UFAS § 4.1.7. If these lesser standards would threaten or destroy historically significant features, then the programs or services conducted in the facility must be offered in an alternative accessible manner or location.

Issue: Curb Ramps

Common Problem:

City governments often do not provide necessary curb ramps to ensure that people with disabilities can travel throughout the city in a safe and convenient manner.

Result:

Without the required curb ramps, sidewalk travel in urban areas is dangerous, difficult, and in some cases impossible for people who use wheelchairs, scooters, and other mobility aids. Curb ramps allow people with mobility impairments to gain access to the sidewalks and to pass through center islands in streets. Otherwise, these individuals are forced to travel in streets and roadways and are put in danger or are prevented from reaching their destination.

Requirement:

When streets and roads are newly built or altered, they must have ramps wherever there are curbs or other barriers to entry from a pedestrian walkway. Likewise, when new sidewalks or walkways are built or altered, they must contain curb ramps or sloped areas wherever they intersect with streets or roads. While resurfacing a street or sidewalk is considered an alteration for these purposes, filling in potholes alone will not trigger the alterations requirements. At existing roads and sidewalks that have not been altered, however, city governments may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb, but they are not necessarily required to do so. Under program access, alternative routes to buildings that make use of existing curb ramps may be acceptable where people with disabilities must only travel a marginally longer route.



Curb ramps provide basic access at intersections and pedestrian crossings.

One way to ensure the proper integration of curb ramps throughout a city is to set a series of milestones for curb ramp compliance in the city's transition plan. Milestones are progress dates for meeting curb ramp compliance throughout the municipality. Milestones should occur on a regular basis throughout the course of the transition plan and must reflect a priority to walkways serving government buildings and facilities, bus stops and other transportation services, places of public accommodation, and business districts, followed by walkways serving residential areas. It also may be appropriate for a city government to establish an ongoing procedure for installing curb ramps upon request in both residential and nonresidential areas frequented by individuals with disabilities. 28 C.F.R. §§ 35.150(d)(2); 35.151(e). In setting milestones and in implementing a curb cut transition plan for existing sidewalks, the actual number of curb cuts installed in any given year may be limited by the fundamental alteration and undue burden limitations.

Issue: Effective Communication

Common Problem:

City governments often fail to provide qualified interpreters or assistive listening devices for individuals who are deaf or hard of hearing at public events or meetings. In addition, city governments often fail to provide materials in alternate formats (Braille, large print, or audio cassettes) to individuals who are blind or have low vision.

Result:

Individuals who are deaf or hard of hearing are unable to participate in government-sponsored events or public meetings and unable to benefit from city programs and services when they are not provided with appropriate auxiliary aids and services. Likewise, people who are blind or have low vision are unable to benefit from city government services when printed materials are the only means of communication available.

Requirement:

Title II requires that city governments ensure that communications with individuals with disabilities are as effective as communications with others. Thus, city governments must provide appropriate auxiliary aids and services for people with disabilities (e.g., qualified interpreters,

notetakers, computer-aided transcription services, assistive listening systems, written materials, audio recordings, computer disks, large print, and Brailled materials) to ensure that individuals with disabilities will be able to participate in the range of city services and programs. City governments must give primary consideration to the type of auxiliary aid or service that an individual with a disability requests. The final decision is the government's.



A sign language interpreter at a public meeting may be needed to provide effective communication for people who are deaf.

The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved and the needs of the individual. For example, sign language interpreters are not required for all interactions with people who are deaf or hard of hearing. Employees can often communicate effectively with individuals who are deaf or hard of hearing through standard written materials and exchange of written notes. For simple transactions like paying bills or filing applications, these methods may be sufficient. For more complex or extensive communications, however, such as court hearings, public meetings, and interrogation by police officers, interpreters or assistive listening systems are likely to be necessary.

City governments should ensure that auxiliary aids and services are also provided for individuals who are blind or have low vision. Alternate formats, such as Brailled or large print materials, qualified readers, computer disks, or audio recordings are examples of appropriate auxiliary aids.

City governments are not required to take any actions that will result in a fundamental alteration or in undue financial and administrative burdens. 28 C.F.R. §§ 35.160-35.164.

Issue: Local Laws, Ordinances, and Regulations

Common Problem:

City governments may fail to consider reasonable modifications in local laws, ordinances, and regulations that would avoid discrimination against individuals with disabilities.

Result:

Laws, ordinances, and regulations that appear to be neutral often adversely impact individuals with disabilities. For example, where a municipal zoning ordinance requires a set-back of 12 feet from the curb in the central business district, installing a ramp to ensure access for people who use wheelchairs may be impermissible without a variance from the city. People with disabilities are therefore unable to gain access to businesses in the city.



City zoning policies were changed to permit this business to install a ramp at its entrance.

Requirement:

City governments are required to make reasonable modifications to policies, practices, or procedures to prevent discrimination on the basis of disability. Reasonable modifications can include modifications to local laws, ordinances, and regulations that adversely impact people

with disabilities. For example, it may be a reasonable modification to grant a variance for zoning requirements and setbacks. In addition, city governments may consider granting exceptions to the enforcement of certain laws as a form of reasonable modification. For example, a municipal ordinance banning animals from city health clinics may need to be modified to allow a blind individual who uses a service animal to bring the animal to a mental health counseling session. 28 C.F.R. § 35.130(b)(7).

Issue: 9-1-1 Systems

Common Problem:

City governments do not provide direct and equal access to 9-1-1 systems, or similar emergency response systems, for individuals who are deaf or hard of hearing and use TTY's (TDD's or text telephones) or computer modems.

Result:

People who are deaf or hard of hearing, or those who have speech impairments, and use TTY's or computer modems for telephone communication are unable to access emergency services (police, fire and ambulance) that are necessary for health and safety. When direct emergency services are not available, emergency calls for individuals with disabilities are not responded to appropriately, or in a timely manner, and in some instances, not at all.

Requirement:

City governments that provide emergency telephone services must provide direct access to TTY calls. This means that emergency telephone services can directly receive calls from TTY's and computer modem users without relying on state relay services or third parties. A TTY must be located at each individual operator station. City governments must ensure that emergency operators are trained to use the TTY not only when they recognize the tones of a TTY at the other end of the line, but also when they receive a "silent call." 28 C.F.R. §§ 35.161, 35.162. (See Access for 9-1-1 and Telephone Emergency Services)

Issue: Law Enforcement Policies, Practices, and Procedures

Common Problem:

When dealing with persons with disabilities, law enforcement agencies often fail to modify policies, practices, or procedures in a variety of law enforcement settings -- including citizen interaction, detention, and arrest procedures.

Result:

When interacting with police and other law enforcement officers, people with disabilities are often placed in unsafe situations or are unable to communicate with officers because standard police practices and policies are not appropriately modified. For example, individuals who are deaf or have hearing impairments and use sign language may be unable to communicate with law enforcement officers if they are taken into custody and handcuffed behind their backs. Similarly, individuals with epilepsy or diabetes may be placed at great risk if they are not permitted access to their medications.

Requirement:

Title II of the ADA requires law enforcement agencies to make reasonable modifications in their policies, practices, or procedures that are necessary to ensure accessibility for individuals with disabilities, unless making such modifications would fundamentally alter the program or service involved. Law enforcement officers should be prepared to make reasonable modifications, for example, by allowing, in appropriate circumstances, arrestees who are deaf to be handcuffed in front of their bodies so that they can communicate with others and by allowing detainees access to their medication. 28 C.F.R. § 35.150(b)(7). (See Commonly Asked Questions about the Americans with Disabilities Act and Law Enforcement)

Issue: Self-Evaluation and Transition Plans

Common Problem:

City governments often have not conducted thorough self-evaluations of their current facilities, programs, policies, and practices to determine what changes are necessary to meet the ADA's requirements, and have not developed transition plans to implement these changes.

Result:

When self-evaluations are not conducted and transition plans not developed, city governments are ill-equipped to implement accessibility changes required by the ADA. Without a complete assessment of a city's various facilities, services, and programs, it is difficult to plan or budget for necessary changes, and the city can only react to problems rather than anticipate and correct them in advance. As a result, people with disabilities cannot participate in or benefit from the city's services, programs, and activities.

Requirement:

All city governments were required to complete a self-evaluation of their facilities, programs, policies, and practices by January 26, 1993. The self-evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-evaluations

should consider all of a city's programs, activities, and services, as well as the policies and practices that a city has put in place to implement its various programs and services. Remedial measures necessary to bring the programs, policies, and services into compliance with Title II should be specified -- including, but not limited to: (1) relocation of programs to accessible facilities; (2) offering programs in an alternative accessible manner; (3) structural changes to provide program access; (4) policy modifications to ensure nondiscrimination; and (5) auxiliary aids needed to provide effective communication.



City policies, including those affecting service animals, should be reviewed during the self-evaluation.

If a city that employs 50 or more persons decides to make structural changes to achieve program access, it must develop a transition plan that identifies those changes and sets a schedule for implementing them. Both the self-evaluation and transition plans must be available to the public. 28 C.F.R. §§ 35.105, 35.150(d).

The Americans with Disabilities Act authorizes the Department of Justice (the Department) to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulations.

This guidance document is not intended to be a final agency action, has no legally binding effect, and may be rescinded or modified in the Department's complete discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent.

[Adobe Acrobat Version \(pdf\) of this Document](#)



February 20, 2020

Michael Burgess, MS, PH, CSM, CFM
Director of Public Services & Emergency Manager
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

Re: City of Destin ADA Transition Plan

Dear Mr. Burgess:

Thank you for the opportunity to provide consulting services to the City of Destin for the referenced project. We are currently working on a similar project for Pensacola Beach and Perdido Key, and understand the issues with meeting ADA compliance. Our staff engineers have taken the required courses for ADA compliance as required by the Florida Board of Professional Engineers and maintain the special qualification on their professional licenses for such related work.

Our approach to the project will be structured to conform to Title II Article 8 of the Americans with Disabilities Act (ADA). Our scope of work will be divided into 6 specific tasks. In general, those tasks include a kick-off meeting, an inventory of existing facilities, a summary of findings report, a public involvement workshop, cost estimates and preparation of the ADA transition plan.

BDI provides a full-range of civil engineering services with a focus on municipal stormwater design and would like the opportunity to discuss our credentials with you on a project-by-project basis.

Please feel free to contact me directly on my cell phone should you have any questions or need to discuss other projects.

We are pleased to be on your team and look forward to working with you and the City of Destin. Please consider us an extension of your staff.

Sincerely,

BASKERVILLE-DONOVAN, INC.

Michael D. Langston, PE
Sr. Project Manager

T:\MDL\Proposals\City of Destin\Burgess ltr 02-20-2020.docx

**SCOPE OF WORK FOR BASKERVILLE-DONOVAN
AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN
PEDESTRIAN FACILITIES
CITY OF DESTIN, FL**

Project Goals and Objectives

The purpose of this task is to develop an ADA Transition Plan for the City of Destin, FL. The intention of the plan is to inventory pedestrian facilities within the City's public rights-of-way and develop strategies to address pedestrian facilities within the City that are not accessible to all users.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990 requires all public agencies to create an ADA Transition Plan (hereafter referred to as "the Plan").

In accordance with Title II Article 8 of the American with Disabilities Act (ADA), the Plan shall, at a minimum include:

1. A list of physical barriers in the public entity's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities.
2. A detailed outline of the methods to be utilized to remove those barriers and make the facilities accessible.
3. The schedule for taking the necessary steps to achieve compliance with Title II.
4. The name of the official responsible for the plan's implementation.

ADA Transition Plan

The Plan development process will consist of the following Tasks:

TASK 1 – Kick-Off Meeting and Milestone Development

A project kick-off meeting with staff will be held to establish timelines, communication expectations, obtain available data, define inventory processes, deliverables and billing schedules. A sample facility evaluation form will be prepared in advance of the meeting for discussion and approval of use during the inventory task. The Consultant will be required to provide monthly updates to staff and provide a project-update presentation to Destin City Council on a quarterly basis. Staff will coordinate the dates for these meetings that normally occur on the 1st and 3rd Mondays of each month at 6pm at the City Hall Annex, 4100 Indian Bayou Trail Destin, FL 32541.

TASK 2 – Inventory and Conditions Survey

Before development of the Plan is initiated an inventory of the existing curb ramps and sidewalks shall be performed. A two-tiered system will be used to identify and assess obstacles in the public right of way. The first tier shall be a Preliminary Evaluation and the second tier shall be a Detailed Evaluation.

The first tier is a Preliminary Evaluation of the intersections. This evaluation will determine which intersections are obviously non-compliant to ADA guidelines and provide a comprehensive overview of the complete existing pedestrian network. The Preliminary Inventory will evaluate this criteria:

1. Is there a ramp?
2. Does the ramp have the appropriate detectable warning?
3. Does the ramp have the appropriate top landing?
4. Is there a continuous clear space for pedestrian access along the sidewalk?

5. Does the sidewalk provide adequate passing zones?
6. Does the sidewalk appear smooth without grade breaks?

The **Preliminary Evaluation** will utilize aerial and street-level photography (Google Earth or equal) to evaluate each intersection and compare to the criteria for ADA compliance. Facilities that do not meet the criteria need no further evaluation as they are identified as “non-compliant”. Facilities that meet the criteria will be designated as “potentially compliant” and a Detailed Evaluation will be performed to fully determine compliance with ADA Guidelines.

The second tier is a **Detailed Evaluation** of the intersections identified as “potentially compliant” during the Preliminary Evaluation. This evaluation will be based on actual field work with measurement of specific attributes to determine barriers to compliance with ADA Guidelines. The locations and conditions of the ADA facilities will be documented, photographed, and mapped in an ArcGIS compatible database with descriptions.

Two factors will be utilized to establish ADA barriers: location and the accessibility condition of the intersection.

Location Priority of ADA facilities by the Department of Justice (DOJ) in the publication *Accessible Rights of Way: A Design Guide*, specify and prioritize based on State and local government offices and facilities; transportation; places of public accommodations; places of employment; and other locations.

For this task these Location Priority categories will be established:

Location Priority 1

- Collector-class roadways and those roadways’ intersections
- Intersections and roadway segments serving local government buildings, such as government-owned buildings, public schools, hospitals, public housing, parks, etc.
- Roadways and intersections serving major commercial centers
- Intersections and roadway segments serving public transportation access

Location Priority 2

- Intersection and roadway segments serving other employment or retail sites not in Priority 1, and those that serve housing/apartment complexes

Location Priority 3

- Residential areas
- Industrial areas
- Other areas and roadways not within Priority 1 or 2.

The Accessibility Condition of the ADA facilities will be determined from field measurements. Each facility and intersection will be documented in an evaluation form. The form will include the measured facilities including, but not limited to, approach conditions, slopes, widths, clear space, lengths, ramp type, surface type, grade breaks, and pedestrian signal heads and controls as may be necessary to determine ADA compliance. Field checks of “non-compliant” facilities identified in the Preliminary Evaluation will be performed to ensure improvements have not been made since the initial assessment.

The locations and conditions will be documented for mapping and cost estimation although a detailed evaluation will not be performed.

The developed data will be entered into a matrix to establish a **Priority Rank**. The priority of an intersection or facility shall consider the location priority category and documented conditions. These priority rank levels shall be established for the matrix: High, Medium and Low.

TASK 3 – Summary of Findings Report

A **Summary of Findings Report** shall be prepared from the obtained and developed data. The report shall include a map of inventory locations, completed inventory evaluation forms, a brief summary of ADA facility deficiencies for each priority rank level and the Priority Matrix. This report shall be discussed staff and presented to the Destin City Council during a quarterly report.

TASK 4 – Public Involvement Workshop

Following presentation to the City Council a Public Involvement Workshop shall be scheduled by staff to discuss findings and priority rankings with the public. The report will be presented by the Consultant at the workshop to receive comments, feedback and questions on the ADA Summary of Findings Report. During this workshop the official responsible for implementation of the ADA Transition Plan will be identified. Public Comment Forms will be prepared and available at the workshop for distribution and use by the public. The Public Complaint/Grievance process is an integral part of the Transition Plan. The process will be defined and explained during the public workshop.

Other means of outreach that should be utilized and directed toward the general public, when appropriate are surveys, electronic newsletters, and information websites. Outreach materials should be disseminated through the press or directed through disability advocacy and pedestrian advocacy groups. These outreach activities will be the responsibility of the official ADA Transition Plan coordinator or his designated representative.

Input from the public meeting may be utilized in the prioritization of improvements, schedules and expanded ADA facilities, where may be deemed appropriate as part of the public input and City Council acceptance. Those comments and prioritizations accepted by the City Council will be incorporated into the program for the ADA Transition Plan.

TASK 5 – ADA Compliance Cost Estimation

Cost estimates for ADA improvements will be prepared from the findings, report and public input. The estimated costs will be a key factor in establishing budgets for implementation of the plan. The total budget for implementation of improvements will be determined and the percentage of the City's budget dedicated to such improvements will be described in the plan and made available to the Okaloosa-Walton Transportation Planning Organization, identifying the City's annual level of funding commitment. The implementation budget may be modified on occasion to reflect changes in the budget schedule in order to meet implementation milestones. The budget values will be discussed with staff and presented to Destin City Council for acceptance.

TASK 6 – ADA Transition Plan

The ADA Transition plan shall be prepared from the collected and developed data, and accepted public input. The Plan shall meet the goals and objectives specified in this Task Order and defined by Title II Article 8 of the American with Disabilities Act. At a minimum the Plan shall include a description of the purpose, legal requirements, identified obstacles to the public right of way, methods to removing barriers – policies, priorities and ranking, public input program definitions, program schedule, ADA

Priorities Map, Priority matrix and summary of intersection rankings by priority. A draft Plan will be prepared for review and comment. Comments will be incorporated into the Plan and the final Plan will be prepared and submitted for acceptance.

Project Schedule and Deliverables

The transition plan will contain a timeline for plan completion, including inventory collection, facility assessment, and public participation. The plan itself should contain a structured timeline for the collection of inventory and database preparation, plan development and public review, as well as a proposed implementation schedule.

Deliverables will include PDF and paper copies of quarterly updates, PDF and paper copies of the Summary of Findings Report, and PDF and paper copies of the preliminary and final ADA Transition Plan.

Statistics

The City of Destin conducted an inventory of pedestrian facilities in March of 2018 within its public rights-of-way that yielded the following:

- 94.3 Miles of sidewalk and trails
- 347 Curb ramps
- 342 Intersections

Project Budget

The contractual budget for this initial phase is \$100,000.

Timeframe

Baskerville-Donovan is expected to complete the required scope of services within 365 days of the issuance of the Notice to Proceed by the City of Destin.

CITY OF DESTIN, FLORIDA

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

This AGREEMENT made and entered into this 14th day of November 2019, between the CITY OF DESTIN, FLORIDA (hereinafter referred to as "CITY" or "OWNER") and BASKERVILLE-DONOVAN ENGINEERING, INC. (hereinafter referred to as "CONSULTANT").

WHEREAS, the CITY desires to engage the CONSULTANT to provide continuing general professional consulting engineering services; and

WHEREAS, the CITY has followed the selection and negotiation process set forth in the Florida Consultant's Competitive Negotiation Act, Chapter 287.055, Florida Statutes (and intends to administer this Agreement as a "continuing contract" as allowed under said statute);

NOW, THEREFORE, for and in consideration of the premises, the mutual covenants hereinafter recited, and for other good, valuable and sufficient consideration, the receipt of which is hereby acknowledged, the CITY and CONSULTANT agree as set forth below.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN CITY AND CONSULTANT

ARTICLE 1 CONSULTANT'S RESPONSIBILITIES

1.1 CONSULTANT'S SERVICES

- 1.1.1 The CONSULTANT'S services consist of those services performed by the CONSULTANT, CONSULTANT'S employees, CONSULTANT'S consultants, and any of CONSULTANT'S agents as enumerated in Article 2 of this Agreement and any other continuing or additional services as may be agreed upon pursuant to this Agreement.
- 1.1.2 The CONSULTANT shall maintain all professional and business certificates required by law and as necessary to perform the services. The CONSULTANT shall assure the CITY sufficient representation through assignment and performance by a team of qualified, professional employees and consultants.
- 1.1.3 The CONSULTANT'S services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the services. Upon request of the CITY, the CONSULTANT shall submit schedules for the performance of the CONSULTANT'S services. The schedules may be adjusted as various tasks proceed and shall include allowances for periods of time required for the CITY'S review and for approval of submissions by authorities having jurisdiction.

ARTICLE 2 CONSULTANT'S SERVICES

- 2.1 In accordance with Request for Proposals (RFP) NO. 19-01-PS which is hereby incorporated into this Agreement and attached hereto as Exhibit "A", CONSULTANT shall provide services including but not limited to: studies, surveys; design; preparation of plans, specifications and contract documents; conducting public information meetings, preparation of cost estimates; obtaining necessary federal, state and local governmental agency permits (fees to be provided by the City); construction inspections, construction management; contract administration; project completion certifications and as-built surveys as may be required; presentations to the City Council and the general public; right-of-way identification, appraisal and assistance in acquisition assistance in identifying and acquiring grants and loans from federal agencies or other applicable sources of funding or as directed by the City Manager or his designee (hereinafter referred to as "Consultant's services").

ARTICLE 3 CONSULTANT'S COMPENSATION

- 3.1 CONSULTANT shall be compensated in accordance with the Fee Schedule attached hereto as Exhibit "B".
- 3.2 CITY'S obligation to pay the amount due hereunder in any fiscal year is contingent upon the appropriation by the CITY'S City Council of legally available funds for the purposes set forth in this Agreement. All payments upon Agreement are contingent upon the CONSULTANT'S Work being acceptable to the CITY, as deemed by the CITY in its sole discretion. For satisfactory completion and acceptance of the Work, the CITY agrees to pay the CONSULTANT in accordance with the CITY'S Purchasing Policies.
- 3.3 Increases in the CONSULTANT's Fee Schedule, attached as Exhibit "B", may occur annually starting one year after this Agreement's execution. The increase must be requested in writing by the CONSULTANT. The annual rate of increase shall not exceed three percent (3%) and shall be based on actual salary increases to employees of the CONSULTANT. The CONSULTANT shall provide documentation of salary changes upon request by the CITY. Upon CITY review and approval, the CITY shall issue a letter of approval signed by the City Manager or his or her designee.

ARTICLE 4 CITY'S RESPONSIBILITIES

4.1 CITY SERVICES

- 4.1.1 The CITY shall designate a representative authorized to act on the CITY'S behalf as the CONSULTANT'S contact. The CITY or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT in order to avoid unreasonable delay in the orderly and sequential progress of the CONSULTANT'S services. All information and document submittals shall be made directly to this individual.
- 4.1.2 The CITY shall provide copies of ordinances, maps, studies and any other such documents as are on file with the City and of use to the CONSULTANT in performing the CONSULTANT'S services.
- 4.1.3 The CITY shall give prompt written notice to the CONSULTANT if the CITY becomes aware of any fault or defect in the services performed or nonconformance of the

CONSULTANT'S work products. Upon receipt of this written notice, CONSULTANT shall promptly remedy any fault or defect in the services performed or nonconformance of CONSULTANT'S work products.

ARTICLE 5 OWNERSHIP AND USE OF DOCUMENTS

- 5.1 The documents prepared by the CONSULTANT pursuant to this Agreement are instruments of the CONSULTANT'S service for use solely with respect to this Agreement.
- 5.2 All reports, documents and materials prepared relating to services rendered hereunder shall be the property of the CITY provided payment of applicable fees for its production has been made to the CONSULTANT in accordance with the terms of this Agreement. The CITY shall retain and use the CONSULTANT'S documents for public record, information and reference and make use in connection with the CITY'S compliance with any federal, state, county or city laws, codes, requirements, permits or any other mandate whatsoever.

ARTICLE 6 TERMINATION, SUSPENSION OR ABANDONMENT

- 6.1 This Agreement may be terminated by the CITY upon not less than ten (10) days written notice should the CONSULTANT fail substantially to perform in accordance with the terms of this Agreement through no fault of the CITY.
- 6.2 This Agreement may be terminated by either party upon not less than sixty (60) days written notice, for any reason or no cause whatsoever.
- 6.3 The CITY may suspend an open task order upon not less than ten (10) days written notice.
- 6.4 If the CITY fails to make payment, within the forty-five (45) days of invoice approval permitted under Florida Statutes, when due the CONSULTANT for services and expenses, the CONSULTANT may, upon seven (7) days written notice to the CITY, suspend performance of services under this Agreement. Unless the CONSULTANT receives payment in full within fifteen (15) days of the date of the notice, the suspension shall take effect without further notice.
- 6.5 In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination, together with reimbursable expenses.

ARTICLE 7 NOTICES

- 7.1 All Notices under this Agreement 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:

CITY OF DESTIN	CONSULTANT
Lance A. Johnson, City Manager	Keith Hill, Baskerville-Donovan
4200 Indian Bayou Trail Destin, Florida 32541 850.837.4242	14101 Panama City Beach Parkway Suite 110 Panama City Beach, FL 32413 850.230.6150

ARTICLE 8 INSURANCE REQUIREMENTS

- 8.1 During the performance of services under this Agreement, CONSULTANT shall maintain Commercial General Liability, Business Automobile Liability (including hired and non-owned coverage) and Professional Liability. Such coverage shall adequately protect the interest of the CITY in regard to all exposures including design defects and subsequent costs and lost revenue to loss associated with this Agreement. In no circumstance shall the limit of liability be written with limits less than \$2,000,000.00 per event/\$4,000,000.00 annual aggregate. CONSULTANT shall also maintain Workers' Compensation Insurance at the statutory limits. Workers' Compensation Policy shall contain a waiver of subrogation in favor of the CITY. CONSULTANT shall furnish CITY certificates of insurance which shall include a provision that such insurance shall not be cancelled, or coverage reduced without at least 30 days written notice to the CITY. All coverage shall be with carriers admitted to do business in the State of Florida. Carriers shall be A+ rated by A M Best Company and have a financial size of X or higher. The Commercial General Liability, Business Automobile and Workers' Compensation policies shall name City of Destin, Florida as an Additional Insured. City of Destin, Florida shall be listed as the Certificate Holder on all certificates. CITY reserves the right to modify its insurance requirements with sixty (60) days written notice to CONSULTANT.
- 8.2 CONSULTANT shall supply certificates of insurance specifically stating the RFP number and title for all coverages required herein prior to execution of this Agreement, such evidence of which shall be attached hereto as Exhibit "C" and made a part hereof.
- 8.3 The required insurance policies shall contain the following provisions:
 - 8.3.1 There are not to be any special limitations on the protection being provided to the CITY, its officials, employees or volunteers.
 - 8.3.2 The CONSULTANT shall provide timely reporting of incidents to its insurance carrier as required under the provisions of its insurance policies. A copy of any filed reports shall also be sent immediately to the CITY. The CONSULTANT shall exercise due diligence to ensure all reporting provisions are met to protect coverage afforded to the CITY, its officers, officials, employees or volunteers.
- 8.4 Verification of coverages and continuations of coverage, provision of certificates and endorsements and authorized signatures shall be made in accordance with the following:
 - 8.4.1 Insurance coverage required in these specifications shall be in force throughout this Agreement. Should the CONSULTANT fail to provide acceptable evidence of current insurance within seven (7) days of receipt of written notice at any time during the Agreement, the CITY shall have the right to consider the Agreement breached and justifying termination thereof.

ARTICLE 9 SOVEREIGN IMMUNITY

- 9.1 The parties further agree that nothing contained herein is intended to nor shall be construed a waiver of 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, or any other provision of law.

ARTICLE 10 INDEMNIFICATION

- 10.1 CONSULTANT 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, 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 negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT, its agents, officers, and employees in the performance of the Agreement.

ARTICLE 11 MISCELLANEOUS PROVISIONS

- 11.1 The CITY and CONSULTANT intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the parties shall be exclusively in the state courts of Okaloosa County, Florida and no where else.
- 11.2 All of the representation and obligations of the CITY and CONSULTANT are contained in this Agreement and no modification, waiver or amendment of this Agreement or any of its conditions or provisions shall be binding upon a party unless made in writing signed by that party or a duly authorized agent of that party who is empowered by a written authority signed by that party. The waiver by any party of a breach of any provision of this Agreement shall not operate to be construed as a waiver of any subsequent breach of that provision by the same party, or of any other provision or condition of the Agreement.
- 11.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of completion, or the date of issuance of the Final Certificate for Payment for acts or failures to act occurring after completion.
- 11.4 This Agreement represents the entire and integrated Agreement between the CITY and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both CITY and CONSULTANT.
- 11.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CITY or CONSULTANT.
- 11.6 CONSULTANT warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT to solicit or secure this Agreement 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 CONSULTANT any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.
- 11.7 Where CONSULTANT is required to enter upon CITY property to deliver materials or perform work or services, as a result of this Agreement, CONSULTANT shall assume full duty, obligation and

expense of obtaining all necessary licenses, permits, inspections and insurance, as required.

- 11.8 The headings of articles, paragraphs and subparagraphs are for convenient reference only and shall not be deemed to limit, construe affect, modify or alter the meaning of such articles, paragraphs or subparagraphs.
- 11.9 Time is of the essence under this Agreement.
- 11.10 The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
- 11.11 If any article, paragraph, subparagraph, section, subsection, term or provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said article, paragraph, subparagraph, section, subsection, term or provision of this Agreement 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 article, paragraph, subparagraph, section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 11.12 In any dispute relating to this Agreement each party shall be responsible for its respective attorney's fees and costs.
- 11.13 This Agreement is binding on the parties, their successors and assigns.
- 11.14 This Agreement shall not be assigned or otherwise conveyed to any other third party without the written consent of the non-assigning or non-conveying party.
- 11.15 **WAIVER OF RIGHT TO JURY TRIAL. THE PARTIES HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE THE RIGHT THEY MAY HAVE TO A TRIAL BY JURY IN RESPECT TO ANY LITIGATION BASED ON THIS AGREEMENT OR ARISING OUT OF, UNDER, OR IN CONNECTION WITH THIS AGREEMENT AND ANY AGREEMENTS CONTEMPLATED TO BE EXECUTED IN CONJUNCTION THEREWITH, AND ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTION OF ANY PARTY HERETO.**

ARTICLE 12 PUBLIC RECORDS

- 12.1 **CONTRACTOR** must comply with the public records law, Chapter 119, Florida Statutes; specifically, **CONTRACTOR** must:
 - a. Keep and maintain public records required by the CITY to perform the service.
 - b. Upon request of the CITY'S custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if **CONTRACTOR** does not transfer the records to the CITY.
 - d. Upon completion of the Agreement, transfer, at no cost, to the CITY all public records in possession of **CONTRACTOR** or keep and maintain public records required by the CITY to

perform the service. If CONTRACTOR transfers all public records to the public agency upon completion of the Agreement, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the Agreement, Contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

- e. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR MUST CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE CITY AT (850) 837-4242 OR BY MAIL AT CITY OF DESTIN, CITY CLERK'S OFFICE, 4200 INDIAN BAYOU TRAIL, DESTIN, FLORIDA 32541.

THIS AGREEMENT ENTERED INTO AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

CITY:
Lance A. Johnson
Its: City Manager

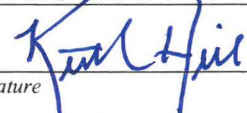

signature

Date: 11/14/19

CONSULTANT:

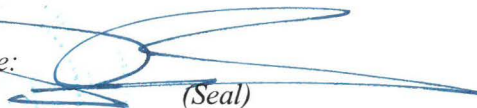
Keith Hill

Its: Exec. VP / COO


signature

Date: Nov. 11, 2019

Attest to
Signature:


(Seal)

Date: 11/14/19

Witness to Signature:



Print Name:

Derena Stanton

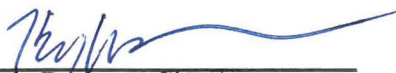
Witness to Signature:



Print Name:

Cheryl R. Dunlavy

Approved as to Legal Form:


Kyle Bauman, City Attorney

EXHIBITS

- A. Request for Proposal No. 19-01-PS
- B. Fee Schedule
- C. Certificates of Insurance



BASKERVILLE-DONOVAN, INC.
ENGINEERING THE SOUTH SINCE 1927

RFQ No. 19-01-PS:
Qualifications for Professional Consulting
Engineering Services for the City of Destin



Exhibit A

Prepared By:
Baskerville-Donovan, Inc.
14101 Panama City Beach Parkway
Suite 110
Panama City Beach, FL 32413

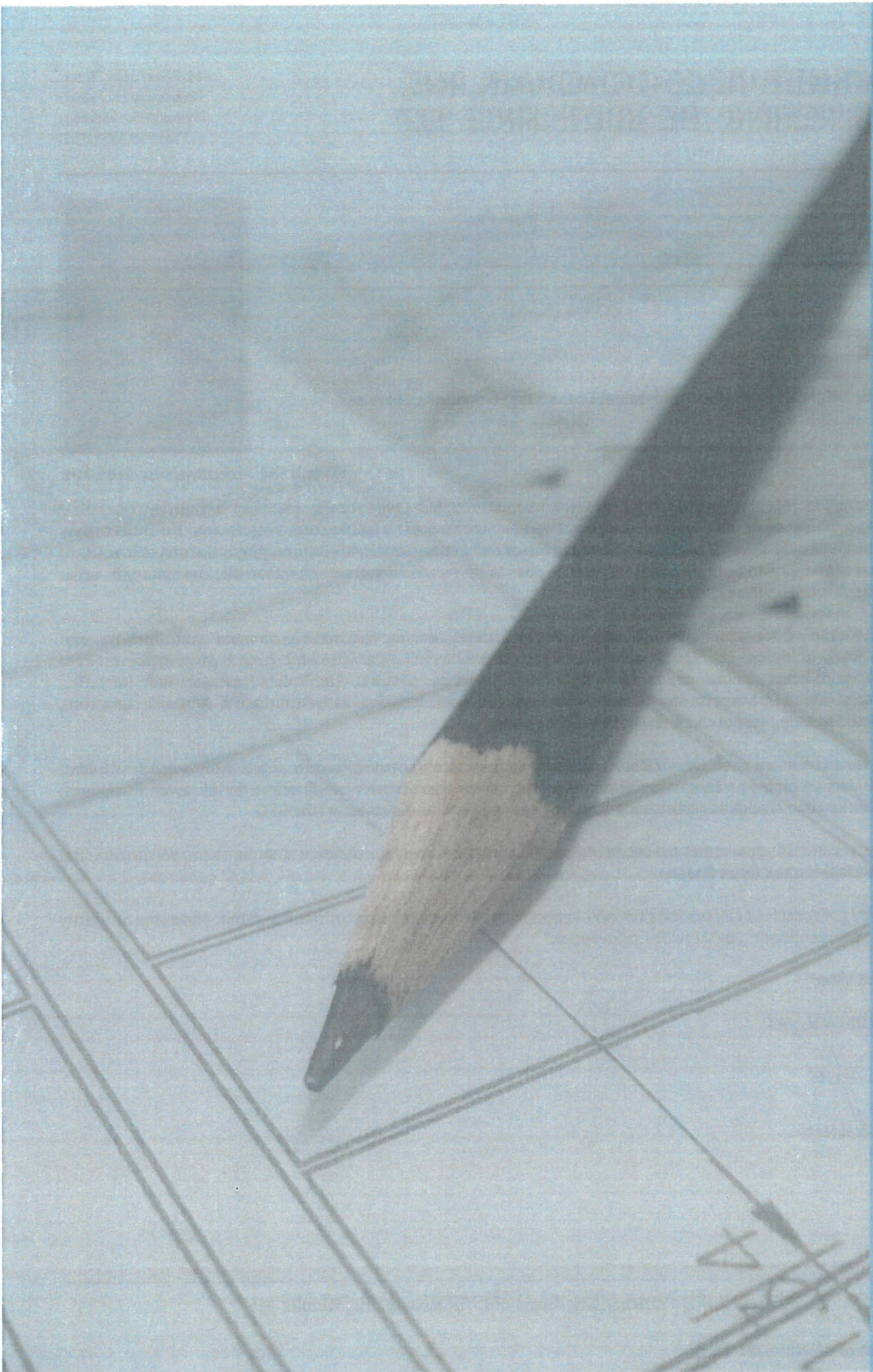
www.baskervilledonovan.com

**ELECTRONIC
COPY**

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1. Letter of Interest



August 15, 2019

Mr. Lance A. Johnson
City Manager
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541



RE: City of Destin, RFQ NO. 09-12-PS – Professional Consulting Engineering Services

Dear Mr. Johnson:

T. Keith Hill, Executive Vice President

Baskerville-Donovan, Inc. (BDI) brings to the City of Destin a multi-discipline engineering, planning, and survey team that understands the significance of public works, transportation and stormwater infrastructure projects and the impact they have on our communities like the City of Destin. Our long history and active relationships throughout the area allows us to bring great value to the City and our municipal experience has taught us the important characteristics necessary to serve the staff, elected officials, and the citizens of Destin.

We understand that the work assignments will vary in size and nature, and we feel that we can meet your timelines and provide quality work within budget. Our Panama City Beach office has full capabilities and capacity to provide services for any engineering projects you may need under this continuing services contract. Our Project Manager, Alan Hart, P.E., along with a strong team of transportation and stormwater professionals including Keith Guthrie, P.E. and Mike Langston, P.E., are committed to being responsive to any of the City's needs.

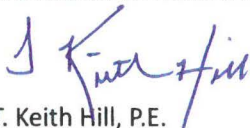
The BDI Team wants to ensure the City of Destin understands our strong commitment to assist with projects included in this RFQ. BDI has assembled a team of professionals which allow us to submit qualifications for all seven disciplines, including the thirteen sub-disciplines listed under the Engineering Services identified in the RFQ.

We sincerely appreciate this opportunity to submit our qualifications, and we are confident that our team will provide the best services available to the City of Destin.

"I declare that this proposal is in all respects fair and in good faith without collusion or fraud and that I have the authority to bind the principal proponent, Baskerville-Donovan, Inc."

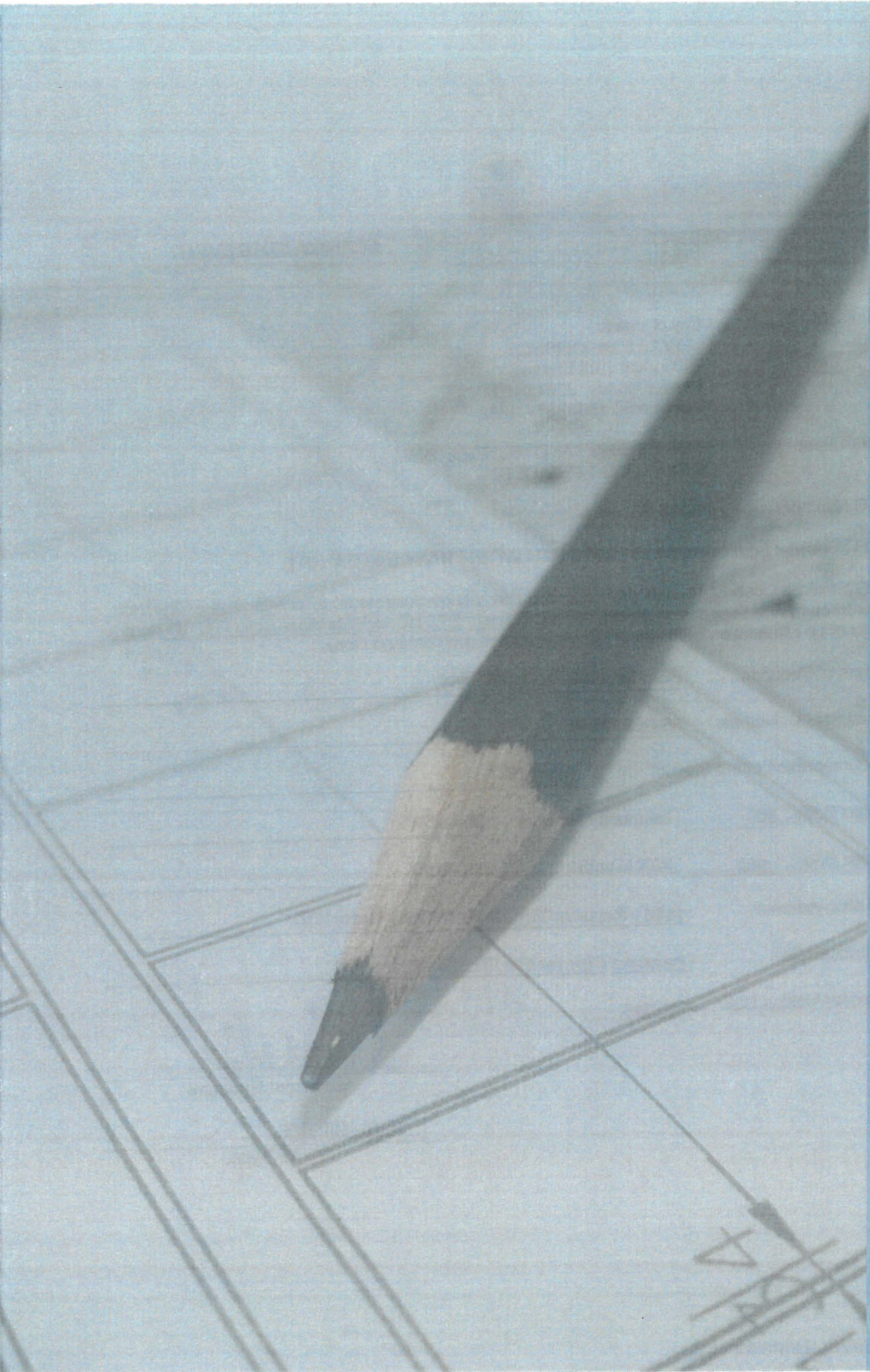
Respectfully submitted,

BASKERVILLE-DONOVAN, INC.



T. Keith Hill, P.E.
Executive Vice President

2. Firm's Proposals



**RESPONDENT****ACKNOWLEDGEMENT**

Submit RFQ's To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ Title: ENGINEERING AND PROFESSIONAL
CONSULTING SERVICES

RFQ Number: 19-01-PS

RFQ Received By: **August 15 , 2019, NO LATER THAN 2:00 P.M. (CT)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **August 15 2019, no later than 2:00 P.M. (CT)** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Baskerville-Donovan, Inc.

Federal I.D. Number: 59-0857184

A Corporation of the State of: Florida

Area Code: 850 Telephone Number: 230-6150

Area Code: 850 FAX Number: 230-6155

Mailing Address: 14101 Panama City Beach Pkwy Suite 110

City/State/Zip: Panama City Beach, FL 32413

Vendor Mailing Date: 8/15/19

Authorized Signature

T. Keith Hill, P.E.

Name Typed



RESPONDENT'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

	<u>Check One</u>
Submitted By:	Corporation ☒
Name: <u>Baskerville-Donovan, Inc.</u>	Partnership ☐
Address: <u>14101 Panama City Beach Pkwy Suite 110</u>	Individual ☐
City, State, Zip: <u>Panama City Beach, FL 32413</u>	Other ☐
Telephone No.: <u>850-230-6150</u>	
Fax No.: <u>850-230-6155</u>	

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Respondent is:
Baskerville-Donovan, Inc.

The address of the principal place of business is:
449 West Main Street Pensacola, FL 32502

2. If Respondent is a corporation, answer the following:

- a. Date of Incorporation: 1972
- b. State of Incorporation: Florida
- c. President's name: Frederick Donovan, Sr.
- d. Vice President's name: T. Keith Hill
- e. Secretary's name: Cindy Zelius
- f. Treasurer's name: Kathleen Koontz
- g. Name and address of Resident Agent: Frederick Donovan, Sr.
449 West Main Street Pensacola, FL 32502

3. If Respondent is an individual or a partnership, answer the following: **N/A**
- a. Date of organization: _____
- b. Name, address and ownership units of all partners:
- _____
- _____
- _____
- c. State whether general or limited partnership: _____
4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals: **N/A**
- _____
- _____
- _____
5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute. **N/A**
- _____
6. How many years has your organization been in business under its present business name?
- 29 years (1990)**
- Under what other former names has your organization operated?
- Baskerville-Donovan Engineers, Inc. (1972)**
- Russell G Patterson and Associates, Inc. (1959)**
- _____
7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.
- See "Licenses" Attachment**
- _____
- _____
8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:
- No**
- _____
- _____
- _____

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Resumes included in Project Team section.

10. State the name of the individual who will have personal supervision of the work:
T. Keith Hill, P.E., Chief Operating Officer

11. State the name and address of attorney, if any, for the business of the Respondent:
Gary Houston

17 West Cedar Street, Suite 3, Pensacola, FL 32502

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

Frederick Donovan, Sr. – 49.26% T. Keith Hill – 7.86%

Frederick Donovan, Jr. – 17.10% J. Thomas Williams – 7.86%

David K. Hemphill – 7.86% Jim Waite – 7.86%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent: N/A

14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	7
b.	Non-Governmental Related Work	6
	Total Work (a +b):	7

Revenue Index Number

1.	Less than \$100,000
2.	\$100,000 to less than \$250,000
3.	\$250,000 to less than \$500,000
4.	\$500,000 to less than \$1 million
5.	\$1 million to less than \$2 million
6.	\$2 million to less than \$5 million
7.	\$5 million to less than \$10 million
8.	\$10 million to less than \$25 million
9.	\$25 million to less than \$50 million
10.	\$50 million or greater

15. Bank References:

Bank	Address	Telephone
Hancock (Bob Malloy)	101 W. Garden St., Pensacola, FL 32502	850-444-3231
Trust Mark (Rick Johnson)	19 W. Garden St, Pensacola, FL 32502	850-316-2023
Servis 1st (Rex McKinny)	316 S. Baylen, Suite 100, Pensacola, FL 32502	850-266-9101
Synovus (Alan Nickelsen)	125 W. Romano St., 4th Floor, Pensacola, FL 32502	850-436-4762

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

See "Schedule and Budget" Attachment

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

See "Quality Assurance" Attachment

18. What will be your turnaround time for written responses to City inquiries?
Within 1 business day.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

See "Claims History Summary" Attachment

SCHEDULE AND BUDGET

Meet Schedules

Baskerville-Donovan's goal is to provide the City of Destin with a finished product on time, every time, and on budget. Each member of the BDI design team assembled under this contract will be composed of talented, experienced professionals with a proven background in the delivery of multi-disciplined planning, engineering, and surveying services. These team members, working with the City staff, will build the City's goals into the finished product. This BDI team has been carefully selected to maximize the project quality and effective attainment of the program goals while staying within the established budgets.

Budget Requirements

After the Project Plan is approved by the BDI Regional Manager, the budget/man-hour, and schedule information is inserted into the corporate financial cost accounting and schedule tracking management system (Deltek Vision®). In addition, as Project Manager, Alan will utilize the scheduling and project scheduling software to monitor progress on this project. To maintain accountability, BDI project schedules and resource requirements are updated regularly by Project Managers. Division and Regional Managers discuss on a weekly basis the current workload, schedule requirements, and staff labor to complete projects and meet the client's schedules. Project Progress Reports are sent to each Project Manager bi-weekly. These budget tracking and schedule control methods allow Project Managers to evaluate the status of their project quickly, and make the needed adjustments to meet, or beat our client's schedules and budgets. The networked scheduling and financial software systems allow Division and Regional Managers to monitor progress on projects and insure that each Project Manager is meeting their commitments with no challenges for project team availability.

Ability to Deliver Projects On-Time and Within Budget

Baskerville-Donovan understands the need to complete projects on-time and within budget, the commitment of available resources, and the importance of providing complete deliverables on those deadline dates to our clients. BDI has been successful in meeting project schedules for our clients throughout our 92-year history. This is a testimony to our commitment to on-time schedules and in-budget projects and the proven track-record of our internal project processes. There are four (4) key elements to BDI's project process that ensure that the schedule requirements are met on every assignment. These key elements are described below:

1. Develop and communicate a clear understanding of our client's scope, schedule, and budget requirements for each project.
2. A corporate commitment of available project team resources necessary to successfully complete the project and meet the schedule.
3. Active monitoring and control of project schedule and budget.
4. Timely and clear communications.

QUALITY ASSURANCE

The Quality Assurance (QA) process of BDI is related to the quality improvement concepts applied by many successful firms. Our point of attack is directed at the root cause of most quality breakdowns, which is a failure to train, direct, and reinforce the staff involved with the project. Our QA program begins with education and training. Staff at all levels (field crews, survey technicians, project managers and principals) receives training on the client's goals and standards. They are instructed on the importance of a well-planned project. They become a fully coordinated team: knowledgeable of how their role is inter-dependent with the roles of all other participants on the project.

BDI is also committed to strong Quality Control (QC) processes. Our QC process is an ongoing effort throughout the entire design process; at each project stage, our submittals are formally reviewed for quality, completeness and consistency. At the beginning of each project, the staff is provided with comprehensive QC checklists. These checklists ensure that each member of the team has reviewed their own work in all applicable areas – prior to submission to the QA/QC officer for formal review and approval.

BDI's formal QC process conforms to all FDOT standard practices and procedures. All reports, surveys, and plans are prepared and signed by their originator. They are then checked by a peer professional, who is not otherwise involved with the project. His independent review identifies any proposed corrections, which are then back checked by the originator, and rechecked by the checker to verify resolution of his original comments. The Project Manager then reviews all checked documents for consistency with the project requirements and for technical adequacy.

The whole QC process employs several visual mechanisms. Red pencil denotes corrections to be made; yellow check indicates corrections have been made; a green check indicates corrections have been verified, etc. These mechanisms verify the step-by-step input and resolution by all participants. Copies of all QC documents are kept on file and available to the client upon request.

For BDI, however, this routine of output-based QC alone is not enough to meet our standards. We believe unless the input and the operating process also are properly controlled, then no one can truly assure Quality is controlled. Thus, for BDI, quality assurance begins at the front end of the process, not at the output end of production. This "front to back" method also allows a "top to bottom" approach. By implementing QC procedures throughout the duration of a project, everyone gets involved. Starting from the Crew Chief all the way to the Chief Executive, each member of this QC team plays a vital role in reviewing field notes, checking accuracy of field measurements, MTS requirements, satisfy scope requirements, etc. Each staff member brings a unique perspective to a project and allows BDI to address all discrepancies.

Sub-Consultant Checking Procedures

The sub-consultants for this project will be required to provide a Quality Control Review of their efforts prior to submittal to BDI for inclusion in submittals. Included with the report documents, the sub-consultants will provide to BDI a formal Quality Assurance Certification indicating that a Quality Control Review has been executed.

Upon receipt of these documents, and the Quality Assurance Certification, BDI's Project Manager will review the documents to ensure that they comply with all applicable technical standards, FDOT program objectives and the project scope. Any deficiencies will be marked and returned to the sub-consultant for review and revision. As with our internal QC procedures, this process will continue (in iterative fashion) until all technical comments and programmatic remarks are resolved. Once all deficiencies are resolved, the final QC documentation will be included in the project Quality Control File.

CLAIMS HISTORY SUMMARY

PROJECT NAME: ECUA Central Water Reclamation Facility – Administration Building

CASE NAME: A.E. NEW JR., INC., Plaintiff/Counter-Claim Defendant/ v. EMERALD COAST UTILITIES AUTHORITY, a Florida Public Utility, Defendant/Counter-Claim Plaintiff/Third Party Plaintiff, v. HATCH, MOTT, MACDONALD FLORIDA, LLC, a Florida Limited Liability Company, and BASKERVILLE-DONOVAN, INC., a Florida Corporation, Third Party Defendants. /BASKERVILLE-DONOVAN, INC., Crossclaim Plaintiff, v. HATCH, MOTT, MACDONALD FLORIDA, LLC, Crossclaim Defendant. /A.E. NEW JR., INC., Third Party Plaintiff, v. AREA GLASS, INC. a Florida Corporation, et al., Third Party Defendant.

CASE NO. 2012-CA-396F

PROJECT DESCRIPTION: During 2012, the Administration Building contractor, AE New, filed a notice of claim alleging numerous issues pertaining to the structural and architectural design and delays of the Administration Building, which was wholly designed by a Subconsultant Architect, Mott-MacDonald and suit against numerous subcontractors alleging subpar work. Baskerville-Donovan, Inc. had no liability and continues to perform work with ECUA.

PROJECT NAME: Escambia County Via De Luna Drive Landscape – Phase 2

CASE NAME: Dung Tien Do v. Levin and Rinke Development, Baskerville-Donovan, Inc., Wallace Sprinkler & Supply, Inc. and Robert Rinke

CASE NO. 2018 CA 001859

PROJECT DESCRIPTION: November 2014, Mr. Do was a pedestrian crossing the Via de Luna Drive from Portofino Island Resort to the beach side. Mr. Do was injured as he was struck by a vehicle while crossing the road. Mr. Do subsequently received a citation from the FHP for leaving a place of safety and entering the path of a vehicle resulting in crash and causing property damage.

The claim asserts that BDI performed landscaping obscured Mr. Do's vision from seeing traffic and likewise obscured traffic and drivers from seeing him. BDI did perform landscaping design along Via de Luna Drive, but nowhere in the vicinity of the accident. A Motion for Summary Judgment for hearing and attempt to obtain judicial resolution of the case has been filed.

PROJECT NAME: Bayside Properties Platt Survey

CASE NAME: Bayside Property Consultants, LLC v. City of Mobile, Mobile Planning Commission, Mobile City Council, Exit Realty, Helen Emmons, Toulminville, LLC, Philip Burton, Joe Burton, Williams Engineering & Construction Co., Baskerville-Donovan, Inc., Joe Reagan, Surety Land Title, Crane Title Co., et al.

CASE NO. 02-CV-2018-902497.00

PROJECT DESCRIPTION: Bayside Property Consultants purchased a 24-lot subdivision in Mobile, AL in June 2007. Two houses were constructed and sold. After which the property was selected for a HUD compliance review and determined to be in non-compliance due to the demolition of an 83 unit apartment complex as part of a HUD Use Agreement.

BDI was contracted to perform a plat survey of the property. Our contract did not include any other services, including due diligence or a title search. There are 4 counts in the claim. BDI is named in Count 1 - as being negligent to exercise their authority with due diligence to the prospective buyer and Count 3 – asserting fraudulent representation that the property was a legally approved subdivision.

24 April 2019 - The Court dismissed the plaintiffs' claim with prejudice.

23 May 2019 – Bayside Properties (Plaintiff) filed a Motion for Reconsideration

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

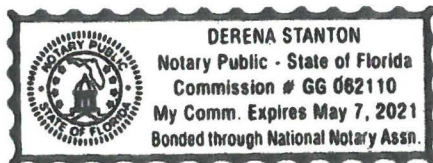
The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's Proposals to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)

(Title) **Executive Vice President/COO**

Subscribed and sworn to before me

This 15 day of August, 2019



Notary Public (Signature)

My Commission Expires:

May 7, 2021

FIRM'S PROPOSALS

The Baskerville-Donovan, Inc. (BDI) Team is pleased to submit our qualifications to the City of Destin for the Engineering and Professional Consulting Services RFQ. BDI is a 92 year old multi-discipline firm that specializes in local government services. Our organization is widely recognized throughout the panhandle for working in a corporate and collaborative manner with our clients to provide quality engineering services.

Baskerville-Donovan's business is primarily based to provide the best engineering services available to municipal clients throughout the South. We understand that for a municipal project to succeed it must work technically, financially, and socially. The City of Destin staff and elected officials are very close to the constituents and every project budget and schedule is important.

We are right there with you. Our team will be by your side the whole way, and, we understand the need to complete projects on time, the commitment of available resources, and the importance of providing complete deliverables on those deadline dates to our clients. BDI has been successful in meeting project schedules for our clients throughout our 92-year history. This is a testimony to our commitment to on-time schedules and in-budget projects and the proven track-record of our internal project processes.

Maintaining an engineering business in the Panhandle for over 92 years that serves primarily municipal clients requires more than just great engineers. It requires creative thinkers, a highly technically trained staff, and employees that understand the challenges that the City staff faces every day. We know that everything is under the watchful eyes, and our experience in making your projects successful will prove invaluable and will allow you the ability to focus on your day to day activities and resolving project related issues.

The BDI Team is always ready to assist the City, even on a moment's notice. We have the experience, the local knowledge, and the qualifications to provide unparalleled service to the City of Destin.

Management Team

The key to BDI's success is our people. Our firm commitment is to staff your project with highly credentialed, experienced professionals who lead and perform all daily assignments. This approach ensures that all of the critical decisions and work for each City project is actually executed and checked by our best and most seasoned professionals.

First and foremost, we are very proud to offer Alan Hart, P.E. as BDI's dedicated Project Manager for all services under this RFQ. As we have outlined in detail herein, BDI believes that limiting client points-of-contact provides for efficient and cost effective projects, and streamlined project communications. Alan is long-time Florida panhandle resident and is in a very favorable position to dedicate his talents and energy to providing the very best services to the City.

Keith Hill, P.E. will directly support and assist Alan as the BDI Client Services Manager (CSM). As CSM and Chief Operating Officer for BDI operations, Keith is personally dedicated to ensuring that Alan is fully supported by our firm and sub-consultants – as required to guarantee project success. Keith is personally committed to ensuring the success of these important projects. Our full contact information is as follows:

Alan Hart, P.E.
Project Manager
Baskerville-Donovan, Inc
14101 Panama City Beach Parkway Suite 110
Panama City, FL 32413
Phone: (850) 230-6150
Fax: (850) 230-6155
Cell: (850) 712-3956
ahart@baskervilledonovan.com

T. Keith Hill, P.E.
Principal-in-Charge, COO
Baskerville-Donovan, Inc
449 W. Main Street
Pensacola, FL. 32502
Phone: (850) 438-9661
Fax: (850) 433-6761
Cell: (850) 324-4926
khill@baskervilledonovan.com

Local Commitment

As mentioned above, we have been working on local projects in the Destin area for a decade. Over this period, we have developed a highly effective professional working relationship; our record of professional success is reflected in our projects and client references. In fact, we take great pride in our work in the area.

Our commitment to the City is also reflected in the team we have assembled for work under this RFQ. A careful review of the attached materials will show that BDI has identified a highly experienced team of professionals; each is fully committed to the success of the City's projects and programs. Each of our senior technical staff and sub-consultants has been carefully selected to provide you with the very best professional team available.

Project Team

Each of these individuals is selected for their demonstrated professionalism and consistent record of success. In every case, Keith Hill has personally worked with the same Key BDI Team Members identified on recent municipal infrastructure projects.

To meet the City's schedules for the completion of design, permitting and bidding, some critical tasks may need to be performed simultaneously. As a result, BDI will assign internal project teams and sub-consultants – all led by senior professionals – to ensure these tasks are completed on time with high quality work. The assignment of our top professional staff to each team ensures that the communications and information flow will be effective and efficient. The lead team members are all experienced professionals and have worked together on previous projects. These key staffers are supplemented by highly qualified sub-consultants to ensure all tasks meet our project schedule.

The following services will be provided by BDI staff:

- Landscape Architect
- Civil Engineering
- Computer Consulting (Cabling, RCDD, etc.)
- Structural Engineering
- Athletic Field/Facility Design
- Transportation/Traffic
- Mapping/GIS
- Planning Services
- Construction Management

SERVICES TO BE PROVIDED BY SUBCONSULTANTS

SUB-CONSULTANT	DISCIPLINE	OFFICE FOR SERVICES
Olsen Associates, Inc.	Coastal Engineering	Jacksonville
Southern Earth Sciences, Inc.	Geotechnical Engineering	Destin
Geosyntec Consultants	Environmental/ Hydrogeological/ Hazardous & Solid Waste	Destin
Sam Marshall Architects	Architecture	Pensacola
Schmidt Consulting Group, Inc.	HVAC/ Mechanical Engineering	Pensacola

Past Performance

As a leader in the field of civil engineering in Florida, BDI has provided various engineering services to more than 100 municipalities throughout the state. We understand that engineering challenges – while critical – are only a part of the challenges that many municipalities face in Florida today. The successful development of infrastructure requires a comprehensive understanding and approach to meet all of the challenges – engineering, regulatory, public, and financial aspects – of each unique project. By working closely with our clients, BDI has developed cost-effective solutions that meet their specific needs. BDI will do the same for Destin, and we can provide funding assistance to City staff in an effort to minimize the economic impact of project development for the tax and rate payers in Destin.

Location

Over the years, part of our success can be attributed to our corporate commitment to local service. As such, our staffing plan features sub-consultants that work closely with our staff assigned to the BDI Panama City Beach and Pensacola offices.

Since the mid-1970's, BDI has maintained a Destin office, however; in response to client needs we have recently consolidated our Panama City and Destin offices in a new location near the west end of Panama City Beach. This move was accomplished to provide better service to the Okaloosa/Walton/Bay County service area. However, BDI continues to maintain a permanent mailing address and the required professional licenses in Destin. Because a number of our staff are residents of Destin and the surrounding area, this arrangement helps our firm support our local staff and clients.

Summary

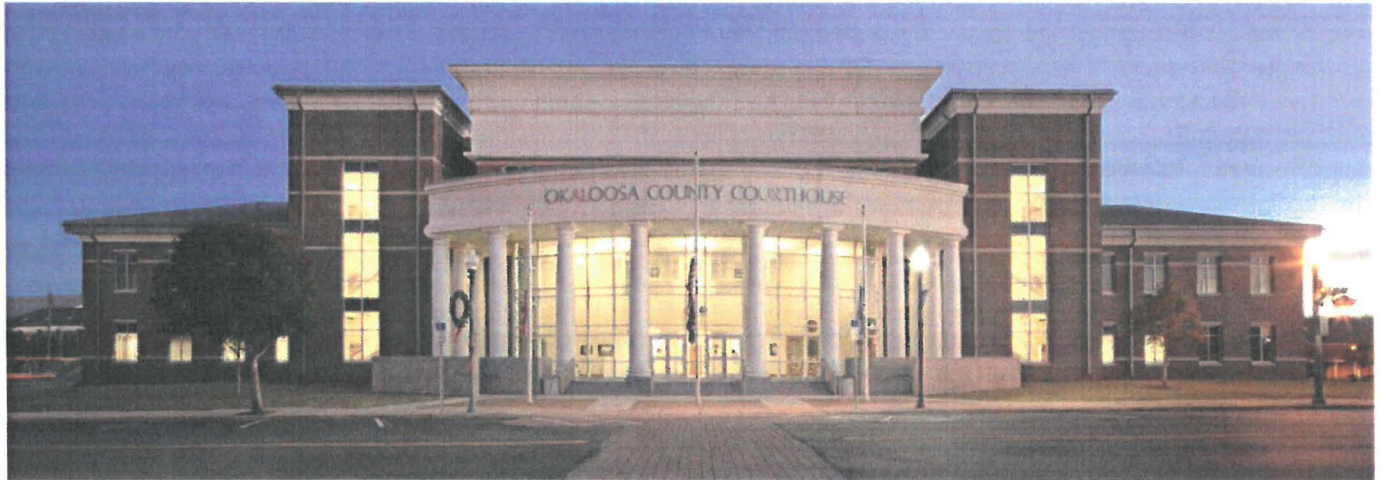
Our BDI Team commitment to the City of Destin involves the following:

- Expertly planned projects and a willingness to exceed project schedule and budget expectations.
- The assignment of engineers and designers with excellent experience and technical capability.
- Strict control and tracking of the project schedule, budget, and assigned staff.
- A team-centered flexibility to quickly adapt to the full range of City needs.
- Clear, consistent and seamless communications with the City and regulatory authorities.
- Our collective commitment to the successful development of projects in the City of Destin.
- Assignment of a locally available team consisting of numerous Destin residents and businesses.
- Our formidable track record of developing critical project funding.

We believe that the attached information will clearly demonstrate that the BDI Team is uniquely qualified to serve the City of Destin. We have made every effort to assemble a locally-based team that is well-positioned to provide the highest level of service to the City. Our team believes the following are the top reasons to select the BDI Team:

1. The BDI Team has the highest level of commitment to the City of Destin. The City's priorities and success on projects are of the utmost importance to BDI. BDI is founded on serving Northwest Florida's communities and prides ourselves in serving our fellow citizens.
2. The BDI Team commits to the City of Destin our highest-quality Design, Permitting, and Construction Service expertise. BDI has completed numerous projects in Destin and surrounding areas, and we have made every effort to ensure that those same individuals who have been involved in area projects in the past - have been committed to services under this contract.
3. The BDI Team is prepared to meet and exceed all City project schedules and budget requirements. By incorporating innovative design technologies, the BDI Team will beat the City budget.
4. The BDI Team has a strong commitment to the City of Destin and its economic growth. As prime consultant, BDI leads this group with a corporate history of providing consulting services in the panhandle since 1927.

ARCHITECTURE



For many project assignments requiring architectural services, BDI has teamed with a reputable local architecture firm, Sam Marshall Architects (SMA). Located in Pensacola, SMA has been providing architectural services in the Florida Panhandle since 1962. Over the years, SMA has developed a solid reputation for providing comprehensive architectural and planning services for a wide variety of projects. The firm maintains an ongoing relationship with local engineering firms and sub-consultants, including the local engineering staff at BDI.

Capabilities

SMA is a group of design oriented professionals organized to provide complete architectural and planning services for a wide variety of projects. Founded in 1962, the firm enjoys an outstanding reputation for design excellence, completion of on budget projects and an ability to affect smooth working relationships with owners and builders. This success stems from an ability to coordinate the diverse efforts of many professionals to produce architecture, which is both sensitive to the environment and to the client's wishes and budget.

SMA offers a strong local presence of service-oriented architects with experience in municipal project design. SMA prides themselves on paying close attention to our client's needs and their projects. Our clients like that attention, as demonstrated by the extensive number of repeat clients we have worked with in the past.

SMA has an unblemished track record of budget and program compliance, achieved by constant updating of cost factors beginning with the program information and continuing through the entire design and documentation process.

Some of the SMA's local projects (past and present) have included:

- Santa Rosa County Federal Credit Union
- Okaloosa County Courthouse
- Mattie Kelly Art Center
- Observatory
- Learning Resource Center
- Marine Fisheries Hatchery
- Pensacola Beach Public Safety Building

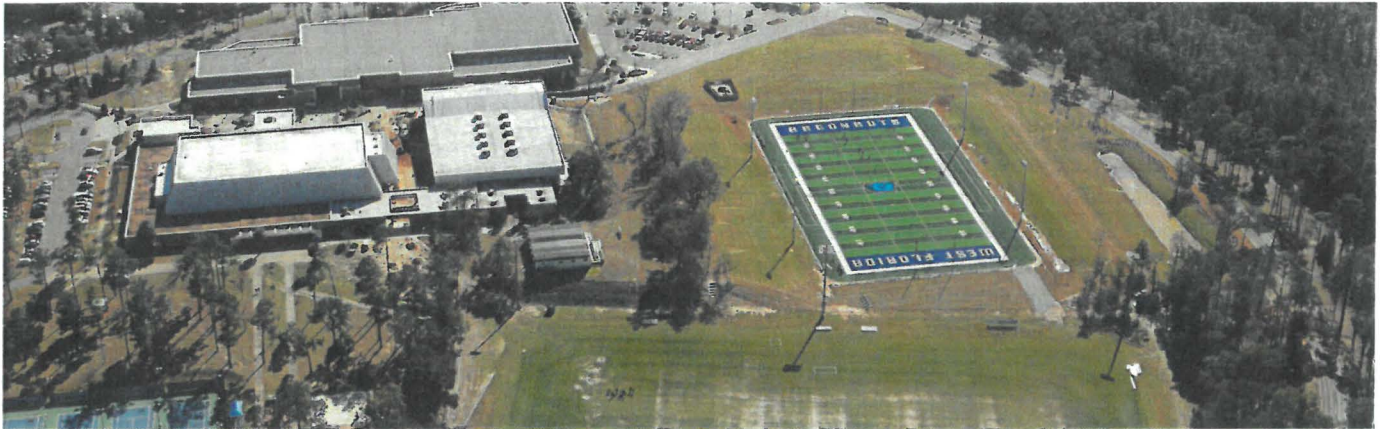
Architectural Staffing

In teaming with SMA, the BDI team has selected a group of highly qualified professionals for all architectural work under this contract. Individual professional resumes for key staff have been included in Section 3. Mike Marshall, AIA will provide the senior technical leadership for all architectural related assignments. In addition, the SMA/BDI team will utilize in-house technical support resources including CAD technicians, interns, administrative and support personnel. For building projects, the team will also include the various engineering professionals for structural, mechanical, electrical, etc., included herein.

Communications and Project Execution

The City of Destin's primary contact will be the BDI Project Manager, Alan Hart, P.E.. For each project assignment that includes an architectural element, Alan will be assisted by Mike Marshall. Mike and any required team members will meet regularly with the City and their designated project team, as required to ensure that work flow is efficient and timely; and that all buildings are properly programmed for the intended use. Mike will also assist Alan in coordinating with the engineering disciplines associated with each building; including electrical, civil, structural, mechanical, geotechnical and HVAC components. For assignments involving buildings, Sam Marshall Architects will provide construction administration services for all vertical project components.

LANDSCAPE ARCHITECTURE & PLANNING



Landscape Architecture and Planning services will be provided by Baskerville-Donovan, Inc. (BDI). BDI has been providing professional landscape architecture and planning services around the Panhandle since the 1970's. In fact, BDI has been involved in planning and providing landscape architecture services for many of the large private and municipal developments - and Development of Regional Impact (DRI) Studies around the Gulf Coast region. Services offered by our landscape architects include site planning, preparation of planting plans, irrigation plans, site design plans, master plans, and the associated permitting.

Capability

Planning is a broad term describing a wide range of activities; from master site planning in association with our in-house landscape architecture group; to a regional effort involving community-wide planning and zoning, as well as the preparation of land development codes. Over the years, BDI has provided the full range of planning services for both our private and public sector clients.

Representative planning activities include:

- Campus Master Plans
- Land Use Planning for Communities and Developments
- Unified Land Development Regulation Codes
- Marine and Waterfront Development Planning
- Urban Design
- Environmental Impact Studies
- Fiscal Impact Studies/Impact Fee Analysis
- Transportation and Corridor Studies
- Industrial Development Planning
- Coastal Management Planning & Permitting
- Public Participation Consensus Development
- Development of Regional Impact (DRI) Studies
- Permitting
- Recreational Facilities Design

Experience

Some of the projects that have included landscape architecture and planning services are listed:

- Destin Sports Complex
- UWF Football Complex
- Community Maritime Park (Pensacola Blue Wahoos)
- Sandestin & Seascape Resorts
- The Fisheries Hatchery
- Turkey Creek Park
- Pensacola Beach Pedestrian & Bike Path
- The Bluffs

Staffing

The BDI team has selected a group of highly qualified professionals for all landscape architecture and planning services under this contract. David Hemphill, ASLA, will provide the senior technical leadership for all landscape architecture and planning related assignments. The attached table gives the key personnel associated with the production of civil products and services. In addition, the BDI team will utilize in-house technical support resources including CAD technicians, interns, administrative and support personnel.

Communications

The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each landscape architecture and/or planning assignment, Alan will be directly assisted by David Hemphill, ASLA. When required, David and any required members of his team will meet regularly with the City and their designated project team for planning and analysis coordination. All of the results of planning and design efforts will be communicated to the City's professional staff on a regular basis.

CIVIL ENGINEERING

The BDI team has been providing civil engineering services in the Destin area and Okaloosa County since 1927. Our engineers, technicians and project management staff are some of the most qualified professionals in the region. Our long, specialized history of providing civil engineering services along the Gulf Coast uniquely qualifies our team for these services under this RFQ. We understand the design and construction environment, and are very familiar with local codes, permitting requirements and the NWFL regulatory environment.

Civil Capabilities

BDI maintains one of the most technically proficient heavy-civil design groups in the southeast. Our engineers have designed award-winning airfields, ports, industrial facilities, sports complexes, parks, golf courses, municipal piers, parking facilities, multi-modal developments, master plans, large private developments – and a wide range of other civil works projects. Our civil engineers are very competent and experienced in the design, permitting and construction management for local government civil projects.

Stormwater Management

A major part of almost every civil engineering project is drainage and stormwater management. The BDI team has designed hundreds of stormwater drainage projects for local governments across the panhandle. Our experience includes design of underground piping systems, ditches, stormwater retention and detention ponds, stormwater pumping stations, lakes, overflow structures, outfalls, channels, canals, dams, bridges and, culverts, as well as basin modeling. Our project experience in this area has included drainage designs and studies for cities and counties, subdivisions, roads, bridges, and industrial parks. Our engineers were the first in the panhandle to use Interconnected Channel & Pond Routing model software version 4 (ICPR4). The BDI team is committed to providing environmentally friendly, technically coordinated and permittable stormwater solutions. A critical path consideration for many of the projects under this RFQ will likely involve routine stormwater treatment and attenuation. When required, the BDI team will attend pre-application meetings with the NFWMD to investigate the drainage and permitting requirements prior to commencement of design. Our initial meeting will focus on presenting the proposed improvement concept to the District as required to determine specific permitting requirements. Subsequent meetings will be executed as required to ensure that the City is provided with a technically sound and permittable set of construction documents.



Experience

We have worked closely with communities throughout the region to assist them in making our area of Florida what it is today. One of the best places to live. Some of the projects that have included civil engineering services include:

- Holley by the Sea Drainage Study
- Destin Sports Complex
- Pensacola Beach Roadway Improvements
- Pensacola Beach Fishing Pier
- Dan Russell Pier
- Wallace Road Sidewalks
- Community Maritime Park
- Turkey Creek Park

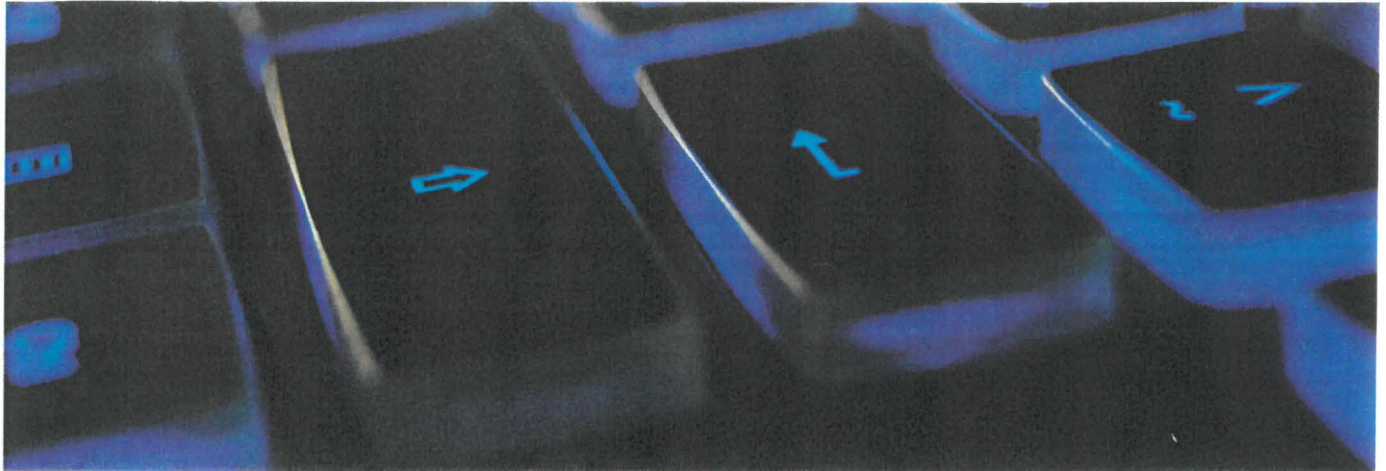
Civil Staffing

The BDI team has selected a group of highly qualified professionals for all civil engineering work under this contract. Patrick Burke, P.E. will provide the senior technical leadership for all civil engineering related assignments. The following table gives the key personnel associated with the production of civil products and services. In addition, the BDI team will utilize in-house technical support resources including CAD technicians, engineer interns, administrative and support personnel.

Communications

The BDI Team understands the important role that information management plays in completing projects on schedule and within budget. The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E.. For each civil engineering project assignment, Alan will be assisted by Mike Langston, P.E.. When required, Mike and any required members of his team will meet regularly with the City and their designated project team. All of the results of planning, design and construction administration efforts will be communicated to City professional staff on a regular basis.

COMPUTER CONSULTING



Since our internal technology group was founded in the mid-1990's, BDI has been providing computer consulting services for many of our local government clients. Our technicians and project management staff are very adept at providing specialized computer consulting services, as required, to meet almost any client needs. Because we intimately understand the local government consulting environment, our computer specialists are very familiar with the specific needs and requirements of public officials along the Gulf Coast.

Capabilities

BDI maintains a full staff of credentialed and technically proficient computer consulting professionals. In addition to the daily maintenance of our own corporate internal technology needs, our technology specialists are very adept at assisting our clients in developing their own computer and networking solutions. Some of the services provided by BDI computer technology staff include:

- Network security audits
- Design and installation of turn-key systems
- Network design and configuration
- Network training for hardware and software applications
- Office phone systems & cabling
- Web development
- Software programming
- Installation and support of LAN\WAN and WLAN connectivity
- Wireless connectivity
- VPN and firewall configurations

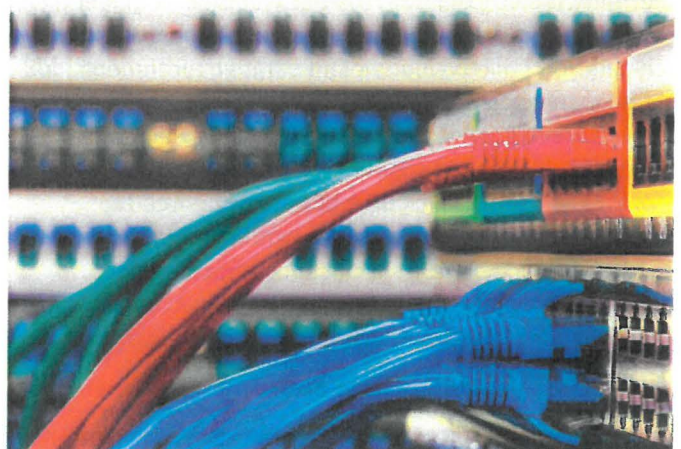
The BDI technical lead for any computer consulting assignment under this contract will be Scott St. Hiller. Scott has over 20 years' experience providing network and systems integration and implementation, and is VAC, VCCP, MSCE, MCNE, CCA and CCSP certified. Scott has also provided technical assistance with regard to network and systems design and management.

Staffing

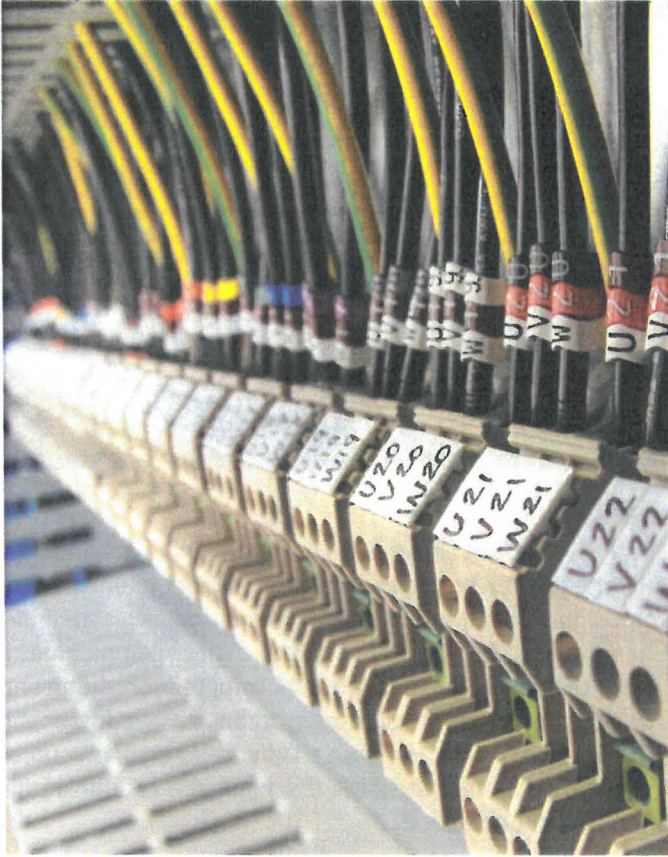
The BDI team has selected a group of highly qualified professionals for all computer consulting work under this contract. Individual professional resumes for key staff have been included in Section 3. Scott St. Hiller will provide the senior technical leadership for all computer consulting and systems technology related assignments. In addition, the BDI team will utilize in-house technical support resources including additional technicians, engineers, administrative and support personnel.

Communications

The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each computer consulting project assignment, Alan will be assisted by our technology specialist, Scott St. Hiller. When required, Alan, Scott and any required members of the BDI technology team will meet regularly with the City and their designated project team. All of the results of planning, design and installation efforts will be communicated to City professional staff on a regular basis.



ELECTRICAL ENGINEERING



For this contract, BDI has teamed with local engineering firm, HG Engineering (HG), located in Fort Walton Beach, FL. HG provides electrical engineering services for a wide range of clients, including the military, federal and state governments, industrial, municipal, commercial, universities and school districts.

Capabilities

HG Engineering is an electrical, energy and telecommunications design engineering company located in Fort Walton Beach, Florida. The firm has provided engineering services to private citizens, as well as Federal, State, and Local Governments since 1969. HG provides electrical engineering for buildings or sites of all types for a wide range of clients, including the military, federal and state governments, industrial, municipal, commercial, universities, school districts, private developers and architects. Facility electrical design includes interior and exterior power distribution and control. Their services include, but are not limited to:

- Detailed interior and exterior lighting modeling, simulation, analysis, specification, and control
- Advanced metering, utility monitoring and control systems
- Utility primary power distribution either overhead or underground

- Power distribution system modeling and coordination studies – medium and low voltage
- Emergency generation systems and energy security stand-by systems
- Telecommunications systems: data, voice or CCTV
- Outside plant telecommunications (wired or wireless)
- Coordinating Information Assurance to provide connectivity across government networks
- Airfield navigational aids
- Lightning protection systems

Experience

With decades of experience in the local government consulting environment, we are accustomed to working within the team environment. Some of the recent projects completed by our electrical engineering group include:

Okaloosa County Administrative Building
Ft. Walton Beach Housing Authority
City of Ft. Walton Beach Fire & Police Station
Destin Water Users Arc Flash
Okaloosa County Courthouse
Washington County Courthouse

Electrical Staffing

The BDI team has selected a group of highly qualified professionals for all electrical engineering work under this contract. Christopher Garick, P.E. will provide the senior technical leadership for all electrical engineering related assignments. Below is the key personnel associated with the production of electrical products and services. In addition, the BDI team will utilize in-house technical support resources including CAD technicians, engineer interns, administrative and support personnel.

Communications

The BDI Team understands the important role that information management plays in completing projects on schedule and within budget. The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each electrical engineering project assignment, Alan will be assisted by Christopher Garick, P.E. When required, Christopher and any required members of his team will meet regularly with the City and their designated project team, obtain available data, conduct field investigations, design coordination, and design analysis. All of the results of planning, design and construction administration efforts will be communicated to City professional staff on a regular basis.

ENVIRONMENTAL ENGINEERING



For all environmental project assignments under this RFQ, BDI has teamed with Geosyntec Consultants. Geosyntec is internationally known for their technical leadership, broad experience, and exceptional client service in the following areas: Hydrogeological, Water and Natural Resources Assessment, Contaminated Site Assessment and Cleanup, Environmental Planning and Management, Management and Restoration, Waste Management Planning, Engineering, and Design.

Through the NCHRP, Geosyntec has led or helped produce reports on highway runoff research needs, stormwater best management practice (BMP) selection and design, runoff volume reduction and infiltration guidance, construction stormwater management, bridge deck runoff quality control, National Pollutant Discharge Elimination System (NPDES) permitting, Total Maximum Daily Load (TMDL) compliance, managing deicing and anti-icing runoff, and watershed-based approaches to achieving Clean Water Act (CWA) goals.

Experience

A representative sample of our project experience for environmental engineering services:

- FDEP Environmental Sampling
- Mahogany Mill Boat Ramp
- FDEP Coyote Navarre Closure Design/Bid
- FDEP Coyote Site Closure Evaluations
- Groundwater and Hydrogeologic Services

Hydrogeological Staffing

The BDI team has selected a group of highly qualified professionals for all hydrogeological environmental engineering work. Under this contract Crystal Townes, P.G. will provide the senior technical leadership for all hydrogeological engineering related assignments. In addition, Geosyntec/BDI Team will utilize in-house technical support resources including professional engineers, CAD technicians, engineer interns, administrative and support personnel.

Communications

The BDI Team understands the important role that information management plays in completing projects on schedule and within budget. The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each hydrogeological environmental engineering project assignment, Alan will be assisted by Crystal Townes, P.G. When required, Katie and any required members of her team will meet regularly with the City and their designated project team, as required to ensure the technical integrity of BDI deliverables.

GEOTECHNICAL ENGINEERING



For all geotechnical and soils engineering project assignments under this RFQ, BDI has teamed with a recognized leader in the geotechnical profession, Southern Earth Sciences, Inc. (SES). All services performed by SES will be accomplished from the firm's local office in Destin. SES was founded in Panama City in 1983; over the past 26 years, the company has completed over 25,000 geotechnical and environmental projects. SES specializes in geotechnical and construction materials testing, environmental site assessments, contamination assessments, asbestos and lead-based paint consulting, and landfill/ wastewater disposal sites. SES has a long history of working with the BDI team throughout the Florida panhandle; engineers at BDI and SES have completed the full range of project types together – the team is intimately familiar with the local conditions, construction techniques, construction capabilities and the local construction materials market.

SES Capabilities

SES laboratories are inspected and certified yearly by the Construction Materials Engineering Council and participate in proficiency testing programs sponsored by CMEC. In December, 2006, their laboratory was inspected by the Corps of Engineers and received Corp validation with no deficiencies. Their firm is pre-qualified by FDOT for Group 9 services (all except 9.5). Engineering technicians are certified by the American Concrete Institute (ACI), the Construction Training Qualification Program (CTQP), and the Florida Department of Transportation (FDOT) for various services.

Professional and trade organization memberships include the American Council of Independent Testing Laboratories (ACIL); the American Society of Civil Engineers (ASCE); the American Concrete Institute (ACI); the National Water Well Association (NWWA); and the American Society of Testing and Materials (ASTM).

Experience

Many of the projects presented were accomplished with soils investigations and/or other services provided by SES engineers. In fact, BDI engineers from Tallahassee, Florida to Mobile, Alabama regularly work with SES on the full range of civil, environmental and transportation projects. In and around the Destin area, SES has provided geotechnical engineering services for a number of projects, including:

- Harbor Blvd Development
- Vintage Destin Apartments
- Siebert Avenue Subdivision
- SR 30 (US98) Widening
- Southern Cross Plantation
- Destin Bridge
- Destin Yacht Club
- Fisherman's Wharf
- Commons Drive Extension
- Henderson Beach

SES-BDI Staffing

As indicated above, BDI and SES have been working as a team on projects around the Florida Panhandle for over two decades. Our staff members are very familiar with one another and have developed very effective professional relationships. In teaming with SES, the BDI team brings this well-integrated working relationship to the City of Destin. Logan Fowler, P.E. will provide the senior technical leadership for all soils testing and geotechnical engineering related assignments. In addition, the SES/BDI team will utilize in-house technical support resources including CAD technicians, engineer interns, administrative and support personnel.

Communications and Project Execution

The City of Destin's primary contact will be the BDI Project Manager, Alan Hart, P.E. Because virtually every project likely to be issued under this contract will require some measure of sub-surface investigation, Alan and the other senior technical staff will be working closely with Logan Varner, P.E. on a regular basis. As the SES technical lead, Logan will be available to meet with the appropriate project team members or City staff, as required.

HAZARDOUS WASTE



BDI has teamed with Geosyntec Consultants to handle all Hazardous Waste needs for this RFQ. Geosyntec is a recognized leader in waste containment facility permitting and design. From concept to implementation, they assist clients in achieving efficient, safe, and secure containment of their regulated wastes that require land disposal. Geosyntec professionals assist clients in increasing commercial viability, achieving and maintaining compliance, and ensuring that short- and long-term needs are met for new and existing sites and projects. They are experienced in the permitting, design, and construction of expansions and closures of:

- Municipal solid waste (MSW) landfills
- Hazardous waste landfills
- Coal combustion residual landfills
- Construction and demolition waste landfills
- Radiological and mixed waste landfills
- Tailings impoundments
- Mine waste rock piles and dumps

Geosyntec's waste containment practice specializes in addressing the most complex and challenging projects through our innovative technologies and designs. Practitioners assist clients with permitting greenfield sites and existing site expansions, maximizing disposal capacity, and solving complex site challenges. Practitioners also provide investigation, design, permitting, and construction oversight for on-site disposal facilities for cost-effective, safe on-site disposal of soils, sludges, and miscellaneous debris

with a broad range of contaminants, including mercury, PCBs, and volatile and semi-volatile organic compounds.

The applied research of Geosyntec's practitioners has defined the state of the practice for more than 30 years. Through our close relationships and collaborative efforts with both government entities and academic institutions, Geosyntec is often first-to-field with emerging technologies and practices, and many of the waste containment design and methodologies they pioneered in the 1980s are now today's standards in the field. From developing guidance documents and guidelines for the U.S. Environmental Protection Agency (EPA), Environmental Research and Education Foundation (EREF), and the Interstate Technology & Regulatory Council (ITRC.)

Staffing

The BDI team has selected a group of highly qualified professionals for all Hazardous Waste engineering work under this contract. Joseph Applegate, PG, will provide the senior technical leadership for all Hazardous Waste related assignments. In addition, the BDI team will utilize in-house technical support resources including CAD technicians, engineer interns, administrative and support personnel.

Communications

The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each hazardous or solid waste project assignment, Alan will be assisted by Joseph. When required, Joseph and any required members of his team will meet regularly with the City and their designated project team, as required to ensure effective technical communications. All of the results of planning, design and construction administration efforts will be communicated to City professional staff on a regular basis.



HVAC/MECHANICAL

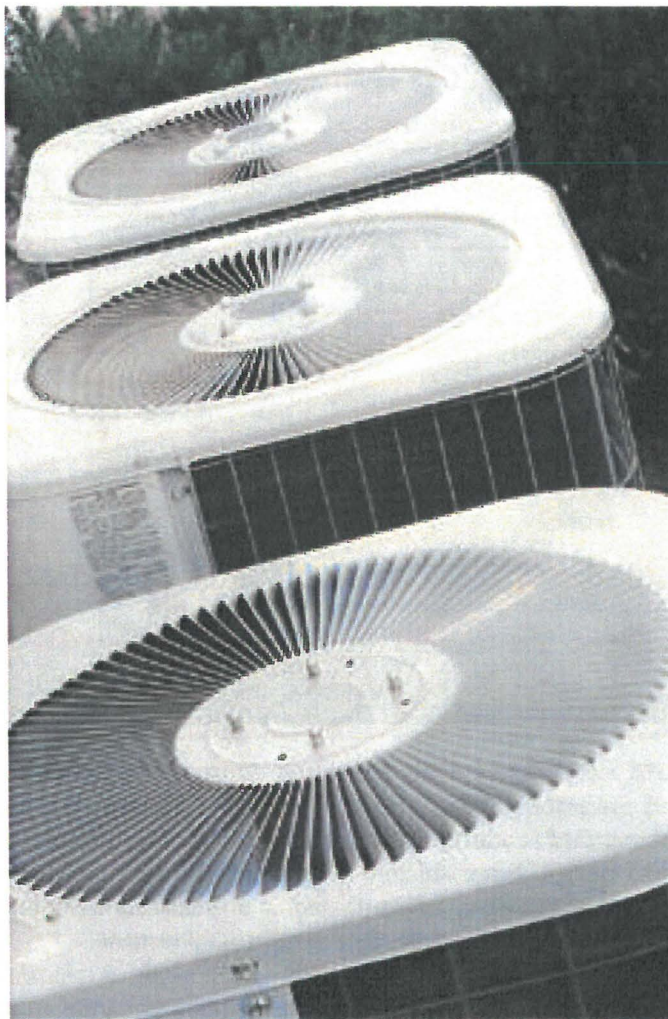
For all HVAC and mechanical project assignments under this RFQ, BDI has teamed with a reputable Pensacola engineering firm, Schmidt Consulting Group, Inc. Schmidt Consulting Group, Inc. (SCG), a small business established in Pensacola, FL in 1987, provides mechanical, electrical, plumbing, structural, communications, LEED, energy management, and commissioning services. SCG's full range of services includes planning, design, construction documents, construction administration, bid documents, contract administration, special structural inspections, and commissioning for new facilities, additions and renovations. The firm's reputation for quality, responsiveness and timeliness has been demonstrated through successful projects for many private, federal, state and local entities. Each discipline is led by a professional with over 20 years of experience. SCG staff includes Professional Engineers, Certified Commissioning Agents, LEED Accredited Professionals, Energy Managers and experienced Project Managers. The firm's long history of working in the Gulf Coast region has developed strong relationships with a variety of architectural, engineering and specialty design firms. We have a thorough understanding of the requirements and are highly qualified to evaluate existing facilities and develop recommendations for renovations and new state-of-the-art buildings.

A representative sample of SCG's project experience for Mechanical and HVAC engineering services:

- City of Gulfport Charles Walker Community Center – Gulfport, MS
- City of Pensacola City Hall – Pensacola, FL
- City of Pensacola Southwest Branch Library – Pensacola, FL
- City of Pensacola Housing Office – Pensacola, FL
- Escambia County One Stop Facility – Pensacola, FL
- Escambia County Brosnahan Sportsplex and Stadium – Pensacola, FL
- Million Air Fixed Base of Operations, Gulfport/Biloxi International Airport – Gulfport, MS
- Pensacola Regional Airport Explosion Detection System – Pensacola, FL
- Pensacola Regional Airport Innisfree Jet Center – Pensacola, FL

Staffing

In teaming with Schmidt Consulting Group, Inc., the BDI team has selected a group of highly qualified professionals for all HVAC and mechanical engineering work under this contract. Individual professional resumes for key staff have been included in Section 3. Gene Schmidt, P.E., CxA, CPD, LEED AP BD+C will provide the senior technical leadership for all HVAC and mechanical engineering assignments. Gene is a LEED accredited professional, with over 39 years



of experience as a mechanical engineer, primarily in HVAC, fire protection and plumbing design.

Communications

The City of Destin's primary contact will be the BDI Project Manager, Alan Hart, P.E. For each HVAC and mechanical engineering project assignment, Alan will be assisted by Gene Schmidt. When required, Gene and any required Schmidt Consulting Group team members will meet regularly with the City and their designated project team, as required to ensure that work flow is efficient and timely.

HYDROGEOLOGIC SERVICES

For all hydrogeologic and environmental service assignments, BDI has teamed with Geosyntec Consultants. Founded in 1983, Geosyntec is a consulting and engineering firm that works with private and public sector clients to address new ventures and complex problems involving our environment, and natural resources. Their expertise in efficient site characterization, including sites that exhibit complex groundwater flow regimes, has distinguished our firm and practitioners as leaders in the assessment and remediation of groundwater. Their practitioners are highly skilled in addressing a broad suite of contaminants, including metals, chlorinated organic chemicals, petroleum hydrocarbons, and emerging contaminants, and utilize award-winning, technology-based remediation strategies that are often first to field. Many of our hydrogeologists specialize in modeling the fate and transport of contaminants through the most difficult types of media, including fractured and karst bedrock.

They work closely with clients to fully understand their specific challenges and assist them in successfully navigating the complex regulatory environments that projects may encounter. Geosyntec's engineers and scientists guide them through every step and develop precise characterization and diagnostic tools that improve their ability to achieve site-specific remedial action objectives within a reasonable time frame utilizing cost-effective solutions.

Once a site has been characterized, team members are adept at applying ex situ and in situ remedial technologies, long-term monitoring, and other site management strategies. While they are highly experienced in conventional approaches and technologies, they are practice leaders in the application of state-of-the-art in situ remedial technologies, including:

- Bioremediation and bio augmentation
- Chemical oxidation
- Chemical reduction
- Thermal remediation

They specialize in the assessment and remediation of sites where sediments have been impacted by a wide range of contaminants including metals, crude oil and refined petroleum compounds, polynuclear aromatic hydrocarbons, pesticides, and PCBs. Their conservation, remediation, and restoration experience includes sites ranging from small, intermittent flow streams to large man-made and natural lakes, as well as complex rivers, estuaries, and harbor systems. Geosyntec's multidisciplinary approach brings together nationally recognized in-house specialists in engineering, ecology and biological sciences, risk assessment and applied toxicology, and earth sciences to



address the complex issues associated with contaminated sediment management.

To fully comprehend and address complex sediment challenges, their practitioners employ adaptable treatability studies that provide essential data for sediment management projects to assist our clients and so Geosyntec design engineers better understand the physical, chemical, and biological processes that can help mitigate potential risks. These studies are critical for understanding and demonstrating attenuation processes that can occur in sediment if natural conditions are maintained, cap material is placed on top of sediment, or enhancements are added to the sediment or cap material.

Staffing

In teaming with Geosyntec Consultants, the BDI team has selected a group of highly qualified professionals for all hydrogeologic work under this contract. Individual professional resumes for key staff have been included in Section 3. Crystal Towns, PG will provide the senior technical leadership for all hydrogeologic and sciences-related assignments. In addition, the Geosyntec/BDI Team will utilize in-house technical support resources including CAD technicians, scientists, field personnel, administrative and support personnel.

Communications and Project Execution

The City of Destin's primary contact will be the BDI Project Manager, Alan Hart, P.E. For each project assignment requiring hydrogeological services, Alan will be assisted by Crystal Towns, PG. Required team members will meet regularly with the City and their designated project team, as required to ensure that work flow is efficient and timely.

SOLID WASTE



BDI has teamed with Geosyntec Consultants to handle all Solid Waste needs for this RFQ. Geosyntec engineers and scientists offer decades of experience in the design, construction, and long-term maintenance of waste containment and processing facilities, including central operations where commingled or source-separated recyclables are processed mechanically, or manually to meet market specifications for sale.

Geosyntec consults with solid waste planners and engineers as they establish technical specifications, conduct material analysis, and seek to improve manual and mechanical materials separation and recovery approaches at their recycling facilities handling thousands of tons of waste each day throughout the world.

Geosyntec engineers provide advanced designs for new and established facilities, as well as technical services for waste characterization, mass balance, and technology selection, including recommendations for fixed and rolling equipment to enhance operations. They also analyze human factors related to waste recovery and separating and consult on best management practices for raw material and product storage.

In just one example, Geosyntec aided the Solid Waste Authority of Palm Beach County, Florida in the innovative installation of a disc screen system for commercial fiber. County officials sought to increase the overall efficiency of their existing recycling facility and, if possible, to mechanize the operation while increasing the quality of the finished product, thereby improving its marketability and revenue potential.

Geosyntec met or exceeded each of these goals. Efficiency increased from approximately nine tons of product recovered each hour to an average rate of about 17 tons per hour, ramping up to as much as 20 tons per hour when needed. The amount of manual labor used in the processing operation was also substantially reduced, and the overall quality and marketability of the finished products were improved using a combination of a pre-sort station, the disc screen, and an improved ability to perform quality control inspections.

Staffing

The BDI team has selected a group of highly qualified professionals for all hazardous/solid waste engineering work under this contract. Individual professional resumes for key staff have been included in Section 3. Kwasi Badu-Tweneboah, Ph.D, P.E., will provide the senior technical leadership for all solid waste engineering related assignments. In addition, the BDI team will utilize in-house technical support resources including CAD technicians, engineer interns, administrative and support personnel.

Communications

The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each hazardous or solid waste project assignment, Alan will be assisted by Dr. Kwasi. When required, Dr. Kwasi and any required members of his team will meet regularly with the City and their designated project team, as required to ensure effective technical communications. All of the results of planning, design and construction administration efforts will be communicated to City professional staff on a regular basis.

STRUCTURAL ENGINEERING



For vertical construction and general horizontal project assignments requiring structural engineering services under this RFQ, Baskerville-Donovan (BDI) can provide all structural engineering as required under this contract. The BDI structural engineering staff is experienced in foundations, slabs, bridges, steel building frames, reinforced concrete building frames, piling, marine structures, pier structures, retaining walls and culverts. BDI has maintained a structural engineering group since 1997.

Experience

BDI structural group has provided designs for apartment buildings, public facilities, hospitals, schools, churches, bridges, banks, piers, retaining walls, breakwaters, boat ramps, bulkheads, vehicle ramps, parking garages, wastewater treatment plants, cinemas, U.S. Post Offices, air traffic control towers and a US Embassy.

Staffing

As indicated above, BDI engineers have been working on projects around the Florida Panhandle for decades. In recent years, our staff has been involved in plant designs for wastewater treatment facility upgrades at Destin Water Users. Our staff members have developed very effective professional relationships. The BDI team brings this well-integrated working relationship to the City of Destin. As indicated in the team organization chart, Thomas Williams, P.E. will provide the senior technical leadership for all general and vertical structural engineering assignments.

In addition, BDI will utilize in-house technical support resources including CAD technicians, engineer interns, administrative and support personnel.

Communications

The City of Destin's primary contact will be the BDI Project Manager, Alan Hart, P.E. For each project assignment requiring general structural engineering services, Alan will be coordinating directly with Thomas Williams, P.E. Thomas has been working with Alan on recent projects and brings a formidable record of professional accomplishments to the City of Destin. As the BDI technical lead, Thomas will be available to meet with the appropriate project team members or City staff, as required.



SURVEYING



BDI is fully equipped and staffed to support the City of Destin with full land surveying and mapping services. BDI has a long history of surveying throughout the State. In fact, for many communities around Florida, our files include some of the oldest surveys available. Over time, our company culture has become increasingly defined by loyalty. Many members of our survey staff have celebrated 10, 15, 20, and 25 year anniversaries with the firm. This type of mutual commitment between the company and the employee defines the BDI FAMILY. For our clients, this decades-old family atmosphere results in minimizing the "learning curve", regardless of how unique or challenging a job may be.

BDI is large enough to handle almost any project, but small enough to guarantee that company principals will be directly involved in the surveying and mapping process. Despite the current economy, BDI continues to operate a high-quality surveying and mapping service line with 3 survey crews located in Florida. BDI has four registered Florida land surveyors available to serve the City.

For large projects, or projects with time-sensitive delivery requirements, BDI is accustomed to shifting survey equipment and personnel from one area of the state to the required region for extended periods of time. In these cases, BDI was able to utilize our extensive local resources and office locations to provide the additional crews at a minimal

cost to the company or client. This operational experience guarantees that BDI has the capability and resources to effectively and efficiently serve the City.

Below please find a comprehensive list of equipment for BDI survey crews in Florida:

- 4 WD GMC PICKUPS
- TOPCON ROBOTIC TOTAL STATIONS
- TOPCON REFLECTORLESS TOTAL STATIONS
- HP48GX DATA COLLECTOR W/TDS SOFTWARE
- ZEISS NI-2, AUTO LEVELS
- SCHOENSTEDT MAGNETIC LOCATORS
- CELL PHONES
- MOTOROLA HAND HELD RADIOS
- 2007 KAWASAKI "MULE" ATV WITH TRAILER
- 1997 KAWASAKI "MULE" ATV WITH TRAILER
- 1999 KAWASAKI "MULE" ATV WITH TRAILER
- GPS RADIO TRANSMITTERS
- PIPE HORN UNDERGROUND UTILITY LOCATOR
- UTILI-VAC VACUUM EXCAVATION EQUIPMENT WITH AIR LANCE AND 4"
- TWO HYDROGRAPHIC SURVEY VESSELS
- DIGITAL CAMERAS
- 10' AND 16' TRIPODS
- SAFETY EQUIPMENT (OSHA)
- 2016 AUTOCAD CIVIL 3D, SOFT DESK and AUTOCADD/LDD

SURVEYING



Coastal Expertise

For any specialized project assignments requiring coastal surveying services, BDI surveyors will support our team partners at Olsen Associates, Inc. With most of our offices located within coastal communities, much of this experience has been with projects involving the Gulf of Mexico and adjacent bays, bayous, rivers, and creeks. Our team has developed a unique understanding of project objectives and considerations in the local coastal environment.

Experience

For almost every project we engineer, BDI surveyors provide in-house land surveying services. BDI engineers and surveyors have been working together for over eight decades on projects all around the Gulf Coast. Our professionals operate as one, seamless team – these long

term in-house relationships guarantee the integrity of the background design data utilized to engineer projects for our local government clients. Some of the projects that have involved BDI land surveying services include:

Gulf Breeze WWTP

City of Milton Canal Street Streetscape

Santa Rosa County Holley By The Sea Drainage

Pensacola Beach Pedestrian Bike Path

City of Milton Waterfront Redevelopment / Riverwalk

Destin Water Users GIS Database

Destin Water Users Headworks Facility

Quietwater/Pensacola Beach Re-nourishment

Land Surveying Staffing

The BDI team has selected a group of highly qualified professionals for all land surveying work under this contract. Scott Mills, PSM, will provide the senior technical leadership for all assignments that involve surveying.

A successful business relationship begins with a good understanding of the client's needs. BDI surveyors are prepared to fully engage the professional staff at the City of Destin as required to ensure that your expectations are exceeded. We have the ability to RESPOND QUICKLY, provide RESULTS THAT LAST, and meet or beat the project BUDGET. Furthermore, we remain committed to a quick turnaround of final deliverables despite the provision of limited background data and other informational resources up front. BDI will meet the requirements of the City of Destin in two ways: (1) RESPONSIVENESS and (2) ABILITY TO PROVIDE A QUALITY PRODUCT IN A TIMELY MANNER.

Communications

For all assignments involving surveying services, the City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. Alan will be assisted by Scott Mills, PSM. When required, Scott and any required members of his team will meet with the City and their designated project team, obtain available data, and spend a significant amount of time in field investigations, team coordination, and data analysis. All of the results of planning project surveying efforts will be communicated to City professional staff on a regular basis.

TRANSPORTATION/TRAFFIC ENGINEERING



Over the decades, BDI and our team partners have assembled a formidable resume of professional experience in the area of Transportation and Traffic Engineering. We are proud of our accomplishments and are pleased to present the City of Destin with our technical experience and capabilities in this important area of our consulting services.

Transportation Capabilities

Our transportation expertise includes a broad range of service areas, including: transportation engineering, roadway design, airfield design, multi-modal design, bridge design, transportation planning, traffic engineering, highway lighting, route surveying, stormwater design, environmental permitting, real property, construction administration and public involvement. Over the years, BDI has completed hundreds of large-scale transportation projects for local municipalities, counties, and both the Florida and Alabama Departments of Transportation. Our team has the in-house staff depth required to accomplish all of the major elements of any transportation project, large or small.

Road & Bridge Design

Our staff of professionals are experienced in the review, analysis and design of all roadway engineering elements. These capabilities/skills include criteria compliance, drainage, maintenance of pedestrian and vehicular traffic during construction, access management, cost estimates, specifications, constructability and schedules.

We understand and are very proficient in all technical aspects of roadway design, including horizontal and vertical geometry, drainage, pavement marking and signing, signalization, lighting and landscaping. Most importantly, we are keenly aware of the rising cost of construction and allocate sufficient time and effort to the development of comprehensive construction cost estimates throughout project design phases. This enables our engineers to

recommend cost reduction design alternatives whenever cost estimates exceed the allocated budget.

Our staff is extremely familiar with the Department of Transportation's Design Criteria. However, we recognize that less restrictive "Florida Green Book" criteria controls municipal and local government roadway design; (with the exception of projects participating in state or federal funding). The resulting roadway designs will always be in conformance to ADA standards and other agency permit requirements; our goal will be to satisfy the functional and technical requirements of the City of Destin.

Utilities

BDI understands the important role that existing utilities play in the planning, design and construction of roadway projects. Because BDI helped to design many of the utility systems around Destin, we are uniquely qualified to deal with the existing utilities surrounding almost any project in the area.

Immediately following a project assignment, BDI will review and analyze all available City, County and private utility information, as-builts and any other available data. In every case, BDI will meet with the responsible City professionals to identify any required or proposed utility adjustments associated with individual project assignments. BDI engineers will conduct field investigations of existing water, sewer, gas, electrical and telecommunications lines to determine location and condition of existing facilities. As a part of this effort, BDI will meet with all affected utility companies to gather information on existing and proposed utilities. During design development, utility companies will be provided with preliminary plans for mark-ups related to existing and proposed facilities. BDI will further analyze and provide suggested alternatives to minimize construction costs and utility disruptions during the construction phase.

TRANSPORTATION/TRAFFIC ENGINEERING



Maintenance of Traffic

Maintenance of Traffic (MOT) is an important component of any roadway project. In particular, many of the roadways around Destin are characterized by high-volume traffic; BDI engineers are aware of the challenges associated with developing roadway projects in congested areas – we are prepared to ensure that high-quality MOT plans are provided for each assignment under this RFQ. We are also aware that the City of Destin is committed to ensuring that pedestrian and cycle traffic is encouraged. Our MOT plans will be very considerate of the maintenance and safety of all multi-modal traffic.

In Destin, peak traffic flows can be extreme. For any identified “technically challenging” projects, the feasibility and cost associated with Maintenance of Traffic for each alternative will be determined. In these isolated cases, special emphasis will be placed on access issues relative to special events, access to adjacent property owners, and safety for pedestrians and vehicles. Specific features of each alternative (such as utility or drainage crossings, cross-street traffic, bicycle traffic, roadway profile adjustments, and roadway widening options, etc.) will be carefully evaluated relative to traffic flow to assure a cost effective and safe Maintenance of Traffic concept.

Experience

Some of the projects that have included civil engineering services include:

- Pinestead-Longleaf Roadway Design
- Canal Street Improvements
- Berryhill Road Intersection Design
- Beach Access Road
- Pensacola Beach Pedestrian / Bike Path

Transportation Staffing

The BDI team has selected a group of highly qualified professionals for all transportation engineering work under this contract. Keith Guthrie, P.E. will provide the senior technical leadership for all transportation and traffic engineering-related assignments. The attached table gives the key personnel associated with the production of transportation products and services. In addition, the BDI team will utilize in-house technical support resources including CAD technicians, transportation engineer interns, administrative and support personnel.

Communications

The City of Destin’s primary contact will be the BDI Project Manager, Alan Hart, P.E. For each transportation and/or traffic engineering project assignment, Alan will be assisted by Keith Guthrie, P.E. When required, Alan and any required members of his team will meet regularly with the City and their designated project team, as required to ensure that workflow is efficient and timely. Where a project assignment requires specific public information requirements, Alan will be assisted by our Client Services Manager, Jeff Petermann, P.E. Jeff’s career experience will help ensure that all public communications are effective. For projects that include a measure of multi-modal, pedestrian or cycle traffic, Alan and Keith, and the BDI team will be assisted by David Hemphill, ASLA. Over his 30-plus year career, David has produced a wide range of pedestrian, urban revitalization, trail park and other multi-modal projects in the panhandle.

MAPPING/GIS SERVICES

BDI is fully equipped and staffed to support our local government clients with the design, upgrade and/or implementation of GIS technologies. This state-of-the-art tool streamlines work flow, improves the integrity of data and substantially increases the efficiency of data collection and access. GIS is a problem-solving information resource that can be used to answer questions about the location of underground utilities, watershed characteristics, land use attributes, pollution impacts, public health concerns, and locations for a number of important infrastructural facilities such as water wells, manholes, traffic devices, etc. Through cutting-edge geo-visualization technologies, GIS affords the user with the opportunity to develop interactive that reveal the story behind the data.

GIS Applications

GIS combines the precision of CAD drawings with data management capabilities that provide a solid foundation for comprehensive planning. In today's regulatory environment, administrative requirements often demand data storage and querying capabilities for efficient management and reporting of assets. BDI GIS specialists work with our local government clients to help implement new GIS systems and upgrade existing databases.

Two dimensional infrastructure maps can become a dynamic representation of pending work orders, flow through a water system and/or zoning changes over time. Relationships between multiple datasets are revealed with GIS as it puts location-based information at our fingertips. GIS maximizes workflow and data sharing at the desktop and in the field. BDI helps our local government clients with design and development of existing or new GIS services in the following areas:

- Asset Management
- Demographic and Land-use Analysis
- Geographic and Topographic Mapping
- GPS/GIS Solutions
- Address Matching

GIS/Mapping Advantages

With recent technological advances, geospatial solutions have become an inseparable part of business operation and management. BDI GIS specialists understand how a modern GIS can provide unprecedented access and insight into large, unmanageable databases. Visualization of feature data, the dynamic nature of GIS, along with its modeling and analysis potential, makes it an invaluable resource for mapping, storing and dissemination of spatial information. GIS gives our clients an opportunity to not only produce a map, but reveal the real story behind the data through cutting-edge geo-visualization techniques.



At BDI, we understand that the benefits of GIS are as boundless as its applications. This state-of-the-art tool equips us with cost-saving techniques that streamline workflow, improve our data integrity and increase data collection efficiencies. Our team of GIS specialists are ready to assist the City of Destin with any consulting services required to develop and/or upgrade the City's GIS resources.

Experience

For many of our local government clients, BDI submittals include deliverables formatted to efficiently integrate into existing GIS databases. As such, many of the projects featured herein were prepared to interface with GIS applications. In addition, BDI has provided GIS-specific services for a number of municipal, county and utility clients in Florida. In general, this experience involves database design, pilot projects, field data collection, database prioritization, staff training, etc.

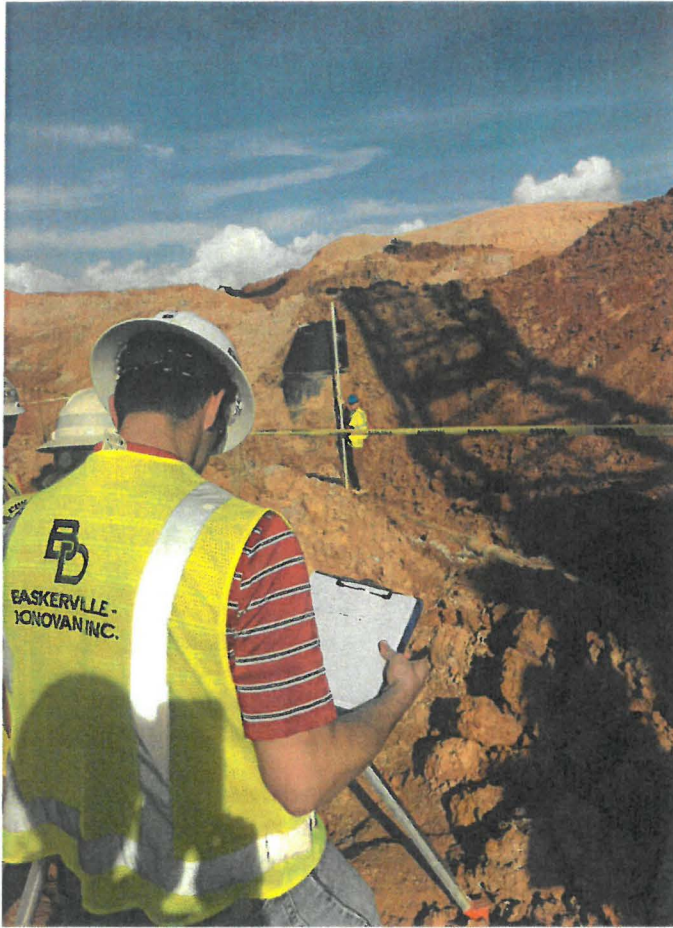
Staffing

The BDI team has selected a group of highly qualified professionals for all GIS work under this contract. For all GIS assignments, Alan Hart, P.E., who also serves as the BDI Project Manager, will serve as the direct technical lead. Hilary Bauer, E.I. will provide in-house GIS production leadership. In addition, the BDI team will utilize in-house technical support resources including GIS technicians, field personnel, administrative and support personnel.

Communications

The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. For each assignment, Alan will be assisted by Hilary Bauer, E.I. For assignments requiring substantive field data collection efforts, Alan will be assisted by Scott Mills, PSM/PLS. When required, Alan, Hilary, Scott and any required members of the BDI GIS team will meet regularly with the City and their designated project staff. All of the results of planning, GIS design, and database development efforts will be communicated to City professional staff on a regular basis.

CONSTRUCTION MANAGEMENT SERVICES



The BDI team has been providing construction management and observation services in the Florida Panhandle since 1926. Our construction inspectors, technicians and project management staff are some of the most qualified and experienced professionals in the region. We believe that our long history of work in the region uniquely qualifies our staff. We understand the local construction materials markets, construction costs and local contractors better than any other firm in the market. In fact, many of the oldest construction documentation available in the panhandle is on file at BDI. We were around when the market was very small –before the big regional and national construction firms were interested in the Florida panhandle. As the local market has grown, our professionals have grown and adapted to the changing construction environment. Our construction management personnel are ready to provide the very best services to the City of Destin.

Capabilities

For any assignment under this contract, BDI is qualified and prepared to execute any required construction phase services. Our staff has a wide range of construction administration experience that could be engaged at any time to provide support to City staff:

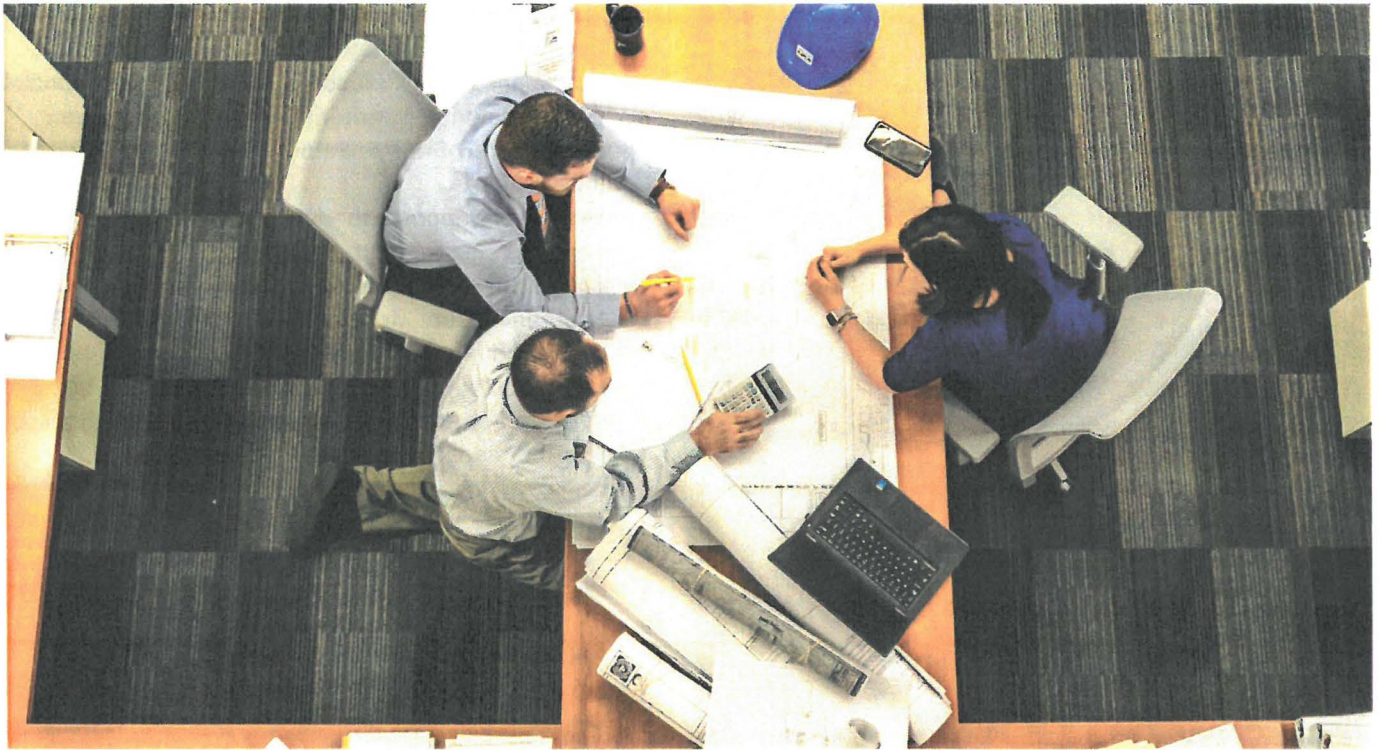
- Bidding phase services
- Directional drill / boring experience
- Best Management Practices (BMP) in erosion control, dust abatement, dewatering system discharge, etc.
- Certifications of any related or required utility system modifications
- Engineering support for any required field adjustments or during construction
- Contractor claims resolution services
- Maintenance of Traffic (MOT) experience in FDOT, County and Municipal Rights-of-Way
- Preparation of daily construction reports and logs
- Review, approval and processing of contractor pay requests / applications
- Inventory logs and monitoring of contractor's stored materials
- Resolving utility conflicts during construction
- Prepare system inspection test reports and project punch lists
- Field Change Order preparation and execution
- Contractor Requests for Information (RFI's)
- Regular project meetings, meeting agendas and minutes
- Public, business and homeowner communications
- Review and approval of contractor submittals, shop drawings, RFI's, schedules, as-builts, etc.
- Preparation of any required project record drawings
- Preparation and maintenance of pre-construction and progress photo and videos logs
- Inter-agency, utility and property owner coordination

Our commitment will be to ensure that the best BDI experts are available and on site during any and all special construction operations and/or support service requirements. Locally and state-wide, BDI has multiple layers of technical redundancy available to evaluate, adjust, or provide design modifications during construction.

Construction Cost Management

For all assignments under this RFQ, BDI is committed to assisting the City of Destin with the proper utilization of public capital resources. In the past, we have enjoyed working with the City to develop creative solutions to project issues. BDI will ensure that our designs are well conceived; they will include cost-savings strategies for maximizing the City's infrastructure development resources. We believe that our intimate historical knowledge of the local construction markets places us in a unique position to assist the City in developing highly accurate estimates of probable construction cost. To help establish accurate cost estimates, BDI engineers will consult early in the project development process with our construction management personnel.

CONSTRUCTION MANAGEMENT SERVICES



BDI is accustomed to making cost-saving recommendations to our clients in a wide variety of areas. We review every aspect of the project to look for opportunities to save: materials substitutions, pipeline alignment adjustments, construction staging, fast-track opportunities, phasing options, construction staging, haul routes, bidding strategies, etc. For the City of Destin, BDI is committed to bringing the full measure of our experience in the area of cost-effective consulting.

Contractor Claims

On occasion, a construction contractor will underbid a project. Over the years, BDI has become very familiar with the local construction bidding environment; our engineers and construction management staff work with our clients to ensure that all contractors are fully vetted during the bid phase of the project. Prior to recommendation of award, BDI professionals will execute a due diligence process as required to protect the City from unqualified bids. In every case, regardless of contractual conditions – BDI strictly protects the integrity of the contract documents and supports the public (and client) interest in the project. We believe that it is our duty to respect and support the City's mission and objectives in being good stewards of public infrastructure funding. More than any other consultant in the NWFL market, BDI has proven our resolve in the area of frivolous contractor claims; each of our professional staff has developed a superior understanding of the process for working through contractor issues efficiently and effectively.

Construction Management Experience

BDI is accustomed to providing in-house construction management services for the vast majority of the projects we design.

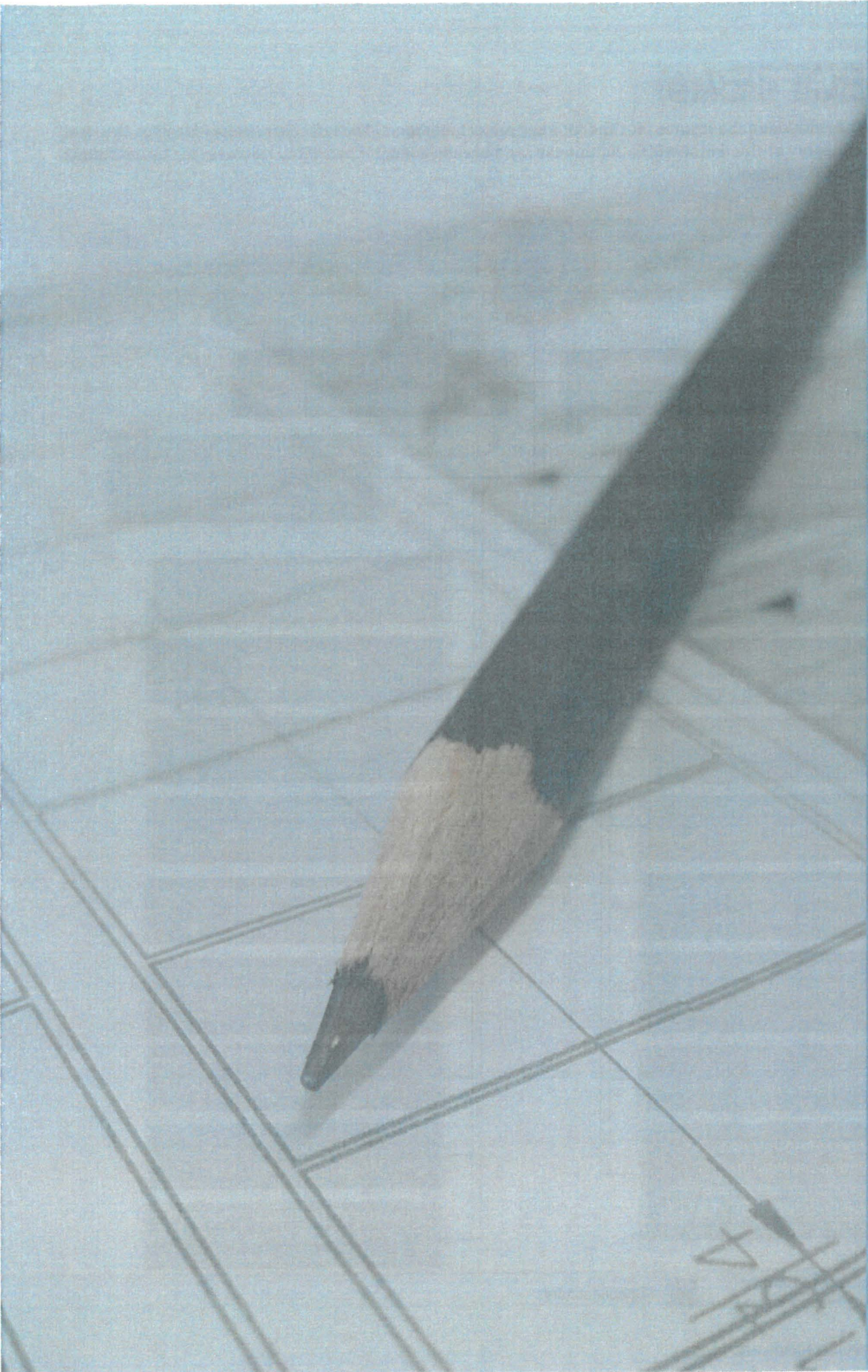
Construction Management Staffing

The BDI team has selected a group of highly qualified professionals for all construction phase services under this contract. Steve Farrell, Jr. CCI, CCPM will provide the BDI construction management for all construction phase assignments. Steve will be closely supported by a number of BDI construction personnel, including the project manager and technical lead for the project. In addition, the BDI team will utilize in-house technical support resources including additional construction inspectors, technicians, engineer interns and administrative personnel.

Communications

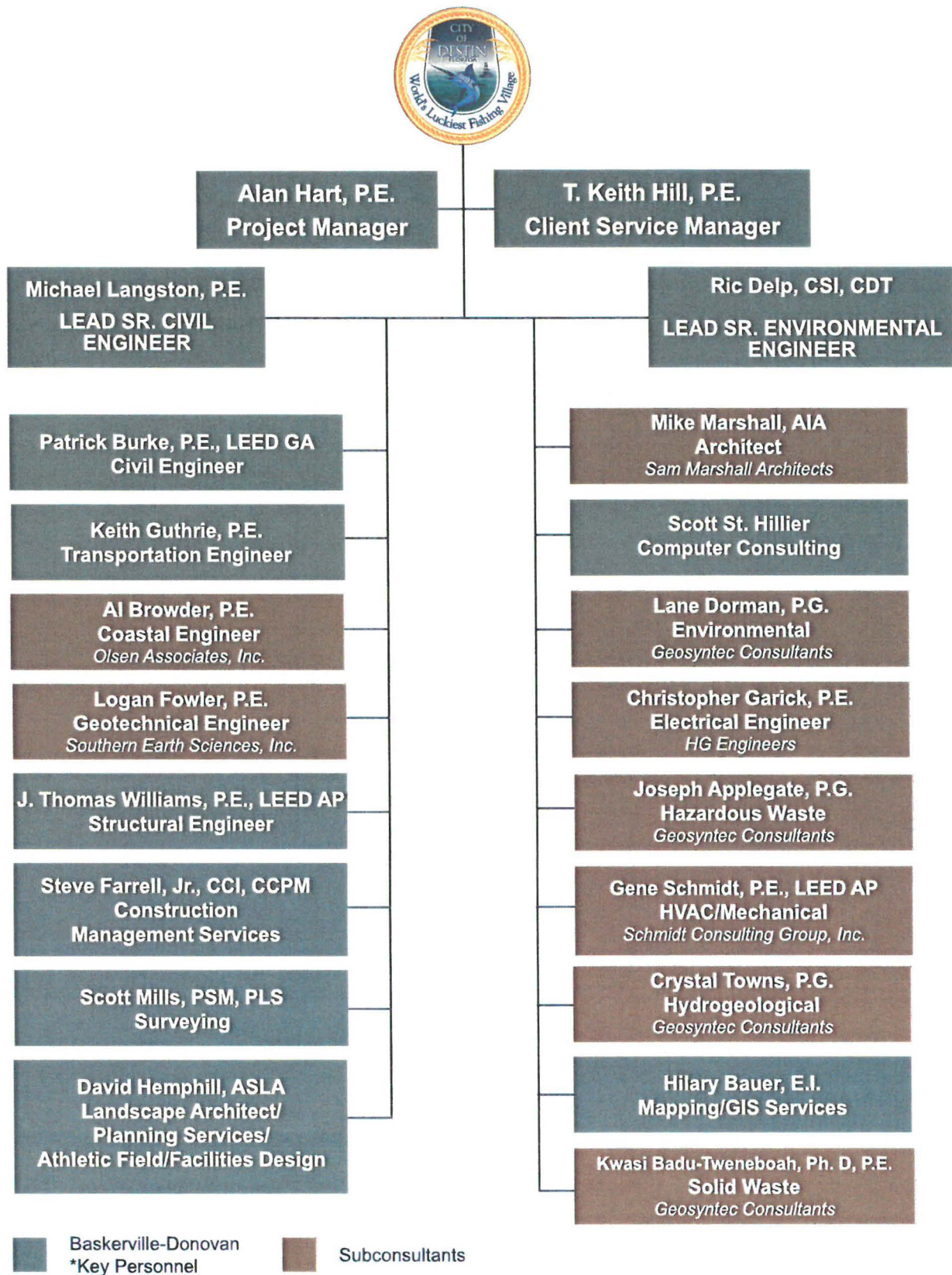
The City of Destin's primary contact will be the Project Manager, Alan Hart, P.E. Alan will remain directly engaged in all aspects of the project – from project inception, through the bidding and construction phase, to final acceptance by the City. As required, Steve and any required members of his team will meet regularly with the City and their designated project team throughout the duration of field construction operations; from contract award to final acceptance.

3. Project Team



PROJECT TEAM

Per the RFQ we have included the resumes for the four key project members. The staff chart below identifies the lead person for each category as listed in the RFQ. Additionally, we have included, if permitted, resumes for the additional team members for each category.





ALAN HART, P.E.

PROJECT MANAGER

Education: B.C.E., Civil Engineering, Georgia Institute of Technology
Registration: Professional Engineer: FL #58055
Certifications: URS Certified Project Manager
Years with BDI: 1; Other Firms: 23

Introduction

Mr. Hart serves as the Office Manager for BDI's Tallahassee office. His responsibilities include leadership in all aspects of environmental projects from funding, preliminary, design, and through the construction phases. Mr. Hart has 23 years of experience in water and sewer design, roadway, stormwater and maintenance of traffic. For the last 15 years of his career, Mr. Hart has retained the role of Senior Project Manager in-charge of all aspects of civil design, and managed over 5.5 million dollars in revenue over the past seven years. The majority of the work Mr. Hart has completed has been with the City of Tallahassee and Leon County. Mr. Hart is very familiar with the design standards, codes and permitting processes that are required for the Woodville Sewer System Project.

Experience

Slate Road 231 Pond Siting Report – Tallahassee, FL: Drainage Design Engineer. Mr. Hart completed the majority of the work effort on a Pond Siting Report for the State Road 231 project. The report included locating ponds, preliminary pond sizing and layout and a feasibility matrix to determine the optimal layout of the proposed ponds.

Richardson Road Drainage Improvements – Tallahassee, FL: Project Manager/Engineer of Record. The purpose of this project was to alleviate flooding of Richardson Road by constructing high capacity inlets in specific areas along the roadway and then to convey the stormwater through a closed system to the existing outfall.

Ridge Road Capacity Project – Tallahassee, FL: Project Manager/Engineer of Record. Mr. Hart was responsible for all designs of Stormwater Management Facilities, closed conveyance systems and ditch conveyance systems for the project. This was a 4 lane capacity project in District 7.

Copeland Street Stormwater Analysis – Tallahassee, FL: Project Manager/Engineer of Record. The City of Tallahassee Infrastructure Department was developing plans to upgrade the sanitary sewer system on Copeland Street and engaged the City of Tallahassee Stormwater Department to develop a preliminary re-design of the closed conveyance system and roadway inlets to alleviate any potential conflicts. Mr. Hart analyzed the existing pipe conveyance system and the drainage inlets to determine what upgrades to the system could be performed and where conflicts could be resolved. This project was completed and is awaiting the design/constructability phase.

Ulmerton Road Widening Project – Tallahassee, FL: Drainage Design Engineer. Mr. Hart was responsible for all designs of Stormwater Management Facilities, closed conveyance systems and ditch conveyance systems for the project. This was a 4 lane to 6 lane widening project in District 7.





T. KEITH HILL, P.E.

CLIENT SERVICE MANAGER

Education: MS, Civil/Environmental Engineering, Auburn University;
BS, Zoology, Auburn University
Registrations: Professional Engineer: FL #61703
Years with BDI: 20; Other Firms: 0

Introduction

Mr. Hill's experience in the field of environmental engineering includes proficiency with unit process calculations and design of wastewater treatment facilities. He is skilled at conducting hydraulic modeling and transient surge analysis of municipal water distribution systems. His experience with municipal water systems includes performing utility audits, master planning, and the design of water treatment and distribution systems. As BDI's Chief Operating Officer, Mr. Hill provides the senior project oversight of the design team's efforts ensuring satisfaction of client communications and of Baskerville-Donovan's standards of excellence.

Experience

Prieto Road Improvements – Pensacola, FL: QA/QC Officer for the reconstruction of a section of roadway that suffered catastrophic failure due to the severe flooding during the April 2014 historic rain event. Project involved the reconstruction of the roadway, hydraulic analysis, and replacement of the existing cross-drain pipes with a concrete box culvert. Vertical alignment profile slightly modified in order to install additional curb inlets to prevent gutter spread into the vehicular travel land during severe rain events. Design included a four-by-eight foot concrete box culvert to expand the flow capacity of a drainage ditch underneath the roadway. Box culvert design included design details, specifications, alignment of associated wing walls and headwalls, and erosion control measures.

Pensacola Beach Master Plan – Toll Plaza Approach Improvements – Escambia County, FL: QA/QC Officer for Escambia County to widen the approach from the Bob Sikes Bridge to the Pensacola Beach Toll Plaza, to improve traffic flow and relieve confusion for motorists. The project also improved access for a side road parallel to Pensacola Beach Boulevard, included a bike lane from the bridge through the toll plaza, and a crosswalk across Pensacola Beach Boulevard. Responsibilities included roadway alignment design, resurfacing design, stormwater design, and utility coordination.

Roadway Improvements for US Highway ALT 90 (SR-10) – Navy Federal Credit Union – Escambia County, FL: QA/QC Officer for widening of US Highway ALT 90 in front of the new phases of Navy Federal Credit Union in Escambia County. Concrete lined channels and roadside ditches were upgraded to drainage structures and concrete pipe to improve drainage issues. Groundwater and unsuitable soils were encountered during construction and an underdrain

system was designed to drain the soils. Responsibilities included widening and resurfacing design, underdrain design, FDOT Permitting for utilities, widening, and driveway connection, coordination with FDOT inspectors, and drainage design.

Pensacola Beach Master Plan, Access Roadway Improvements – Escambia County, FL: QA/QC Officer for Escambia County included the design of a new roadway which will connect an existing access road to a popular parking lot and allow for improved traffic flow in the "Core Area" of Pensacola Beach. The project includes pedestrian crosswalks, additional parking on Pensacola Beach, and improved drainage in existing parking lots. Responsibilities included the site design, drainage analysis, drainage design, pond size analysis and pipe sizing. Duties also included pavement design, traffic control devices, pedestrian crossing design and striping.





MICHAEL LANGSTON, P.E.

LEAD SR. CIVIL ENGINEER

Education: BCE, Civil Engineering, Georgia Institute of Technology, 1989
Registration: Professional Engineer: FL #49463
Years with BDI: 24; Other Firms: 6

Introduction

Mr. Langston's experience as a Civil Engineer includes services specializing in commercial and residential land development. His responsibilities have included planning, designing, permitting, and drafting for land development projects. His management experience has provided effective coordination between engineering design and construction. He has also been involved in infrastructure planning for public entities and design of roadways, stormwater management systems, water distribution systems, and wastewater collection systems. While in the U.S. Army, he served as a Cartographic Draftsman in the production of topographic and military maps.

Experience

Navy Federal Credit Union Office Complex – Escambia County, FL: BDI was involved in NFCU Brian L. McDonnell Center at Heritage Oaks from concept to completion. This was a multiphase development for relocation of NFCU offices in Virginia to Pensacola, Florida. BDI worked with Escambia County staff to select the property, rezone the property, and develop construction plans for a 65 acre technology park. The site/civil design included surveying, land division and platting, roadway design, on-site stormwater management, extensive turn lanes on US Highway 90, potable water and sanitary sewer systems, parking areas, intersection signalization, and site lighting. The Center is only the second LEED Gold-certified building in the state of Florida.

Pensacola Beach Toll Plaza Restoration – Pensacola Beach, FL: Realignment of traffic lanes through plaza, site grading, handicap access, stormwater management, sanitary sewer pump station and force main, specifications and permitting.

Bob Sikes Toll Plaza Renovations – Pensacola Beach, FL: Engineer responsible for the design of the modification from three existing operational traffic lanes to four – widening each lane from 8' to 14' across. Pedestrian cross walks and handicap accessibility were included in this design, as well as safety barriers and crash protection to the buildings.

Pensacola Beach Access Road – Escambia County, Pensacola Beach, FL: Project Manager for North South Beach Access Road from Quiet Water Beach to Bob Sikes Fishing Pier. Project Included roadway design, utility coordination and relocation, stormwater design, pedestrian and bicycle facilities, and the northern gateway crosswalk that included solar powered RFB's and embedded lighting in the crosswalk.

Via De Luna Roadway Improvement – Pensacola Beach, FL: Design Engineer for this project, which included upgrades to the signalized intersection on Pensacola Beach, utility and stormwater improvements, and capacity upgrades (four lane) to Via DeLuna. Project was unique as it required accommodating large volumes of beach visitors in a narrow time frame. Design reversed the circulation pattern, eliminating several conflicting left hand movements, installed medians and dramatically decreased the number of traffic accidents in the core area of the beach.





RIC DELP, CSI, CDT

LEAD SR. ENVIRONMENTAL ENGINEER

Education: BS Environmental Engineering, Kennedy – Western University
Registration: “A” Water Treatment Plant Operator: FL; Certified Construction Document Technologist (2007)
Years’ with BDI: 19; Other Firms: 22

Introduction

Mr. Delp has more than forty years of experience in the management and operation of utility systems. He was manager of the Midway Water System in Santa Rosa County, and managed the Utility for before joining Baskerville-Donovan, Inc. as a Design Engineer in the Environmental Services Division. He was responsible for all aspects of utility system design, operation and management, developing operating procedures, maintenance requirements and staffing requirements for the Midway Water System with an annual operating budget in excess of \$1,000,000. Mr. Delp has been with Baskerville-Donovan, Inc. for 19 years, 17 of those years as a Project Manager.

Experience

Gill-Bass Park and Canal Street – Milton, FL: Project Manager responsible for the design of the Gill-Bass Park and Canal Street Lighting project. The project provides for lighting along Canal Street and a portion of Caroline Street, landscaping, a park gazebo, walkways, a fountain, and decorative lighting.

U.S. 90/Glover Lane Utility Relocation – Milton, FL: Project Manager responsible for the major utility construction work performed on U.S. 90 and Glover Lane. This work included the addition of gravity sewer along U.S. 90 from west of McDonalds to the intersection of U.S. 90 and Glover Lane and north on Glover Lane to Lambert Drive where sewer service was previously provided by individual lift stations with a force main. The purpose of the project was to make gravity sewer service more readily available to our customers in this area.

Bobby Cato Lift Station CDBG – Apalachicola, FL: Project Manager for the design of the major rehabilitation of a lift station, a low pressure collection system extension, and residential connections to a new low pressure collection system, new water main valves, and water meter replacements.

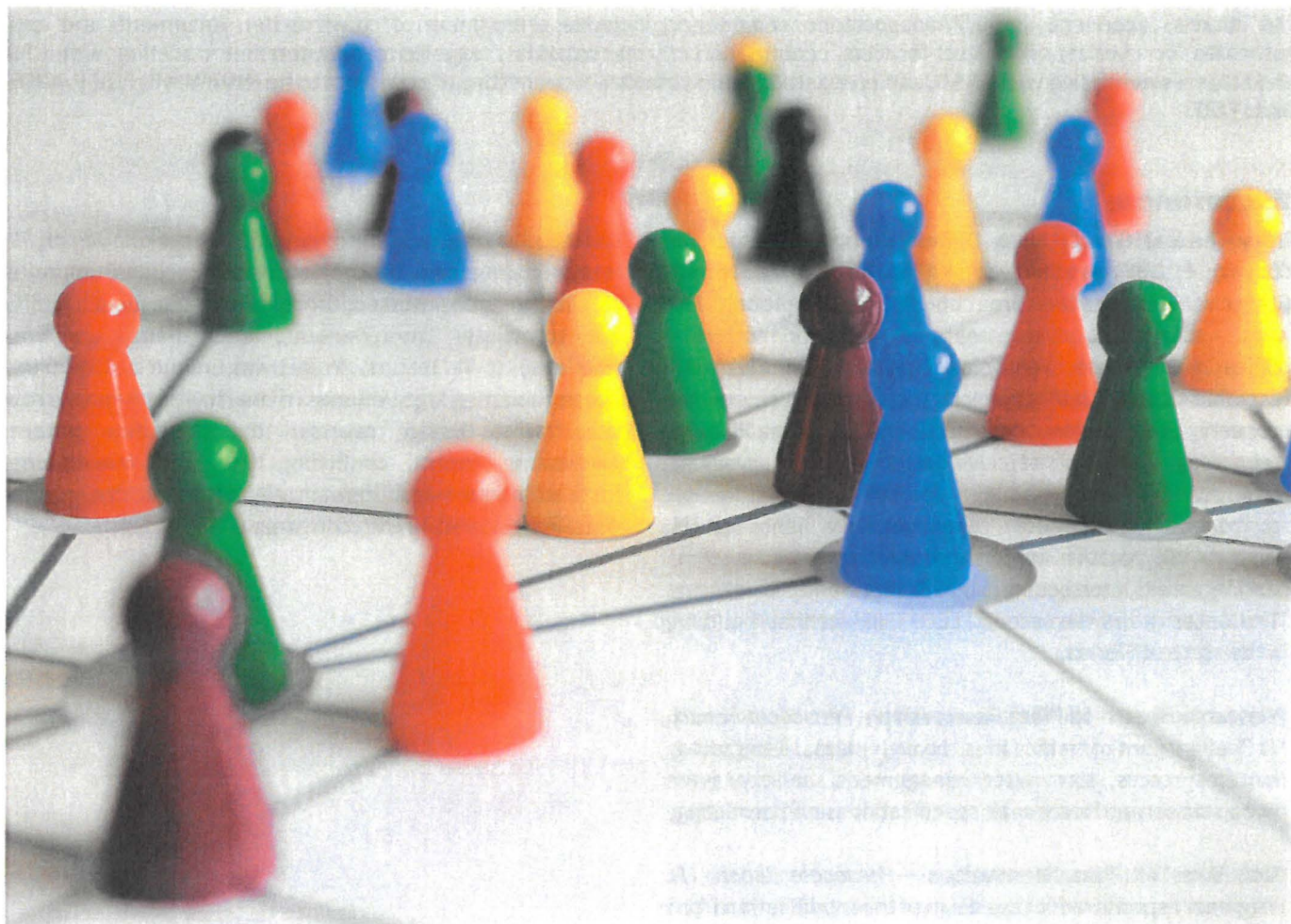
DWU 2002 Master Water and Wastewater Plan – Destin, FL: Project Manager on this project to analyze all existing infrastructure, identify needs, and develop a long range plan for the utility system.

ECUA Central Water Reclamation Facility (CWRF) – Pensacola, FL: Project Manager responsible for the design for the construction of a new 22.5 MGD AADFAWT water reclamation facility located 14 miles inland from the existing facility. The project includes 5-stage biological basins for nutrient removal, secondary clarifiers, on-site sodium hypochlorite generation, rotating disc filters, screw presses for dewatering of biosolids and paddle dryers for biosolids drying. Effluent disposal includes discharge to Gulf Power’s Plant Christ where the reclaimed water will be used for process cooling water in place of water from the Escambia River. Secondary effluent disposal will include slow-rate land application and distribution to industrial users.

State of Florida	
Department of Environmental Protection	
ISSUED: 4/13/2019	LICENSE NO.: 0003364
THE CLASS A DRINKING WATER TREATMENT PLANT OPERATOR NAMED BELOW IS LICENSED UNDER THE PROVISIONS OF CHAPTER 403, FLORIDA STATUTES.	
VALID UNTIL: 4/30/2021	
RICHARD W. DELP	
RON DESANTIS	NOAH VALENSTEIN
GOVERNOR	SECRETARY
DISPLAY IS REQUIRED BY LAW	

ADDITIONAL TEAM RESUMES

In addition to the resumes of the four key team members requested in the RFQ, we have also included, if permitted, resumes of other team members who will assist with this project.





PATRICK BURKE, P.E., LEED® GA

CIVIL ENGINEER

Education: MS, Civil Engineering, Mississippi State University; BS, in Civil Engineering, Mississippi State University

Registrations: Professional Engineer: FL #82313L; Maintenance of Traffic Advanced Level Training Course; LEED® Green Associate™; Greenroads® Sustainable Transportation Professional #0000254

Affiliations: Society of American Military Engineers

Years with BDI: 2; Other Firms: 2

Introduction

Mr. Burke's experience in civil/transportation engineering includes preparation of construction documents and cost estimates for a variety of projects for local, county and city municipalities, experience in watershed modeling with ICPR and storm sewer design with ASAD, and preparation and submittal of permitting documents to the NFWFMD, FDEP, ACOE, and FDOT.

Experience

Navy Federal Credit Union Office Complex – Escambia County, FL: BDI was involved in NFCU Brian L. McDonnell Center at Heritage Oaks from concept to completion. This was a multiphase development for relocation of NFCU offices in Virginia to Pensacola, Florida. BDI worked with Escambia County staff to select the property, rezone the property, and develop construction plans for a 65 acre technology park. The site/civil design included surveying, land division and platting, roadway design, on-site stormwater management, extensive turn lanes on US Highway 90, potable water and sanitary sewer systems, parking areas, intersection signalization, and site lighting. The Center is only the second LEED Gold-certified building in the state of Florida.

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Pensacola Beach Access Road – Escambia County, Pensacola Beach, FL: Project Manager for North South Beach Access Road from Quiet Water Beach to Bob Sikes Fishing Pier. Project Included roadway design, utility coordination and relocation, stormwater design, pedestrian and bicycle facilities, and the northern gateway crosswalk that included solar powered RFB's and embedded lighting in the crosswalk.

Via DeLuna Roadway Improvement – Pensacola Beach, FL: Design Engineer for this project, which included upgrades to the signalized intersection on Pensacola Beach, utility and stormwater improvements, and capacity upgrades (four lane) to Via DeLuna. Project was unique as it required accommodating large volumes of beach visitors in a narrow time frame. Design reversed the circulation pattern, eliminating several conflicting left hand movements, installed medians and dramatically decreased the number of traffic accidents in the core area of the beach.





SCOTT ST. HILLIER

COMPUTER CONSULTING

Education: AA Degree, Computer Programming; Computer Electronics Technician
Years with BDI: 12; Other Firms: 13

Introduction

Mr. St. Hillier has over 20 years of experience providing network and systems integration and implementation consulting and installation for external customers. He has also provided technical assistance with regard to network and systems design and management. Scott also has extensive experience in providing network design, integration and implementation consulting for his clients as well as proficiency with the use of multiple operating systems.

Experience

Proficiency with the use of multiple operating systems includes:

Windows NT Server (v4.0 & 3.51)
NetWare v3.x & 4.x (NDS and Bindery Emulation)
Microsoft SQL Server v6.x (ODBC and MSDBLIB at client)
MDI Gateway - Database gateway product to perform data conversion between DB2/VSAM host data and MS SQL Server
Microsoft SNA Server configured to support PU 2, PU 2.1, LU 1, LU 2, LU 3 and LU 6.2 APPC TP's
Tangram's AM:PM software distribution product
NetWise (Middleware) - Provides workstation and server-based applications an API to facilitate Remote Procedure Call (RPCs) to IBM Host COBOL applications
NetSoft Print Server - Provides IBM Host printing in an NT Server/SNA Server LAN environment
RightFAX Fax Server - supporting direct inward dialing (DID) and dial tone multi-frequency (DTMF) faxing routing services
TCP/IP, Microsoft TCP/IP, IPX/SPX, Microsoft NWLink IPX-SPX, NetBIOS over IPX NetBIOS over TCP/IP 802.2
Microsoft TCP/IP WINS
Microsoft TCP/IP DHCP
Octopus v2.x with SASO configured for a many-to-one fail over solution
Windows NT Workstation v4.0/3.51
Windows 95
Windows for Workgroups v3.11
Windows v3.1
MS-DOS

Professional Achievements:

VMware Authorized Consultant (VAC)
VMware Certified Professional (VCP)
Citrix Certified Administrator (CCA)
Microsoft Certified Systems Engineer (MCSE)
Microsoft Certified Product Specialist (MCPS)
Master Certified Novell Engineer (MCNE)
Novell Enterprise Certified NetWare Engineer (ECNE)
Novell Certified NetWare Administrator (CNA) v4.x designation
Novell Certified NetWare Engineer (CNE) designation
Novell Certified NetWare Administrator (CAN) v3.x designation



HILARY BAUER, E.I.

MAPPING/GIS SERVICES

Education: BS, Civil Engineering, University of South Alabama 2014
Years with BDI: 4; Other Firms: 0

Introduction

Ms. Bauer serves as an Engineering Intern since graduating with a BS in Civil Engineering. Her development as a civil engineer has involved assisting in planning, permitting, and design of roadways, surveying, environmental assessments, and commercial development projects for various local municipalities and private entities. Project responsibilities include facilities planning and preparation of engineering reports, wastewater, stormwater, and potable water system permitting, design, calculations, and construction administration/inspection. Hilary's broad range of experience includes proficiency with Haestad design software such as StormCAD, PondPack and CulvertMaster, as well as ICPR 4. She also has experience in AutoCAD for both drafting and GIS, as well as ArcGIS and Mr.SID for GIS analysis and processing.

Experience

Pensacola Beach Master Plan – Escambia County, Pensacola Beach, FL: Engineer Intern: Design Team for the engineering review and project implementation of the Pensacola Beach Master Plan as presented by EDSA. Project included identifying Phase 1 and Phase 2 tasks and implementation of construction projects outside the peak season based on funding availability.

Stormwater Advisory Team (SWAT) County-Wide Stormwater Recommendation Report – Escambia County, FL: Engineer Intern: Project included reviewing all existing Escambia County basin study recommendations, establishing a uniform project evaluation and ranking criteria, and providing the county with a ranked Stormwater Needs Assessment list, as well as a white paper detailing SWAT recommendations for county-wide stormwater improvements. Ms. Bauer assisted with data collection and report preparation, as well as preparation of a ranked-project map book using GIS.

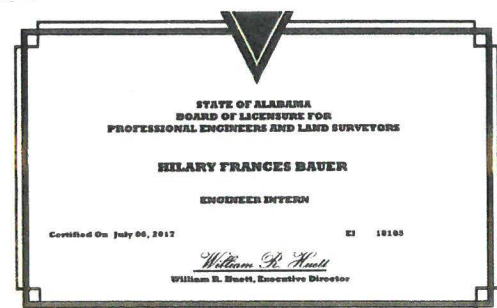
Navy Federal Credit Union Expansion - Phase II – Escambia County, FL: Engineer Intern: Assisting with design of wet and dry detention ponds, open channel, and closed stormwater systems for Phase 2 of the campus expansion. Assisting with developing best management practices (BMP) plan to control site erosion and sedimentation. Phase 2 stormwater improvements are being designed to complement those built during previous phases of construction and coordinate with those currently under construction. Assisting with inspection/administration and modifications of stormwater components currently under construction in consideration of Phase 2 improvements.

South Old Corry Field Road LAP Project – Escambia County, FL: Engineer Intern: LAP project for Escambia Co. to prepare construction documents for the repair of South Old Corry Field Road at its crossing with Jones Creek. It was determined that the existing box culverts would need to be replaced and a precast bridge system would be constructed

along with road and drainage repairs necessary.

Prieto Road Improvements – Pensacola, FL: Engineer Intern: Project involved the reconstruction of the roadway, hydraulic analysis and replacement of the existing cross-drain pipes with a concrete box culvert. Vertical alignment profile slightly modified in order to install additional curb inlets to prevent gutter spread in to the vehicular travel lane during severe rain events.

Holley By The Sea Drainage Project – Santa Rosa County, FL: Engineer Intern: BDI providing professional engineering services for the Holley By The Sea Basin Study, which includes 8,580 acres of slightly sloped land with poor surface drainage features. The area for study and improvement includes several subdivisions with HBTS being by far the largest with approximately 5000 single family lots. The scope of this project is two-fold with the first phase being an engineering drainage study and master plan for an area of approx.15 sq. miles. Assisting with GIS data collection and processing for site analysis, modeling





STEPHEN J. FARRELL, JR., CCI, CCPM

CONSTRUCTION MANAGEMENT SERVICES

Education: BS, Risk Management/Real Estate, FL State University
Registrations: Certified Construction Project Manager: FL; Certified Construction Inspector: FL;
NASDS Certified Diver: FL; 2-20 Insurance Agent: FL; Insurance Adjusters License: FL
Years with BDI: 30; Other Firms: 0

Introduction

Mr. Farrell has been involved in various projects ranging from inspection of roadway improvements to overseeing the construction of large municipal water and wastewater projects. As a Project Inspector, he is responsible for ensuring compliance with project plans and specifications. He is also experienced with many aspects of environmental permitting including cross-section details, volume calculations on dredge-and-fill permits, and gathering field information for FDOT and county/railroad use permits.

Experience

Military Point Lagoon – Bay County, FL: Construction Inspector. This project was a paved surface service road around the top of the berm. Approximately 12' wide and 6800 LF Long. Steve was responsible for QA of placement and verification of base material and subsequent leveling and friction courses of asphalt applied, quality control regarding temperature of asphalt and laying conditions. He also monitored quantities and the quality of the road work being performed during construction.

Navy Federal Credit Union – Brian L. McDonnell Center - Phase 1 – Pensacola, FL: Construction Inspector. This structure is a 2 pre-stressed concrete arch culvert bridge including pile and pile cap layout, with 700 feet of roadway supported by pre-stressed concrete wing walls. Steve served as a construction supervisor and was responsible for the overall inspection of the bridge. He inspected the girders and deck for the bridge and performed QA on the other structural components.

Bridges Over Pine Long Creek – FDOT in Panama City, FL: Construction Inspector. This structure is governed the analysis and design of the dual bridges. To provide hydraulic equivalency, the bridge length was set at 240'. For economy and constructability three equal 80' spans were chosen. The design utilized a continuous concrete deck cast over AASHTO Type IV Beams set on concrete pile bents. Both interior pile bents and abutments were supported by 24" square precast piles. Steve served as Construction Inspector on the project and was responsible for all inspection services and performed QA on the other structural components.

Deer Point Dam/Bridge Evaluation – Bay County, FL: Construction Inspector. This structure included underwater inspection and monitored installation of underwater emergency repairs. Steve served as a construction supervisor and was responsible for the overall inspection of the bridge. He inspected the girders and deck for the bridge and performed QA on the other structural components.

US 98/Thomas Drive Interchange – FDOT in Chipley, FL: Construction Inspector. This project was an expansion of an existing road from 4 thru-lanes to 6 lanes with frontage roads. It involved basic design, sidewalks, divided urban highway, lighted medians, closed drainage system, revisions to the existing signalization, additional turn lanes, and 8 access roads. Other components consisted of roadway and drainage design, maintenance of traffic, right-of-way acquisition, lighting, pedestrian features, and signalization. A three-level interchange connects three arterials with a major bridge. Due to the complexity of this project, more than one governing entity was involved. Steve served as Construction Inspector on the project responsible for inspection services for construction of this multi-level interchange.





DAVID HEMPHILL, ASLA

LANDSCAPE ARCHITECT/PLANNING SERVICES/ATHLETIC FIELD DESIGN

Education: BSLA, Landscape Architecture, Iowa State University
 Registration: Professional Landscape Architect: FL #LA0000502
 Affiliation: American Society of Landscape Architects
 Years with BDI: 40; Other Firms: 2

Introduction

Mr. Hemphill is the Senior Landscape Architect for BDI and provides technical expertise and project management on a variety of tasks. His experience includes large-scale resort developments and permitting through local, state, and federal agencies. He has served as project manager for federal projects involving airport runways, wastewater treatment plants, roadway repairs after Hurricanes Opal, Ivan, and Dennis and military training facilities. In addition, he has provided design services including site planning, subdivision design, park design, and planting and irrigation designs on projects throughout the Florida Panhandle. He serves as project manager and coordinator on numerous projects for the firm's key long-term clients with his responsibilities ranging from conceptual design through construction administration. He is a past member and Chair of the Florida Board of Landscape Architects.

Experience

Community Maritime Park – Pensacola, FL: Project Manager: Managed a controversial and contentious redevelopment project on a brownfield site in downtown Pensacola. BDI provided design services to the Construction Manager including civil, electrical, structural engineering, survey, and landscape architecture. Project required both new and modifications to federal, state, and local permits.

Gulf Power Corporate Headquarters – Pensacola, FL: Landscape design for new office building and adjacent properties. Project included irrigation design and long-term maintenance program. BDI designed an innovative underground stormwater system requiring no retention ponds. Project is featured on FDEP's website.

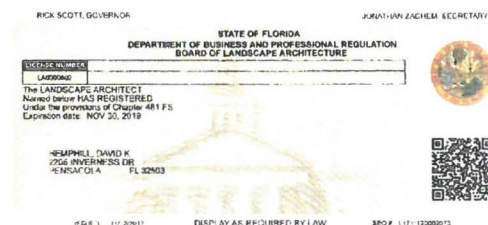
Niceville Downtown Redevelopment – Niceville, FL: Master plan, architectural and engineering design, surveying, and funding acquisition support for this state-of-the-art project. Features include a nature walk, a pavilion with a woodburning fireplace, a bridge over Turkey Creek, site furniture and lighting, a children's park and recreational facility.

CSO Bachelor Housing – NAS Pensacola, FL: Landscape Architect: Prepared planting plan, irrigation plan, amenities package, and minor sports facilities for a new barracks at NAS Pensacola. Project was delivered via a design-build contract. An Air Force facility aboard NAS Pensacola.

Milton Riverwalk Park – Milton, FL: Design, landscape architecture, and surveying services. This recreational space extending over the Blackwater River includes a 24-foot x 500-foot boardwalk, a gazebo, public parking, 2 pavilions, site lighting, site furniture, walkways, landscaping, and irrigation. The project received the State of Florida Design Arts Award

Baptist Medical Park – Pensacola, FL: Project Manager: Site planning, planting plan, and irrigation for a new 27 acre campus for out-patient medical services. Services included site planning, planting design, irrigation design, and pond planting.

Turkey Creekwalk Park – Niceville, FL: Project Manager: Master planning, funding acquisition support, architectural and engineering design, and surveying services. Features include a nature walk, pavilion with woodburning fireplace, and a bridge over Turkey Creek.





J. THOMAS WILLIAMS, P.E., LEED® AP

SR. STRUCTURAL ENGINEER

Education: BS, Civil Engineering and Environmental Sciences (BSE), University of Central Florida
Registrations: Professional Engineer FL #22282, AL #30714, USGBC LEED-NC Accredited Provider
Affiliations: ASCE - American Society of Civil Engineers, ACI - American Concrete Institute
Years with BDI: 21; Other Firms: 23

Introduction

Mr. Williams 40 year history of professional engineering expertise includes multiple continuing service contract applications for a range of client types. Mr. Williams has maintained project management and engineering design responsibilities for structural design and building prototype design manager for Sarasota County, Area A, C, K, and City of Carabelle Vacuum Sewer Station. His federal experience consists of USACE and individual military branch controlled construction projects stateside and in Latin America. Local continuing service contracts also involved projects for Pensacola Junior College, the Escambia County School Board, the City of Pensacola, the City of Gulf Breeze, the Santa Rosa Island Authority, Baptist Hospital facilities, City of Tarpon Springs and Dade City. Local and regional utility/infrastructure continuing service contracts served include Emerald Coast Utility Authority, South Walton Utility Company, Destin Water Users, Panama City Beach, Panama City, , City of Tarpon Springs, Dade City and other utility associations throughout the State of Florida.

Experience

South Old Corry Field Road LAP Project – Escambia County, FL: Senior Structural Engineer. LAP project for Escambia County is to prepare construction documents for the repair of South Old Corry Field at its crossing with Jones Creek. The roadway suffered a catastrophic failure following the April 29, 2014 rain event and associated damage caused by flood levels within Jones Creek. It was determined that the existing box culverts would need to be replaced and a precast bridge system will be constructed along with road and drainage repairs necessary. The new bridge and road repairs will be designed to meet the uniform minimum standards and criteria prescribed by the Florida Statutes, as well as Escambia County Standards. A precast structure was selected to reduce construction time to facilitate the re-opening of the roadway.

Navy Federal Credit Union – Brian L. McDonnell Center - Phase 1 - Pensacola, FL: Senior Structural Engineer. Phase 1- Stormwater: A multiphase development for relocation of NFCU offices in Virginia to Pensacola, Florida. BDI worked with Escambia County staff to select the property, rezone the property and develop construction plans for a 65 acre technology park. The development occurred in multiple phases over the 6 years. The site/civil design included surveying, land division and platting, roadway design, on-site Stormwater management, extensive turn lanes on US Highway 90, potable water and sanitary sewer systems, parking areas, intersection signalization, construction of box culverts and site lighting (and support structures for site lighting/intersection signalization). Construction administration was provided as necessary to approve pay requests and complete certification of permits. The Center is only the second LEED Gold–certified building in the state of Florida.

Canal Street Roadway Improvement – Milton, FL: Structural Engineer. The scope included removal and replacement of the entire roadway section. In addition, utility relocation was a big component of the work, including overhead power improvements, water and sewer adjustments, new curb and gutter, period street lights, new sidewalks, accessibility improvements, landscape improvements, and a new, modern signal at the intersection of Canal Street and Highway 90. This project was LAP Project & CDBG funded. Also provided design and construction inspection.

Pensacola Beach Toll Booth Renovations – Pensacola Beach, FL: Mr. Williams was a Structural Engineer on the 1999 modifications, which included the widening of lanes, the addition of administrative office space and parking facilities, restrooms conforming to ADA requirements, and a state-of-the-art computerized toll system.





SCOTT MILLS, PSM, PLS

SURVEYING/MAPPING/GIS SERVICES

Education: University of West Florida

Registrations: Professional Surveyor and Mapper: FL #LS5509, AL #20892

Years with BDI: 32; Other Firms: 8

Introduction

Mr. Mills is the Pensacola Survey Manager. He has been land surveying with BDI for 26 years and for 7 years previously with an engineering firm in Huntsville, Alabama. His responsibilities include project management, staffing and scheduling, client relations, contracting, department supervision, and quality control. His experience is extensive in virtually every type of survey to include Right of Way, Boundary, Topographic, Photogrametric, Sectional, Construction, Geodetic and Control, ALTA/ACSM, Condominiums and Subdivision Surveys. Mr. Mills has managed many large-scale projects for County and City municipalities, FDEP, DOT, various utility companies such as ECUA, SWUC, FRUS, DWU and SSRU, private industries, commercial developments and federal government.

Experience

Roadway Improvements for US Highway ACT 90 (SR-10) – Navy Federal Credit Union – Escambia County, FL: Responsibilities included widening and resurfacing design, FDOT Permitting for utilities, widening, and driveway connection and drainage design. (2014)

Pensacola Beach Parking Lot and Secondary Roadway Improvements – Santa Rosa Island, FL: Responsibilities included design of proposed improvements for the milling, resurfacing, and drainage of existing surfaces. (2014)

Escambia County Road Improvement Projects – Escambia County, FL: Project Manager for the improvement of dozens of roads located throughout Escambia County. These road projects included Boundary and Topographic Surveys, as well as Right of Way Acquisition Mapping and covered hundreds of miles of rural roads.

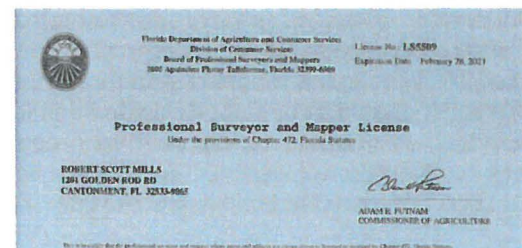
Escambia County Miscellaneous Road Paving Projects (Open-End Contract) – Escambia County, FL: Project Surveyor for the last 10 years for paving and drainage projects throughout the county. These projects required topographic/route surveys, deed research, and sectional and Right-of-Way surveys.

University Parkway Roadway Widening and Realignment – Escambia County, FL: Project Surveyor on the widening and realignment of a 2.2 mile four-lane divided highway. This project included the addition of bike lanes, sidewalks, and lighting and signalization.

SR 79 (from U.S. 98 to ICWW) Design Surveys – Panama City, FL: Project Manager design surveys for State Road 79, which included the development of all roadway and structure geometry, design of stormwater treatment and conveyance systems, and the identification of Right-of-Way requirements.

Pensacola Beach Roadway Improvements – Pensacola Beach, FL: Design surveys and construction control for roadway and intersection improvements.

FDOT Turnpike District – Southern FL: Survey Manager on the design surveys of miscellaneous sites around Southern Florida, including SR 92, the Florida Turnpike, and Veteran's Parkway.





KEITH GUTHRIE, P.E. TRANSPORTATION/TRAFFIC ENGINEER

Education: MS, Civil Engineering, Florida Institute of Technology; BS, Civil Engineering, University of Missouri-Rolla
Registrations: Professional Engineer: FL #47905
Certifications: State of FL Advanced MOT
Years with BDI: 10; Other Firms: 18

Introduction

Mr. Guthrie presently serves as Sr. Project Manager and Sr. Design Engineer on Civil and Transportation projects. He has worked with federal, state, and local government clients on projects throughout the Florida panhandle. His responsibilities include project design and management of roadway and stormwater projects involving PD&E studies, urban and rural roadway design, utility coordination, stormwater collection, treatment and attenuation, permitting, and construction management. Mr. Guthrie also prepares environmental documents, drainage reports, and stormwater master plans. He is currently working on a local government PD&E Study (Escambia County), drainage projects in Wakulla and Walton Counties, and the design of major roadway projects for Santa Rosa and Escambia County.

Experience

Via De Luna Roadway Improvements – Pensacola Beach, FL: Engineer of Record. The project consisted of the design, permitting and CEI of 3.44 miles of a four lane divided urban roadway with bike lanes, sidewalks, trolley stops, drainage, major utility relocations, traffic signals, maintenance of traffic (MOT), signage and pavement markings. Cost \$14.0 M

Pinestead/Longleaf PD&E and Design – Escambia County, FL: Transportation Engineer. Located between Pine Forest Road and Highway 29, this corridor is a major highway and a vital link in the completion of an East-West Corridor. BDI was selected by Escambia County to complete a PD&E study, as well as the roadway design of the preferred route. BDI's task included survey and mapping services, public involvement, environmental permitting and roadway design. As Landscape Architect, Dave was in-charge of all landscaping as outlined in the project. This project was a jointly funded project with FHWA, FDOT and Escambia County and required close coordination with these agencies, as well as extensive public involvement.

Prieto Drive Improvements – Escambia County, FL: Roadway design for the reconstruction of the roadway, hydraulic analysis, and replacement of the existing cross-drain pipes with a concrete box culvert. Drainage design included a vertical alignment profile slightly modified in order to install additional curb inlets to prevent gutter spread into the vehicular travel land during severe rain events. Design included a four-by-eight foot concrete box culvert to expand the flow capacity of a drainage ditch underneath the roadway. Box culvert design included design details, specifications, alignment of associated wing walls and headwalls, and erosion control measures.

Fort Pickens Roadway Improvements – Pensacola Beach, FL: Engineer of Record. The project consisted of the design, permitting and CEI of 2.0 miles of 2 lane urban and rural roadway including bike path, drainage, utility relocations, landscaping, irrigation, maintenance of traffic (MOT), signage and pavement markings. Cost \$3.3M

Sandy Hollow Roadway Improvements – Escambia County, FL: Project Manager/Engineer of Record. The project consisted of the design, permitting and limited CEI for the construction of 2.5 miles of Rural roadway and drainage improvements including right-of-way determination and land acquisition assistance, road, drainage, water main construction, utility coordination, signing and pavement markings. Cost \$1.2M

Navy Federal Credit Union - Brian L. McDonnell Center Phase II, – Pensacola, FL: Transportation Engineer: Phase II is a continuation of development on the 300 acre parcel in northwest Escambia County, Florida. The Phase 2 development area is located north of the existing 4-H pond and west of Navy Federal Way. The project includes two multi-story office buildings, two multi-level parking decks, access roads, retaining walls, one bridge, one overpass, Stormwater management facilities, and utilities to support the buildings and improvements.



SUBCONSULTANTS



MIKE MARSHALL, A.I.A.

ARCHITECT –SAM MARSHALL ARCHITECTS

Education: Master of Architecture (1987) Texas A & M University
Bachelor of Business Administration (1980) Texas A & M University
Registration: Alabama, Florida, Registered Architect
Years with Sam Marshall Architects: 31; Other Firms: 0

Introduction

Mike Marshall joined Sam Marshall Architects in 1988, he is a registered architect with specific experience in projects for governmental agencies in Northwest Florida, working with facilities management, with staff members, and with administrators. As a project architect he has gained a knowledge of area soils / topography, utilities systems, and construction process that provide the necessary background for his role on this contract.

Experience

Emerald Coast Utilities Authority CWRF – Escambia County, FL: Role: Architect. This warehouse was designed to store and repair emergency generators for the ECUA lift stations around the Escambia County area. It contained indoor and outdoor covered storage areas, a maintenance shop, and offices, training rooms and employee break areas and showers. The facility is designed to withstand hurricane force winds.

Mobile Area Water and Sewer System (MAWSS) – Mobile, AL: Role: Architect. This project, was designed to house electrical equipment and switchgear for the Mobile area Waste Water Treatment Facility. The building had to be elevated due to its proximity to Mobile bay. Construction Administration was included in our scope of services on this project.

Wakulla WWTF, Administrative Office Building and Lab – Sopchoppy, FL: Role: Architect. This project was for the design of a new Administrative office and Lab for the Wakulla Waste Water Treatment Facility. Administrative spaces included offices, a conference room, and an employee break room. The building also included a motor control center for plant processes.

Destin Water Users, Lab Reroofing – Destin, FL: Role: Architect. This project consisted of reroofing an existing lab building at the Destin Water Users Reclamation Facility. Construction administration was included in our scope of work on this project.

Chipley WWTF, Administrative Office Building and Lab – Chipley, FL: Role: Architect. This project was for the design of a new Administrative office and Lab for the Chipley Waste Water Treatment Facility. Administrative spaces included offices, a conference room and an employee break room. Construction Administration was a part of the scope of work for this project.





AL BROWDER, Ph.D., P.E.

COASTAL ENGINEER – OLSEN ASSOCIATES, INC.

Education: PH.D., Coastal Engineering;
M. Eng., Coastal Engineering;
B.S., Mechanical Engineering

Registration: Professional Engineer: AL #26227; FL #57403

Affiliations: Diplomate Coastal Engineering- ASCE Academy of Coastal, Ocean, Port & Navigation Engineers; Member of American Society of Civil Engineers, Florida Shore and Beach Preservation Association, and American Shore and Beach Preservation Association

Years with Olsen Associates: 20; Years with other firms: 3

Introduction

Dr. Browder is a Principal Engineer and Vice-President of Olsen Associates, Inc., in Jacksonville, FL. He performs project management, site investigation, planning, studies, engineering, design, permitting, and construction management functions for a wide variety of coastal engineering projects.

Experience

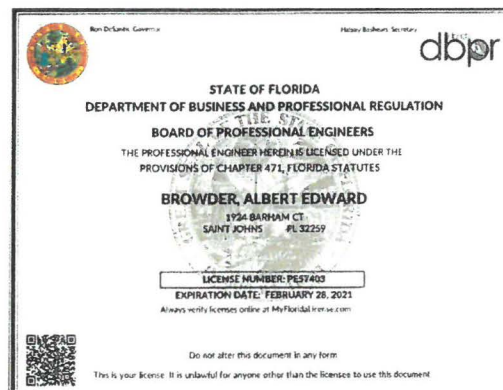
Pensacola Beach Nourishment Project – Pensacola Beach, FL: Coastal Engineer - Responsible for geotechnical sand search, background scientific analyses, project design and permitting of 4.3M cy beach fill project (2002-2003) and 3.0 Mcy (2005-2006) and 1.8 Mcy (2016) emergency and maintenance renourishment projects, project bidding, contract management, permit compliance, post-construction monitoring and FEMA Project Worksheet closeout.

Orange Beach/Gulf Shores Beach Nourishment Project – Orange Beach/Gulf Shores, AL: Coastal Engineer - Responsible for geotechnical sand search, background scientific analyses, project design and permitting of 7.9M cubic yard beach fill project (2005-2006) and 2.3 Mcy maintenance renourishment project (2012-2013), project bidding and contract management, permit compliance, post-construction monitoring and FEMA Project Worksheet closeout.

2016 Longboat Key Beach Renourishment Projects – Longboat Key, FL: Coastal Engineer- Multi-phase renourishment including two channel dredging and beach nourishment project elements (450k cy) and two upland source truck haul nourishment project elements (240k cy). Also responsible for project bidding, contract management, permit compliance, post-construction monitoring, and FEMA Project Worksheet closeout.

Perdido Pass Inlet-Sand Management Study/Plan – Orange Beach, AL: Coastal Engineer- Inlet and sand management study and plan for shallow-draft Federal navigation channel at Perdido Pass in Orange Beach, AL. Performed historical, analytical, and numerical analyses of coastal engineering processes at the Pass, which is routinely dredged, with the objective of developing a plan of management of both the Pass and the adjacent Gulf of Mexico beaches as a comprehensive sand management system. Consulting engineer to the City of Orange Beach, AL for the implementation of management plan objectives.

South Amelia Island Beach Renourishment Project – Amelia Island, Nassau County, FL: Coastal Engineer - Responsible for geotechnical sand search, background scientific analyses, project design and permitting of 2.1M cubic yard beach renourishment project (2011), project bidding and contract management, permit compliance, and post-construction monitoring.





CHRISTOPHER GARICK, P.E., RCDD

ELECTRICAL ENGINEER – HG ENGINEERS

Education: BS, Electrical Engineering, Mississippi State University

Registrations: Professional Engineer: Florida, Alabama, Mississippi, Texas, Colorado, Illinois and Georgia Registered Communications Distribution Designer (RCDD) Building Industry Consulting Services International (BICSI)

Years with HG Engineers: 23; Years with other firms: 3

Introduction

Christopher Garick is an Owner and Electrical/Telecommunications Engineer with HG Engineers. His role is to oversee the day-to-day operations, so all employees of the firm provide services in a coordinated effort. Chris has 26 years of consulting engineering experience in lighting, power, telecom and signaling systems. His experience includes projects in all area all across the continental US and in Germany and Japan. Chris's design experience includes campus electric utility distribution design, campus lighting design, and building interior and exterior power, lighting telecommunications, and fire alarm system design. Construction design experience includes new and renovated schools, multifamily housing, office buildings, high rises, industrial and healthcare facilities. His experience encompasses being a consultant to Architects and Contractors as well as being a project manager for prime electrical projects for commercial and government clients.

Experience

Okaloosa County Administrative Building – Fort Walton Beach, FL: Provide electrical and audio-visual engineering construction documents for the approximately 63,653 sq. ft. three-story office building and single-story building for the board of commissioners' offices and meeting room.

City of Fort Walton Beach Recreation Center and Sports Field – Fort Walton Beach, FL: Electrical engineering design for new 30,000 sq ft gymnasium and multi-function building and complete site to include five baseball fields and five softball fields, a mile walking sidewalk track and associated parking. The design includes typical power, lighting and fire alarm systems.

Escambia County Courthouse – Pensacola, FL: Electrical engineering design on the 4-story, 38,000 square foot building, which included the commissioners conference room with press facilities. \$25M

City of Fort Walton Beach Fire and Police Station – Fort Walton Beach, FL: Electrical, telecom, emergency power, fire alarm and security design for a new 20,000 sq ft two story police building and renovation of adjoining fire station which includes moving truck bays and lighting for new parking area. \$4.2M

Fort Walton Beach Housing Authority – Fort Walton Beach, FL: Electrical upgrades of 124 housing units including smoke detectors, power wiring and lighting fixtures. Also added provisions for electric ranges. \$1.4M

Destin Water Users Arc Flash – Destin, FL: Provide ArcFlash calculations for electrical systems with a voltage greater than 120 volts. The electrical equipment to be studied is located: 1) Local Treatment Plant for complete electrical distribution system with exception of MCC's under current design and/or construction. 2) Two Booster Stations and six wells. 3) The four basic electrical equipment configurations for the 78 Lift Stations. To accomplish calculations will involve surveying the electrical systems to verify accuracy of existing documentation and modeling all the electrical systems in EasyPower software. The study shall also produce electrical work orders.

Walton County Wastewater Treatment Facility – DeFuniak Springs, FL: Provide electrical and controls consultation during the update review, bidding and construction phases of the listed project.





LANE DORMAN, P.G.

ENVIRONMENTAL – GEOSYNTECH CONSULTANTS

Education: M.S., Hydrogeology, Clemson University
B.S., Geology, University of South Alabama
Registration: Florida Professional Geologist: PG2861
Years with Geosyntec Consultants: 11; Other Firms: 0

Introduction

Mr. Dorman provides technical expertise and guidance for hydrogeological projects in the Gulf Coast region. His professional experience has included nonhazardous and hazardous waste management; site investigation; contaminant fate and transport evaluations (including groundwater modeling); remedial technology feasibility studies, remedial technology pilot testing and selection; and remediation system design, construction, operation, maintenance, monitoring, and optimization. Mr. Dorman has delineated site contaminants to stringent regulatory endpoints and implemented remedial measures at dozens of sites with recalcitrant compounds in soil, groundwater, and indoor air.

Experience

Nitrous Oxide Manufacturing Plant Closure – Northwest FL: Project manager for expedited environmental assessments and remedial actions following the demolition of a nitrous oxide manufacturing facility. The project involved identification of site-specific constituents of potential concern (COPCs), COPC delineation, regulatory approval of a site assessment report, development of a request for bid, management of the bidding process, regulatory negotiations, subcontractor selection, subcontractor oversight, and site closure. Investigation, remediation, and regulatory reporting activities at this site were completed in approximately one year.

Groundwater Hydraulic Containment System – Northwest FL: Project manager of a diverse team of engineers, geologists, and scientists tasked with the characterization and ultimate remediation of groundwater impacts below and adjacent to surface impoundments at a coal fired electric power utility. The project included regulatory negotiation and approval of the conceptual design, followed by detailed design of an interim groundwater extraction and conveyance system. Expedited implementation activities included extraction well installation and testing, procurement support, and construction/engineering management (e.g., coordination of communication among multiple subcontractors/vendors to achieve a demanding field schedules). Mr. Dorman oversaw system startup testing and ongoing system operation, performance evaluation, and reporting.

Escambia County Division of Solid Waste Management – Pensacola, FL: Mr. Dorman analyzed and interpreted hydrologic data collected near the Beulah Landfill to evaluate groundwater-surface water interactions. Mr. Dorman prepared potentiometric surface maps and lithologic cross-sections summarizing groundwater flow and hydrogeologic conditions at the site. Based on results of this study, FDEP approved a monitor-only remedy in lieu of aggressive remediation proposed by others.

Alternate Source Demonstration – Northwest FL: Mr. Dorman led an investigation into the potential source of mercury detections in surface water samples above Florida's in stream surface water quality criterion. Supplemental investigations found that mercury was naturally occurring and, based on a strong correlation with iron, likely released during iron-mineral dissolution resulting from natural variations in geochemical conditions.

Hexavalent Chromium Remediation – Pensacola, FL: As the waste management coordinator, Mr. Dorman was responsible for daily and weekly inspections of primary and satellite hazardous waste accumulation areas, nonhazardous waste staging areas, proper labeling of waste containers, waste sampling, and classification.

FDEP – Pensacola, FL: Mr. Dorman managed multiple former dry cleaner (DC) sites. High-resolution site characterizations (HRSA) at these former DC sites identified impacts from DC operations in subsurface media. Tasks associated with HRSA included planning and oversight of direct push technology (DPT) soil sampling, DPT groundwater sampling, modified active gas sampling (MAGS), and permanent monitoring well installation.





LOGAN FOWLER, P.E.

GEOTECHNICAL ENGINEER – SOUTHERN EARTH SCIENCES, INC.

Education: BS, Civil Engineering, Florida State University

Registrations: Professional Engineer: FL, ACI Concrete Field Testing, FDOT Advanced Maintenance of Traffic Certification, FDOT Concrete Field Inspector, Asphalt Plant I, Earthwork Construction Inspector I

Years with SESI: 8; Years with other firms: 1

Introduction

Logan joined the Southern Earth Sciences, Inc. (SESI) team in 2011 as a staff engineer. Since his employment, he has performed numerous geotechnical investigations, which have included classification of soils, laboratory testing, engineering design calculations, and field exploration. His daily activities include geotechnical evaluation, project scope and cost proposal preparation, site visits, oversight of drill crews, project management, and office oversight. Logan is the Panama City Beach Branch Manager and will serve as the Geotechnical Engineer of Record on this contract.

Experience

Proposed Apartments – Harbor Blvd., Destin, FL: Geotechnical investigation for new multi-family development near Harbor Blvd. Services included geotechnical evaluation for building foundations, stormwater facilities, and pavement.

Vintage Destin Apartments – Destin, FL: Geotechnical evaluation of a new apartment complex site, which included borings for foundation design of multiple multi-story apartment buildings, stormwater facilities, retaining walls, and pavement.

Inlet Beach Pedestrian Underpass – Inlet Beach, FL: Geotechnical evaluation of new pedestrian underpass beneath SR 30 in western Bay County. The investigation included cone penetration test (CPT) soundings within the right-of-way, determination of seasonal high groundwater, and recommendations for construction alternatives.

Siebert Avenue Subdivision – Destin, FL: Geotechnical investigation for new subdivision, which included soil borings for stormwater exfiltration system design.

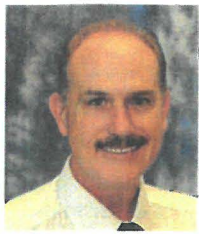
SR 30 (US 98) Widening – Destin, FL & Walton County, FL: Geotechnical materials testing and consulting services for approximately seven miles of roadway slated for widening, utility, and pedestrian improvements.

Southern Cross Plantation – Destin, FL: New subdivision in Destin. Geotechnical borings and double ring infiltrometer testing for stormwater facility design.

CR 386 Reconstruction – Gulf County, FL: This project consists of geotechnical engineering for 19.5 miles of resurfacing, paved shoulder additions, and extending/replacing five cross drains. Four of the box culverts will be extended and one CMP cross drain will be replaced. SESI performed soil classification, resilient modulus, corrosion testing on soil and water, asphalt evaluation, and soil borings. The construction budget for this FDOT funded project is approximately \$11.6 million. The project adheres to FDOT specifications.

East Point Washington Rd. – Santa Rosa Beach, FL: This project in south Walton County consisted of design services for new road construction. The total project length is approximately 0.75 miles. Approximately 2300 lineal feet is an existing dirt road and the remaining 1700 lineal feet is new construction. The realignment will extend through two wetland areas and consist of a new asphalt pavement section throughout the length of the roadway with two bridges extending through the wetland areas. Bridges may be up to 200 feet in length, each. SESI is providing geotechnical services for roadway and structure design. SESI will also support the CEI consultant during construction. This project will adhere to FDOT specifications.





JOSEPH APPLGATE, P.G.

HAZARDOUS WASTE – GEOSYNTEC CONSULTANTS

Education: MS, Geology, Florida State University
BS, Geology, Illinois State University
Registrations: Professional Geologist: FL No. 1067
Years with Geosyntec: 3; Years with other firms: 30

Introduction

Mr. Applegate has managed numerous State of Florida Superfund, State Hazardous, Drycleaning Solvent, State Owned Lands and Site Investigation, Brownfields, Petroleum, and Former Manufactured Gas Plants. As a former FDEP Superfund and State Site Project Manager in Tallahassee, he worked constructively with FDEP representatives in Tallahassee and the FDEP districts and as a result has established a close relationship and level of trust with regulatory personnel. This relationship is based on working with the FDEP and U.S. Environmental Protection Agency (U.S. EPA) for over 33 years on projects in Florida.

Experience

Environmental Forensic Assessment and Technical Services – FL: Contract Manager for a 5-year contract to conduct forensic assessments and other technical services for the FDEP. This work includes evaluating timing and sources of releases of various chemicals of concerns, often using multiple forensic analyses including chemical fingerprinting, isotopic/geochemical tools, molecular biology, and advance site characterization tools. The FDEP has entrusted multiple high-profile projects to Geosyntec and Mr. Applegate's management including a vapor intrusion project where multiple buildings at a high school had been affected by petroleum odors/vapors. Measures implemented at the recommendation of his team's work helped to reduce indoor vapor concentrations to below USEPA screening levels.

State of Florida Consolidated Environmental Programs Contract Manager – FL: Mr. Applegate was Contract Manager for another consultant's FDEP Bureau of Waste Cleanup Consolidated environmental programs that included four FDEP environmental programs: Hazardous Waste and Dry-cleaning Solvent Cleanup Program; Site Investigations and State-Owned Lands; CERCLIS Site Screening, and Brownfields Assessment and Cleanup. Mr. Applegate has managed many projects and programs in these various programs over the past 28 and has trusted relationship with FDEP staff.

State of Florida Petroleum Restoration Program – FL: Mr. Applegate is a senior peer reviewer and regulatory support specialist for Geosyntec's FDEP Petroleum Restoration Contract for assessment and remediation of retail and other petroleum-related sites throughout the state of Florida. Mr. Applegate has provided high level strategy development and regulatory support and interaction for ARCADIS' Petroleum Cleanup Contract. Mr. Applegate has positive relationships with FDEP senior managers, program and project managers, and FDEP contract managers.

Large Superfund Remediation Project – Santa Rosa County, FL: Project Director for a large Superfund remediation project. Mr. Applegate is the project director for a large Superfund remediation project involving chlorinated solvents and an 800 gallon per minute groundwater extraction and treatment system. The project is a fixed price remediation project involving environmental insurance products and long-term operation, maintenance, and regulatory reporting.

Tetrachloroethene Investigation – FL: Directed a tetrachloroethene (PCE) investigation at a chemical wholesale facility in Florida. PCE had affected groundwater to depths of over 100 feet below land surface and an aerial extent over two city blocks. The investigation was completed over a 12-month period, where two other consultants had failed in completing the assessment (they had spent over ten years assessing the site). The assessment was subsequently approved by the state agency, and Mr. Applegate directed the Remedial Action Plan to address soil and groundwater assessment.





GENE SCHMIDT, P.E., LEED® AP

HVAC/MECHANICAL

Education: BS, Mechanical Engineering, University of South Alabama

Registrations: Professional Engineer: FL #36948, AL #15709, CA #23916, GA #PE01576, LA

#0030875, MS #14360, OH #79069, SC #27208; NCEES #7221; NCEES #7221; AABC Certified

Commissioning Agent (CxA); Certified Plumbing Designer (CPD); GBI Green Globes Professional (GGP); USGBC LEED BD+C Accredited Professional

Years with HG Engineers: 32; Years with other firms: 6

Introduction

Mr. Schmidt has led SCG for over 30 years and has extensive experience in facilitating all aspects of the design and construction process for municipal, commercial, federal, and educational facilities including: planning; facility assessments and other studies; construction administration; HVAC, mechanical, fire protection, and plumbing design; and commissioning, with specialized experience in energy conservation, indoor air quality investigations/remediation, and geothermal design. He has thorough understanding of energy efficiency and solutions to minimize energy costs. His extensive design experience, coupled with his understanding of mechanical and HVAC systems operations and maintenance, provide him with an ideal background for this project. His understanding of climatic conditions, building codes, and local regulations in Northwest Florida will be an asset to the project team.

Experience

Escambia County Board of Commissioners – One Stop Facility – *Pensacola, FL*: Mechanical/HVAC engineer for the new \$11 million, 76,000 SF two-story central office which consolidated departments of Building Inspections, Environmental Enforcement, Fire Safety, Community and Environmental Services, Geographic Information Systems, Animal Control, Engineering, and Transportation. The green roof provides inherent thermal insulation properties, reduces storm water impact, and reduces internal energy demand for cooling and heating. High efficiency HVAC systems, low water-use plumbing fixtures, and daylighting were used to further decrease energy costs.

City of Gulfport Municipal Complex – *Gulfport, MS*: Mechanical/HVAC Engineer for a \$20 million, two-phased, three-story new facility. Phase I included a 57,000 SF Police HQ and Municipal Courts Facility. Phase II included approx. 50,000 SF of municipal services space. Designed as a first responders' shelter to FEMA 361 standards. Supplied with water wells for treated fresh water supply, and supplemental sewage management for emergency events. 100% conditioned air and humidity control were provided for personnel and equipment operation in an emergency event.

VT Mobile Aerospace Engineering, Maintenance Repair and Overhaul Facility – *Pensacola International Airport, FL*: Mechanical/HVAC Engineer for the new, \$37M MRO hangar which services aircrafts including the B777, B757, and A320 family. The new HVAC system has multiple chilled water air handlers. The chilled water system consists of one 200-ton air-cooled chiller serving a variable primary pumping chilled water distribution system with a single distribution loop.

City of Pensacola – Fire Station No. 1 New Facility – *Pensacola, FL*: Mechanical/HVAC engineer for the design of a new \$3.1 million, 20,000 SF fire station. The design was developed to meet all codes and standards, and the building was hardened to withstand a hurricane. Pensacola City Hall was severely damaged by Hurricane Ivan, a Category 3 storm, and Fire Station No. 1 was used as the base operations location for City Management.

Gulf Coast State College Advanced Technology Center – *Panama City, FL*: Mechanical/HVAC Engineer for the new, \$31.3 million, 3-story, 80,193 SF Advanced Technology Center. Mr. Schmidt evaluated the campus' central chilled water utility and developed a solution to increase its capacity and efficiency, eliminating the need for a new dedicated building system. LEED Gold Certified.



CRYSTAL TOWNS, P.G.

HYDROGEOLOGIST

Education: M.S., Geological Sciences, University of Alabama, 2008

B.S., Geology, Millsaps College, 2004

Registrations: Professional Geologist : PG2958 (FL), 1476 (AL)

Years with Geosyntec: 7; Years with other firms: 0

Introduction

Ms. Towns is a hydrogeologist with experience in site assessment and environmental compliance. Her project work has included site reconnaissance, compliance and site history research, collection and analysis of hydrogeologic data, site assessment and final report production for projects. She is also proficient in database management, and soil and groundwater sampling for regulatory compliance and site characterization. Other project responsibilities have included preparation of site reports, interaction with client representatives, direct oversight of field investigations and management of subcontractors, preparation of bid specifications, preparation and review of site investigation data, and review of regulatory agency records.

Experience

Landfill Expansion Permitting, Santa Rosa County, Central Landfill – Milton, FL: Performed aquifer testing at the site and assisted with collection of water quality samples according to applicable FDEP SOPs.

Groundwater and Hydrogeologic Services for Beulah Landfill, Escambia County Waste Services Department – Pensacola, FL: Assisted with the design and field planning of a hydrologic study to evaluate groundwater-surface water interaction in a section of creek that borders the Beulah Landfill. Field activities included staff gauge installation, piezometer installation, and water level measurements.

Groundwater and Hydrogeologic Services for Perdido Landfill, Escambia County Waste Services Department – Pensacola, FL: Provided field oversight for monitoring well installation and decommissioning activities. Conducted technical reviews of semi-annual monitoring reports for the landfill. Verified field data was reported accurately and met regulatory compliance, conducted a quality assurance/quality control review of the analytical data, and developed potentiometric surface maps to provide a hydrogeologic interpretation of groundwater flow.

FDEP Waste Cleanup and Site Investigation Section – Escambia and Franklin Counties, FL: Conducted field activities, including groundwater and soil sample collection, soil logging, and monitoring well installations, for several State-Owned Lands sites. Served as lead field coordinator during assessment activities conducted at an active industrial laundry facility. The activities were designed to characterize the nature and extent of existing impacts in the vadose zone and shallow surficial groundwater that may be contributing to a deeper groundwater plume. She performed direct push technology (DPT) soil sampling, lithology characterization and logging, Modified Active Gas Sampling (MAGS) well installation, and DPT groundwater sampling. The scope of work required coordination of the field team with the facility managers and a night-time work schedule.

Guillemard Street PCE Plume Site, Florida Department of Environmental Protection Waste Cleanup Division – Pensacola, FL: Responsible for the groundwater monitoring program, including performance water quality sampling, data evaluation, preparation of potentiometric surface maps, and report preparation on an annual basis. She interacts with regulatory agency to discuss conclusions and recommendations for future monitoring.

Site Assessment and Remediation, Mahogany Mill Boat Ramp Site, Escambia County Neighborhood and Human Services Department – Pensacola, FL: Performed discrete-depth soil sampling in a grid layout to delineate vertical and horizontal impacts. Soil samples were field screened with a photo-ionization detector (PID) and flame ionization detector (FID) to preserve the health and safety of field samplers and to identify potential VOC impacts. Her duties also included compilation of collected data, GIS figure preparation, and preparation of the site assessment report.





KWASI BADU-TWENEBOAH, Ph.D., P.E.

SOLID WASTE – GEOSYNTEC CONSULTANTS

Education: PhD, Geotechnical Engineering, University of Florida
MS, Geotechnical Engineering, Arizona State University
BS, Civil Engineering, University of Science & Technology, Ghana
Registrations: Professional Engineer: FL No. 42460
Years with Geosyntec: 31; Years with other firms: 3

Introduction

Dr. Badu-Tweneboah is a geotechnical engineer with over 30 years of experience managing solid waste and other industrial projects and programs for public and private sector clients. He is a registered professional engineer in Florida that is very familiar with the Florida solid waste regulations, and have extensive experience negotiating with the FDEP Solid Waste Section. Dr. Badu-Tweneboah was a major contributor on the Task Force assigned by FDEP rewriting the Florida solid waste rules and regulations (Chapter 62-701, Florida Administrative Code) in 1990. He was also a member of the Technical Advisory Group (TAG) on post-closure care research project sponsored by the Hinkley Center for Solid & Hazardous Waste Management. Dr. Badu-Tweneboah has worked as a program manager, project manager, and engineer-of-record for the design, permitting, operation, closure, and construction of solid waste management projects in Florida and throughout the U.S. He has published more than 50 papers on landfill design, closure, and other solid waste issues; and regularly speaks at technical conferences on innovative containment system design.

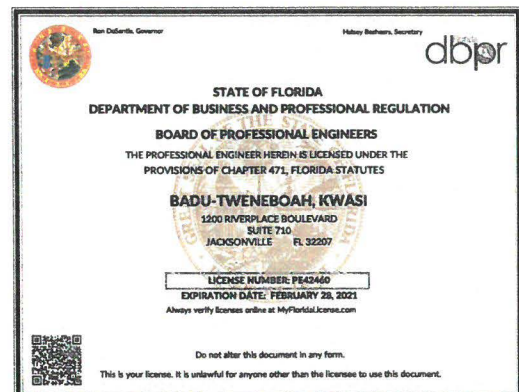
Experience

Coyote Sites Closure Evaluation – Santa Rosa and Walton Counties, FL: Project Director and technical review for this, initially, fast-track construction and demolition (C&D) debris disposal facility evaluation and closure design project for FDEP. Geosyntec mobilized to the 20-acre facility to meet with FDEP and Escambia County staff and perform a comprehensive site inspection, which included LFG and hydrogen sulfide (H₂S) measurements and cover thickness evaluations. Using the H₂S data collected, Geosyntec performed air dispersion modeling to prioritize discrete disposal areas for closure that were most significantly contributing to the offsite odors. Geosyntec prepared construction drawings and specifications for final closure of the facility, and subsequently conducted site assessments to document observations of the closure plan implementation (performed by others), identify areas of deficiency, and provide recommendations.

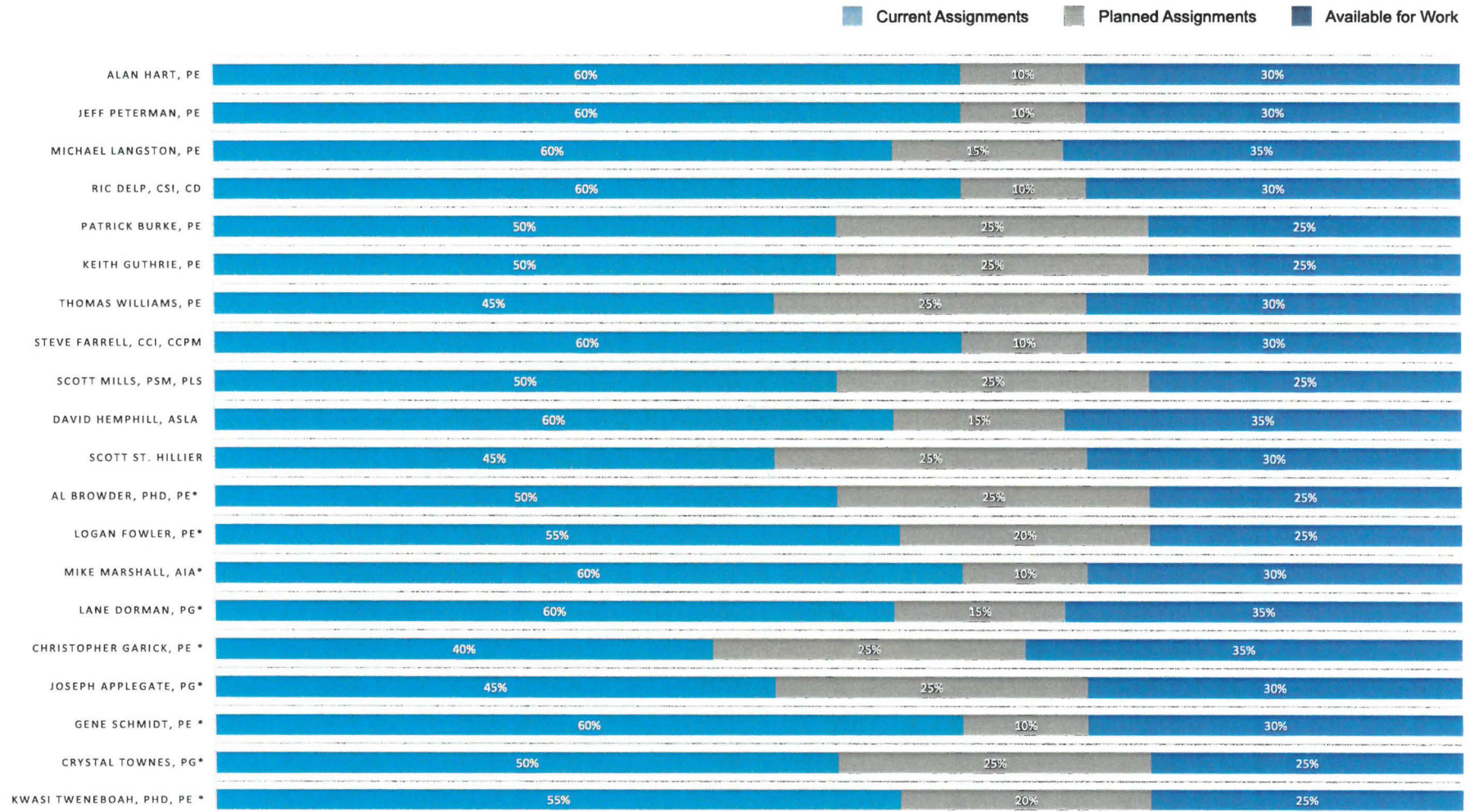
Rolling Hills Odor Mitigation and Closure Design – Pensacola, FL: Field engineer for evaluation of this high profile 20-acre C&D debris disposal facility. The comprehensive site inspection included LFG and hydrogen sulfide (H₂S) measurements for the development of an air dispersion model to offsite odor transport and performing test boreholes to evaluate the existing cover thickness. Mr. Rivera assisted with the preparation of construction drawings, technical specifications, and closure cost estimates for final closure of the facility.

JED Solid Waste Management Facility – Osceola County, FL: Project Director and technical reviewer for several design and permitting projects at the JED Class I (MSW) facility including: (i) a 100-acre lateral expansion; (ii) an intermediate permit modification for the construction of a 25-acre partial closure system at the active site; and (iii) a permit modification for the retrofit of the existing leachate

storage facility with an aeration system to pre-treat leachate prior to off-site disposal. The lateral expansion involved close collaboration with the client to identify site development needs and logistical constraints to maximize potential airspace and corresponding site life. He also served as the project manager and engineer-of-record for the preparation of Title V Air Operation Permit and Air Construction permit modification applications as part of the overall lateral and vertical expansion of the facility. Dr. Badu-Tweneboah also served as the engineer-of-record for the preparation of construction documents, procurement support for the partial closure and GCCS for Phase 1 of the landfill facility; and served as the CQA engineer-of-record for the Phase I construction of the GCCS that includes: (i) installation of header pipe; (ii) installation of a condensate management system; (iii) construction of 29 vertical gas extraction wells; and (iv) installation of a flare/blower system. Dr. Badu-Tweneboah also prepared quarterly gas migration monitoring reports for the facility and is currently preparing a Landfill Gas Compliance Monitoring and Maintenance Plan for the facility.

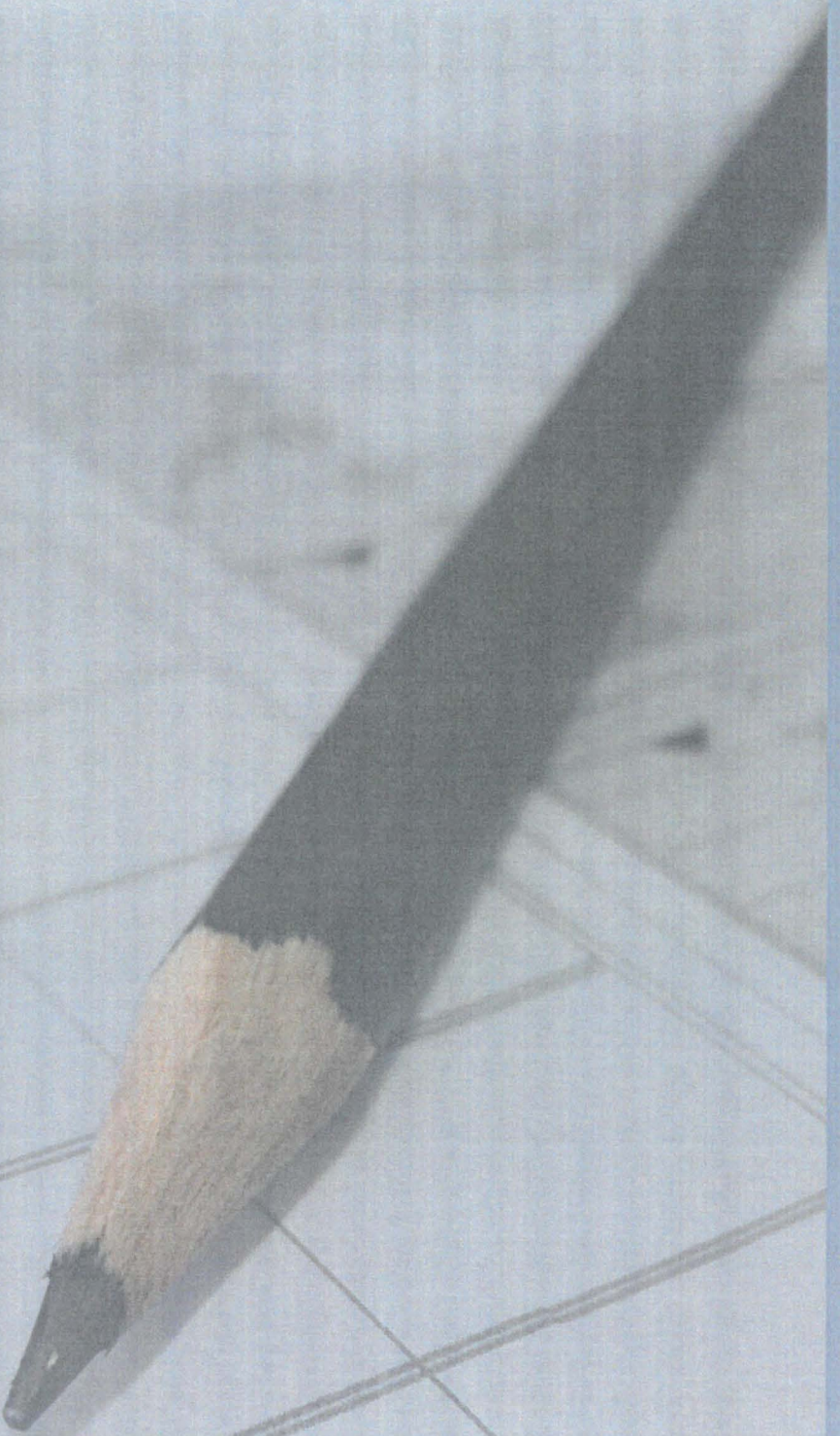


BDI TEAM AVAILABILITY



*Denotes Sub-Consultant who will perform more than 5% of the work in their service category

4. Understanding & Approach



PROJECT APPROACH AND METHOD

CITY OF DESTIN SPECIFIC PROJECT MANAGEMENT

Project Initiation Phase

The Project Initiation phase begins when the City of Destin Project Manager (PM) reaches out to Baskerville Donovan (BDI) with a Scope of Work that needs to be completed. BDI's staff includes nine highly qualified Project Managers (PM's) that represent the most experienced, proven project management talent that the engineering industry has to offer. Alan Hart, our Destin Regional Manager, will serve as the Project Manager for most projects under this continuing services contract. Under certain circumstances, Mr. Hart and senior BDI Staff will select a Project Manager with the appropriate skill set to complete the certain niche projects. During these instances, Mr. Hart will still be the main client contact for the projects and will work with the BDI Project Manager to ensure that the project continuity is seamless. During the Initiation Phase, BDI staff will develop a high-quality Project Management Plan (PMP). In fact, our production systems are custom-built around the individual talents of our project management staff. As such, our system is designed to allow BDI PM's the flexibility they need to develop customized PMP's that will accurately reflect the specific conditions surrounding each project assignment for City of Destin.

Once the Scope of Work has been reviewed and discussed, a site visit will be completed to gather information about the existing conditions and to start to develop, or amend the Scope of Services for the City's Task Order. At this point, our PM's will begin the PMP planning process with a comprehensive brainstorming session. This meeting will include key design team members, City of Destin professional staff, and any other stakeholders recommended for participation by the City. In almost every case, our experience has shown that local governments will identify a project manager to act as the primary professional point-of-contact for all work under a specific task or assignment. Our approach involves working as an extension of the local government project manager's project team. The BDI team will use the project initiation conference to work with the client to develop the fundamental basis for the PMP.

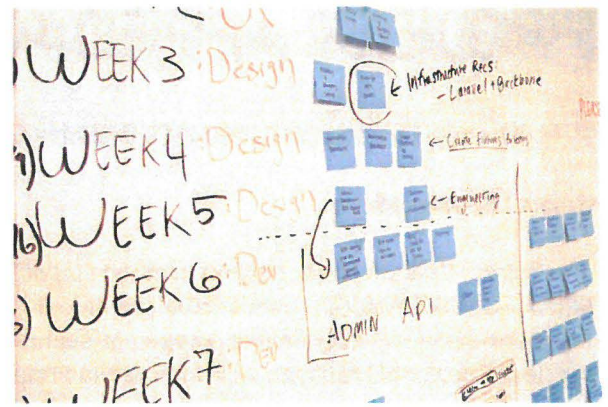
There are three major components that must be addressed during this Phase; Scope, Schedule, and Fee. Once the Scope of Services is completed and agreed upon by the City and BDI, BDI's assigned Project Manager will develop his team of in-house staff and required sub-consultants to complete the design process. At this point, the team will start to determine the fee and schedule for the project. Plans are often developed utilizing 30%, 60%, 90%, and final submittals to the City. The schedule will take into account sub-consultant schedules, staff hours, and City review time for each submittal. In the event that a project requires an expedited time frame, the amount of submittals may be reduced and compression of the schedule may be achieved. This Phase will require open communication between BDI and the City's Project Manager. Once Scope, Schedule, and Fee have been agreed upon, BDI will await a Notice to Proceed (NTP) in the form of a signed Task Order from the City.

Preliminary Design Phase

The Preliminary Design Phase begins when the City issues an NTP to BDI's Project Manager. The City and BDI have agreed upon the Scope, Schedule, and Fee, and the City has issued BDI a signed Task Order. During the Preliminary Design Phase, our team will begin the planning the project. We will work closely with City of Destin Staff to determine survey needs. Anticipated field information to be gathered includes topographic surveys and existing utility data for the project limits. GIS and Lidar data will be utilized where it is deemed appropriate. A regulatory assessment would also be part of this evaluation including isolation of potential jurisdictional lands within the project area and general subsurface conditions from published data. Should the regulatory assessment indicate jurisdictional lands within the project area, a delineation effort would be necessary to establish limits and other pertinent information within the project corridor. Similarly, rights-of-way, utility easements and other property ownership issues will also be identified based upon available information. Once we have received the survey and it has been vetted through the QA/QC process, our team, in concert with the City, will begin to lay out preliminary engineering design elements to help establish the best engineering solution for the project. Working closely with City of Destin staff, the result of this effort would be captured in the form of a Design Report to document the design basis and support the overall construction permits required.

Final Design Phase

Based on the Design Report, the Final Design Phase will commence. At this point, the primary production-phase role of the Project Manager is to direct the proper development of all project deliverables. At BDI, production-phase execution begins with the strategies, scheduling, and budgetary information included in the PMP. BDI will begin to develop a set of construction documents that will meet the requirements of the scope of services and allow the scope of work to be completed. BDI will take into account existing conditions, environmental constraints, right-of-way constraints, and any other issues that may directly impact the constructability of the project. BDI will develop all construction plans utilizing the City's latest CADD Standards, Design Standards, and Specifications. When required, BDI will pull from its database and wealth of experience to develop technical specifications for certain design circumstances. BDI will hold to the four phase submittal requirements (30%, 60%, 90%, and Final) unless there is a need to expedite the design phase. All phases will be subject to a strenuous in-house QA/QC process prior to submittal of each phase. This process is designed to eliminate mistakes and develop a constructible set of plans with minimal errors. This process will look at both superficial and engineered issues. In a nutshell, the more eyes that look at the project, the more opportunity there is to eradicate errors. Based on the Scope of Services, our team will help develop materials and attend any required Public Information Meeting (see "Public Information Meetings" section) to help educate and develop community support for the project.



Project Closeout

Once the final construction plans have been completed and the plans are ready to be signed and sealed, BDI will work closely with the City to get the project ready for bid and construction. As early as the 60% design phase, our team will begin to develop detailed project cost estimates that include pay item numbers and pay item notes. As the project continues to come closer to final design, our team will start to tighten up these cost estimates and formulate our Opinion of Probable Cost. Based on the final set of construction documents and the quantity takeoffs used to develop our Opinion of Probable Costs, we will also develop Bid Tabulation Sheets that will be used by the contractors to bid the projects. Again, based upon the Scope of Services, BDI will attend a pre-bid meeting, a pre-construction meeting with the City and the selected contractor, and attend any construction coordination meetings while the project is being constructed.

BASKERVILLE-DONOVAN, INC. SPECIFIC PROJECT MANAGEMENT

The "City of Destin Specific Project Management" section above is based on BDI's actual experience when dealing with the City on specific task orders developed under previous Continuing Services Contracts with the City. This section will discuss the internal Best Management Practices (BMP's) that BDI follows for all engineering projects, regardless of the client.

Project Coordination

BDI is committed to ensuring that all project professionals and sub-consultants, regardless of discipline, are well coordinated, effective and efficient. At BDI, the Project Manager is responsible for ensuring successful team coordination and that all project elements and disciplines will be well coordinated and efficient. For this City of Destin RFQ, BDI has proposed several unique checks and balances that will assist Alan in providing a well-coordinated effort:

Monthly Project Meetings. BDI is prepared to commit the resources required to execute specific monthly project meetings. As a program develops, our staff feels that the project meetings will provide critical opportunities for coordination with the client and various disciplines involved in the project.

Senior Management Involvement. For this City of Destin effort, BDI will utilize Keith Hill, P.E. to help support key project communications and issues. This approach is in keeping with the successful monthly meetings that Mr. Hill has been attending on other municipal projects. Direct involvement at this level ensures that the Senior BDI managers will be well coordinated and integrated.



Project Planning

Our experience has demonstrated that the best approach for controlling cost is developing high-quality design concepts and plans early in the project. In fact, we believe that effective planning is a fundamental feature of every successful project. The project goal should be established and (determined to be) realistic prior to design development. At BDI, we have developed a comprehensive approach to project planning; we feel strongly that design should not proceed without a clear, concise set of (achievable) project objectives. The successful project plan should satisfy a number of basic requirements: budget, schedule, technical requirements, constructability issues, logistics, materials acquisition, regulatory compliance, public information, all have an impact on the feasibility of a particular alternative or strategy.

In many cases, BDI engineers will recommend targeted investments in up-front studies to establish some basic physical and logistical parameters for project development. For example, it is often necessary to complete a limited number of cursory soil borings within the proposed construction area prior to developing a final project plan. Water table conditions, sub-surface material suitability, embankment costs, etc., can each have a profound impact on the constructability and suitability of an (otherwise) preferred alternative.

The topic of project “cause and effect” will be extensively discussed in the earliest stages of each assignment so that City professional staff and BDI are satisfied that the project outcome will be in line with expectations.

Ability to Meet Budget

The goal of BDI is to provide the City of Destin with a finished product on time every time and on budget. For the City of Destin, BDI will demonstrate a mature level of professional commitment. BDI has numerous municipal contracts and BDI successfully submits the required deliverables on time for each project. BDI also stays within the established budget for professional services, without any change orders. This proven ability to meet budget and time for professional services is the direct result of superior project planning.

The BDI design team will be composed of talented, experienced professionals with a proven background in civil engineering and landscape architecture. These team members, working with City staff, will build the City’s goals into the finished product. These personnel have been carefully selected to maximize the project quality while staying within the established budgets.

BDI undertakes prior planning to ensure effective and accurate communications combined with the appropriate staffing to establish the mechanism for complete, quality products delivered on time and within budget.

Permitting

BDI has a long history of working with all local, state, and federal regulatory agencies when it comes to getting the project permitted. BDI will meet with the permitting agencies at the appropriate project milestone (usually at the 30% phase) to determine what may be required to fulfill all permit obligations. At this point BDI will utilize its longstanding relationships with all regulatory agencies to expedite the permitting process and obtain all required permits. Permits may include City of Destin Right of Way permits, environmental permits, and general permits for water and sewer extensions and replacements.

Scope, Schedule and Budget

As stated previously, the project scope, schedule, and budget are established at the onset of the project and become the basis for the Project Management Plan (PMP). One of the primary functions of the BDI Project Manager is to ensure that the BDI design team understands and follows the requirements set forth in the PMP. The PMP serves as the checks and balances system for the project. As such, this living document will serve to keep the Project Team on schedule while delivering the approved scope within the budgetary constraints.

Cost Management

For all assignments under this RFQ, BDI is committed to assisting the City of Destin with the proper utilization of public capital resources. We enjoy working together with our clients to develop creative solutions to major project issues; we are very experienced in helping our clients develop cost-saving alternatives. In every case, BDI will ensure that our designs are well conceived and include cost-saving strategies for maximizing the City's infrastructure.

BDI is accustomed to making cost-saving recommendations to our clients in a wide variety of areas. We review every aspect of the project to look for opportunities to save: materials substitutions, configuration adjustments, multiple functions from improvements, construction staging, fast-track opportunities, phasing options, and bidding strategies. For City of Destin, BDI is committed to bringing the full measure of our experience in the area of cost-effective consulting.

Change Order History

BDI's approach to any construction project is to minimize any changes that may result in delays to the contract time, or an increase in cost to the project. The magnitude and degree of complexity of the City's project warrants a qualified design team to perform the planning, permitting, design, and construction administration. Construction administration is performed by our most experienced professionals with the objective to minimize the potential for claims that can arise due to the lack of coordination, or the lack of professional interpretation of the construction documents. Our experience proves that maintaining personnel with substantial experience on the project can significantly reduce the exposure to claims and minimize the number of change orders.

Public Information Meetings

When it comes to public information, BDI is the best in the state. We view the primary information requirement as paramount to our client's staff and governing body. Building on that foundation is key to the project's success. Our Project Manager, are directly accountable for this paramount information commitment.

Our team understands the value and importance of supporting our public sector colleagues through high-quality public information sessions, mailings, high-end graphics, and website development. Because approximately 80% of our firm's business is with local government clients, BDI has developed a substantial capability in this area of our services.

The BDI Team is well qualified to assist City of Destin professional staff in providing cutting-edge graphic and presentation materials for any required Public Information Meetings or Commission Briefings. The graphic capabilities of our team include the ability to easily communicate planning ideas to the public, City of Destin Staff, regulators, interest groups, and other key (non-technical) stakeholders. Using the unique and rapidly growing application of advanced 3D computer graphics, BDI can provide photo-realistic visuals of critical design concepts or alternatives.

Advanced digital modeling also allows our Engineering Staff to make changes and show revisions quickly. Recent project experience has indicated that this tool is particularly potent in the environmental planning process. With the advantage of 3D visuals, BDI has been able to expedite the planning and approval process, often resulting in quicker stakeholder consensus.

We recognize that with today's economic realities that for many public initiatives, including the community in the early planning stages can mean the difference between success and failure. If required, BDI is experienced and comfortable with routine activities in this important area of public service. We can develop and distribute doorknob brochures, help coordinate with the community leaders, and hold meetings in almost any venue. Because we are based out of two, well-positioned regional offices (Panama City and Pensacola), the out-of-pocket cost of attending and facilitating focused consensus-building meetings is minimal. However, our experience demonstrates that early outreach activities build critical support for projects and can play a key role in developing the most appropriate and cost-effective alternatives for the project.

Quality Assurance

The Quality Assurance (QA) process of BDI is related to the quality improvement concepts applied by many successful firms. Our point of attack is directed at the root cause of most quality breakdowns, which is a failure to train, direct, and reinforce the staff involved with the project. Our QA program begins with education and training. Staff at all levels (field crews, survey technicians, project managers, and principals) receives training on the client's goals and standards. They are instructed on the importance of a well-planned project and become a fully coordinated and knowledgeable team. Their role is inter-dependent with the roles of all other participants on the project.

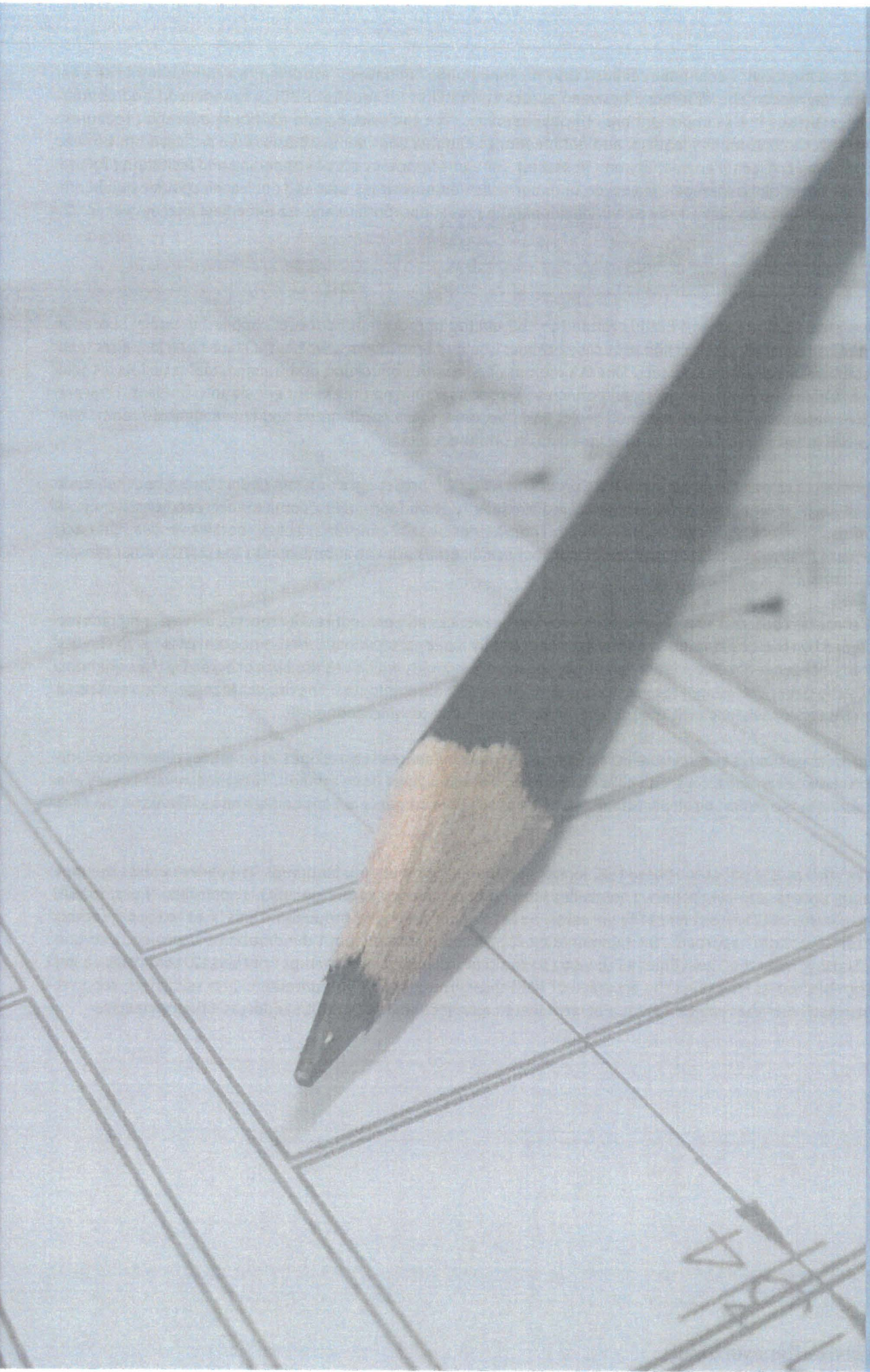
BDI is also committed to strong Quality Control (QC) processes. Our QC process is an ongoing effort throughout the entire design process; at each project stage, our submittals are formally reviewed for quality, completeness, and consistency. At the beginning of each project, the staff is provided with comprehensive QC checklists. These checklists ensure that each member of the team has reviewed their own work in all applicable areas prior to submission to the QA/QC officer for formal review and approval.

BDI's formal QC process conforms to all City of Destin standard practices and procedures. All reports, surveys, and plans are prepared and signed by their originator. Then they are checked by a peer professional, who is not otherwise involved with the project. Their independent review identifies any proposed corrections, which are then back checked by the originator, and rechecked by the peer professional to verify resolution of his original comments. The Project Manager then reviews all checked documents for consistency with the project requirements and technical adequacy.

The whole QC process employs several visual mechanisms. Red pencil denotes corrections to be made; yellow check indicates corrections have been made; a green check indicates corrections have been verified. These mechanisms verify the step-by-step input and resolution by all participants. Copies of all QC documents are kept on file and available to the client upon request.

For BDI, however, this routine of output-based QC alone is not enough to meet our standards. We believe unless the input and the operating process are also properly controlled, then no one can truly assure quality is controlled. Thus, for BDI, quality assurance begins at the front end of the process, not at the output end of production. This "front to back" method also allows a "top to bottom" approach. By implementing QC procedures throughout the duration of a project, everyone gets involved. Starting from the Crew Chief all the way to the Chief Executive, each member of this QC team plays a vital role in reviewing field notes, checking the accuracy of field measurements, MTS requirements, and satisfying scope requirements. Each staff member brings a unique perspective to a project and allows BDI to address all discrepancies.

5. References



REFERENCES



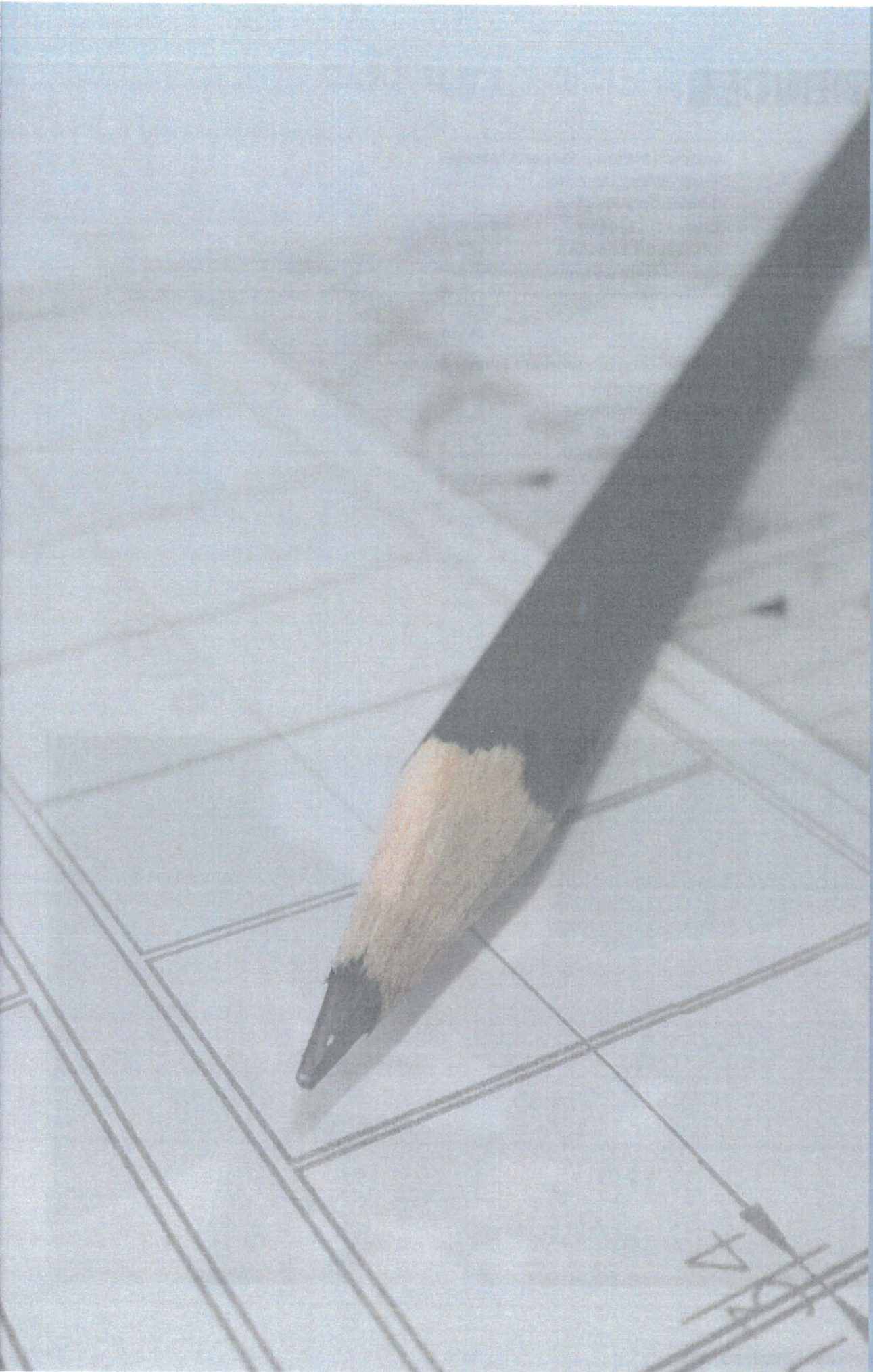
Lockwood Wernet, General Manager
Destin Water Users, Inc.
14 Industrial Park Lane
Destin, FL 32541
Office: 850-837-6146
Email: lwernet@dwuinc.com



Michael Schmidt, Assistant County Engineer
Santa Rosa County
6495 Caroline Street
Milton, FL 32570
Office: 850-981-7100
Email: MichaelS@santarosa.fl.gov



6. Additional Forms



A D D E N D A

CITY OF DESTIN
FLORIDA

RFQ TITLE: **ENGINEERING AND PROFESSIONAL
CONSULTING SERVICES**

RESPONDENT: Baskerville-Donovan, Inc.

DATE SUBMITTED: August 15, 2019

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

<u>ADDENDUM NO.</u>	<u>DATE</u>	<u>ADDENDUM No.</u>	<u>DATE</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

☒ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**

CITY OF DESTIN, FLORIDA

REQUEST FOR PROPOSAL (RFQ) NO. 19-01-PS
"QUALIFICATIONS FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES
FOR THE CITY OF DESTIN"

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract City of Destin

2. This sworn statement is submitted by
Baskerville-Donovan, Inc.

whose business address is 449 West Main Street, Pensacola, FL 32502

and (if applicable) Federal Employer Identification Number (FEIN) is 590857184 (If the entity has no
FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is T. Keith Hill and my relationship to the entity named above is
Executive VP/Chief Operating Officer

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

City of Destin, Florida

RFQ No. 19-01-PS, "QUALIFICATIONS FOR PROFESSIONAL Consulting Engineering Services for the City of Destin"

Public Entity Crime Form Page 2 of 2

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power

to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (please attach a copy of the final order)

☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

J. K. [Signature]
(Signature)

Date: August 15, 2019

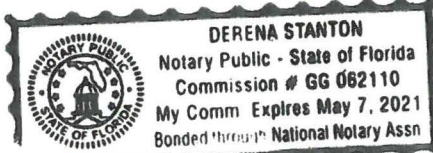
STATE OF FLORIDA

COUNTY OF Escambia

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 15 day of August, 2019, and is personally known to me, or has provided _____ as identification.

[Signature]
Notary Public

My Commission expires:



CITY OF DESTIN, FLORIDA

**REQUEST FOR PROPOSAL (RFQ) NO. 19-01-PS
"QUALIFICATIONS FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES
FOR THE CITY OF DESTIN"**

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

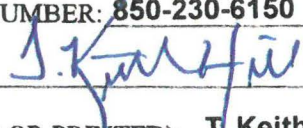
As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: **Baskerville-Donovan, Inc.**

ADDRESS: **14101 Panama City Beach Pkwy Suite 110**

CITY: **Panama City Beach** STATE: **FL** ZIP CODE: **32413**

TELEPHONE NUMBER: **850-230-6150**

SIGNATURE:  DATE: **August 15, 2019**

NAME (TYPED OR PRINTED): **T. Keith Hill, P.E.**

TITLE: **Executive Vice President/Chief Opererating Officer**

**CITY OF DESTIN, FLORIDA
REQUEST FOR PROPOSAL (RFQ) NO. 19-01-PS
"QUALIFICATIONS FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES
FOR THE CITY OF DESTIN"**

CONFLICT OF INTEREST DISCLOSURE FORM

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity or his/her spouse, or child own more than 5% of the bidder/proposer's interest?

YES _____

NO ✓

Does any City employee acting as a purchasing agent, or City public officer acting in official or private capacity hold any employment or contract with the bidder/proposer?

YES _____

NO ✓

If either question number 1 or 2 above has been answered YES, does the bidder/proposer assert any exemptions related to prohibited employment & business relationships?

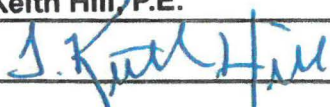
YES _____

NO ✓

If YES, please describe:

FIRM NAME: Baskerville-Donovan, Inc.

BY (PRINTED): T. Keith Hill, P.E.

BY (SIGNATURE): 

TITLE: Executive Vice President/Chief Operating Officer

ADDRESS: 14101 Panama City Beach Pkwy Suite 110
Panama City Beach, FL 32413

PHONE NO. 850-230-6150

E-MAIL khill@baskervilledonovan.com

CITY OF DESTIN, FLORIDA

REQUEST FOR PROPOSAL (RFQ) NO. 19-01-PS
"QUALIFICATIONS FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES
FOR THE CITY OF DESTIN"

LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

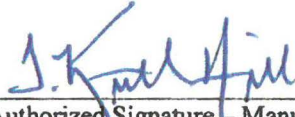
Baskerville-Donovan, Inc.

CONSULTANT's Company Name
14101 Panama City Beach Pkwy Suite 110
Panama City Beach, FL 32413
Physical Address
14101 Panama City Beach Pkwy Suite 110
Panama City Beach, FL 32413
Mailing Address

850-230-6150
Phone Number

Cellular Number

khill@baskervilledonovan.com
Email address


Authorized Signature - Manual

T. Keith Hill, P.E.
Authorized Signature - Typed

Executive VP/Chief Operating Officer
Title

850-230-6155
FAX Number

After-Hours Number(s)

August 15, 2019
DATE

CITY OF DESTIN, FLORIDA

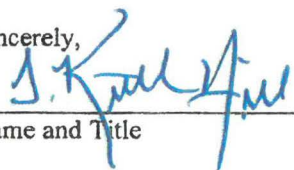
REQUEST FOR PROPOSAL (RFQ) NO. 19-01-PS
"QUALIFICATIONS FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES
FOR THE CITY OF DESTIN"

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the REQUEST FOR QUALIFICATIONS for RFQ No. 19-01-PS. - QUALIFICATIONS FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES FOR THE CITY OF DESTIN, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFQ, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other firm or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other firm.
4. No attempt has been made or will be made by (Name of Firm) to induce any other firm to submit or not to submit a proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Firm) and the City that interferes with fair competition or is a conflict of interest.

Sincerely,


Name and Title

Exec. VP/COO

**ENGINEERING AND PROFESSIONAL CONSULTING SERVICES
SCHEDULE OF SUB-CONTRACTORS**

The Undersigned Consultant proposes the following major sub-consultants for the major areas of work for the Project. The Bidder is further notified that all sub-consultants shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub-contractors, if required.

<u>Name of Sub- Consultant</u>	<u>Address of Sub- Consultant</u>	<u>License No.:</u>	<u>Task</u>	
Sam Marshall Architects	325 S. Palafox St. Pensacola, FL 32502	AAC000293	Architecture	
Geosyntec Consultants	1120 N. 12th Ave Pensacola, FL 32501	CA4321	Environmental, Hydrogeology, Solid/Hazardous Waste	
HG Engineers	142 Eglin Pkwy SE Fort Walton Beach, FL 32548	CA6680	Electrical	
Schmidt Consulting Group, Inc.	901 W. Garden St. Pensacola, FL 32502	CA5371	HVAC, Mechanical	
Olsen Associates, Inc.	2618 Herschel St. Jacksonville, FL 32204	CA4391	Coastal	
Southern Earth Sciences, Inc.	150 Industrial Park Rd. Ste. 6 Destin, FL 32541	CA3737	Geotechnical	

Signature

Date: August 15, 2019

Title/Company Executive VP/Chief Operating Officer –Baskerville Donovan, Inc.

The City reserves the right to reject any sub-contractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. The City reserves the right to inspect all facilities of any sub-contractor in order to make a determination as to the foregoing.

STATE OF FLORIDA PROFESSIONAL LICENSES CORPORATE

Baskerville-Donovan, Inc.

Ron DeSantis, Governor
Haley Behears, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BASKERVILLE-DONOVAN INC
449 W MAIN ST
PENSACOLA FL 32502

LICENSE NUMBER: CA340
EXPIRATION DATE: FEBRUARY 28, 2021
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Sam Marshall Architects

Ron DeSantis, Governor
Haley Behears, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN
THE ARCHITECT CORPORATION HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

SAM MARSHALL ARCHITECTS P A
325 S PALAFOX ST
PENSACOLA FL 325015929

LICENSE NUMBER: AAC00293
EXPIRATION DATE: FEBRUARY 28, 2021
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Olsen Associates, Inc.

Ron DeSantis, Governor
Haley Behears, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

OLSEN ASSOCIATES, INC.
2618 HERSCHEL ST
JACKSONVILLE FL 32204

LICENSE NUMBER: CA3491
EXPIRATION DATE: FEBRUARY 28, 2021
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Schmidt Consulting Group, Inc.

RICK SCOTT, GOVERNOR
JONATHAN ZACHEM, SECRETARY

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SCHMIDT CONSULTING GROUP, INC.
901 W. GARDEN STREET
PENSACOLA FL 32502

LICENSE NUMBER: CA5371
EXPIRATION DATE: FEBRUARY 28, 2021
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Geosyntec Consultants, Inc.

Ron DeSantis, Governor
Haley Behears, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

GEOSYNTEC CONSULTANTS, INC.
900 BROKEN SOUND PKY NW #200
BOCA RATON FL 33487-2775

LICENSE NUMBER: CA4321
EXPIRATION DATE: FEBRUARY 28, 2021
Always verify licenses online at MyFloridaLicense.com

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Southern Earth Sciences, Inc.

RICK SCOTT, GOVERNOR
JONATHAN ZACHEM, SECRETARY

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SOUTHERN EARTH SCIENCES INC
PO BOX 160745
MOBILE AL 36616

LICENSE NUMBER: CA3737
EXPIRATION DATE: FEBRUARY 28, 2021
Always verify licenses online at MyFloridaLicense.com

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Florida Department of Transportation

**RON DESANTIS
GOVERNOR**

605 Suwannee Street
Tallahassee, FL 32399-0450

**KEVIN J. THIBAUT, P.E.
SECRETARY**

July 23, 2019

T. Keith Hill, Executive VP/COO
BASKERVILLE-DONOVAN, INC.
449 West Main Street
Pensacola, Florida 32501

Dear Mr. Hill:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 3 - Highway Design - Roadway
 - 3.1 - Minor Highway Design
 - 3.2 - Major Highway Design
- Group 4 - Highway Design - Bridges
 - 4.1.1 - Miscellaneous Structures
 - 4.1.2 - Minor Bridge Design
- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.2 - Lighting
 - 7.3 - Signalization
- Group 8 - Survey and Mapping
 - 8.1 - Control Surveying
 - 8.2 - Design, Right of Way & Construction Surveying
 - 8.4 - Right of Way Mapping
- Group 10 - Construction Engineering Inspection
 - 10.1 - Roadway Construction Engineering Inspection
 - 10.4 - Minor Bridge & Miscellaneous Structures CEI
- Group 13 - Planning
 - 13.6 - Land Planning/Engineering
- Group 15 - Landscape Architect

www.fdot.gov

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2020 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense
176.41%	0.455%	Reimbursed	No	15.86%

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,



Carliayn Kell
Professional Services
Qualification Administrator

www.fdot.gov



BASKERVILLE-DONOVAN, INC.
ENGINEERING THE SOUTH SINCE 1927

2019 BILLING RATES

CATEGORY	RATE
Intern/Co-Op	\$ 50.00
Receptionist/Office Admin	\$ 65.00
Office Administrator	\$ 70.00
Systems Administrator	\$ 70.00
Information Technology Director	\$ 175.00
Rodman/Chainman	\$ 50.00
Instrument Man	\$ 55.00
Party Chief	\$ 65.00
Survey Manager	\$ 160.00
Project Representative	\$ 100.00
Draftsman/Technician I	\$ 65.00
Draftsman/Technician II	\$ 75.00
Draftsman/Technician III	\$ 85.00
Engineer Intern I	\$ 90.00
Engineer Intern II	\$ 110.00
Engineer I	\$ 130.00
Engineer II	\$ 140.00
Engineer III	\$ 150.00
Engineer III/PM	\$ 160.00
Senior Landscape Architect	\$ 180.00
Senior Engineer	\$ 180.00
VP/Senior Engineer/PM	\$ 200.00
Customer Service/Marketing Manager	\$ 200.00
Senior Executive	\$ 250.00

Exhibit B



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2019

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 Sihle Insurance Group, Inc. 1700 West Main Street Suite 300 Pensacola FL 32502	CONTACT NAME: Alice Pousson		
	PHONE (A/C, No, Ext): 850-332-5458 Ext. 1924	FAX (A/C, No): 850-607-2060	
E-MAIL ADDRESS: Apousson@sihle.com			
INSURED Baskerville-Donovan Inc. 449 W Main Street Pensacola FL 32502	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Westfield Insurance Group		24112
	INSURER B : FFVA Mutual Ins Co		10385
	INSURER C : Continental Casualty		20443
	INSURER D : Transportation Insurance Company		20494
	INSURER E : Continental Insurance Company		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:** 951025105**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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC ☐ OTHER		5091275910	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		CWP0684938	9/1/2019	9/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
E	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		4027179086	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	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	WC8400023586	1/1/2019	1/1/2020	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability	N N	AEH276170839	1/29/2019	1/29/2020	Professional Liabilit 2,000,000
D	Contractors Equipment	N N	4027179184	9/1/2019	9/1/2020	Leased & Rented 50,000 Max per item 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Destin is included as additional insured with regards to the general liability coverage when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Destin
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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**ACTION AGENDA
REGULAR MEETING
DESTIN CITY COUNCIL
SEPTEMBER 16, 2019
ANNEX COUNCIL CHAMBERS**

SPECIAL PUBLIC HEARINGS FOR FISCAL YEAR 2020 MILLAGE RATE AND BUDGET:

A. Second reading of Ordinance 19-21-CN – Adopting Fiscal Year 2020 Millage Rate

Motion to adopt Ordinance 19-21-CN on second reading adopting the FY 2020 millage rate of 1.6150 mills which is more than the rollback rate of 1.5447 mills passed 7-0.

B. Second reading of Ordinance 19-22-CN – Adopting the Fiscal Year 2020 Budget

Motion to adopt Ordinance 19-22-CN on second reading to provide for a balanced budget for FY 2020 passed 7-0.

AGENDA APPROVAL

Motion to approve the agenda passed 7-0.

1. APPROVAL OF MINUTES

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

Motion to approve minutes of the July 15, 2019 Regular City Council Meeting passed 7-0.

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

A. TDC Taxing District – Okaloosa County Administrator John Hofstad, Commissioner Kelly Windes and Attorney Greg Stewart

Request additional funding of the Sheriff's contract with the City of Destin from Okaloosa County TDC by April 20, 2020.

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

Proposed changes to the County's Floating Structures Ordinance has been approved by the Floating Structures Committee. The Board of County Commissioners will discuss recommendations at a workshop on October 22nd. It was the consensus of the Council to place this item on the next Council meeting agenda to discuss and possibly take a position on the proposed revisions.

4. CITY MANAGER REPORTS

A. Resolution 19-16 Fund Balance Policy

Motion to adopt Resolution 19-16 failed 2-5 (Marler/Overdier – “yes”; Morgan/Parker/Menchel/Ramswell/Braden – “no”)

B. Proposed Settlement Agreements in Bert Harris Cases Relating to Short-Term Rentals at 84 and 86 Hutchinson Street

Motion to direct the Land Use Attorney to enter into a settlement agreement for 84 and 86 Hutchinson Street based on 33 persons occupancy on the property passed 7-0.

C. DO 93-29 Destiny PUD Minor Change Order

Motion to direct staff to prepare an amendment to the Destiny PUD (DO-93-29) to include the following setbacks:

- Front: 20 feet
- Side: 5 feet
- Rear: 10 feet

passed 6-1; with Councilmember Braden dissenting.

D. Resolution 19-21 Cost Sharing for the Harbor Carrying Capacity Study

Motion to approve Resolution 19-21 and the associated Cost Sharing for the Harbor Carrying Study between the City of Destin and the Army Corps of Engineers passed 7-0.

E. Extension of Livery Vessel Moratorium

Motion to direct staff to bring back an ordinance extending the Livery Vessel Permitting Moratorium for 12 months passed 7-0.

The Code Compliance Manager to bring back a livery vessel report for 2019 at the next meeting.

F. Announcements:

The City Manager made the following announcements:

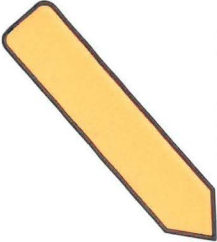
- **The County Commission has voted to approve applications for both Capt. Royal Melvin Heritage Park and Clement Taylor Park. Final applications can now be submitted to the US Treasury. The US Treasury has indicated to staff their goal is to get the applications processed within 3 months**
- **CRA Board meeting scheduled for October 7th at 5:45 p.m. to adopt the CRA budgets**
- **City facilities will close on Friday, September 20th, beginning at 11:00 a.m., for Staff Appreciation Day**
- **Visioning Session – November 7th, 8:00 AM to 5:00 PM. Mr. “Buzz” Eddy will facilitate**
- **The City received over \$37,000 from AT&T’s sub-contractor to repair damage in the City ROW on Hutchinson Street. Damaged was caused by contractor utilizing un-prescribed uncontrolled boring or “pneumatic missiling” technique for the fiber installation project**

Motion to close City facilities on Friday, September 20th, at 11:00 a.m., for Staff Appreciation Day passed 7-0.

Motion to direct staff to move forward with the Hutchinson Street repair passed 7-0.

5. PUBLIC HEARINGS

6. *CONSENT AGENDA

- 
- A. Animal Control Services Contracts: Resolutions 19-12, 19-13, 19-14
 - B. Resolution 19-18: Temporary Closing of US Hwy 98 for the December 14, 2019 Destin Christmas Parade
 - C. Request for approval of one 8' x 41' dock for a single-family residence located at 821 Cross Street
 - D. Resolution 19-17: Renewal of Exclusive Concessions Agreement between the City of Destin and Greek's Catering and Events, Inc.
 - E. Parking Improvements – Gulf Shore Drive
 - F. 2019 Destin Seafood Festival Co-Sponsorship
 - G. Resolution 19-19: Renewal of the Exclusive Contract Agreement between the City of Destin and Pyro Shows, Inc, for the Destin Independence Day Fireworks on July 4, 2020
 - H. Approval of selected vendors for Engineering Consulting Services for the City of Destin
 - I. Authorization to renew FDOT Right-of-Way Maintenance Agreement with Ferrovial Services Infrastructure, Inc.
 - J. Update: Municipal Software Project
 - K. Membership Appointment – Destin Youth Council

Motion to pull Consent Agenda item 6A for discussion and approve Consent Agenda items B thru K, as printed above, passed 7-0.

Item 6A - Councilmember Menchel requested that the contract include removing leftover cat food from feeding stations and not leaving it there overnight.

Motion to approve Consent Agenda item 6A passed 7-0.

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

A. Councilmember Braden

Place under his name at the next Council meeting for discussion: Changes to the way they pour concrete sidewalks on the next Concrete Continuing Services contract.

B. Councilmember Ramswell

Requests complete inventory of locations of streetlights.

C. Councilmember Menchel

Kudos to Murray Casey for saving a life. Recommends inviting him to attend a future meeting to be recognized.

D. Councilmember Overdier

E. Councilmember Marler

Asked staff to notify the County there are no streetlights on Henderson Beach Road.

F. Councilmember Destin

G. Councilmember Morgan

H. Mayor Gary Jarvis

I. Land Use Attorney

1) Monthly TRC Update

2) Recommendation of Harbor Advisory Board to circulate letter to harbor front property owners regarding code compliance

The Mayor asked the Land Use Attorney or City Attorney to include a draft of the letter on the next agenda.

J. City Attorney

It was the consensus of the Council to instruct the City Attorney to further investigate the two properties the legal counsel of Coleman Kelly Trust is offering for sale to the City. One parcel is located adjacent to the Morgan Sports Center and is encumbered by utility easement. The other parcel is in Crystal Beach. It is an east-west connector that is encumbered by a utility easement.

8. PUBLIC COMMENTS

ADJOURNMENT: 7:44 PM

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: City Manager Report

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Louis Zunguze, Community Development Director
Kimberly Kopp, Land Use Attorney

DATE: February 26, 2020

SUBJECT: Harbor Capacity Study Steering Committee - Membership Appointments

I. BACKGROUND: On April 18, 2019, the City of Destin entered into a partnership with the Corps of Engineers to undertake a Carrying Capacity Study of the Destin Harbor and Calhoun Area including Choctawhatchee Bay.

As part of the Scope of Work, City Council directed Staff to advertise for members of the Harbor Carrying Capacity Steering Committee, a group to be tasked with providing oversight for the Study to ensure that all elements within the Harbor Capacity Scope of Work are effectively addressed and implemented. An application was distributed to invite participation from key stakeholders from the following specialty areas:

1. Marina Owner
2. Marine focused Business Owner
3. Recreational Business Owner
4. Harbor Businesses and/or service
5. Service Members from other Boards
6. Members of the Public

II. DISCUSSION: The City advertised for applicants for the Harbor Capacity Steering Committee from January 29 – February 25, 2020 and received 14 applications. Below is a summary of applicants, in no particular order:

- Mr. Jared Waites. City Resident. He has lived in Destin for 34 years, during that time he has been employed by the local charter industry and owned an inshore/nearshore fishing charter and kayak business. Currently serves as Vice-President of Destin Pools.
- Mr. Richard Drago. City Resident. He has lived on Holiday Isle for 6 years. He has a B.S. in Mechanical Engineering and has worked in the Power Generation and Civil Engineering Industry

for 31 years.

- Mr. Patrick Wilson. City Resident. He has lived in Destin for 28 years. He operated a small charter boat and received his Captain license in 1996. Been in the local Real Estate market since 2005. Currently operates a professional drone pilot/photography business.
- Mr. Eddie Morgan. City Resident. He has lived in Destin for 36 years. He is the owner of Harbor Docks Restaurant and Marina.
- Mr. Michael Dombrowski. City Resident. He has lived in Destin for over 24 years. He has a M.S. in Coastal and Oceanography Engineering and owns a coastal marine and water resources consulting firm in Destin.
- Mr. Bill Cole. Non-Resident. He has worked in Destin for 30 years. Currently, he serves as the property manager and leasing agent for various Harbor District properties.
- Ms. Sheri Andrews. City Resident. She has lived in Destin for 50 years and owns SEA Chase Watersport.
- Mr. John Stephens. City Resident. He has lived in Destin for 12 years and owns Luther's Pontoon, Wave runner, and Kayak Rentals.
- Ms. Maya Schilder. Non-Resident. She has lived in the area for over 20 years and is the General Manager for Destin Xtreme H2O Watersports and Destin Parasailing.
- Mr. Mike Buckingham. City Resident. He has lived in Destin for 35 years and has a vested interest in the Harbor District.
- Mr. Jason Klosterman. City Resident. He has lived in Destin for 32 years and is a Licensed Captain and second-generation fisherman.
- Mr. Guy Tadlock. City Resident. He has lived in Destin for 16 years and is a retired Engineer with a background in project management.
- Mr. Claude Perry. City Resident. He has lived in Destin for 60 years and is a Harbor District Property Owner.
- Ms. Kimberley Perry Mergler. City Resident. She has been a resident of Destin for 6 years, where she works with Mr. Claude Perry managing Harbor properties.

Applicant	Members of the Public	Marine Focused Business Owner	Recreational Business Owner	Harbor Businesses or Services	Appointed Members from other Boards	Marina Owner
Jared Waites	X	X		X		
Richard Drago	X					
Patrick Wilson	X			X		
Eddie Morgan	X	X		X		X
Michael Dombrowski	X			X		
Bill Cole	X			X		
Sheri Andrews	X	X	X	X		
John Stephens	X	X	X	X		
Maya Schilder	X	X	X	X		
Mike Buckingham	X			X	X	
Jason Klosterman	X	X		X	X	
Guy Tadlock	X				X	
Claude Perry	X	X		X		X
Kimberley Perry Mergler	X			X		

A. Link to Strategic Goals / Objectives:

B. Effect on Budget (EOB):

C. Level of Service (LOS):

III. **CONCLUSION:** Staff recommends City Council select a total of 7 diverse applicants based on who best represents a specific stakeholder group.

IV. **RECOMMENDED MOTION:**

I move City Council to appoint 7 applicants to the Harbor Capacity Steering Committee, those members are.....

Attachments:

1. City Council Staff Report FINAL Harbor Capacity Study
2. Carrying Capacity Study Scope
3. 04.18.19 Letter to Corps of Engineers Planning Assistance -Destin Harbor & Calhoun Area Carrying Capacity Study
4. Jared Waites - Application Form
5. Richard Drago - Application Form
6. Patrick Wilson - Application Form
7. Eddie Morgan - Application Form
8. Michael Dombroski - Application Form
9. Bill Cole, Jr. - Application Form
10. Sheri Andrews - Application Form
11. John Stephens - Application Form
12. Maya Schilder - Application Form
13. Mike Buckingham - Application Form
14. Jason Klosterman - Application Form
15. Guy Tadlock - Application Form
16. Claude Perry - Application Form
17. Kimberley Perry Mergler - Application Form



COMMUNITY DEVELOPMENT DEPARTMENT

AGENDA ITEM

CITY COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: Staff Report and Recommendation

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Louis Zunguze, Community Development Director
Kimberly Kopp, Land Use Attorney

DATE: February 25, 2020

SUBJECT: Harbor Capacity Steering Committee Selection Process

BACKGROUND:

On April 18, 2019, the City of Destin entered into a partnership with the Corps of Engineers to undertake a Carrying Capacity Study of the Destin Harbor and Calhoun Area including Choctawhatchee Bay.

As part of the Scope of Work, City Council directed Staff to advertise for members of the Harbor Carrying Capacity Steering Committee, a group to be tasked with providing oversight for the Study to ensure that all elements within the Harbor Capacity Scope of Work are effectively addressed and implemented. An application was distributed to invite participation from key stakeholders from the following specialty areas:

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DISCUSSION:

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Applicant	Members of the Public	Marine Focused Business Owner	Recreational Business Owner	Harbor Businesses or Services	Appointed Members from other Boards	Marina Owner
Jared Waites	X	X		X		
Richard Drago	X					
Patrick Wilson	X			X		
Eddie Morgan	X	X		X		X
Michael Dombrowski	X			X		
Bill Cole	X			X		
Sheri Andrews	X	X	X	X		
John Stephens	X	X	X	X		
Maya Schilder	X	X	X	X		
Mike Buckingham	X			X	X	
Jason Klosterman	X	X		X	X	
Guy Tadlock	X				X	
Claude Perry	X	X		X		X
Kimberley Perry Mergler	X			X		

RECCOMENDATION:

Staff recommends City Council select a total of 7 diverse applicants based on who best represents a specific stakeholder group as outlined in the advertisement for the Harbor Capacity Steering Committee.

RECOMMENDED MOTION:

I move that the City Council appoint 7 applicants to the Harbor Capacity Steering Committee, those members are....

Exhibits:

- A. Letter to the Army Corps of Engineers – April 18, 2019**
- B. Harbor Carrying Capacity Scope of Work**

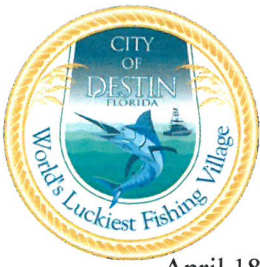


Carrying Capacity Study Summary and Scope

A carrying capacity study is a comprehensive study that determines if an environment (i.e., land, water body) is sustainable based on existing and/or future conditions. Carrying capacity studies require the identification of a specific study area. Additionally, carrying capacity studies require scientific methods, which require the identification of measurable indicators.

The City of Destin Harbor Capacity Study Scope of Work includes the following elements:

- Aesthetics
- Socioeconomics
- Quality of life
- Community character issues (including population concentration)
- Availability of open space
- Habitat diversity
- Diversity and health of existing species



Office of the City Manager

4200 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-837-4242 | www.cityofdestin.com

April 18, 2019

Mr. Curtis Flakes
Chief, Planning and Environmental Division
U.S. Army Corps of Engineers
Mobile District
P.O. Box 2288
Mobile, AL 36628-0001

SUBJECT: Corps of Engineers' Planning Assistance to States Program – Destin Harbor & Calhoun Area Carrying Capacity Study

Dear Mr. Flakes:

This is in reference to the Corps of Engineers' Planning Assistance to States Program. We understand the provisions of Section 22 of the Water Resources Development Act of 1974, as amended, provides the authority for the Corps to assist in the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. The City of Destin requests planning assistance for a Carrying Capacity Study of the Destin Harbor and Calhoun Area including Choctawhatchee Bay.

We understand that upon receipt of a letter requesting assistance from the Corps of Engineers, the Corps will prepare a Scope of Work and a cost estimate for a study. If the City of Destin enters in to an agreement to work on a Section 22 study, we understand we will be responsible for 50 percent of study costs.

We would like to discuss the availability of information required, as well as the schedule and level of effort needed in order to negotiate the appropriate agreements required to initiate a Section 22 study. My point contact for this effort is the Community Development Director for the City of Destin, Mr. Louis Zunguze. He may be contacted at 850-837-4242 or lzunguze@cityofdestin.com.

Should you have any further questions or concerns, please do not hesitate to contact me either via e-mail (ljohnson@cityofdestin.com) or phone (850-837-4242).

Sincerely,

Lance A. Johnson
City Manager

cc: Destin City Council (via email)
Mayor Gary Jarvis (via email)
Louis Zunguze, Community Development Director (via email)
Planning Division (via email)
Kyle Bauman, City Attorney (via email)
Kimberly Kopp, City Land Use Attorney (via email)

Rey Bailey

From: noreply@civicplus.com
Sent: Tuesday, February 18, 2020 12:03 AM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

First Name Jared

Last Name Waites

Home Address 757 Whippoorwill Circle

City Destin

State FL

Zip	32541
Mailing Address (if different from above)	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Phone	850-688-7250
Email	jaredwaites@gmail.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	I'm a college graduate whom has worked on charter boats in my younger years, owned a successful inshore/nearshore charter boat and kayak fishing charter business, professionally fished the IFA circuit and am the Vice President of Destin Pools. Our swimming pool business is directly tied to our tourism and the bather loads in the pools as they dictate the amount of chemical being applied directly to the pool/spa.
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	34 years
Are you a registered voter in Okaloosa County?	Yes
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?	Destin Pools Inc.
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:

Field not completed.

At the present time, do you serve on any City Board, Commission, or Committee?

No

If yes, please list appointments:

Field not completed.

Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?

Because I'd like to give a different perspective as a long time resident born and raised in this town that I love so much.

Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:

I have little direct experience with CDCP or LDC but I have knowledge of erosion control techniques that could greatly benefit our area with a low cost and low upkeep/maintenance that are self healing in the event of storm damage.

Please explain your knowledge of governmental procedures and processes:

I don't have any experience with government procedures other than the public side of process.

Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:

We have a mixture of homeowners, various business owners and then our fleet among the many tourists that share our waterways. I'm familiar with many of the issues we face not only in the harbor but also at Crab Island and surrounding waters especially our local bayous as an avid outdoorsman and boat captain.

Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:

We have an major influx of visitors each year and our parking is obviously an issue. This is both an on the water issue in regards to mooring/docking despite having two public slips in the harbor that are extremely hard to get to especially if the City of Destin Harbor boat is there along with the Destin Fire Dept. vessel that is on a lift. We also have major issues with rental watercraft blatantly operating their vessels recklessly and major sea grass destruction on and around Crab Island that is crucial to our marine fishery. We have major issues with erosion control despite the millions spent on dredging and protecting Norriego point however one good storm and all that effort could quickly bring us back to dune erosion like we faced after Hurricane Opal. We are putting a bandaid on a broken leg in regards to the marine seawalls and rocks we have deployed

so far and I know there are some relatively low tech solutions that wouldn't require a lot of time to maintain nor a huge budget to deploy that are used world wide and that are self healing and are actually natural reefs formed of calcium carbonate and essentially form from minerals found in the water they are housed in. They grow faster than an oyster and will repair damaged seawalls, form new storm barriers and protect our local harbor better than any solution we've employed over the years so far. I recommended this process years ago to Mayor Sam Seaver's and it fell on deaf ears as her term was ending shortly after our discussion.

The Harbor Capacity Study Steering Committee 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?

I will be able to complete a full term and attend regularly scheduled meetings as applying for this position would require that level of responsibility and accountability as a resident of Destin.

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

I worked at the Gulfarium in the aquaculture culture department and my team was directly responsible for the design, construction, maintenance and upkeep of the 42,000 gallon reef tank formerly called the Living Sea. I grew up for over half my life at the Gulfarium as my father worked there for early 30 years. I love the water and I love my town and our heritage.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

Date

2/18/2020

Carrying Capacity Study Summary and Scope

A carrying capacity study is a comprehensive study that determines if an environment (i.e., land, water body) is sustainable based on existing and/or future conditions. Carrying capacity studies require the identification of a specific study area. Additionally, carrying capacity studies require scientific methods, which require the identification of measurable indicators. The City of Destin Harbor Capacity Study Scope of Work includes the following elements:

- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Monday, February 24, 2020 1:51 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

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Harbor Capacity Study Steering Committee Application

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To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- *Marina Owners*
- *Marine Focused Business Owners*
- *Recreational Business Owners*
- *Harbor Businesses/Services*
- *Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)*
- *Members of the Public*

(Section Break)

First Name	Richard
Last Name	Drago
Home Address	365 Gulf Shore Drive Unit 5
City	Destin
State	FL.

Zip	32541
Mailing Address (if different from above)	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Phone	850 502-7933
Email	drago.rick@yahoo.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	BS Mechanical Engineering. Field Engineering Supervisor-Supervise 11 Field Engineers throughout an 11 state territory. Engineers consist of Mechanical, Civil, Fire Protection, Power Generation. I have 31 years experience in the Power Generation and Civil Engineering industry.
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	6 years on the south harbor
Are you a registered voter in Okaloosa County?	Yes
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 have a home office
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:	<i>Field not completed.</i>
At the present time, do you serve on any City Board, Commission, or Committee?	No
If yes, please list appointments:	<i>Field not completed.</i>
Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?	I have lived on the Harbor for the past 6 years. In that short period I have watched the Harbor change and endure unbelievable growth during this period. I also do not think residences on the south harbor (the property owners on Holiday Isle) which backdoors are on the harbor are under represented.
Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:	The comprehensive plan provides the principles, guidelines, standards, and strategies for the orderly and future growth of the City. The Comp Plan is required by the State of Florida and has to be updated every 10 years. The LDC sets the regulations, restrictions, and zoning districts in the City. These can be changed with due process by the City Council. Environmentally Sensitive Areas can be an extension of State environmental laws as well as the City's initiatives relative to environmental concerns.
Please explain your knowledge of governmental procedures and processes:	Elected or appointed representatives working consistently within the Florida Constitution/Laws and the City of Destin's Charter providing leadership and municipal services to its residents.
Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:	Destin has grown from a sleepy fishing village to a world class vacation destination. There is a constant struggle to preserve some of its heritage while balancing with the economic needs and the quality of life of its citizens. Due to the rapid growth of the Eastern portion of the City towards the Walton County line (much in the unincorporated areas) there was concern that the City was uncontrollably moving away from the Destin Harbor/ Marler Bridge area. Several years ago the City at the encouragement of several developers embarked on re-discovering and positioning the Harbor district as the center of Town and fostered an effort to encourage growth in what is now called the North and South Harbor district and Town

center. As a result the Harbor districts quickly outgrew its infrastructure with severe traffic, parking, and possible over crowding of the Harbor.

Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:

There is concern by many that the Harbor as well as the other water front properties (Calhoun to Joe's Bayou) within the City are becoming too crowded and are beginning to pose safety and environmental problems. The boating traffic in this area has increased exponentially in the last 10 years. East Pass is one of the more difficult to navigate channels in Florida due to its comparatively fast currents and frequent shoaling. Okaloosa County often is reported in the FWC's "top ten for boating accidents in Florida" . A high percentage of the County's boating traffic is in and around the Marler Bridge area. The City Council's recognition of this potential problem is commendable.

The Harbor Capacity Study Steering Committee 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'm 100% in putting forth the commitment necessary to complete a full term (12 months) and attend regular scheduled meetings.

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

Living close to Norriego Point and the proposed development which is underway, the freash water pumping station is very important. One of the main issues is anchored derelict boats that break loose from anchor and crash into our docks and other structures posing a safety and property damage issue.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

(Section Break)

Carrying Capacity Study Summary and Scope

A carrying capacity study is a comprehensive study that determines if an environment (i.e., land, water body) is sustainable based on existing and/or future conditions. Carrying capacity studies require the identification of a specific study area. Additionally, carrying capacity studies require scientific methods, which require the identification of measurable indicators. The City of Destin Harbor Capacity Study Scope of Work includes the following elements:

- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Saturday, February 15, 2020 10:33 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- *Marina Owners*
- *Marine Focused Business Owners*
- *Recreational Business Owners*
- *Harbor Businesses/Services*
- *Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)*
- *Members of the Public*

First Name Patrick
Last Name Willson
Home Address 316 sailfish circle
City destin
State FL

Zip	32541
Mailing Address (if different from above)	<i>Field not completed.</i>
City	destin
State	FL
Zip	32541
Phone	8502178414
Email	captpat1013@gmail.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	Lived in Destin since 1992, Received Capt Lic in 1996, Had a small charter boat "Grand Slam". East Pass Marina '96-2000. Real Estate since 2005, Professional Drone Pilot/Photographer
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	28 Years
Are you a registered voter in Okaloosa County?	Yes
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?	Real Estate/Photography
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:	<i>Field not completed.</i>
At the present time, do you serve on any City Board,	No

Commission, or
Committee?

If yes, please list
appointments:

Field not completed.

Why are you interested in
serving as a member of the
Harbor Capacity Study
Steering Committee?

Love Destin

Please explain your
understanding of the City of
Destin Comprehensive Plan,
Land Development Code
(LDC), and Environmentally
Sensitive areas:

Fast learner

Please explain your
knowledge of governmental
procedures and processes:

I went to College

Please outline your
familiarity with the physical,
social, and economic
composition of the City of
Destin, particularly, in the
Destin Harbor and
Choctawhatchee Bay area:

Love the Harbor

Please outline your
familiarity with major issues
impacting the Destin Harbor
and Choctawhatchee Bay
area:

Glad to see the Dredge coming

The Harbor Capacity Study
Steering Committee
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

I have been in Destin for many years. Would love to help

Harbor Capacity Study
Steering Committee:

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	2/15/2020

Carrying Capacity Study Summary and Scope

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- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Sunday, February 23, 2020 12:03 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	Eddie
Last Name	Morgan
Home Address	712 Jupiter St
City	Destin
State	FL

Zip	32541
Mailing Address (if different from above)	Field not completed.
City	Field not completed.
State	Field not completed.
Zip	Field not completed.
Phone	850-502-9733
Email	Eddiem84@gmail.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	University of Alabama Owner Harbor Docks Restaurant and Marina
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	36 years
Are you a registered voter in Okaloosa County?	Yes
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?	Restaurant/marina owner
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:	Field not completed.
At the present time, do you serve on any City Board,	No

Commission, or
Committee?

If yes, please list
appointments:

Field not completed.

Why are you interested in
serving as a member of the
Harbor Capacity Study
Steering Committee?

To protect the economic and environmental health of our
harbor

Please explain your
understanding of the City of
Destin Comprehensive Plan,
Land Development Code
(LDC), and Environmentally
Sensitive areas:

They guide current and future development in the city. They
determine what can be built and where.

Please explain your
knowledge of governmental
procedures and processes:

Roberts rules. Familiar with city government/permitting/LDC etc

Please outline your
familiarity with the physical,
social, and economic
composition of the City of
Destin, particularly, in the
Destin Harbor and
Choctawhatchee Bay area:

I've spent my whole life on Choctawhatchee Bay, Gulf of
Mexico, and living in the city of destin. I own Harbor Docks
restaurant and very involved with the economy of the city.

Please outline your
familiarity with major issues
impacting the Destin Harbor
and Choctawhatchee Bay
area:

Livery vessels

Water quality/storm water issues

Charter boats and commercial fishing industry

The Harbor Capacity Study
Steering Committee
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

I've made my living on the Destin Harbor and with any luck, I
will continue to. I buy, sell, cook, and catch fish for a living.

Harbor Capacity Study
Steering Committee:

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification

Date	2/23/2020

(Section Break)

Carrying Capacity Study Summary and Scope

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- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Thursday, February 20, 2020 6:06 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	Michael
Last Name	Dombrowski
Home Address	320 Harbor Boulevard, Suite 204
City	Destin
State	FL

Zip	32541
Mailing Address (if different from above)	Field not completed.
City	Field not completed.
State	Field not completed.
Zip	Field not completed.
Phone	8505981545
Email	mrdcoastal@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 over 30 years of hands-on experience in the planning, permitting, and design of with marinas, navigation and coastal engineering projects. In 2002 I started MRD Associates, Inc. located in Destin, Florida to provide coastal, marine and water resources consulting services to private and public-sector clients. I have served as the Project Manager/Engineer for more than 80 residential and commercial marina projects throughout the southeast U.S. I am involved in every aspect of the development and/or reconstruction of marina projects - from the initial planning and design through the implementation and construction. I also assist clients with obtaining funding through the Land and Water Conservation Grant Program, Florida Recreational Development Assistance Program and Florida Boating Improvement Trust Fund. I am a registered Professional Engineer in the states of Florida, Alabama, Mississippi and Louisiana. I have a Masters Degree in Coastal and Oceanographic Engineering from the University of Florida, a Masters Degree in Oceanography and Ocean Engineering from the Florida Institute of Technology, and a Bachelors Degree in Coastal Geology/Geotechnical Engineering.
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	24+ years

Are you a registered voter in Okaloosa County?	Yes
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?	Coastal, marine and water resources consulting firm
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:	<i>Field not completed.</i>
At the present time, do you serve on any City Board, Commission, or Committee?	No
If yes, please list appointments:	<i>Field not completed.</i>
Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?	I have a vested interest in balancing the integrity, history and environmental protection within the harbor and allowing the reasonable use of the harbor and waterways by boaters and waterfront property owners. I have a wealth of knowledge on boating, marina development and navigation that should be a benefit in assisting in the development of the study. I am a boat owner and the vessel is moored at the Destin Yacht Club marina.
Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:	I have a good understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC) and Environmentally Sensitive areas. This is a result of working in Destin Harbor and adjacent waters over the past 24+ years.
Please explain your knowledge of governmental procedures and processes:	I have extensive knowledge and experience in local, state and federal governmental procedures and processes. This includes, but not limited to, the Destin City Council, Planning Board and Harbor and Waterways Board. I was a member and chairman of the City of Destin Harbor and Waterways Board for 8 years in the late 1990's to mid-2000's. I also have extensive

knowledge and experience with the State of Florida Environmental Resource Program permitting and submerged lands lease rules and procedures. Also with the U.S. Army Corps of Engineers.

Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:

I have lived and worked in Destin over the past 24-years. I have lived on Destin Harbor for the past 7 years since 2013. I currently own and live in Destin Yacht Club on the 10th floor that overlooks Destin Harbor, East Pass and the Gulf of Mexico which exposes me everyday to the harbor and adjacent waters.

Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:

Water quality, flushing pump station, marinas, navigation and the maintenance dredging of East Pass channel. Abandoned vessels are also a major issue in Destin waters. Crab Island. Not a major issue but I would suggest looking at anchorage areas.

The Harbor Capacity Study Steering Committee 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 be able to make all the meeting especially if we were provided a schedule at the beginning of my term so that I can plan out my schedule and out of town travel requirements.

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

Please refer to the previous sections.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

Date

2/20/2020

(Section Break)

Carrying Capacity Study Summary and Scope

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- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Thursday, February 13, 2020 2:46 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

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- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	Bill
Last Name	Cole Jr
Home Address	796 Cowford Road
City	Ponce De Leon
State	FL

Zip	32455
Mailing Address (if different from above)	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Phone	850-543-8314
Email	bill@cole-company.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	High School Education Real Estate Broker for the past 30 years Responsible for the sales and Marketing of resort communities along the Gulf Coast Coast of Florida and Mexico for a large Publicly held Company
Are you currently a resident of Destin?	No
How long have you lived in Destin?	30 years
Are you a registered voter in Okaloosa County?	No
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?	property manager and leasing agent for various Harbor District Properties
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:	<i>Field not completed.</i>

At the present time, do you serve on any City Board, Commission, or Committee?

No

If yes, please list appointments:

Field not completed.

Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?

I want to give back to the community.

Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:

Fairly knowledgeable

Please explain your knowledge of governmental procedures and processes:

on a scale of 1 to 10 with 10 being extremely knowledgeable I am at 5

Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:

I have watched during the last 30 years a degrading of the quality of life in those areas. A transference of an affluent demographic of customers and future residents to a demographic of a middle class clientele. The Gulf Horizons Oil Spill was a major factor. The resort operators and rental management firms deeply discounted their rates in order to place heads on pillows. Therefore, our current visitors are much more cost sensitive. The affluent have migrated to the east and we must do what we can to regain value.

Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:

I do believe Crab Island has turned into what we don't want to regain value and improve the quality of life. All the jet ski and pontoon rentals that fill East Pass are creating accidents to happen. I have witnessed many situations where the person in control of those vessels have no business handling the responsibility.

I do believe a "less is more approach" to building residences is a direction that will definitely contribute to a higher quality of life for all our citizens and guests.

I also feel burying the power lines will create a more beautiful community. Landscaping those easements and possibly improving pedestrian migration will add a lot of value to our community.

The Harbor Capacity Study Steering Committee 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 commit for a year and can meet weekly.

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

I also believe in conservation and preservation. I have placed a conservation easement on land that I own and I have helped others do the same. Thanks for your consideration.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:

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Signature

Electronic Signature Verification

Date

2/13/2020

(Digital Filing)

Carrying Capacity Study Summary and Scope

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- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*

- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Friday, February 7, 2020 9:15 AM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

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- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	Sheri
Last Name	Andrews
Home Address	5 Calhoun Ave Unit 605
City	Destin
State	FL

Zip	32541
Mailing Address (if different from above)	Field not completed.
City	Field not completed.
State	Field not completed.
Zip	Field not completed.
Phone	8505020218
Email	Destin5440@cox.net
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	Bachelor Degree in Recreation Management Owner of SEA Chase Watersports in Destin harbor for 11 years.
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	50 years
Are you a registered voter in Okaloosa County?	Yes
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?	Field not completed.
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:	Field not completed.
At the present time, do you serve on any City Board,	Yes

Commission, or
Committee?

If yes, please list
appointments:

Christmas Parade.

Why are you interested in
serving as a member of the
Harbor Capacity Study
Steering Committee?

I have a vested interest in the harbor

Please explain your
understanding of the City of
Destin Comprehensive Plan,
Land Development Code
(LDC), and Environmentally
Sensitive areas:

As a property owner I have felt with the city in many issues that
have involved above ~

Please explain your
knowledge of governmental
procedures and processes:

Served on Recreation Committee for City of Destin for approx
15 years. We were trying to partner with YMCA, open Dog
Parks, boat launches, etc. As a business owner, I have also
dealt with the city on several issues and feel like I have a broad
knowledge of how the city operates and procedures and
processes work.

Please outline your
familiarity with the physical,
social, and economic
composition of the City of
Destin, particularly, in the
Destin Harbor and
Choctawhatchee Bay area:

I grew up on Destin Harbor as my family had a boat business
back in 1970. I have watched Destin grow from a sleepy village
to a booming city.

Please outline your
familiarity with major issues
impacting the Destin Harbor
and Choctawhatchee Bay
area:

I am on the harbor daily and understand the issues with
capacity. I also live overlooking Crab Island so see what's is
going on there as well on a daily basis.

The Harbor Capacity Study
Steering Committee
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 Harbor Capacity Study Steering Committee:

I think a lot of this study is geared towards the watersport industry and feel it's important to have our voices heard and have representation on the committee. We understand and live and have a bigger grasp on what happens on the harbor daily.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

Date

2/7/2020

(Section Break)

Carrying Capacity Study Summary and Scope

A carrying capacity study is a comprehensive study that determines if an environment (i.e., land, water body) is sustainable based on existing and/or future conditions. Carrying capacity studies require the identification of a specific study area. Additionally, carrying capacity studies require scientific methods, which require the identification of measurable indicators. The City of Destin Harbor Capacity Study Scope of Work includes the following elements:

- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2020 2:16 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	John
Last Name	Stephens
Home Address	4025 Indian Trail
City	Destin
State	FL

Zip	32541
Mailing Address (if different from above)	<i>Field not completed.</i>
City	Destin
State	FL
Zip	32541
Phone	850-217-4777
Email	john@lutherspontoon.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	B.S. in Computer Science from University of West Florida. Worked as a government contractor on Air Force, Army, Navy, & Marine Bases installing, training, & supporting computer networks on Military installations worldwide. Currently own a watersports business in Destin, with Yamaha Outboard Certifications.
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	12 years
Are you a registered voter in Okaloosa County?	Yes
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?	Luther's Pontoon, Waverunner, & Kayak 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:	<i>Field not completed.</i>

At the present time, do you serve on any City Board, Commission, or Committee?	No
If yes, please list appointments:	<i>Field not completed.</i>
Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?	I am interested in serving as a member of the Harbor Capacity Study Steering Committee, because i feel i could add my input from the standpoint as a property owner on the Destin harbor and a business owner on the Destin harbor. I see the harbor congestion every day and i want to make sure that all variables are brought into play during this study.
Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:	As of 3 years ago, i had no knowledge of these these topics. I felt i've learned alot from the last committee i was on. I'm very good ad research and am usually prepared for anything that is brought in front of me.
Please explain your knowledge of governmental procedures and processes:	I don't know how it is truely handled. but i concider myself a sponge and learn quickly. I've only really dealt with ordinances recently. I understand that the ordinances are first requested from requested from City Council for staff to research and then brought back to them to review. Then voted on 1st & 2nd reading.
Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:	I've been working on the harbor for the past 15 years. I've seen all the changes physically, demographically, and ecomically. It's definately become more family friendly, especially with the whole harbor boardwalk project.
Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:	I know there is a congestion issue all along the harbor. This congestion issue ranges from vehicle parking to vessels in the water. Another issue i feel that is not been brought up is containment plans. For instance, on February 4th, there was diesel fuel spilled all along the harbor. Not sure where it came from, but i feel each property that has vessels on it should be required to have a fuel/oil spill containment plan and equipment to properly clean up as much as they could.
The Harbor Capacity Study Steering Committee requires a significant commitment from its	I feel i can make majority of the meetings. Just like everyone else, there are life situations that get in the way.

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
Harbor Capacity Study
Steering Committee:

I feel I would be a strong candidate. I was on the Business Tax
Reciept Committeee and I felt I came prepared, added my
inputdi, & didn't go off on tangents, I believe it helped me as a
City of Destin Citizen. I'm young and i feel like i can continue to
help our community, if given the opportunity. Thank you for
your consideration.

My electronic signature below indicates my desire to serve as a member of the
Harbor Capacity Study Steering Committee:
*BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I
INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY
CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS
OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE
MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE
APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL
DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED
TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL
PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE
REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL
BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE
SUPERVISOR OF ELECTIONS OFFICE.*

Signature

Electronic Signature Verification

Date

2/5/2020

(Section Break)

Carrying Capacity Study Summary and Scope

*A carrying capacity study is a comprehensive study that determines if an
environment (i.e., land, water body) is sustainable based on existing and/or future
conditions. Carrying capacity studies require the identification of a specific study
area. Additionally, carrying capacity studies require scientific methods, which
require the identification of measurable indicators. The City of Destin Harbor
Capacity Study Scope of Work includes the following elements:*

- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

From: noreply@civicplus.com
Sent: Saturday, February 22, 2020 1:42 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- *Marina Owners*
- *Marine Focused Business Owners*
- *Recreational Business Owners*
- *Harbor Businesses/Services*
- *Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)*
- *Members of the Public*

(Section Break)

First Name	Maya
Last Name	Schilder
Home Address	45 Ferry RD NE
City	Fort Walton Beach
State	FL

Zip	32548
Mailing Address (if different from above)	Field not completed.
City	Field not completed.
State	Field not completed.
Zip	Field not completed.
Phone	850-624-7226
Email	xh2omaya@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 been the GM of Xtreme H2O Water Sports and Destin Parasailing since 2015. Prior to that I have worked in the property management business in South Walton & worked in management in the restaurant industry here in Destin. Additionally, I have been involved in the administrative side of the construction industry for over 20 years. Currently, in addition to being the GM of Xtreme & Destin Parasailing & XH2O of FWB, I also teach art at the Northwest Academie of Ballet once a week during the school year.
Are you currently a resident of Destin?	No
How long have you lived in Destin?	0
Are you a registered voter in Okaloosa County?	Yes
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 GM of 2 watersport businesses in Destin Xtreme H2o Sports & Destin Parasailinggg
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:	<i>Field not completed.</i>
At the present time, do you serve on any City Board, Commission, or Committee?	No
If yes, please list appointments:	<i>Field not completed.</i>
Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?	As a local business manager of 2 water sports companies, I feel that I could bring in depth experience of the impact that the local businesses in my industry would feel due to additional and current regulations.
Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:	I will not sugar coat my knowledge of The City's comprehensive plan & LDL that dates back longer than I have lived in the area & has a multitude amendments. However, as a business owner that will be directly affected by the result of this study, I feel that my lack of in depth knowledge in that area would be offset by my years of experience running a business on the harbor and the bay.
Please explain your knowledge of governmental procedures and processes:	I have regularly attended council & commission meetings (City & County) and I am familiar with the structure of local government. I am a believer that I can always learn more and by staying open minded I can add to my knowledge of politics & government.
Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:	I have lived in the Fort Walton Beach area for over 20 years. My husband is a life time local who is an avid outdoors man & and together with our children we have spent the last 20 years exploring all areas of the Harbor and Bay. Working in the industry I have for the last several years, has afforded me the opportunity to to become acutely familiar with the Old Destin area. I have long time employees that have grown up Destin, gone to school in Destin & still live here. I feel that I have gained a deep understanding of the area.
Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:	As a business owner on the Harbor & Bay, we are acutely aware of the numerous issues that are impacting business, residents & tourist. Parking, waterway traffic, boating safety and the ability for businesses and the City to find a middle ground to work for common goals.
The Harbor Capacity Study Steering Committee requires a significant	Yes

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 Harbor Capacity Study Steering Committee:

The City is in my opinion at a critical point in development - maintaining growth in realistic and fair manner, that benefits both businesses & residents- while paying attention to what visitors that that are the life line to tourism in the area truly want to do & experience while they are here.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

Date

2/22/2020

(Section Break)

Carrying Capacity Study Summary and Scope

A carrying capacity study is a comprehensive study that determines if an environment (i.e., land, water body) is sustainable based on existing and/or future conditions. Carrying capacity studies require the identification of a specific study area. Additionally, carrying capacity studies require scientific methods, which require the identification of measurable indicators. The City of Destin Harbor Capacity Study Scope of Work includes the following elements:

- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*

- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolaro at 850-654-1119 or sbrisolaro@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Thursday, February 20, 2020 3:19 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	Mike
Last Name	Buckingham
Home Address	510 Calhoun Ave
City	Destin
State	FL

Zip	32541
Mailing Address (if different from above)	Field not completed.
City	Field not completed.
State	Field not completed.
Zip	Field not completed.
Phone	8502596533
Email	mikebuck211@aol.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	Marine construction, underground utilities, harbor front property owner
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	35 years
Are you a registered voter in Okaloosa County?	Yes
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?	Field not completed.
Do you hold any type of public office?	Destin Fire Commissioner
Have you ever been convicted of a felony?	No
If yes, please explain, including dates of conviction:	Field not completed.
At the present time, do you serve on any City Board,	Yes

Commission, or
Committee?

If yes, please list
appointments:

Harbor CRA committee

Why are you interested in
serving as a member of the
Harbor Capacity Study
Steering Committee?

a desire to improve the quality of the Harbor and preserve it for
future generations

Please explain your
understanding of the City of
Destin Comprehensive Plan,
Land Development Code
(LDC), and Environmentally
Sensitive areas:

I've had extensive experience with the Comp Plan and LDC
through my contracting and underground utility businesses. I've
also participated in public hearings for both the Comp Plan and
LDC.

Please explain your
knowledge of governmental
procedures and processes:

I've served on and chaired various city advisory committees
and the Destin Fire Commission. I understand Roberts Rules of
Order and Sunshine Law considerations.

Please outline your
familiarity with the physical,
social, and economic
composition of the City of
Destin, particularly, in the
Destin Harbor and
Choctawhatchee Bay area:

I am a 35 year resident and owner or past owner of Bayside,
Bayou and Harborfront properties; a business owner operating
in Destin and surrounding areas; and have raised my children
here.

Please outline your
familiarity with major issues
impacting the Destin Harbor
and Choctawhatchee Bay
area:

As a 35 year resident I've seen many changes that we need to
address; pollution, overcrowding, sustainable growth, the need
to maintain the quality for future generations

The Harbor Capacity Study
Steering Committee
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

Destin is my home and I plan on staying here the rest of my
life.

Harbor Capacity Study
Steering Committee:

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature	Electronic Signature Verification
Date	2/20/2020

(Section Break)

Carrying Capacity Study Summary and Scope

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- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolara at 850-654-1119 or sbrisolara@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Wednesday, February 19, 2020 7:49 AM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

First Name Jason
Last Name Klosterman
Home Address 1014 airport rd unit 128
City Destin
State FL

Zip	32541
Mailing Address (if different from above)	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Phone	8507143880
Email	Jkdstn88@yahoo.com
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	I am a second generation charter fisherman a licensed captain
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	32 years
Are you a registered voter in Okaloosa County?	Yes
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 make a living on the water
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:	<i>Field not completed.</i>
At the present time, do you serve on any City Board,	Yes

Commission, or
Committee?

If yes, please list
appointments:

Local planning agency

Why are you interested in
serving as a member of the
Harbor Capacity Study
Steering Committee?

I would like to have a positive impact on my community as it
relates to the harbor

Please explain your
understanding of the City of
Destin Comprehensive Plan,
Land Development Code
(LDC), and Environmentally
Sensitive areas:

The comprehensive plan and land development code are the
guidelines to development in the city of destin

Please explain your
knowledge of governmental
procedures and processes:

Roberts rules of order

Please outline your
familiarity with the physical,
social, and economic
composition of the City of
Destin, particularly, in the
Destin Harbor and
Choctawhatchee Bay area:

The harbor and the Choctaw Hatcher bay play a Vito always
role In Destin economy

Please outline your
familiarity with major issues
impacting the Destin Harbor
and Choctawhatchee Bay
area:

There a large amount of vessels traffic and a needs to
understand the impact of this on are waterways

The Harbor Capacity Study
Steering Committee
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

I am a second generation charter fishermen and captain, my
family has been in Destin since the 1940's.

Harbor Capacity Study
Steering Committee:

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
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Signature	Electronic Signature Verification
Date	2/19/2020

(Section Break)

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- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolaro at 850-654-1119 or sbrisolaro@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)

Rey Bailey

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2020 10:39 PM
To: Clerks Department
Subject: Online Form Submittal: Harbor Capacity Study Steering Committee Application

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Harbor Capacity Study Steering Committee Application

Introduction:

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- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(Section Break)

First Name	Guy
Last Name	Tadlock
Home Address	502 Norriego Rd
City	Destin
State	FL

Zip	32541
Mailing Address (if different from above)	Field not completed.
City	Field not completed.
State	Field not completed.
Zip	Field not completed.
Phone	334-728-0091
Email	gtad@cox.net
If necessary, may we contact you during the day?	Yes
Please provide a brief description of your education and professional experience:	BS Mechanical Engineering Retired Engineer from industry with significant experience in project engineering, technical management, and program management.
Are you currently a resident of Destin?	Yes
How long have you lived in Destin?	16 years
Are you a registered voter in Okaloosa County?	Yes
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?	Field not completed.
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:	Field not completed.

At the present time, do you serve on any City Board, Commission, or Committee?	Yes
If yes, please list appointments:	Harbor Board
Why are you interested in serving as a member of the Harbor Capacity Study Steering Committee?	I have lived on the Harbor for the past 16 years. I have owned my property on the Harbor for the past 34 years. I have watched the Harbor change and endure growth during this period.
Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:	The comprehensive plan provides the principles, guidelines, standards, and strategies for the orderly and future growth of the City. The Comp Plan is required by the State of Florida and has to be updated every 10 years. The LDC sets the regulations, restrictions, and zoning districts in the City. These can be changed with due process by the City Council. Environmentally Sensitive Areas can be an extension of State environmental laws as well as the City's initiatives relative to environmental concerns.
Please explain your knowledge of governmental procedures and processes:	A group of people working consistently within the Florida Constitution/Laws and the City of Destin's Charter providing leadership and municipal services to its residents.
Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:	Destin has grown from a sleepy fishing village to a world class vacation destination. There is a constant struggle to preserve some of its heritage while balancing with the economic needs and the quality of life of its citizens. Due to the rapid growth of the Eastern portion of the City towards the Walton County line (much in the unincorporated areas) there was concern that the City was uncontrollably moving away from the Destin Harbor/ Marler Bridge area. Several years ago the City at the encouragement of several developers embarked on re-discovering and positioning the Harbor district as the center of Town and fostered an effort to encourage growth in what is now called the North and South Harbor district and Town center. As a result the Harbor districts quickly outgrew its infrastructure with severe traffic, parking, and possible over crowding of the Harbor.
Please outline your familiarity with major issues impacting the Destin Harbor	There is concern by many that the Harbor as well as the other water front properties (Calhoun to Joe's Bayou) within the City are becoming too crowded and are beginning to pose safety

and Choctawhatchee Bay area:

and environmental problems. The boating traffic in this area has increased exponentially in the last 10 years. East Pass is one of the more difficult to navigate channels in Florida due to its comparatively fast currents and frequent shoaling. Okaloosa County often is reported in the FWC's "top ten for boating accidents in Florida" . A high percentage of the County's boating traffic is in and around the Marler Bridge area. The City Council's recognition of this potential problem is commendable.

The Harbor Capacity Study Steering Committee 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?

No problem.

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

The Harbor flushing pump system and its importance to water quality must be an integral part of the capacity study.

My electronic signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:
BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

Date

2/5/2020

(Section Break)

Carrying Capacity Study Summary and Scope

A carrying capacity study is a comprehensive study that determines if an environment (i.e., land, water body) is sustainable based on existing and/or future conditions. Carrying capacity studies require the identification of a specific study

area. Additionally, carrying capacity studies require scientific methods, which require the identification of measurable indicators. The City of Destin Harbor Capacity Study Scope of Work includes the following elements:

- *Aesthetics*
- *Socioeconomics*
- *Quality of life*
- *Community character issues (including population concentration)*
- *Availability of open space*
- *Habitat diversity*
- *Diversity and health of existing species*

If you have any questions, please contact Samantha Brisolaro at 850-654-1119 or sbrisolaro@cityofdestin.com

Email not displaying correctly? [View it in your browser.](#)



HARBOR CAPACITY STUDY STEERING COMMITTEE MEMBERSHIP APPLICATION FORM

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(PLEASE PRINT):

NAME:

CLAUDE F. PERRY

HOME ADDRESS:

732 HARBOR BLVD. DESTIN, FL 32541

MAILING ADDRESS (if different from above):

SAME

PHONE (best contact number):

850-865-1063

EMAIL ADDRESS:

CC HARDY 5@gmail.com

If necessary, may we contact you during the day?

Free to call anytime

Please provide a brief description of your education and professional experience:

BBA Degree from Emory University; self employed for 60 years in Hospitality (motel, 30 restaurants) for 40 years; farming & processing for 40 years; real estate for last 30 years

Are you a registered voter in Okaloosa County?

Yes

Are you a resident of Destin?

Yes - have lived in Destin in the same house for 30 years, part time before that for 30 more years - total 60 years

How long have you lived in Destin? 60 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?

currently own 3 Restaurants; one marina; one
Retail Store all located on HARBOR

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 Harbor Capacity Study Steering Committee?

I know the harbor history & I know
what is going on today both in the harbor
& the city at large

Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:

These documents are living guides to
how the city should be operated

Please explain your knowledge of governmental procedures and processes:

For the people
of Destin - not for special interest
groups or individuals as currently is happening

Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:

Because I have
watched this town grow from 3 to 4000
in a matter of 98 to 4 I can help guide
its future growth - especially in the
harbor & bay!!!

one
Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:

pollution from 98 is #1 issue - going on from day and ignored by city & lack of parking for visitors to the harbor & to scenic 98 along our beaches

The Harbor Capacity Study Steering Committee 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?

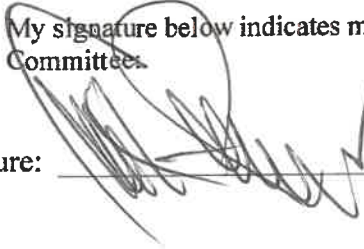
yes - no problem to attend & participate

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

The additional regulations currently proposed by staff will not stop range operations & hopefully this study will point the way!!

My signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee.

Signature:



Date:

2/14/20

Please return completed form to the City Clerk for verification of eligibility.



HARBOR CAPACITY STUDY STEERING COMMITTEE MEMBERSHIP APPLICATION FORM

Introduction:

The City of Destin has partnered with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

To assist in overseeing the Study effort, the City of Destin is seeking to establish a Harbor Capacity Study Steering committee.

The purpose of this committee is to provide oversight for the Study and ensure that all elements within the City of Destin's Harbor Capacity Study Scope of Work (scope attached) are effectively incorporated. The City is looking for participants from the following stakeholder entities to compose the committee:

- Marina Owners
- Marine Focused Business Owners
- Recreational Business Owners
- Harbor Businesses/Services
- Service Members from Other Boards (i.e. Harbor CRA, Harbor and Waterways Board)
- Members of the Public

(PLEASE PRINT):

NAME:

Kimberley Perry Mergler

HOME ADDRESS:

3598 Waverly Circle Destin 32541

MAILING ADDRESS (if different from above):

PHONE (best contact number):

404 731 9685

EMAIL ADDRESS:

Kmergler@gmail.com

If necessary, may we contact you during the day?

Yes

Please provide a brief description of your education and professional experience:

High school degree; 4 year college degree Emory University
work -> 15 years COTA Atlanta Ga
4+ years working w/ Claude Perry on the harbor property

Are you a registered voter in Okaloosa County?

Yes

Are you a resident of Destin?

Yes

How long have you lived in Destin? 6 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?
My family owns the Goodwill property located in TCMU -
and property on the harbor from boardwalk to 9B -
288, 303, 246, 300 Harbor Blvd

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 Harbor Capacity Study Steering Committee?

The harbor is Destin's Crown Jewel - maintaining the health,
safety and viability of the harbor is critical for
Destin's residents and visitors - We need to find a balance
to support local businesses that rely on the harbor while
protecting this important natural resource.

Please explain your understanding of the City of Destin Comprehensive Plan, Land Development Code (LDC), and Environmentally Sensitive areas:

The Comp plan is the instrument used by city officials,
staff to envision and implement vision for the city and
the LDC is the tool city staff uses to support the
"vision" through ordinance/code - protecting Destin's natural
resources and habitats are critical / our makeup is unique

Please explain your knowledge of governmental procedures and processes: The city council
is the elected governing body - we have a mayor who has a
voice but no consistent vote - elected committees divided of
Destin residents are appointed to provide support and direction
to council (Harbor interways, TCMU, etc)

Please outline your familiarity with the physical, social, and economic composition of the City of Destin, particularly, in the Destin Harbor and Choctawhatchee Bay area:

I spent all my summer
as a child thru college years in Destin and on the harbor
boating, swimming, skiing, sailing - popular visits to Crab Island
and playing along the seashore - I have watched the enormous
changes & challenges that our waterways face and I am
ever listening to what the concerns expressed by
boat captains, luxury vessels operators, and the need
to find a balance of health, safety, and our residents
who operate businesses on the harbor waterways and CI

Please outline your familiarity with major issues impacting the Destin Harbor and Choctawhatchee Bay area:

Some issues include # of boats, safety, protecting the heritage, the fishing fleet, protecting water improving water quality, natural habitats such as sea pines, healthy our natural species that live in/around the harbor & protecting our natural resource is critical / it is the very heart of Destin

The Harbor Capacity Study Steering Committee 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 - this is important to me as a resident and as a property owner w/ businesses that are water related

Please share any other information you feel is important for consideration of your application to the Harbor Capacity Study Steering Committee:

Destin has always been a special place for my family - I would be honored to serve on the committee and help in any way possible to support the council and staff in formulating a plan of preservation for this harbor - thank you for contacting me -

My signature below indicates my desire to serve as a member of the Harbor Capacity Study Steering Committee:

Signature: _____



Date: _____

2/10/2020

Please return completed form to the City Clerk for verification of eligibility.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: City Manager Report

TO: City Council

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

FROM: Webb Warren, Deputy City Manager

DATE: February 12, 2020

SUBJECT: Food for Thought Lease

I. BACKGROUND: At the January 21st, 2020 regular City Council meeting (ATT1), Council directed City staff and the City Attorney to renegotiate the terms of the lease with Food for Thought to include renewal options and to reduce the rent term to \$1 per year.

II. DISCUSSION: Staff is bringing back the Food for Thought Lease as directed by Council (ATT2).

Key Terms of the lease

- The Lease will commence March 16, 2020 (this is because the current Lease expires March 15, 2020).
- Initial period runs for 5 years.
- Food for Thought has one option to renew for an additional five years.
- Food for Thought pays the City \$1/year.
- Section 35 reaffirms the Lease running through March 15, 2019, and the rental payments due from that Lease.

A. Link to Strategic Goals / Objectives: Strategic Focus 2025: High Quality of Life and Safety for Residents

B. Effect on Budget (EOB): Will reduce City revenues by \$9,599 annually.

C. Level of Service (LOS): None

III. CONCLUSION: Staff is providing the Food for Thought lease for

consideration as directed by City Council.

IV. RECOMMENDED MOTION: I move to direct the City Manager to execute the Lease Agreement with Food for Thought, Inc., commencing on March 16, 2020.

OR

I move to strike paragraph 35 from the Lease Agreement with Food for Thought, Inc., commencing on March 16, 2020, and further direct the City Manager to execute the Lease with this change.

Attachments:

1. ATT1 - January 21, 2020 Action Agenda
2. ATT2 - Food for Thought Lease - 2020

**ACTION AGENDA
REGULAR MEETING
DESTIN CITY COUNCIL
JANUARY 21, 2020
ANNEX COUNCIL CHAMBERS**

AGENDA APPROVAL

Councilmember Morgan requested that nomination of Mr. James Geveden to the LPA be added under his name on the agenda.

Councilmember Morgan asked that agenda item 7G(1) be placed as agenda item 4A under City Manager Report.

Councilmember Menchel requested that agenda item 7J(2) be placed as agenda item 4B under City Manager Report.

Motion to approve the agenda, as amended, passed 7-0.

1. APPROVAL OF MINUTES

A. Approval of minutes of November 4, 2019 Regular City Council Meeting

Motion to approve minutes of November 4, 2019 Regular City Council meeting passed 7-0.

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

A. Parks and Recreation Committee – Presentation of Fiscal Year 2019 Accomplishments and Fiscal Year 2020
Ms.Teresa Hebert, Board Chair

Motion to approve the Parks and Recreation Committee's Fiscal 2019 Annual Report and Fiscal Year 2020 Work Plans passed 7-0.

B. Destin Community Event Center Project – Mr. Jay Patel, NashBuilt, Inc. COO

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

4. CITY MANAGER REPORTS

A. Food for Thought Lease Agreement

Motion to instruct City staff and the City Attorney to renegotiate the terms of the lease with Food for Thought to include renewal options and to reduce the rent term to \$1 per year passed 7-0.

B. Memorandum of Understanding between the City of Destin and Okaloosa County regarding City FDEP Permit # 0288799-003-JC

Motion to approve the Memorandum of Understanding Between Okaloosa County and the City of Destin for East Pass Dredging, authorize the Mayor to execute the MOU, and direct City staff to take all actions necessary to ensure the East Pass is dredged as soon as possible passed 7-0.

C. Staff and City Land Use Attorney Update on Eglin Property

Motion to have the Parks and Recreation Committee explore this opportunity, its benefits and its costs and bring back a recommendation to the Council for consideration; to include the NCO Beach Club passed 7-0.

D. Request to Approve Consultant for Building Height Analysis

Motion to approve the proposal from Fisher Planning & Development Consultants, dated January 15, 2020, not to exceed \$18,000 payable from the City's fund balance, authorize staff to make the required budget amendments, and authorize Fisher Planning & Development Consultants to commence work pursuant to the time table set forth therein passed 7-0.

E. Airport Road Guardrail Design, authorization to execute task order

Motion to table this item passed 7-0.

Councilmember Menchel asked staff to narrow down the timeline for the actual placement of the guardrail system, and to request the Sheriff's Office adopts a "zero tolerance" policy on Airport Road.

Motion to instruct the City's Public Information Manager to work with other members of staff in putting out a public relations campaign announcing to the general public the increased speed enforcement along Airport Road by the Sheriff's Office; and to instruct staff to bring back some options and recommendations with regards to costs associated with the radar signage passed 7-0.

F. Stahlman Avenue Intersection Assessment, authorization to execute task order

Councilmember Ramswell requested they include the underground pedestrian tunnel as one of the options to consider at the Stahlman Avenue and US Hwy 98 intersection.

Motion to authorize the City Manager to execute a Task Order with Volkert Engineering to provide an assessment of the Stahlman Avenue/US Hwy 98 intersection and adjacent areas consistent with the base scope of work provided to include the Local Concerns meeting in an amount not to exceed \$64,696 to be taken from the Transportation Impact fees and to make any necessary budget amendments passed 6-1; with Councilmember Braden dissenting.

G. Development Review System Software Update

H. The City is partnering with the United States Army Corps of Engineers to conduct a Harbor Capacity Study for the Harbor and Choctawhatchee Bay areas.

Motion to form a Harbor Capacity Study Steering Committee passed 7-0.

It was the consensus of the Council to adopt an application form for the steering committee and present all completed applications to Council on the second meeting in February 2020.

I. Announcements

The City Manager made the following announcements:

- **Workshop on potential uses of half-cent sales tax on January 27th at 5:30 PM at the Annex Council Chambers**
- **Social Media/Public Records/Ethics Training on January 30th at City Hall**
- **It does not appear that streetlights are included in the plans for the Henderson Beach Drive/Commons Drive intersection. County staff recommends that the Destin City Manager or Mayor write a letter to BOCC requesting they include lights in that project for safety reasons (there was a Council consensus to send the letter)**
- **Second edition of Task Tracking Report went out on Friday. Encourage a one-on-one discussion with Council members**

5. PUBLIC HEARINGS

A. First reading of Ordinance 20-01-PC – Amending Chapter 6 of the City of Destin's Comprehensive Plan, "Coastal Management Element", providing updates to the Coastal Management Element pursuant to State law.

Motion to approve proposed Ordinance 20-01-PC and direct staff to forward the EAR report and the ordinance to the State Department of Economic Opportunity (DEO) passed 7-0.

6. *CONSENT AGENDA

- A. Valentine's Day 8k Request
- B. Draft Minutes of Standing Committee/Board Meetings

Motion to approve Consent Agenda items 6A and 6B, as printed above, passed 7-0.

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

- A. Councilmember Braden

Will the insurance company cover the stucco repair for the Community Center?

- B. Councilmember Ramswell

Lisa Firth to contact and gather representatives from different stakeholders (i.e., Parks and Rec, lifeguards, Sheriff's Office, Okaloosa County, Code Compliance, vendors, City Attorney, etc.) to discuss beach issues before the start of the season.

- C. Councilmember Menchel

- 1) Okaloosa County Sheriff's Office "increased" traffic enforcement on Airport Road

2) Adopting a resolution specifying that the City Council meeting agenda is to be published by Thursday, prior to the meeting to which it pertains

Motion to adopt Resolution 20-2 to rescind Resolution 18-22 and uphold previous provisions of Section 6-2 of Resolution 13-15 to allow staff more time to process the agenda passed 7-0.

Update tracking report Item #5 – *Requesting additional funding from the TDC for the Sheriff's contact.* Legal opinion as referenced in 01/17/20 update has already been received from the City Attorney.

D. Councilmember Overdier

E. Councilmember Marler

1) Revisit discussion on building parking garages

Motion to revisit the parking garage issue failed 2-5 (Marler/Overdier - Yes; Morgan / Destin/Menchel/Ramswell / Braden – No.

F. Councilmember Destin

Check on status of bid document for the Capt. Royal Melvin Heritage Park with the County.

G. Councilmember Morgan

1) Nomination of Mr. James Geveden to the Local Planning Agency

Motion to appoint Mr. James Geveden to the Local Planning Agency passed 7-0.

Place Coleman Lake outfall update on the next agenda and for staff to prepare a report.

H. Mayor Gary Jarvis

I. Land Use Attorney

- 1) Pointe Mezzanine mediation set for February 5th, 2020.
- 2) Briefing on proposed legislation (SB 1128/HB 1011), dealing with Short-Term Rentals

Motion to authorize the Mayor to write a letter and to instruct the City staff and Land Use Attorney to bring back a resolution opposing the Short-Term Rental legislation proposed at the State level passed 7-0.

J. City Attorney

- 1) Update to Destin Election and request for direction

Motion to exercise both add-on options offered by the Supervisor of Elections and Okaloosa County, thereby having the Supervisor of Elections administer all legally required advertisements and public notices for the City's election, and administer all candidate qualifying and campaign finance filings passed 7-0.

8. PUBLIC COMMENTS

ADJOURNMENT: 9:10 PM

LEASE AGREEMENT

STATE OF FLORIDA COUNTY OF OKALOOSA

This Agreement made and entered into this ____ day of _____, 2020 by and between the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, a Florida municipal corporation (hereafter referred to as "City" or "Lessor") and Food for Thought Outreach, Inc. a Florida non-profit corporation (hereafter referred to as "Food for Thought" or "Lessee").

Section 1. Description. City hereby leases to Food for Thought and Food for Thought hires from City the premises located at 908 Airport Road and which is more particularly described in Exhibit "A" attached hereto (Property Tax Identification Number: 00-2S-0000-0050-0020).

Section 2. Term. The initial term of this Agreement shall commence on March 16, 2020 (hereinafter referred to as the "effective date") and shall remain in effect for a term of five (5) years from the effective date. The term of this Agreement is subject to the option to renew in Section 3 and to sooner termination as provided below.

Section 3. Option to Renew. Food for Thought shall have one option to renew this Agreement for an additional five (5) years after the termination of the initial term, provided that at a time no later than thirty (30) days prior to the expiration of the then-existing term of this Agreement Food for Thought serves a written notice to City of its desire to extend the term of the Agreement at the same terms and conditions. The option to renew is, and shall remain, subject to the provisions of Section 22 of this Agreement, concerning termination by City.

Section 4. Holdover. If Food for Thought holds over after the expiration of the term of this Agreement with the express or implied consent of City, the holding over shall be deemed to be month-to-month tenancy and otherwise subject to the terms of this Agreement. This section is subject to the option to renew in Section 3.

Section 5. Rent. Food for Thought shall pay to the City as, and for rent, the sum of One Dollar (\$1.00) per year, which shall be payable annually in advance for the term of this Agreement.

Section 6. Condition of Premises. Taking possession of the premises by Food for Thought shall constitute acknowledgement that the lease premises are in acceptable condition.

Section 7. Use of Premises. Use of the lease premises shall be restricted to the Food for Thought. As a pre-requisite and condition of this Agreement, Food for Thought shall continue its not-for-profit charter and purposes, and shall, in the reasonable discretion of the City Council, continue to actively serve the community goals and purposes which it fulfills at the effective date of this Agreement.

Section 8. Prohibition of Assignment or Sublease. Food for Thought may not assign any right, privilege, or license conferred by this Agreement; nor may Food for Thought sublet or encumber any part of the lease premises without first obtaining the written consent of City. Food for Thought shall not assign or transfer this Agreement, or any interest herein, without prior written consent of City, and consent to an assignment shall not be deemed to be consent to any subsequent assignment. Any such assignment without such consent shall be void and shall, not be deemed to be consent to any subsequent assignment. Any such assignment without such consent shall be void and shall, at the option of City, terminate this Agreement.

Section 9. Premises Maintenance. Food for Thought shall, throughout the term of this Agreement, at its own costs, and without expense to City, keep and maintain the lease premises, excluding grounds

maintenance including all buildings and improvements of every kind that may be a part thereof, and all appurtenances thereto in good, sanitary, and neat order, condition and repair. Food for Thought shall be obligated to make any repairs, replacements, or renewals of any kind, nature, or description whatsoever to the demised premises of any buildings or improvements thereon. Food for Thought shall also comply with and abide by all federal, state, county, municipal, and other government statutes, ordinances, laws and regulations affecting the premises, the improvements thereon or any activity or condition on or in such premises. Food for Thought shall fully and promptly pay for all water, sewer, gas, electricity, telephone service, and other public utilities of every kind furnished to the premises throughout the term hereof, and all other costs and expenses of every kind whatsoever or in connection with the use, operation and maintenance of the lease premises and all Food for Thought activities conducted thereon.

Section 10. Approval for Alterations Required. No alterations or additions of any character shall be made on or to the lease premises by Food for Thought without obtaining the prior written consent of City. If alterations or additions are made, they shall be made at the sole expense of Food for Thought, who shall agree to hold City harmless for such alterations or additions. Commencement of any improvement which requires a development or building permit without same shall be cause for termination of this Agreement.

Section 11. Signs; Identification. Food for Thought shall not erect any sign on or at the lease premises or at the exterior of the premise property without obtaining the advance written approval of City.

Section 12. Licenses and Permits. Food for Thought shall obtain and pay for all permits or licenses that may be required for use and operation of the lease premises.

Section 13. Improvements as Property of City. All alterations and additions to the lease premises shall remain on the premises and become the property of City on the termination of this Agreement.

Section 14. Partial Destruction of Premises. If at any time during the term of this Agreement the lease premises are damaged by fire, act of nature, or other cause beyond the control of Food for Thought, to the extent that continued use of the lease premises is unfeasible, Food for Thought may, on written notice to City delivered within thirty(30) days after the damage has occurred, terminate this Agreement without any liability of Food for Thought to City. If Food for Thought does not elect to terminate this Agreement, City shall, with due diligence, restore the lease premises to operative condition, but City shall not be obligated under this provision to expend on such restoration more than the proceeds of any insurance received by it on account of the damage.

Section 15. Duty to Keep Premises Free of Liens and Mortgages. Food for Thought shall keep all of the lease premises and every part thereof and all buildings and other improvements at any time located City of Destin/Food for Thought Outreach Lease Page 2 thereon free and clear of any and all mortgages, mechanics', materialman' s, and other liens for or arising out of or in connection with work or labor done, services performed, or materials or appliances used or furnished for or in connection with any operations of Food for Thought, any alteration, improvement, or repairs or additions which Food for Thought may make or permit or cause to be made, or any work or construction, by, for, or permitted by Food for Thought on or about the premises, or any obligations of any kind incurred by Food for Thought. Food for Thought shall at all times promptly and fully pay and discharge any and all claims on which any such lien may or could be based, and shall indemnify City and all of the premises and all the buildings and improvements thereon against written notice no less than 30 days in advance of the commencement of any construction, alteration, addition, improvement, or repair so City may post appropriate notice of City' s non-responsibility.

If Food for Thought desires to contest any such lien or mortgage, it shall notify City of its intention to do so within 20 days after the filing of such lien. In such case, and provided that Food for Thought shall on demand protect City by a good and sufficient surety bond against any such lien and any cost, liability, or damage arising out of the validity thereof, within which time Food for Thought shall satisfy and discharge such lien to the extent held valid. However, the satisfaction and discharge of any such lien shall not, in any

case, be delayed until execution is had on any judgment rendered thereon, and such delay shall be a default of Food for Thought hereunder. In the event of any such contest, Food for Thought shall protect and indemnify City against all loss, expense, and damage resulting therefrom.

Section 16. Insurance. The City shall keep all improvements that are now a part of the premises insured against loss or damage by fire or other accidental loss and the extended coverage hazards for not less than the appraisal value of the property, at all times during the term of this Agreement. The Food for Thought shall maintain coverage for all contents located within the structure and a general liability policy in an amount not less than one million dollars(\$ 1, 000,000) and shall furnish City with certificates of insurance naming the City as additionally insured. Both Food for Thought's content policy and general liability policy shall be at the sole expense of the Food for Thought. Any loss or adjustment or changes in coverage requirements shall require the written consent of both City and Food for Thought.

All of the policies of insurance referred to in this section shall be written in form satisfactory to City and by insurance companies satisfactory to City. Food for Thought shall pay all the applicable premiums therefore and deliver such policies or certificates thereof, to City and in the event of failure of Food for Thought, either to effect such insurance in the names herein called for or to pay the premiums therefore or to deliver such policies, or the certificates thereof, to City, City shall be entitled, but shall have no obligation, to affect such insurance and pay the premiums therefore, which premiums shall be repayable to City. Failure to repay the same shall be considered default. Each insurer mentioned in this section shall agree, by endorsement on the policy or policies issued by it, or by independent instrument furnished to City, that it will give to City 30 days' written notice before the policy or policies in question shall be altered or canceled. City agrees that it will not unreasonably withhold its approval as to the form or to the insurance companies selected by Food for Thought.

Section 17. Indemnification. Food for Thought covenants and agrees that it will indemnify and hold harmless the City and all its officers, agents and employees from any and all claims, losses, damages, costs, charges or expenses arising out of any act, action, neglect, or omission by Food for Thought during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the City or said parties may be subject.

Section 18. Right of Entry. Under reasonable time and reasonable circumstances, the City shall have the right to enter and make inspection of the lease premises.

Section 19. Compliance with State and Local Laws. Food for Thought shall comply with applicable state and local laws governing the use and occupancy of the lease premises. Violation of state laws or the ordinances of the City of Destin or County of Okaloosa may be considered as cause for termination of this Agreement.

Section 20. Taxes. Food for Thought shall pay all taxes on personal property belonging to Food for Thought. Food for Thought shall promptly pay any sales taxes, ad valorem taxes or other assessments which may be imposed upon said property during the term of this Agreement.

Section 21. Deposit to Secure Performance. None required.

Section 22. Termination for Default. If in the judgment of the City the manner of operation of the Food for Thought or Food for Thought's use of the lease premises does not meet the requirements of this Agreement, or if Food for Thought is in default of any term of this Agreement, City shall give Food for Thought a written notice specifying the particulars of the unsatisfactory performance or default. If Food for Thought fails or refuses to remedy the unsatisfactory performance or default within thirty(30) days after receipt by Food for Thought of the notice, City may terminate this Agreement. The decision of City on any such matter shall be final.

Section 23. Lease Premises on Termination. On the termination of this Agreement for any reason, City shall have full authority to re- enter and take full possession of the lease premises without the necessity of obtaining legal process. Upon reentry, City may remove all persons and property from the lease premises; and such property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of the Food for Thought. Food for Thought stipulates that City shall not be liable to prosecution or for damages for resuming possession of lease premises.

Section 24. Waiver of Breach. The waiver by City of or the failure of City to take action with respect to any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or subsequent breach of the same, or any other term, covenant, or condition therein contained. The subsequent acceptance of rent hereunder by City shall not be deemed to be a waiver of any such preceding breach by Food for Thought of any term, covenant, or condition of this Agreement, other than the failure of Food for Thought to pay the particular rental so accepted, regardless of City's knowledge of such preceding breach at the time of such acceptance of such rent.

Section 25. Attorney's Fees. In any dispute or action relating to this Agreement, each party shall be responsible for its own attorney's fees.

Section 26. Each Provision Material Condition. Each term of this Agreement is material. A breach by Food for Thought of any one of the terms of this Agreement shall be considered to be a material breach of the entire Agreement and shall be grounds for the termination of the entire Agreement by City.

Section 27. Governing Law. All applicable local and state laws, rules, and regulations shall govern both the City and Food for Thought. The parties intend that this Agreement and the relationship of the parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement shall lie exclusively in Okaloosa County, Florida and nowhere else.

Section 28. Severability. If any section, subsection, term or provision of this Agreement 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 Agreement 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 Agreement shall be valid or enforceable to the fullest extent permitted by law.

Section 29. Sovereign Immunity. Nothing in this Agreement is intended to nor shall be construed to waive the City's rights and immunities under the Florida Constitution, Common law, or Florida Statutes § 768.28, as amended from time to time.

Section 30. Construction. The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provision of this Agreement.

Section 31. Entire Agreement. This is the entire Agreement between the parties and any other amendments to this Agreement shall be made in writing.

Section 32. Binding of Successors. This Agreement shall bind the successors, assigns, and legal representatives of Food for Thought and of any legal entity that succeeds to the obligations of City.

Section 33. Agreement Not Recordable. Neither this Agreement nor any notice of it shall be recorded in any public records.

Section 34. Notices. All notices under the Agreement 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 persons or addresses as may be designated by notice:

To City:
Lance A. Johnson, City Manager
City of Destin
4200 Indian Bayou Trail
Destin, Florida 32541

To Food for Thought:
Tiffanie Nelson, Founder and Executive Director
174 Watercolor Way STE 103 # 286
Santa Rosa Beach, Florida 32459

Section 35. Reaffirmation of November 2, 2015 Lease Agreement. With the exception of the right to renew, which has been modified by this Agreement, the parties hereby reaffirm their rights and obligations pursuant to the November 2, 2015 Lease Agreement executed by and between the parties. A precondition to the terms of this Agreement taking full force and effect is that the parties shall fully comply with the terms of the November 2, 2015 Lease Agreement. If the parties do not fully comply with the terms of the November 2, 2015 Lease Agreement, then the non-breaching party may terminate this the November 2, 2015 Lease Agreement and this Agreement in its full and absolute discretion.

EXECUTED this day _____ of _____, 2020

Witnesses:

Print Name: _____

Print Name: _____

LESSOR:
CITY OF DESTIN

Attest:

Rey Bailey, City Clerk

(SEAL)

Witnesses:

Print Name: _____

Print Name: _____

LESSEE:
FOOD FOR THOUGHT OUTREACH, INC.

By: _____

Title: _____

Exhibit " A "

A parcel of land lying in Township 2 South, Range 22 West, Okaloosa County, Florida, being more particularly described as follows:

Commence at the southeast corner of Block 1- A, Kelly Homes Subdivision; as recorded in Plat Book 3, Page 32, of the public Records of Okaloosa County, Florida; thence go North 86° 32' 30" East, a distance of 49.89 feet to a point on the centerline of Main Street(100' R/ W); thence go South 03° 32' 00" East along said centerline, a distance of 31. 88 feet to a point of intersection with the centerline of Airport Road(100'

R/W); thence go South 83° 14' 30" East along the centerline of Airport Road, a distance of 439.54 feet; thence go South 03° 32' 00" East, a distance of 50.82 feet to the south right-of-way line of Airport Road; thence continue South 03° 32' 00" East, a distance of 215.58 feet to the point of curvature of a curve concave to the east, having a radius of 100.00 feet and a central angle of 76° 22' 31"; thence go southeasterly along said curve an arc distance of 133.30 feet to the point of tangency; thence go South 79° 54' 31" East, a distance of 111.10 feet; thence go North 06° 43' 30" East, a distance of 300.53 feet to the south right-of-way line of Airport Road; thence go South 83° 14' 30" East along said south right-of-way line of Airport Road, a distance of 609.58 feet to the Point of Beginning; thence continue South 83° 14' 30" East along said south right-of-way line, a distance of 248.84 feet; thence go South 06° 45' 30" West, a distance of 140.00 feet; thence go North 83° 14' 30" West, a distance of 249.10 feet; thence go North 06° 49' 40" East, a distance of 140.00 feet to the Point of Beginning.

Less and except the west 100 feet of the following described property:

A parcel of land lying in Township 2 South, Range 22 West, Okaloosa County, Florida, being more particularly described as follows:

Commence at the southeast corner of Block 1- A, Kelly Homes Subdivision; as recorded in Plat Book 3, Page 32, of the public Records of Okaloosa County, Florida; thence go North 86° 32' 30" East, a distance of 49.89 feet to a point on the centerline of Main Street(100' R/ W); thence go South 03° 32' 00" East along said centerline, a distance of 31.88 feet to a point of intersection with the centerline of Airport Road(100' R/W); thence go South 83° 14' 30" East along the centerline of Airport Road, a distance of 439.54 feet; thence go South 03° 32' 00" East, a distance of 50.82 feet to the south right-of-way line of Airport Road; thence continue South 03° 32' 00" East, a distance of 215.58 feet to the point of curvature of a curve concave to the east, having a radius of 100.00 feet and a central angle of 76° 22' 31"; thence go southeasterly along said curve an arc distance of 133.30 feet to the point of tangency; thence go South 79° 54' 31" East, a distance of 111.10 feet; thence go North 06° 43' 30" East, a distance of 300.53 feet to the south right-of-way line of Airport Road; thence go South 83° 14' 30" East along said south right-of-way line of Airport Road, a distance of 609.58 feet to the Point of Beginning; thence continue South 83° 14' 30" East along said south right-of-way line, a distance of 248.84 feet; thence go South 06° 45' 30" West, a distance of 140.00 feet; thence go North 83° 14' 30" West, a distance of 249.10 feet; thence go North 06° 49' 40" East, a distance of 140.00 feet to the Point of Beginning.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020**TYPE OF AGENDA ITEM:** City Manager Report

TO: City Council**THRU:** Webb Warren, Deputy City Manager
Lance Johnson, City Manager**FROM:** Bragg Farmer, Finance Director**DATE:** February 20, 2020**SUBJECT:** 1st Quarter Financial/Investment Report

I. BACKGROUND: Per the City Charter, the Finance Director must present a City financial report to the City Council. Attached for your review is the current quarterly financial and investment report. It compares the FY2020 adjusted budget to the revenues received and expenses expended. There is also a schedule showing the current status of the City investment account with Raymond James.

II. DISCUSSION: The City Financial and Investment report is for the period ended December 31, 2019. Our revenue has been received at a level consistent with prior years at 25%. Expenses are being made on a level consistent with prior years at 19%. The City investment accounts show a net loss on our original investment of .18% for the fiscal year through December 2019.

A. Link to Strategic Goals / Objectives: Develop a sustainable Operating and Capital Budget ensuring the City is managed in a fiscally sound manner and complies with Legislative mandates.

B. Effect on Budget (EOB): This item is for information only and has no effect on the FY2020 Budget.

C. Level of Service (LOS): This report provides the City Council with the current financial condition of the City.

III. CONCLUSION: The City is currently receiving the budget revenue and expenses in a manner consistent with prior years.

IV. RECOMMENDED MOTION: No motion is required for this item.

Attachments:

1. December 2019
2. Raymond James



City of Destin

Quarterly Financial and Investment Report

December 2019

December 31, 2019

OVERVIEW

This financial overview reflects the City's overall unaudited financial position for the fiscal year through **December 31, 2019**. Except as noted below, revenues and operating expenditures are generally on target.

GENERAL FUND

With **25%** of the year complete, General Fund revenues are **25%** of budget and expenditures are **19%** of the adjusted budget as summarized below.

General Fund	Adj. Budget	YTD Actual	Percent
Revenues	\$ 16,039,641	\$ 3,972,396	25%
Expenditures	\$ 16,632,967	\$ 3,164,975	19%

Property ad valorem taxes are the largest source of general fund revenue and make up **49%** of total revenues. Other sources of revenue include building fees, traffic fines, county cooperative library funding, franchise fees, grants, and interest earnings.

The General Fund includes all services that are funded through general taxes and fees. It includes all city programs **except** those that are paid for through dedicated taxes (Community Redevelopment Agency – Town Center & Harbor), fees (electric franchise fees, ect.) or impact fees.

REVENUES

Overall, revenues are being received at a rate to past years. The City budgets 95% of the City Ad Valorem taxes and State projected shared revenue items. The following schedule outlines the City revenue collection progress for the current year.

Revenues	Adj. Budget	YTD Actual	% Received
Taxes	\$ 8,675,910	\$ 2,251,633	26%
License & Permits	\$ 2,685,625	\$ 691,474	26%
Intergovernmental	\$ 2,144,000	\$ 820,035	38%
Charges for Services	\$ 503,760	\$ 110,303	22%
Fines & Forfeits	\$ 50,000	\$ 8,311	17%
Miscellaneous Rev.	\$ 290,700	\$ 90,640	31%
Other Sources	\$ -	\$ -	0%
Interfund Transfers	\$ 1,689,646	\$ -	0%
Carryforward Rev.	\$ -	\$ -	0%
Total	\$ 16,039,641	\$ 3,972,396	25%

- **Taxes.** This reflects the collection of the ad valorem taxes; sales, use and fuel taxes; local option taxes; local option fuel tax; and discretionary sales surtaxes.

The City has collected **26%** of the budgeted taxes. Of the \$8.676 million projected, \$7.778 million is in the form of ad valorem taxes. Ad valorem taxes on property are collected by the Tax Collector on an annual basis beginning on November 1st for the tax year January through December. The City budgets 96% of the projected ad valorem revenue and has received **26%** of the budgeted amount.

Licenses and permits. This revenue source reflects the collection of electricity franchise fees; business licenses; building permits; and other licenses, fees, and permits. Electric Franchise fees and Building permit fees constitute **79%** of the revenue in this category. As of the end of **December** the City has collected **27%** of this revenue source.

InterGovernmental. Intergovernmental revenues are received from Federal Grants, State Grants, State Shared Revenues and Grants from other Local Agencies. Grant revenues vary each year based on different opportunities that present themselves to the City. On a monthly basis the City receives revenue

from the Municipal Sharing Tax and the County Occupational License. On a quarterly basis the City receives money from the County Library Cooperative and the Alcohol and Beverage Tax is received on an annual basis in September/October. The City has received 38% of our InterGovernmental budget.

Charges for Services. Charges for Services are revenues generated from the rendering of services for a fee (e.g. recording fees, etc.). Charges for services will vary from month to month due to the seasonal activities that take place throughout the year. For example, monies related to the sports complex are generally higher in the summer months whereas the community center is normally higher during the winter, “snowbird season”. The City has received 22% of this revenue item.

- **Fines and Forfeits.** Fines and forfeits revenues are received from traffic fines; library fines; code violation fines; and other fines or forfeits. Traffic fines represent 60% of the revenues in this category. As of the end of December, the City collected 24% of the budgeted traffic fines and 17% of this total revenue source.

- **Miscellaneous Revenues.** Miscellaneous revenues primarily reflect interest earned on investments; library fees; inter-fund transfers; various contributions and/or donation transfers; and special assessments. The largest form of miscellaneous revenue involves the 2013 Revenue Note interfund transfer. This money is generated from the ½ cent sales tax and telecommunications tax which are budgeted in the Special Revenue Fund. The City has collected 0% of this revenue source.

EXPENSES

The City has completed 125% of the year and our department operating costs are running close to trends from prior years. The adjacent table gives the expenditure budgets for each department. This gives a clearer picture of how well each department or program is performing this budget year.

Overall the City has expended 93% of its budgeted expenditures. Departmental operating expenditures are also under or over budget as summarized by the following table. All budget amounts are after any budget amendments have been posted during the year.

Total Expenditures	Adj. Budget	YTD Actual	%
City Council	\$ 115,816	\$ 18,607	16%
City Manager	\$ 611,278	\$ 125,184	20%
City Clerk	\$ 232,757	\$ 46,736	20%
Finance	\$ 305,543	\$ 43,758	14%
Human Resources	\$ 494,078	\$ 240,291	49%
Administrative Services	\$ 133,850	\$ 26,074	19%
Facilities Maintenance	\$ 405,656	\$ 45,126	11%
Legal Services	\$ 400,000	\$ 170,691	43%
Community Development	\$ 1,147,504	\$ 105,276	9%
Debt Service - 2015A	\$ 458,011	\$ 403,335	88%
Debt Service - Veh Lease	\$ -	\$ -	0%
Debt Service - Eq Lease	\$ 77,567	\$ 7,538	10%
Information Technology	\$ 815,537	\$ 243,895	30%
Public Safety	\$ 2,441,882	\$ 583,861	24%
Building Inspections	\$ 528,904	\$ 95,495	18%
Code Compliance	\$ 590,695	\$ 73,841	13%
Emergency Management	\$ 19,550	\$ 106	1%
Cemetery	\$ 20,560	\$ 336	2%
Physical Environment	\$ 28,350	\$ 3,638	13%
Public Works	\$ 2,223,175	\$ 323,524	15%
Engineering	\$ 180,400	\$ 1,015	1%
Median Maintenance	\$ 182,437	\$ 2,982	2%
Library	\$ 648,271	\$ 156,098	24%
Parks	\$ 562,197	\$ 75,525	13%
Morgans Sports Complex	\$ 653,172	\$ 92,947	14%
Outdoor Recreation	\$ 272,791	\$ 40,264	15%
Beach Operations	\$ 462,520	\$ 72,257	16%
Special Events	\$ 56,650	\$ 4,935	9%
Community Center	\$ 731,982	\$ 142,326	19%
GF CIP Projects	\$ 878,196	\$ -	0%
Gas Tax Funds Transfer	\$ 714,617	\$ -	0%
Interfund Transfer	\$ -	\$ -	0%
Miscellaneous	\$ 99,020	\$ 19,315	20%
Total Expenditures	\$ 16,492,966	\$ 3,164,975	19%

CRA Town Center

CRA TC	Budget	YTD Actual	%
Revenues	\$ 867,632	\$ -	0%
Expenditures	\$ 833,596	\$ 5,421	1%

CRA Harbor

CRA Harbor	Budget	YTD Actual	%
Revenues	\$ 638,348	\$ -	0%
Expenditures	\$ 687,227	\$ 6,569	1%

All surplus funds collected in the CRA's will be used for future debt service.

FUND BALANCE

Unreserved - Undesignated Fund Balance:

The City's undesignated fund balance is a surplus of funds which have accrued from unexpended operating budgets and unanticipated excess revenues. It has accumulated from prior year budgets that were not fully expended. This portion of the fund balance has not been identified as being required or having been appropriated for a specific purpose. This surplus also proves financial stability to bond holders and rating agencies, while providing the City with a "rainy day" fund for use in unforeseen, unbudgeted emergency situations.

Reserves and Contingencies

Once the budget is adopted, only that portion of the fund balance that is appropriated will be available during the fiscal year. As a result, reserves are budgeted for potential unforeseen events. Reserves are the portion of the fund balance that has been committed for identified purposes such as an amount needed to finance open purchase orders or unspent expenditure appropriations carried over for use in the following fiscal period. Reserves are established to provide for non-recurring, unanticipated expenditures (i.e. storm costs) or to meet unanticipated increases in service delivery costs.

Like the fund balance, the contingency is also exclusive of reserves not anticipated to be readily available for use in emergencies or unforeseen events. Although appropriated, City Council approval is required to expend from reserves and contingencies.

CHANGES IN FUND BALANCE

General Fund

On October 1, 2019 the City had a fund balance of \$24,592,945. This balance includes all committed funds, restricted funds, assigned funds, and unassigned reserves from FY2019.

The City General Fund balance is outlined below:

Note: This will be updated with 1st Qtr. Financial Rpt.

Nonspendable	\$ 2,448,824
Restricted	\$ 2,661,941
Committed	\$10,129,498
Assigned	\$ 1,543,540
Unassigned	\$ 7,809,142

There is also an Impact fee fund balance (restricted) of: **Park \$102,848; Traffic \$1,037,289; Police \$0; Library \$113,547; NPEB \$85,163; Multimodal \$158,579** (all netted for the FY2019 budget allocation, prior year unspent budget allocations, and current year contributions) that can only be used for projects related to the collection source of the impact fees.

CRA Town Center

The unreserved/undesignated fund balance on October 1, 2019 is \$ 0.00. The CRA currently owes the City \$ 2,231,296.

CRA Harbor

The unreserved/undesignated fund balance on October 1, 2019 is \$ 273,283.

CITY INVESTMENTS

The City of Destin has hired Raymond James & Associates to invest the unassigned fund balance. The following report reflects the City's overall unaudited investment return for the fiscal year from May 1, 2013 through September 30, 2019.

INVESTMENT RETURN

The unassigned fund balance is invested in four separate investment funds as outlined below. The table below reflects the current value of the funds by invested category (this includes market

increases/decreases, interest/dividend income, & investment fees).

Inv. Fund	May-13	Sep-19	Percent
Emergency Mt.	\$ 1,350,000	\$ 1,457,801	7.99%
Alt Investment	\$ 3,433,000	\$ 3,900,409	13.62%
Debt Service	\$ 338,000	\$ 299,409	-11.42%
Emergency Op.	\$ 1,250,000	\$ 1,353,622	8.29%
CD Investment	\$ 2,951,000	\$ 3,152,297	6.82%
Total	\$ 9,322,000	\$ 10,163,538	9.03%

In FY2020 the City has seen a decrease in the market value by \$(18,121) and an income earnings of \$60,970. The total cumulative market value gain/loss on the investment (FY2013 thru FY2020) is (\$456,266), with earned income of \$1,594,392. The City had investment fees of \$8,809 for the fiscal year through December 2019.

Inv. Fund	FY Gain/Loss	FY Income	FY Exp.
Emergency Mt.	\$ 9,431	\$ 12,362	\$ (1,825)
Alt Investment	\$ 1,274	\$ 20,668	\$ (4,914)
Debt Service	\$ 1,794	\$ 1,989	\$ (375)
Emergency Op.	\$ 8,925	\$ 11,416	\$ (1,695)
CD Investment	\$ 12,615	\$ 14,535	\$ -
Total	\$ 34,040	\$ 60,970	\$ (8,809)

A current market report, as of December 31, 2019 produced by Raymond James is attached as supplemental information regarding these investments.

SUMMARY

For more information: This summary is based on detailed information produced by the City's Finance Department. If you would like additional information, or have any questions about the report, please call Bragg Farmer in the Finance Department at 837-4242.

EMERALD COAST
WEALTH ADVISORS OF
RAYMOND JAMES®

Brian Haugen WMS, CRPS®, CEP®
Senior Vice President, Investments

Steve Cann MS, MPAS®, CFP®
Associate Vice President, Investments

January 15, 2020

Bragg:

The information below and attachments may help with your current financial review for the period ending 12/31/2019.

Mark-to-Market Account Performance (net) as of December 31, 2019:

Total net deposits since inception = \$9,322,000

	4Q 2019 <i>(Oct 1 – Dec 31)</i>	YTD 2019 <i>(Jan 1 – Dec 31)</i>	Account Value <i>(as of Dec 31st)</i>
1. Emergency Operating Fund	0.47%	2.68%	\$1,356,644.40
2. Emergency Maintenance Fund	0.45%	2.71%	\$1,461,410.50
3. Debt Service Fund	0.42%	2.73%	\$300,005.61
4. Alternate Investment Fund	0.24%	5.81%	\$3,922,288.57
Aggregate Performance:	1.66%	3.16%	\$7,040,349.08
		Est Annual yield	Total value (CDs + interest)
5. FDIC-insured CD portfolio		2.11%	\$3,164,617.37
Total Portfolio Value:			\$10,204,966.45

"We see a fair amount of uncertainty to start 2020, but we also see a possible path to stabilization in the months ahead. Rates have likely bottomed as our base case scenario suggests the broad economic slowdown over the past year in the U.S. (almost two years globally) starts to ease."

Eagle Asset Management
Fixed Income Quarterly Insight
Fourth Quarter 2019 (attached)

EMERGENCY OPERATING FUND (PAGE 1 of 2)

CUSIP	DESTC1 - City Of Destin (Prices as of 12/31/2019)	Cash	Coupon	Maturity	Quantity	Market Price	Mkt Value + Accrued	Moody Rating	SAP Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
			2.727 08/24/2024		1,337	101.221	1,357,254.38			1.331	1.861	2.696	1.502	100.00

- CASH/CASH# - OPENING BALANCE

ABS

12596JAB9 - CNH 2019-A A2 2.96% 05/16/2022
14041NFT3 - COMET 2019-A1 A1 2.84% 12/16/2024
14043TAD8 - Capital One Prime Auto 2019-2 20220915 0.0000 a-2
14314WAD3 - Carmax Auto Owner Tr 2017-3 20220415 1.9700 a-3
14315NACA - CARMAX 2019-1 A3 3.05% 03/15/2024
254683BY0 - DCENT 2017-A3 A3
254683CM5 - DCENT 2019-A3 A 1.89% 10/15/2024
34628FAD9 - FORDO 2018-1 A3
92348XAB1 - VZOT 2018-A A1B 0.01% 04/20/2023

Agencies

3130AHSR5 - Federal Home Loan Banks Com Bd 1.625%21 Cons B
3135G0T78 - Federal Natl Mtg Assn 2%100522 2%1005
3135G0U84 - Fannie Mae 2.875 10/30/20
742651DU8 - Private Expt Fdg Corp Sec N-BB 4.3%21 Sec Nt
742651DU3 - Private Expt Funding 2.25% 03/15/2020
806591EL2 - Tennessee Valley Auth Pwr Bd 3.875%21 Pwr Bd

CMBS

3137A2B26 - FHLMC Remic Series K-009 20200825 3.6000 a-2
3137A8PP7 - FHLMC Remic Series K-012 20201225 FR a-2
3137BAGX8 - FHLMC Remic Series K-032 20230225 3.01600 a-1
3137FKK70 - FHMBS KJ23 A1 3.174% 03/25/2022

CMO

3136A0WP8 - FNMA Remic Trust 2011-76 20390425 2.50000 Pb
3136A1BN4 - FNMA Remic Trust 2011-103 20291125 2.50000 Jk
3136ACN98 - FNMA Remic Trust 2013-15 20390325 FR E1
3137A1N25 - FHLMC Remic Series 3706 20231015 2.00000 Cb
3137A3TA7 - FHLMC Remic Series 3773 20201215 2.50000 Gk
3137A8QF8 - FHLMC Remic Series 3841 20260415 3.00000 Bd
3137AB8K3 - FHLMC Remic Series 3852 20391015 3.00000 CA
3137AFUE0 - FHLMC Remic Series 3942 20211015 2.00000 Ac
3137ANRX5 - FHLMC Remic Series 4027 20251015 2.00000 Gd
3137B8B16 - FHLMC Remic Series 4305 20380315 2.50000 Kn
3137F4CJ9 - FHLMC Remic Series 4773 20421015 4.00000 Ka
3139TQLT3 - FNMA Remic Trust 2011-4 20400625 3.00000 Pk
3139CJUT3 - FHLMC Remic Series 3531 20390115 3.00000 Ea
3139FN98 - FNMA Remic Trust 2009-87 20370825 3.00000 Qa
3837RT1G0 - GNMA Remic Trust 2010-162 20390616 3.50000 Wh

MBS

EMERGENCY OPERATING FUND (PAGE 2 of 2)

CUSIP	City Of Destin (Prices as of 12/31/2019)	Coupon	Maturity	Quantity	Market Price	Mtd Value + Accrued	Moody Rating	S&P Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
		2.727	08/24/2024	1,337	101.221	1,337,254.38			1.331	1.881	2.686	1.502	100.00
3138EHQ21	- FNMA Umbs Int 15 Year 5.000 2024/09/01 5.	5.000	09/01/2024	47	103.950	49,028.48	Aaa	AAA	1.360	1.968	4.810	1.441	3.61
3138EL459	- FNMA Pass-Thru Int 15 Year 4.500 2026/10/01 4.	4.500	10/01/2026	37	105.780	39,702.87	Aaa	AAA	1.840	1.627	4.254	2.170	2.93
3141BA6C7	- FNMA Pass-Thru Sht 10 Year 2.500 2024/01/01 2.	2.500	01/01/2024	25	100.890	25,528.19	Aaa	AAA	1.420	1.783	2.478	1.501	1.88
3141BA6W6	- FNMA Pass-Thru Sht 10 Year 2.500 2022/02/01 2.	2.500	02/01/2022	9	100.890	9,421.35	Aaa	AAA	0.810	1.227	2.478	0.839	0.69
3141BA6W2	- FNMA Pass-Thru Sht 10 Year 2.500 2022/07/01 2.	2.500	07/01/2022	10	100.890	9,835.48	Aaa	AAA	0.930	1.409	2.478	0.970	0.72
3141BAXP6	- FNMA Pass-Thru Sht 10 Year 2.000 2023/09/01 2.	2.000	09/01/2023	32	98.980	32,031.80	Aaa	AAA	1.350	2.667	2.021	1.389	2.36
Treasuries													
9128266M7	- United States Treas Nts 2.25%04/15/22 2.25%0	2.250	04/15/2022	52	101.470	53,010.55	U.S.#Aaa	U.S.	2.226	1.593	2.217	2.286	3.91
9128284M2	- United States Treas Nts 2%11/30/20 2%11/3	2.000	11/30/2020	105	100.320	105,513.87	U.S.#Aaa	U.S.	0.905	1.646	1.994	0.915	7.77
9128284M0	- United States Treas Nts 2%11/30/22 2%11/3	2.000	11/30/2022	122	101.130	123,585.27	U.S.#Aaa	U.S.	2.825	1.602	1.978	2.915	9.11

EMERGENCY MAINTENANCE FUND (PAGE 1 of 2)

CUSIP	DEPTCT - City of Destin (Prices as of 12/31/2019)	Coupon	Maturity	Quantity	Market Price	Mkt Value + Accrued	Moody Rating	S&P Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
	Cash	2.774	08/15/2024	1,439	101.287	1,451,927.07			1.370	1.881	2.740	1.567	100.90
-	CASHCASH6 - OPENING BALANCE	0.000	12/31/2019	22	100.000	22,094.12	U.S.#Aaa	U.S.	0.000	0.000	0.000	0.000	1.51
ABS													
-	05564PAD9 - BMWLT 2017-2 A3	2.070	10/20/2020	7	100.000	6,590.80	Aaa	AAA	0.100	2.025	2.070	0.109	0.45
	12596JAB9 - CNH 2019-A A2 2.96% 05/15/2022	2.960	05/15/2022	17	100.410	16,876.44	Aaa	AAA	0.800	2.466	2.948	0.831	1.15
	14041NFT3 - COMET 2019-A1 A1 2.84% 12/16/2024	2.840	12/15/2024	35	102.030	35,754.68	Aaa	AAA	2.040	1.899	2.783	2.121	2.45
	14043TAD9 - Capital One Prime Auto 2019-2 20220915 0.00000 a-2	2.060	09/15/2022	36	100.070	36,058.16	AAA	AAA	1.300	2.012	2.059	1.340	2.47
	14314WAD3 - Carmax Auto Owner Tr 2017-3 20220415 1.97000 a-3	1.970	04/15/2022	20	100.010	20,484.59	AAA	AAA	0.810	1.964	1.970	0.831	1.40
	14315NAC4 - CARMAX 2019-1 A3 1.05% 03/15/2024	3.050	03/15/2024	64	101.660	65,149.16	Aaa	AAA	2.400	2.394	3.000	2.581	4.46
	25468B9Y0 - DCENT 2017-A3 A3	1.970	10/15/2022	32	100.050	32,044.01	Aaa	AAA	0.040	1.850	1.969	0.280	2.19
	254683CM6 - DCENT 2019-A3 A 1.89% 10/15/2024	1.890	10/15/2024	18	99.880	18,035.10	Aaa	AAA	2.690	1.942	1.892	2.789	1.23
	92346XAB1 - VZOT 2018-A A1B 0.01% 04/20/2023	2.005	04/20/2023	87	99.960	87,016.50	Aaa	AAA	0.060	2.079	2.005	1.296	5.95
ARMESIES													
-	3130AHSR5 - Federal Home Loan Banks Cons Bd 1.625%21 Cons B	1.625	12/20/2021	60	100.040	60,053.79	Aaa	AAA	1.931	1.804	1.624	1.970	4.11
	3135G0T78 - Federal Natl Mtg Assn 2%100522 2%1005	2.000	10/05/2022	50	101.080	50,778.89	Aaa	AA+	2.680	1.598	1.979	2.762	3.47
	3135G0J84 - Fannie Mae 2.875 10/30/20	2.875	10/30/2020	57	101.010	57,848.83	Aaa	AAA	0.821	1.648	2.846	0.831	3.96
	742651DU8 - Private Exptl Fdg Corp Sec N-BB 4.3%21 Sec Nt	4.300	12/15/2021	68	104.530	71,482.36	Aaa	AAA	1.883	1.725	4.098	1.956	4.89
	742651DU3 - Private Exptnt Funding 2.25% 03/15/2020	2.250	03/15/2020	43	100.100	43,327.88	Aaa	AA+	0.205	1.750	2.248	0.205	2.96
	880591EL2 - Tennessee Valley Auth Pwr Bd 3.875%21 Pwr Bd	3.875	02/15/2021	45	102.220	46,667.75	Aaa	AA+	1.101	1.865	3.791	1.126	3.19
CMBS													
-	3137A2526 - FHLMC Remic Series K-009 20200825 3.80000 a-2	3.800	08/01/2020	34	100.510	34,158.27	Aaa	AAA	0.490	2.260	3.789	0.500	2.34
	3137A8PP7 - FHLMC Remic Series K-012 20201225 Flt a-2	4.186	12/01/2020	58	101.590	59,124.52	Aaa	AAA	0.910	2.165	4.120	0.533	4.04
	3137BAGX8 - FHLMC Remic Series K-032 20230225 3.01600 a-1	3.016	02/01/2023	14	101.690	14,090.28	Aaa	AAA	1.590	1.845	2.966	1.649	0.96
	3137FKW70 - FHMS KJ23 A1 3.174% 03/25/2022	3.174	03/01/2022	6	101.200	5,861.32	Aaa	AA+	1.190	2.005	3.136	1.219	0.40
CMQ													
-	3136A0WP8 - FNMA Remic Trust 2011-76 20390425 2.50000 Pb	2.500	04/01/2039	1	99.770	1,497.98	Aaa	AA+	0.130	2.916	2.506	0.139	0.10
	3136ACN98 - FNMA Remic Trust 2013-15 20390325 FR Ef	2.142	03/25/2039	27	99.650	26,539.22	Aaa	AAA	0.220	2.338	2.150	1.649	1.82
	3137A1NZ5 - FHLMC Remic Series 3706 20231015 2.00000 Cb	2.000	10/01/2023	8	99.840	7,961.60	Aaa	AA+	0.690	2.118	2.003	0.710	0.52
	3137A2ZM6 - FHLMC Remic Series 3705 20260515 2.50000 NE	2.500	05/01/2025	22	100.620	22,186.05	Aaa	AA+	0.820	1.788	2.485	1.019	1.52
	3137A3TA7 - FHLMC Remic Series 3773 20201215 2.50000 Gk	2.500	12/01/2020	5	99.990	4,597.99	Aaa	AA+	0.370	2.262	2.500	0.380	0.31
	3137A8PN2 - FHLMC Remic Series K-012 20201025 3.42700 a-1	3.427	10/01/2020	5	100.090	5,201.06	Aaa	AAA	0.270	2.224	3.424	0.270	0.36
	3137A8QF8 - FHLMC Remic Series 3841 20260415 1.00000 Bd	3.000	04/01/2026	5	100.030	4,928.22	Aaa	AA+	0.330	2.566	2.999	0.350	0.34
	3137AB5K3 - FHLMC Remic Series 3852 20391015 3.00000 CA	3.000	10/01/2039	1	100.090	1,066.66	Aaa	AA+	0.140	1.626	2.997	0.161	0.07
	3137AFUE0 - FHLMC Remic Series 3942 20211015 2.00000 Ae	2.000	10/01/2021	11	99.950	10,515.50	Aaa	AA+	0.650	1.958	2.001	0.669	0.72
	3137ANR55 - FHLMC Remic Series 4027 20251015 2.00000 Gd	2.000	10/01/2025	10	99.930	10,387.74	Aaa	AA+	0.330	1.969	2.001	0.350	0.71
	3137AWNN1 - FHLMC Remic Series 4136 20260115 3.00000 Vj	3.000	01/01/2026	41	102.840	42,521.99	Aaa	AAA	2.810	2.015	2.917	3.110	2.91
	3137B2NA4 - FHLMC Remic Series 4209 20390815 3.50000 Ja	3.500	08/01/2039	48	102.140	48,935.79	Aaa	AAA	0.910	2.155	3.427	1.729	3.35
	3137B8L6 - FHLMC Remic Series 4305 20380315 2.50000 Kn	2.500	03/01/2038	6	100.070	6,219.87	Aaa	AA+	0.280	1.944	2.499	0.309	0.43
	3137FACJ9 - FHLMC Remic Series 4773 20421015 4.00000 Ka	4.000	10/01/2042	37	101.610	37,576.57	Aaa	AAA	0.220	2.441	3.937	1.159	2.57
	3139QC22 - FNMA Remic Trust 2011-17 20210325 2.75000 Cj	2.750	03/01/2021	3	100.220	2,963.35	Aaa	AA+	0.440	1.856	2.744	0.459	0.20
	3139TQLT3 - FNMA Remic Trust 2011-4 20400425 3.00000 Pk	3.000	04/01/2040	38	101.510	38,278.81	Aaa	AA+	1.690	2.007	2.965	1.759	2.62
	3139BVUJ3 - FHLMC Remic Series 3559 20250415 4.00000 Dy	4.000	04/01/2025	19	102.120	19,321.25	Aaa	AA+	1.180	2.177	3.917	1.271	1.32

EMERGENCY MAINTENANCE FUND (PAGE 2 of 2)

CUSIP	Coupon	Maturity	Quantity	Market Price	Mkt Value + Accrued	Moody Rating	S&P Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
DESTCT - City of Deslin (Prices as of 12/31/2019)	2.774	08/15/2024	1,439	101.287	1,461,927.97			1.370	1.881	2.740	1.567	100.00
MBS												
-												
3138EHQ21 - FNMA Unbs Int 15 Year 5.000 2024/09/01 6.	5.000	09/01/2024	43	103.950	44,397.60	Aaa	AAA	1.360	1.968	4.810	1.441	3.04
3138EL4S9 - FNMA Pass-Thru Int 15 Year 4.500 2026/10/01 4.	4.500	10/01/2026	27	105.780	28,554.77	Aaa	AAA	1.840	1.627	4.254	2.170	1.95
31410GCCD3 - FNMA Pass-Thru Int 15 Year 5.500 2027/09/01 5.	5.500	09/01/2021	11	101.210	10,715.17	Aaa	AAA	0.500	2.415	5.434	0.519	0.73
31417FQT8 - FNMA Pass-Thru Sht 10 Year 2.000 2023/03/01 2.	2.000	03/01/2023	18	98.990	17,439.70	Aaa	AAA	1.190	2.748	2.020	1.219	1.19
31415AFV5 - FNMA Pass-Thru Sht 10 Year 2.500 2022/06/01 2.	2.500	06/01/2022	13	100.890	13,305.64	Aaa	AAA	0.900	1.361	2.478	0.940	0.91
31418AGN2 - FNMA Pass-Thru Sht 10 Year 2.500 2022/07/01 2.	2.500	07/01/2022	16	100.990	16,450.50	Aaa	AAA	0.930	1.400	2.478	0.970	1.13
Treasuries												
-												
912828M7 - United States Treas Nts 2.25%04/15/22 2.25%0	2.250	04/15/2022	56	101.470	57,088.28	U.S.#Aaa	U.S.	2.228	1.593	2.217	2.288	3.91
912828A42 - United States Treas Nts 2%11/30/20 2%11/3	2.000	11/30/2020	65	100.320	65,318.11	U.S.#Aaa	U.S.	0.905	1.646	1.994	0.915	4.47
912828M80 - United States Treas Nts 2%11/30/22 2%11/3	2.000	11/30/2022	133	101.130	134,728.20	U.S.#Aaa	U.S.	2.825	1.502	1.978	2.915	9.22

DESTC - City of Destin (Prices as of 12/31/2019)

DESIGL - City of Destin (Prices as of 12/31/2019)												
Cash	Coupon	Maturity	Quantity	Market Price	MK Value + Accrued	Moody Rating	S&P Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
	2.293	07/23/2024	296	100.552	300,684.35			1.288	1.884	2.282	14.36	100.00
CASH												
	0.000	12/31/2019	7	100.000	6,851.08	U.S./Aaa	U.S.	0.000	0.000	0.000	0.000	2.28
CASHCASH6 - OPENING BALANCE												
ABS												
	2.960	05/15/2022	7	100.410	6,603.83	Aaa	Aaa	0.800	2.466	2.948	0.831	2.20
12596JAB8 - CNH 2019-A A2 2.96% 05/16/2022												
	2.840	12/15/2024	9	102.030	9,194.06	Aaa	Aaa	2.040	1.969	2.783	2.121	3.06
1404 NHTF3 - COMET 2019-A1 A1 2.84% 12/16/2024												
	2.060	09/15/2022	6	100.070	6,009.69	Aaa	Aaa	1.300	2.012	2.059	1.340	2.00
140437AD8 - Capital One Prime Auto 2019-2 20220915 0.00000 a=2												
	1.970	04/15/2022	3	100.010	3,200.72	Aaa	Aaa	0.810	1.964	1.970	0.831	1.07
14314WAD3 - Carmax Auto Owner Tr 2017-3 20220415 1.97000 a=3												
	3.050	03/15/2024	14	101.660	14,251.38	Aaa	Aaa	2.450	2.394	3.000	2.581	4.75
14315NACA - CARMAX 2019-1 A3 3.05% 03/15/2024												
	1.970	10/15/2022	9	100.050	9,012.38	Aaa	Aaa	0.040	1.850	1.969	0.290	3.00
254683BY0 - DCENT 2017-A3 A3												
	1.890	10/15/2024	5	99.880	5,009.75	Aaa	Aaa	2.690	1.892	1.892	2.789	1.67
254683CM5 - DCENT 2019-A3 A 1.89% 10/15/2024												
	3.030	11/15/2022	2	100.820	1,960.10	Aaa	Aaa	1.120	2.314	3.005	1.159	0.85
34528FAD0 - FORDO 2018-1 A3												
	2.005	04/20/2023	21	99.960	21,004.47	Aaa	Aaa	0.060	2.079	2.005	1.290	7.00
92348XAB1 - VZOT 2018-A A1B 0.01% 04/20/2023												
Agencies												
	1.625	12/20/2021	10	100.040	10,008.97	Aaa	Aaa	1.931	1.604	1.624	1.970	3.34
31300AHSR5 - Federal Home Loan Banks Coms Bd 1.625%a21 Cons B												
	2.000	10/05/2022	12	101.080	12,186.93	Aaa	Aa+	2.890	1.979	1.998	2.762	4.06
31350G0T8 - Federal Natl Mtg Assn 2%a100522 2%a1005												
	3.875	02/15/2021	9	102.220	9,331.55	Aaa	Aa+	1.101	1.865	3.781	1.126	3.11
86059T1E2 - Tennessee Valley Auth Pwr Bd 3.875%a21 Pwr Bd												
CMBS												
	3.808	06/01/2020	8	101.510	7,807.60	Aaa	Aaa	0.490	2.260	3.789	0.500	2.60
3137AZB26 - FHLMC Remic Series K-009 20200825 3.80800 a=2												
	4.186	12/01/2020	9	101.590	9,174.49	Aaa	Aaa	0.910	2.165	4.120	0.533	3.06
3137ABP77 - FHLMC Remic Series K-012 20201225 Ftr a=2												
	2.615	03/01/2023	6	100.950	5,941.47	Aaa	Aaa	1.390	1.815	2.590	1.430	1.98
3137BSK44 - FHLMC Series K-035 20230325 2.61500 a=1												
	1.600	12/01/2042	12	99.460	12,079.38	Aaa	Aaa	1.000	2.393	1.609	0.609	4.03
39378EJ88 - GNMA Remic Trust 2013-02 20421216 1.60000 Ab												
CMO												
	2.500	04/01/2039	1	99.770	561.74	Aaa	Aa+	0.130	2.916	2.506	0.139	0.19
31360AWP8 - FNMA Remic Trust 2011-76 20304025 2.50000 Pb												
	2.142	03/25/2039	6	99.650	5,618.48	Aaa	Aaa	0.220	2.338	2.159	1.649	1.87
3136ACN98 - FNMA Remic Trust 2013-15 20390025 Ftr Ef												
	2.500	05/01/2039	8	101.270	7,716.83	Aaa	Aaa	0.890	1.479	2.469	1.430	2.57
3137A1H23 - FNMA Remic Trust 2013-127 20390525 2.50000 LA												
	2.000	10/01/2023	2	99.840	1,988.88	Aaa	Aa+	0.690	2.118	2.003	0.710	0.67
3137A1N25 - FHLMC Remic Series 3706 20231015 2.00000 Cb												
	4.500	01/01/2037	2	101.280	1,585.23	Aaa	Aa+	0.330	2.148	4.443	0.631	0.53
3137ANR25 - FHLMC Remic Series 3790 20370115 4.50000 Ap												
	2.000	10/01/2025	5	99.930	5,116.93	Aaa	Aa+	0.330	1.969	2.001	0.350	1.71
3137ANR25 - FHLMC Remic Series 4027 20251015 2.00000 Gd												
	2.000	01/01/2023	2	99.900	2,161.46	Aaa	Aa+	1.030	2.024	2.002	1.071	0.72
3137BHK09 - FHLMC Remic Series 4317 20230115 2.00000 MT												
	3.000	04/01/2025	3	100.800	2,722.43	Aaa	Aa+	0.660	1.752	2.976	0.740	0.91
3137GAAT2 - FNMA Remic Series 3726 20250415 3.00000 Kd												
	2.750	03/01/2021	1	100.220	858.35	Aaa	Aa+	0.440	1.856	2.744	0.459	0.29
3139KCU73 - FHLMC Remic Series 3531 20390115 3.00000 Ea												
	3.000	01/01/2039	6	101.230	6,165.52	Aaa	Aa+	1.050	1.847	2.964	1.189	2.05
31398UZA7 - FNMA Remic Trust 2010-111 20201025 2.50005 DE												
	2.500	10/01/2020	0	99.850	262.22	Aaa	Aa+	0.210	2.404	2.504	0.221	0.09
31398UZA7 - FNMA Remic Trust 2010-111 20201025 2.50005 DE												
	2.500	12/01/2025	4	101.010	4,006.06	Aaa	Aa+	1.650	1.803	2.475	1.729	1.33
31398RE5 - FNMA Remic Trust 2017-1225 2.50000 Cj												
MBS												
	2.000	10/01/2022	6	99.960	6,343.38	Aaa	Aaa	1.050	1.915	2.001	1.090	2.11
31417DP22 - FNMA Pass-Thru Sht 10 Year 2.000 20221001 2.												
	2.000	03/01/2023	4	98.990	4,431.40	Aaa	Aaa	1.190	2.748	2.020	1.219	1.48
31417QT8 - FNMA Pass-Thru Sht 10 Year 2.000 20230301 2.												
	2.500	07/01/2022	4	100.890	4,177.91	Aaa	Aaa	0.930	1.400	2.478	0.970	1.36
31418AGN2 - FNMA Pass-Thru Sht 10 Year 2.500 20220701 2.												
	2.500	09/01/2022	2	100.890	2,001.58	Aaa	Aaa	0.990	1.465	2.478	1.030	0.67
31418AN9 - FNMA Pass-Thru Sht 10 Year 2.500 20220901 2.												
	2.000	03/01/2022	5	98.990	4,490.31	Aaa	Aaa	1.990	2.746	2.020	1.219	1.50
31418AR7 - FNMA Pass-Thru Sht 10 Year 2.000 20230301 2.												

DEBT SERVICE FUND (PAGE 2 of 2)

DEBTICI - City of Deslin (Prices as of 12/31/2019)										CUSIP	
31418AXP8 - FNMA Pass-Thru 10 Year 2.000 2023/09/01 2											
Coupon	Maturity	Quantity	Market Price	Mkt Value + Accrued	Moody Rating	S&P Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
2.253	07/29/2024	298	100.552	300,084.35			1.288	1.884	2.282	1.435	100.00
2.000	09/01/2023	9	98.980	8,490.35	Aaa	Aaa	1.350	2.067	2.021	1.389	2.83
Treasuries											
912826EM7 - United States Treas Nts 2.25%/04/15/22 2.25%/0											
2.250	04/15/2022	8	101.470	8,155.47	U.S./#Aaa	U.S.	2.226	1.593	2.217	2.288	2.72
912828AAZ - United States Treas Nts 2%/11/30/20 2%/11/3											
2.000	11/30/2020	44	100.320	44,215.34	U.S./#Aaa	U.S.	0.905	1.646	1.994	0.915	14.73
912828M80 - United States Treas Nts 2%/11/30/22 2%/11/3											
2.000	11/30/2022	29	101.130	29,376.83	U.S./#Aaa	U.S.	2.825	1.602	1.978	2.915	9.79

ALTERNATE INVESTMENT FUND (PAGE 1 of 2)

DEST02 - City of Destin (Prices as of 12/31/2019)												
Cash	Coupon	Maturity	Quantity	Market Price	Mkt Value + Accrued	Moody Rating	S&P Rating	Duration	Yield to Worst	Current Yield	Avg Life Yrs	Weight
CASH	3.009	10/09/2025	3,757	103.817	3,924,754.62			3.677	1.851	2.869	4.061	100.00
CASHCASH6 - OPENING BALANCE												
ABS												
-	2.070	05/15/2022	46	100.020	46,192.59		AAA	0.640	2.044	2.070	0.661	1.18
14041NF13 - COMET 2019-A1 A1 2.84% 12/16/2024	2.840	12/15/2024	37	102.030	37,797.80	Aaa	AAA	2.040	1.869	2.783	2.121	0.96
4778EAC2 - JDOT 2018-B A3 3.08% 11/15/2022	3.080	11/15/2022	36	101.030	36,420.08	Aaa	AAA	1.160	2.216	3.049	1.200	0.93
89231PAD0 - TAOT 2018-D A3 3.18% 03/15/2023	3.180	03/15/2023	73	101.720	74,939.12	Aaa	AAA	1.770	2.234	3.126	1.849	1.91
92348VAA3 - VZOT 2018-A A1A 3.23% 04/20/2023	3.230	04/20/2023	36	101.690	36,643.93	Aaa	AAA	1.260	1.895	3.176	1.290	0.93
98162WAD9 - WOART 2018-D A3 3.33% 31/5/2024	3.330	03/15/2024	54	101.910	55,111.32	Aaa	AAA	2.400	2.558	3.268	2.540	1.40
Agencies												
-	2.350	06/16/2025	38	102.730	39,074.61	Aaa	AA+	5.124	1.822	2.288	5.458	1.00
3133EHNP4 - Federal Farm Cr Bks Cons Bd 2.35%25 Cons B	2.375	01/13/2022	73	101.540	74,933.28	Aaa	AA+	1.982	1.602	2.339	2.036	1.91
3137EADB2 - Federal Home Lm Mtg Corp Refincoe 2.375%22 Refinc	3.550	01/15/2024	97	106.810	46,125.37	Aaa		3.778	1.794	3.324	4.041	1.02
742651DT6 - Private Ept Fdg Corp Nt 3.55%24 Nt 3.5	3.875	02/15/2021	90	102.220	93,315.50	Aaa	AA+	1.101	1.865	3.791	1.126	2.38
880591EL2 - Tennessee Valley Auth Pwr Bd 3.875%21 Pwr Bd	2.875	09/15/2024	73	104.730	77,070.87	Aaa	AA+	4.409	1.821	2.745	4.708	1.96
880591ER0 - Tennessee Valley Auth Sr Nt 2.875%24 Sr Nt	2.875	02/01/2027	50	104.970	53,083.96	Aaa	AA+	6.439	2.116	2.739	7.088	1.35
880591EL2 - Tennessee Valley Auth Sr Gbl Nt 27 Sr Gbl												
CMBS												
-	2.637	01/01/2023	48	101.690	48,916.68	Aaa	AAA	2.780	1.982	2.593	2.921	1.25
3137B1UG5 - FHLMC Remic Series K-027 20230125 2.63700 a-2	3.490	01/01/2024	35	105.170	36,911.29	Aaa	AAA	3.610	2.046	3.318	3.879	0.94
3137B7Y9 - FHLMC Series K-037 20240125 3.49000 a-2	3.389	03/01/2024	36	105.040	37,916.07	Aaa	AAA	3.790	2.051	3.226	4.079	0.97
3137BBBD1 - FHLMC Remic Series K-038 20240325 3.18900 a-2	2.838	09/01/2022	61	101.800	61,904.53	Aaa	AAA	2.260	1.977	2.788	2.359	1.58
31376SRZ8 - FHLMC Remic Series K-099 20220925 2.83800 a-2	2.946	07/01/2024	37	103.050	38,219.34	Aaa	AAA	4.100	2.182	2.859	4.410	0.97
3137FAR0 - FHLMC Remic Series K-727 20240725 2.94600 a-2	3.444	12/01/2027	45	107.400	48,459.15	Aaa	AAA	6.920	2.395	3.207	7.910	1.23
3137FEBQ2 - FHLMC Remic Series K-072 20271225 3.44400 a-2	4.084	09/01/2024	39	107.250	41,960.56	Aaa	AA+	3.780	2.193	3.817	4.131	1.07
3137F7YB9 - FHMS J22F A2 4.084% 09/25/2024												
Corporates												
Financial												
0258MDE0 - American Express Credit Corpor 2.7% Bde 03/03/22 Usd2000	2.700	03/03/2022	39	101.680	40,000.35	A2	A-	2.107	1.906	2.655	2.170	1.02
05531FB8 - BB&T Corporation 2.85% Ssr Mtn 25/10/2024 Usd (S	2.850	10/26/2024	38	103.320	39,457.14	A3	A-	4.504	2.121	2.758	4.820	1.01
12572QA4 - Core Group Inc Sr Nt 3.75%28 Sr Nt	3.750	06/15/2028	36	110.490	39,636.40	Aa3	AA-	7.154	2.338	3.394	8.295	1.02
448150AK0 - Huntington Bancshares Inc Sr Gbl N2.3%22 Sr Gbl	2.300	01/14/2022	51	100.550	51,824.64	Baa1	BBB+	1.903	2.012	2.287	1.953	1.32
571748BA8 - Marsh & McLennan Cos Inc	3.300	03/14/2023	45	103.470	47,002.88	Baa1	A-	3.039	2.172	3.189	3.200	1.20
608513AY1 - Schwab Charles Corp New Sr Gbl Nt 24 Sr Gbl	3.550	02/01/2024	37	105.520	38,589.89	A2	A	3.738	2.104	3.364	4.003	1.01
87236YAF5 - Td Ameritrade Hldg Corp Jr Gbl N3.3%27 Jr Gbl	3.300	04/01/2027	49	104.750	51,731.75	A2	A	6.299	2.555	3.150	7.003	1.32
92277GAT4 - Veritas Rly Lld Partnership Sr Nt 2.85%25 Sr Nt	2.650	01/15/2025	45	100.750	45,927.13	Baa1	BBB+	4.686	2.488	2.630	4.956	1.17
Industrial												
008461AK7 - Agilent Technologies Inc Sr Gbl Nt 26 Sr Gbl	3.650	09/22/2026	37	102.290	38,157.64	Baa2	BBB+	6.017	2.663	2.982	6.474	0.97
02209SBA0 - Albia Group Inc Sr Nt 3.49%22 Sr Nt	3.490	02/14/2022	41	102.920	42,741.74	A3	BBB	1.966	2.019	3.391	2.038	1.09
03073EAP0 - AmeliorSourcegen Corp 3.45%27 3.45%2	3.450	12/15/2027	40	104.520	41,569.33	Baa2	A-	6.832	2.794	3.301	7.707	1.07
053015AE3 - Automatic Data Processing Inc Sr Gbl Nt 25 Sr Gbl	3.375	09/15/2025	40	106.530	43,049.50	Aa3	AA	5.006	2.083	3.165	5.455	1.10
126408B2 - Cox Corp Sr Nt 3.4%24 Sr Nt	3.400	09/01/2024	37	105.620	39,603.57	Baa1	BBB+	4.039	2.039	3.219	4.333	1.01
12660CV0 - Ovs Health Corp 3.7% Ssr Pld Nnt 09/03/2023 US	3.700	03/09/2023	37	104.230	38,930.17	Baa2	BBB	2.936	2.281	3.550	3.110	0.99
171340AH5 - Church & Dwight Inc Sr Nt 2.875%22 Sr Nt	2.875	10/01/2022	30	101.880	30,779.63	A3	BBB+	2.640	2.166	2.822	2.751	0.78
22160KAL9 - Costco Whal Corp New Sr Gbl Nt 24 Sr Gbl	2.750	05/16/2024	49	103.540	50,995.55	Aa3	A+	3.980	1.872	2.656	4.213	1.30

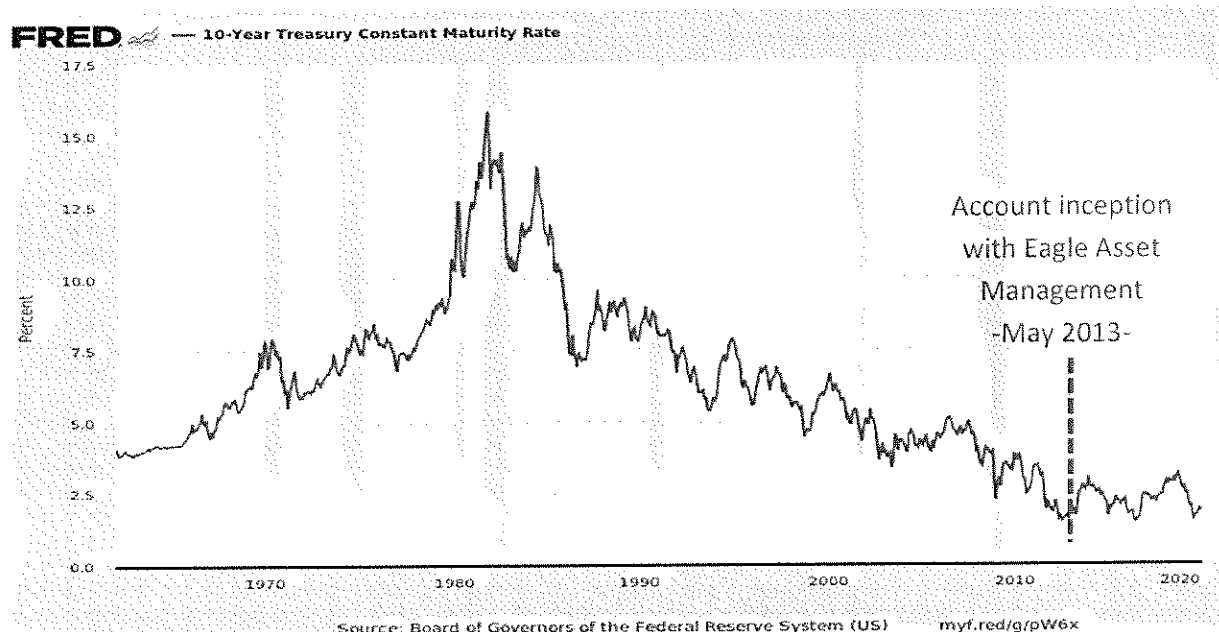
ALTERNATE INVESTMENT FUND (PAGE 2 of 2)

CUSIP	COUNTRY	COUPON	MATURITY	QUANTITY	MARKET PRICE	MARKET VALUE + ACCRUED	MOODY RATING	S&P RATING	DURATION	YIELD TO WORT	CURRENT YIELD	AVG LIFE YRS	WEIGHT
DEST02 - City of Destin	US	3.009	10/09/2025	3,757	103.617	3,924,754.52			3.677	1.951	2.899	4.061	100.00
256677AC9 - Dollar Gen Corp New St Nt 3.25%23 Sr Nt	US	3.250	04/15/2023	42	103.290	43,689.97	Baa2	BBB	2.892	2.126	3.146	3.041	1.11
337738A57 - Fiserv Inc. Srv Pld Nts 01/07/2024 Usd (SE	US	2.750	07/01/2024	38	101.770	39,195.10	Baa2	BBB	4.224	2.333	2.702	4.500	1.00
539830B33 - Lockheed Martin Corp Sr Gld Nt 3.1%23 Sr Gld	US	3.100	01/15/2023	40	103.160	41,835.78	A3	A-	2.746	1.963	3.005	2.874	1.07
615309A81 - Moody's Corp Sr Nt 4.5%22 Sr Nt	US	4.500	09/01/2022	45	105.750	48,262.50	BBB+	BBB+	2.298	2.049	4.255	2.416	1.23
615309AC9 - Moody's Corp Sr Nt 4.875%24 Sr Nt	US	4.875	02/15/2024	45	109.970	50,315.25	BBB+	BBB+	3.558	2.176	4.433	3.874	1.28
67966GAD6 - Nvidia Corp 2.2% Bds 9/16/21	US	2.200	09/16/2021	48	100.500	48,548.00	A3	A-	1.672	1.900	2.189	1.710	1.24
741503AZ9 - Booking Holdings Inc	US	3.600	06/01/2026	40	106.760	42,824.00	A3	A-	5.763	2.455	3.372	6.416	1.09
871829BA4 - Syco Corp Sr Gld Nt 2.5%21 Sr Gld	US	2.500	07/15/2021	50	100.850	51,001.39	A3	BBB+	1.426	1.905	2.479	1.455	1.30
913017C00 - United Technologies Corp Sr Nt 2.3%22 Sr Nt	US	2.300	05/04/2022	50	100.840	50,697.92	Baa1	BBB+	2.274	1.930	2.281	2.340	1.29
91404LBF5 - Waste Management Inc. Srv Pld Nts 15/06/2024 Usd (SE	US	2.950	06/15/2024	35	103.240	36,179.89	Baa1	A-	4.174	2.183	2.857	4.456	0.92
Utilities													
03040WAC8 - American Wh Cap Corp Sr Nt 2.85%27 Sr Nt	US	2.850	09/01/2027	50	102.220	51,601.67	Baa1	A	6.765	2.519	2.866	7.416	1.31
30040WAC2 - Eversource Energy Sr -K Nt 2.75%22 Sr -K	US	2.750	03/15/2022	35	101.500	35,808.40	Baa1	BBB+	2.058	2.024	2.709	2.126	0.91
MBS													
3128MCDX0 - FHLMC Pz Gold Comb 15 4.500 20240501 4.	US	4.500	05/01/2024	4	104.350	4,124.91	Aaa	AAA	1.430	1.468	4.312	1.521	0.11
3128MCDR3 - FHLMC Pz Gold Comb 15 4.000 20261001 4.	US	4.000	10/01/2026	34	104.350	35,498.67	Aaa	AAA	1.830	1.712	3.833	2.019	0.90
3128MFL48 - FHLMC Pz Gold Comb 15 3.500 2020901 3.	US	3.500	09/01/2022	57	104.010	59,600.93	Aaa	AAA	2.300	1.955	3.365	2.789	1.52
3128MMUSD - FHLMC Pz Gold Comb 15 3.000 20310301 3.	US	3.000	03/01/2031	38	103.020	39,237.81	Aaa	AAA	2.680	2.060	2.912	3.510	1.00
31307B2Y5 - FHLMC Pz Gold 15 Yr 2.500 20280501 2.	US	2.500	05/01/2028	28	101.590	28,764.64	Aaa	AAA	2.670	1.890	2.461	2.849	0.73
3138AP3B2 - FNMA Pass-Thru Int 15 Year 3.500 20260801 3.	US	3.500	08/01/2026	30	103.600	31,372.24	Aaa	AAA	2.000	1.782	3.378	2.290	0.80
3138ELGM9 - FNMA Pass-Thru Int 15 Year 3.000 20280601 3.	US	3.000	06/01/2028	33	102.620	34,328.30	Aaa	AAA	2.210	1.851	2.923	2.540	0.87
3138ENM00 - FNMA Pass-Thru Int 15 Year 3.000 20270101 4.	US	4.000	01/01/2027	19	105.120	20,552.45	Aaa	AAA	1.770	1.747	4.281	2.019	0.52
3138EPPE8 - FNMA Super Int 20 Year 4.000 20340601 4.	US	4.000	06/01/2034	35	106.480	37,801.06	Aaa	AAA	3.110	2.240	3.757	4.109	0.96
3138EPS70 - FNMA Pass-Thru 15yr	US	4.000	02/01/2029	21	104.300	21,589.46	Aaa	AAA	1.760	1.563	3.835	1.959	0.55
3138EQE81 - FNMA Pass-Thru Int 15 Year 4.000 20290501 4.	US	4.000	05/01/2029	32	104.460	33,562.14	Aaa	AAA	1.920	1.725	3.829	2.129	0.86
3138ERTL4 - FNMA Pass-Thru Int 15 Year 3.000 20311201 3.	US	3.000	12/01/2031	67	103.480	69,287.57	Aaa	AAA	3.100	1.891	2.899	3.479	1.77
3139VWV01 - FNMA Pass-Thru Int 15 Year 3.000 20280601 3.	US	3.000	06/01/2028	36	102.840	37,610.95	Aaa	AAA	2.500	1.924	2.917	2.929	0.96
31410LHK1 - FNMA Pass-Thru Sht 10 Year 3.000 20270701 3.	US	3.000	07/01/2027	21	103.180	22,045.37	Aaa	AAA	2.310	1.615	2.908	2.510	0.56
31417GNJ1 - FNMA Pass-Thru Sht 10 Year 2.500 20230501 2.	US	2.500	05/01/2023	19	100.890	19,544.84	Aaa	AAA	1.190	1.644	2.478	1.249	0.50
31418BFZ4 - FNMA Pass-Thru Int 20 Year 4.000 20340801 4.	US	4.000	08/01/2034	42	106.200	44,741.25	Aaa	AAA	3.110	2.362	3.766	4.270	1.14
31418BN85 - FNMA Pass-Thru Sht 10 Year 3.000 20260301 3.	US	3.000	03/01/2025	37	102.470	38,308.34	Aaa	AAA	1.710	1.530	2.928	1.849	0.98
31418BNB8 - FNMA Pass-Thru Sht 10 Year 3.000 20250201 3.	US	3.000	02/01/2025	20	102.470	20,383.58	Aaa	AAA	1.720	1.530	2.928	1.849	0.52
31418BPZ3 - FNMA Pass-Thru Sht 10 Year 3.000 20250401 3.	US	3.000	04/01/2025	43	102.470	44,514.92	Aaa	AAA	1.740	1.555	2.928	1.879	1.13
31418BQF4 - FNMA Pass-Thru Sht 10 Year 2.500 20250501 2.	US	2.500	05/01/2025	43	100.900	43,822.95	Aaa	AAA	1.810	1.937	2.478	1.929	1.12
31418BTL0 - FNMA Pass-Thru Int 20 Year 3.500 20350801 3.	US	3.500	08/01/2035	46	104.580	48,088.68	Aaa	AAA	3.080	2.329	3.347	4.451	1.23
31418C5W0 - FNMA Pass-Thru Int 15 Year 4.000 20340101 4.	US	4.000	01/01/2034	26	104.390	26,742.88	Aaa	AAA	1.570	2.215	3.832	2.759	0.68
31418CHS6 - FNMA Pass-Thru Sht 10 Year 3.500 20270301 3.	US	3.500	03/01/2027	54	103.630	55,680.89	Aaa	AAA	2.090	1.868	3.377	2.441	1.42
31418CQM9 - FNMA Umba Sht 10 Year 3.000 20271001 3.	US	3.000	10/01/2027	68	102.710	70,515.52	Aaa	AAA	2.190	1.855	2.921	2.630	1.80
31418CTH7 - FNMA Pass-Thru Sht 10 Year 3.500 20280101 3.	US	3.500	01/01/2028	35	103.670	36,071.61	Aaa	AAA	2.230	1.971	3.376	2.649	0.92
Treasuries													
9128283W8 - United States Treas Nts 2.75%02/15/28 2.75%0	US	2.750	02/15/2028	252	106.610	271,255.95	U.S.#Aaa	U.S.	7.335	1.869	2.579	8.126	6.91
9128283Z1 - United States Treas Nts 2.75%02/28/25 2.75%0	US	2.750	02/28/2025	180	105.170	190,965.06	U.S.#Aaa	U.S.	4.825	1.700	2.615	5.162	4.87
9128284V9 - United States Treas Nts 2.875%08/15/28 2.875%	US	2.875	08/15/2028	65	107.850	70,803.29	U.S.#Aaa	U.S.	7.707	1.884	2.666	8.623	1.80
9128285M8 - United States Treas Nts 3.125%11/15/28 3.125%	US	3.125	11/15/2028	107	110.030	118,154.66	U.S.#Aaa	U.S.	7.844	1.892	2.840	8.874	3.01
912828Y53 - United States Treas Nts 1.75%11/15/29 1.75%1	US	1.750	11/15/2029	40	98.570	39,516.46	U.S.#Aaa	U.S.	9.074	1.910	1.775	9.874	1.01

FDIC Insured CD Ladder

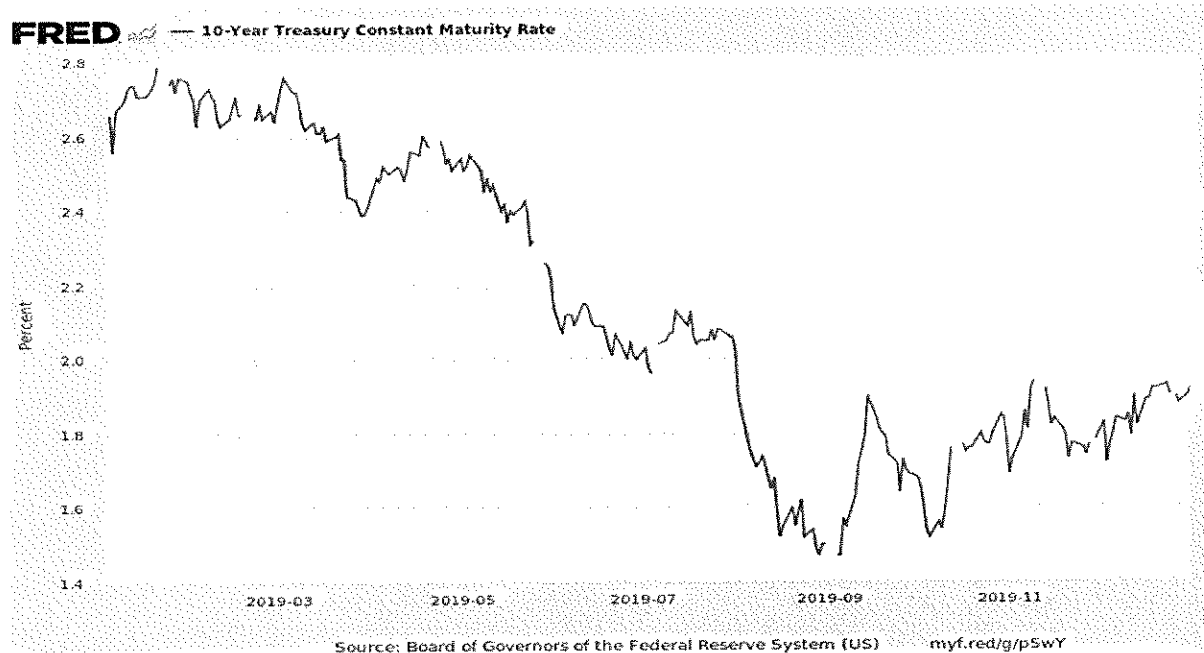
CASH	Description	Symbol/CUSIP	Maturity Date	Coupon	Quantity	Est. Annual Income
EAST BOSTON SAVINGS BANK BOSTON, MA FDIC # 33510 CERTIFICATE OF DEPOSIT MONTHLY 1.7500% Due 03/27/2020		27113PBV6	3/27/2020	1.750	200,000.00	\$3,500.00
PINNACLE NATIONAL BANK NASHVILLE, TN FDIC # 35583 CERTIFICATE OF DEPOSIT PAYS AT MATURITY 2% DUE 05/15/2020		72345SJK8	5/15/2020	2.000	150,000.00	\$3,000.00
TEXAS EXCH BANK SSB FDIC # 20099 CERTIFICATE OF DEPOSIT MONTHLY CALLABLE BEGINNING 10/29/18 1.8500% Due 06/29/2020 Callable 10/29/2018 @ 100.000		88241TCB4	6/29/2020	1.850	200,000.00	\$3,700.00
MORGAN STANLEY BANK NA SALT LAKE CITY, UT FDIC # 32992 CERTIFICATE OF DEPOSIT SEMI-ANNUAL 2.8000% Due 09/08/2020		61747M5R8	9/8/2020	2.800	200,000.00	\$5,600.00
MEDALLION BANK SALT LAKE CITY, UT FDIC # 57449 CERTIFICATE OF DEPOSIT MONTHLY 2.7500% Due 11/16/2020		58404DBU4	11/16/2020	2.750	200,000.00	\$5,500.00
MERRICK BANK SOUTH JORDAN, UT FDIC # 34519 CERTIFICATE OF DEPOSIT MONTHLY 3.0500% Due 01/11/2021		59013J4P1	1/11/2021	3.050	200,000.00	\$6,100.00
CITIBANK NA SIOUX FALLS, SD FDIC # 7213 CERTIFICATE OF DEPOSIT SEMI-ANNUAL 2.7500% Due 04/12/2021		17312QH93	4/12/2021	2.750	200,000.00	\$5,500.00
DISCOVER BANK GREENWOOD, DE FDIC # 5649 CERTIFICATE OF DEPOSIT SEMI-ANNUAL 3.0000% Due 07/12/2021		254673RG3	7/12/2021	3.000	200,000.00	\$6,000.00
HERITAGE BANK HOPKINSVILLE, KY FDIC # 30090 CERTIFICATE OF DEPOSIT MONTHLY 3.0000% Due 10/18/2021		42724JEH4	10/18/2021	3.000	200,000.00	\$6,000.00
ALLY BANK MIDVALE, UT FDIC # 57803 CERTIFICATE OF DEPOSIT SEMI-ANNUAL 2.9000% Due 01/31/2022		02007GHF3	1/31/2022	2.900	130,000.00	\$3,770.00
JPMORGAN CHASE BANK NA COLUMBUS, OH FDIC # 628 CERTIFICATE OF DEPOSIT SEMI-ANNUAL CALLABLE BEGINNING 01/31/20 3.0000% Due 01/31/2022 Callable 01/31/2020 @ 100.000		48128HBR8	1/31/2022	3.000	100,000.00	\$3,000.00
ALLY BANK MIDVALE, UT FDIC # 57803 CERTIFICATE OF DEPOSIT SEMI-ANNUAL 2.15% DUE 07/05/2022		02007GKN2	7/5/2022	2.150	113,000.00	\$2,429.50
FRANKLIN SYNERGY BANK FRANKLIN, TN FDIC # 58714 CERTIFICATE OF DEPOSIT MONTHLY CALLABLE BEGINNING 10/30/19 2.15% DUE 07/29/2022		35471TFE7	7/29/2022	2.150	200,000.00	\$4,300.00
					\$3,135,341.27	\$58,399.50

*Note: This report is current as of 01/15/2020



INTEREST RATES (10-year Treasury yield)

After a 30-yr trend of generally declining interest rates,
since 2012 rates have been range-bound, generally between 1.50-3.00%



INTEREST RATES (10-year Treasury yield), trailing twelve months (Jan 2019 - Dec 2019).

Fixed Income

Fourth Quarter | 2019

James Camp, CFA

Managing Director and
Portfolio Manager

Joseph Jackson, CFA

Portfolio Co-Manager

SMA Only:

Burton Mulford, CFA

Portfolio Co-Manager

Sheila King, CFA

Portfolio Co-Manager

Separately Managed Accounts (SMA):

Taxable:

High Quality Taxable
Core Fixed Income
Managed Income Solutions

Tax-free:

High Quality Tax-Free
Special Fixed Income
Managed Income Solutions

Past performance does not guarantee future results. The information presented is for a representative account and for illustrative purposes only. Actual account holdings will vary depending on the size of an account, cash flows within an account and restrictions on an account. This information is intended solely to report on investment strategies as reported by Eagle Asset Management, Inc. Opinions and estimates offered constitute Eagle's judgment and are subject to change without notice, as are statements of financial market trends, which are based on current market conditions. Under no circumstances does the information contained within represent a recommendation to buy, hold or sell any security and it should not be assumed that the securities transactions or holdings discussed were or will prove to be profitable. All holdings are subject to change daily. The Index is referred to for information purposes only; the composition of each Index is different from the composition of the accounts managed by the investment manager. An index is unmanaged and has no expenses, and it is not possible to invest directly in an index.
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Market Overview^{1,2}

The domestic bond market, as measured by the Bloomberg Barclays U.S. Aggregate Bond Index, gained only 0.18% in the fourth quarter, but finished the year up 8.72% – the highest annual return since 2002. The bond market lost some ground in the final two months of 2019 in an otherwise impressive year for fixed income, as U.S. government bond prices fell with intermediate- to longer-term interest rates moving toward the higher end of their months-long ranges.

The increase in longer rates was driven by hopes for a breakthrough in phase one negotiations between the U.S. and China coming to realization and inflation expectations picking up over the past few months. The yield on the benchmark 10-year U.S. Treasury note increased to 1.92% compared to 1.67% at the end of September. Short-term interest rates were held in check by U.S. monetary policy, which remains on hold. Higher long-term rates and flat short-term rates led the yield curve to steepen further into positive territory.

Investor risk sentiment remained generally positive during the fourth quarter as it had for almost the entire year with only some pockets of pressure. Corporate bonds rallied for a fourth consecutive quarter and outperformed duration-matched Treasuries. Government-related securities and structured products also posted positive returns and added relative value over Treasuries.

Fed Update and Outlook¹

We see a fair amount of uncertainty to start 2020, but we also see a possible path to stabilization in the months ahead. Rates have likely bottomed as our base case scenario suggests the broad economic slowdown over the past year in the U.S. (almost two years globally) starts to ease. Major macroeconomic

indicators, including consumption and the labor market, along with corporate earnings, have been slowing from a rate of change perspective since their peaks in the third quarter of 2018 after a two-year run of acceleration following a boost from U.S. tax cuts and massive stimulus out of China. From a pure math perspective, as we have traversed the tough comps of 2018 throughout 2019, the road to stabilization should get easier as we move further into 2020. However, easier comps don't necessarily equal easy comps, and while some macro risks appear to be dissipating (mainly tariff escalation), other macro factors and geopolitical issues still present a mixed outlook. Any forecast for 2020 should also include some possibility of a recession as a worst case scenario at this point in the cycle, skewing the risk-reward to the downside as the lack of an obvious catalyst for a sharp rebound makes for a tenuous best case scenario.

We also consider room for more disappointment and volatility in the immediate term. The Bloomberg consensus estimate for fourth quarter gross domestic product (GDP) growth is a headline (quarter-over-quarter annualized rate) 1.6%, which translates to 2.2% growth on a year-over-year (y/y) basis. That amounts to an uptick in growth over the third quarter at 2.1% y/y. Yet, most major economic indicators are currently trending to lower growth in the fourth quarter with reported numbers through November. December needs to break the trend, significantly for some metrics, for GDP expectations to be met. We will be getting those economic reports throughout January.

Fourth quarter corporate earnings season will also be important to watch. Capital investment on the part of corporations has turned negative y/y for four of the past five months and may be hard to come by if we get a second consecutive quarter of negative earnings growth without

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Fourth Quarter | 2019

a clear path to improvement. Lower capital investment could ultimately hurt some of the gains we have seen in productivity, further hampering the ability of corporations to offset the rising impact of wage growth.

One "x" factor we will be monitoring is the U.S. Federal Reserve's (Fed) operations in support of short-term funding markets. The Fed has been engaged in providing liquidity in the form of term and overnight repurchase agreement operations ("repo" market) and outright purchases of ultra-short U.S. Treasury bills (balance sheet expansion). Fed officials have so far rejected equating the latter with the unprecedented stimulus programs (quantitative easing or QE) following the Financial Crisis or the Fed's main monetary policy tools. However, whether the Fed wants to call it stimulus or not, we believe balance sheet expansion is a form of stimulus and should be a net positive for propping up risk assets along with longer-term rates. The question is: How will the market react as we get closer to a potential end date for these asset purchases if macro fundamentals don't start to stabilize in that time? The Fed signaled in its official release back in October the program would continue "at least into the second quarter."

We are comfortable staying cautious in our programs and elect not to try and front-run our base case for stabilization given the high level of uncertainty in the forecast and the possibility of further deterioration in the next month or two. Risk mitigation is one of the biggest advantages in active fixed-income management. And risks remain elevated when corporate credit spreads are close to multi-year highs.

Corporate Market Review^{1,2}

Investment grade corporate bonds, as measured by the Bloomberg Barclays U.S. Corporate Bond Index, gained 1.18% in the quarter and were up 14.54% for the year. The winning streak

was impressive in that corporate bonds posted positive returns for 11 of 12 months during calendar 2019. Corporate bonds benefited from falling interest rates during most of the year. However, corporate credit spread tightening drove returns during the fourth quarter as spreads broke out of their range since the beginning of February, tightening to 0.93% compared to 1.15% at the end of September as the relationship between spreads and interest rates returned to a more normal inverse state. The lowest credit quality segment also led the broader corporate bond market, suggesting a generally risk-inclined attitude on the part of investors.

Municipal Market Review^{1,2}

The municipal bond market experienced positive returns during the fourth quarter of 2019 with the Bloomberg Barclay's Municipal Bond Index up 0.74%. This brought year-to-date performance up to 7.54%, outperforming Treasuries by 68 basis points this year. The municipal curve steepened significantly over the quarter, with short and intermediate maturities outperforming long maturities. For example, the 1-year index was up 0.61 percent, the 5-year index was up 1.03 percent, while the 22+ year index was up 0.54 percent. The quarter was characterized by heavy new issuance (much of which consisted of taxable municipal bonds), strong investor demand resulting in positive inflows into municipal mutual funds, and stable to improving credit fundamentals.

Municipal bonds richened across the curve by an average of roughly 12 basis points over the quarter. The 10-year municipal AAA is currently 77 percent of Treasuries, which is rich relative to historic average. In anticipation of a strengthening market going into 2020, Eagle reduced cash levels late in the quarter which will likely prove accretive to total performance.

This was a heavy quarter for new issuance with issuers adding \$143 billion in bonds, bringing year-to-date issuance to \$421.7 billion resulting in a year-over-year increase of 24 percent. There has been a significant increase in taxable municipal bond issuance due to the elimination of advanced refunding bonds in the 2017 tax cuts, a low-rate environment, and increase in demand from international investors. Taxable municipal issuance is up 135 percent from last year, with the current total at \$70.5 billion (17 percent of new issuance). Refunding new issuance deals was up 80 percent over the year, as issuers used taxable bonds to refund existing tax-exempt debt for debt service savings. Going into 2020, we expect new issuance volume to be similar to this year and or slightly higher, ranging from \$420 to \$440 billion.

The increase in supply was met with ample demand, evidenced by 52 consecutive weeks of positive inflows into municipal mutual funds. This quarter, \$24.2 billion was invested into municipal mutual funds, bringing annual net inflows to \$93.7 billion.

Issuer fundamentals remain stable to improving, and default rates remain low. State tax revenues grew 4.9% in 2019, contributing to healthier general fund and rainy fund balances. According to the National Association of State Budget Officers (NASBO), state rainy day funds reached a record amount in 2019, increasing from a median balance of 4.7% of a state's general fund in 2007 to 7.6% in 2019. NASBO forecasts reserves growth to continue to rise to 8% in 2020. In addition, Moody's reported that the number of rating upgrades exceeded downgrades for the ninth consecutive quarter in a row, continuing the trend of generally healthy credit quality across the public finance sector. The number of upgrades outpaced downgrades 148 to 78, while the \$29.1 billion in

Fixed Income

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upgraded debt widely topped the \$14.1 billion in downgraded debt, according to Moody's. Going into 2020, we do not anticipate credit issues as a challenge. At this time we are currently overweight the transportation, leasing and special tax sectors but have been increasing our exposure to both the state and local government sectors.

1. References to specific securities are intended to illustrate the types of securities Eagle may hold in this portfolio. They are not intended as representations of specific investment recommendations that would have been profitable to an investor. Past performance is not a guarantee of future results. Opinions and estimates offered constitute Eagle's judgment and are subject to change without notice as are statements of financial-market trends, which are based on current market conditions. Investing involves risk, including the possible loss of principal.

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2. Sources: Investor Tools Perform and Yield Book

Investing in bonds involves risks that may adversely affect the value of your investment such as inflation risk, credit risk, call risk, interest rate risk and liquidity risk, among others. The two most prominent factors are interest rate movements and the credit worthiness of the bond issuer. Investors should pay careful attention to the types of fixed income securities that comprise their portfolios and remember that, as with all investments, there is the risk of loss of capital. A Real Estate Mortgage Investment Conduit (REMIC) is a type of multiclass mortgage-related security in which interest and principal payments from mortgages are structured into separately traded securities. These classes are distinguished by their sensitivity to the prepayment risk of the underlying mortgage-related collateral. Therefore, they may be more or less sensitive to

prepayment risk, bear different interest rates, and have various average lives and final maturities.

Asset-backed securities and mortgage-backed securities are created by pooling loans from a variety of sources and issuing bonds that are backed by these loans. Creditworthiness stems from the credit quality of the underlying loans, as opposed to corporate bonds in which creditworthiness is derived from the earning power of the issuing company. The primary risk of these securities is interest-rate risk. Rising interest rates might cause loan principal prepayments to slow, resulting in less available principal to invest at prevailing higher rates. Conversely, rate decreases might accelerate prepayments, leaving more dollars to invest at lower rates.

Investment grade refers to fixed-income securities rated BBB or better by Standard & Poor's or Baa or better by Moody's. Convertible securities and preferred stock combine the fixed income characteristics of bonds with some of the potential for capital appreciation of equities and, thus, may be subject to greater risk than pure fixed-income instruments. Unlike bonds, preferred stock and some convertible securities do not have a fixed par value at maturity, and in this respect may be considered riskier than bonds. Convertible securities may include convertible bonds, convertible preferred stocks and other fixed-income instruments that have conversion features.

Investments in high-yield bonds and convertible securities are subject to the client's authorization, as set forth in the Investment Management Agreement. Such investments may be subject to greater risks than other fixed-income investments. The lower rating of high-yield bonds (less than investment grade) reflects a greater possibility that the financial condition of the issuer or adverse changes in general economic conditions may impair the ability of the issuer to pay income and principal. Periods of rising interest rates or economic downturns may cause highly leveraged issuers to experience financial stress, and thus markets for their securities may become more volatile. Moreover, to the extent that no established secondary market exists, there may be thin trading of high-yield bonds, which increases the potential for volatility.

Sovereign debt instruments are subject to the risk that a governmental entity may delay or refuse to pay interest or repay principal on its sovereign debt. A Real Estate Mortgage Investment Conduit (REMIC) is a type of multiclass mortgage-related security in which interest and principal payments from mortgages are structured into separately traded securities. These classes are distinguished by their sensitivity to the prepayment risk of the underlying mortgage-related collateral. Therefore, they may be more or less sensitive to prepayment risk, bear different interest rates, and have various average lives and final maturities.

The Bloomberg Barclays U.S. Aggregate Bond Index is composed of the total U.S. investment-grade bond market. The market-weighted index includes Treasuries, agencies, com-

mercial mortgage-backed securities (CMBS), asset-backed securities (ABS) and investment-grade corporates.

The Bloomberg Barclays U.S. Corporate Bond Index measures the investment-grade, fixed-rate, taxable corporate bond market.

The Bloomberg Barclays 1-Year Municipal Index is the one-year component of the Municipal Bond Index. The Bloomberg Barclays 1-Year Municipal Index is an unmanaged index comprised of investment-grade municipal bonds with maturities of one to two years.

The Bloomberg Barclays 5-Year Municipal Index is an unmanaged index comprised of investment-grade municipal bonds with an average maturity of 5 years.

The Bloomberg Barclays 22+ Year Index is an unmanaged index comprised of investment-grade municipal bonds with an average maturity of more than 22 years.

Indices are unmanaged and one cannot invest directly in the index.

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CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: City Manager Report

TO: City Council

THRU: Matthew Pace, IT Manager
Michael Burgess, Public Services Director
Joey Forgione, Code Compliance Manager
Louis Zunguze, Community Development Director
Lance Johnson, City Manager

FROM: Webb Warren, Deputy City Manager

DATE: 2/10/2019

SUBJECT: Development Review System Software - Update

I. BACKGROUND: On August 5th, 2019, Council requested that staff provide an update on the Municipal Software Project at each council meeting .

II. DISCUSSION: In February, the following items of significance have occurred.

1.) EnerGov Software Implementation Team

Implementation and training sessions are continued to be scheduled and these sessions will assist with EnerGov configuration for subject matter experts. At this point, EnerGov is starting to take shape as it is being customized and configured for Destin. IT and GIS have continued to work closely with the county to work on our city mapping functions. We are in the beginning stages of the geographic services and a link is live as we continue to work on it.

The system will continue to evolve as City staff and EnerGov consultants collaborate together to develop the system according to industry-wide best practices and existing processes within the City of Destin.

March will begin the Configuration training sessions touching every department involved with EnerGov.

Also in March, we are kicking off an employee contest to provide a custom name our Energov system. This naming contest will help the city brand our system. By branding our system, staff can make our system more marketable, personable and recognizable for our organization, citizens and area businesses.

2.) Development Review Processes & Work Flow Critical Paths

The Interdepartmental Development Software Task Force Team comprised of Community Development, Code Compliance, Public Services, Clerk's Office and I.T. answers to these questionnaires will provide the information necessary to create work processes within the future software package The EnerGov project team returned to the City of Destin on December 10th-12th and January 14th-16th for additional project sessions with staff.

Staff continues the effort of reviewing and streamlining all development review processes, application forms and work flow project critical paths, in preparation of the EnerGov Software implementation process. The task force team continues to meet weekly.

Staff is preparing to move forward on other additional software components that will assist in the development review process. Two sets of EnerGov Training sessions for subject matter experts are scheduled for February. These session will help with assessing and defining EnerGov processes as well as continue with training for setting up the system for the various departments.

3.) Scanning

Staff continues to work with VRC in the digitization of scanned files. Staff is pleased with the work product and will work to incorporate the data into our operations. A cloud-based sharing system has been configured for records requests while documents are at the scanning facility.

- A. **Link to Strategic Goals / Objectives:** Service Excellence
- B. **Effect on Budget (EOB):** Items are budgeted for
- C. **Level of Service (LOS):** Increased Level of Service

III. CONCLUSION: City of Destin staff continues to work hard in preparation for the Energov Project. Staff had very productive sessions with Energov staff in the preceding months and will continue to provide updates to the Council as the project progresses. This will be a challenging project for staff. As with all major technology projects, there will be some unexpected challenges we will have to work through. Staff is prepared to move forward and have a target date for substantial completion of this phase of the community development portion of Energov in January 2021.

IV. RECOMMENDED MOTION: None needed

Attachments:

1. Council Presentation - March 2020

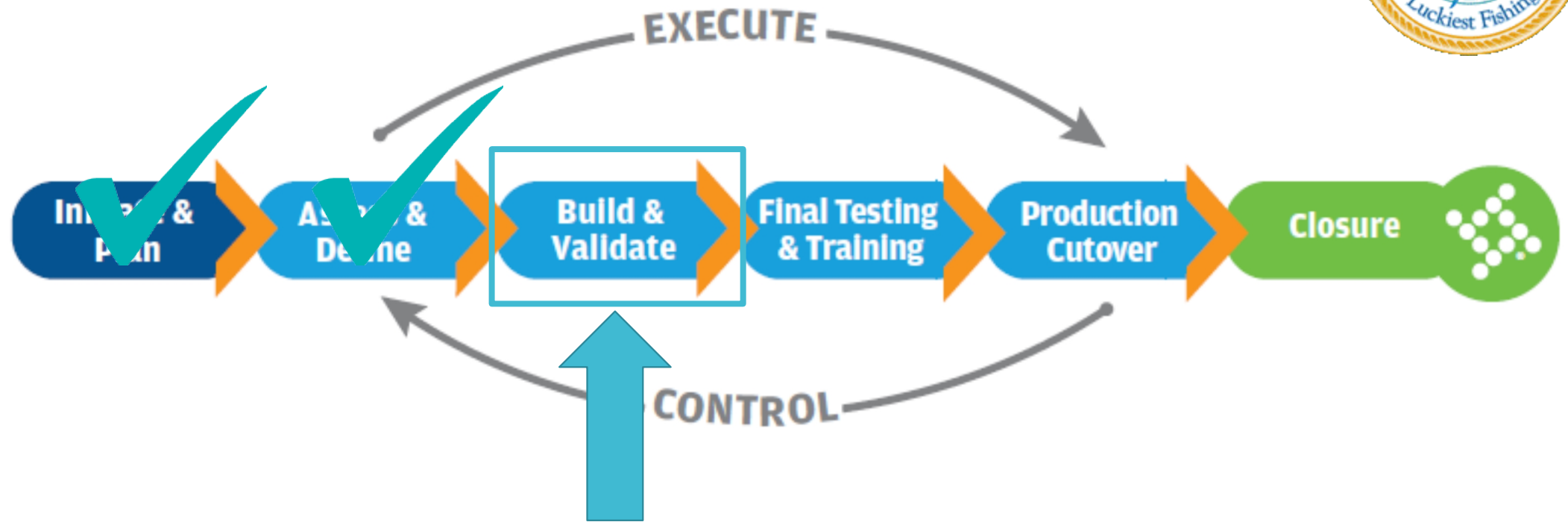
EnerGov Implementation

Status Update and System Information





Our Progress





Admin Software

Screenshots of the Software Installed

Menu

Permit Type		Project		Application Date	Enter date
Work Class		District		Issue Date	Enter date
Permit Status		Assigned To		Expiration Date	Enter date
Description		Square Feet		Last Inspection Date	Enter date
IVR Number		Valuation		Final Date	Enter date
		CPI Vested Map Date	Enter date		

- Parcels
 Addresses
 Object Cases
 Zones
 Contacts
 Notes
 Activities
 Fees
 Holds
 Review Team
 Inspection Cases
 Impact Units

[+ Add Parcel](#)

Drag a column header and drop it here to group by that column



Home

Permit

Manage Permit [Auto]

Menu

 Permit Details

-  **Review v.1**
 -  Confirm application complete v.1
 - Building Review (Commercial) v.1
-  **Issue Permit v.1**
 - Issue Permit v.1
-  **Trade Permits v.1**
 - Electrical (Commercial, New) v.1
 - Mechanical (Commercial, New) v.1
 - Plumbing (Commercial, New) v.1
-  **Inspections v.1**
 - Footing v.1
 - Foundation Wall v.1
 - Concrete Slab v.1
 - Floor Framing v.1
 - Wall Framing v.1
-  **Final Inspections v.1**
 - Final Building v.1
 - Final Engineering v.1
 - Final Fire v.1
-  **Certificate of Occupancy v.1**
 -

+ Add Step

+ Reorder Workflow

Workflow Details

 Refresh  Search  Action  New  Delete  Save  Cancel

Name	Building Review (Commercial)	Description	Submittal used for commercial building reviews		
Status	In Review	Action Priority Order	2	Sort Order	2
Received Date	2/26/2020	Due Date	3/18/2020	Complete Date	Enter date
☐ Needs Resubmit ☐ Completed ☐ Auto Receive					

 Item Review  Note

+ Add Item Review

Drag a column header and drop it here to group by that column

	Name	Department Name	Assigned User	Status	Assigned Date	Due Date	Completed Date	Prior
>	 Planning/Zoning	Planning/Zoning	Administrator, S	In Review	2/26/2020	3/18/2020	Enter date	0
	 Fire	Fire	Administrator, S	In Review	2/26/2020	3/18/2020	Enter date	0
	 Building	Building	Bell, Noell	In Review	2/26/2020	3/18/2020	Enter date	0
	 Engineering	Engineering	Bodi, Joe	In Review	2/26/2020	3/18/2020	Enter date	0



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CODE ENFORCEMENT

PERMITTING & LAND MANAGEMENT

LICENSE & REGULATORY

Business License

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Exam Sitting

Add/Edit Exam Sitting

Exam Request

Add/Edit Exam Request

Rapid License Renewal

Rapid License Renewal

License Reconcile

License Reconcile

License Renewal

Add/Edit/View License Renewal

Manage Business Licenses

Add/Edit/View License

Manage Businesses

Add/Edit/View Business

Business License Reports Viewer

Business License Reports Viewer

Inspection

Requested Inspections

Inspection Request

Inspection Case

Add/Edit Inspection Case

Manage Inspections

Add/Edit/View Inspection

Inspection Reports Viewer

Inspection Reports Viewer

Inspection Quick View

Inspection Quick View

Manage My Inspections

Manage My Inspections

Search Inspections

Search Inspection

Inspection Apps

Inspection Manager Dashboard

View today's workload and track performance

Schedule & Assign

View/Manage Overdue & Requested Inspections

Manage Inspections

View and Manage inspections on the EnerGovApps Platform

Professional License

Prof. License Reports Viewer

Prof. License Reports Viewer

Prof. License

Add/Edit Prof. License

Prof. License Renewal

Prof. License Renewal

Exam Sitting

Add/Edit Exam Sitting

Search Prof. License

Search Prof. License

Exam Request

Add/Edit Exam Request

Rental Property

Rental Property Report Viewer**Search Rental Property****Landlord License****Rental Property**



Explore & Create

Explore your GIS environment and create cases from the map.



Create Mailing

Quickly create labels and letters for communicating with your citizens.



Print Map

Mark up a map with notes, lines and shapes and print it!



Enterprise Server Viewer

Open the map viewer in the current EnerGov product.





EnerGov iPad Apps

Mobile Applications for Employees in the Field





Customer Portal

Screenshot of the Customer Self Service Site



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Apply

This tool can be used to apply for a permit, plan or license.



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Login to an existing or create a new account. You can also find help if you forgot your login information.



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CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020

TYPE OF AGENDA ITEM: Public Hearing

TO: City Council

THRU: Lance Johnson, City Manager

FROM: Louis Zunguze, Community Development Director
Kimberly Kopp, Land Use Attorney

DATE: February 25, 2020

SUBJECT: First reading of Ordinance 20-07-CN - Providing for abandonment of a meandering portion of Harbor Lane right-of-way

I. BACKGROUND: The applicant is requesting the vacation of a meandering portion (0.05 acres) from Harbor Lane public right-of-way for property access purposes.

Applicant: R. Timothy Krueger Revocable Trust

Name of Agent: Timothy Kreuger

Location: Contiguous with 604 Harbor Lane.

Size of Property: 0.05 acres

Parent Parcel ID

Number: 00-2S-22-2160-0008-0010

Legal Notice: Abutter notices were sent to all property owners within a 300' radius on February 19, 2020.

II. DISCUSSION: According to the Land Development Code (LDC), Section 8.01.00. D.2 the Local Planning Agency (LPA) shall provide a recommendation on the application to City Council. The LPA, in order to make a positive recommendation to City Council, must determine that the following four (4) requirements have been met. The City Attorney read the title of the ordinance

into the record. Engineering Staff explained to the LPA members the facts of the application based on the four criteria in Article 8, Section 8.01.00, Subsection (D) 2, of the Land Development Code (LDC).

After considering the public testimony and staff review, the LPA determined:

1. The requested vacation is consistent with the comprehensive plan.

The proposed vacation is a small parcel (2,001.4 sf) of land and will not impede/block public access to Joe's Bayou and does not conflict with the Comprehensive Plan. The requested area for vacation does not reduce water frontage to Joe's Bayou currently owned by the City per Policy 7-1.1.10: Improve Existing Access Points to Joe's Bayou. There are no current policies in Chapter 2 Transportation governing or prohibiting vacating a partial segment of right-of-way near the end of a roadway. The Right-of-Way (ROW) cannot be extended from its current end. If approved, the Future Land Use and Zoning of the surrounding area will apply to the new parcel.

2. The ROW does not provide the sole access to any property. Remaining access shall not be by easement.

Access is only to the adjoining property. No ingress and egress easement is required for any other property. The remaining ROW in the vacated area would be designated as two-way alley in this area to meet minimum code widths outlined in Article 8, Table 8-1.

3. The vacation would not jeopardize the current or future location of any utility.

All the utility agencies have submitted clearance letters identifying no significant impact as a result of this vacation however, several have requested easements.

4. The proposed vacation is not detrimental to the public interest.

Currently the proposed portion of right-of-way to be vacated, does not close public water access to Joe's Bayou and can be used for ingress and egress by the applicant and their guests. The question of placing barriers (fencing, shrubbery) within the vacated area may create security concerns for the remaining water access.

Okaloosa County Sheriff's Office: City staff had a meeting with Okaloosa County Sheriff's Office Captain Charlie Nix and Lieutenant Joseph Fulghum on February 11, 2020. Captain Nix had two observations for the end of Harbor

Lane. Putting up a fence or barrier including shrubbery could create a vision impediment and safety issue at night for the rest of the water access area, even a picket fence could create blind spots. This would make security patrols more cumbersome. The second observation was to have the City provide streetlights along the roadway and at the end of Harbor Lane for additional safety and to light up the area.

- A. Link to Strategic Goals / Objectives:
- B. Effect on Budget (EOB):
- C. Level of Service (LOS):

III. CONCLUSION: The LPA made a recommendation for approval of this request to vacate, abandon, discontinue and close a portion of the Harbor Lane right-of-way, strictly based on findings that the request satisfies all four (4) requirements identified in the Land Development Code, Section 8.01.00.D. On a roll call vote of 4-2, the motion passed. City Council has discretion to follow the LPA recommendation or provide a different determination.

IV. RECOMMENDED MOTION: I move that the City Council direct staff to install streetlights at the end of Harbor Lane and approve Ordinance 20-07-CN on first reading and schedule the item for second reading with the following conditions:

1. Putting up an opaque fence or barrier including shrubbery or anything that could create a vision impediment to the remaining right-of-way shall not be allowed.
2. Provide a unity of title to tie the two properties within 30 calendar days.
3. Vacation does not preclude obtaining permitting for any improvements as a result of the vacation.

OR

I move that the City Council deny the request for vacation of right-of-way, application VROW 20-01.

Attachments:

1. 20-07-CN Harbor Ln VROW Ord
2. 2019-12-10 Boundary Survey
3. VROW 20 01 Application complete

ORDINANCE NO. 20-07-CN

AN ORDINANCE OF THE CITY OF DESTIN, FLORIDA, PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR ABANDONMENT OF A MEANDERING PORTION OF HARBOR LANE RIGHT-OF-WAY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DESTIN, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY: The authority for enactment of this Ordinance is Section 3.10 of the City Charter and Section 166,021, Florida Statutes.

SECTION 2. FINDINGS OF FACT.

WHEREAS, In July, 1957, C.L. & Mattie M Kelly dedicated Harbor Lane for a public street by the plat dedication recorded in Plat Book 2, Page 165, in the Official Records of Okaloosa County;

WHEREAS, R. Timothy Krueger Revocable Trust has requested a portion of City right of way and

WHEREAS, The Right-of-Way requested to be vacated is not necessary to the traffic circulation within the City of Destin, nor does the City have, or reasonably expect to have in the future, any public use for the Right-of-Way portion requested for vacation;

WHEREAS, The vacation of this portion of the Right-of-Way is consistent with the Comprehensive Plan;

WHEREAS, The portion of the Right-of-Way requested to be vacated is within the area of the sole access to the property, access to the property from public right of way will not be diminished by the vacation of the requested portion;

WHEREAS, The vacation of the portion of Right-of-Way requested to be vacated would not jeopardize the current or future location of any utility.

WHEREAS, The requested vacation is not detrimental to the public interest;

SECTION 3. VACATION ABANDONMENT, DISCONTINUANCE AND CLOSURE OF RIGHT-OF-WAY.

Based upon the above findings of fact, the City's right-of-way interest and use in the following described property:

COMMENCING AT P.R.M. MARKING THE NORTHEAST CORNER OF LOT 8, SAFE HARBOR, AS RECORDED IN PLAT BOOK 4, PAGE 31, OKALOOSA COUNTY, FLORIDA, SAID POINT ALSO LYING ON THE SOUTH RIGHT OF WAY LINE OF HARBOR LANE WEST (60' PUBLIC R/W); PROCEED ALONG SAID SOUTH RIGHT OF WAY LINE S 80°58'00" W, A DISTANCE OF 64.57 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID SOUTH RIGHT OF WAY LINE S 80°58'00" W, A DISTANCE OF 63.52 FEET TO A POINT ON A CURVE CONCAVE SOUTHEASTERLY AND HAVING A RADIUS OF 23.53 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE ON THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 58 DEGREES 20 MINUTES 49 SECONDS, AN ARC DISTANCE OF 23.96 FEET, (CHORD BEARING AND DISTANCE = NORTH 34 DEGREES 13 MINUTES 16 SECONDS EAST, A DISTANCE OF 22.94 FEET), TO THE POINT OF

TANGENCY OF SAID CURVE; THENCE NORTH 63 DEGREES 23 MINUTES 40 SECONDS EAST, A DISTANCE OF 20.92 FEET; TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHERLY AND HAVING A RADIUS OF 114.24 FEET; THENCE ON THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 16 DEGREES 54 MINUTES 14 SECONDS, AN ARC DISTANCE OF 33.70 FEET, (CHORD BEARING AND DISTANCE = NORTH 71 DEGREES 50 MINUTES 47 SECONDS EAST, A DISTANCE OF 33.58 FEET), TO THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 80 DEGREES 17 MINUTES 54 SECONDS EAST, A DISTANCE OF 35.84 FEET; THENCE SOUTH 07 DEGREES 38 MINUTES 06 SECONDS EAST, A DISTANCE OF 14.77 FEET; THENCE S 80°58'00" W, A DISTANCE OF 26. 08; THENCE S 37°22'14" W, A DISTANCE OF 20.30 FEET TO THE POINT OF BEGINNING. ALL LYING AND BEING IN UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE 22 WEST, OKALOOSA COUNTY, FLORIDA CONTAINING 0.05 ACRES, 2,001.4 SQUARE FEET.

is hereby vacated, abandoned, discontinued and closed and the City of Destin hereby waives, releases, and abandons all its right, title, and interest and renounces and disclaims all rights and obligations of the City and the Public in and to said right-of-way.

SECTION 4. SEVERABILITY. Should any section or provision of this Ordinance, or any portion thereof, be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder, as a whole or any part hereof, other than the part declared to be invalid.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately upon approval by council and signature of the Mayor.

SO DONE THIS ____ DAY OF _____ 2020.

By: _____
Gary Jarvis, Mayor

ATTEST

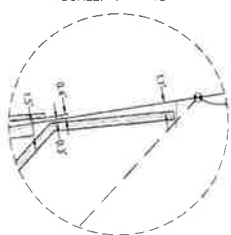
Rey Bailey, City Clerk

The form and content of the above Ordinance is hereby approved for legal sufficiency.

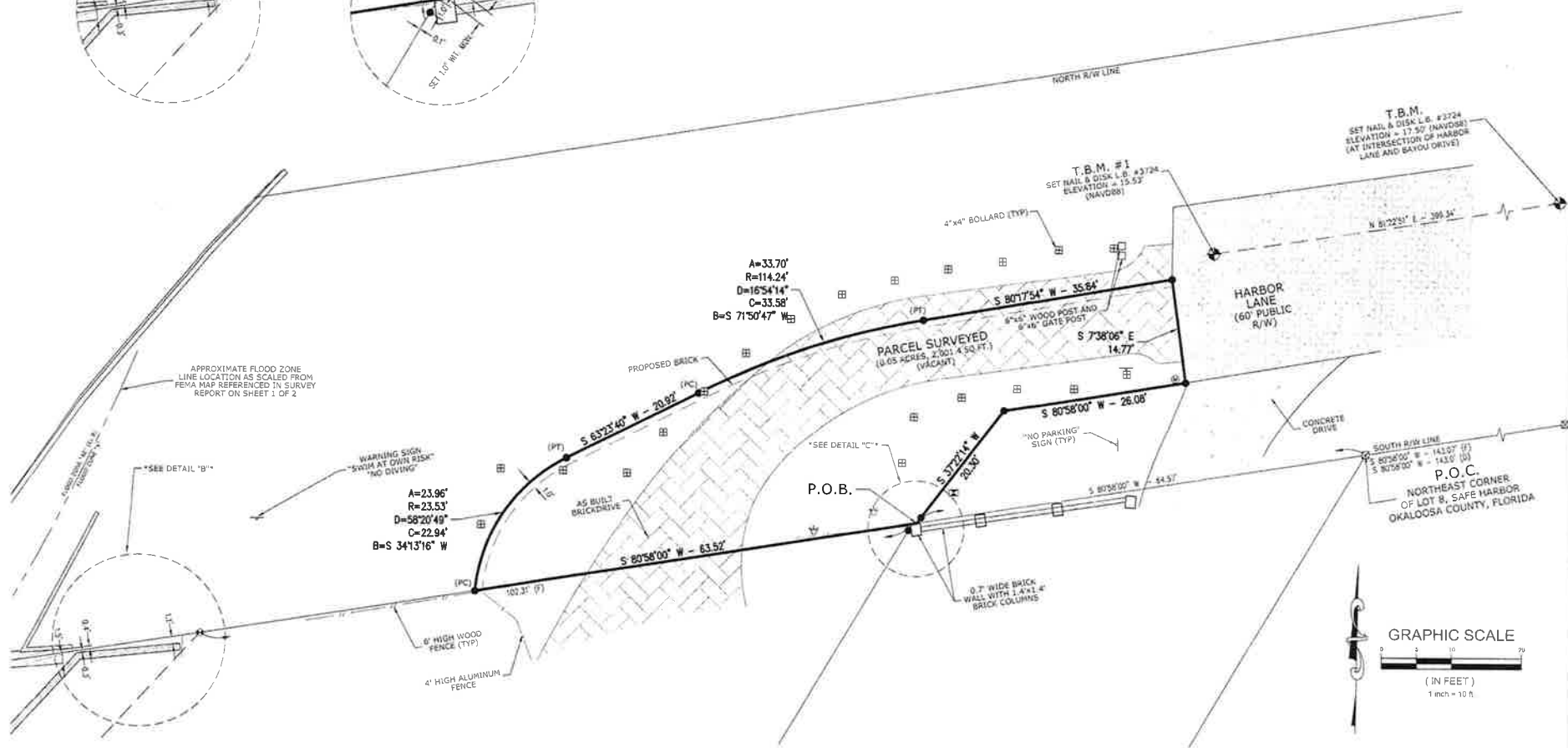
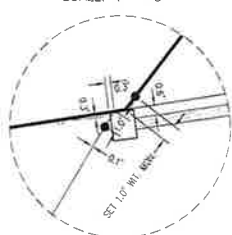
Kimberly Romano Kopp, City Land Use Attorney

BOUNDARY SURVEY

DETAIL "B"
SCALE: 1" = 10'



DETAIL "C"
SCALE: 1" = 5'



SHEET 2 OF 2

11-13-19	ADDED BRICK DRIVE - N.A.	
8-27-19	REVISED BOUNDARY - N.A.	
DATE	REVISION	BY

SEE SHEET 1 OF 2 FOR
SURVEY REPORT, LEGEND
AND CERTIFICATIONS

DARYL E.W. BURGIS FLORIDA LICENSED SURVEYOR & MAPPER #4980
EMERALD COAST ASSOCIATES, INC., L.B. # 3724

16-299B



www.eca-fl.com
327 COUNTY HIGHWAY 393 SOUTH
SANTA ROSA BEACH, FLORIDA 32459
PH: (850) 267-0473, FAX: (850) 267-0979
Emerald Coast Associates Inc.
Land Planning • Engineering • Surveying
Since 1979

SCALE: 1" = 10'	DWG. DATE: 11-13-19
DRAWN BY: J.T.H.	FIELD DATE: 11-8-19
PROJECT: 16-299	FIELD BOOK(S): 2177, PAGES 24-26 (MB) 2245, PAGES 59-60 (AB) 22256, PAGES 14-16 (RB)
ORDER: 19-1504	FOR: TIM KRUEGER
FILE: 16-299A080LT2.dwg	

BOUNDARY SURVEY OF A PORTION OF LAND IN
UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE
22 WEST, OKALOOSA COUNTY, FLORIDA.

FOR: TIM KRUEGER

BOUNDARY SURVEY

LEGEND:

No.	= NUMBER
#	= NUMBER
L.B.	= LICENSED BUSINESS
L.S.	= LICENSED SURVEYOR
P.S.M.	= PROFESSIONAL SURVEYOR AND MAPPER
ELEV.	= ELEVATION
O.R.	= OFFICIAL RECORDS
±	= MORE OR LESS
A	= ARC LENGTH
R	= RADIUS
D	= DELTA ANGLE
B	= CHORD BEARING
C	= CHORD LENGTH
(F)	= FIELD MEASUREMENT
(D)	= DESCRIPTION DATA
P.O.B.	= POINT OF BEGINNING
P.O.C.	= POINT OF COMMENCEMENT
R/W	= RIGHT OF WAY
F.E.M.A.	= FEDERAL EMERGENCY MANAGEMENT AGENCY
CORP.	= CORPORATION
(TYP.)	= TYPICAL
ID.	= IDENTIFICATION
INC.	= INCORPORATED
DWG	= DRAWING
N/A	= NOT APPLICABLE
NAVD 88	= NORTH AMERICAN VERTICAL DATUM 1988
+10.56	= SPOT ELEVATION AT "DOT"
-10-	= CONTOUR ELEVATION AT 1' INTERVALS
-	= DISTANCE NOT TO SCALE
●	= FOUND 1/2" CAPPED IRON ROD L.B. #3724 "WITNESS MONUMENT"
⊗	= FOUND 1/2" IRON ROD NO I.D.
⊕	= SET 1/2" CAPPED IRON ROD L.B. #3724 "WITNESS MONUMENT"
⊗	= FOUND 4" BY 4" CONCRETE MONUMENT NO I.D.
⊕	= WATER VALVE
⊗	= WATER METER
⊕	= SEWER CLEAN OUT
⊗	= WATER STUBOUT
⊕	= BENCHMARK
⊗	= MAILBOX
▨	= ASPHALT ROAD (HARBOR LANE)
▨	= WATER (JOE'S BAYOU)
▨	= WOOD WALK
▨	= BRICK PAVERS

SURVEY REPORT:

1. BEARINGS SHOWN HEREON ARE REFERENCED TO THE SOUTH R/W LINE OF HARBOR LANE, AS BEING S 80°58'00" W (PER DEED).
2. THIS PARCEL IS LOCATED IN FLOOD ZONE "X", NO BASE FLOOD ELEVATION REQUIRED AND IN FLOOD ZONE "AE" (EL. 8'), 6' BASE FLOOD ELEVATION REQUIRED, AS DETERMINED BY SCALE FROM F.E.M.A. MAP NUMBER 12091C0486 H. PANEL 486 OF 498, DATED DECEMBER 8, 2002, OKALOOSA COUNTY, FLORIDA.
3. NO ENVIRONMENTAL JURISDICTION LINES HAVE BEEN DETERMINED BY EMERALD COAST ASSOCIATES, INC.
4. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT ABSTRACT OF TITLE OR TITLE INSURANCE POLICY. NO SEARCH OF THE PUBLIC RECORDS WAS PERFORMED BY EMERALD COAST ASSOCIATES INC. NO CERTIFICATION IS GIVEN THAT EASEMENTS, UNDERGROUND ENCROACHMENTS OR OTHER MATTERS OF RECORD DO NOT EXIST.
5. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT SHOWN ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA.
6. APPARENT USES ARE AS SHOWN.
7. NO STRUCTURAL FOUNDATIONS BELOW THE SURFACE OF THE GROUND WERE LOCATED.
8. GRAPHIC SYMBOLISM OF CORNER MONUMENTATION, UTILITIES, SIGNS, ETCETERA, ARE EXAGGERATED FOR CLARITY AND ARE NOT TO SCALE. THE CENTER POINT OF WHICH IS ACCURATELY PLOTTED TO SCALE AND/OR DIMENSIONED THERE TO.
9. NO UNDERGROUND UTILITIES OR UTILITY LINES WERE LOCATED.
10. ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM 1988 (NAVD88).

DESCRIPTION: (AS WRITTEN)

COMMENCING AT P.R.M. MARKING THE NORTHEAST CORNER OF LOT 8, SAFE HARBOR, AS RECORDED IN PLAT BOOK 4, PAGE 31, OKALOOSA COUNTY, FLORIDA, SAID POINT ALSO LYING ON THE SOUTH RIGHT OF WAY LINE OF HARBOR LANE WEST (60' PUBLIC R/W); PROCEED ALONG SAID SOUTH RIGHT OF WAY LINE S 80°58'00" W, A DISTANCE OF 64.57 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID SOUTH RIGHT OF WAY LINE S 80°58'00" W, A DISTANCE OF 63.52 FEET TO A POINT ON A CURVE CONCAVE SOUTHEASTERLY AND HAVING A RADIUS OF 23.53 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE ON THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 58 DEGREES 20 MINUTES 49 SECONDS, AN ARC DISTANCE OF 23.96 FEET, (CHORD BEARING AND DISTANCE = NORTH 34 DEGREES 13 MINUTES 16 SECONDS EAST, A DISTANCE OF 22.94 FEET), TO THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 63 DEGREES 23 MINUTES 40 SECONDS EAST, A DISTANCE OF 20.92 FEET; TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHERLY AND HAVING A RADIUS OF 114.24 FEET; THENCE ON THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 16 DEGREES 54 MINUTES 14 SECONDS, AN ARC DISTANCE OF 33.70 FEET; (CHORD BEARING AND DISTANCE = NORTH 71 DEGREES 50 MINUTES 47 SECONDS EAST, A DISTANCE OF 33.58 FEET); TO THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 80 DEGREES 17 MINUTES 54 SECONDS EAST, A DISTANCE OF 35.84 FEET; THENCE SOUTH 07 DEGREES 38 MINUTES 06 SECONDS EAST, A DISTANCE OF 14.77 FEET; THENCE S 80°58'00" W, A DISTANCE OF 26.08; THENCE S 37°22'14" W, A DISTANCE OF 20.30 FEET TO THE POINT OF BEGINNING. ALL LYING AND BEING IN UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE 22 WEST, OKALOOSA COUNTY, FLORIDA. CONTAINING 0.05 ACRES, 2,001.4 SQUARE FEET.

SHEET 1 OF 2

11-13-19	ADDED BRICK DRIVE - W/L	
8-27-19	REVISED BOUNDARY - W/L	
DATE	REVISION	BY
THE SURVEY SHOWN HEREON, PREPARED IN ACCORDANCE WITH SECTION 172.022 FLORIDA STATUTES AND CHAPTER 53-17.051 AND 53-17.052, FLORIDA ADMINISTRATIVE CODE STANDARDS OF PRACTICE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND IS NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL BASED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.		
<i>Daryl E.W. Burgess</i> 11/13/2019		
DARYL E.W. BURGESS FLORIDA LICENSED SURVEYOR & MAPPER #4980		
EMERALD COAST ASSOCIATES, INC., L.B. # 3724		

16-299B

www.ecc-a11.com

327 COUNTY HIGHWAY 393 SOUTH
SANTA ROSA BEACH, FLORIDA 32459
PH: (850) 287-0473, FAX: (850) 287-0579

Emerald Coast Associates Inc.

Land Planning • Engineering • Surveying
Since 1979

SCALE: 1"= 10'	DWG. DATE: 11-13-19
DRAWN BY: J.T.H.	FIELD DATE: 11-8-19
PROJECT: 16-299	FIELD BOOK(S): 2177, PAGES 24-26 (MB) 2245, PAGES 59-60 (AB) 2256, PAGES 14-16 (RB)
ORDER: 19-1504	
FILE: 16-299ASBUILT.dwg	

BOUNDARY SURVEY OF A PORTION OF LAND IN
UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE
22 WEST, OKALOOSA COUNTY, FLORIDA.

FOR: TIM KRUEGER

RECEIVED

DEC 11 2019

BY:



City of Destin, Florida

PUBLIC SERVICES DEPARTMENT

4200 Indian Bayou Trail
Destin, Florida 32541
Phone (850)-837-4242
www.cityofdestin.com

RIGHT-OF-WAY VACATION APPLICATION

RVAC 20 - 01

A pre-application meeting is required prior to the submittal of a Right-of-Way Vacation Application. If the applicant has not had a pre-application meeting prior to submittal, the application will be found incomplete! Contact the Public Services Department to schedule a pre-application meeting at (850) 837-4242.

General Guidance for Applicant

This application must be completed (please type or legibly print) and resubmitted, with all requirements herein, to the Public Services Department, City Hall, City of Destin no later than the first Monday of the month preceding the month of the Hearing request. This application will be forwarded to the Local Planning Agency (LPA) for their recommendation, then to the City Council for action. The applicant will be advised of the date and time of the public hearing before the LPA and City Council. The applicant must appear at the public hearing or be represented by an authorized agent or attorney for the LPA and City Council to take action on the application. The application will be terminated or tabled for failure to appear at a scheduled public hearing, without first providing written notice to the Public Services Department. If you designate an agent or attorney to represent you in this application, you must submit a completed Agent Affidavit in a form approved by the City.

The applicant is fully responsible for researching and knowing any and all laws, which may be applicable and affect the outcome of the any decision on the application request. The City assumes no responsibility or liability relating to the failure to research and know all applicable laws including, but not limited to, state, federal and city laws, codes, land development regulations and comprehensive plan. The City strongly recommends that all applicants consider consulting an attorney regarding their application.

The applicant is encouraged to review, the rules and procedures used by the LPA and City Council at the public hearings.

Applications are processed once a month. Applications shall be submitted by the 1st Monday of the month to be processed for that month.

The Public Services Department shall determine if application is complete. **Incomplete applications shall not move forward in the process until a complete application is submitted.**

The Public Services Director shall write a completion letter to the applicant representative within 21 calendar days of submittal. The letter will report on the determination of the application completeness and advertising dates of the next available Local Planning Agency (LPA) meeting.

LPA hearings are scheduled for the first Thursday of each month at 5:30 p.m. in the Destin City Council Chambers unless otherwise notified. This step takes 30 to 45 days.

It is the responsibility of the applicant representative to attend the LPA meeting.

Public Services staff shall write a letter to the applicant representative to report on the LPA's determination of the application and the advertising dates of the next City Council meeting. This step also takes 45 to 60 days.

All City Council hearings are scheduled for the first or third Monday of each month at 6:00 p.m. in the Destin City Council Chambers unless otherwise notified.

NOTE: The entire process can take approximately 4 months (126 days) from start to finish, provided there are no delays.

The Applicant will be responsible for all expenses for advertising, mailing and cost recovery for outside consultants.

General Information Regarding Public Hearings

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearing. If photographs, documents, maps or other materials are provided to the Local Planning Agency (LPA) or City Council as evidence at the public hearing, you will need to leave those instruments with the Secretary. By law those instruments automatically become part of the public records and cannot be returned to you.

1. **APPLICANT:** R. Timothy Krueger, Trustee of the R. Timothy Krueger Revocable Trust dated January 17, 2000
(as shown on deed or Articles of Incorporation)

Applicant's Address: 604 Harbor Lane

City: Destin State: FL Zip Code: 32541

Home Phone number: 850-803-1500 Business Phone number: 850-269-7003

Fax number: 850-391-1735 Email: Tim_Krueger@ml.com

2. **FIRST OWNER (adjacent to proposed vacation):** R. Timothy Krueger, Trustee of the R. Timothy Krueger Revocable Trust dated Jan

Mailing Address: 604 Harbor Lane

City: Destin State: FL Zip Code: 32541

Work Phone Number: 850-269-7003 Home Phone Number: 850-803-1500

Fax Number: 850-391-1735

3. **SECOND OWNER (adjacent to proposed vacation):** _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone Number: _____ Home Phone Number: _____

Fax Number: _____

NOTE: The application must include all pertinent information (Name, address, phone numbers, etc...) for all owners of land affected by this application. If the space provided above is not sufficient to list all of the owners then, the additional information must be provided on a separate sheet(s).

4. **SPECIFIC LOCATION OF SUBJECT PROPERTY AFFECTED BY THIS APPLICATION:**

Township: 2S Range: 22 Tax Parcel I. D. #: 00-2S-22-2160-0008-0010

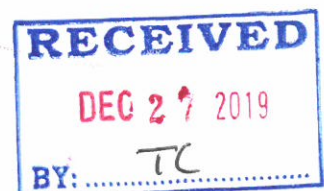
Lot: 8 Block: _____ Plat Book: 4 Page Number: 31

Subdivision Name: Safe Harbor

5. **SITE DETAILS:**

Total acreage of the right-of-way area to be vacated: .05

Name of right-of-way (street) to be vacated: Harbor Lane

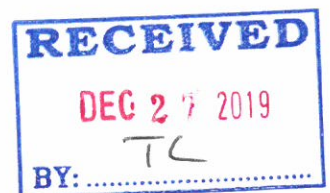


6. **APPLICANT'S REQUEST (Purpose of Vacation):** Partial vacation of right-of-way for
construction of a driveway for ingress and egress to the applicant's home.

7. **THE FOLLOWING ITEMS ARE REQUIRED TO COMPLETE THE APPLICATION AND MUST BE ATTACHED:**

- ✓ 1. **Completed Application** - The applicant must fill out all applicable areas of the application. The application must be submitted to the Public Services Department. The department is located in City Hall, which is located at 4200 Indian Bayou Trail, Destin.
- FROM PREVIOUS REQUEST N/A 2. **Proof of Ownership** - The affidavit of ownership must be executed, notarized, and submitted. A letter of authorization is required if the applicant is other than the owner.
- ✓ 3. **Agent Affidavit / Special Power of Attorney** (if applicable) - If the applicant is other than the owner of the property under consideration for review.
- ✓ 4. **Boundary Survey** (if applicable) - A Boundary Survey is required where a metes and bounds legal description is necessary to vacate a right-of-way. The Public Services Director requires the Boundary Survey; the Survey shall be certified to the City and shall indicate that the City of Destin owns the right-of-way. The survey must also indicate the location of the street in question, the surrounding parcels that will be affected by said street vacation (e. g. parcels abutting the portion of the street requested to be vacated; parcels using the portion of the street that is vacated for ingress and egress), any and all easements of record located on the portion of the right-of-way requested to be vacated (utility, drainage, electric, etc...) and a **complete legal description** of the portion or entire section of the street to be vacated.
- FROM PREVIOUS REQUEST N/A 5. **Ownership and Encumbrance Report with all Attachments** - The Ownership and Encumbrance Report must indicate the portion of the right-of-way that is to be vacated and must be certified by an established Title Company. The Ownership and Encumbrance Report must indicate that the City of Destin owns or holds dedication to the right-of-way.
- FROM PREVIOUS REQUEST N/A 6. **List of Abutting Property Owners** - The abutting property list affidavit must be executed by a representative of the Okaloosa County Property Appraiser's Office, notarized, and submitted. A list of abutting property owners of record within three hundred (300) feet of the subject property may be obtained at:

OKALOOSA COUNTY PROPERTY APPRAISER'S OFFICE
MAPPING DEPARTMENT
151 NE EGLIN PKWY SUITE D
FORT WALTON BEACH, FLORIDA 32548
(850)-651-7240



FROM PREVIOUS
REQUEST WITH
UPDATES

7. **Approval Letters** - Letters from the following officials approving, stating no objection, or recommending denial for a reason:

- ☒ A. Destin Fire Control District
- ☒ B. Destin Water Users, Inc.
- ☒ C. Gulf Power
- ☒ D. Century Link (Embarq) (Sprint)
- ☒ E. AT&T
- ☒ F. Wind Stream (New South Communications)
- ☒ G. Cox Communications
- ☒ H. Okaloosa Gas
- ☒ I. City of Destin Community Development Department
- ☒ J. City of Destin Public Works Department
- ☒ K. City of Destin Recreation Department
- ☐ L. Okaloosa County Property Appraiser – Certificate of Projected Property Value if the property will be placed back onto the tax rolls.
- ☐ M. Okaloosa Public Works Department – If part of or abutting a County property.
- ☐ N. South Walton Utility

- ☒ 8. **Fee*** - \$515.00, Application Fee. Check should be payable to: "City of Destin" and submitted to the Public Services Department.

NOTE: This application must be filled out completely and must be signed by the owner or his designated agent. If the applicant is different than the owner of the subject property, then an agent affidavit is required from the owner of the property that is requesting the vacation. The agent affidavit must be completely filled out and submitted with this application. If the property is in multiple-ownership, then all of the owners or their designated agent(s) must sign this application. All owners of property that will be affected by this application must either sign this application or fill out an agent affidavit.

I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.

SIGNATURE: [Signature] DATE: 27 Dec 9

PRINTED NAME: William L. Kildred

TITLE: POA

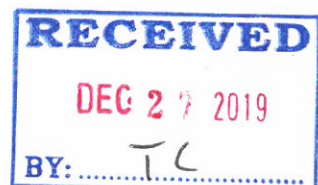
EXTRA OWNER SIGNATURE BLOCKS (to be completed if necessary):

OWNER'S SIGNATURE: _____ DATE: _____

OWNER'S PRINTED NAME: _____

OWNER'S SIGNATURE: _____ DATE: _____

OWNER'S PRINTED NAME: _____



OWNER AFFIDAVIT

STATE OF FLORIDA
COUNTY OF OKALOOSA

I, R. TIMOTHY KRUEGER am presently the owner of the property located at
604 HARBOR LANE, DESTIN, FL, do attest and affirm, to the best of my
 ability, that the attached application is accurate.

Signed name of owner

R. TIMOTHY KRUEGER, Trustee of the R.
Printed name of owner Timothy Krueger Revocable
Trust dated January 17, 20

Witnessed by:

Signed name

Simona Ondrejková
Printed name

Signed name

Lindsey J Peters
Printed name

STATE OF FLORIDA
COUNTY OF OKALOOSA

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to (or affirmed) and subscribed before me, who did take an oath this 11th day of APRIL, 2018, by R. TIMOTHY KRUEGER
(name of person making statement) 



Signature of Notary - State of Florida

Printed Name of Notary or Notary Seal

JULIA ANNE KEARNS

Personally known ✓ OR Produced Identification _____

Type of Identification Produced

Prepared By and Return To:
Burke Law and Title, LLC
6346 W. County Highway 30-A
Santa Rosa Beach, FL 32459

Order No.: 16-055

Property Appraiser's Parcel I.D. (folio) Number:
00-2S-22-2160-0008-0010

WARRANTY DEED

THIS WARRANTY DEED dated May 12, 2016, by Deanna N. Allan, a single person, whose post office address is 2132 Mountain View Drive, Birmingham, Alabama 35216 (the "Grantor"), to R. Timothy Krueger, Trustee of the R. Timothy Krueger Revocable Trust dated January 17, 2000, whose post office address is 34990 Emerald Coast Pkwy #400, Destin, Florida, 32541 (the "Grantee").

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the grantor, for and in consideration of the sum of Four Hundred Seventy-Five Thousand And No/100 Dollars (\$475,000.00) and other valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys, and confirms unto the grantee, all the certain land situated in County of Okaloosa, State of Florida, viz:

Commencing at PRM marking the Northeast corner of Lot 8, SAFE HARBOR, as recorded in Plat Book 4, Page 31, Okaloosa County, Florida; proceed S 80°58'W, 65.27 feet along Safe Harbor Lane to the POINT OF BEGINNING; thence S 30°58'W, 190.0 feet; thence N 61°57'W, 138.0 feet to a point marking Joe's Bayou; thence meander said Bayou N 48°17.9'E, 115.49 feet; thence N 80°58'E, 135.0 feet to the POINT OF BEGINNING.

SAID PROPERTY IS NOT THE HOMESTEAD PROPERTY OF THE GRANTOR(S) UNDER THE LAWS AND CONSTITUTION OF THE STATE OF FLORIDA IN THAT NEITHER GRANTOR(S) NOR ANY MEMBER OF THE HOUSEHOLD OF GRANTOR(S) RESIDE THEREON.

Subject to easements, restrictions, reservations and limitations of record, if any.

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining.

TO HAVE AND TO HOLD the same in FEE SIMPLE forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to: DECEMBER 31, 2015.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day and year first above written.

Deanna N. Allan
Deanna N. Allan

Grantor Address:
2132 Mountain View Drive
Birmingham, AL 35216

Signed, sealed and delivered in presence of:

[Signature]
Witness Signature

S. WILSON HOLDER, JR.
Printed Name of First Witness

[Signature]
Witness Signature

Stewart Reed
Printed Name of Second Witness

STATE OF ALABAMA

County OF Jefferson

The foregoing instrument was acknowledged before me this 12th day of May, 2016, by Deanna N. Allan, who (X) is personally known to me or (X) has produced the following as identification ADL.

Michael H. Bunker
Notary Public

My Commission Expires: 9/25/18



R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT

I, **R. TIMOTHY KRUEGER** (266-37-7174), of 4077 Indian Bayou N., Destin, Florida, hereby declare myself trustee of the property identified in the attached Schedule of Property. I have also caused or will cause the death benefits under the insurance policies on my life and the retirement accounts identified in the attached Schedule of Insurance and Retirement Accounts to be made payable to the trustee. The trust property so identified, all rights as beneficiary of those policies and accounts, the proceeds of those policies and accounts when received, any property added to the trust in accordance with the provisions of this instrument, and all investments and reinvestments thereof ("trust principal") shall be held upon the following terms:

ARTICLE ONE

NAME

This instrument, as from time to time amended, may be designated the "R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT" and the initial trust hereby evidenced, as from time to time amended, may be designated the "R. TIMOTHY KRUEGER REVOCABLE TRUST".

ARTICLE TWO

LIFE-TIME DISTRIBUTIONS

Commencing as of the date of this instrument and during my life, the trustee shall administer the trust principal and any net income thereof as follows:

2.1. The trustee shall distribute to me or my spouse, or apply for my or my spouse's benefit, such amounts of net income and principal, even to the extent of exhausting principal, as the trustee believes desirable from time to time for the health, maintenance and support of MARLENE M. KRUEGER ("my spouse") and me, considering all circumstances and factors deemed pertinent by the trustee. Any undistributed net income shall be accumulated and added to principal, as from time to time determined by the trustee.

2.2. In addition, the trustee shall distribute to me or others such amounts of net income and principal as I, being not disabled as determined under Paragraph 2.3 below, may from time to time direct in writing.



5.5. If at any time after my death the trustee shall determine that the trust is of a size that is no longer economical to administer, the trustee, without further responsibility, may (but need not) distribute the trust to my spouse, if then living, or if my spouse is not then living, to those persons named in paragraph 4.6. above.

5.6. The Trustee shall be entitled to reasonable compensation according to the laws of Florida. The compensation of a corporate or professional trustee shall be in accordance with its schedule of fees as in effect at the time the services are rendered. Such compensation may be charged to principal or to income or partly to each in the discretion of the trustee. In the event my estate is not subject to probate and no personal representative is appointed, the trustee shall prepare and file, or cause to be prepared and filed, the federal estate tax return and such other returns as may be necessary. For any such extraordinary services, the trustee shall receive additional compensation.

5.7. The powers and duties of the Trustee hereunder and all questions of interpretation of this agreement shall be governed by the laws of the State of Florida. It is the Grantor's intent that, to the full extent permitted by law, the trusts created herein shall be administered free from supervision and jurisdiction of any court.

ARTICLE SIX

~~TRUSTEE POWERS~~

Trustee and successor Trustees shall be governed by the provisions of §737.402 and Chapter 738, Florida Statutes, not in conflict with this instrument, and shall have all additional powers and responsibilities granted and imposed by statute to Trustee at the time of application that are not in conflict with this instrument. In addition, without limiting any common law or statutory authority and without the need to apply to any court, Trustees shall have the following powers and responsibilities:

6.1. To acquire, retain, improve, manage, protect, invest, reinvest, exchange, lease, sell or option to sell, borrow, mortgage, pledge, transfer, and convey trust property, real or personal (including without limitation stocks, bonds, obligations, mortgages, and other securities, and interest in them), on any terms that Trustee deems advisable, even for terms beyond the expected duration of this trust; to open, maintain, and operate a brokerage account (including a margin



Witnesses:

Kandyt Hunt
Elizabeth Ward

R. TIMOTHY KRUEGER

ATTESTATION CLAUSE

On the above date, R. TIMOTHY KRUEGER, known to us to be the person whose signature appears at the end of this Trust Agreement, declared to us, the undersigned, that the foregoing instrument, consisting of twenty-three (23) pages, including the pages on which we have signed as witnesses, was his Trust Agreement. He then signed the Trust Agreement in our presence, and at his request, in his presence and the presence of each other, we now sign our names as witnesses.

Kandyt Hunt residing at 1119 Rhonda Drive
Niceville, FL 32578

Elizabeth Ward residing at 5698 Old Bethel Road
Crestview, FL 32536

STATE OF FLORIDA

COUNTY OF OKALOOSA

We, R. TIMOTHY KRUEGER, Kandy T. Hunt, and Elizabeth Ward,
the Grantor and witnesses, respectively, whose names are signed to the attached instrument,

R. TIMOTHY KRUEGER

having been sworn, declare to the undersigned officer that R. TIMOTHY KRUEGER, in the presence of these witnesses, signed the instrument as his R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT, and that each of the witnesses, in the presence of R. TIMOTHY KRUEGER and in the presence of each other, signed this Trust Agreement as a witness.

Kandy T. Hunt

Elizabeth Ward

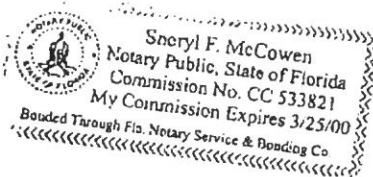
R. TIMOTHY KRUEGER

The foregoing instrument, known as the R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT, was sworn to and subscribed before me this 17th day of January, 2000, by R. TIMOTHY KRUEGER, the Grantor, who produced FL DL #K626-738-58-054-0 as identification, and by Kandy T. Hunt and Elizabeth Ward, the witnesses, who are personally known to me.

Sheryl F. McCowen

Notary Public

My commission expires:



Mc

SCHEDULE OF PROPERTY

This schedule is attached to and forms a part of that certain trust agreement executed by R. TIMOTHY KRUEGER and known as the R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT, and identifies the initial trust property held subject to the trust thereunder.

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. Grantor's interest in all other property, real and personal, tangible and intangible.

[REDACTED]

This schedule is attached to and forms a part of that certain trust agreement executed by R. TIMOTHY KRUEGER and known as the R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT, and identifies the initial accounts made payable to the trustee of the trust thereunder.

1. [REDACTED]

[REDACTED]

This schedule is attached to and forms a part of that certain trust agreement executed by R. TIMOTHY KRUEGER and known as the R. TIMOTHY KRUEGER REVOCABLE TRUST AGREEMENT, and identifies the initial insurance policies and retirement accounts made payable to the trustee of the trust thereunder.

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

**AGENT AFFIDAVIT
SPECIAL POWER OF ATTORNEY**

KNOWN ALL MEN BY THESE PRESENTS, THAT I, R Timothy Krueger am presently the owner and/or leaseholder at 604 HADRON LN DESTIN FL and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint William L Ketchard whose address is 1241 Airport Rd SE Ft Dalton, County of Okaloosa, State of Florida, my Attorney-in-Fact to act as follows, GIVING AND GRANTING unto said attorney full power to act as my agent in any and all matters pertaining to right of way vacation application

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary acts in the execution of the aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on me and my heirs, legal and personal representative, and assigns.

PROVIDED, however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact".

Signed name of owner

R Timothy Krueger
Printed name of owner

Witnessed by:

D Powell

Signed name

David L Powell

Printed name

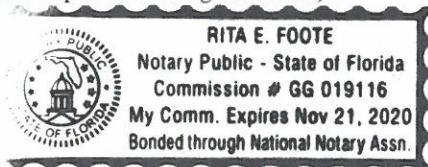
Signed name

Printed name

STATE OF FLORIDA
COUNTY OF OKALOOSA

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to (or affirmed) and subscribed before me, who did take an oath this 10th day of December, 20 19, by Roger T. Krueger, who did take an oath.
(name of person making statement)

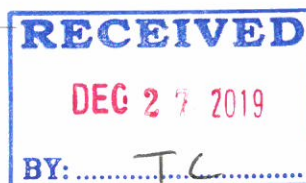


Rita E. Foote
Signature of Notary - State of Florida

Printed Name of Notary or Notary Seal

Personally known _____ OR Produced Identification _____

Type of Identification Produced FDL





CITY OF DESTIN CHECKLIST H – RIGHT-OF-WAY VACATION REQUIREMENTS

This checklist should be followed when reviewing Right-of-Way Vacation Applications distributed to the Community Development Department, Planning Division, by the Department of Public Works for formal comment.

RIGHT OF WAY VACATION REVIEW PROCESS (*Article 8, Section 8.01.00., Land Development Code*).

I. _____ Receive complete Right of Way Vacation application from the Public Works Department for review and comment.

II. _____ All right of way vacation applications submitted for Community Development Department Planning Division review shall include the following information:

A. CONTACT INFORMATION

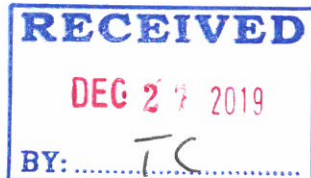
1. ☒ Name of Property Owner
2. ☒ Property Owner Contact Information (including mailing address, telephone number, and e-mail address)
3. _____ Name of Authorized Agent (if applicable)
4. ☒ Authorized Agent Contact Information

B. PARENT PARCEL INFORMATION

1. ☒ Address of Property
2. ☒ Parcel ID Number(s) of Property
3. _____ Deed or Proof of Ownership/Power of Attorney (if applicable)
4. _____ Acreage of Property
 - a. ☒ Recent Survey of Property
 - b. _____ Aerial Photograph of Property
 - c. _____ Map or Graphic that Indicates the Combined Parent Parcel and ROW Area
5. _____ Current Zoning District (if no zoning designation, rezoning request required)
6. ☒ Current Use of ROW Area
7. ☒ Proposed Use of ROW Area (is this use compatible with the adjacent parent parcel)

C. RIGHT-OF-WAY AREA

1. ☒ Survey of ROW Area
2. _____ Acreage or Square Footage of Area to be Vacated
3. ☒ Recent Plat or Survey of Property of Existing ROW Area
4. _____ Aerial Photograph of Property Indicating ROW Area
5. _____ Locations of all accessways
6. _____ List of Abutting/Adjacent Property Owners
7. _____ Graphic Including all Parcels Abutting the ROW Area



8. _____ Documentation of Any Easements of Record Located on the ROW Area
9. NO Is the ROW Area located on Scenic 98? (Special referendum required, per Ordinance 274 and City Council Resolution No. 95-15 required)

D. COORDINATION WITH PUBLIC WORKS DEPARTMENT - LOCAL PLANNING AGENCY (LPA) MEETING

1. _____ Fee Paid to Public Works Department (\$515)
2. _____ Proof of Mailing (abutter letters)
3. _____ Proof of Signage Posting (photographs of site)
4. _____ Staff Report for LPA Committee (prepared by Public Works Department)

E. DOCUMENTATION FOR BUILDING DIVISION FILES

1. _____ Copy of Signed Ordinance from City Clerk's office
2. _____ Recorded Copy of Parcel Unification & Proof from Okaloosa County Property Appraiser's Office that Unification of Parent Parcel and ROW Area occurred after City Council Approval.

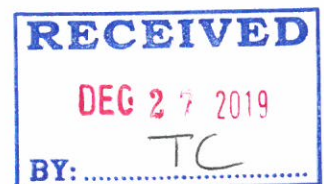


EXHIBIT A

COMMENCING AT P.R.M. MARKING THE NORTHEAST CORNER OF LOT 8, SAFE HARBOR, AS RECORDED IN PLAT BOOK 4, PAGE 31, OKALOOSA COUNTY, FLORIDA, SAID POINT ALSO LYING ON THE SOUTH RIGHT OF WAY LINE OF HARBOR LANE WEST (60' PUBLIC R/W); PROCEED ALONG SAID SOUTH RIGHT OF WAY LINE S 80°58'00" W, A DISTANCE OF 64.57 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID SOUTH RIGHT OF WAY LINE S 80°58'00" W, A DISTANCE OF 63.52 FEET TO A POINT ON A CURVE CONCAVE SOUTHEASTERLY AND HAVING A RADIUS OF 23.53 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE ON THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 58 DEGREES 20 MINUTES 49 SECONDS, AN ARC DISTANCE OF 23.96 FEET, (CHORD BEARING AND DISTANCE = NORTH 34 DEGREES 13 MINUTES 16 SECONDS EAST, A DISTANCE OF 22.94 FEET), TO THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 63 DEGREES 23 MINUTES 40 SECONDS EAST, A DISTANCE OF 20.92 FEET; TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHERLY AND HAVING A RADIUS OF 114.24 FEET; THENCE ON THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 16 DEGREES 54 MINUTES 14 SECONDS, AN ARC DISTANCE OF 33.70 FEET, (CHORD BEARING AND DISTANCE = NORTH 71 DEGREES 50 MINUTES 47 SECONDS EAST, A DISTANCE OF 33.58 FEET), TO THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 80 DEGREES 17 MINUTES 54 SECONDS EAST, A DISTANCE OF 35.84 FEET; THENCE SOUTH 07 DEGREES 38 MINUTES 06 SECONDS EAST, A DISTANCE OF 14.77 FEET; THENCE S 80°58'00" W, A DISTANCE OF 26.08; THENCE S 37°22'14" W, A DISTANCE OF 20.30 FEET TO THE POINT OF BEGINNING. ALL LYING AND BEING IN UN-SECTIONALIZED TOWNSHIP 2 SOUTH, RANGE 22 WEST, OKALOOSA COUNTY, FLORIDA CONTAINING 0.05 ACRES, 2,001.4 SQUARE FEET.

Ownership and Encumbrance Report

First American Issuing Office:

First American Title Insurance Company
101 Hart St
Niceville, FL 32578

Customer Reference Number:

First American File Number: 1054-3968457

Prepared For:

Fleet & Smith Law, P.A.
1283 Eglin Parkway, Suite A
Shalimar, FL 32579

Legal Description:

Commencing at P.R.M. marking the Northeast corner of Lot 8, SAFE HARBOR, as recorded in Plat Book 4, Page 31, Okaloosa County, Florida, said point also lying on the South right of way line of Harbor Lane West (60' public r/w); proceed along said South right of way line S 80°58'00" W, a distance of 64.57 feet to the point of beginning; thence continue along said South right of way line S 80°58'00" W, a distance of 111.74 feet; thence departing said South right of way line go N 30°56'15" E, a distance of 26.59 feet; thence S 59°03'45" E, a distance of 13.23 feet to a point of curvature of a curve concave to the North having a radius of 13.00 feet, an arc length of 21.35 feet and a central angle of 94°04'48" (chord bearing = N 73°53'51" E, chord distance = 19.03 feet) to a point of tangency of said curve; thence go N 26°51'27" E, a distance of 14.42 feet to a point of curvature of a curve concave to the Southeast having a radius of 22.00 feet, an arc length of 20.78 feet and a central angle of 54°06'42" (chord bearing = N 53°54'48" E, chord distance = 20.01 feet) to a point of tangency of said curve; thence N 80°58'09" E, a distance of 49.94 feet; thence S 00°06'10" E, a distance of 7.33 feet; thence S 07°38'06" E, a distance of 13.77 feet; thence S 80°58'00" W, a distance of 26.08; thence S 37°22'14" W, a distance of 20.30 feet to the point of beginning. All lying and being in un-sectionalized Township 2 South, Range 22 West, Okaloosa County, Florida.

1. Grantee(s) In Last Deed of Record:

Destin Realty Company, a Florida corporation (Deed Book 31, Page 21)

2. Encumbrances/Matters Affecting Title (Includes only mortgages, liens and claims of lien (if not specifically affecting other property only), judgments (certified only), federal tax liens, bankruptcy petitions, death certificates, court orders and decrees, divorce decrees, property settlement agreements, tax warrants, incompetency proceedings and probate proceedings which may affect the title to the property described above (attach an exhibit, if necessary)):

() Exhibit Attached (X) Exhibit Not Attached.

Type of Instrument

Plat of Joe's Bayou

O.R. Book

PB 1

Page

19 1/2

Copies of the encumbrances/matters affecting title (X) are () are not included with this report.

Customer Reference Number:
First American File Number: 1054-3968457

Certificate

"This Report" is a search limited to the Official Records Books as defined in Sections 28.001(1) and 28.222, Florida Statutes, from March 21, 1937 to March 21, 2017 at 8:00 a.m.. The foregoing Report accurately reflects matters recorded and indexed in the Official Records Books of Okaloosa County, Florida, affecting title to the property described therein. This report is not an opinion of title, title insurance policy, warranty of title, or any other assurance as to the status of title and shall not be used for the purpose of issuing title insurance. Pursuant to s. 627.7843, Florida Statutes, the maximum liability of the issuer of this property information report for errors or omissions in this property information report is limited to the amount paid for this property information report, and is further limited to the person(s) expressly identified in the property information report as the recipients of the property information report.

First American Title Insurance Company

A handwritten signature in black ink, appearing to read "Michael Abbey", is written over the printed name.

Michael Abbey, as SVP, Division Region Manager

Dated: 03/22/2018

DB 31-21

and Lawrence A. Fleming, her husband, to me known to be the persons described in and who executed the foregoing conveyance to United States of America, and severally acknowledged the execution thereof to be their free act and deed for the uses and purposes therein mentioned.

And I further certify that the said Etta Fleming, known to me to be the wife of the said Lawrence A. Fleming, on a separate and private examination taken and made by and before me, separately and apart from her said husband, did acknowledge that she made herself party to the said deed of conveyance, and executed the same for the purpose of renouncing, relinquishing and conveying all her right, title, and interest, whether of dower, homestead, or of separate property, statutory or equitable, in and to the lands therein described, and that she executed said deed freely and voluntarily, and without compulsion, constraint, apprehension, or fear of or from her said husband.

Witness my hand and official seal the day and year last aforesaid.

Woodrow M. Melvin

Notary Public.

My Comm. Exp. Oct. 17, 1939.

(N.P. SEAL)

Filed, recorded and verified this the 17th day of August, A.D. 1937.

Mallory B. Barrow, Clerk Circuit Court.

BY Mary Waid
Deputy Clerk

10¢ Fla. Doc. Stamp

WARRANTY DEED - STATUTORY.

THIS INDENTURE, Made this 31st day of July, A.D. 1937 between Vernon Land and Timber Company, a corporation under the laws of the State of Florida, with its principal office in the Town of Vernon, Washington County, State of Florida, party of the first part, and Destin Realty Company a corporation under the laws of the State of Florida, with its principal office in the Town of Destin, Okaloosa County, State of Florida, party of the second part

WITNESSETH: That the said party of the first part, for and in consideration of the sum of Five Dollars and other valuable consideration, to it in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said party of the second part, its successors and assigns forever, the following described land, situate, lying and being in the County of Okaloosa, State of Florida, to-wit:

That tract or parcel of land beginning at a point in the center of that concrete monument situated at the extreme eastern corner of lot No. 21 of the Moreno Point Military Reservation Survey of lots made by the United States Government at Destin, in Okaloosa County, State of Florida, said point being in the western shore line of Joe's Bayou, thence run south along the eastern boundary of Calhoun's Subdivision of Moody Lands, plat of which is on file in the public records of said County, to a point one fourth of a mile north of the north boundary line of the right of way of State Road No. 115, a distance of 6357 feet more or less, thence along the north boundary line of the Wilkinson tract of land formerly owned by Vernon Land & Timber Company in an easterly direction parallel with the said north boundary line of said road right of way for a distance of one mile, thence north and parallel with the eastern boundary line of Calhoun's Subdivision above mentioned to the shore line of Choctawhatchee Bay, thence in a general westerly direction along the shore line of Choctawhatchee Bay and Joe's Bayou to the said point of beginning.

It is expressly understood and agreed by and between the parties hereto that all merchantable timber of every kind now upon said described land is hereby reserved by the

AG556

by the said party of the first part and excepted from the operation of this deed of conveyance together with the right of ingress, egress and regress to, from and over said described land for the purposes of turpentineing said timber and cutting and removing the same for a period of 8 years from this date, and that this reservation and exception shall be a covenant running with the said land and binding on the parties hereto and all subsequent parties.

And the said party of the first part does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In witness whereof, the said party of the first part has caused this instrument to be executed on its behalf by its proper corporate officials thereunto duly authorized, and its corporate seal to be hereunto affixed, on this the date first above written.

(Corporate Seal)

VERNON LAND & TIMBER COMPANY

BY- J.R. Moody

President

ATTEST: Corine M. Moody
Secretary.

Signed, sealed and
delivered in the presence of:
J.D. Sharon
Cecil A. Rountree

STATE OF FLORIDA
COUNTY OF WASHINGTON

I, the undersigned authority, duly authorized to take acknowledgment of instruments for record, do hereby certify that on this day personally appeared before me, J.R. Moody and Mrs. Corine M. Moody, to me well known as the President and Secretary, respectively, of Vernon Land & Timber Company, the grantor in the foregoing deed, and acknowledged to and before me that they executed the said deed as such President and Secretary, respectively, freely and voluntarily for the purposes therein expressed, as and for the act and deed of and with authority from the said Corporation, and that the corporate seal of said Vernon Land & Timber Company, the said corporation, was by them affixed to the said deed with like authority and for like purpose.

In Witness Whereof, I have hereunto set my hand and affixed my official seal of office on this 31st day of July, A.D. 1937

Cecil A. Mountree

Notary Public, State of Florida

My Commission expires Mar. 18, 1938.

(N.P. SEAL)

Filed, recorded and verified this the 18th day of August, A.D. 1937

Mallory B. Barrow, Clerk Circuit Court

BY

Mallory B. Barrow
Deputy Clerk

It's BAYOU ADDITION

To

COWN OF DESTIN
OSA COUNTY, FLORIDA



RMAN, C.E. BAGDAD, FLORIDA

JUNE 1, 1939

**INEER'S
CERTIFICATE**

certifies that he has caused this plat to be made, representation of the land hereon described, that "red and staked as indicated, that permanent reference (P.R.M.) have been placed as required by Plat Act means feet.

Chilversman C.E.
FLORIDA REGISTERED SURVEYOR

67-1089

DEDICATION

961)

KNOW ALL MEN BY THESE PRESENTS: That Destin Realty Company, a Florida corporation, owner of the lands hereon subdivided, hereby dedicates to the public the streets, roads and parks as designated on this said plat and also Main Street, Bayou Drive and Street, each 100 feet wide and the 60 ft. wide Cobb Bunt Drive designated hereon, reserving to itself, its successors and assigns all rights of reversion should said streets, roads or parks be vacated by the public, in accordance with law.

IN WITNESS WHEREOF, said corporation has hereto set its hand and seal on this the 26 day of June, 1939,

Signed, sealed and
delivered in the
presence of:

Tom Henderson
T.C. Winter

DESTIN REALTY COMPANY

Dr. Tyler Caldwell

ATTEST: *[Signature]* CLERK

~~SECRETARY~~

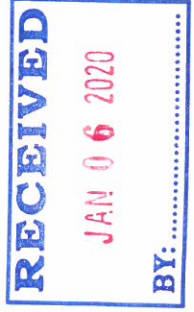
STATE OF FLORIDA
COUNTY OF OKALOOSA

Before the subscriber personally appeared Tyler Calhoun and _____ Kelly, well known to me to be the respective president and secretary of the Destin Realty Company, a Florida corporation, and the individuals so described in and who so executed the foregoing dedication and they acknowledged that they as such officers and being thereunto duly authorized executed the same for the uses and purposes therein set forth.

Given under my hand and seal on this the 26th day of June 1892.

JOE'S Bayou

ParcelId	OwnerName	OwnerAddress1	OwnerAddress2	OwnerCityStZip
00-2S-22-1320-0014-0000	PEALE JOHN & F J (LIFE ESTATE)	759 BAYOU DR		DESTIN, FL 32541-1846
00-2S-22-2160-0008-0000	TANAKA PAUL K JR ET AL	5101 OLD PIKE TRCE		PIKE ROAD, AL 36064-2606
00-2S-22-2160-0005-0000	ANDERSON HELEN B (LIFE ESTATE)	745 BAYOU DR		DESTIN, FL 32541-1802
00-2S-22-2160-0006-0000	MILONSKI WINSTON M	(LIFE ESTATE)	610 HARBOR LANE	DESTIN, FL 32541-1835
00-2S-22-2160-0007-0000	GIFFORD GREGG & HARRIET	608 HARBOR LN		DESTIN, FL 32541-0000
00-2S-22-1320-0015-0000	HARMUTH HENNING & ANN SPRAGINS	(LIFE ESTATE)	757 BAYOU DR	DESTIN, FL 32541-0000
00-2S-22-1320-0016-0000	ODOM JAY A (LIFE ESTATE)	PO BOX 1735		DESTIN, FL 32540-1735
00-2S-22-2160-0008-0010	KRUEGER R TIMOTHY (LIFE EST)	34990 EMERALD COAST PKWY #400		DESTIN, FL 32541



302 N. Wilson St. Suite 201
Crestview, FL 32536
(850) 689-5900
Fax: (850) 689-5906



Mack Busbee
Okaloosa County Property Appraiser

Please Reply To:
1250 Eglin Pkwy N. Suite 201
Shalimar, FL 32579-1296
(850) 651-7240
Fax: (850) 651-7244
WebSite: www.okaloosapa.com

Fri Mar 23 2018

Property Appraiser Owner Information:

☒ Parcels are within 300 feet of the parcel shown below:

Parcel Id Number: 00-25-22-2160-0008-0010

Owner: R Timothy Krueger

☐ Parcels are adjacent to the parcel shown below:

Parcel Id Number: _____

Owner: _____

☐ Other:

Person(s) requesting information: Patty Register

Phone Number: _____ Fax Number: _____

Property Appraiser Signature: Julia Wilson

rec	PARCEL NUMBER	OWNER_NAME	TAXDIST	HOUSE_NO	SITUS ST	SITUS MD	ST_DIR	SITUS CITY
1	00-2S-22-2160-0008-0000	TANAKA PAUL K JR ET AL	10	606	HARBOR LN	LN		DESTIN
2	00-2S-22-2160-0008-0010	KRUEGER R TIMOTHY TRUST	10	604	HARBOR LN	LN		
3	00-2S-22-2160-0005-0000	ANDERSON HELEN B (LIFE ESTATE)	10	745	BAYOU DR	DR		DESTIN
4	00-2S-22-2160-0006-0000	MILONSKI WINSTON M	10	610	HARBOR LN	LN		DESTIN
5	00-2S-22-2160-0007-0000	GIFFORD GREGG & HARRIET	10	608	HARBOR LN	LN		DESTIN
6	00-2S-22-1320-0015-0000	HARMUTH HENNING & ANN SPRAGINS	10	757	BAYOU DR	DR		DESTIN
7	00-2S-22-1320-0016-0000	ODOM JAY A (LIFE ESTATE)	10	605	HARBOR LN	LN		DESTIN

ST_ZIP5	MAILING ADDRESS	ADDRESS_2	CITY_NAM ST	ZIPCODE	CNTRY
32541	(ADDRESS UNKNOWN)				
32541	34990 EMERALD COAST PKWY #400				
32541	745 BAYOU DR		DESTIN FL	32541	
32541	(LIFE ESTATE)		DESTIN FL	325411802	
32541	608 HARBOR LN	610 HARBOR LANE	DESTIN FL	325411835	
32541	(LIFE ESTATE)		DESTIN FL	325410000	
32541	PO BOX 1735	757 BAYOU DR	DESTIN FL	325410000	
			DESTIN FL	325401735	

Joe Bodi

From: Matt Taylor <MTaylor@destinfire.com>
Sent: Thursday, December 19, 2019 8:51 AM
To: Joe Bodi
Subject: RE: 604 Harbor Lane Vacation of Right-of-way Clearance Letters

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Joe,

The Destin Fire Control District has reviewed the request to have the right of way at 604 Harbor Ln vacated. The District has no objections to the request to vacate the right of way at 604 Harbor Ln.

If we can be of further assistance feel free to contact us.

Best Regards,

*Matt Taylor, Fire Marshal
Destin Fire Control District
850-837-8413*

From: Joe Bodi <jbodi@cityofdestin.com>
Sent: Wednesday, December 18, 2019 2:52 PM
To: Christopher Groat <Christopher.M.Groat@centurylink.com>; Essa Rhebi <essarhebi@okaloosagas.com>; Lisa Firth <lfirth@cityofdestin.com>; Matt Taylor <MTaylor@destinfire.com>; Michael Burgess <mburgess@cityofdestin.com>; Steve Schmitt <sschmitt@dwuinc.com>; Thomas Richardson <thomas.richardson@nexteraenergy.com>; Kevin Sasser <chief@destinfire.com>; MANNING, TOM <tm2709@att.com>; douglas.pickle@windstream.com; Roger Dixon (CCI-Fort Walton) (Roger.Dixon@cox.com) <Roger.Dixon@cox.com>
Cc: Louis Zunguze <lzunguze@cityofdestin.com>; Lauren Witt <lwitt@cityofdestin.com>; Kim Kopp <kkopp@romanokopplaw.com>
Subject: 604 Harbor Lane Vacation of Right-of-way Clearance Letters

Good Afternoon

On or around March/April 2018 time frame, an application for vacating a portion of public right-of-way at 604 Harbor Lane, Destin, Fl. was requested. This application expired. A new application for this location has been submitted (see attached survey), it is similar to the 2018 request. The City's Right-of-way vacation process requires acknowledgement stating no objection with or without conditions OR objection including a reason for the objection from each utility and City Department. Please provide your response within 14 calendar days of this email or the City will accept the non-response as no objection.

Please contact me with any questions.

Joe D. Bodi
City of Destin
Community Development Dept.

4100 Indian Bayou Trail
Destin, Fl. 32541
850.837.4242

“Please Note: Florida has a very broad public records law. Most written communications to or from the City of Destin officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure.” Disclaimer: Florida has a very broad public records law. As a result, any written communication created or received by the Destin Fire Control District will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Disclaimer: Florida has a very broad public records law. As a result, any written communication created or received by the Destin Fire Control District will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Joe Bodi

From: Monica Autrey <mautrey@dwuinc.com>
Sent: Friday, December 20, 2019 10:03 AM
To: Joe Bodi
Cc: Steven C. Schmitt
Subject: FW: 604 Harbor Lane Vacation of Right-of-way Clearance Letters
Attachments: 2019-12-10 Boundary Survey.pdf

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Joe –

We are in receipt of the revised survey for the proposed vacation of ROW. DWU worked with Mr. Kruger already to relocate his meter so that is should be in the ROW that is remaining. The other lines are his and would remain private on his property or the City ROW. With that being said, DWU has no objection to the vacation request in regards to water and sewer services.

Should you have any questions, please let me know.

THANKS!

Monica M. Autrey, P.E.
Operations Manager
Destin Water Users, Inc.
14 Industrial Park Lane
Destin, FL 32541
850-837-6146
850-337-3945 – Direct
850-699-3665 – Cell
850-837-0465 - Fax

From: Steven C. Schmitt <sschmitt@dwuinc.com>
Sent: Wednesday, December 18, 2019 3:15 PM
To: Monica Autrey <mautrey@dwuinc.com>
Subject: FW: 604 Harbor Lane Vacation of Right-of-way Clearance Letters

Monica,

Received this from Joe this afternoon, haven't we already address this vacation of the City Right-of-Way that Mr. Krueger is requesting? I remember we talked about it, but don't know if we officially replied back to the City.

Steve Schmitt
Field Operation Manager



Destin Water Users Inc.
P.O. Box 308
Destin, Fl 32540
(850) 337-3937
sschmitt@dwuinc.com

From: Joe Bodi <jbodi@cityofdestin.com>
Sent: Wednesday, December 18, 2019 2:52 PM
To: Christopher Groat <Christopher.M.Groat@centurylink.com>; Essa Rhebi <essarhebi@okaloosagas.com>; Lisa Firth <lfirth@cityofdestin.com>; Matt Taylor <mtaylor@destinfire.com>; Michael Burgess <mburgess@cityofdestin.com>; Steven C. Schmitt <sschmitt@dwuinc.com>; Thomas Richardson <thomas.richardson@nexteraenergy.com>; chief@destinfire.com; MANNING, TOM <tm2709@att.com>; douglas.pickle@windstream.com; Roger Dixon (CCI-Fort Walton) (Roger.Dixon@cox.com) <Roger.Dixon@cox.com>
Cc: Louis Zunguze <lzunguze@cityofdestin.com>; Lauren Witt <lwitt@cityofdestin.com>; Kim Kopp <kkopp@romanokopplaw.com>
Subject: 604 Harbor Lane Vacation of Right-of-way Clearance Letters

Good Afternoon

On or around March/April 2018 time frame, an application for vacating a portion of public right-of-way at 604 Harbor Lane, Destin, Fl. was requested. This application expired. A new application for this location has been submitted (see attached survey), it is similar to the 2018 request. The City's Right-of-way vacation process requires acknowledgement stating no objection with or without conditions OR objection including a reason for the objection from each utility and City Department. Please provide your response within 14 calendar days of this email or the City will accept the non-response as no objection.

Please contact me with any questions.

Joe D. Bodi
City of Destin
Community Development Dept.
4100 Indian Bayou Trail
Destin, Fl. 32541
850.837.4242

"Please Note: Florida has a very broad public records law. Most written communications to or from the City of Destin officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure."

Joe Bodi

From: Pickle, Mike M <Douglas.Pickle@windstream.com>
Sent: Wednesday, December 18, 2019 2:57 PM
To: Joe Bodi
Subject: RE: 604 Harbor Lane Vacation of Right-of-way Clearance Letters

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Joe,

Windstream has no facility at this location and No Objection.

Thank You,

Mike

Douglas "Mike" Pickle
Windstream / Sr Construction Manager - OSP
c.407.687.4280
f.330.486.3660
Douglas.Pickle@windstream.com

WINDSTREAM ENTERPRISE

Sensitivity: Internal

From: Joe Bodi <jbodi@cityofdestin.com>
Sent: Wednesday, December 18, 2019 3:52 PM
To: Christopher Groat <Christopher.M.Groat@centurylink.com>; Essa Rhebi <essarhebi@okaloosagas.com>; Lisa Firth <lfirth@cityofdestin.com>; Matt Taylor <mtaylor@destinfire.com>; Michael Burgess <mburgess@cityofdestin.com>; Steve Schmitt <sschmitt@dwuinc.com>; Thomas Richardson <thomas.richardson@nexteraenergy.com>; chief@destinfire.com; MANNING, TOM <tm2709@att.com>; Pickle, Mike M <Douglas.Pickle@windstream.com>; Roger Dixon (CCI-Fort Walton) (Roger.Dixon@cox.com) <Roger.Dixon@cox.com>
Cc: Louis Zunguze <lzunguze@cityofdestin.com>; Lauren Witt <lwitt@cityofdestin.com>; Kim Kopp <kkopp@romanokopplaw.com>
Subject: 604 Harbor Lane Vacation of Right-of-way Clearance Letters

Good Afternoon

On or around March/April 2018 time frame, an application for vacating a portion of public right-of-way at 604 Harbor Lane, Destin, Fl. was requested. This application expired. A new application for this location has been submitted (see attached survey), it is similar to the 2018 request. The City's Right-of-way vacation process requires acknowledgement stating no objection with or without conditions OR objection including a reason for the objection from each utility and City Department. Please provide your response within 14 calendar days of this email or the City will accept the non-response as no objection.

Please contact me with any questions.

Joe D. Bodi
City of Destin
Community Development Dept.
4100 Indian Bayou Trail
Destin, Fl. 32541
850.837.4242

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FLEET & SMITH
ATTORNEYS AND COUNSELORS AT LAW

March 21, 2018

**Via Regular Mail, Certified Mail
& E-Mail**

Destin Fire Control District
117 Crystal Beach Drive
Destin, FL 32541
chief@destinfire.com

Re: City of Destin Application for Vacation Right of Way – Portion of Harbor Lane

To Whom it May Concern:

Our office represents R. Timothy Krueger in relation to an application with the City of Destin ("Application") to vacate a portion of the right-of-way South of Harbor Lane that is adjacent to Mr. Krueger's property located at 604 Harbor Lane, Destin, FL. Enclosed herewith is the survey illustrating the parcel that is the subject of the Application.

As you are aware, the Application requires a letter from you approving, stating no objection, or recommending denial for any reason. By signing below, you are acknowledging you have no objection to the proposed vacation of the subject parcel.

If you have any questions or if I can be of further assistance, please do not hesitate to contact me directly.

Thank you in advance for your cooperation with this request.

Sincerely,

P. Michelle McGee, Esq.
michelle@fleetsmithlaw.com

PMM/pr

Encl. As stated.

This Agency has no objection to the proposed vacation of the subject right-of-way.

Destin Fire Control District

By:

Printed Name: Kevin Sasser
Title: Fire Chief

Cc: Steven C. Schmitt <sschmitt@dwuinc.com>

Subject: RE: City of Destin Application for Vacation of Right of Way - Portion of Harbor Lane

Patty –

DWU has concerns about the existing water main, water meter and forcemain that are located within the requested right-of-way to be vacated.

For the water meter, DWU needs access to the meter and it is typically located at the property line. This meter has already been set and is in use. If the property line changes, then the meter would need to be reset by DWU at the owner's expense (~\$200) to the new property line and then the owner would need to reconnect the meter on their side to the properties existing onsite plumbing. The property owner would then own and maintain the water main on their side of the meter/property line.

There is an existing 2" sewer forcemain that runs along Harbor Lane that others are connected to. DWU will accept an easement for the forcemain, minimum of 15-feet wide, with access to the easement at all times to own, operate and maintain it.

All of the DWU owned assets will need to be accessible at all times.

Please let me know if you have any questions regarding our concerns with the proposed vacation. This email serves as our response to your request dated March 21, 2018.

Thanks!

Monica M. Autrey, P.E.
Operations Manager
Destin Water Users, Inc.
14 Industrial Park Lane
Destin, FL 32541
850-837-6146
850-337-3945 – Direct
850-699-3665 – Cell
850-837-0465 - Fax

From: Patty Register <patty@fleetsmithlaw.com>

Sent: Wednesday, March 28, 2018 4:50 PM

To: Monica Autrey <mautrey@dwuinc.com>

Cc: Steven C. Schmitt <sschmitt@dwuinc.com>

Subject: RE: City of Destin Application for Vacation of Right of Way - Portion of Harbor Lane

Thank you Ms. Autrey,

Okaloosa Gas did an approval letter for us and they stated they had no objection if an easement can be granted to cover the gas lines (Utility Easement). Maybe Destin Water Users could use their same language.

Thank you,

Patty Claire Register

Patty Claire Register

Paralegal to P. Michelle McGee, Esq.

Patty Register

From: Barton, Allen G. <agbarton@southernco.com>
Sent: Thursday, March 29, 2018 9:02 AM
To: Patty Register; Simmons, Kellie L.
Cc: Richardson, Tom B.; Wilson, Peggy A.
Subject: RE: Vacation of Right-of-Way

All,

Per our Engineering Field Rep's visit it appears we may have some facilities within the requested vacated area. These electrical facilities actually provide service to the owner requesting the vacation of the road. Gulf Power does not object to the proposed vacation contingent upon an easement be retained to Gulf Power Company and or their assigns, in the road closure document to cover our existing electrical facilities on the property.

Patty,

Please forward this response to any parties you feel should receive. I can be reached at 850-444-6566 should you have any questions.

Allen Barton
Gulf Power Land Department
One Energy Place
Pensacola, Florida 32520-0093

-----Original Message-----

From: Patty Register [mailto:patty@fleetsmithlaw.com]
Sent: Wednesday, March 28, 2018 1:25 PM
To: Simmons, Kellie L. <KLGRESSE@SOUTHERNCO.COM>
Cc: Barton, Allen G. <agbarton@southernco.com>; Richardson, Tom B. <TBRICHAR@southernco.com>; Wilson, Peggy A. <pawilson@southernco.com>
Subject: RE: Vacation of Right-of-Way

Wonderful!! I appreciate everyone's help and how quickly they are getting it done. If anyone has any questions, please feel free to call me.

Thank you,

Patty Claire Register
Paralegal to P. Michelle McGee, Esq.
Fleet & Smith
1283 Eglin Parkway, Suite A
Shalimar, FL 32579
(850) 651-4006/(850) 651-5006 (fax)
patty@fleetsmithlaw.com

*** I AM IN THE OFFICE ON TUESDAYS, WEDNESDAYS AND THURSDAYS ONLY***

BEWARE OF FAKE WIRE INSTRUCTIONS: Email hacking and fraud are on the rise to misdirect funds for closings. It is our office procedure to call you directly immediately after sending the final figures and wiring instructions to confirm receipt. If you have not received a call, please call our office to confirm our instructions prior to sending any wire. Do not rely solely on wire instructions you receive by email, even if it appears to come from our office. Always confirm our

April 13, 2018



LETTER OF NO OBJECTION

P. Michelle McGee, Esquire
Fleet & Smith, Attorneys-At-law
1283 Eglin Parkway, Suite A
Shalimar Florida 32579

Via Email: michelle@fleetsmithlaw.com

Copied To: patty@fleetsmithlaw.com; Christopher.M.Groat@CenturyLink.com

SUBJECT: PROPOSED VACATE OF A PORTION OF PLATTED RIGHT-OF-WAY, HARBOR LANE, ADJACENT TO A PORTION OF LOT 8, ACCORDING TO *SAFE HARBOR* PLAT AS RECORDED IN PLAT BOOK 4, PAGE 31, OKALOOSA COUNTY PUBLIC RECORDS; OKALOOSA COUNTY PARCEL ID 00-2S-22-2160-0008-0010.

PRN 798886

Dear Ms. McGee,

Please be advised that Embarq Florida, Inc., D/B/A Centurylink has no objection to the proposed vacate and abandonment of a portion of platted right-of-way, Harbor Lane, adjacent to 604 Harbor Lane, Destin, Florida, a portion of Lot 8, according to *Safe Harbor* Plat as recorded in Plat Book 4, Page 31, Okaloosa County Public Records, as requested by R. Timothy Krueger.

The location of said vacate is more particularly shown and described on the attached sketch. The Property Address is 604 Harbor Lane, Destin, Florida, and the Okaloosa County Parcel ID is 00-2S-22-2160-0008-0010.

Should there be any questions or concerns, please contact me at 352-425-8763 or by email at stephanie.canary@centurylink.com.

Sincerely,

EMBARQ FLORIDA, INC., D/B/A CENTURYLINK


Stephanie Canary

CenturyLink
319 SE Broadway Street
Mailstop: D7303L0401-4058
Ocala FL 34471
stephanie.canary@centurylink.com
Phone: Cell: (352) 425-8763 Fax: (352) 368-8889

PRN 798886



at&t

AT&T Southeast
6689 E. Magnolia St
Milton, FL 32570
Tm2709@att.com

Tom Manning
Mgr. OSP Plng. & Engrg. Design
Ofc. 850-623-3521
Mob.: 850-393-0087

April 11, 2018

RE: 604 Harbor Ln. Destin, Fl. Vacate Parcel

Ms. Patty Register:

AT&T Florida has reviewed the plat for 604 Harbor Lane in Destin, Florida. AT&T has no utilities located in this area and has no objection to the vacation of this parcel.

Thank you for contacting AT&T Florida.

Sincerely,

Tom Manning
Manager – OSP Plng and Eng
Technology Operations

AT&T
6689 E. Magnolia St. Milton, FL 32570
o 850.623.3521 | tm2709@att.com

MOBILIZING YOUR WORLD

Windstream Communications
2301 Lucien Way, Suite 200
Maitland, FL 32751
t: 800.600.5050
business.windstream.com



April 10, 2018

Patty Claire Register
Paralegal to P. Michelle McGee, Esq.
Fleet & Smith
1283 Eglin Parkway, Suite A
Shalimar, FL 32579
(850) 651-4006/(850) 651-5006 (fax)
patty@fleetsmithlaw.com

REF.: Vacation of Right of Way

Dear Ms. Register,

Windstream Communications has No Objection on vacating of Right of Way located within the City of Destin described as "a portion of the right-of-way South of Harbor Lane that is adjacent to Mr. Krueger's property located at 604 Harbor Lane, Destin, FL".

Windstream has no facilities located within your area of concern and no future plans to place facilities.

If you have any questions, please contact me at the address below or call (407) 835-0341.

Thanks,
Douglas M. Pickle

Douglas "Mike" Pickle
Sr. Construction Manager - OSP
2301 Lucien Way
Suite 200
Maitland, FL 32751
o.407.835.0341
f.330.486.3660
Douglas.Pickle@windstream.com





March 26, 2018

To: R. Timothy Kreuger
604 Harbor Lane
Destin, FL 32541

Re: Vacation of Right of Way - Portion of Harbor Lane

Ms. Kreuger

This letter is to inform you that Cox Communications has no objections to the proposed vacation of right of way as described in your correspondence. One pre-condition for this vacation request is that if Cox Communications is found to have facilities in the right of way that Cox Communications is specifically named in the new utility easement that is within the limits of the right of way vacate request.

The agreement to this vacation does not, however, release the owner(s) of this property from any financial liabilities, if any movement of our facilities is required, resulting from this vacation.

If you have any questions you can contact me at 314-8163.

Sincerely,

Roger Dixon (sig)

Roger Dixon
Cox Communications
Construction Planner III
C:850-259-5083
roger.dixon@cox.com



Okaloosa Gas District

March 26, 2018

Patty Claire Register
Paralegal to P. Michelle McGee, Esq.
Fleet & Smith
1283 Eglin Parkway, Suite A
Shalimar, FL 32579

Re: City of Destin Application for Vacation of Right of Way – Portion of Harbor Lane

Dear Ms. Register,

Regarding the request to vacate the above referenced right-of-way please be advised that Okaloosa Gas District owns and operates gas facilities within this right-of-way and therefore has no objection if an easement can be granted to cover the gas lines (Utility Easement).

If you should have any question or require additional information please call me at (850) 729-4870.

Sincerely yours,

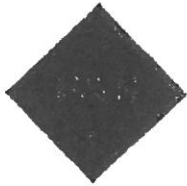
Essa Rhebi

Essa Rhebi, System Engineer
essarhebi@okaloosagas.com

ER/ta

P.O. Box 548 • 364 Valparaiso Pkwy • Valparaiso, FL 32580-0548 • Fax: 850-678-2165
OkaloosaGas.com \

...The Difference is our Service!



FLEET & SMITH
ATTORNEYS AND COUNSELORS AT LAW

March 21, 2018

**Via Regular Mail, Certified Mail
& E-Mail**

City of Destin Community Development Department
Destin City Hall Annex
4100 Indian Bayou Trail
Destin, FL 32541
jbryla@cityofdestin.com

Re: City of Destin Application for Vacation Right of Way – Portion of Harbor Lane

To Whom it May Concern:

Our office represents R. Timothy Krueger in relation to an application with the City of Destin ("Application") to vacate a portion of the right-of-way South of Harbor Lane that is adjacent to Mr. Krueger's property located at 604 Harbor Lane, Destin, FL. Enclosed herewith is the survey illustrating the parcel that is the subject of the Application.

As you are aware, the Application requires a letter from you approving, stating no objection, or recommending denial for any reason. By signing below, you are acknowledging you have no objection to the proposed vacation of the subject parcel.

If you have any questions or if I can be of further assistance, please do not hesitate to contact me directly.

Thank you in advance for your cooperation with this request.

Sincerely,

P. Michelle McGee, Esq.
michelle@fleetsmithlaw.com

PMM/pr

Encl. As stated.

Department
This ~~Agency~~ has no objection to the proposed vacation of the subject right-of-way.

City of Destin Community Development Department

By:
Printed Name: Jennifer Bryla
Title: CD Director

1283 EGLIN PARKWAY, SUITE A • SHALIMAR, FLORIDA 32579
850.651.4006 • FAX 850.651.5006



FLEET & SMITH
ATTORNEYS AND COUNSELORS AT LAW

March 21, 2018

**Via Regular Mail, Certified Mail
& E-Mail**

City of Destin Public Works
4200 Indian Bayou Trail
Destin, FL 32541
nancyp@cityofdestin.com

Re: City of Destin Application for Vacation Right of Way – Portion of Harbor Lane

To Whom it May Concern:

Our office represents R. Timothy Krueger in relation to an application with the City of Destin ("Application") to vacate a portion of the right-of-way South of Harbor Lane that is adjacent to Mr. Krueger's property located at 604 Harbor Lane, Destin, FL. Enclosed herewith is the survey illustrating the parcel that is the subject of the Application.

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If you have any questions or if I can be of further assistance, please do not hesitate to contact me directly.

Thank you in advance for your cooperation with this request.

Sincerely,

P. Michelle McGee, Esq.
michelle@fleetsmithlaw.com

PMM/pr

Encl. As stated.

This Agency has no objection to the proposed vacation of the subject right-of-way.

City of Destin Public Works

By:

Printed Name: DAVID O. CAMPBELL

Title: PUBLIC SERVICES DIRECTOR



Parks & Recreation Department

4200 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-650-1241 | Fax: 850-650-0724 | www.cityofdestin.com

March 22, 2018

P. Michelle McGee, Esq.
Fleet & Smith Attorneys & Counselors at Law,
1283 Eglin Parkway, Suite A
Shalimar, FL 32579

Re: Mr. R. Timothy Krueger application for vacation of right-of-way, portion of Harbor Lane.

Ms. McGee:

The Parks & Recreation department has no objections to the proposed vacation of the subject right-of-way.

Lance A. Johnson, MS.
Parks & Recreation Director





FLEET & SMITH
ATTORNEYS AND COUNSELORS AT LAW

March 21, 2018

**Via Regular Mail, Certified Mail
& E-Mail**

Okaloosa County Property Appraiser
1250 Eglin Parkway N., Suite 201
Shalimar, FL 32579
propertyappraiser@okaloosapa.com

Re: City of Destin Application for Vacation Right of Way - Portion of Harbor Lane

To Whom it May Concern:

Our office represents R. Timothy Krueger in relation to an application with the City of Destin ("Application") to vacate a portion of the right-of-way South of Harbor Lane that is adjacent to Mr. Krueger's property located at 604 Harbor Lane, Destin, FL. Enclosed herewith is the survey illustrating the parcel that is the subject of the Application.

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If you have any questions or if I can be of further assistance, please do not hesitate to contact me directly.

Thank you in advance for your cooperation with this request.

Sincerely,

P. Michelle McGee, Esq.
michelle@fleetsmithlaw.com

PMM/pr

Encl. As stated.

This Agency has no objection to the proposed vacation of the subject right-of-way.

Okaloosa County Property Appraiser

By:
Printed Name: Kevin Hanley
Title: GIS IT Coordinator
Khanley@okaloosapa.com

THE CITY OF DESTIN

4200 INDIAN BAYOU TRAIL
DESTIN, FLORIDA 32541

PHONE (850) 837-4242 • FAX (850) 268-9890

**CASH
RECEIPT**

Date 12/11/2019 20 19 **84349**

Received From R Timothy Krueger

Address 604 Harbor LN

Destin FL

Dollars \$ 515.00

For Right of Way Vacation Application

AMOUNT		PAID BY	
AMT. OF ACCOUNT	<u>515</u> ⁰⁰	CASH	
AMT. PAID	<u>515</u> ⁰⁰	CHECK	<u>3232</u>
BALANCE DUE	<u>0</u> ⁰⁰	MONEY ORDER	

By Thomas Crandall

R TIMOTHY KRUEGER
604 HARBOR LN
DESTIN FL 32541-1835

Cash Management Account®

3232

87-176/843
30

12.10.19

Date

Pay to the
Order of

CITY OF DESTIN

FIVE HUNDRED & FIFTEEN ⁰⁰/₁₀₀

\$ 515.00

Dollars



Photo
Safe
Deposit®
Details on back



Merrill Lynch

Bank of America Corporation

For

FILING FEE II

[Signature]

⑆084301767⑆ 960170669363⑆3232

Harland Clarke

GUARDIAN SAFETY® YELLOW

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: March 2, 2020
TYPE OF AGENDA ITEM: Consent Agenda

TO: City Council

THRU: Rey Bailey, City Clerk
Lance Johnson, City Manager

FROM: Kim Montgomery, Deputy City Clerk

DATE: February 19, 2020

SUBJECT: Destin Little League's Opening Day Parade

I. BACKGROUND: The Destin Little League, Inc. is requesting use of city streets to hold their annual opening day parade from Destin Elementary School to the Dalton Threadgill Park on Saturday, March 7, 2020.

II. DISCUSSION:

- A. Link to Strategic Goals / Objectives:** I. Enhance Quality of Life
I.E. Enhance the City's Recreational Services
- B. Effect on Budget (EOB):** There is no staff requirement for this event.
- C. Level of Service (LOS):** The City of Destin shall not incur any expense or revenue as a result of this event.

III. CONCLUSION: All required paperwork has been submitted, reviewed and approved by both the City Attorney and the Risk Manager. Staff recommends approval of the request.

IV. RECOMMENDED MOTION: I move to approve the Destin Little Leagues request for use of city right-of-way for their Annual Opening Day Parade on Saturday, March 7, 2020.

Attachments:

1. Destin Little League Opening Day Parade-20



CHECKLIST FOR USE OF PUBLIC FACILITIES OR PROPERTY:

Name of Organization: Destin Little League
Type of Event: Parade
Date(s) of Event: March 7, 2020 @ 9am
Location of Event: Destin Elementary to Threadgill Park

1.* Certificate of Insurance (Endorsement to the Policy & Accord is required.)
provided: Yes: ☒ This is required. Date on which provided: _____

2.* Hold Harmless (Signed Original) provided: Yes: ☒ This is required.
Date on which provided: _____

3.** Permission granted from FDOT for use of State roadway (applicable only if using and closing any portion of State Highway 98) Yes _____ No ☒
Date written permission granted: N/A

4.** Local law enforcement services requested: Yes ☒ This is required.
Law enforcement officer contacted: Arnold Brown

5.** Destin Fire Control District contacted: Yes ☒ This is required.
Person contacted: _____

6.** Okaloosa County Emergency Medical Services contacted:
Person contacted: Patrick Macbrix Yes ☒ This is required

7. Please provide map of race route(s). ☒

8. Describe steps being taken to ensure removal of all directional arrows, signage, as well as trash left on City streets upon conclusion of the event:

We will re walk Parade Route upon completion

9. Please provide location & pertinent information regarding sufficient and approved event participant parking for the event: Destin Elementary School

Any unauthorized event participant parking is subject to being towed from private property at vehicle owner's expense

10. City Park Permit needed: Yes _____ No ☒ If yes, please contact Lisa Firth at Destin Community Center @ 850-654-5184 to make arrangements to reserve the park.

11. Will the event be in a residential neighborhood and will there be excessive noise or light glare from the event? No

Chris Blum
(Requester's or Acting Agent's Signature)

* Original Certificate of Insurance and signed Hold Harmless must be provided to the City of Destin to be presented to City Council prior to their approval of the event, as well as a map of the race route.

** Provide the City a written acknowledgement/concurrence from the agency.



HOLD HARMLESS AGREEMENT

Destin Little League agrees to indemnify and hold harmless the City of Destin from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage the City of Destin may suffer as a result of claims, demands, costs or judgments against it arising from the Parade to be held on 3/7/2020.

In addition, the Destin Little League agrees to provide the City of Destin a Certificate of Insurance naming the City as an Additional Insured reflecting general liability coverage of not less than \$1,000,000.00.

Destin Little League
(Corporate Name)

W. Howard Wortman
Signature of President

W. Howard Wortman President
Print name and print President next to name

STATE OF FL

COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, on this 17 day of Feb 2020 by W. Howard Wortman who is personally known by me _____ or has produced identification X Type of Identification: DL.

Mandy Muncy
Signature of Notary Taking Acknowledgement

Mandy Muncy
Printed name of Notary Taking Acknowledgement

(Seal)



CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 02/08/20
PRODUCER Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland, PA 17867	CERTIFICATE #: 3090105-2020-3	3 09 01
INSURERS AFFORDING COVERAGE:		
ADDITIONAL NAMED INSURED: DESTIN LL Howard Wortman 402 Cobia Ave Fort Walton Beach, FL 32548	INSURER A:	Lexington Insurance Company
	INSURER B: (Non-Liability)	National Union Fire Insurance Company of Pittsburgh, PA
	INSURER C:	AIG Specialty Insurance Company

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L NAMED INSRD	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY		011405740	01/01/2020	01/01/2021	EACH OCCURRENCE	\$1,000,000
		X	OCCURRENCE				GENERAL AGGREGATE	\$2,000,000
		X	INCL PARTICIPANTS	Property Damage Deductible: \$250			PRODUCTS/COMP OPS AGGREGATE	\$1,000,000
		X	SEXUAL ABUSE			Sexual Abuse OCCURRENCE	\$1,000,000	
						Sexual Abuse AGGREGATE	\$1,000,000	
				MEDICAL PAYMENTS				Any One Person
C	X	DIRECTORS & OFFICERS		018251940	01/01/2020	01/01/2021	EACH LOSS	\$1,000,000
							AGGREGATE	\$1,000,000
C	X	CYBER LIABILITY COVERAGE		019502676	01/01/2020	01/01/2021	LIMIT OF LIABILITY CLAIMS MADE	\$100,000 PER LEAGUE AGGREGATE
		S&P	SECURITY AND PRIVACY LIABILITY INSURANCE				\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION	
		REGULATORY ACTION SUBLIMIT OF LIABILITY	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION		POLICY INCEPTION	POLICY INCEPTION		
	EM	EVENT MANAGEMENT INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION		NOT APPLICABLE	POLICY INCEPTION		
A	X	CRIME COVERAGE		011408729	01/01/2020	01/01/2021	EACH LOSS	\$35,000
				Crime Deductible: \$250 Property/\$1,000 Money			AGGREGATE	NONE
B	X	SPORTS EXCESS ACCIDENT		SRG9105434	01/01/2020	01/01/2021	As in Master Policy: Med. Max. \$100,000 Deductible \$50	As in Master Policy Excess

"X" INDICATES COVERAGE(S) SELECTED FOR ADDITIONAL NAMED INSURED

ADDITIONAL INSURED

Who is an Insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:

- Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or performed by the above named Little League; and
- That part of the ball field or other premises not being used by the above named Little League.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

1. City of Destin, FL

INSURED

Little League Baseball Risk Purchasing Group, Incorporated
539 U.S. RT. 15 Highway
South Williamsport, PA 17702

CANCELLATION

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

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 02/08/20						
PRODUCER Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland, PA 17867	CERTIFICATE #: 3090105-2020-3 3 09 01							
ADDITIONAL NAMED INSURED: DESTIN LL Howard Wortman 402 Cobia Ave Fort Walton Beach, FL 32548	INSURERS AFFORDING COVERAGE: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">INSURER A:</td> <td>Lexington Insurance Company</td> </tr> <tr> <td>INSURER B: (Non-Liability)</td> <td>National Union Fire Insurance Company of Pittsburgh, PA</td> </tr> <tr> <td>INSURER C:</td> <td>AIG Specialty Insurance Company</td> </tr> </table>		INSURER A:	Lexington Insurance Company	INSURER B: (Non-Liability)	National Union Fire Insurance Company of Pittsburgh, PA	INSURER C:	AIG Specialty Insurance Company
INSURER A:	Lexington Insurance Company							
INSURER B: (Non-Liability)	National Union Fire Insurance Company of Pittsburgh, PA							
INSURER C:	AIG Specialty Insurance Company							

COVERAGES

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INSR LTR	ADD'L NAMED INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	X	GENERAL LIABILITY	011405740	01/01/2020	01/01/2021	EACH OCCURRENCE	\$1,000,000	
		X OCCURRENCE				GENERAL AGGREGATE	\$2,000,000	
		X INCL PARTICIPANTS	Property Damage Deductible: \$250			PRODUCTS/COMP OPS AGGREGATE	\$1,000,000	
		X SEXUAL ABUSE				Sexual Abuse OCCURRENCE	\$1,000,000	
						Sexual Abuse AGGREGATE	\$1,000,000	
			MEDICAL PAYMENTS			Any One Person		
C	X	DIRECTORS & OFFICERS	018251940	01/01/2020	01/01/2021	EACH LOSS	\$1,000,000	
						AGGREGATE	\$1,000,000	
C	X	CYBER LIABILITY COVERAGE	019502676	01/01/2020	01/01/2021	LIMIT OF LIABILITY CLAIMS MADE	\$100,000 PER LEAGUE AGGREGATE	
		S&P	SECURITY AND PRIVACY LIABILITY INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			RETROACTIVE DATE	CONTINUITY DATE
			REGULATORY ACTION SUBLIMIT OF LIABILITY	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			POLICY INCEPTION	POLICY INCEPTION
	EM	EVENT MANAGEMENT INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			NOT APPLICABLE	POLICY INCEPTION	
A	X	CRIME COVERAGE	011408729	01/01/2020	01/01/2021	EACH LOSS	\$35,000	
			Crime Deductible: \$250 Property/\$1,000 Money			AGGREGATE	NONE	
B	X	SPORTS EXCESS ACCIDENT	SRG9105434	01/01/2020	01/01/2021	As in Master Policy: Med. Max. \$100,000 Deductible \$50	As in Master Policy Excess	

"X" INDICATES COVERAGE(S) SELECTED FOR ADDITIONAL NAMED INSURED

ADDITIONAL INSURED

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1. Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or performed by the above named Little League; and
2. That part of the ball field or other premises not being used by the above named Little League.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

City of Destin, FL
 4200 Indian Bayou Trail
 Destin, FL 32541

INSURED

Little League Baseball Risk Purchasing Group, Incorporated
539 U.S. RT. 15 Highway
South Williamsport, PA 17702

CANCELLATION

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





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2020

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 Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland PA 17867	CONTACT NAME: David Irwin PHONE: (570) 473-2150 FAX: (570) 473-2151 E-MAIL: Dirwin@Keystoneinsgrp.com ADDRESS: Lexington Insurance Company AIG Specialty Insurance Company INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: AIG Specialty Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Little League Baseball Risk Purchasing Group, Incorporated DESTIN LL 402 Cobia Ave Fort Walton Beach FL 32548	NAIC # 19437 26883

COVERAGES

CERTIFICATE NUMBER:

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	ADD'L SUBR INSD 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 ☐ PRO-JECT ☐ LOC ☒ OTHER: Per League	X	011405740	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 1,000,000 SEXUAL ABUSE OCC/AGG \$ 1M/\$1M
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named as Additional Insured per form CG 2026 (04/13)

CERTIFICATE HOLDER

CANCELLATION

City of Destin, FL 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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Destin, FL
4200 Indian Bayou Trail
Destin, FL 32541

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Okaloosa County EMS

From: Patrick Maddox
To: Chad Blankenship; "Arnold Brown"
Cc: Angela Overly; Darrel Welborn
Subject: RE: Destin Little League Parade
Date: Friday, January 24, 2020 10:06:46 AM
Attachments: image004.png

No objections from Public Safety at this time, pending S/O route approval.

Stay safe,

Patrick Maddox, LE CDR(R)
Director of Public Safety

Okaloosa County Board of County Commissioners

90 College Blvd E
Niceville, FL 32578
(850) 651-7150
pmaddox@myokaloosa.com



Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: Chad Blankenship <chadb@gosouthern.com>
Sent: Friday, January 24, 2020 10:01 AM
To: 'Arnold Brown' <abrown@sheriff-okaloosa.org>; Stefan W.Vaughn <svaughn@myokaloosa.com>
Subject: Destin Little League Parade

Good Morning!

It is that time of year again for our Destin Little League Parade. The parade will be held 9am on March 7th. We will have the exact same route this year as last. We will start at Destin Elementary school and will finish at Dalton Threadgill Park.

Is this acceptable?

Chad Blankenship
Chief Technology Officer
850.978.6087

DFCD

From: [Chad Blankenship](#)
To: [Matt Taylor](#)
Subject: Re: Destin Little League Parade
Date: Friday, January 17, 2020 3:16:24 PM

Yes sir! Point of contact will be myself at 850.978.6087
And Amanda Lee 850.642.0075

Chad Blankenship
(850)978-6087

From: Matt Taylor <MTaylor@destinfire.com>
Sent: Friday, January 17, 2020 3:11:27 PM
To: Chad Blankenship <chadb@gosouthern.com>
Subject: RE: Destin Little League Parade

Yes sir I will notify the Battalion Chief on duty that day and let them know. Can you email me a point of contact and phone number.

Thanks

Matt Taylor, Fire Marshal
Destin Fire Control District
850-837-8413

From: Chad Blankenship <chadb@gosouthern.com>
Sent: Friday, January 17, 2020 12:49 PM
To: Matt Taylor <MTaylor@destinfire.com>
Subject: RE: Destin Little League Parade

Matt,

It is that time of year again! Would The Fire Department be available to escort us from The Elementary School to Threadgill Park on 3/7 at 9am

Chad Blankenship
Chief Technology Officer
850 978.6087
www.GoSouthern.com

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Okla. Cty Sheriff

Chad Blankenship

From: Arnold Brown <abrown@sheriff-okaloosa.org>
Sent: Monday, January 27, 2020 11:02 AM
To: Chad Blankenship; Charles A. Nix; Terry Watkins; Angela Overly
Subject: RE: Destin Little League Parade

Thank you...

From: Chad Blankenship [<mailto:chadb@gosouthern.com>]
Sent: Monday, January 27, 2020 10:59 AM
To: Arnold Brown <abrown@sheriff-okaloosa.org>; Charles A. Nix <cnix@sheriff-okaloosa.org>; Terry Watkins <jwatkins@sheriff-okaloosa.org>; Angela Overly <aoverly@myokaloosa.com>
Subject: RE: Destin Little League Parade

WARNING: This E-Mail Originated Outside of the Sheriff's Office.

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

We will cover intersections. Thank You

Chad Blankenship
Chief Technology Officer
850.978.6087
www.GoSouthern.com

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From: Arnold Brown <abrown@sheriff-okaloosa.org>
Sent: Monday, January 27, 2020 10:52 AM
To: Charles A. Nix <cnix@sheriff-okaloosa.org>; Terry Watkins <jwatkins@sheriff-okaloosa.org>; Chad Blankenship <chadb@gosouthern.com>; Angela Overly <aoverly@myokaloosa.com>
Subject: RE: Destin Little League Parade

Chad, as long as you can provide volunteers to cover the intersections identified by Capt. Nix below, the Sheriff's Office has no objections for this event.

ab

From: Charles A. Nix
Sent: Monday, January 27, 2020 10:12 AM
To: Arnold Brown <abrown@sheriff-okaloosa.org>; Terry Watkins <jwatkins@sheriff-okaloosa.org>
Subject: RE: Destin Little League Parade

Chief,

This is a very low impact event. The Posse has handled for years. There is only one intersection (Benning @ Kelly) and 4 other side roads which will need to be manned by volunteers. Benning and Kelly will need at least 2 volunteers. So, 6 individuals to cover those areas will be enough for the event. This will allow the Posse to lead and follow the parade.

Thank you,
Capt. Nix

From: Arnold Brown
Sent: Friday, January 24, 2020 10:05 AM
To: Charles A. Nix <cnix@sheriff-okaloosa.org>; Terry Watkins <twatkins@sheriff-okaloosa.org>
Subject: Fwd: Destin Little League Parade

Chuck this is a pretty easy one. Can u evaluate? I think a couple few Posse cars can handle this .. whatcha think

Sent from my iPhone

Begin forwarded message:

From: Chad Blankenship <chadb@gosouthern.com>
Date: January 24, 2020 at 10:01:55 AM CST
To: Arnold Brown <abrown@sheriff-okaloosa.org>, "Stefan W.Vaughn" <svaughn@myokaloosa.com>
Subject: Destin Little League Parade

WARNING: This E-Mail Originated Outside of the Sheriff's Office.

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Good Morning!

It is that time of year again for our Destin Little League Parade. The parade will be held 9am on March 7th. We will have the exact same route this year as last. We will start at Destin Elementary school and will finish at Dalton Threadgill Park.

Is this acceptable?

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Map

Destin Little League Parade Route
Kelly St → Stahlman Ave →
Hickory Street

Kim Montgomery

From: Kyle Bauman <kbauman@asglegal.com>
Sent: Tuesday, February 18, 2020 4:25 PM
To: Kim Montgomery
Subject: RE: Destin Little League's ROW request

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Good to go!

From: Kim Montgomery <kmontgomery@cityofdestin.com>
Sent: Tuesday, February 18, 2020 4:10 PM
To: Kyle Bauman <kbauman@asglegal.com>
Subject: FW: Destin Little League's ROW request

Hi Kyle,

I need to get this on the March 2nd agenda. Can you please review the revised HH for me and reply, thanks!

From: Karen Jankowski <kjankowski@cityofdestin.com>
Sent: Monday, February 17, 2020 3:10 PM
To: Kim Montgomery <kmontgomery@cityofdestin.com>
Cc: Rey Bailey <rbailey@cityofdestin.com>; Lisa Firth <lfirth@cityofdestin.com>; Scott Berish <sberish@cityofdestin.com>; Kyle Bauman <kbauman@asglegal.com>
Subject: Re: Destin Little League's ROW request

I am fine with this ROW if approved by Kyle as well. Thanks.

KJ

From: Chad Blankenship <chadb@gosouthern.com>
Sent: Monday, February 17, 2020 11:51 AM
To: Kim Montgomery <kmontgomery@cityofdestin.com>
Cc: Rey Bailey <rbailey@cityofdestin.com>; Lisa Firth <lfirth@cityofdestin.com>; Scott Berish <sberish@cityofdestin.com>; Kyle Bauman <kbauman@asglegal.com>; Karen Jankowski <kjankowski@cityofdestin.com>
Subject: RE: Destin Little League's ROW request

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Please find attached.

Let me know if you need anything else.

Chad Blankenship
Chief Technology Officer
850.978.6087
www.GoSouthern.com

Kim Montgomery

From: Karen Jankowski
Sent: Monday, February 17, 2020 3:10 PM
To: Kim Montgomery
Cc: Rey Bailey; Lisa Firth; Scott Berish; Kyle Bauman
Subject: Re: Destin Little League's ROW request

I am fine with this ROW if approved by Kyle as well. Thanks.

KJ

From: Chad Blankenship <chadb@gosouthern.com>
Sent: Monday, February 17, 2020 11:51 AM
To: Kim Montgomery <kmontgomery@cityofdestin.com>
Cc: Rey Bailey <rbailey@cityofdestin.com>; Lisa Firth <lfirth@cityofdestin.com>; Scott Berish <sberish@cityofdestin.com>; Kyle Bauman <kbauman@asglegal.com>; Karen Jankowski <kjankowski@cityofdestin.com>
Subject: RE: Destin Little League's ROW request

[CAUTION: This email originated from outside of the City of Destin email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Please find attached.

Let me know if you need anything else.

Chad Blankenship
Chief Technology Officer
850.978.6087
www.GoSouthern.com

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From: Kim Montgomery <kmontgomery@cityofdestin.com>
Sent: Tuesday, February 11, 2020 9:27 AM
To: Chad Blankenship <chadb@gosouthern.com>
Cc: Rey Bailey <rbailey@cityofdestin.com>; Lisa Firth <lfirth@cityofdestin.com>; Scott Berish <sberish@cityofdestin.com>; Kyle Bauman <kbauman@asglegal.com>; Karen Jankowski <kjankowski@cityofdestin.com>
Subject: FW: Destin Little League's ROW request
Importance: High

Good morning Chad,

We need to have Howard sign a new Hold Harmless. Legislation has recently changed in regards to Notary Acknowledgements and the attached Hold Harmless form reflects those changes by having the person that notarizes the Hold Harmless to check the appropriate box. Please get this back to me as soon as you can. Ya'll are scheduled for the March 2nd Council Meeting Agenda so, I will need this back no later than February 19th.

DRAFT

MINUTES OF THE PARKS & RECREATION COMMITTEE MEETING DESTIN CITY HALL BOARDROOM JANUARY 28, 2020 - 4:00 PM

1. CALL TO ORDER:

Chairwoman Hebert called the meeting to order at 4:10 p.m. on Tuesday, January 28, 2020 in the Destin City Hall Boardroom with the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present

Teresa Hebert
Myra Williams
Matthew Sweetser
Nikki Johnson

Members Absent

Karen Parrish
Dot Jones

Staff Present

Kim Montgomery, Deputy City Clerk
Lisa Firth, Recreation Director
Scott Berish, Deputy Recreation Director

3. MINUTES: October 29, 2019

Motion by Committee member Williams, seconded by Committee member Johnson the members voted 4-0 to approve the minutes of the October 29, 2019 meeting as written.

4. OLD BUSINESS:

➤ Welcome to Destin Sign Improvements

Mrs. Firth informed the members the approval is pending the Commander's signature, which she anticipates any day now. And her contact with EAFB will start the 813 Process, which determines the level of the environmental study which is required by the National Environmental Policy Act. Once the Addendum is signed and the 813 is done, they can start moving forward with the project.

➤ Beach Partner Meeting

Mrs. Firth explained the perimeters of this meeting to the members. Because of the Sunshine Laws, the Chairman stated that she would attend the first meeting. And then they could subsequently decide who would attend the following meetings. Mrs. Firth explained that these are very informal meetings and depending on what the issues are at the time; will decide who on the committee should attend the next upcoming meeting.

➤ West Beach on EAFB Property

Mrs. Firth explained the City Attorney is handling this and he has submitted the application to the Commander. And at this time, there is nothing that this committee can do. There was some discussion regarding the need to have available parking and bathrooms for the public and how the NCO property would be the solution. However, there is also the concern for the safety of the general public because of the intense currents near the jetties. Mrs. Firth stated that she will provide an update once she hears anything.

5. COMMITTEE MEMBER/STAFF COMMENTS:

- Committee member Williams – spoke of the tree planting and dedication that will be taking place at Main Street Park. Trees on the Coast is donating the two large Oaks to Mr. Keith Howard's

DRAFT

DRAFT

honor for being such a good steward to the city. She explained the dedication will take place on Saturday, February 15th in the morning and the exact time is to be determined.

- Capt. Leonard Destin Park – the park is on schedule to be finished in mid-April 22nd.
- Capt Royal Melvin Park & Plaza – is going out for bid this February 30th for construction.
- Clement Taylor Park Seawall Replacement – the contractor has been awarded by Council and the city is waiting for the results of the environmental study and the funding. Also, the funding for the renovations of the park, which is separate, is in the hands of Okaloosa County.
- Norriego Park – The bid is due to go out in March and the construction will take 9-12 months for completion
- Concrete Plant Property – The city has applied for and received a grant to develop the property and whatever the decision is for the property, it must stay within the boundaries of the grant requirements.
- Public Comment – Capt. Larry Myer, 1142 Bay Court has graciously donated a Purple Martin bird house he made and would like to put it up in the vicinity of the Joe's Bayou Pier near the retention pond. He explained that he lives just around the corner and he would put it up and keep it maintained. The members all agreed to allow the installation of the Purple Martin bird house.

ADJOURNMENT:

Having no further discussions, the meeting adjourned at 5:00 PM.

Adopted and approved _____ day of _____ 2020.

Teresa Hebert, Chairwoman

Kim Montgomery, Deputy City Clerk

DRAFT

CITY OF DESTIN, FLORIDA

REQUEST FOR CHECK

DATE: February 25, 2020

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 while attending the Florida League of Cities Legislative Action Days, in Tallahassee, Florida, from February 10-12, 2020

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: **\$1,113.98**

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: February 10-12, 2020

Date:	Monday				Tuesday		Wednesday	Total
	10-Feb-20				11-Feb-20		12-Feb-20	
Meals:								
Partial Per Diem:								\$ -
Daily Per Diem:				\$ 54.00	\$ 54.00		\$ 54.00	\$ 162.00
Total Meals				\$ 54.00	\$ 54.00		\$ 54.00	\$ 162.00
Transportation:								
Airfare:								
Car Rental:								
Fuel Expenses								
Taxi:								
Personal Miles: \$ 0.560				\$ 92.96			\$ 92.96	\$ 185.92
Total Transportation				\$ 92.96			\$ 92.96	\$ 185.92
Lodging:								
Hotel Charges:				\$ 383.03			\$ 383.03	\$ 766.06
				\$ 383.03			\$ 383.03	\$ 766.06
Misc. Expenses:								
Parking:								
Tolls:								
WIFI:								
Other: Explain: Conf. Reg.				\$ 50.00				\$ 50.00
Other: Explain:								
Total Misc. Expenses				\$ 50.00				\$ 50.00
Grand Total		\$ -	\$ -	\$ -	\$ 579.99	\$ 54.00	\$ 529.99	\$ 1,163.98

City of Destin
Travel Expense Claim

Name: Skip Overdier

Department: Councilmember

Travel: Place/Purpose Legislative Action Days - Tallahassee, Florida

Date: February 10-12, 2020

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: \$ 162.00

Airfare: \$ -

Car Rental: \$ -

Fuel Expenses \$ -

Taxi: \$ -

Personal Miles: \$ 185.92 POV

Lodging: \$ 766.06

Parking: \$

Tolls: \$ -

WIFI: \$ -

Other: Itemize \$ 50.00 Conference Registration

Other: Itemize \$ -

\$ -

\$ -

Total Reimbursable Expenses: \$ 1,163.98

Less: Purchasing Card Charges \$ 50.00

Less: Purchasing Card Charges

Balance Due Traveler \$ 1,113.98

Reimburse City for fuel cost \$ -

Net Due Traveler \$ 1,113.98

Finance Director: Bragg Farmer

Account #: 151110.54

City Manager: Lance Johnson

Date: 2/25/2020

First Name	Brian
Last Name	Liesveld
Home Address	301 Primrose Cir
City	Destin
State	FL
Zip	32541
Phone	5208509500
Email	brianliesveld@gmail.com
Business Name	NA
Business Address	NA
City	NA
State	NA
Zip	NA
Brief description of education and experience:	I have always embodied a sense of duty to my community and I can think of no better way to contribute than to serve on the parks and rec board. In my past, I have served as a City Councilman in a community of approximately 65,000 citizens and sincerely enjoyed every minute of serving the citizens. I know first hand the importance parks and recreation activities play for the citizenry. I love where I live and I look forward to making Destin a better place for the citizens and visitors to our fine community. Education: Bachelors of Science in Business Management Bachelors of Science in Project Management Masters of Science in Security Management

How long have you lived in Destin?	1+ years
Are you currently a resident of Destin?	Yes
Are you a registered voter in Okaloosa County?	Yes
Do you currently hold a public office?	No
Have you ever been convicted of a felony?	No
If you have been convicted of a felony, please explain and provide date(s).	<i>Field not completed.</i>
List any city boards or committees you are currently a member of.	N/A
Select the board or committee you are interested in serving on.	Parks & Recreation Committee
List your qualifications to serve on the selected board or committee.	8 years as City Councilman (Nebraska); Extensive use of parks here and elsewhere
What do you consider the purpose of this board/committee to be?	To find an appropriate balance of parks and recreation activities for the citizens and visitors in balance with an available budget and best use of resources.
What would you like to see this board/committee accomplish?	Maintaining the current parks and recreation activities as well as expansion to ensure the amenities are keeping up with the growth and demand of the community.
If you have discussed this application with any member(s) of the Destin City Council, please identify them.	Skip Overdier

BY CHECKING THE ELECTRONIC SIGNATURE VERIFICATION BOX BELOW, I INDICATE MY DESIRE TO SERVE THE CITY OF DESTIN IN A VOLUNTARY CAPACITY AS A MEMBER OF ONE OF ITS BOARDS, COMMITTEES, PANELS OR COMMISSIONS. I ALSO CONFIRM MY UNDERSTANDING OF THE MEETING TIMES AND ATTENDANCE REQUIREMENTS, AND WHERE APPLICABLE, THE REQUIREMENT TO FILE AN ANNUAL FINANCIAL

DISCLOSURE FORM (FORM 1). I UNDERSTAND THAT I WILL BE REQUIRED TO FILE THIS FORM ANNUALLY IF SELECTED AS A MEMBER OF THE LOCAL PLANNING AGENCY OR BOARD OF ADJUSTMENT. INITIAL FILING WILL BE REQUIRED WITHIN 30 DAYS OF APPOINTMENT; FOLLOWING THAT, I WILL BE NOTIFIED BY MAIL BY THE COMMISSION ON ETHICS OR THE SUPERVISOR OF ELECTIONS OFFICE.

Signature

Electronic Signature Verification

Date

2/13/2020

Email not displaying correctly? [View it in your browser.](#)