



PARKER CITY COUNCIL REGULAR MEETING

Council Chambers, City Hall
Tuesday, June 17, 2025, at 5:30 P.M.

MAYOR:

Andrew Kelly

COUNCILMEMBERS:

Tonya Barrow, Mayor Pro Tem

Katy Bodiford

Ron Chaple

John Haney

CITY ATTORNEY:

Tim Sloan

CITY CLERK:

Ingrid Bundy

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

AGENDA

CALL TO ORDER

INVOCATION

ROLL CALL

ITEMS FROM THE AUDIENCE: (non-agenda items)

REGULAR AGENDA

1. **Approval of Minutes – June 3, 2025**
2. **Resolution 2025-410 – LMS Plan**
3. **CDBG Policy**
4. **Resolution 2025-411 - AMP Study Presentation**

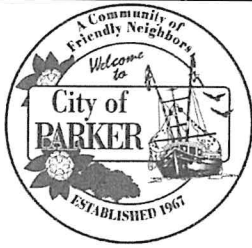
Ingrid Bundy, City Clerk

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be made.

Any person requiring special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at clerk@cityofparker.com or by phone at 850-871-4104. If you are hearing or speech impaired and you have TDD equipment, you may contact the City Clerk using the Florida Dual Party System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

ALL INTERESTED PERSONS DESIRING TO BE HEARD ON THE AFORESAID agenda are invited to be present at the meeting.

**1001 West Park Street – Parker, Florida 32404
Telephone: 850-871-4104 – www.cityofparker.com**



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Council

2. MEETING DATE:

06/17/2025

3. PURPOSE:

Approval of minutes

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

☐

NO

☐

N/A X

June 3, 2025

CITY OF PARKER
REGULAR MEETING MINUTES
HELD AT 1001 W. PARK ST, JUNE 3, 2025 – 5:30 PM

Mayor Andrew Kelly called the meeting to order with invocation followed by the Pledge of Allegiance.

The following were present: Mayor, Andrew Kelly, Councilmembers Tonya Barrow, Katy Bodiford, Ron Chaple, John Haney, City Clerk Ingrid Bundy, and City Attorney Tim Sloan.

ITEMS FROM THE AUDIENCE (Non-Agenda)

There were no items brought to council from the audience.

AGENDA

Approval of Minutes

A motion to approve the minutes was made by Councilmember Barrow; seconded by Councilmember Bodiford. The motion was carried with all voting in favor; 5-0.

Planning Committee Recommendation - Parcel Combination - Parcels # 26187-015-000 & 26187-016-000 (308 & 310 Blackshear Dr) – Padgett

City Attorney, Tim Sloan, presented the details regarding the recommendation. Mark Rega, Planning Committee Chairman, presented further details for council to consider. A motion was made to approve the parcel combination by Councilmember Barrow; seconded by Councilmember Haney. The motion carried with all voting in favor; 5-0.

Second Reading /Possible Adoption – Ordinance 2025-425 Impact Fees

City Attorney, Tim Sloan, presented the details regarding Ordinance 2025-425 Impact Fees. A motion to read was made by Councilmember Barrow; seconded by Councilmember Bodiford. The motion carried with all voting in favor; 5-0.

City Attorney, Tim Sloan, read the summary of Ordinance 2025-425.

A motion was made to adopt Ordinance 2025-425 by Councilmember Barrow; seconded by Councilmember Bodiford. The motion carried with all voting in favor; 5-0.

Resident Pat Fousek, 1344 Stratford Avenue, presented a discussion regarding base rates listed in the ordinance and how it corresponds to the fluctuation in water bill. With no further discussion pertaining to Impact Fees the item was closed.

Discussion regarding unleashed animals in certain areas of the city

Mayor Andrew Kelly presented details regarding unleashed animals and stressed the gravity of addressing this critical problem. After discussion, the council agreed that a meeting between the Mayor and Animal Control would be the first step to find an amenable resolution.

DISCUSSION ITEMS BY COMMISSIONERS

Councilmember Chaple shared details of the yard sale event coming up. He also reiterated the details regarding the pig roast the first weekend in September.

Councilmember Barrow expressed her extreme discontent regarding public comments made on social media that, in her opinion, is slanderous. Councilmember Bodiford concurred with this opinion and shared the same disapproval. Councilmember Barrow chose to open public response to her discussion.

Resident Pat Fousek, 1344 Stratford Ave, offered in her public comment that she is the president of the social media outlet entitled "The Parker Citizen." Ms. Fousek removed herself from the podium after audience interruption.

City Attorney, Tim Sloan, advised against public comments during Council discussion items.

Resident Mark Rega, 1503 Dover Rd, offered in his public comment that he encourages the continued use of cameras during the meetings due to the benefit it offers disabled residents and those who are limited in their mobility who cannot attend the council meetings in person. He shared that he feels naysayers' actions cannot be prevented and that any evil negativity reflects the source and not who it is directed towards.

Resident Kim King, 4716 E 6th St, offered in her public comment that her involvement is predicated on the negative efforts of naysayers, that in her opinion there is nothing nefarious regarding the City of Parker's activities, and that she appreciates the job that Council is doing.

Resident Pat Fousek, 1344 Stratford Ave, returned to the podium to offer further public comment that she is the president of the social media outlet entitled "The Parker Citizen" but is not the author of all the content on the outlet. Mayor Kelly clarified that, as the president, Ms. Fousek is liable for the comments promulgated on the social media outlet. Ms. Fousek shared her opinion that to use the term 'evil' to describe anyone associated with "The Parker Citizen" is "worse than what we're being accused of doing." Mayor Kelly suggested for the removal of the outlet. Ms. Fousek declined.

With no further discussion the meeting adjourned at 6:24 P.M.

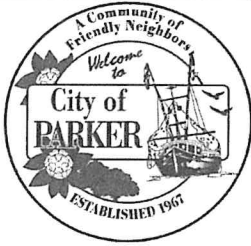
Approved this _____ day of _____, 2025.

Andrew Kelly, Mayor

Date

Ingrid Bundy, City Clerk

Date



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Sloan

2. MEETING DATE:

06/17/2025

3. PURPOSE:

Resolution 2025-410

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

☐

NO

☐

N/A X

Adoption of 2025 Bay County Local Mitigation Strategy Plan

RESOLUTION NO. 2025-410

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, ADOPTING THE 2025 BAY COUNTY LOCAL MITIGATION STRATEGY PLAN; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, areas of Bay County which include the City of Parker ("City") are vulnerable to the human and economic costs of natural, technological, and societal disasters;

WHEREAS, the City governing body realizes the importance of reducing or eliminating those vulnerabilities for the overall good and welfare of the community;

WHEREAS, the City has been an active participant in the Bay County Local Mitigation Strategy Plan update process, which has established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities;

WHEREAS, the City representatives and staff have identified, justified and prioritized a number of proposed projects and programs needed to mitigate the vulnerabilities of Bay County and the City to the impacts of future disasters; and

WHEREAS, these proposed projects and programs have been incorporated into the updated edition of the 2025 Bay County Local Mitigation Strategy Plan that has been prepared and issued for consideration and implementation by the communities and jurisdictions of Bay County.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Parker, Bay County, Florida, as follows:

1. The City hereby accepts and approves the recently updated Bay County Local Mitigation Strategy Plan.
2. The agency personnel of the City are requested and instructed to pursue available funding opportunities for implementation of the proposals designated therein.
3. The agencies and organizations within the City will, upon receipt of such funding or other necessary resources, seek to implement the proposals contained in its section of the strategy.

4. The City will continue to participate in the updating and expansion of the Bay County Local Mitigation Strategy Plan in the years ahead.

5. The City will further seek to encourage the businesses, industries and community groups operating within the City to also participate in the updating and expansion of the Bay County Local Mitigation Strategy Plan in the years ahead.

6. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

7. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

8. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Parker, Bay County, Florida on this the _____ day of June, 2025.

City of Parker, Florida

Andrew Kelly, Mayor

ATTEST:

Ingrid Bundy, City Clerk

Examined and approved by me, this _____ day of June, 2025.

Andrew Kelly, Mayor



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Executive Director

April 16, 2025

Matthew Lindewirth, Chief
Bay County Emergency Services
700 Hwy 2300
Panama City, FL 32409

Re: Bay County Local Hazard Mitigation Plan Approved Pending Adoption

Dear Chief Lindewirth,

This is to confirm that we have completed a State review of the Bay County Local Mitigation Strategy (LMS) update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201.6(b)-(d). Based on our review and comments, Bay County developed and submitted all the necessary plan revisions and our staff has reviewed and approved these revisions. We have determined that the Bay County LMS plan is compliant with federal standards, subject to formal community adoption, for the jurisdictions below:

Callaway
Lynn Haven
Mexico Beach
Panama City
Panama City Beach
Parker
Springfield
Bay District Schools
Panama City Housing Authority

Upon submittal of a copy of all participating jurisdictions' documentation of their adoption resolutions to our office, we will send all necessary documentation to the Federal Emergency Management Agency (FEMA) who will issue formal approval of the Bay County LMS.

If you have any questions regarding this matter, please contact your LMS Liaison Sabrina Uribe at Sabrina.Uribe@em.myflorida.com or 850-273-8130.

Respectfully,

Kristin Lentz

Digitally signed by Kristin
Lentz
Date: 2025.05.03
15:55:31 -04'00'

Laura Dhuwe,
Bureau Chief, Mitigation
State Hazard Mitigation Officer

LD/su

Attachments: MEMORADUM: State approval of LMS plans under Program Administration by States (PAS)

cc: FEMA Region IV, Mitigation Division – Risk Analysis Branch

Community Profile.....	63
Threat Hazard Identification & Risk Assessment.....	63
Plan Adoption.....	64
Plan Monitoring, Maintenance & Updates.....	67
Completed Mitigation Initiatives.....	68
National Flood Insurance Program Participation.....	69
Introduction.....	69
Floodplain Management Plan	69
Jurisdictional Participation.....	69
Bay County.....	69
City of Callaway.....	69
City of Lynn Haven.....	69
City of Mexico Beach.....	69
City of Panama City.....	69
City of Panama City Beach.....	69
City of Parker.....	69
City of Springfield.....	69
Repetitive Loss Properties.....	72

APPENDICES

Appendix A – List of Revisions
Appendix B – Mitigation Projects
Appendix C – LMSWG Bylaws and Membership Roster
Appendix D – LMSWG Meeting Documentation
Appendix E – Public and Stakeholder’s Comments on the LMS Plan
Appendix F – Annual LMS Updates
Appendix G – Critical Facility Map
Appendix H – Adoption Resolutions
Appendix I – Floodplain Ordinances
Appendix J – Land Development Regulations
Appendix K – Threat Hazard Identification and Risk Assessment
Appendix L – Florida Department of Health Pandemic Influenza Plan, 2023/2024 Bay County Community Wildfire Protection Plan and Policy 7002-01 Opening and Operation of Extreme Temperature Shelters

EXECUTIVE SUMMARY

The objective of the Local Mitigation Strategy Plan is to make Bay County and the community as a “whole”, safer and more disaster resilient. Understanding hazard mitigation at the local level enables the community to lessen vulnerability to the various threats and hazards, which, in turn, better supports economic and social development. Through effective hazard mitigation programming, business disruption is lessened, and governmental financial outlay reduced. By addressing hazards in advance using mitigation initiatives, businesses and citizens recover and achieve normalcy sooner following a catastrophic event.

The strategy is multi-jurisdictional hazard mitigation document achieved through a coordinated, cooperative planning effort. Developing and maintaining the plan is extremely important to the Bay County community because of rapid population growth, seasonal population (tourism) influx, and expanding development. These factors contribute significantly to community vulnerability to natural and man-made disasters.

The Local Mitigation Strategy Plan is a combined effort of the Local Mitigation Strategy Working Group through identifying and executing mitigation goals and objectives including mitigation initiatives based on current community hazards and vulnerabilities. The Plan identifies mitigation initiatives that are cost effective, technically feasible and environmentally sound.

Included in the new plan is a complete revision of the Threat Hazard Identification and Risk Assessment due to devastating events experienced by Bay County during Hurricanes Michael in 2018, Sally in 2020, Tropical Storm Fred in 2021, and the Chipola Complex Wildfires in 2022.

On October 10, 2018, Hurricane Michael, a Category 5 Storm, one of the strongest hurricanes ever to make landfall in the United States, came ashore Bay County with 160 mph winds and a 14 ft. storm surge, ripping homes from their foundations, flattening others, breaking trees like toothpicks and sending debris flying like missiles through the air. Leaving nothing in its wake but splintered wood, shattered glass, mountains of debris and downed utility lines as far as the eye could see.

The Cities of Panama City, Springfield, Parker, Lynn Haven and Callaway saw massive destruction and devastation as well as unincorporated Bay County with a cost of approximately \$25.1 billion in damages. This left 22,000 of the then 180,000+ residents of Bay County homeless and included \$4.9 billion of damage to the Tyndall Air Force Base.

Hurricane Sally, a Category 2 storm hit on September 16, 2020, on the coast of Alabama but the panhandle of Florida bore the brunt of the storm. It experienced widespread wind damage, severe storm surge flooding, and over 20 inches of rainfall within the first 24 hours, ultimately exceeding 30 inches in 48 hours. Due to the massive rainfall in such a short time, Sally became more of a flooding event than a Hurricane event for Bay County and its municipalities. The storm also spawned numerous tornadoes. The estimated damage caused by Sally reached \$7.3 billion (USD, 2020), making it the costliest of several destructive hurricanes that year. Bay County received over 14 inches of rain with some areas receiving over 1 foot within a 24-hour period. *(Panama City News Herald)*

Tropical Storm Fred, the sixth named storm of the 2021 Atlantic hurricane season with sustained winds of 65 mph (105 km/h) made landfall just east of Bay in Gulf County on August 16, 2021. Fred caused widespread impacts, including over 35,000 power outages in Florida with 14,000 in Bay County alone and caused major flooding Countywide. *(Panama City News Herald 8.18.2021)* Tropical Storm Fred caused 8.9 inches of rainfall within a few hours causing major flood damage to Bay County and the municipalities that lie within its boundaries.

Additionally, the storm triggered severe thunderstorms and a tornado outbreak, producing 30 tornadoes over three days throughout the State and its remnants were responsible for the loss of seven lives, with economic damages estimated at \$1.3 billion in the United States.

In response to the storm, schools in Bay, Okaloosa, and Santa Rosa Counties were immediately closed. The National Weather Service reported that Panama City received 7 inches of rainfall in 24 hours, while Southport recorded 9 inches, resulting in significant flooding. Multiple water rescues were conducted in Panama City, where residents were safely evacuated from their flooded homes without injuries. One notable incident involved a man trapped inside a vehicle after a power line fell onto his car; he was rescued and hospitalized with a broken neck. Tragically, a man in Bay County died after hydroplaning on a flooded road and crashing into a ditch. *(Panama City News Herald 8.18.2021)*

Fred's widespread storm surge flooding and severe weather, including tornadoes and heavy rain, underscored the storm's significant impact on the region.

Due to the massive debris left from hurricanes, it has caused an increase in wildfires throughout Bay County. Spring is always a time of concern for the County with the dry conditions but in 2022 the lack of rain and extreme dry, windy conditions caused wildfires to take a major toll on Bay County. The Chipola Complex fire consisted of three wildfires— the Atkins Avenue, the Bertha Swamp and the Star Avenue wildfires burned over 34,000 acres in a week timeframe. The forest service said 72 million tons of destroyed trees left from Hurricane Michael in 2018 contributed to potential fuel to the already burning wildfires. In March 2022, the Chipola Complex Wildfire had over 200 firefighters battling flames over 34,000 acres, evacuated residents from over 1,100 homes of which 12 homes were heavily damaged and 2 destroyed. This included evacuation of 90 residents from the Clifford Chester Sims VA Nursing Home in Panama City to nearby shelters or local hospitals. Emergency shelters were set up for evacuees at the Hilland Park Baptist Church and the Fairgrounds which included a Pet-Friendly Shelter. The Chipola Complex Fire was considered an Extreme High Fire Danger on the Florida Forest Service Wildfire Severity Scale. According to the Florida Department of Agriculture and Consumer Services – Wildfire Division, 80 Wildfires took place in Bay County from 2020 to 2024.

The Emergency Management Division assessed the various hazards and vulnerabilities, including historical records and current data, to provide a community-based analysis. The Local Mitigation Strategy Working Group set forth and prioritized specific mitigation initiatives aimed at minimizing vulnerability based on the assessment.

This Plan will continue to evolve and expand in the future ensuring it addresses the changing conditions in the participating jurisdictions, experiences with disasters that do occur, and any changes in the characteristics of the hazards threatening the involved communities. The process of versioning and future editions of the Local Mitigation Strategy Plan will continue to inform and involve the public, including any other interested groups, in making the community more resilient to the impacts of future disasters.

The initial draft was submitted to the Florida Division of Emergency Management for review in accordance with Florida Administrative Codes 27P-5 and 27P-22. Additionally, the review includes a cursory look on behalf of the Federal Emergency Management Agency, particularly for comparison with the requirements outlined in the Disaster Mitigation Act of 2000, and Title 44 Code of Federal Regulations Part 201.6 regarding eligibility to apply for FEMA Hazard Mitigation Grant Programs.

Each participating jurisdiction has formally adopted and approved the updated Plan by Resolution. Copies of the executed Resolutions are available in **Appendix H**.

Each participating jurisdiction realizes the importance of the LMS planning process and understands their financial obligations to match the grant funding. As part of the LMS Planning process, each municipality has representatives with decision making power as part of the Bay County LMS Working Group.

When a disaster happens, this streamlined process of County and municipal representatives, with decision making and signatory authority helps facilitate rescue and recovery plans in an effective and efficient manner. It allows projects to be prioritized and submitted to the State in a timely manner to ensure that grant funding is available to mitigate future disasters.

INTRODUCTION & OVERVIEW

The Bay County Local Hazard Mitigation Strategy Plan (Local Mitigation Strategy Plan) was established to make the population, neighborhoods, businesses and institutions of the community more resistant to the impacts of future disasters.

Bay County faces challenges in accommodating incoming residents, tourists and businesses. Since 2020, Bay County has seen an 11.0 % increase in population growth.

The Local Mitigation Strategy Working Group continues to undertake a comprehensive, detailed evaluation of the community vulnerabilities to all types of hazards identifying ways to make the communities more resistant to their impacts. This document substantiates the results of the planning process for the current planning period.

PURPOSE

The Bay County Local Hazard Mitigation Strategy Plan and the underlying planning process are intended by the Working Group to serve many purposes. These include the following:

- Providing a Methodical, Substantive Approach to Mitigation Strategy Planning
- Enhance Public Awareness and Understanding
- Creating a Decision Tool for Management
- Promote Compliance with State and Federal Program Requirements
- Enhance Local Policies for Hazard Mitigation Capability
- Assure Inter-Jurisdictional Coordination of Mitigation-Related Programming
- Create Jurisdiction-Specific Hazard Mitigation Plans for Implementation
- Providing a Flexible Approach to the Planning Process

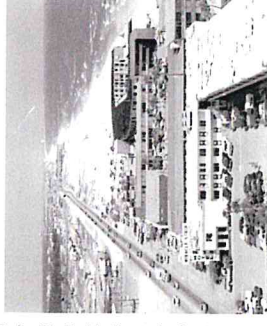
OVERVIEW

The Local Mitigation Strategy Plan provides a description of the mitigation-related characteristics of each participating jurisdiction, including land usage and population growth trends, the mitigation-related policies already in place, identified critical facilities present in the community, and properties repetitively damaged by past events. In addition, the Local Mitigation Plan:

- Includes the Threat Hazard Identification and Risk Assessment (Appendix K).
- Addresses the adequacy of the current policy basis for hazard management by the participating jurisdictions and organizations.
- Documents the structural and non-structural mitigation initiatives proposed by the participating jurisdiction addressing the identified vulnerabilities.
- Addresses the mitigation goals and objectives established by the Local Mitigation Strategy Working Group and the action to be taken to maintain, expand and refine the Local Mitigation Plan and the planning process; and
- Identifies any past and planned efforts of the Local Mitigation Strategy Working Group for engaging the public and communities in the mitigation planning process.

COMMUNITY PROFILE

BAY COUNTY: On February 12, 1913, representatives from five towns on the bay, met at Panama City for the purpose of selecting a name for the proposed new County. After discussion the name Bay was selected as one which would be satisfactory to the majority of the citizens, and as being distinctive of the territory that would be included. On July 1, 1913, Bay County was created by the Legislature from portions of Washington, Calhoun, and Walton Counties. The Nativity of Bay County was fittingly honored by a celebration in the City Park, now known as McKenzie Park. Picnic baskets were brought by the attendees while barbecued meats furnished by the city were served to all. Additional attractions were music, boat races, baseball and swimming matches. Bay County is governed by the Bay County Board of County Commissioners, a five-member governing board elected to represent the citizens of Bay County. The board guides the actions of the organization in ensuring the future of Bay County, establishing policies and appointing a county manager to implement those policies while managing the operations of the county (History of Bay County).



AREA: 1,033 square miles

GEOGRAPHICAL PROFILE:
Bay County (including Cities of Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker, and Springfield)

TOPOGRAPHY:

Bay County is largely within the Coastal Plain area and is dominated by the terraced Coastal Lowland topographic region. There are multiple terrace levels with varying elevations from sea level along the coast to over 200 feet in certain inland parts of the county. In terms of land cover there are four physiographic regions: The Sand Hills, Sinks and Lakes, Flat-woods Forest, and Beach Dunes and Wave-cut Bluffs.

GEOLOGY:

According to the Natural Resources Conservation Service, all areas within the county, except for the Youngstown area, have sandy soil that ranges from excessively drained to poorly drained. There are numerous bays, swamps, and depressions throughout the county with little natural drainage. Generally, as elevation decreases the soil becomes more poorly drained and the risk of flooding increases.

LAND USE:

Bay County is in the north-west region of Florida on the Gulf of Mexico and is bordered by Walton County to the west, Washington and Jackson Counties to the north, and Calhoun and Gulf Counties to the east. The county's area is comprised of 763.7 square miles of land and 269.6 square miles of inland and territorial waters. The area largely made up of a low elevation coastal

plain is dominated by beaches along the Gulf of Mexico and inland marshes surrounding Saint Andrews Bay. The Econfina Creek Water Management area is in the far north of the county and connects to the coastal area through North Bay. The primary resource of the area is its pristine coastal region and beaches, which is the main economic driver for the county.

EDUCATION:

Bay County is home to 18 elementary schools, 6 middle schools, 5 high schools, 2 multi-grade schools, 3 special purpose schools, 1 adult/technical school, 6 charter schools and one virtual school with more than 26,000 students attending the 42 area schools.

TOURISM AND ECONOMIC DEVELOPMENT (including Military and Port):

Bay County is home to seven municipalities, but Panama City, Panama City Beach and Mexico Beach are the three biggest municipalities that draw tourists for Bay County. Bay County has a population of over 180,000, with a growth rate that is double the national rate. Additionally, within a 60-mile radius, the population increases to 621,290. The major pillars of the economy include tourism, military, education and a growing manufacturing base.

Many residents of Bay County have located and/or moved to the area because of the growing economy, opportunities for growth, quality education and quality of life.

Located within Bay County are Tyndall Air Force Base and Naval Support Activity Services with a combined employment of 12,000 active-duty military and civilian personnel. In Northwest Florida there are six major military installations with over 2,000 exiting military members annually. Additionally, Bay County is home to the country's newest international airport and international port, Northwest Florida Beaches International Airport (ECP) and Port Panama City, respectively. (bayeda.com)

COMMUNITY PROFILE

CALLAWAY: Callaway has a "small town" atmosphere with its own shopping district but is still within driving distance to many beaches and scenic bays. It is conveniently located east of Panama City, near Tyndall Air Force Base.

AREA: 5.69 Square miles



GEOGRAPHICAL AND COMMUNITY PROFILE: Callaway's pristine waterways, residential and recreational areas, and the Arts and Conference Center help make it a diverse community. There are many parks with something available for everyone. Some of the park amenities offered include: Veterans Park with a walking path, picnic area, playground, and is pet friendly; John B. Gore Park provides a boat ramp, floating docks, a Community Center with a meeting room and small kitchen, outdoor picnic area, and is conveniently located next to sports practice fields, a playground, and tennis courts; Brittainy Woods has a walking park; Patterson and Collinfurst Parks both have beautiful and serene water views with picnic areas. The Arts and Conference Center, located at the Recreation Complex, features an auditorium, meeting rooms and a caterer's kitchen, which are available for special events. Also located at the Recreation Complex are two t-ball fields, two youth baseball fields, three multi-use ball fields, five soccer fields, a football field, a fully stocked community fishing pond, a mile-long walking trail with exercise equipment and two playgrounds.

TOURISM AND ECONOMIC DEVELOPMENT: The Callaway Community Redevelopment Agency (CRA), established in 2007, seeks to revitalize the community and promote economic development. The purpose of the Callaway CRA is to enhance existing neighborhoods and to expand business activities within its main commercial areas. One of the main objectives is to fund new public infrastructure projects needed to accommodate businesses and development. The CRA has grant programs available for existing businesses and commercial property owners, including a facade improvement grant. More information on these CRA grant opportunities can be found on the city's website.

The commercial districts in Callaway offer many services and amenities to citizens and visitors, including many financial services, dining opportunities at the many diverse local restaurants, lodging at their hotels, as well as other new commercial entities.

Callaway's City Commission strives to protect the delicate balance between property rights and property values. It has approved legislative requirements, which ensure quality growth within the City of Callaway. The Public Safety Building houses the City's Fire Department and a substation of the Bay County Sheriff's Office. The city has expanded its water and sewer utility services outside of the city limits in order to accommodate new growth and business expansion. Public transportation is available through the Bay Town Trolley, which traverses the entire county. Callaway has a Historical Society that is home to the City's historical artifacts, a museum located next to the "Old School House" which has been designated as a Florida Heritage Site. Both are located inside John B. Gore Park (Communities).



COMMUNITY PROFILE

LYNN HAVEN: Lynn Haven is the second largest city in Bay County, with a population of 20,000 residents and maintains its identity as family-oriented and business-friendly alike, including a vibrant downtown that preserves and values its local heritage. Our industry-friendly community in the Panama City Metropolitan Statistical Area is a center for manufacturing, healthcare, transportation, and distribution services. "Lynn Haven is a beautiful community, made up of beautiful and diverse residents. Our goal is to continue to be progressive in our thinking and actions and give residents the best quality of life in our pristine and vibrant family-oriented city."

AREA: 10.4 Square miles

GEOGRAPHICAL AND COMMUNITY PROFILE: Residents enjoy the city's many amenities and events. Sharon Sheffield Park, located in the heart of Lynn Haven, offers a wide range of events for the public. This includes Spring/Fall Concert Series, Trunk-or-Treat, and Winter Wonderland to name a few. The city is working to promote the historic downtown area, and ideas are in the works to host various events in the upcoming year.

Lynn Haven citizens are involved, caring, and active. They are engaged in civic and fraternal organizations, such as the American Legion, Rotary, Garden Club, Masonic Lodge, The Heritage Society and many others. They support Lynn Haven Law Enforcement and Fire Department and serve a wide range of volunteer boards and committees that help city commissioners make better informed decisions.

With beautiful parks and recreation facilities along the bay and throughout the city offering numerous amenities including splash pads, amphitheater and a boat dock; the city continues to offer a variety of activities year-round including youth and adult athletic programs. Sharon Sheffield Park, located in the heart of Lynn Haven, offers a wide range of events for the public. This includes Spring/Fall concert Series, Trunk-or-Treat and Winter Wonderland to name a few for everyone to enjoy. Our Mission is to enrich the Citizen's quality of life by attracting new businesses to Lynn Haven while promoting the retention and expansion of new businesses.

TOURISM AND ECONOMIC DEVELOPMENT: The City continues to attract many new businesses. Economic development activities include the promotion of the Lynn Haven Commerce Park and the Hugh Nelson Industrial Park. These parks are home to national companies such as General Dynamics, Trane, Merrick Industries and Jensen USA. Redevelopment efforts of its historic downtown area are being emphasized and supported by the Lynn Haven Community Redevelopment Agency (Communities).

COMMUNITY PROFILE

MEXICO BEACH: A small, coastal community located on the western end of the Florida Panhandle's Forgotten Coast and the eastern end of Bay County, Mexico Beach is approximately 3.5 miles long and 1.4 miles deep. It is currently home to 1,200 permanent residents, comprised primarily of retirees, base personnel from neighboring Tyndall Air Force Base and a number of business owners and their employees. During the summer months the City's total population reaches up to 10,000 due to the transient population associated with tourism.

AREA: 1.8 square miles

GEOGRAPHICAL AND COMMUNITY PROFILE: The City of Mexico Beach is located in the southeastern portion of Bay County, in Northwest Florida approximately 22 miles southeast of Panama City. The city lies along the Gulf of Mexico coastline and the City's economy is largely based on tourism. The city also boasts approximately ¼ mile of dedicated public beach with unobstructed view and access to the beach. While much of Mexico Beach continues to convey a predominant spirit echoing a setting from the fifties and sixties, some change has begun in the community. A number of townhome developments, adhering to the height limitations, are emerging where 1960s block style construction once stood. The results are more retirement/relocation living and investment opportunities, as well as additions to the community's vacation rental inventory.

On the near horizon, Mexico Beach anticipates potential expansion to the west end of the city to meet local housing demand, including Tyndall Air Force Base. Mexico Beach, with its intrinsic natural beauty, dedication toward managed growth and preservation of natural resources, is a superb community in which to vacation, relocate, or retire (Communities).

TOURISM AND ECONOMIC DEVELOPMENT: The City sits in close proximity to the beautiful, emerald, green waters of the Gulf of Mexico, with sugar white sands and quiet, non-commercialized setting; making the community a natural pick as a vacation destination for families looking for a getaway to a more traditional, less busy destination. Many families choose to relocate to this area to enjoy the warm, sunny days of "Northwest Florida's Unforgettable Coast," where the Southern hospitality is as authentic as the Old Florida charm. Quaint Mexico Beach is situated far enough away from the crowds and congestion, yet strategically close enough to urban amenities such as medical facilities, airports, and libraries.

Due to its unique natural and social assets, Mexico Beach's economy is almost entirely dependent on tourism. The City's beautiful, pristine beaches are also the safest in the area due to the lack of rip currents, which are prevented by a sand bar that parallels the beach, adding to its attractiveness for those who like water activities. In addition to the beautiful public beaches, the City of Mexico Beach is working on developing a state-of-the-art fishing pier that will feature many amenities that fishermen and beachgoers will be able to utilize and enjoy.

COMMUNITY PROFILE



PANAMA CITY: More than 37,500 residents call Panama City home. The largest city between Pensacola and Tallahassee on the Florida Panhandle is located on the shores of St. Andrews Bay. Panama City retains the charm and beauty of a sleepy fishing village, while still enjoying the amenities of a busy metropolis.

AREA: 29.3 square miles

GEOGRAPHICAL AND COMMUNITY PROFILE: It is the heart of the Panama City-Lynn Haven-Panama City Beach MSA which includes almost 170,000 people and is the anchor of a 60-mile workforce drive-time area of 621,290 people.

With more than 200 acres dedicated to leisure activities, Panama City features two walking parks, a large sports complex, a dog park, seven waterfront parks and eight clubhouses available for meetings, parties and family events. With many miles of waterfront, Panama City is a boater's paradise.

Downtown Panama City serves as the area's art and theater district, anchored by the Martin Theatre. These venues host varied events ranging from local talent to national touring events and notable acts. Downtown is also home to the Panama City Center for the Arts and several private galleries, including the Paul Brent Gallery.

In addition to the Downtown area, Panama City encompasses a number of wonderful neighborhoods each with their own distinct character: Forest Park, Glenwood, the Cove, St. Andrews, and Millville are just a few. Many companies and major employers make their headquarters or major facilities in Panama City, including WestRock, Kraton Chemical, Eastern Shipbuilding, Berg Steel Pipe Corp., Jellyfish Health, and NantHealth to name a few. Panama City is dedicated to educating the next generation of skilled employees through its high-achieving public schools, numerous private schools and charter academies, Gulf Coast State College and Florida State University's Panama City campus and Troy University's Panama City campus which are all conveniently located within city limits.

TOURISM AND ECONOMIC DEVELOPMENT: The Panama City Community Development Council promotes and markets the city as a destination to tourists and business travelers, as well as bringing about improvements to the area to support these travelers and the community.

In addition to its status as the seat of Bay County, Panama City is served by five hospitals, diverse shopping, acclaimed restaurants and the kind of Southern hospitality that makes our city "The Great Place" as well as the best place to live, work and play (Communities).

MILITARY: For more than 60 years, Panama City has been home to the Navy, Air Force and one of the largest Coast Guard Stations the continental U.S. Tyndall Air Force Base is home to the 325th Fighter Wing. The Naval Support Activity Panama City serves as one of the nation's top Navy research development and training centers and houses the Navy's top laboratory for mine warfare systems, special warfare, diving and life support.

EDUCATION: Schools in Panama City include elementary schools (K-5), middle schools (grades 6-8), and high schools (grades 9-12). Haney Technical Center is a designated post-secondary technical training institution and M.K. Lewis School serves as a special purpose school.

Currently, there are 19 elementary schools, 5 middle schools, 6 high schools, 1 adult education school and special purpose school.

CONNECTIVITY: For more than 60 years, Panama City has been home to the Navy, Air Force and one of the largest Coast Guard Stations the continental U.S. Tyndall Air Force Base is home to the 325th Fighter Wing. The Naval Support Activity Panama City serves as one of the nation's top Navy research development and training centers and houses the Navy's top laboratory for mine warfare systems, special warfare, diving and life support.

PORT AND RAIL: Port Panama City is a growing deep-water gateway port that provides modern seaport facilities for bulk, break-bulk and container cargos. It is a Free Trade Zone and offers rail connectivity to the Continental U.S. on the Bay Line Railroad. (pcb.gov.org)



Panama City Florida Port

COMMUNITY PROFILE

PANAMA CITY BEACH: Best known for its white sandy beaches, emerald-colored waters, and relaxed atmosphere, Panama City Beach (PCB) is a vibrant community known worldwide for being a popular beachside destination. PCB offers residents and visitors numerous options for entertainment, shopping and dining, and outdoor recreation.

The community appeals to a diverse range of people, from young families to seniors and early retirees. In 2024, over 19,000 residents called Panama City Beach home. As the fastest growing area in Bay County, the city's population is expected to rise by nearly 16% by 2030.

AREA: 19.5 square miles

GEOGRAPHICAL AND COMMUNITY PROFILE: Located in the Florida Panhandle, the city stretches 13 miles along the beautiful Gulf of Mexico. Outdoor recreation abounds in Panama City Beach. Two state parks flank the east and west sides of the city. Within the city limits, a 2,900-acre natural wetland preserve, Conservation Park, plays a key role in the municipality's water system by using reclaimed water to rehydrate its wetlands. The City of PCB operates an impressive network of parks, an extensive 40-mile trail system, a world-class aquatics center, a premiere outdoor sports complex and a popular fishing pier. Anglers come from around the world to fish for Blue Marlin, Red Snapper, Grouper, Trout, Pompano and Cobia. PCB has one of the world's highest concentrations of bottlenose dolphins as well. The City keeps its beaches in pristine condition via its beach re-nourishment program; and provides beach safety services through lifeguard and beach programs.

EDUCATION: In Panama City Beach, 33.6% of the community possesses a bachelor's degree or higher. Younger residents can pursue a high-quality education at one of two elementary schools, two middle schools, and a local high school. Just outside of PCB, a local community college and state university offer higher educational opportunities.

TOURISM AND ECONOMIC DEVELOPMENT: Tourism serves as the economic engine in this beach community which enjoys the benefits of having its own airport (Northwest Florida Beaches-ECF) just outside of the city. Retail trade ranked as the city's top industry. The local economy yielded an employment rate of 64% with a median household income of \$76,091.

The Community continues to experience major development with a recently opened medical center, a variety of housing developments, and new entertainment venues. With no ad valorem property taxes, the municipality primarily relies on its Business Tax Receipt (BTR) for its revenue. (City of PCB)



COMMUNITY PROFILE

PARKER: The beautiful and quiet City of Parker, known for its gorgeous sunsets, overlooks East Bay and St. Andrew's Bay. Parker is an incorporated municipality with a five-member city council including an elected mayor. Its landscape has changed dramatically due to Hurricane Michael. Many of the hundred-year-old oaks the city is known for are gone, yet there are plans to eventually replant the right kind of trees, ones that will better survive future storms.

AREA: 2 square miles



GEOGRAPHICAL AND COMMUNITY PROFILE: A small community of just over 4,400 citizens, Parker is nestled between the bays and Martin Lake. Although the City only comprises 2 square miles of land, residents and visitors enjoy 12 miles of shoreline. Its southern boundary is coastal and borders Tyndall Air Force Base. Parker is a neighborhood community with a large sports complex that will be rebuilt, a unique environmental/educational park, and two waterfront parks with boat launches and has its own fire/EMS and police departments.

Founded as a community in the early 1800's, the City of Parker celebrated its 50th anniversary as a municipality in 2017. The city is rich in history, being the earliest settled area in the County. If you are looking for a place to fish, water ski or just relax, this is the place. If you love to shop, there are many stores within driving distance for your convenience (Communities).

EDUCATION: Parker Elementary School is home to 597 students at the K-5th grade school.

COMMUNITY PROFILE

SPRINGFIELD: On February 26, 1935, thirty-eight qualified voters met at W.B. Gray's Hardware and Lumber Company to select officers and organize a new municipal government. After the town officials had been elected, it was necessary to designate the official name of the municipality. There was only one name proposed: Springfield.

AREA: 4.6 square miles



GEOGRAPHICAL AND COMMUNITY PROFILE:

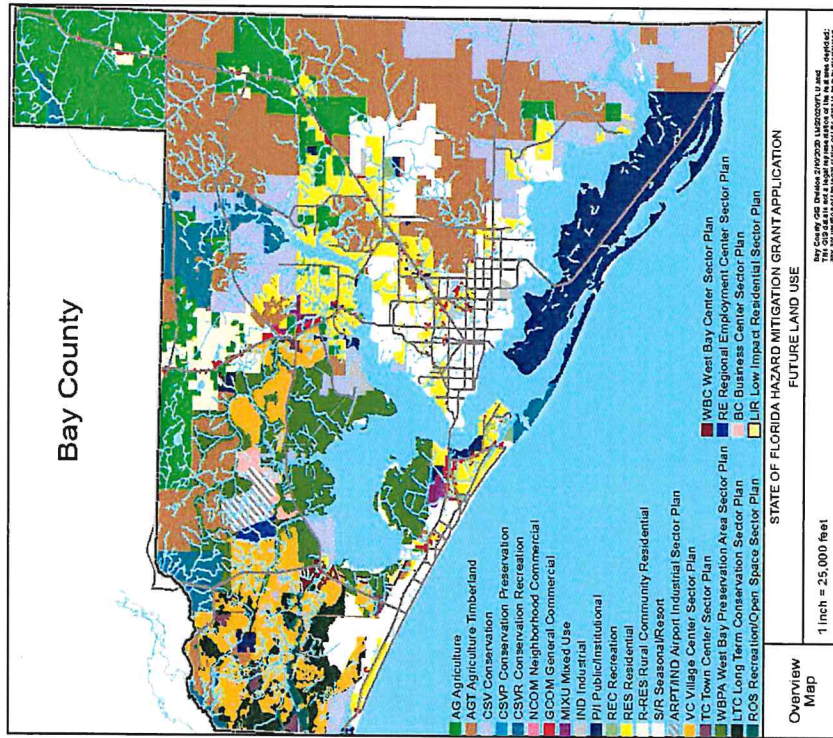
Springfield has grown into a thriving, mainly residential city with an up-to-date water and sewer system. City Hall, innovative police and fire departments, a rentable community center, two beautiful walking parks, boat ramp access to Martin Lake, sports field, playground and a sports complex with two baseball fields and a soccer field. Additionally, the City of Springfield has five medical facilities and a state veteran's home.

The city is still recovering from Hurricane Michael which occurred on October 10, 2018. Currently the City is in the construction phase of building a new government complex that will be more centrally located within the city. This one-stop complex will house the Police Department, Fire Department, City Hall and Public Works Buildings. The city is also in the process of upgrading our parks and recreation facilities throughout the city.

The Bay District School System is considering a new K-8 school to replace our Springfield Elementary School and Everitt Middle School which were destroyed by Hurricane Michael.

The city is located within 4 miles of Tyndall Air Force Base and borders the east side of Panama City. Over the years, Springfield has maintained its small-town appeal and is a great place to live. Springfield's leadership is proud of the friendly atmosphere and quality of life and feels confident that as you get to know it better, you will share the same opinion (City of Springfield).

MAP 1. BAY COUNTY FUTURE LAND USE



Water Area:

(Florida Center for Instructional Technology, University of South Florida)

Bays/Lakes	Swamps	Branches/Tributaries	Creeks
East Bay	Bearthick Swamp	Goshum Branch	Sweetwater Creek
West Bay	California Swamp	Branning Branch	Reedy Creek
Deer Point Lake	Bear Swamp	Double Branch	Little Bear Creek
Court Martial Lake	Panther Swamp	Dave Branch	Bear Creek
Powell Lake	Old Camp Four Swamp	Long Branch	Juniper Creek
River Lake	Titi Swamp	Beefwood Branch	Moccasin Creek
		Parker Branch	Cat Creek
		Cooks Bayou	South Fork Bear Creek
		Eagles Nest Bayou	Clear Creek
		Mill Bayou	Bayou George Creek
		Clearwater Branch	Callaway Creek
		Doyle Bayou	Boggy Creek
		Kelly Branch	Oliver's Creek
		Tiller Branch	Mule Creek
		Three-mile Branch	Sandy Creek
		Sewell Branch	Burnt Mill Creek
		Ditch Branch	Pigeon Creek
		Dry Branch	Little Crooked Creek
			Crooked Creek
			Otter Creek
			Pine Log Creek
			Cedar Creek
			Econfina Creek

Drainage Patterns

The relatively flat terrain of Bay County and the large areas of wetlands and areas with a high water-table combined to present unique challenges for managing storm water runoff. In addition, the environmental regulations enacted in the past ten years have required storm water runoff treatment prior to its outflow to our natural waterways.

Frequently, where drainage systems exist, storm water runoff problems can be corrected by maintenance and repair efforts. Unfortunately, the County only has drainage easements for 30% of the existing primary drainage outfalls. As such, the County must secure permission from property owners prior to maintaining most outfall ditches.

The Roads and Bridges Division is responsible for the maintenance and repair of roadside drainage systems, primary drainage outfalls and traffic control. The existing infrastructure falls under the purview of this Division:

- Over 1200 miles of roadside ditches/swales
- 49 bridges
- 83 box culverts
- 95 miles of storm drain
- Over 18,000 lf of side drains
- Over 4,500 of inlets, junction boxes, manholes
- Over 1,000 mitered ends
- 96 treatment facilities
- 52 beach outfalls (19 County)

Over the past several years, the Division has accomplished the following:

- Continued to Inventory the Drainage System
- Revised the Land Use Code, Flood Plain Ordinance and Comprehensive Plan
- Completed 6 detailed sub-basin Master plans
- Completed 58/60 NOV's
- Completed 47 Drainage CIP projects totaling \$16.5 million
- Initiated Storm drain Video Program
- Continue to run a County Storm-water Utility Program
- Updated the County Storm-Water Master Plan and Strategic Plan
- Implementation of a ¼ cent sales tax in 2017
- Continued to use American Rescue Plan Act (ARPA) funding to complete Stormwater and Drainage Projects
- Pompano Stormwater Project completed with ARPA Funds
- Star Avenue Stormwater Project completed with ARPA Funds
- Completed Design on HMGP Multiple Roadway (11 Roads Mitigation) Project \$740,000
- Redwood Avenue Drainage System – Began Construction January 2025
- Acquisition of Repetitive Loss Home on Vecuna Circle \$363,500

- Acquisition of Repetitive Loss Home on N. Lagoon Drive - \$286,244
- Completion of a CDBG Voluntary Home Buyout Program (12 Homes purchased)- \$3.3 Million

Future Stormwater/Drainage Projects that Bay County would like to undertake to ease flooding problems are:

- Transmitter Road Regional Stormwater Facility
- Watson Bayou Regional Stormwater Facility
- Transmitter, 11th Street and U.S. 231 Stormwater Retention Ponds funded by ARPA

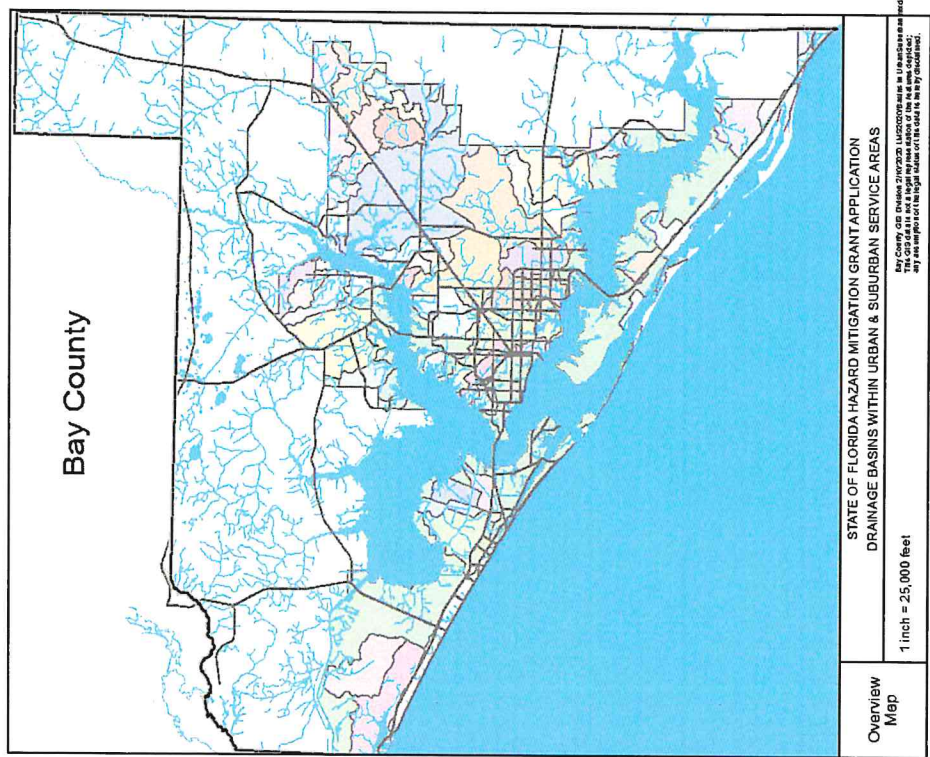
Storm water runoff problems are prioritized as follows:

- Environmental Problems
- Roadway Flooding
- Structural Flooding
- Yard Flooding

Due to the major vehicular traffic of over 180,000 residents and 17 million visitors annually, it takes a toll on the roadways throughout the County. The County's Road and Bridge Department is constantly working to maintain, repair and upgrade the roads throughout the County to ensure safe travel for all. Currently, the County has plans underway for joint projects with municipalities for the following projects to help alleviate traffic:

- 11th Street Realignment - (Joint Project between Bay County and City of Panama City)
- East Bay Parkway - (Joint Project between Bay County and Panama City Beach)

MAP 2. DRAINAGE FLOW PATTERNS



Environmentally Sensitive Areas & Conservation Lands

Bay County Conservancy (BCC) was formed in 1998 as a land trust dedicated to the preservation of environmentally sensitive lands in Northwest Florida, in particular, Bay County. It initially started with title to 30 acres of wetlands in the middle of Panama City, Florida. (Bay County Conservancy)

The “Audubon Nature Reserve” is located off State Street in downtown Panama City. The Reserve includes Doctor’s Pond, which is encircled by cypress, Sweet Bay and longleaf pine. During normal rain conditions, this area is home to wood ducks, wading birds, turtles and other wetland species. The boardwalk and gazebo on the west side of State Avenue provide a short walk and a place for a picnic – or take the nature trail that begins at the gazebo.

“The Doreen Milley Holder Preserve” is a 12.5 acre of timber and stream known as Bear Creek located off 83A near Freesport in Walton County.

“Gerry and Ted Wilson Preserve” a 32-acre property on Econfina Creek south of Walsingham Bridge is located in Washington County. It includes 200 feet of shoreline on the beautiful creek and is only accessed by a canoe, but it is hoped that the road can be improved in the coming years.

“The Hazel & Herselle Wilderness Preserve” is a 24-acre upland, creek and swampland in Calhoun County. It includes a creek and an old cemetery off Highway 69.

“The Jennings Preserve” is a 6-acre highly impacted city wetland preserve. It is a prime example of the usefulness of wetlands for storm water management. Vegetation absorbs and filters runoff, thus helping to protect St. Andrew Bay from pollutants. It is located between Highway 231 and 19th Street at Wilson Avenue.

“Junipers Headwater Preserve” is 40 acres of mixed upland and wetland on Silver Lake Road in unincorporated Bay County near the Fountain community. A short loop trail provides a peaceful setting for nature walks.

“The King Family Preserve” 27 acre heavily wooded tract is located along Balboa Avenue north of 15th Street in Panama City.

“The Lewis Sturke Jr. Memorial Preserve” is a 10 acre preserve in Bay County near Pine Log Road.

“The Margaret Roberts Meek Preserve” is not suitable for general public but makes a wonderful habitat for birds and plants.

“The Marjorie-Symone Preserve” is an 11.5-acre parcel located on East Lakeland Drive off Highway 2311 east of Deerpoint Lake which consists of marsh grass and wildlife.

“Oitz Family Preserve” is a 2.5 acre preserve used for walking trails by the public

"The Palm Reserve" consists of 1/3 acre of property located on Beach Drive in downtown Panama City. With over 70 native palm trees on this little oasis of greenery, nestled between buildings and city streets, it is an important asset for storm water retention in the area. Native plants have been established as a wildlife garden and a picnic table and bench were installed for public use.

"Savage Swamp" is a forested wetland on the Choctawhatchee River can only be reached by canoe.

"The Tumble Creek Preserve" a 92-acre natural wildlife habitat used to protect the watershed of the County is located 38 miles north of Lynn Haven, Florida.

"The Talkington Family Nature Reserve" is a 10-acre site designed to provide habitat for the Panama City Crayfish and other wetland species. It is located just south of the intersection of 26th Street on Jenks Avenue in Lynn Haven.

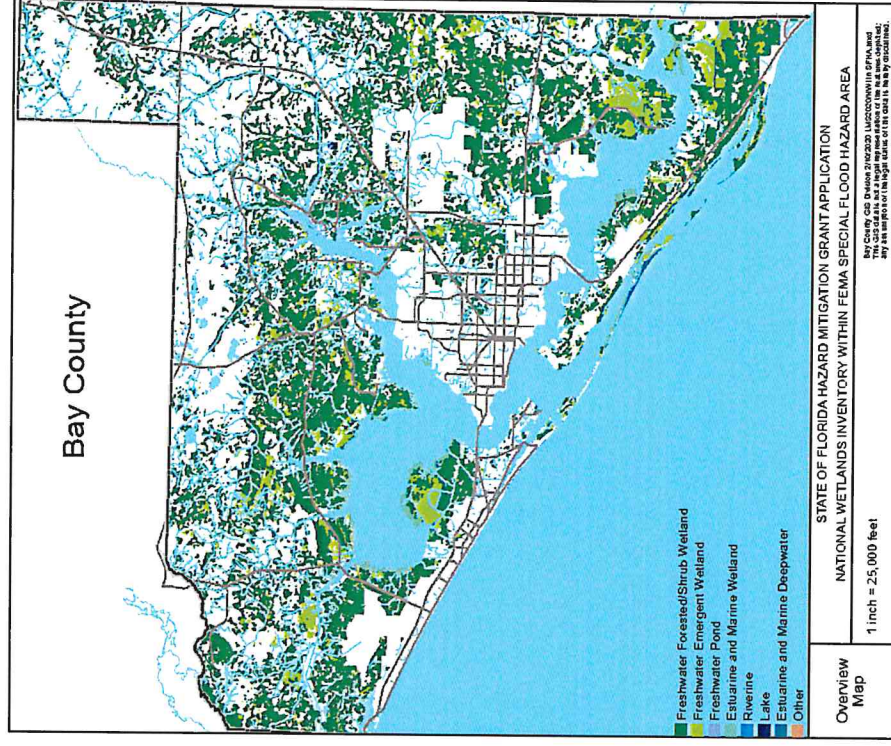
"Tully Park Preserve" is a 1-acre marshland preserve in Franklin County

The goal of Bay County Conservancy is to acquire land to preserve the present and future natural resources of the area due to the panhandle's rapid growth rate and the constant pressure and threat of development of land and natural resources.

Preservation of such land areas provides many benefits to a community such as:

- wildlife habitat
- air cleansing
- storm water retention
- Recreation and education
- aquifer recharge
- Green space for human renewal.

MAP 3. NATIONAL WETLAND INVENTORY & CONSERVATION LAND



Flood Zones

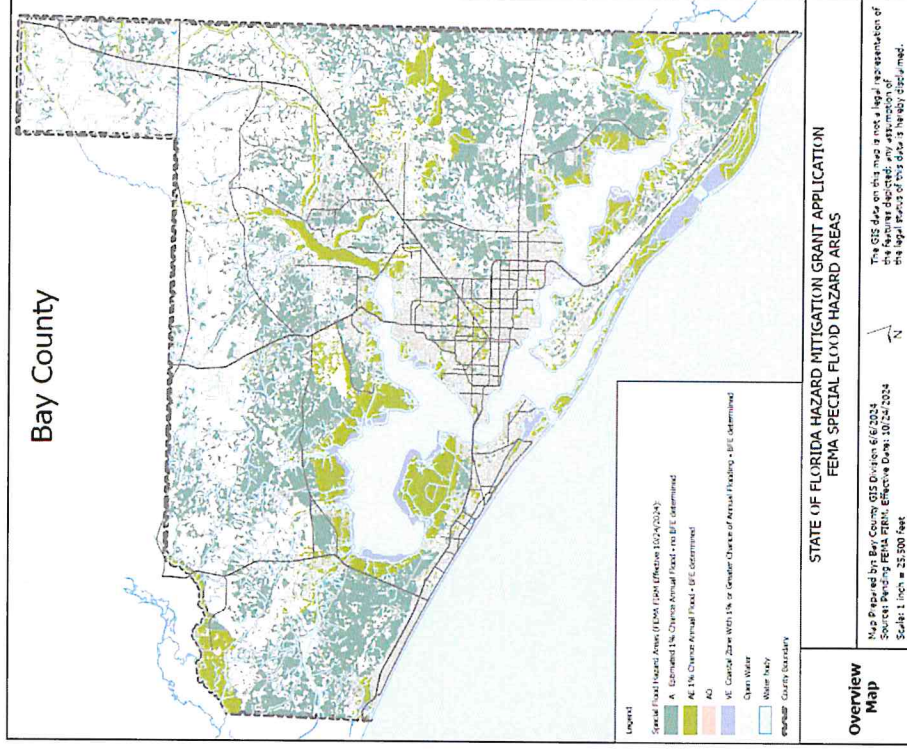
Flood hazard areas identified on the Flood Insurance Rate Map are identified as a Special Flood Hazard Area (SFHA). SFHA are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood. SFHAs are labeled as Zone A, Zone AO, Zone AH, Zone AE, Zone V, and Zone VE. Moderate flood hazard areas, labeled Zone X (shaded) are also shown on the FIRM, and are the areas between the limits of the base flood and the 0.2-percent-annual-chance (or 500-year) flood. The areas of minimal flood hazard, which are the areas outside the SFHA and higher than the elevation of the 0.2-percent-annual-chance flood, are labeled Zone X (unshaded).

Bay County's Rating

In February of 2004, the Board of County Commissioners established the Bay County CRS Strategy Team to develop a course of action that would improve Bay County's rating. Implementation of a public awareness outreach program earned Bay County a class 7 rating, which provides for a 15% discount on flood insurance premiums. In 2008 Bay County increased their level of outreach programs and other activities and has improved their rating to a class 5. This increased Bay County residents' discount to 25%. In the last cycle evaluation conducted in 2024, Bay County retained a Class 5 rating. The next cycle evaluation is scheduled for 2027.

	Description
A	Zone "A" equates to a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because no detailed analysis exists within these areas, no depths or base flood elevations are shown within this zone. Flood insurance is required on federally insured mortgaged property. (100 Year Flood)
AE	The base floodplain where base flood elevations are provided. Flood insurance is required on federally insured mortgaged property. (100 Year Flood)
AH	Areas with a 1% annual chance of shallow flooding, usually in the form of a pond, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones. Flood insurance is required on federally insured mortgaged property. (100 Year Flood)
AO	River or stream hazard areas, and areas with a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Average flood depths derived from detailed analyses are shown within these zones. Flood insurance is required on federally insured mortgaged property. (100 Year Flood)
VE	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones. Flood insurance is required on federally insured mortgaged property. (100 Year Flood)

MAP 4. FEMA Flood Zones



DEMOGRAPHIC PROFILE

Total Population: The total 2020 population of Bay County, including the incorporated Cities is 175,216; an increase of 3.8% from 2010 (Florida Office of Economic and Demographic Research).

Table 1. Total Population/Population Change (Source: BEBR, Census 2024)

Total Population 2024	Total Population 2020	Population Change
196,112	175,216	11%

Population Density: Much of the population resides within Urban Growth Boundary, an area where urban scale development is concentrated and where public facilities, such as utilities, schools, transit and other public facilities are provided.

Table 2. Jurisdictional Distribution of Population (Source BEBR, Census 2020-2024)

Jurisdiction	Population 2020	Population 2024
Callaway	13,045	14835
Lynn Haven	18,695	20,469
Mexico Beach	916	1,416
Panama City	32,939	37,909
Panama City Beach	18,094	19,549
Parker	4010	4,427
Springfield	8,075	9,010
Unincorporated Bay County	79,442	88,497

Table 3. Age Distribution (Percentage) of Population (BEBR, Census 2023)

Age Cohort	Population 2020	Population 2022
0-17	20.3%	21.3%
18-44	32.8%	34.8%
45-64	28.4%	25.5%
65+	18.5%	18.4%

Median Age 2023

41.2

Language Breakdown: Among people, at least five years old living in Bay County, 93.12 % speaks only English at home. 3.3% speak Spanish, other Indo-European 1.5%, Asian 1.6%, and other 0.5%

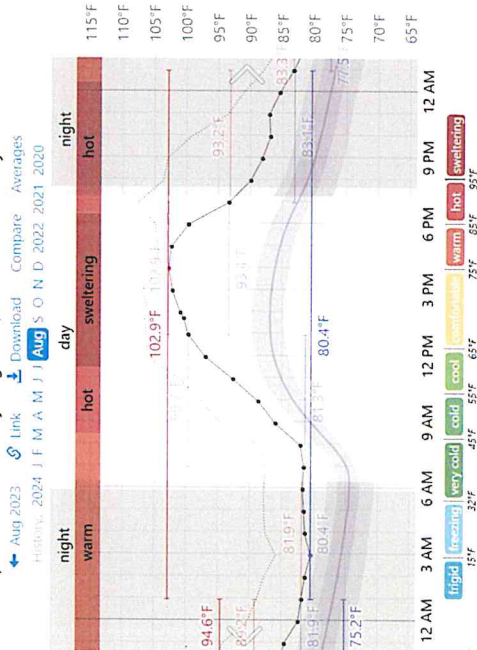
Climate

The average annual temperature of Bay County is 68.7 degrees Fahrenheit. Due to the large number of inland bodies of water, the county experiences high relative humidity throughout the year. The County has a high propensity of spring and summer thunderstorms which has rendered Bay County susceptible to receiving major rainfall from either a direct or indirect hit from a Tropical Storm and/or Hurricane almost yearly over the past 5 years.

Lying on the Gulf of Mexico causes daily sea breezes. These sea breeze enhance convective activity providing regular afternoon showers and thunderstorms. This occurs mainly in June through September. The dry season extends from October through December when the County is subject to frontal boundaries bringing cooler, dry air. The average annual rainfall is 61.06 inches.

The average January temperature is 63 degrees F, and the average August temperature is 90 degrees but in August of 2023, Bay County experienced an extreme Heat Wave on August 26, 2023, as shown in the chart below.

Temperature on Saturday, August 26, 2023 in Panama City Beach



Race & Ethnicity:

Table 4. Race Distribution (Source: Census, 2020)

Race	Population 2020	Percentage2020
White	142,094	81.9%
Black	20,850	11.0%
Asian	4,205	2.3%
Other	17,696	0.8%
Two or more	6,307	3.3%
Hawaiian/ other	350	0.7%

Those Living in Poverty

According to the Florida Office of Economic and Demographic Research, 20,851 (11.9%) of the population lives below the poverty level. Those living in poverty are more likely to be living in vulnerable structures, such as mobile homes, as well as having increased difficulty in evacuating due to obstacles in obtaining means of transportation. This population is also more likely to require shelter provision.

Inmate Population – Bay County has one facility that houses prison inmates. Bay Correctional Facility is an adult male medium/minimum security facility. The average inmate population since 2019 for the Bay County Jail Facility evaluated by fiscal year is listed below:

FY 2019-2020	1,088 inmates
FY 2020-2021	1,036 inmates
FY 2021-2022	1,177 inmates
FY2022-2023	1,311 inmates
FY 2023-2024	1,236 inmates

Seasonal & Visitors Population - Bay County houses a seasonal and visitor population of approximately 17 million annually which equates to 1.4 million monthly. Patrons staying through the months of April through September average stays of 4-7 days, while patrons staying through the months of October – March average stays of 1-6 months. Bay County has many visitors that escape the harsh winter months of Canada and the northern United States and are considered “snowbirds” while they vacation for several months at a time during the winter in Bay County. Most of these individuals are over the age of 60 and are retired.

Special Needs Populations:

During periods of threatening conditions, Bay County provides special shelter accommodation for registered people with special needs. Populations with special needs are identified as needing some assistance with the administration of medication, require oxygen or electricity for medical equipment, and suffer from emphysema, partial paralysis, heart problems, Parkinson’s disease, dementia or incontinence. As of October, 2024, Bay County has a total of 537 registered people with special needs of which 362 will need transport in the event of a disaster event (Florida Special Needs Registry Statistic Report Bay County).

ECONOMIC PROFILE

Bay County (including incorporated cities)

Income per Capita: \$36,868

Median Household Income: \$65,999 (U.S. Census, 2023)

Table 5. Residential Properties (10/2024 BCPA)

Single Family	64,880 parcels	Retirement/Nursing home	21 parcels
Vacant Single Family	19,867 parcels	Improved commercial	3,426 parcels
Mobile/Mod/Manufac.	8,669 parcels	Vacant commercial	2,334 parcels
Condominium	19,689 parcels	Improved industrial	831 parcels
Time share	269 parcels	Vacant industrial	74 parcels
Multi-Family >10du:	139 parcels	Improved timber/Agr	1,149 parcels
Multi-Family <10 du:	2,067 parcels	Church/hospital/lodge	341 parcels
		Government	724 parcels
		Vacant government	1,325 parcels

Table 6. Housing Characteristics: (U.S. Census, 2023)

Total housing units	110,847 units
Percentage of Owner Occupied Housing units	68.6%
Owner occupied	76,041 units
Renter occupied	14,939 units
Vacant housing units	19,867 units

Average Property Values: According to the Property Appraiser's office, the average market or appraised (just) value of single-family homes in Bay County is \$298,984; the average assessed value, before exemptions is \$265,671. The average market of appraised (just) value of improved commercial properties in Bay is \$1,096,542, assessed \$1,095,994.

Employment Sectors: Among the most common occupations within the major industries in Bay County are trade, transportation and office & Administrative support (29.47%), professional and business services occupations (18.64%), leisure and hospitality occupations (16.1%), financial occupations (7.4%), education and health service occupations (19.1%), and construction occupations (9.3%) (Bureau of Workforce Statistics and Economic Research (WSER July 2024)

Major Employers: Bay County's central location positions well for manufacturing, distribution and corporate headquarters operations. A listing of Bay County's major employers is provided below.

Table 7. MAJOR EMPLOYERS (Bay County Chamber of Commerce)

Company Name	Employment Type	No. of Employees
Tyndall Air Force Base	Military	6416
Naval Support Activity – Panama City	Military	4,931
Bay District Schools	Government	3,943
General Dynamic Information	Healthcare	2,300
Bay Medical Sacred Heart	Medical	1,864
Wal-Mart and Sam's Club	Retail	1,500
Eastern Shipbuilding	Manufacturing	1000+
Trane	Air Conditioning	807
Goodwill – Big Bend	Retail	800
Eastern Shipbuilding Group	Construction	746
Ingersoll Rand/Trane	Air Conditioning	700
HCA Florida Gulf Coast Hospital	Hospital	690
Edgewater Beach and Resort	Resort	650
Bay County Board of County Commissioners	Government	636
City of Panama City	Government	557
Bay County's Sheriff's Office	Government	522
Berg Steel Pipe Corporation	Manufacturing	405
Gulf Coast State College	Education	400
West Rock	Manufacturing	480
Sheraton Point Resort	Resort	250-500
DRMP	Construction	372
Royal American Management	Construction	375
Sprint	Customer Care	365
Publix Super Markets	Grocery Store	355
Resort Collection of Panama City Beach	Resort	320
Bay Haven Charter Academy	School	300
Target	Retail	300
US Post Office	Postal Service	300
Winn Dixie	Grocery Store	300
SWS Environmental Services	Contractor	268
Life Management Center of NW Florida	Health Care	250
City of Panama City Beach	Government	270
Bookit.com	Travel	250
Health South Emerald Coast Rehabilitation	Health Care	235
Tyndall Federal Credit Union	Credit Union	267
Merrick Industries	Manufacturing	185
News Herald	Newspaper	184
Applied Research Associates	Research/Engineering	174
L-3 Communications	Communications Contractor	165
Early Education and Care Inc.	Education	162
City of Lynn Haven	Government	156
Jensen USA	Manufacturing	150
Burrito Rock/Pepsi	Bottling/Distribution	140
Gulf Power Company	Power Company	140
Comcast	Telecommunications/Media	133
Hancock Bank	Banking	130
Kohl's Department Store	Retail	130
Best Buy	Retail	125

TRANSPORTATION PROFILE

Public Transit

Bayway Transit is the County's main public transportation system, which includes the Bayway Buses, Bayway on Demand and Bayway Flex Services. It serves the residents of Bay County along with the municipalities of Panama City, Panama City Beach, Lynn Haven, Callaway, Springfield and Parker.

Bayway Transit provides a fixed route system with 10 buses daily for a total of 7 routes averaging 1,121 trips per day; totaling approximately 403,523 trips annually.

Bayway on Demand is a demand response system that picks riders up at an address or defined location and transports them to a specific address or location. This system requires riders to complete an application and be qualified prior to riding. They system typically is referred to as non-emergency transport and serves as curb-to-curb, shared ride service for transportation for the elderly, disabled and those considered transportation disadvantaged who do not have access to transportation to medical appointments, work, school, shopping, and many adult day facilities. Riders are required to make reservations at least 24 hours prior to the trip. Fifteen buses operate Monday through Saturday 6AM-6PM with an average of 300 trips per day; totaling approximately 109,500 trips annually. Bayway Flex is a ride instantly from Panama City Beach to 30A using the Bayway app.

In October 2024, Bayway was recognized as the 2024 Transit System of the Year by Florida's Transit Association.

The Bay County Transportation Planning Organization is responsible for the fixed route system and the Bay County Board of County Commissioners is responsible for the demand response system. Bay County Board of County Commissioners is the Community Transportation Coordinator (CTC) for Bay County, Florida.

Public and Private Air

A complete list of airfields and landing areas in Bay County is provided below (airnav.gov).

TABLE 8. MAJOR AIRFIELDS/HELIPORTS

Name	Location	Facility Usage
Northwest Florida Beaches Intl. Airport	Panama City	Commercial Air
Bay Helicopters Heliport	Panama City	Private Facility
Ascension Sacred Heart Hospital Bay	Panama City	Private Medical
Bay Seaplanes Seaplane Base	Panama City	Private Facility
Coastal Helicopters Inc. Heliport	Panama City	Private Facility
Grand Lagoon Seaplane Base	Panama City Beach	Private Facility
Gulf Coast Medical Center	Panama City	Private Medical
Heli-Tech Inc. Heliport	Panama City	Private Facility
Post Electric Inc. Heliport	Panama City	Private Facility
Sandy Creek Airport	Panama City	Private Facility
Tyndall Air Force Base	Panama City	U.S. Military
Beach Mosquito Control Heliport	Panama City Beach	Local Government
Panhandle Helicopter LLC Heliport	Panama City	Private Facility
Yellow Whirley Bird Heliport	Panama City Beach	Private Facility
West Bay Creek Seaplane Base	Panama City Beach	Private Facility
Shands Cair	Panama City	Private Medical

LMS PLANNING PROCESS

The planning process used by Bay County is very flexible in meeting the analysis and documentation needs of the planning participants. It allows the planning participants to include data and information unique to their communities and planning capabilities into the Local Mitigation Strategy Plan. The process assists the Working Group by utilizing a full range of information in technical analysis and the formulation of proposed mitigation initiatives for incorporation into the Local Mitigation Strategy Plan.

This section of the Local Mitigation Strategy Plan discusses the organizational structure used to complete the planning process. It also provides a summary of the current status of planning activities by the participants, documenting the level of participation by the jurisdictions making up the Working Group. The Working Group's bylaws and operating procedures, located in Appendix C, further define how participation in the planning process is determined.

PLANNING PROCESS OVERVIEW

Planning efforts are conducted by a variety of methods in addition to the formal committee meetings documented, e.g., through phone contacts and electronic mail contacts among jurisdiction representatives; support staff, and the LMS Working Group chair and vice-chair. All jurisdictions have provided planning data for the Local Mitigation Strategy Plan and are considered to have participated in plan development. Efforts will continue to be made by the County to re-engage any organization that has not been active participants during the planning process. An ongoing goal of the Working Group is to ensure that the number of participating organizations and groups continues to grow.

The effort begins with developing a community profile of Bay County to document the basic characteristics of the community relevant to controlling the impacts of events. LMS Working Group Members are asked to submit mitigation initiatives that may be implemented if resources to do so became available.

Once the proposed initiatives are reviewed and coordinated, the Working Group can then decide to formally approve them by vote in order to incorporate them into the Bay County Local Hazard Mitigation Plan as part of the Local Mitigation Strategy (LMS). As soon as the Working Group approves a proposed mitigation initiative, it is considered to be officially a part of the Bay County Local Mitigation Strategy Plan and expected to be implemented by the sponsoring organization as soon as the resources and/or opportunity to do so become available.

LOCAL MITIGATION STRATEGY WORKING GROUP

As a prerequisite for participating in the Hazard Mitigation Grant Program (HMGP), Bay County has established a formal Local Mitigation Strategy Working Group. Every January, the Chairperson of the Board of County Commissioners will submit a list of the members and the designated chairperson and vice-chairperson to the Florida Division of Emergency Management.

The purpose of the Working Group is to decrease the vulnerability of the citizens, governments, businesses and institutions of Bay County, Florida, to the future human, economic and environmental costs of disasters. The Working Group develops, monitors, and maintains a local strategy for hazard mitigation and post-disaster redevelopment. Participation in the planning process requires consistent and active membership within the Working Group.

In accordance with 27P-22, Florida Administrative Code, the Working Group must include at a minimum:

- Representation from Planning and Zoning, Public Works, Emergency Management, Water Management Districts.
- Representation from all Interested Municipalities within the county.
- Representation from interested Independent Special Districts, Non-Profit Organizations, Native American Tribes or Authorized Tribal Organizations; and
- The Public

The Working Group meets in a duly noticed public meeting. Notice is provided in compliance with the Bay County "Due Public Notice" ordinance. Meeting times and dates are subject to the approval of the Working Group Chairperson.

Role of the LMS Working Group

The role of the Working Group as defined by Article 27P-22 of the Florida Administrative Code states that it is the responsibility of the Working Group to maintain the Local Mitigation Strategy Plan. Specifically, the Working Group is responsible for "the development and revision of the Local Mitigation Plan, coordination of all mitigation activities, setting and order of priority for local mitigation projects, and to submit and annual update to the Florida Division of Emergency Management by the last working day of each January. Annual updates shall at a minimum any revisions to the following:

- Changes to the hazard assessment.
- Changes to the project priority list.
- Changes to the critical facilities list.
- Changes to the repetitive loss property list; and
- Revisions to any maps.

LMS Working Group Participating Entities

Participation in the Working Group is voluntary by all participating entities. Membership is open to all jurisdictions, organizations and individuals supporting its purposes. Bay County does not have an established jurisdictional body of Native Americans within its jurisdiction. No representation of the Working Group is required. The agencies and organizations currently represented in the planning process are listed in the table below entitled "Bay County LMS Working Group Membership".

Table 9. Participating Entities of the LMS Working Group

Entity	Contributing Department
Public Representation	Citizen
Panhandle Engineering	Engineering Group
Gortemoller Engineering	Engineering Group
Bay County	Emergency Management Division
Bay County	Fire Department
Bay County	Public Works and Engineering Department
Bay County	Sheriff's Office
City of Callaway	City Manager
City of Callaway	Public Works Department
City of Lynn Haven	Fire Department
City of Lynn Haven	Public Works Department
City of Lynn Haven	Utilities Division
City of Mexico Beach	Administration Department
City of Mexico Beach	Public Works Department
City of Panama City	Engineering Department
City of Panama City	Fire Department
City of Panama City Beach	Administration Department
City of Panama City Beach	Fire Department
City of Panama City Beach	CRS Coordinator
City of Parker	Fire Department
City of Parker	Police Department
City of Springfield	Administration Department
City of Springfield	Public Works Department
Tyndall Air Force Base	Planning Inspection Department
Naval Support Activity Center	Emergency Management
Bay School District	Facilities Management
Bay School District	Energy and Conservation Management Div.
Team Rubicon	City Coordinator
American Red Cross	Disaster Services
Rebuild Bay County Inc.	Community Outreach
UF/IFAS Extension Bay County	Grants Division
Panama City Housing Authority	Administration
Gulf Coast State College	Administration & Facility Manager
NW Florida Beach Airport	Fire Department
Port of Panama City	Port Authority
NW Florida Water Management	Planning Division
Florida Division of Forestry	Administration Division

c

LMS Working Group Operating Procedures

The process described in the procedures mainly addresses how hazard mitigation initiatives are to be developed and processed. These procedures involve both a technical approach to planning and an organizational methodology for incorporating mitigation initiatives into The Plan.

The planning process is an ongoing function of the Working Group. The planning work conducted to develop the Local Mitigation Strategy Plan relies heavily on the expertise and authorities of the participating agencies and organizations, rather than on detailed scientific or engineering studies. The Working Group is confident that the best judgment of the participating individuals, because of their role in the community, can achieve a level of detail in the analysis that is more than adequate for purposes of local mitigation planning. As the planning process described herein continues, more detailed and costly scientific studies of the mitigation need of the community can be defined as initiatives for incorporation into the Plan and implemented as resources become available.

The planning process used by the Working Group is based on the following concepts:

- A multi-organizational, multi-jurisdictional planning group establishes specific goals and objectives to address the community's vulnerabilities to all types of hazards.
- The planning procedure utilizes a logical process of hazard identification, risk evaluation and vulnerability assessment, as well as review of past events, that is consistently applied by all participants using common evaluation criteria.
- Mitigation initiatives are proposed for incorporation into the Plan only by those jurisdictions or organizations with the authorities and responsibilities for implementation.
- The process encourages participants to propose specific mitigation initiatives that are feasible to implement and clearly directed at reducing specific vulnerabilities to future events.
- Proposed mitigation initiatives are characterized in a substantive manner to assure cost effectiveness and technical merit. Initiatives are also coordinated among jurisdictions through a peer review process to ensure that conflicts or duplications are avoided.
- All mitigation initiatives to be incorporated into the plan are prioritized.
- The Plan is periodically reviewed and adopted by the participating jurisdictions' governing bodies to ensure that the mitigation actions taken by their organizations are consistent with each community's larger vision and goals, as well as any unique needs and circumstances. The adoption process includes instructing the jurisdictions' agencies and organizations to continue to refine, expand and implement the Plan.

LMS Working Group Bylaws

The Working Group has adopted bylaws to establish purpose and responsibility, to create a structure for the organization, and to establish the other fundamental characteristics of the Working Group as a community organization. The current edition of the bylaws is enclosed in Appendix C.

PUBLIC INVOLVEMENT

Public participation is an important part of the Local Mitigation Strategy and will continue to be fostered. The Local Mitigation Strategy Working Group is committed to engaging the public in the planning process. Public participation is encouraged through the issuance of media releases, public hearing and outreach efforts. Public notices are issued at least 15 days prior to a public hearing. These notices are posted on the Bay County Events Calendar, the Bay County Public Notices webpage and posted on each of the Public Notice Bulletin Boards in the County's Administration Building.

All Local Mitigation Strategy Working Group public hearings are noticed and open to the public. Representatives from the public participate as voting members of the Working Group. From the very beginning of the planning process, the Working Group engages the public in decisions that outline the framework of the Local Mitigation Plan.

A public meeting was held on November 13, 2024, and February 12, 2025, to provide the Working Group and members of the public an additional opportunity to review the draft Local Mitigation Plan and provide feedback. Non-Voting public partners such as Northwest Florida Water Management District and University of Florida Institute of Food and Agriculture played a vital role in the public process and implementation of writing this LMS Plan. Also, a resident of Bay County attended the majority of the LMS Working Group meetings as the "public representative". A "LMS Public Input Survey" was sent out on the Bay County website and via email from October 22 to November 22, 2024, to get public input for the Bay County LMS Plan and information that will help facilitate and improve the County's CRS rating in the future.

The County received a total of 190 responses with a majority showing that the County's overall LMS Planning Process is satisfactory. The majority of the public would like to see more mitigation projects for stormwater and emergency service infrastructure projects and when asked what incentive would encourage them to mitigate their homes the overwhelming response was "insurance premium discounts".

The official vote was in complete participation, review and implementation of the overall Bay County LMS Strategy Plan.

Copies of all public meeting documentation, including review of the Survey Response for the Local Mitigation Strategy Plan update can be viewed in **Appendix D**.

THREAT HAZARD IDENTIFICATION AND RISK ASSESSMENT

The LMS Working Group recognizes hazards that threaten the community and uses information to estimate the relative risk for each hazard as an additional method to focus analysis and planning efforts. The Working Group compares the likelihood or probability that a hazard will impact an area, as well as the consequences of that impact to public health and safety, property, the economy, government and the environment. The comparison of the consequences of an event with the probability of occurrence is a measure of the risk posed by that hazard to the community. The complete Hazard Identification and Risk Assessment is available as a part of the Local Mitigation Plan found in **Appendix K**.

The Threat Hazard Identification Risk Assessment (THIRA) has been reviewed and updated to include Hurricanes Sally, Tropical Storm Fred , Wildfires, Severe Thunderstorms, Flooding and Tornadoes that hit Bay County between 2020 and 2025 and included in this current version of the 2025 Bay County Local Mitigation Strategy Plan. New hazards in the Natural Hazard section include Extreme Temperatures (Hot/Cold). The following table on page 46 reflect an overview of the Bay County natural and man-made hazards depicting risk and impact.

Positive mitigation measures have been taken by Bay County and all seven jurisdictions within its limits to proactively decrease the vulnerability of future events. The following is a chart that outlines the vulnerability and hazards addressed.

Table 10. Vulnerability Chart

MUNICIPALITY	MITIGATION PROJECTS	HAZARD ADDRESSED	VULNERABILITY
Bay County	Generators, Lift Stations Upgrades, Wind Retrofit, Acquisitions of RL Properties, Sewer Improvements, Water Line Improvements, Generator and Wind Retrofit Projects	Tropical Cyclones, Wildfires, Thunderstorms, Flooding, Tornado, Extreme Heat and Cold	Decreases vulnerability by allowing the city to run critical facilities during power outages and essential employees to stay during emergencies; allows for backup for potable water and generator power to fuel stations and sewer lift stations. Purchase of repetitive loss homes and move them out of floodplain to safer home; Salerooms to use as shelters for warming and cooling shelters
Callaway	Generator and Wind Retrofit Projects	Tropical Cyclones, Tornadoes, Severe Thunderstorms, Extreme Heat and Cold	Decreases vulnerability by allowing the city to have power and run critical facilities during power outages and allow essential employees to stay during emergencies. Salerooms to use as warming and cooling shelters
Lynn Haven	Wind Retrofit and Generator	Tropical Cyclones, Tornadoes, Severe Thunderstorms	Decreases vulnerability by allowing the city to have power and run critical facilities during power outages and allow essential employees to stay during emergencies.
Mexico Beach	Bypass Pumps, Police/Fire Station Saleroom	Tropical Cyclones, Tornadoes, Severe Thunderstorms, Terrorism and Pandemic	Decreases vulnerability by allowing the city to have power and run critical facilities during power outages and allow essential employees to stay during emergencies.
Panama City	Wind Retrofit, Acquisition of RL Homes, Lift Station and WWTTP Improvements, Generators, Safe Rooms	Tropical Cyclones, Tornadoes, Severe Thunderstorms, Flooding, Extreme Heat and Cold	Decreases vulnerability by allowing the city to run critical facilities during power outages and essential employees to stay during emergencies; allows for backup for potable water and generator power to fuel stations and sewer lift stations. Purchase of repetitive loss homes and move them out of floodplain to safer home; Salerooms to use as shelters for warming and cooling shelters.
Panama City Beach	Residential Acquisition, Road Improvements, Salerooms,	Tropical Cyclones, Tornadoes, Severe Thunderstorms, Flooding, Extreme Heat and Cold	Decreases vulnerability by allowing the city to run critical facilities during power outages and essential employees to stay during emergencies; allows for backup for potable water and generator power to fuel stations and sewer lift stations. Purchase of repetitive loss homes and move them out of floodplain to safer home. Salerooms to use as shelters for warming and cooling shelters
Parker	Generators, City Hall	Tropical Cyclones, Tornadoes, Severe Thunderstorms	Decreases vulnerability by allowing the city to have power and run critical facilities during power outages and allow essential employees to stay during emergencies.
Springfield	Generators	Tropical Cyclones, Tornadoes, Severe Thunderstorms	Decreases vulnerability by allowing the city to have power and run critical facilities during power outages and allow essential employees to stay during emergencies.

The Local Mitigation Strategy did not specifically include Erosion, Tsunami, Earthquake, Civil Unrest/Mass Migration and Cyber Attack. As there have been no instances in the last 5 years in Bay County and its municipalities of these hazards, it has been determined that if one of these hazards occurred it could impact the entire County, the Local Mitigation Working Group does not believe these hazards rise to the level of specific successful mitigation activity. There have also been no occurrences of sinkholes in the last five-year cycle of the Bay County LMS Plan. The Emergency Management Division maintains the hazards as a recognizable risk, but they generally fall within the low-risk category and within a normal course of preparedness activity.

VULNERABILITY ASSESSMENT

Estimating the relative risk of different hazards is followed by the assessment of the vulnerabilities in the likely areas of impact to the types of physical or operational impacts potentially resulting from a hazard event. The table on the following page relates the recognized hazards to the community assets providing an impact rating based on each hazard.

The Plan states that changes in the community, such as growth and development, increase or change the vulnerability. This is true in that as the population increases, there is generally a greater exposure to hazards listed in the assessment. The Working Group strives to ensure that development does not occur within areas of recognizable risk including the Special Flood Hazard Areas. It is also true that as the demographics and business profiles change within the community there is naturally greater vulnerability simply by increased demand for service, as is the case with population sheltering. The 2024 BEBR Report shows that Bay County as a whole has increased in population by 2.9%. The chart below outlines the Changes in Development and population growth for each jurisdiction within Bay County for the last five years.

CHANGES IN DEVELOPMENT

Hurricane Michael has changed the land use and population growth for Bay County and all its municipalities. At first there was a decline immediately following the disaster event, but by 2020, the County and municipality started seeing a steady positive increase in population growth and construction of residential and commercial growth. With positive results, bring challenges to ensure that no adverse impacts are made to existing development. Bay County and the municipalities within adopted more stringent building codes and FEMA FIRM maps to ensure that newer building standards were met to build back stronger and more resilient to withstand future disaster events. The chart below depicts the population growth and development growth in each jurisdiction in the past 5 years.

Population Change Estimate 2024			Population 2020-2024		Land Use and Development Changes		Change in Vulnerability	
Bay County – Total	196,112	20,896	175,216		Bay County has seen an increase in land use and population growth in the northern area and along beach front. This poses a higher risk of hurricanes and flooding, but the County has implemented higher building standards to mitigate.		Increase Change in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Callaway	14,835	1,790	13,045		Callaway has seen an increase in residential and commercial growth. FEMA Firm maps have been adopted, and the city is ensuring that any new development is not adversely affecting the existing infrastructure and development.		Seen a minimal increase in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Lynn Haven	20,469	1,774	18,695		Lynn Haven has seen some population growth and has adopted the FEMA Firm Maps. The city will ensure that any new development meets the current building codes and will not adversely affect the existing floodplain development.		Seen a minimal increase in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Mexico Beach	1,416	500	916		The city has seen some population growth but mainly residents are rebuilding from Hurricane Michael.		Seen a minimal increase in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Panama City	37,909	4,970	32,939		Panama City has seen residential and commercial growth since hurricane Michael but has adopted more stringent building and floodplain codes to help mitigate against flooding risk in the future.		Seen an increase in vulnerability due to population growth in the past five years. It poses a risk to residents and tourists to hazards such as hurricanes, tornadoes, severe weather and other events.	
Panama City Beach	19,549	1,455	18,094		Panama City Beach has seen an increase of residential and commercial growth since Hurricane Michael which increases the risk to population for tropical cyclones, tornadoes and flooding. The city has adopted more stringent building and floodplain codes to help mitigate against future damages.		PCB has seen the most change in vulnerability out of all the County in the past five years due to growth in population. It also has the most transient population with tourists. It poses a higher risk to residents and tourists to hazards such as rip tides, hurricanes, severe weather and other hazards.	
Parker	4,427	417	4,010		Parker has seen a slight increase in population and has adopted the FEMA Firm maps to help mitigate against future flood risks.		Seen a minimal increase in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Springfield	9,010	935	8,075		Springfield has seen a slight increase in population and has adopted the FEMA Firm maps and is closely monitoring any new building to ensure no adverse effect on flooding to existing development.		Seen a minimal increase in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Un-Incorporated Bay	88,497	9,055	79,422		Bay County has seen an increase in land use and population growth in the northern area and along beach front. This poses a higher risk of hurricanes and flooding but the County has implemented higher building standards to mitigate.		Increase Change in Vulnerability due to increase in Population and it poses a higher risk to residents and tourists to hazards such as tornadoes and hurricanes.	
Population Data B.E.R. 2024 Statistics								

Population Data B.E.R. 2024 Statistics

The most recent shelter survey by the Florida Division of Emergency Management shows a shelter-space deficit in the county. This deficit is due to the devastation that Bay County encountered due to Hurricane Michael in 2018. The Working Group is keeping a watchful eye and working with local authorities to come up with new sheltering opportunities for the County. It is important to keep up with changes in the community.

A methodical, qualitative examination of the vulnerabilities from future events within Bay County occurs at least annually or, on a as needed basis, at the request of the Working Group. The process typically results in the identification of specific vulnerabilities that are addressed by specific mitigation initiatives which can be incorporated into the Local Mitigation Strategy Plan.

As an associated process, the Working Group also reviews experiences with past events to see if those events highlighted the need for specific mitigation initiatives. These experiences can also result in the recommendation of mitigation initiatives for incorporation into the Plan. The second avenue for assessment of community vulnerabilities involves comparison of the existing policy, program and regulatory framework promulgated by local jurisdictions to control growth, development and facility operations in a manner that minimizes vulnerability to future events. The Working Group can assess the individual jurisdictions' existing codes, plans, and programs to compare provisions and requirements against the hazards posing the greatest risk to that community. If indicated, the participating jurisdiction can then propose development of additional codes, plans or policies as mitigation initiatives for incorporation into Local Mitigation Plan for future implementation when it is appropriate to do so.

MITIGATION STRATEGIES

This section of the Local Mitigation Strategy Plan identifies mitigation strategies that aim to reduce the community's risk from natural and man-made disasters. The Local Mitigation Strategy Working Group establishes the following goals and objectives to guide mitigation efforts and activities within the County to reduce the loss of life and property by lessening the impact of disasters. The goals and objectives are multi-hazard in scope and written to meet the needs and capabilities of all communities within Bay County.

Each goal provides objectives that define specific mitigation results that guide the development and implementation of proposed mitigation initiatives.

Goals & Objectives

1. To establish and continue local government capabilities for developing, implementing and maintaining effective mitigation programs by:

- Making collected data and information needed for defining hazards, risk areas and vulnerabilities readily available
- Helping emergency services organizations develop preplanning capability to promptly initiate emergency response operations
- Supporting effective use of data and information related to hazard mitigation planning and program development
- Measuring and documenting the effectiveness of hazard mitigation initiatives implemented in the community
- Deriving and utilizing mitigation "lessons learned" from each significant disaster event occurring in or near the community
- Making community mitigation planning and programming assistance available to the community

2. To build a disaster resilient community with all sectors of the community working together by:

- Advocating for resources to establish and implement a business continuity and recovery program in the community for key community organizations
- Establishing and maintaining interagency agreements for local agencies and organizations, where possible, for the development and implementation of mitigation-related projects and programs
- Having governing bodies endorse and implement the Local Hazard Mitigation Plan and support community mitigation programming
- Establishing and continuing successful outreach programs, where possible, to gain participation in mitigation programs from key business, industry, institutions and community groups and periodically updating the community regarding local efforts in mitigation planning.

Table 11. HAZARD VULNERABILITY TABLE

Community Asset	Water	Land	Structure	Infrastructure	Transportation	Energy	Healthcare	Education	Government	Business	Religion	Community	Other
Hazard	1	2	3	4	5	6	7	8	9	10	11	12	13
Tropical Cyclone	4	4	4	4	4	4	4	4	4	4	4	4	4
Flooding	4	4	4	4	4	4	4	4	4	4	4	4	4
Wildfire	2	2	2	2	2	2	2	2	2	2	2	2	2
Severe Thunderstorm	3	3	3	3	3	3	3	3	3	3	3	3	3
HOV (DVI)	2	2	2	2	2	2	2	2	2	2	2	2	2
Climate Change	1	1	1	1	1	1	1	1	1	1	1	1	1
Drinking Water	3	3	3	3	3	3	3	3	3	3	3	3	3
Greenhouse Gas	2	2	2	2	2	2	2	2	2	2	2	2	2
Spill/Leak	1	1	1	1	1	1	1	1	1	1	1	1	1
Extreme Cold	1	1	1	1	1	1	1	1	1	1	1	1	1
Terrestrial	5	5	5	5	5	5	5	5	5	5	5	5	5
Marine	4	4	4	4	4	4	4	4	4	4	4	4	4
Aviation	2	2	2	2	2	2	2	2	2	2	2	2	2
Aviation/Unmanned	2	2	2	2	2	2	2	2	2	2	2	2	2
Healthcare	3	3	3	3	3	3	3	3	3	3	3	3	3
Transportation	2	2	2	2	2	2	2	2	2	2	2	2	2
Government	2	2	2	2	2	2	2	2	2	2	2	2	2
Business	2	2	2	2	2	2	2	2	2	2	2	2	2
Religion	2	2	2	2	2	2	2	2	2	2	2	2	2
Community	2	2	2	2	2	2	2	2	2	2	2	2	2
Other	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Loss of service to critical facilities
2. Loss of service to critical facilities
3. Loss of service to critical facilities
4. Loss of service to critical facilities
5. Loss of service to critical facilities
6. Loss of service to critical facilities
7. Loss of service to critical facilities
8. Loss of service to critical facilities
9. Loss of service to critical facilities
10. Loss of service to critical facilities
11. Loss of service to critical facilities
12. Loss of service to critical facilities
13. Loss of service to critical facilities

3. To maximize capabilities for initiating and sustaining emergency response operations during and after a disaster by:

- Establishing and maintaining policies concerning the relocation, retrofitting or modification of evacuation routes
- Determining evacuation shelter priorities for the funding of shelter retrofit or relocation needed to ensure their operability during and after disaster events
- Retrofitting or relocating local emergency services facilities to withstand the structural impacts of disasters, as funding becomes available
- Providing response capabilities necessary to protect visitors, special needs individuals, and the homeless from a disaster's health and safety impacts as resources permit
- Retrofitting or relocating shelters or structures for vehicles and equipment needed for emergency services operations to withstand the impacts of disasters as funds become available
- Retrofitting or relocating utility and communications systems supporting emergency services operations to withstand the impacts of disasters as funds become available
- Prioritizing routes to and from key critical facilities and evacuation routes for accessibility

4. To minimize disruption to the continuity of local government operations by:

- Retrofitting or relocating buildings and other facilities used for the routine operations of government, where possible, to withstand the impacts of disasters
- Preparing community redevelopment plans to guide decision-making and resource allocation by local government in the aftermath of a disaster
- Working to protect important local government records and documents from the impacts of disasters
- Updating plans and identifying resources to facilitate reestablishing local government operations after a disaster
- Obtaining redundant equipment, facilities, and/or supplies, as needed funding becomes available, to facilitate reestablishing local government operations after a disaster

5. To minimize threats of disasters to the health, safety and welfare of the community's residents and visitors by:

- Establishing and maintaining systems for notifying the public at risk and providing emergency instruction during disasters
- Supporting effective structural measures to protect residential areas from the physical impacts of disasters
- Seeking to reduce the vulnerability of facilities in the community posing an extra health or safety risk when damaged or disrupted by the impact of a disaster

- Encouraging the retrofit or relocation of public and private medical and health care facilities in the community to withstand the impact of disasters
- Removing or relocating residential structures from defined hazard areas where feasible
- Encouraging the retrofit of residential structures by their owners to withstand the physical impacts of disasters
- Reducing the vulnerability of structures, facilities and systems serving visitors to the community in order to meet their immediate health and safety needs
- Providing resources, equipment and supplies to meet community health and safety needs after a disaster

6. To support effective hazard mitigation programming through establishment and implementation of applicable local government policies and regulations by:

- Identifying local government facilities that could be enhanced by mitigation techniques to minimize physical or operational vulnerability to disasters
- Reviewing and where appropriate, revising land use policies, plans and regulations in order to discourage or prohibit inappropriate location of structures or infrastructure components in areas of higher risk
- Ensuring that hazard mitigation needs, and programs are given appropriate emphasis in resource allocation and decision-making
- Establishing and enforcing building and land development codes that are effective in addressing the hazards threatening the community
- Avoiding high hazard natural areas for new or continuing development
- Participating in and supporting the National Flood Insurance Program (NFIP) and the associated Community Rating System (CRS)
- Locating new local government facilities outside of identified high hazard areas and/or designing them in a manner that minimizes their vulnerability to the impacts of such hazards
- Encouraging the use of appropriate hazard mitigation techniques in the reconstruction and rehabilitation of structures and utilities in the community
- Promoting private property maintenance consistent with minimizing vulnerabilities to disaster

7. To minimize the vulnerability of homes, institutions and places of employment to the effects of disaster by:

- Identifying funding and providing economic incentive programs for the general public, businesses and industry to implement structural and non-structural mitigation measures
- Supporting key employers in the community in the implementation of important mitigation measures for their facilities and systems

- Assisting with the removal, relocation or retrofitting of vulnerable structures and utilities in hazard areas including schools, libraries, museums, and other institutions important to the daily lives of the community

8. **To minimize the threat to the economic vitality of the community from a disaster by:**

- Strengthening where feasible components of the infrastructure needed by the community's businesses and industries from the impact of disaster
- Developing emergency response and disaster recovery plans that consider the needs of key employers in the community
- Encouraging community businesses and industries to make their facilities and operations more disaster resistant
- Helping to establish and maintain programs, facilities and resources to support the resumption of business activities by local businesses and industry impacted by disasters
- Educating the public regarding the condition and functioning of the community in the aftermath of a disaster

9. **To minimize disruption to the community's infrastructure from a disaster by:**

- Encouraging hazard mitigation programming by private sector organizations owning or operating key community utilities including major energy sources, and telecommunications
- Supporting routine maintenance of the community's infrastructure to minimize the potential for system failure
- Strengthening transportation and utility services in the community to reduce failures

10. **To promote community awareness and education by:**

- Encouraging interested individuals to participate in hazard mitigation planning and training activities
- Providing public education, especially to those living or working in defined hazard areas, about their vulnerability to disasters and effective mitigation techniques
- Offering training to managers of public facilities about hazard mitigation techniques and the components of the community's mitigation plan
- Providing technical training in mitigation planning and programming to appropriate local government employees
- Encouraging information sharing about appropriate hazard mitigation techniques among owners and operators of businesses and industries in the community

Mitigation Projects

The Local Mitigation Strategy Working Group is responsible for identifying mitigation initiatives/projects that Bay County and all participating entities that support the mitigation planning program. Mitigation projects are intended to achieve the implementation of associated goals and objectives.

Developing Hazard Mitigation Initiatives enables the Working Group to highlight significant vulnerabilities that exist in Bay County and reduce the impacts during future events. Each mitigation initiative proposed for incorporation into the Plan is submitted to the Working Group for consideration by an agency, organization, business or individual that has the authority or responsibility for implementation. This avoids the artificiality of proposing mitigation initiatives when it is unclear who would implement them and if the authority to do so is available.

It is the job of the Working Group to ensure that each proposed mitigation initiative will be cost effective, feasible to implement, acceptable to the community, and technically effective in purpose. The Working Group prioritizes each initiative based on the following criteria:

- Economic benefit
- Protection of public health and safety
- Impact on valuable or irreplaceable environmental or cultural resources

Once the Initiatives have been identified based on the above criteria, a "cost to benefit" analysis is conducted for each initiative by the submitting agency. The purpose of the analysis is to demonstrate the benefit of each initiative to the community based on how much money is required to complete the project. Based on the "cost to benefit" analysis, each proposed mitigation initiative is prioritized in the Plan for future implementation.

The "cost to benefit" analysis is not specifically designed to meet any known or anticipated requirements from the State of Florida or any federal funding agency, due largely to the fact that such requirements can vary with the agency and type of proposal. Therefore, at any point when the organization proposing an initiative is applying for funding from any state or federal agency, or from any other public or private funding source, that organization will then address the specific informational or analytical requirements of the funding agency.

During routine updates of the Plan, each mitigation initiative is evaluated to determine if it is still valid and or should be removed from the Plan. The initiatives are reviewed to determine if the priority of each initiative still matches the vision of the Working Group. All proposed mitigation projects must be submitted to the Local Mitigation Strategy Working Group for review and approval. A project submission form must be completed in order to be eligible for candidacy. A complete listing of mitigation projects and copies of submittal completed forms for each of the approved mitigation projects can be viewed in **Appendix B**.

NOTE: Prioritizing flood mitigation measures provides immediate and controllable relief from a hazard capable of wide-reaching impact. Flooding is also a significant secondary hazard. Tropical cyclones, projects like elevating roads and enhancing water conveyance creates less localized flooding on roads making them safer and more navigable. It also significantly reduces structural inundation potential. Increasing floodwater storage provides a natural way for water run-off to return to the natural earth without impact to the built and natural environments. Prioritizing the flood hazard through mitigation initiatives allows businesses and citizens the opportunity for a safer, stronger habitat promoting a quicker recovery and achieve normalcy sooner following a catastrophic flood event.

Prioritization Method

The Local Mitigation Strategy Working Group prioritizes each project based on a method that involves categorization and consensus. The Working Group has selected nine categories that meet the vision of the mitigation program. The following categories were selected by a majority vote from the Working Group as providing guidance towards alignment with the approved goals and objectives. The mitigation project categories are prioritized as follows:

1. Lift Station Elevation
2. Storm water/Drainage Mitigation/Road Elevation
3. Critical Infrastructure/Facility Protection & Mitigation to include Bridges and County roadways
4. Hardening/Retrofit
5. Floodplain Acquisition
6. Mitigation Planning
7. Mitigation Training, Education & Public Outreach
8. Traffic Signal - Mast Arm
9. Traffic Signal/Lift Station - Permanent Generator/UPS

Candidate projects brought before the Working Group must fall under one of the above categories to be considered. Each project is reviewed with careful consideration. Projects are approved by a majority vote and added to the corresponding category for final prioritization.



The Working Group then reviews the projects within each category to determine their level of priority. This determination is based upon a combination of factors, including, but not limited to the project's level of impact to the community, cost effectiveness, and feasibility to implement. Once all projects have been prioritized the final mitigation project list is produced and approved by the Working Group by a majority vote. The approved list of mitigation projects can be viewed in **Appendix B**.

Benefit-Cost Summary

It is the responsibility of the Working Group to ensure that each mitigation project is cost effective, feasible to implement, acceptable to the community, and technically effective in purpose. The Working Group prioritizes each project based in part on the benefit-cost summary provided on the project submission form. This summary should cover as many of the following criteria as possible:

- Assesses the impact of one action compared to another
- Shows how one type of action costs more than another to achieve the same benefit
- Shows that funding is available for one type of action but not another
- Demonstrates that the economic goals of the community are better served by one action rather than another

Implementation of Approved Mitigation Initiatives

Once an initiative has been incorporated into the Local Mitigation Plan, the agency or organization proposing the initiative becomes responsible for implementation. While the Working Group is responsible for setting the overall goals, strategies and initiatives as set forth in Local Mitigation Plan, only the jurisdiction or organization itself has the authority and responsibility to implement proposed mitigation initiatives. Each initiative must have a budget so that costs may be tracked, and accountability managed. Agencies are also responsible for providing applications to state and federal agencies for financial support for implementation.

Mitigation Project Funding Resources

Bay County and Member Agency General Funds

The Bay County Emergency Management Division with other County departments and other jurisdictions may have funding available in the general fund budget for mitigation actions. Broadly inclusive, each department and agency participating in the Working Group, such as the jurisdictions' Storm water programs, regularly request funding for projects on the priority list as well as other projects that are not. This often includes the Capital Improvement Project budget list.

Each department or agency that is not part of the Working Group is regularly reminded of potential projects and programs ensuring a focused effort supporting mitigation measures. Funding is only available at the discretion of each agency or department's administrators. In certain cases, the elected officials as well as the executive leadership assist in support of mitigation opportunities and actions.

If mitigation opportunities become available through other funding mechanisms, the Bay County Emergency Management Division in partnership with the Working Group works to ensure that all jurisdictions are made aware of the grant opportunities. The LMSWG encourages collaboration between the County and municipalities to achieve, principally local funded, priority projects.

The Working Group also uses other available mitigation funding to implement projects on the priority list. FEMA's mitigation grant programs provide funding for eligible projects that reduce disaster losses and protect life and property from future disaster damage.

FEMA administers the Hazard Mitigation Grant Program (HMGP), the Flood Mitigation Assistance (FMA) program, the Pre-Disaster Mitigation (PDM) program, the Repetitive Flood Claims (RFC) program, and Severe Repetitive Loss (SRL) program. Below is a description of each of the programs.

Pre-Disaster Funding Options

Pre-Disaster Mitigation (PDM) Program

The Pre-Disaster Mitigation program provides funds to states, territories, tribal governments, communities and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. Funding these projects reduces overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. PDM grants are awarded on a nationally competitive basis and without reference to state allocations, quotas, or other formula-based allocation of funds.

Flood Mitigation Assistance (FMA) Program

The purpose of the Flood Mitigation Assistance Program is to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insured under the National Flood Insurance Program, whether the structures are a repetitive loss or not. Therefore, any insured structure with or without losses is eligible to apply assistance. The program provides funding to states, territories, tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to the occurrence of a disaster event.

The Flood Mitigation Assistance Program was established pursuant to Section 1366 of the National Flood Insurance Act of 1968 (42 US Code 4104c), as amended by the National Flood Insurance Reform Act of 1994 (Public Law 103-325), and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004 (Public Law 108-264), with the goal of reducing or eliminating claims under the National Flood Insurance Program. The Flood Mitigation Assistance Program regulations are contained in Title 44, Code of Federal Regulations (CFR), Part 78. FMA grants are awarded on a nationally competitive basis.

Repetitive Flood Claims (RFC) Program

The Repetitive Flood Claims program provides funding to states and communities to reduce or eliminate the long-term risk of flood damage to structures under the National Flood Insurance Program that have had one or more claims for flood damages and that cannot meet the requirements of the Flood Mitigation Assistance program for either cost share or capacity to manage the activities.

Severe Repetitive Loss (SRL) Program

The Severe Repetitive Loss program provides funding to reduce or eliminate the long-term risk of flood damage to severe repetitive loss structures insured under the National Flood Insurance Program.

Post-Disaster Funding Options

Hazard Mitigation Grant Program (HMGP)

The Hazard Mitigation Grant Program provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

The program is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Community Development Block Grant Disaster Recovery Program (CDBG-DR)

The United States Department of Housing and Urban Development provides flexible grants to help states and communities recover from Presidential declared disasters. The Community Development Block Grant for Disaster Recovery program provides funding to states, local governments, tribal governments, and insular areas designated by the President of the United States as disaster areas. Disaster Recovery grants often supplement disaster programs of the Federal Emergency Management Agency. The following is a list of mitigation activities eligible under the Disaster Recovery program.

- Purchase of damaged properties located in a floodplain and relocating residents to safer areas.
- Rehabilitation of homes and buildings damaged from a disaster.
- Purchasing, constructing, or rehabilitating public facilities such as streets, neighborhood centers, and water, sewer, and drainage systems.
- Code enforcement.
- Homeownership activities such as down payment assistance, interest rate subsidies and loan guarantees for disaster victims (if the original property was in a floodplain); and
- Planning and administration costs.

Public Assistance Program (PA)

FEMA's Public Assistance program aids state, tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from Presidential declared disasters. The program encourages the protection of damaged facilities from future events by aiding hazard mitigation measures, including protection, repair, replacement, or restoration of damaged publicly owned facilities during the recovery process.

Other Available Funding Options

Community Development Block Grant (CDBG)

The Community Development Block Grant program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD.

The program provides annual grants on a formula basis to 1,040 general units of local government and states. Entitlement communities, including Bay County, are required to prepare and submit a "Consolidated Plan" that establishes goals for the use of CDBG funds. Grantees are also required to

hold public meetings to solicit input from the community, ensuring that proposed projects are aligned with the community's most urgent needs.

Stafford Act, Section 404

Section 404 of the Stafford Act authorizes funding for projects that eliminate repetitive losses. Repetitive loss is defined as numerous losses suffered to a particular property over a specific time. For example, if a home floods three times in six years when there is heavy rain, that home would be deemed a repetitive loss structure. Funding for a project to eliminate or significantly reduce the threat of flooding would be eligible under Section 404 of the Stafford Act as long as the project is cost-beneficial; meaning that for every dollar spent on the project a minimum of one dollar is saved through avoiding future disaster assistance for that property.

Legislative Action

Legislative bodies can be called on to intercede when the needs present themselves. Bay County will petition the state or federal legislature for funding should the situation warrant such action.

JURISDICTIONS AUTHORITIES, POLICIES & PROGRAMS

Community Listing

Each member and associated jurisdiction provide specific authorities, policies and programs to supporting mitigation activity. The following is a brief list and may also be found in Appendix I.

- Florida Building Code - 2023
- Florida Statute 252
- Florida Administrative Code 27P
- Bay County Ordinance #4-30
- Bay County Ordinance #13-22
- Bay County Comprehensive Emergency Management Plan (Ordinance #24-29 as Amended)
- Bay County Ordinance – Land Development Code

Bay County and its Municipalities use the above funding options to enhance mitigation opportunities to recover, rebuild and sustain a more economic and viable community for the future. All municipalities within Bay County fall under the Bay County Comprehensive Emergency Management Plan. Each entity has representation on the LMS Working Group to review, evaluate and add projects that will mitigate risks and add resilience to the County from future disaster events. Each entity has its own Floodplain and Land Development Code that includes the most current FEMA FIRM Maps that are adopted and kept to the most up-to-date and stringent codes required. Bay County is completing the update on the Comprehensive Emergency Management Plan which will include all municipalities within its jurisdiction.

The major gap that the smaller communities have is access to local GIS Systems to track elevation certificates and perform disaster assessments. Callaway, Lynn Haven, Mexico Beach, Parker and Springfield must rely on the County to track and perform the GIS computer tracking for their entity after disaster events. This process works but causes a slower process for the entities since they do not have direct access to GIS information and must rely on the County personnel. As funding becomes available, the smaller municipalities will look for grants to upgrade their current system to a "four-runner" GIS system that will work in tandem with the County's GIS system.

Field work is lacking and must County's GIS System GPS location of valves

The LMSWG reviewed the above documents as well as the After-Action report from Hurricanes Michael, Sally, Tropical Storm Fred, and Hurricane Helene to ensure that each municipality is in compliance with regard to their Flood Ordinance, Building Codes and Land Development Codes. None of the smaller communities have their own Comprehensive Emergency Management Plans (CEMP) and fall under the County's CEMP. The City of Springfield is currently not participating in the Community Rating System but is in the process of getting certified for this program. Lessons learned from Hurricane Michael are essential to plan, stay resilient and build back a "stronger and more robust community" that can withstand future events without sustaining such devastating damage as in the past.

PLAN INTEGRATION

Mitigation has the potential to easily integrate into many day-to-day functions and existing plans throughout the county, such as the Comprehensive Emergency Management Plan (CEMP). Other 'planning mechanisms that the mitigation plan can be integrated into include policies and procedures. For instance, mitigation can be incorporated during the recovery process of Presidentially declared disasters by simply including it when filling out a Public Assistance Project Worksheet to repair public facilities or infrastructure. Another process for incorporating mitigation would be to provide a policy or procedure for homeowner's associations to incorporate wildfire mitigation activities into their bylaws.

One of the strongest ties that exists between two mitigation-related planning mechanisms is the one between the LMS and the CEMP. The CEMP must be updated every four years and relies heavily on the LMS—the county's all-hazards risk assessment and will also include the Florida Community Wildfire Protection Plan 2023/2024 as an annex. As the LMS's risk assessment is updated, it is integrated into the CEMP. On the years when the CEMP must be updated prior to the 5-year update of the LMS, the risk assessment section will be reviewed and updated as necessary to meet the needs of the CEMP. The CEMP is adopted by resolution at the county while the other participating municipalities adopt it by promulgation; therefore, all municipalities provide their consent on this integration.

When it is time for plans to be updated, each municipality will take the lead in ensuring the LMS gets integrated appropriately into the revised plan. At a minimum, the plans being updated will be reviewed to ensure they are consistent with the LMS, and places will be identified where mitigation can play a bigger role. That information will be relayed back to the LMS Coordinator so that it can be tracked in the LMS. As a part of the 2025 update, a review was conducted of each municipality's Comprehensive Plan (Comp Plan). It was discovered that there is ample room for each of the Comp Plans to integrate mitigation concepts in the future. Between the Comp Plan updates, mitigation will continue to be promoted at the local level through other policies, goals, and objectives, both new and existing. The Florida Community Wildfire Protection Plan 2023/2024 and the Florida Department of Health Pandemic Influenza Plan will be incorporated in the LMS Plan Update, see Appendix L.

The municipalities will incorporate the LMS Plan into their other current plans to ensure that the most current building codes and FEMA FIRM maps are in effect as notated in Appendix I. Lessons learned from each disaster event are evaluated through After-Action Reports (AAR) and all municipalities within Bay County participate in the LMS Working Group and take an active role in looking for federal funding to mitigate future damages within their municipalities. The Group meets quarterly to discuss new projects, concerns, vulnerabilities or gaps in their particular community that need and how best to proceed with the HMGP funding as it becomes available.

Potential plans and planning mechanisms that the LMS can be integrated with include:

- Municipal Comprehensive Plans
- Flood Response Operations Guide (FROG) (CRS Section 610)
- Community Wildfire Protection Plans
- Comprehensive Emergency Management Plans
- Post-Disaster Redevelopment Plans (PDRPs)
- Municipal ordinances
- Land development regulations.
- Floodplain ordinances
- Strategic Plans
- Capital Improvement Plans
- Hazard Specific Plans

Previously, the LMS was integrated with the CEMP via the risk assessment section. A summary table from the LMS was included in the CEMP and it was stated in the CEMP that the county's complete risk assessment can be found in the LMS. Also, the cities of Lynn Haven, Panama City and Mexico Beach used the LMS to gain points under section 510 of the CRS program. Bay County and the cities of Lynn Haven, Panama City and Mexico Beach used the LMS to help get points with section 610 of the CRS program. Bay County and Panama City will be using the 2020 LMS to assist them with obtaining points in section 610 at their next ISO review.

COMPLETED, DELETED OR DEFERRED MITIGATION INITIATIVES

Projects remaining on the list from the 2020 LMS Plan update were re-worded with more accurate descriptions and cost estimates.

After Hurricane Michael, Bay County and the seven municipalities applied for and received approximately 85 HMGP-CDBG Mitigation Projects. Of those approximately 24 construction projects have been completed and are underway with the closeout process and 14 are waiting for the State to review Phase 1 and award the Phase 2 construction contracts.

A complete list of projects of the Local Mitigation Strategy Group can be viewed in **Appendix B**.

CONFLICT RESOLUTION

At various points in a project's progress, the Working Group will be advised of project status and consulted on future actions. In the event of a conflict, Working Group members will participate in meetings to help reach a compromise. Every effort will be made to reach a compromise before proceeding to the next level of resolution. Progression to the next level will only occur if the Working Group deems it appropriate and necessary.

NON-CONTRACTUAL ISSUES

If any non-contractual issue is opposed by 50 percent or more of the voting Working Group, the item will be deferred and recorded for future planning and evaluation purposes. For any issue that is opposed by less than 50 percent of the voting Working Group, a resolution will be attempted utilizing the steps below:

1. A separate meeting/conference call will be scheduled with those opposed to the issue. The meeting will focus on identifying the root cause(s) of the opposition and determining if a compromise is possible.
2. If the first meeting/conference call is unsuccessful, a second attempt will be scheduled. This meeting will include representatives from the County administration and the Manager from the municipalities involved. The meeting will focus on confirming whether compromise is possible.
3. If a resolution appears possible, but further discussion is needed, a third meeting may be scheduled between a County BOCC representative and the mayors of the municipalities opposed.
4. The last attempt at the resolution will be a meeting with the entire County BOCC and Councils/Commissions involved. This step will only be utilized when a very small minority of the Working Group remains opposed to an issue, and more than 75 percent of the voting Working Group recommends taking it to this level. Opposition to issues from non-governmental entities will be handled in a similar manner.

CONTRACTUAL ISSUES

If any contractual issue is opposed by any member of the Working Group, they will be provided with a copy of the contract requirement. If 50 percent of the voting Working Group requests interpretation of the contract language or intent, the State Contract Coordinator will be contacted to provide clarification to the entire Working Group. If 50 percent of the voting Working Group recommends additional attempts to be made, the Director of the Florida Division of Emergency Management will be contacted. Relief from contractual issues can only be approved by the Florida Division of Emergency Management.

Since 2020, the County has experienced Hurricane Sally, Tropical Storm Fred and Hurricane Helene as well as multiple flooding events and wildfires. The County is still recovering from Hurricane Michael, a Category 5 storm that devastated the community in October of 2018. The State has awarded over 85 HMGP Mitigation projects to Bay County and its municipalities to rebuild and strengthen our communities against future disasters. Bay County is in the process of completing these projects. For a complete list of revisions please see [Appendix A](#).

 **BREVARD**
Florida

LOCAL ACTION PLAN FOR 2020
Presented to the Board of County Commissioners
for the Long-term commitment of Brevard County

Florida's Future

The local development strategy for 2020 will
include the following:
• Increase the number of jobs, training and
employment opportunities for the workforce
• Increase the number of jobs, training and
employment opportunities for the workforce
• Increase the number of jobs, training and
employment opportunities for the workforce

The Bay County Board of County Commissioners and all incorporated jurisdictions included in this multi-jurisdictional plan formally adopt the Local Mitigation Plan by resolution. Projects on the proposed project list are executed based on priority and fund availability. Projects are prioritized based on the criteria established by the Working Group as presented in the Local Mitigation Plan. The Bylaws and Goals set forth an established procedure to monitor and evaluate projects and assign a priority ranking.

The Plan has been created to integrate seamlessly with other plans at the County and local level. In particular, the Threat Hazard Identification and Risk Assessment and the Community Hazard Identification and Risk Assessment are designed to be cohesively into existing and future plans that are created by incorporated jurisdictions within the County may choose to add. The Plan's information in the manner that best suits them.

Public Participation is a key component of the LMS Planning process from implementation, monitoring and evaluation to the completion of the plan. Once the 2025 Bay County LMS Plan update has been adopted, citizen representatives will continue to participate in our Quarterly LMS Working Group Meetings to discuss and vote on projects and prioritize projects for any upcoming disaster events.

Community Profile

The Community Profile (Section 1) provides a cohesive and comprehensive data set for the updating of demographics information within local community plans. The information can be used in planning for the cities of Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker and Springfield as well as in the Bay County Comprehensive Emergency Management Plan (CEMP). As the data is updated in future Census runs, it can be integrated directly into the current formatting in the Local Mitigation Plan.

The Community Profile data is available to multiple agencies within the county including, local jurisdictions, utility providers, water management districts, the school district, nongovernmental organizations, and most importantly the public. This data provides a stable and comprehensive structure ensuring that consistent data exists across multiple plans, therefore reducing duplication of effort and conflict of information.

Threat Hazard Identification and Risk Assessment

The Threat Hazard Identification and Risk Assessment, much like the Community Profile, contributes to a number of planning resources by updating the risk information. Private sector businesses, such as hotels, request hazard information from time to time for their planning efforts. The Local Mitigation Plan provides valuable information for the Comprehensive Plans and Land Development Codes. Additional planning tools, such as future land use maps, conceptual development plans, and other proactive planning and development tools may also be affected by hazard locations.

Example plans include:

- Each jurisdictions Comprehensive Emergency Management Plan
- Supplemental Flood Action and Response Plans
- Risk Services plans
- Future Land Use Plans
- Hazard Response Plans
- Evacuation Plans
- School Plans

PLAN ADOPTION

The Bay County Board of County Commissioners will adopt the Local Mitigation Strategy Plan following approval by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA). The seven incorporated jurisdictions participating in the Plan will adopt the plan as well. Other participating agencies may adopt the plan as scheduling allows. The dates of adoption are summarized in the table below. A copy of each resolution may be found in Appendix H.

Table 12. Plan Adoption

Jurisdiction	Date of Adoption	Resolution No.
Callaway		
Lynn Haven		
Mexico Beach		
Panama City		
Panama City Beach		
Parker		
Springfield		
Bay District Schools		
Panama City Housing Authority		

PLAN MONITORING, MAINTENANCE & UPDATES

The Bay County Chief of Emergency Services or his designee who serves as the LMSWG Chairman is in charge of monitoring, evaluating and updating the LMS Plan maintenance to ensure the fluidity and accuracy annually in conjunction with the entire LMS Working Group. Plan Maintenance, Evaluation and Updates is the process by which the Working Group continues to update and improve the mitigation planning process. It also includes the technical analysis needed for the process to propose more mitigation initiatives for incorporation into the plan. The plan must be updated at least on a Five-Year Cycle but is evaluated annually for plan maintenance. The group's activities will continue to monitor implementation of the plan, evaluate the effectiveness of implemented mitigation initiatives, and to strive continually to engage the community in the planning process. Representatives from non-profits, volunteer agencies and citizen representatives play a key role in the planning process as part of our LMS Working Group to ensure that public participation is met. At each annual evaluation of the plan maintenance, the LMSWG will also advise the Executive Policy Group of Bay County to ensure that all effective decision makers are aware of new and potential grant funds available for future mitigation projects to enhance and rebuild the municipalities within Bay County.

Mitigation planning is a dynamic process and must be continually adjusted for changes in the community and refine the information, judgments and proposals documented in the local mitigation plan. The process used by the Working Group to maintain the plan consists primarily of four functions:

- Continue to improve the mitigation plan by accomplishing additional technical analyses such as vulnerability assessments, evaluation of the policy framework of the participating jurisdictions, and post-event analysis of disasters, etc.
- Continue to expand participation in the planning process by soliciting the involvement of additional agencies from the participating jurisdictions, by reaching out to the public, and to expand participation by the private sector.
- Routinely monitor implementation of the initiatives in the plan until each is completed and in place, and to assess their actual effectiveness following the next relevant disaster event.
- Issue an updated plan document for use by the participating jurisdictions, to inform the community, and when appropriate for submittal to state and federal agencies for approval pursuant to the Disaster Mitigation Act of 2000

The technical analysis conducted by the participating jurisdictions is an ongoing effort to assess the hazards threatening the community, the vulnerabilities to those hazards, and the adequacy of the participating jurisdictions' policy and program framework to control vulnerabilities. When indicated, the technical analysis also includes formulating proposed mitigation initiatives to eliminate or minimize the identified vulnerabilities.

For the 2025 update, extensive new analysis for the THIRA was completed. During the next planning cycle, participants will continue their analyses, so potential mitigation-specific local ordinances are identified and documented indicating the relationship between the action-oriented mitigation strategy and other current planning documents.

The Emergency Management Division and the Working Group through the Local Mitigation Strategy continue to expand participation in the mitigation planning process. Gaining additional participation in the planning process is also part of the public information and community outreach component of development. Bay County conducted an LMS Public Outreach Survey through SurveyMonkey to gather public input for a four-week period and received 190 responses. The public wanted to see more stormwater and emergency service infrastructure projects and over 70% of the responses stated they would be willing to mitigate their homes if they had incentives through insurance premium discounts.

Please see a copy of the survey and summary of the public input responses under **Appendix E**.

Public Input was also gathered through the input of the LMSWG meetings and input from all stakeholders which include representatives from all seven municipalities and public residents as well as members of non-profit organizations. The overall synopsis of the public input was to keep planning initiatives as they currently are stated in our goals and objectives.

The third category of plan maintenance activities that is undertaken by the Working Group is to monitor the implementation of mitigation initiatives by the participating jurisdictions and their agencies. The current status of initiative implementation is detailed in **Appendix B** of this plan, and the Emergency Management Division will update this section of the plan annually and include it in the

next publication of the Bay County Local Mitigation Strategy. As Hazard Mitigation Grant Funds become available and each municipality administers projects under the HMGP Grant program, the LMS Plan will continue to be monitored and implemented on a continual basis. Each municipality will play an active role on the Local Mitigation Strategy Working Group with regards to planning, developing, researching and incorporating all hazard mitigation activities into their policies, plans and ordinances for present and future projects. The 2025 LMS Strategy Plan is a working and living document that will be used in concert with all other mitigation initiatives throughout the County. Throughout the five-year planning cycle for the update, Public Meetings and Outreach sessions will be held to gather public input on projects that are needed in the community sector and initiatives and educational formats such as "Reducing a Community's Risk – One Grant at a Time" initiatives will be implemented to teach residents the importance of "hazard mitigation" measures and the need for implementing such measures on a day-to-day basis.

As a part of monitoring the implementation of mitigation initiatives following a disaster, the participants conduct a post-event mitigation assessment. This is intended to define, for the event, the demonstrated effectiveness of completed mitigation initiatives, or any pre-existing mitigation initiatives, in reducing the human and economic impacts of the event. As time passes and disaster events occur, this will enable Bay County and the Working Group to accumulate a database of "mitigation success stories" regarding the value of the property losses avoided and the number of fatalities, injuries or illnesses prevented. *In the past five years, Bay County has acquired 14 Repetitive Loss (RL) Homes and Panama City has acquired 21 RL homes, turning them into greenspace through CDBG Voluntary Home Buyout Programs and/or HMGP Mitigation Grant Programs. The County and municipalities are committed to mitigation of flood prone and other natural hazards.*

The Bay County Emergency Service Chief and/or his designee as LMSWG Chairman will monitor the effectiveness of plan implementation and maintenance of the plan. This also involves assessing the effectiveness of the mitigation goals and objectives established for the planning process. As noted above, the Working Group established general goals and several specific objectives to guide the participants in the mitigation planning process. The attempts to address the established objectives, with the intent of achieving the associated mitigation goals for the community, are a key measure of the effectiveness of the continuing plan maintenance and plan implementation.

Appendix B includes the project listings, which documents the participants' efforts to achieve the established goals and objectives through the implementation of associated proposed mitigation initiatives. As these initiatives are implemented and monitored for their effectiveness in future disasters, the Working Group will be able to determine the overall success of their mitigation planning effort. In future planning cycles, these goals will be reviewed and re-evaluated to ensure they are still as relevant to the unique needs of the community as they are now, and that they continue to address current and expected conditions.

The final activity in plan maintenance is to incorporate the results of all technical analyses, including the development of new mitigation initiatives, and publish an updated edition of the Local Mitigation

Strategy. In addition to documenting further technical analysis, the program can also be used to document the efforts to continue to engage the public in the planning process.

To expand direct participation in the planning, and to increase representation. Continuation of the planning process will enable the Working Group to address the analyses not yet completed and/or the mitigation initiatives still requiring characterization and proposal.

Evaluation & Maintenance

The local mitigation strategy plan is evaluated on an annual basis by the Bay County Emergency Services Chief or his designee. The Emergency Management Division was selected as the organization to evaluate the mitigation plan for the Office serves as support staff to the Working Group including representatives from all the participating jurisdictions and organizations. In this role, the Emergency Management Division has responsibility for maintaining the master copy of the LMS Plan, for scheduling and facilitating meetings, and collaborating with adjacent counties, the State of Florida and the Federal Emergency Management Agency regarding the mitigation plan. In addition, frequently, the Emergency Management Division is the contact point and coordinator for post-disaster funding opportunities for implementation of the proposed mitigation initiatives incorporated into the plan. By adoption of the plan, all municipalities within Bay County will follow the same evaluation criteria listed below.

The following represents evaluation criteria:

- Assessing recent emergency events and their impact, as well as the resultant influence and/or adjustments that are needed in the mitigation planning process.
- Evaluating the progress in addressing the established mitigation goals and objectives, primarily through the development and implementation of initiatives for each goal and objective to ensure progress is being made.
- Assessing the extent to which the mitigation plan is effectively interacting with other jurisdictional plans and programs related to mitigation issues, such as being incorporated into a jurisdiction's comprehensive plan, emergency management plan, capital improvement plan, storm water management plan, etc. The Bay County Comprehensive Emergency Management Plan also includes all municipalities within Bay County.
- Evaluating the extent to which the vulnerabilities of assessed critical facilities, other facilities and systems, neighborhoods and repetitive loss properties are being addressed through the planning process, including the development and implementation of initiatives.
- Assessing whether the Working Group continues to have or needs to expand its membership to promote community participation in the mitigation planning process.
- Evaluating continuing progress in the expansion and/or updating of the hazard identification and vulnerability assessment process, the development and implementation of mitigation initiatives, as well as assessing the effectiveness of implemented initiatives

- Assessing specific aspects of the mitigation policies and programs, based on policy data entered into the program, to evaluate specific mitigation issues of interest, especially on a multi-jurisdictional basis, such as variations in local mitigation-related codes.

Updates

The planning period began in August 2024 for this update of the Bay County Local Mitigation Strategy. The planned date for the release of the next update of the Bay County Mitigation Strategy (LMS) is intended to be no later than September 2025 and this begins a new five-year cycle.

The Bay County Emergency Services Chief and the Bay County Emergency Management Division, as supporting staff for the Working Group, are responsible for maintaining and updating the mitigation plan. The updating process is accomplished by convening an initial meeting of the group at the start of the planning cycle. This meeting will be used to establish participation in the update process, to brief participants on the current status of the planning efforts for each jurisdiction, to review the established mitigation goals and objectives, and to acquaint any new representatives with the technical steps in the planning process.

This meeting will also review any changes in the state or federal regulations and/or guidance applicable to the mitigation plan. Each jurisdiction uses the same process as the County's LMS Working Group to assess their previous analysis completed for its community, and as indicated, modify or expand their analysis. Through the coordination of the Bay County Emergency Management Division, each jurisdiction is responsible for updating its jurisdiction's portion of the strategy and working in coordination with Bay County to update and complete their portion of the LMS Plan. Work products and/or planning milestones are to be produced on the schedule established for the update cycle. The Emergency Management Division will facilitate meetings with officials from individual jurisdictions to assist with the updating process.

Upon completion of each of the planning steps by a jurisdiction, the updated information for that step will be provided to the Bay County Emergency Management Division for review, coordination with information received from other jurisdictions, and data entry into the LMS.

Near the conclusion of the five-year planning cycle, a draft of the updated Plan will be prepared and available for public comment and input at the advertised meetings and via the <http://baycountvfl.gov> web page.

COMPLETED MITIGATION INITIATIVES

Once mitigation initiatives are completed, it is the duty of the Working Group to ensure proper close-out of the project as outlined in the Planning Process section of The Plan. A formal letter is sent to FDEM on an annual basis, in the month of January, with all updates to The Plan. The letter also includes a list of any mitigation initiatives that have been completed. Annual LMS Update letters are provided in Appendix F.

NFIP PARTICIPATION

INTRODUCTION

The National Flood Insurance Program (NFIP) was created by the Congress of the United States in 1968 through the National Flood Insurance Act of 1968 (P.L. 90-448). It enables property owners in participating communities to purchase insurance protection from the government against losses from flooding. Flood insurance is designed to provide an alternative to disaster assistance in meeting the escalating costs of repairing damage to buildings and their contents caused by floods.

Participation in the NFIP is based on an agreement between local communities and the federal government. The agreement states that if a community will adopt and enforce a floodplain management ordinance aimed at reducing future flood risks to new construction in a Special Flood Hazard Areas (SFHA), the federal government will support flood insurance availability within the community as financial protection against flood losses.

BAY COUNTY FLOODPLAIN MANAGEMENT PLAN

The purpose of the Local Mitigation Plan is to develop a unified approach for dealing with identified hazards, including flooding. The Local Mitigation Plan serves as a tool to direct the County in its ongoing efforts to reduce vulnerability to the impacts produced by both natural and man-made hazards. The Plan also helps establish funding priorities for currently proposed mitigation projects. With these goals and purposes in mind, the LMS Plan also serves as the Bay County Floodplain Management Plan for purposes of the Community Rating System (CRS).

JURISDICTIONAL PARTICIPATION

Bay County, Florida

Bay County joined the NFIP in 1981, with its first NFIP map in January of that year and its first FIRM in July of 1981. The NFIP is locally administered by the Bay County Community Development Department. The latest report shows 14,402 policies with 497 claims of damage totaling \$26,512,144.91. The County has 264 repetitive loss properties, each of which is residential property. The current effective map for Bay County is dated October 24, 2024. The SFHA increased from 45% to 54% under the new FEMA FIRM Map which also increased the Repetitive Loss list from 204 to 264 even while the County has undertaken mitigation measures for acquiring 14 RL homes with HMGP grant funding.

Chapter 24 of the County Land Development Code establishes minimum standards for the NFIP Flood Damage Prevention, and Storm Water Management (attached herein as Appendix J). Bay County is participating in the CRS rating program and is currently rated at a 5, with a 25% savings totaling \$2,411,508 community wide. The last CRS Cycle Evaluation occurred in December 2024.

Bay County's efforts for continued NFIP compliance include:

- Informing repetitive loss property owners including, surrounding properties, of mitigation opportunities
- Extensive NFIP plan integration into the County Comprehensive Plan, Future Land Use Map, and Zoning Regulations
- Compensating Storage
- Provide flood information at both the Bay County Hurricane Expo and municipal partners hurricane expos.
- Maintaining a map of areas that flood frequently and prioritizing those areas for inspection immediately after the next flood or heavy rains.
- Obtaining FEMA's Substantial Damage Estimator and being prepared to use it when damage occurs.
- Maintaining supplies of FEMA/NFIP materials to help homeowners evaluate measures to reduce damage.
- Evaluating higher standards that are proven to reduce flood damage.
 - a. Anchoring of new development and manufactured homes
 - b. The use of flood resistant materials in new construction and substantial improvements
 - c. New construction and substantial improvements shall be constructed by methods and practices that minimize flood damage
 - d. Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and or located to prevent water from entering or accumulating within the components during conditions of flooding.
 - e. Any new principal building shall be served by public water and sewer lines, and no existing on-site systems shall be replaced except by public system connections.
 1. Regulation of residential, nonresidential, and elevated buildings to meet specific standards above the NFIP outlined in the Floodplain Ordinance and Bay County Building Code.
 2. The prohibition of new development within a designated floodway
 3. Maintaining supplies of FEMA/NFIP materials to help homeowners evaluate measures to reduce damage.

Municipalities Participation in the National Flood Insurance Program

Every municipality in Bay County participates in the National Flood Insurance Program and intends to continue with all regulations of that program (including any higher standards set by the City) through the enforcement of its flood damage prevention ordinance, building department/floodplain manager review of permitted development practices, floodplain monitoring activities, education of local staff and participation of Community Rating System. The Cities will coordinate with the State of Florida Floodplain Management Office on issues requiring technical assistance and during Community Assistance visits or other compliance monitoring events.

The following is a list of the municipalities and the date of enlistment into the NFIP program:

- City of Callaway – July 1980
- City of Lynn Haven – June 1977
- City of Mexico Beach – July 1977
- City of Panama City – July 1977
- City of Panama City Beach – June 1977
- City of Parker – August 1980
- City of Springfield – August 1981

Municipality	Municipality Information									
	City/County	City/County	City/County	City/County	City/County	City/County	City/County	City/County	City/County	City/County
Callaway	Callaway	Callaway	Callaway	Callaway	Callaway	Callaway	Callaway	Callaway	Callaway	Callaway
Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven	Lynn Haven
Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach	Mexico Beach
Panama City	Panama City	Panama City	Panama City	Panama City	Panama City	Panama City	Panama City	Panama City	Panama City	Panama City
Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach	Panama City Beach
Parker	Parker	Parker	Parker	Parker	Parker	Parker	Parker	Parker	Parker	Parker
Springfield	Springfield	Springfield	Springfield	Springfield	Springfield	Springfield	Springfield	Springfield	Springfield	Springfield

CRS Participation

Five of the seven municipalities participate in the Community Rating System. Mexico Beach and Springfield currently do not participate but are in looking into an application to become a part of the CRS program.

Bay County, Callaway, Lynn Haven, Panama City, Panama City Beach and Parker currently participate in the Community Rating System Program. They continue to actively engage the public through outreach programs such as:

- Social media through websites and Facebook pages
- Regular newsletters and newspaper articles
- Sending letters and documentation to property owners, lenders, insurance and real estate offices
- Send letters with flood risk and insurance information to citizens located in repetitive loss areas.
- Meet with property owners and developers to discuss policies and regulations for floodplain protection.
- Maintain elevation certificates and D-Firms for public review.

As of October 2024, the CRS Class Ratings of the following municipalities are as follows:

- Bay County – CRS Class Rating 5
- Callaway – CRS Class Rating 7
- Lynn Haven – CRS Class Rating 7
- Panama City – CRS Class Rating 5
- Panama City Beach – CRS Class Rating 5
- Parker – CRS Class Rating 9

Multi-Jurisdictional Program for Public Information

Bay County, and its seven municipalities have joined efforts to produce a unified Multi-Jurisdictional Program for Public Information (MJ-PPi), as a subcommittee to the Working Group. The MJ-PPi subcommittee was formed on March 12, 2019. The MJ-PPi is a collection of public/private participants whose primary goal is to identify targeted outreach activities/messages that follow major topics approved by the NFIP. These topics are targeted to increase awareness of the dangers of floods, as well as reducing the human and economic impact of flooding on communities participating in the NFIP's Community Rating System program. The MJ-PPi will develop a unified program for coordinating messages and projects for a cost effective and consistent method for flood hazard outreach across all jurisdictions.

REPETITIVE LOSS PROPERTIES

Repetitive loss properties are another means in identifying flood hazards. The FEMA NFIP defines repetitive loss properties as those with policies having two or more flood insurance claims of \$1,000 or more within a 10-year period. Current records show there are 264 such properties in Bay County. In each case of loss, the property is residential property. Repetitive loss properties are identified only if the owner has NFIP coverage.

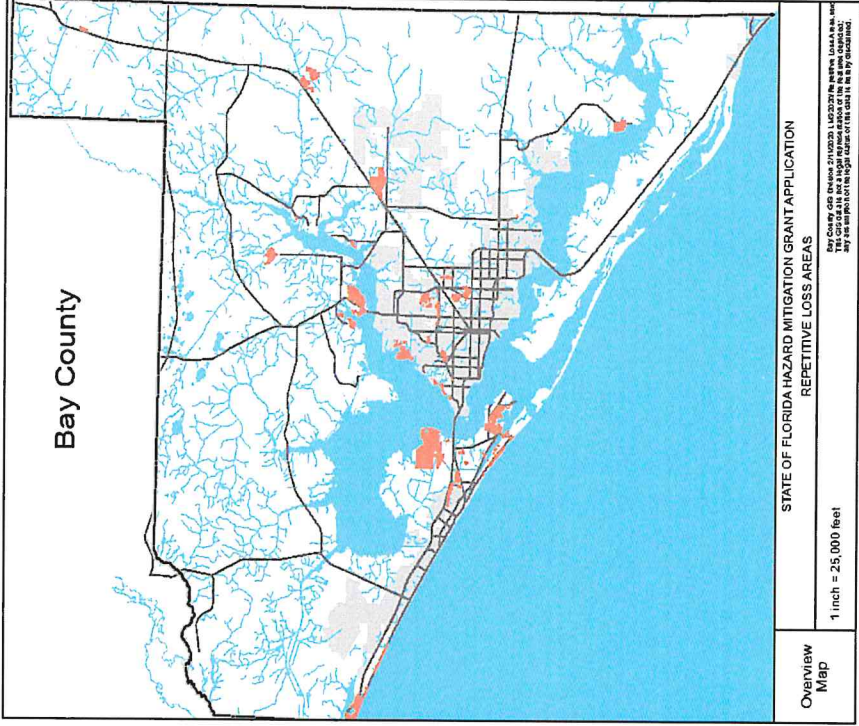
Through Hurricane Michael Hazard Mitigation and Community Development Block Grant funding a total of 35 repetitive loss properties were acquired. In Bay County alone 14 RL properties and Panama City 21 RL properties were converted from multi-use housing to greenspace thus mitigating and future damage.

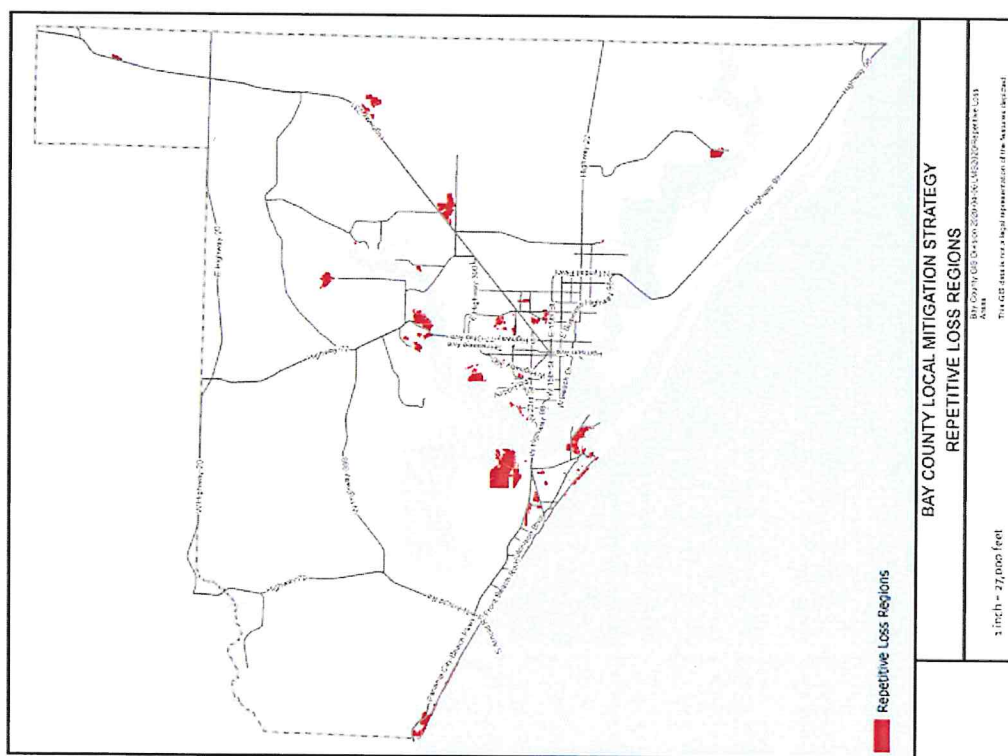
Municipality	RL Structures	RL Structures	Single Family	2-4 Family	Condo	Other Res	Non-Res
Bay County	264	22	166	11	12	17	36
Callaway	38	0	38	0	0	0	0
Lynn Haven	93	0	85	3	0	0	5
Mexico Beach	0	0	0	0	0	0	0
Panama City	73	0	69	0	2	0	2
Panama City Beach	131	19	76	14	0	2	21
Parker	0	0	0	0	0	0	0

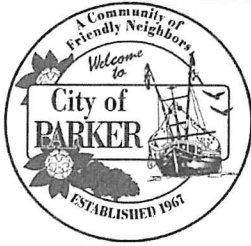
Springfield 0 0 0 0 0 0 0

Privacy laws prevent publishing repetitive loss properties addresses. The following map shows the general location of repetitive loss properties.

MAP 7. REPETITIVE LOSS PROPERTY MAP







CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Ron Nalley

2. MEETING DATE:

06/17/2025

3. PURPOSE:

CDBG Policy

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

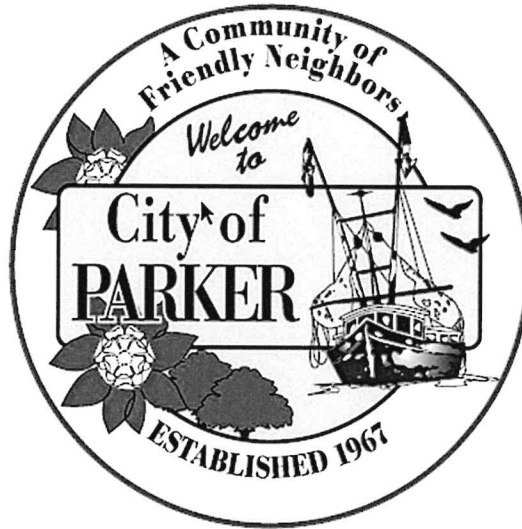
☐

NO

☐

N/A X

Approval of policy manual for Federal Awards



City of Parker

Policy Manual for Federal Awards

(CDBG, CDBG-DR, CDBG-MIT)

Policy #:	Title:	Amended Policy Approval Date:
	Policy Manual for Federal Awards (CDBG, CDBG-DR, CDBG-MIT)	06/17/2025



PURPOSE

The purpose of this policy manual ("Manual") is to establish uniform guidelines in the City of Parker ("City") for the administration and implementation of projects funded through Community Development Block Grant ("CDBG"), Community Development Block Grant Disaster Recovery ("CDBG-DR"), and/or Community Development Block Grant Mitigation ("CDBG-MIT") requirements. The Manual is intended to help the City departments understand the Cross-Cutting and policy requirements of the United States Department of Housing and Urban Development ("HUD") and State of Florida ("State").

It shall be the individual responsibility of each City employee involved in the implementation and administration of a federally funded project to understand and adhere to the adopted policies, procedures and regulations of City and the State.



TABLE OF CONTENTS

PURPOSE	2
504-ADA	6
Administrative Policies	7
Complaints and Appeals	7
Duplication of Benefits (DOB).....	8
Historic Preservation Act of 1966	8
Davis-Bacon Act (DBA) and Labor Standards Compliance	8
Language Access Plan.....	9
Monitoring.....	9
National Environmental Policy Act of 1969.....	9
Program Income.....	9
Property Management.....	10
Record Keeping/Reporting/Retention	12
Section 3	Error! Bookmark not defined.
Website Policy	13
Affirmative Action	13
Affirmative Action Program.....	13
Women- and Minority-Owned Businesses (W/MBE)	16
Anti-Fraud, Waste, and Abuse	17
Equal Employment Opportunity (EEO) and Civil Rights.....	17
EEO.....	17
Civil Rights	19
Excessive Force and Barring Entry.....	20
Fair Housing.....	20



Fair Housing Coordinator	21
Fair Housing Inquiries	21
Fair Housing Activities	21
Financial Management.....	22
Allowable Costs.....	22
Invoice Payments	22
Program Income Tracking and Reporting.....	22
Timely Expenditure of Funds.....	22
Contractor Payments.....	23
Tracking Payments.....	23
Procurement Policies and Procedures.....	23
SECTION 1 THE RESPONSIBILITIES AND FUNCTIONS OF THE PURCHASING DEPARTMENT	23
SECTION 2 THE RESPONSIBILITIES OF DEPARTMENT HEADS.....	25
SECTION 3 THE REQUISITION	25
EMERGENCY PURCHASES	25
SECTION 4 BID PROCESS	27
Methods of Procurement.....	27
Procurement by Micro-Purchase Procedures	28
Procurement by Small Purchase Procedures	28
Procurement by Sealed Bids {Formal Advertising)	28
Procurement by Competitive Proposals.....	29
Procurement by Noncompetitive Proposals	29
SECTION 5 FEDERAL AWARDS	34
SECTION 6 WAREHOUSES.....	39
SECTION 7 CITY PROCUREMENT RECORDS	40



INVITATION TO BID40

GENERAL BID CONSIDERATIONS42

Quality Assurance – Quality Control (QA-QC)44

QA/QC STRATEGY45

Uniform Relocation Act (URA)47

URA REQUIREMENTS48

UNIFORM RELOCATION ACT PURPOSE.....49

URA DUPLICATION OF BENEFITS50

IDENTIFICATION OF PERSONS TO BE DISPLACED50

NOTIFICATIONS TO TENANTS51

APPLICATION REVIEW.....51

WORK WITH TENANTS TO BE DISPLACED52

TEMPORARY RELOCATION54

PERMANENT RELOCATION.....55

URA RECORD KEEPING56

APPEAL PROCESS URA56



504-ADA

All personnel actions shall be based solely on the merit of the individual. Any employee who feels he/she or a fellow employee has been discriminated against should contact the City's Human Resources Department.

MODIFICATION FOR THE PHYSICAL AND MENTAL LIMITATIONS OR DISABILITIES OF EMPLOYEES AND APPLICANTS

The City will work around a qualified employee's or applicant's handicap/disability so he/she may be successfully employed, or continue to be employed, by the City in a reasonable manner in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) Subpart B-8.11. Such reasonable modification may include (1) making a facility used by employees accessible to, and usable by, individuals with handicaps/disabilities; (2) job restructuring; and (3) modification of equipment or services. Prior to undertaking such accommodation, the City will consider if such would impose an undue hardship in the conduct of the City's business. Factors to be considered shall include, but not be limited to, operational necessity, financial concerns, health and safety to others, and administrative burden.

AMERICANS WITH DISABILITIES ACT

The City will provide equal opportunities for persons with disabilities seeking employment and will provide a bias free work environment in accordance with the Americans with Disabilities Act ("ADA" or "Act"). The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. Individuals who feel that an action or inaction on the part of the City, its representatives, or employees, is in violation of the Act may file a complaint. The complaint procedure and appropriate form may be obtained from the City's Human Resources Department.

DISCRIMINATION AND HARASSMENT

It is the policy of City of Parker to maintain an environment free of harassment (sexual harassment or non-sexual harassment) of any individual in the workplace. This policy applies to all employees in their working relationships, and to harassment by anyone in the workplace, including harassment by coworkers, supervisors, or non-employees. While it is impossible to list all circumstances that may constitute unlawful harassment, the following are some examples of conduct which, if unwelcomed, may constitute unlawful harassment:

Oral, written, drawn images or pictures (in any form including electronic media); abuse and/or threats that may include teasing, jokes, insults, gestures, epithets, or remarks based on sex, race, age, disability, religion, national origin, color, or retaliation; gossip regarding an individual's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess, or other lewd or obscene comments; visual displays, including electronic media (e.g., screen savers) or printed media material (e.g., posters, cartoons), in the workplace that are sexually explicit or derogatory or demeaning of an individual's color, national origin, race, religion, sex, age, or disability; demands for sexual favors; unwelcome or unsolicited.



ADMINISTRATIVE POLICIES

COMPLAINTS AND APPEALS

The goal of the City is to provide an opportunity to resolve complaints in a timely manner, usually within 15 business days as expected by the Department of Housing and Urban Development ("HUD"), if practicable, and to provide the right to participate in the process and appeal a decision when there is reason for an applicant to believe its application was not handled according to program policies. All applications, guidelines, and websites will include details on the right to file a complaint or appeal, and the process for filing a complaint or beginning an appeal.

Complainants can appeal program decisions related to one of the following activities:

1. A program eligibility determination;
2. A program assistance award calculation; and
3. A program decision concerning housing unit damage and the resulting program outcome.

Citizens may first file a written complaint through the City by mailing the submission to the following address:

Attention: City Clerk
City of Parker City Hall
1001 West Park Street
Parker, Florida 32404

Citizens may file a written complaint or appeal through the Disaster Recovery/Mitigation email at CDBG-DR@commerce.fl.gov or submit by postal mail to the following address:

Florida Department of Commerce
Division of Community Development
Attention: Chief, BER
107 East Madison Street
The Caldwell Building, MSC 420
Tallahassee, Florida 32399

If the complainant is not satisfied by the City's determination or Florida Department of Commerce ("Commerce") response, the complainant may file a written appeal by following the instructions issued in the letter of response. If after the appeals process the complainant has not been satisfied with the response, a formal complaint may then be addressed directly to the regional HUD office at:

Department of Housing & Urban Development
Charles E. Bennett Federal Building
400 West Bay Street, Suite 1015
Jacksonville, Florida 32202



The City operates in Accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination: 1-800-669-9777 (Toll Free) or www.hud.gov/fairhousing.

DUPLICATION OF BENEFITS (“DOB”)

As a recipient of CDBG funds, the City shall ensure that no duplicative funding is attributed to any allocation received for a given project. The City shall document any funds benefiting the completion of a project and monitor so that no duplication is expended by way of insurance benefits, SBA, NFIP, FEMA, or other federal/state funding sources.

HISTORIC PRESERVATION ACT OF 1966

The City shall comply with the historic preservation requirements of the National Historic Preservation Act of 1966, as amended, the procedures set forth in 36 CFR part 800, and the Secretary of the Interior’s Standards for Rehabilitation, codified at 36 CFR 67, and Guidelines for Rehabilitating Historic Buildings.

DAVIS-BACON ACT AND LABOR STANDARDS COMPLIANCE

The Davis-Bacon Act (“DBA”) applies to all construction contracts greater than \$2,000 unless the state awarding program’s authorizing legislation contains exceptions. All workers or mechanics working on projects covered by the act will be paid minimum hourly wages and fringe benefits according to the wage determination(s) applicable to that contract. If any portion of a contract requires DBA, then all work performed under the contract is subject to DBA. In the CDBG-DR program, only rehabilitation of residential property containing less than eight contiguous housing units is exempt from DBA. Work done by a local government’s employees (force account) is not subject to DBA.

Additionally, contractors will comply with the Contract Hours and Safety Standards Act (“CWHSSA”) and the Copeland Anti-Kickback Act (“Copeland Act”). CWHSSA requires that, for any project in which the prime contract exceeds \$100,000, workers be paid one-and-one-half times their normal hourly rate for any hours worked in excess of 40 hours weekly, based on a work week of seven (7) consecutive days. The Copeland Act prohibits any person from inducing a worker on a federally funded project to give up any part of the compensation to which the worker is entitled. No payroll deductions are permitted that are not specifically listed in the Copeland Act unless the contractor has obtained written permission from the employee as specified in 29 CFR 3.5 for otherwise permissible payroll deductions. Davis Bacon does not apply to single-family scattered site rehabilitation and reconstruction programs.

Wage Determinations will be included in all construction related procurements.

All selected construction vendors shall be verified as not being listed on the Sam.gov Debarred/Excluded Vendors list and not listed on the HUD Limited Denial of Participation List.



LANGUAGE ACCESS PLAN

Upon request and when reasonable and feasible, the City will translate applicable documents into either Spanish or Haitian Creole.

MONITORING

The City shall routinely monitor all applicable contracted vendors to ensure compliance with technical specifications and state and federal requirements, maintain adequate cost and budget controls, and process necessary contract changes to bring the project to completion on time.

NATIONAL ENVIRONMENTAL POLICY ACT OF 1969

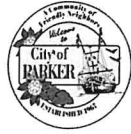
The City will adhere to the provision of the National Environmental Policy Act of 1969, as amended ("NEPA"), established national policies, goals, and procedures for protecting, restoring, and enhancing environmental quality. NEPA requires the evaluation of environmental impacts of proposed federally funded projects and identification of mitigation measures to minimize or prevent adverse impacts. As a subrecipient-managed project(s) funded by HUD CDBG-DR/MIT funds, when applicable, the City will complete an Environmental Review Record ("ERR") in compliance with NEPA; Council on Environmental Quality ("CEQ"); regulations 40 CFR Parts 1500–1508; 24 CFR Part 35, 51, 55, and 58; and all applicable state and local regulations. Every project undertaken with CDBG-DR/MIT funds and all additional activities related to that project are subject to environmental review and the provisions of NEPA, as well as the HUD environmental review regulations at 24 CFR Part 58.

An environmental clearance must be obtained for each project prior to the firm commitment of federal funds, even if non-federal funds are also being used. No work may start on a proposed project prior to completion of the environmental review. A violation of this requirement will jeopardize all federal funding for the project, and all costs that were incurred before the completion of the environmental review will be disallowed.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites and to develop procedures to ensure compliance with the Office of Long-Term Resiliency CDBG-DR/MIT Policy Manual regulations pertaining to these factors. The environmental review includes an evaluation of potential adverse effects and mitigation related to noise abatement and control; historic preservation; coastal zone management; the Clean Air Act; airport clear zones; floodplains; wetlands; sole-source aquifers; wild and scenic rivers; explosives and flammable operations; hazards, toxics, and radioactive materials; endangered species; farmland protection; etc. All CDBG-DR/MIT -funded projects and activities must have documentation that they are in compliance with NEPA and all other environmental requirements.

PROGRAM INCOME

In accordance with 24 CFR 570.489(e)2, any program income must be spent first on subsequent expenditures. Remaining program income after closeout or generated after closeout will be returned to the Office of Long-Term Resiliency.



PROPERTY MANAGEMENT

The property management standards will set reasonable performance standards reflecting the results that competent management agents can be expected to achieve. MAHRA requires that property management standards be consistent with industry norms and HUD requirements.

HUD requires that the property management standards include at least the following:

- A. **Major Repairs and Replacements:** A provision requiring the owner and manager to develop and utilize effective programs for:
1. preventive maintenance, so that major building systems remain serviceable for as long as practicable; and
 2. capital replacement, so that major buildings systems are repaired or replaced at the end of their useful lives, in a cost-effective manner.

These programs must be consistent with the OAHF-approved Restructuring Plan, in particular with the PAE's Physical Condition Assessment ("PCA").

- B. **Physical Condition:** A provision requiring the common areas and all units in the property to comply with HUD's Uniform Physical Condition Standards (published in the Federal Register on September 1, 1998, and included in Appendix P), and with applicable local codes.

- C. **Compliance with Other HUD Requirements:** A provision requiring the owner and manager to comply with other HUD requirements applicable to the property, including:

1. **Governing Documents.** Compliance with the requirements of any Regulatory Agreement and/or Section 8 HAP Contract. Compliance with applicable portions of HUD's Handbooks and Notices (including the Occupancy Handbook 4350.3, Management Handbook 4381.5, and Loan Management Handbook 4350.1), regarding the management and maintenance of the property and relations with tenants.
2. **Required Reports.** The timely and complete submission of all required reports and information requests (including audited financial statements, inspection review responses, management certifications, and TRACS data).
3. **Project Records.** Project records that provide a complete and accurate account of operations, and that are readily available and suitable for review by HUD.
4. **Inquiries.** Responsiveness to inquiries and requests from residents, HUD and the City in a timely and appropriate manner.



- D. **Anti-Crime Programs:** A provision encouraging the owner and manager to use available programs to the extent that such programs are reasonably likely to reduce drug activity and other crime and that the cost, if any, of such programs is reasonable in relation to their likely benefits. Such programs may be offered by the police, local schools, community groups, resident associations, and other local organizations.

- E. **Accessible Property Records:** A provision encouraging the owner and manager to maintain well-ordered offices with easily accessible records that provide a complete and accurate account of operations.

- F. **Professional Education:** A provision encouraging cost-effective continuing professional education for on-site and supervisory staff, in particular:
 - 1. Occupancy training for administrative staff.
 - 2. Fair housing training for administrative staff.
 - 3. Real estate licensing, to the extent required by applicable state law; and
 - 4. Basic property management training for managerial staff.

OAHP encourages PAE's to approve the cost of such professional education as an eligible project expense for front-line staff only.

- G. **Fair Housing:** A provision requiring compliance with applicable fair housing requirements (including requirements under the Fair Housing Act, ADA and Section 504).

- H. **Fidelity Bond:** A provision requiring the management agent to maintain a fidelity bond in accordance with HUD requirements, which include:
 - 1. Confirmation that the management agent has a fidelity bond in an amount equal to at least two months' potential rent collections per property.
 - 2. Coverage through one or more bonds (one bond may cover more than one property, including properties whose mortgages are not insured or held by HUD).
 - 3. If a bond covers more than one property, the minimum coverage must be computed using the property with the highest gross potential income.
 - 4. The fidelity bond or coverage must name the mortgagee and HUD as additional loss payees.
 - 5. The agent's principals, supervisory staff and front-line staff may be covered under the same bond.



RECORD KEEPING/REPORTING/RETENTION

The City will maintain records documenting compliance with fair housing, equal opportunity, and civil rights requirements for the times required by law. Documentation must be obtained concerning:

1. Employment in each local government operating unit which performs CDBG-DR/MIT funded projects.
2. The City's affirmative actions to further fair housing.
3. For direct benefit activities, records relating to persons who have participated in any CDBG-DR funded program.
4. For area-wide activities, information on the area and the services provided and the race and ethnic character of the service area.
5. Race, ethnic character, age, handicapped status, gender of heads of households, and number of elderly citizens benefiting from the project.
6. Race and ethnic character of households and handicapped status of persons displaced as a result of CDBG activities.
7. Actions undertaken to meet Section 3 requirements and the written Section 3 Plan.
8. Information on the racial/ethnic character of each business that receives a contract or subcontract of \$10,000 or more paid with CDBG-DR funds, including identification of women-owned businesses.
9. The affirmative actions the City has taken to overcome the effects of prior discrimination in administering a CDBG-DR funded program.
10. All application, procurement, vendor contracts, and financial records.

All files, documents, and associated project records shall be retained for a period of six (6) years following the close-out of a CDBG-DR/MIT agreement.

The City shall comply will all monitoring and report guidelines of Commerce and HUD.

SECTION 3

It is the policy of the City to ensure that economic opportunities generated from U.S. Department of Housing and Urban Development ("HUD") funded projects, to the greatest extent feasible, will be directed to low and very low-income persons, particularly those receiving assistance for housing, and the businesses that provide economic opportunities to these persons. The City will utilize its policies with the intent to direct opportunities to local residents and businesses by requesting all contractors and subrecipients to make a good faith effort to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.



The City will implement this policy, in accordance with Section 3 of the Housing and Urban Development Act of 1968, through the awarding contracts to contractors, vendors, professional service providers, consultants and suppliers, to create employment and business opportunities for local residents and other qualified low- and very low-income persons.

This policy will ensure that, in good faith, the City will have a reasonable level of success in the recruitment, employment, and utilization of Section 3 workers and other eligible persons and Section 3 business concerns working on contracts partially or wholly funded with the HUD monies.

The City shall examine and consider a contractor's professional service provider, consultant, or vendor's potential for success by providing employment and business opportunities to Section 3 workers and business concerns prior to acting on any proposed contract award.

WEBSITE POLICY

The City shall publish all applicable public notices, fair housing activities, project contracts, expenditures, and all other documents relevant to their CDBG-DR/MIT funded project to the City's website.

AFFIRMATIVE ACTION

Affirmative Action Purpose and Statement:

The City of Parker is an Affirmative Action Employer. It shall not discriminate in employment practices against any protected class and will affirmatively further employment opportunities for all persons in accordance with federal rules and regulations.

The City will affirmatively further employment opportunities via its Equal Employment Opportunity policy and corresponding Personnel Policies. In addition to non-discriminatory practices in all phases of employment, the City will seek to provide opportunities to minority and women employees and firms in conjunction with CDBG projects.

AFFIRMATIVE ACTION PROGRAM

In conformance with Executive Order 11246, the City will affirmatively further economic opportunity within CBDG projects through the following:

1. The City and its contractors will take affirmative action to ensure that applicants and employees are treated without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. This includes employment, upgrading, demotion, transfer, recruitment and recruitment advertising, layoff or termination, rates of pay and other forms of compensation, selection for training, and apprenticeship. The City and its subcontractors will post notices setting forth the provisions of this nondiscrimination clause in conspicuous places available to employees and applicants.



2. The City and its contractors will, in solicitations or advancements for employees placed by or on behalf of the City, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The City and its contractors will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The City and its contractors will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The City and its contractors will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The City and its contractors will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the City or its contractors' noncompliance with the nondiscrimination clauses of this policy or with any such rules, regulations, or orders, a contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.



8. If applicable, the City and its contractors will include or incorporate the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the City or its contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States ("US") to enter into such litigation to protect its interests.
9. The City and its contractors, having a contract containing the provisions prescribed in Section 202 shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the City and its contractors and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
10. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of Executive Order No. 11246 of September 24, 1965, or any preceding similar Executive Order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
11. Whenever the City or its contractors or subcontractors have a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: Provide, that to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance report and shall set forth what efforts he has made to obtain such information.

The City values diversity in its workforce and will take steps to advertise jobs internally and externally in a manner that will be readily available and accessible to potential candidates regardless of race, color, religion, sex, sexual orientation, gender identity, or national origin.

In situations in which two candidates are equally qualified for a position or promotion, the City may use protected status as a factor in final decision making in the protected status candidate's favor.



WOMEN- AND MINORITY-OWNED BUSINESSES (“W/MBE”)

In accordance with 2 CFR 200.321, the City will take steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps will include:

- ❖ Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.
- ❖ Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.
- ❖ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises.
- ❖ Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises.
- ❖ Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of Commerce; and
- ❖ Requiring Prime Contractors, if subcontracts are to be let, to take the affirmative steps listed in foregoing paragraphs of this section.

The City will consult the State of Florida, Office of Supplier Diversity’s Certified Vendor Directory to determine local Minority and Women Business Enterprises within Taylor and adjacent counties that may be qualified to contract or subcontract on CDBG projects and encourage Prime bidders to reach out to these entities.

“Minority” includes:

1. Black (all persons having origins in any of the Black African racial groups not of Hispanic origin).
2. Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race).
3. Asian and Pacific Islander (all persons having origins in any of the original peoples of East Asia, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and,
4. American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).



ANTI-FRAUD, WASTE, AND ABUSE

The City's Fraud, Waste and Abuse ("FWA") Policy is established to facilitate the development of internal controls that will provide for the detection, prevention, and reporting of fraud, waste and abuse directed against the City.

It is the intent of this policy to:

- ❖ Promote awareness of the potential for fraud, waste, and abuse and to provide guidelines and assign responsibility for the development of adequate internal controls and systems.
- ❖ Ensure compliance with ethical standards, which govern the conduct of employees, vendors, consultants, contractors, and all other outside agencies/parties doing business with the City.
- ❖ Communicate the City's desire to eliminate unethical practices, while creating an environment in which employees and citizens are encouraged and comfortable in the reporting of fraud, waste, or abuse.

Federal and Florida laws protect employees from retaliatory or adverse personnel action for disclosing certain information including, but not limited to, violations of laws, actions which create and present a danger to the public's health, safety, or welfare and suspected acts of ethical violations, fraud, mismanagement, waste and abuse of public funds and positions.

The City Clerk has the primary responsibility for the investigation of all suspected inappropriate activity as defined in this policy.

To avoid mistaken accusations or prematurely alerting suspected individuals of an investigation, all inquiries from suspected individuals and their attorneys or representatives should be directed to the CIAO/IG. Contact may be made directly or anonymously.

All City departments/employees are required to comply with the above policy.

Nothing in this directive or policy shall be construed to interfere with, limit, restrict, or otherwise impair the City Clerk or any officials' ability to manage, train, assign, or discipline their employees.

EQUAL EMPLOYMENT OPPORTUNITY ("EEO") AND CIVIL RIGHTS

EQUAL EMPLOYMENT OPPORTUNITIES (EEO)

The City strives to set a high community standard for providing equal employment opportunities. The City will maintain records documenting compliance with fair housing, equal opportunity, and civil rights requirements.



When feasible and applicable, equal opportunities at the local level will include:

1. Preparing accurate job descriptions for basing all employment selection and testing criteria.
2. Establishing a network of contacts, including workforce boards, newspapers, and radio and television stations, and notifying them of all CDBG-related position openings and requesting assistance in the recruitment process.
3. Distributing recruitment literature to women and minority organizations, and organizations that assist the disabled and older workers, and where appropriate, translating the materials into other languages.
4. Identifying minority, women, and disabled staff to assist with applicant interviews; and providing them with training in proper interviewing techniques.
5. Encouraging employees to refer qualified minority and women candidates for job openings, training, promotions, and transfers.
6. Evaluating local recruitment, hiring, and other personnel policies and materials to ensure that they do not contain or perpetuate discriminatory intent, practices, or procedures.
7. Reviewing job turnover to determine vacancy patterns and to plan appropriate recruiting efforts.
8. Establishing entry-level professional positions to provide career opportunities for employees, particularly for minorities and women.
9. Working with the private sector to fill job openings that result from economic development activities, establishing procedures that facilitate nondiscrimination and increased opportunities for women, minorities, disabled, and lower-income residents.
10. Taking affirmative action to overcome the effect of past discrimination.
11. Advertising as an equal opportunity employer in bid solicitations.
12. Soliciting bids from minority, women, and locally owned businesses.
13. Maintaining a list of locally owned businesses that were awarded contracts.
14. Informing contractors of equal opportunity requirements at the pre-construction conference or through other means of notification.
15. Monitoring contractor compliance at work sites.



CIVIL RIGHTS

As a recipient of CDBG funds, the City will comply with federal and state civil rights, fair housing, equal opportunity and equal employment opportunity regulations and requirements. These laws are designed to ensure that members of protected groups are treated fairly by avoiding discrimination, providing equal opportunity, and taking affirmative action to correct past discrimination based on race, color, religion, gender, national origin, age, sex/gender, disability and/or family status.

- ❖ **Title VI of the Civil Rights Act of 1964:** This act states that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of race, color, or national origin.
- ❖ **Section 3 of the Housing and Urban Development Act of 1968, as amended:** To the greatest extent feasible, employment and other economic opportunities, should be directed to low- and very low-income persons and business concerns which provide economic opportunities to low- and very low-income persons.
- ❖ **Title VIII of the Civil Rights Acts of 1968, as amended (Fair Housing Act):** This act prohibits discrimination in housing on the basis of race, color, religion, sex, or national origin. It also requires HUD to administer its programs in a manner that affirmatively promotes fair housing.
- ❖ **Section 504 of the Rehabilitation Act of 1973, as amended:** This act states that no otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, subjected to discrimination.
- ❖ **Section 109 of the Housing and Urban Development Act of 1974, as amended:** This act states that, under any program or activity funded in whole or in part under Title I or Title II of the act (regardless of a contract's dollar value), no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, color, national origin, or sex.
- ❖ **The Age Discrimination Act of 1975, as amended:** This act states that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age.
- ❖ **Executive Order 11063:** This act states that no person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in housing (and related facilities) provided with federal assistance, or lending practices with respect to residential practices when such practices are connected with loans insured or guaranteed by the federal government.
- ❖ **Executive Order 11246, as amended:** This act states that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin in any phase of employment during the performance of federal or federally assisted construction contracts in the excess of \$10,000.



- ❖ **Equal Access to HUD-assisted or Insured Housing—24 CFR 5.105 (a)(2)(i) and (ii):** This regulation requires equal access to housing in HUD programs, regardless of sexual orientation, gender identity, or marital status.
- ❖ **Chapter 760, Florida Statutes:** Which includes the Florida Civil Rights Act and Fair Housing Act.

EXCESSIVE FORCE AND BARRING ENTRY

As a recipient of CDBG funds, City of Parker will adhere to the following provisions of 42 United States Code 5304(1)(1), enacted as Section 104 of the Housing and Community Development Act of 1974 and 42 United States Code 5304(1)(2), enacted as Section 104 of the Housing and Community Development Act of 1974:

1. It is the policy of the City to prohibit the use of excessive force by the law enforcement agency within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in public spaces.
2. It is the policy of the City to enforce applicable State and local laws, if those laws exist, against physically barring entrance to or exit from a public facility or public location which is the subject of such nonviolent civil rights demonstration within its jurisdiction with due and proper consideration given to the extent and limits of the City's power and authority to do so.

FAIR HOUSING

The City is committed to refraining from any activity that inhibits the right of an individual or family to housing, including discriminatory practices based on race, color, national origin, religion, sex, familial status, or other protected class.

To the extent applicable, the City will conduct activities in a way that do not violate Title VI of the Civil Rights act of 1964 or Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Section 109 of Title I of the Housing and Community Development Act of 1974, Title II of the Americans with Disabilities Act of 1990, the Architectural Barriers Act of 1968, The Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, or The Violence Against Women Reauthorization Act of 2013.

The City will also conduct activities in compliance with Executive Orders 11063, 11246, 12892, 12898, 13166, and 13217.

The City will promote Fair Housing to the extent feasible alongside its primary healthcare duties. Employees shall not, in their official capacity, engage in housing discrimination against a person or group because of their race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, gender identity, or other protected classes.

Discrimination on the basis of race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, gender identity or any other protected classes for programs and activities receiving Federal financial assistance is also prohibited.



Any intentional or unintentional conduct of housing discrimination that is based on race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, gender identity or any other protected class will not be tolerated and will result in disciplinary action up to and including termination. Retaliation against persons alleging housing discrimination and persons involved in the act or investigation process is prohibited. Except as required by law, employment with the City is “at-will” and the City may terminate employment at any time for discriminatory behavior.

FAIR HOUSING COORDINATOR

The City Clerk of the City shall be the Fair Housing Coordinator unless they designate another individual to fulfill the role.

The Fair housing coordinator shall be available during regular business hours to receive fair housing calls, and their contact information will be published on a quarterly basis in a local newspaper or on the home page of the City website. Contact information of the current City Clerk is as follows:

Ingrid Bundy
Fair Housing Coordinator
City of Parker – City Hall
1001 West Park Street
Parker, Florida 32404

The Fair Housing Coordinator will be available during regular business hours Monday-Friday - 7:00 AM to 3:30 PM CST - to receive Fair Housing inquiries.

FAIR HOUSING INQUIRIES

A protocol will exist for registering calls, complaints, and inquiries about City Fair Housing activities and policy.

The Fair Housing Coordinator or delegated staff will capture the following information from Fair Housing inquiries:

1. The nature of the call or inquiry.
2. The actions taken in response to the call or inquiry.
3. The results of the actions taken.
4. If the caller was referred to a different entity or agency, the results were obtained by the referral agency.

Inquiries and actions taken will be logged.

FAIR HOUSING ACTIVITIES

The City, led by the Fair Housing Coordinator, will undertake one fair housing activity each quarter. It will not perform identical activities during consecutive quarters.

This policy will be overseen for compliance by the City Clerk.



FINANCIAL MANAGEMENT

The City will maintain and administer a financial management system that complies with all applicable HUD CDBG-DR/MIT and State of Florida rules and regulations, in addition to the provisions of 2 CFR part 200, 2 CFR 200.302, and Section 218.33, F.S.

ALLOWABLE COSTS

All costs will be reviewed by the Grant Coordinator. All internal costs will be submitted to the Grant Coordinator for review, validation, and resolution of any discrepancies. The Grant Coordinator will also verify that costs are applicable, eligible, and reasonable for the project(s). Any internal costs submitted by the Grant Coordinator must include a description indicating the purpose of the costs. Additionally, all contractor invoicing must be reviewed and approved by the Grant Coordinator for applicability, eligibility, and reasonableness before being forwarded for processing. Once approved, the Grant Coordinator will send a check request to the City's Accounting Department for payment.

It is the responsibility of the Grant Coordinator to maintain effective control and accountability for all funds, property, and other assets. The Grant Coordinator will safeguard all assets and assure that they are used solely for authorized purposes. Any concerns or clarification regarding any costs will be addressed and resolved by the Grant Coordinator before being submitted for formal processing by finance (with department head approval). This includes any costs incurred from other City departments, who may have incurred costs as part of regular administration and implementation of CDBG-DR/MIT.

INVOICE PAYMENTS

Upon receipt of an invoice, the invoice is reviewed for accuracy and verified with receipt of deliverables, if applicable, by the Grant Coordinator. Any needed corrections from the vendor will be communicated electronically by the Grant Coordinator to the vendor. If no revisions are needed the invoice and a check request is forwarded to the City's Accounting Department for payment.

PROGRAM INCOME TRACKING AND REPORTING

The City does not anticipate generating program income; however, should program income be generated, the City will track the receipts within its financial records in a separate revenue account and will report the receipts to Commerce as required by the subrecipient agreement.

TIMELY EXPENDITURE OF FUNDS

In accordance with the Subrecipient Agreement provided by Commerce, all CDBG-DR/MIT funds must be expended within the period of the Subrecipient Agreement. Therefore, all funds must be fully expended within the period of performance, by both parties of the Subrecipient Agreement, unless extended. However, the City anticipates that FloridaCommerce will periodically review the City's progress in drawing down funding through SERA. The City will review CDBG-DR/MIT expenditures to ensure that funds are spent on eligible costs and in a timely manner.



Project funds and schedules will be monitored by the City Clerk and the City's Grant Coordinator and will be subject to an auditing process through the City's independent audit function.

The City will hold all contractors accountable through the establishment of tasks and other critical milestones. Contractors will be required to provide update reports concerning expenditure of funds and project progress to the City upon request. The City may require contractors to provide monthly reports. When contracting with vendors, the City will establish certain tasks that must be achieved prior to the release of funding. As a part of their contractual obligations to the City, contractors may be required to present the City with a plan on how they will implement procedures to achieve the determined tasks, which will be set forth in task orders. Each contract with contractors contains provisions for termination of any contract if the contractor is found to be negligent in any aspect of the contract services. In addition to ensuring that contractors are meeting project timelines, these tasks and task orders will allow the City to project expenditures for each individual project task.

CONTRACTOR PAYMENTS

In order to ensure contracts and bills are paid in a timely manner, payments pursuant to a contract will be made in accordance with the Local Government Prompt Payment Act, F.S. 218.70-218.80. Invoices shall be for services rendered for the period of the first day of the month through the last day of the month. The Contractor shall submit separate invoices, on each task order after each delivery. Invoices shall indicate the task order number and shall be itemized. A copy of the bill of lading, and the freight weigh bill when applicable, should be attached to the invoice. Five Percent (5%) retainage shall be held at the discretion of the City the 5 percent retainage shall be paid at the completion of the Work. Provided, however, nothing in this Section shall preclude or limit the City's right to withhold payment as otherwise permitted by the terms of the Contract Documents or as permitted by law. Payments of these monthly invoices shall in no way imply approval or acceptance of the Work.

TRACKING PAYMENTS

The City will maintain a payment tracker for all projects. The payment tracker will include indicators that identify invoice submission status and date, approved change orders, and total payments by dollar amount. The tracker will be updated as changes to the status of payments, change orders, or invoice submissions occur.

PROCUREMENT POLICIES AND PROCEDURES

SECTION 1 - THE RESPONSIBILITIES AND FUNCTIONS OF THE PURCHASING DEPARTMENT

Purchasing is responsible for establishing and administering purchasing policies; initiating reports necessary to permit analysis of purchasing performance; and the analysis and comparison of prices paid for inventory materials. The City Clerk provides purchasing assistance to all departments under the City Council and aids and assists any constitutional office that requests assistance in purchasing.



The primary objectives are:

- ❖ To procure supplies at the least expense to the City while ensuring quality.
- ❖ To promote an understanding of sound purchasing policy and procedures throughout all the departments of the City.
- ❖ To determine the most efficient and economical means of securing an item or service without sacrificing desirable control and principle of sound purchasing practices.
- ❖ Encourage competition and endeavor to obtain as full and open competition as possible on purchases.
- ❖ Work with the departments to promote goodwill between the City and its suppliers.
- ❖ To exchange ideas and information with other public purchasing agencies.

The City Clerk shall serve as the central purchasing unit of City of Parker and develop and administer operational procedures governing the internal functions of this area. Except as otherwise specifically provided in this policy, the City Clerk shall in accordance with regulations promulgated by the City Council: purchase or supervise the purchase of supplies, materials, or equipment, defined within the scope of this policy. This department is tasked to determine when it is more economically feasible to purchase in bulk rather than on an individual basis. The City Clerk, along with the City Council, is responsible for administering the procurement of goods and services.

VENDORS

The City strives to maintain strong enduring relationships with vendors of proven ability and desire to meet our needs. To accomplish this, our purchasing activities will be conducted so those vendors will value our business and make every effort to furnish our requirements on the basis of quality, service and price.

New sources of supply will be given consideration, as multiple sources of supply are necessary to ensure availability of materials.

A vendor may be removed from the City's bid list in the event that the vendor does not fulfill their obligation to the City. The City Clerk will be responsible for monitoring vendor performance. Departments are to submit a Vendor Performance Evaluation Form (Exhibit A) to the City Clerk when problems are experienced. The City Clerk will then investigate the problem. Removal from the City's bid list will be by joint concurrence of the City Council and the City Clerk after carefully reviewing all performance feedback from other departments.

A vendor may be reinstated on the City's bid list by petitioning the City Council. Re-entry into the system would be after the petitioning vendor has provided sufficient evidence to satisfy the City Council that the problems previously encountered have been corrected.



SECTION 2 - THE RESPONSIBILITIES OF DEPARTMENT HEADS

Use preplanning in order to have the goods available when needed without relying upon emergency purchasing procedures. Emergency purchases should be kept to an absolute minimum!

Assist the Finance staff by suggesting the names of vendors that have access to the particular items being requested, especially technical items.

Maintain with the Finance staff current authorization of any individual designated to sign requisitions in their absence.

Ensure all personnel are aware and adhere to ALL purchasing procedures.

SECTION 3 - THE REQUISITION

EMERGENCY PURCHASES

The department head or designee may make or authorize others to make emergency purchases without competitive bidding when there exists a threat to public health, welfare, or safety. This shall be considered to also mean those situation where the operation of a department would be seriously impaired if immediate action were not taken. The following procedures shall govern:

- ❖ The department head or designee shall prepare requisition and then specify in writing on the requisition the details of the emergency and additionally complete the Emergency Certification Form (Exhibit C).
- ❖ When an emergency occurs during non-business hours and a delay would be detrimental to City of Parker, with the approval of the City Clerk, the department head or designee shall initiate an emergency purchase. The Finance staff shall be furnished with proper documentation on the next workday. The purchase order will then be prepared.
- ❖ When reasonable, the department head or designee, in an effort to secure the optimal price, shall request a minimum of three (3) quotes for services to be performed in response to the Emergency Purchase.
 - A minimum of one (1) minority or women's business enterprise (M/WBE) should be contacted when requesting quotes for the Emergency Purchase. Documentation of M/WBE contact will be provided to Commerce for approval. For construction related Emergency Purchases relating to projects funded with CDBG-MIT funding, the department head or designee shall provide all potential respondents a current copy of the applicable Sam.gov Wage Determination for utilization in preparing their quote.
 - Awards of Emergency Purchases may be made with consideration of price, warranties, special conditions, or any combination thereof. Written justification shall be provided attesting to the award methodology.



- The City will contract with a vendor for “not to exceed” reimbursements. Cost plus a percentage of cost shall not be allowable pursuant to federal provisions under 2 CFR §200.324(d).

Note: Poor planning does **not** constitute an emergency situation.

SOLE SOURCE PURCHASES

The purchasing procedure will allow for the exemption of sole source purchases from the competitive bidding when it is clearly determined to be impractical to procure through the competitive bidding process.

Some examples of generally accepted Sole Source guidelines are as follows:

- ❖ Proprietary Item/Service
- ❖ Parts/Equipment not interchangeable with similar parts from another manufacturer (compatibility).
- ❖ Only known item that will meet the specialized needs of the department of perform the intended functions.
- ❖ Parts/Equipment are required as part of an ongoing standardization process.

All Sole Source requests must be explained fully on the requisition and a Sole Source Certification Form (Exhibit D) must be completed. The finance department is responsible to verify sole source guidelines are followed.

PURCHASING LEVELS OF AUTHORITY

For purchases of single items less than \$3,500.00 the best purchasing practices should be used with authorization by department heads.

Three telephone quotes are required if purchases are between \$3,500 and \$25,000. The minimum quote certification form will be used when obtaining quotes.

Three written quotes are required if purchases are between \$25,000 and \$150,000. The minimum quote certification form will be used when obtaining quotes. If three quotes are not available, the “No quotes” must still be documented in writing including a copy of the email or fax requesting the quote. All requests for quotation should contain a written specification.

All contracts for the purchase of goods and/or services obligating the City in an amount in excess of \$150,000 shall be based upon competitive bids.

Certain purchases may be exempted from the purchasing and/or bid process as defined in the policy (such as vehicles bought under state contract, etc.).

Note: The requesting department shall pay particular attention to the contract/services agreements that have the potential to exceed to \$150,000 limit over the life of the contract.



Any local vendor preference ordinance or resolution does not apply to federally awarded contracts funded with CDBG funds, unless otherwise determined the respondent meets all criteria of the solicitation.

SECTION 4 - BID PROCESS

This section defines the appropriate bid process utilized for purchasing materials, goods, services, construction or equipment of both specific dollar ranges or specific purchase types and the general procedures involved.

AUTHORITY/APPROVALS

Qualified bidders shall be determined based on the following criteria:

- ❖ Ability to deliver the product or perform the contract in a timely manner and consistent with City requirements.
- ❖ Experience and past performance.
- ❖ Acceptable warrant/guarantee of future maintenance and service.
- ❖ Possession of current licenses and certifications (when applicable).

METHODS OF PROCUREMENT

The following methods of procurement may be used by the City for purchases and expenses associated with federal funding. All methods of procurement will be subject to the requirements of Section 255.0525, F.S., regarding advertising for competitive bid proposals, where applicable. This includes:

- ❖ The solicitation of competitive bids or proposals for any state construction project that is projected to cost more than \$150,000 shall be publicly advertised as required by City Code prior to bid opening.
- ❖ For construction projects that are projected to cost more than \$500,000, the advertisement shall be published in a larger circulation paper at least 30 days prior to the established bid opening and at least once in a newspaper of general circulation in the City where the project is located at least 30 days prior to the established bid opening.
- ❖ The bids or proposals shall be received and opened publicly at the location, date, and time established in the bid or proposal advertisement.
- ❖ If the location, date, or time of the bid opening changes, written notice of the change must be given, as soon as practicable after the change is made, to all persons who are registered to receive any addenda to the plans and specifications.

A construction project may not be divided into more than one project for the purpose of evading the requirements in this section.



PROCUREMENT BY MICRO-PURCHASE PROCEDURES

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the City will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City considers the price to be reasonable.

PROCUREMENT BY SMALL PURCHASE PROCEDURES

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold and are under \$250,000. If small purchase procedures are used, price or rate quotations will be obtained from an adequate number of qualified sources.

PROCUREMENT BY SEALED BIDS (FORMAL ADVERTISING)

Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price and best for the City. The following will be required for all sealed bids:

- ❖ The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
- ❖ The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond.
- ❖ The invitation for bids will include minimum criteria to define a responsible bidder, which will not restrict responses but instead ensure that the selected vendor has the experience needed to perform the work outlined in the scope.
- ❖ All bids will be publicly opened at the time and place prescribed in the invitation for bids.
- ❖ A firm fixed price contract award will be made in writing to the lowest responsive, and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs will be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

- ❖ Any or all bids may be rejected if there is a reason to do so.



PROCUREMENT BY COMPETITIVE PROPOSALS

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. The following will be required for all competitive proposals:

- ❖ Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals will be considered to the maximum extent practical.
- ❖ Proposals must be solicited from an adequate number of qualified sources.
- ❖ The City will have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- ❖ Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The City notes that it may use competitive proposal procedures for qualifications-based procurement of architectural/engineering ("A/E") professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

The method, where price is not used as a selection factor, will only be used in procurement of A/E professional services and will be compliant with section 287.055, F.S. It will not be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Procurement of grant administration services will be conducted through a separate process from other procurement and will comply with CDBG-DR/MIT Program requirements.

PROCUREMENT BY NONCOMPETITIVE PROPOSALS

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and will be used only when one or more of the following circumstances apply:

- ❖ The item is available only from a single source.
- ❖ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- ❖ The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the City.
- ❖ After solicitation of a number of sources, competition is determined inadequate.



EXEMPTIONS FROM THE BIDDING PROCESS

The following types of purchases shall be exempt from any bidding requirements as set forth in this Manual:

- ❖ All supplies, materials, equipment, or services purchases at a price established by state, federal, City, or other contracts that have met the Florida procurement guidelines or at a price equal to or less than those prices.
- ❖ All supplies materials, equipment, construction, or services purchased from another unit of government.
- ❖ Emergency purchases as provided in this Manual.
- ❖ Sole Source purchases as provided in this Manual.
- ❖ When the product is being procured directly from the manufacturer and/or standardization is determined necessary.
- ❖ All repairs shall be exempted.
- ❖ All purchases of used equipment must be approved by the City Clerk . The City Clerk may request an equipment appraisal.
- ❖ Library/Training Media and Materials. The requirements for bids from two (2) or more sources are waived for the purchase of library books, education and/or personnel tests, textbooks, printed instructional materials, reference books, periodicals, databases, indexes, library media materials; e.g., audio and video cassettes, film strips, films sound recordings, computer software etc. and printed library cards.
- ❖ Social Services (e.g., burials and indigent patient services).
- ❖ Advertisements
- ❖ All purchases of real property having a value of fifty thousand dollars (\$50,000) or less; however, each purchase shall be supported by two (2) current, independent appraisal reports prepared by different Member of Appraiser's Institute ("MAI") appraisers within eight (8) months of the proposed purchase.
- ❖ Services of a professional nature, including engineering, land surveying, architectural, and landscape architectural services controlled by Section 287.055, Florida Statutes; and medical and legal services.

BID BONDS

Each bid on a public construction project estimated to exceed \$100,000 in cost must be accompanied by a bid bond payable to City of Parker for 5 percent (5%) of the total amount of the bid. The bid bond may be in the form of a certified or cashier's check payable to City of Parker or a bond issued by a surety qualified to do business in the State



of Florida. When the bids have been opened and compared, the City will return the bonds of all except the two (2) lowest responsible bidders. When a contract is executed by the lowest responsible bidder and the public construction bond required by Section 255.05, Florida Statutes, together with certificates evidencing proof of necessary insurance requirements shall be properly executed and furnished to the City, then the bid bonds of the two (2) lowest bidders shall be returned. If the lowest responsible bidder does not enter into the contract required by the City within 30 days after written notice of award of contract and furnish to the City the required public construction bond along with proof of insurance as required in the bid documents; the amount of the bid bond of the lowest responsible bidder shall be forfeited to the City and the City may proceed to enter into a contract with the second lowest responsible bidder.

PUBLIC CONSTRUCTION BOND

On each public construction project exceeding \$100,000 in cost, the successful bidder shall provide to the City within 30 days after written notice of award a public construction bond in accordance with the provisions of Section 255.05, Florida Statutes, in the amount of 100 percent (100%) of the contract price issued by a corporate surety approved by the City and qualified to do business in the State.

ATTORNEYS-IN-FACT

Attorneys-in-fact who sign bid bonds or public construction bonds must file with each bond a certified and effective dated copy of their power of attorney.

INSURANCE REQUIREMENTS

All public construction projects shall require the contractor to secure all insurance requirements in the bid documents and specifically name the City as "additionally insured" on the certificate(s). Insurance requirements shall be set by the City Council and may vary depending on the scope of work. However, they shall never be less than the minimum amounts prescribed by law.

IRREVOCABLE LETTER OF CREDIT

Upon approval of the City Clerk, a contractor may present an irrevocable letter of credit from a national or state-chartered bank in lieu of any of the foregoing bonds for the same face value as required for the bond. The letter of credit shall be for a period of time not less than three months beyond the scheduled completion date.

PUBLIC ENTITY CRIMES STATEMENT

Where applicable, contractors and vendors shall be required to submit a Public Entity Crime Statement pursuant to F.S.287.133.

PUBLIC INSPECTION

All bid proposals, written quotations, and any associated documents shall be made available to the general public for inspection at any time following the bid opening date and time or deadline.



E-VERIFY

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Contractors and vendors shall be required to submit a copy of E-Verify certification, pursuant to F.S.448.095.

CONFLICT OF INTEREST

In compliance with F.S.200.318(c) (1), no employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors of parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The City is resolute in providing a fair and equitable bidding process, and violations of the Conflict-of-Interest policy herein will result in progressive discipline up to and including termination.

FRAUDULENT MISCONDUCT AND ANTI-FRAUD AWARENESS

All purchasing and procurement goes through a minimum of a three-step approval process.

1. All invoices and accounts payable go through a minimum of a four-step approval process.
2. All grant funding projects and purchases adhere to Steps 1 and 2 as well as the policies and procedures of the funding agency, and the terms of executed grant contracts.
3. All property with a value of more than \$5,000 is inventory tagged, tracked, and electronically maintained by the City Council. Inventory is taken at a minimum annually. All Department Heads are responsible for all equipment and capital items in their assigned departments, and these responsibilities are clearly outlined in the inventory/tangible personal property manuals.

Elected officials, employees, appointed advisory boards/committees, and anyone who has a business relationship with City of Parker must abide by City anti-fraud policies and procedures. As a means to ensure all possible measures are taken by the City to eliminate any type of contractor fraud, bid submission documents and contracts may contain and require execution of the documents as listed in the purchasing policy. Any elected official, employee, appointed advisory board or committee member, or anyone who does business for or with the City, who suspects dishonest or fraudulent behavior or



activity should notify the City Clerk at 850-871-4104 immediately. The complainant may be required to sign a written statement if the complaint is valid and requires action. Employees may also remain anonymous when contacting the City Clerk's office. All employees are protected from adverse actions resulting from reporting suspected fraud or associated misconduct as per Florida Statutes Sections 112.3187-112.31895. The City prohibits retaliation for the reporting of suspected fraudulent or dishonest activity.

The reporting individual should not contact the suspected individual(s) in an effort to determine the facts, discuss the complaint, or demand restitution. The reporting individual should not discuss the case, facts, suspicions, or allegations with anyone other than the City Clerk unless directed to do so by the City Clerk and/or the City's legal counsel.

It shall also be a violation of this policy for any informant/complainant to make a baseless allegation of fraudulent activity that is made with malice or reckless disregard for truth that is intended to be disruptive or to cause harm to another individual. Any violation of this nature may result in disciplinary action up to and including termination of employment.

The City will conduct an investigation of reported fraud, improprieties, or irregularities. In accordance with Florida Statutes, until such time as the final report has been made, suspected frauds and the nature of the related audits/investigations shall remain confidential. Actions and sanctions which may be taken for fraudulent activity include:

1. Employees suspected of participating in fraudulent activity may be suspended without pay during the course of the investigation as determined by the applicable Department Head and the City Clerk.
2. Employees found to have participated in fraudulent activity will be subject to disciplinary action up to and including termination from employment, and possible criminal prosecution or civil action.
3. Employees found to have knowledge of fraudulent activity and who knowingly fail to report the activity will be subject to disciplinary action up to and including termination.
4. The relationship of individuals, firms, and entities doing business for or with the City found to have participated in fraudulent activity as defined by this policy will be subject to review with the possible termination or modification of business for/or with the City and termination of all existing and pending contracts.
5. Appropriate law enforcement agencies, and agencies associated with the fraudulent activity such as, but not limited to, agencies that may have provided funding for projects, equipment or services which involved fraudulent activity may be subject to criminal or civil action if found to have participated in fraudulent activities while doing work for/or with the City.



SECTION 5 - FEDERAL AWARDS

NOTICE OF FEDERAL POLICY REQUIREMENTS

If any contract or purchase of services is being funded in whole or in part by assistance from any federal grant, the contract is subject to one or more applicable federal public policy requirements such as:

- ❖ Equal Employment Opportunity
- ❖ Affirmative Action pursuant to s CFR §200.321(a) and (b).
- ❖ Fair Labor Standards
- ❖ Energy Conservation
- ❖ Environmental Protection; and/or
- ❖ Other similar socio-economic programs

The City shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the City shall include or incorporate in the contract provisions the requirement that the contractor give a similar notice to all its subcontractors.

CONTRACTS PROVISIONS FOR FEDERALLY FUNDED PROJECTS

In compliance with 2 CFR Part §200.318 through 200.327 to include all applicable provisions identified in Appendix II of 2 CFR 200 (200.327), The City will ensure that all procured contracts for services or purchase of property or equipment contain all of the appropriate provisions set forth by these Federal regulations by conducting the following:

- 1) Review proposed technical specifications of the bid solicitation, prior to contract execution, to determine whether or not the bid solicitation will exceed the Federal simplified acquisition threshold of \$250,000.
- 2) Pursuant to 2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
 - (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
 - (b) Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.



- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.
- 3) In the event the contract exceeds the Federal simplified acquisition threshold, the City will perform a cost/price analysis; make available upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition pursuant to F.S. §200.324; and ensure that the contract language addresses administrative, contractual or legal remedies in instances where Contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate; will require a bid guarantee of 5 percent of the bid price, will require a performance bond for 100 percent of the contract price, and will require a payment bond for 100 percent pursuant to F.S. §200.325.
- 4) For contracts in excess of \$10,000, the City will ensure that there is language that addresses termination for cause and for convenience by the City including the manner which it will be affected and the basis for settlement.
- 5) All Federally funded contracts will include the proper certifications for EEO, Non-Discrimination, and Code of Conduct policies (i.e., conflicts of interest).
- 6) All Federally funded contracts will include a certification clause that addresses the Davis Bacon Act and reporting requirements (when applicable).
- 7) All Federally funded contracts will include a certification clause in compliance with Contract Work Hours and Safety Standards Act (when applicable).
- 8) Simplified Acquisition Threshold: Any Federally funded contracts in excess of \$250,000 will include a certification clause that requires compliance with applicable standards, order and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Contract Act.



- 9) A search will be conducted by the City in SAM.gov to ensure that the bidders are not debarred or suspended from participating in Federally funded projects, and are currently registered and licensed to perform the necessary work; and
- 10) All Federally funded contracts will include certification for Byrd Anti-Lobbying Amendment compliance.
- 11) All Federal contracts will include notification that the sub-recipient is responsible for the settlement of all contractual and administrative issues arising out of procurements under a federal award pursuant to F.S. §200.318 (k).
- 12) All Federally funded contracts will include a preference for domestic procurements involving goods, products, and materials pursuant to F.S. §200.322
- 13) All Federally funded contracts will include certification of compliance with provisions related to procurement of recovered and recycled materials pursuant to F.S. §200.232; and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
- 14) The City will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- 15) In compliance with 2 CFR § 200.403 and 2 CFR § 200.404, the City will ensure that Federal contracts meet the criteria for allowability and reasonableness of costs.
- 16) Federal Awarding Agency or Pass-Through Entity Review:

The City understands that it must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, if it is perceived that:

- a) The City procurement procedures or operation fails to comply with the procurement standards in this part.



- b) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation.
- c) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product.
- d) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement.
- e) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

The City may be exempt from the pre-procurement review of this section if the Federal awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part. The City understands that it may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified.

Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis. The City may self-certify its procurement system, but it is recognized that self-certification will not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

- 17) Section 508, accessibility of electronic information, shall be made available upon request, when reasonable.
- 18) Personally Identifiable Information, when applicable, shall be redacted unless otherwise required by a Public Records Request.
- 19) The Grants Coordinator shall be designated as the single point of contact for all procurement funded with CDBG funds and shall be responsible for maintaining the "Cone of Silence" of all potential solicitation respondents.

ECONOMY AND EFFICIENCY

In compliance with F.S. §200.318 (e), the City of Parker City Council promotes cost-effective use of shared services across the Federal Government and may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. The



City accepts and reviews any value engineering opportunities as part of its construction contract process.

The City will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

The City will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural engineering (A/E) services, geographic location may be selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

In compliance with 2 CFR §200.320 (b)(2)(iv), the City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation.

The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

In compliance with 2 CFR §200.318 (j), the City may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: the actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

The City complies with F.S. §287.055 in the selection of engineers.

Further, the City will assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

ASSIGNMENTS OF CONTRACTS

No agreement made pursuant to any sections of this policy shall be assigned or sublet as a whole or in part without the written consent of the City. Nor shall the contractor assign any moneys due or to become due to the contractor thereunder without the previous written consent of the City.



RIGHTS OF CITY COUNCIL

Nothing in this policy shall be deemed to abrogate, annul, or limit the right of the City Council, in the best interest of the City, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for the public good except for DEO/CDBG and other funding agencies that restrict the competitive bidding process.

SECTION 6 WAREHOUSES

One primary function of the warehouse(s) is/are to maintain stock levels of materials and supplies common in use to one or more departments. The quantity purchased of such items is to ensure maximum low cost. Materials may be direct shipped to the department location when possible.

STOCK LEVELS

Where stock levels are maintained, purchasing department or designee will perform physical handling of inventory including the receiving, issuing, and stocking of shelves.

STORAGE OF MATERIALS

All materials of similar character shall be properly segregated and assigned permanent space and a definite location. Care will be taken to ensure that materials are segregated by size, kind and grades for convenience in location when needed in taking inventory.

When assigning materials to specific location in the storeroom, consideration must be given to the fact that there will be a greater number of withdrawals of some materials than others.

WAREHOUSE CATALOG

A warehouse stock catalog containing the descriptive listings of items, code numbers and estimated price will be published and maintained by the finance staff.

WAREHOUSE REQUISITIONS

Departments drawing from the warehouse(s) will use standard warehouse requisition forms. This form must be completed with correct department account number, catalog number and description of materials needed. An authorized person receiving materials must sign the warehouse requisition.

MATERIALS RECEIVED AT WAREHOUSE(S)

The finance staff or designee will be responsible for receiving and issuing all goods at the warehouse. The receiving of ordered items at the warehouse will be processed and verified in the same manner as any other purchase. Partial deliveries will be handled in the same manner as outlined in the purchasing procedures in this purchasing manual.



RECORD KEEPING

After receiving a shipment or partial shipment, the quantity of a given item should be entered into the inventory module and added to the balance shown thereon. At the time of dispensing supplies, the reverse of the above applies. The quantity issued, along with the date, department and requisition number is entered and a new balance established.

ACCOUNTABILITY AND PERPETUAL INVENTORY CONTROL

The proper functioning of an inventory accounting system demands that all materials and supplies received, issued, and on hand be accounted for both in quantities and values, that the inventory be controlled by accounts in a general ledger, and that periodically the inventory records and accounts be verified by actual physical inventory. A systematic classification of titles of inventory items is absolutely essential to the proper accounting for the inventory.

Because of the large number of commodities that may be carried in stock, the classification shall provide for a definite grouping of like articles.

DETERMINATION OF MAXIMUM AND MINIMUM STOCK LEVELS

The maximum stock is the largest quantity permitted to be on hand at any one time. Generally, the amount of stock to be carried should be based on current needs, length of time necessary to replace stock, amount of storage space, and quantities at which favorable prices may be secured. At times when market conditions are favorable, increased "maximum" quantities may be justified.

The "minimum" stock is the smallest quantity that should be in stores at any one time and should be the quantity needed for normal requirements during the time to replenish the supply. The amount of stock to be ordered at any one time would be the "maximum" less the amount on hand at the time of ordering.

SECTION 7 - CITY PROCUREMENT RECORDS

All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the City in a contract file by the department head.

RETENTION OF PROCUREMENT RECORDS

All procurement records shall be retained and disposed of by the City in accordance with record retention guidelines and schedules established by the State.

INVITATION TO BID

The City of Parker City Council is soliciting bids for _____.

Sealed bids will be received at City of Parker City Hall, 1001 West Park Street, Parker, Florida 32404, to arrive no later than 2:00 p.m. CST, _____, 20___. Bids will be



opened and read aloud at 5:30 p.m. (Central Time) on _____, 20____ at the City of Parker City Council Meeting, Parker City Hall, 1001 West Park Street, Parker, Florida.

Bid considerations/specifications **MUST** be obtained from 1001 West Park Street, Parker, Florida 32404.

The Council reserves the right to accept and/or reject all bids and to award the bid in the best interest of the City.

Additional information may be obtained from:

BY ORDER OF THE CITY COUNCIL, City of Parker, Florida.



GENERAL BID CONSIDERATIONS

1. Bids must be submitted by mail or in person to at City of Parker City Hall, 1001 West Park Street, Parker, Florida 32404, to arrive no later than 2:00 p.m. (Central Time) on _____, 20___. Bids received late shall be returned unopened.
2. Bids must be in a sealed envelope plainly marked "_____" on the outside.
3. Once opened, no bid may be withdrawn prior to the City Council action without written consent of the City Council.
4. Bids must specifically state in their bids that it meets or exceeds the City's specifications. If it does not meet specifications, the bid must clearly list those items that do not meet the specifications. The bidder shall furnish a complete set of specifications on their product or services, if required by the specifications.
5. Bidders must complete and furnish with their bid, the Florida Public Entity Crimes Statement as required by F.S. §287.133(3) (a).
6. All bids submitted, requiring General Liability and Workers' Compensation Insurance, per the Bid Specifications, must include a certificate of Insurance showing Liability Insurance Coverage on the contractor, listing the City as additionally insured, or a sworn statement from an Insurance Agent, verifying that if the prospective bidder is awarded the bid, a Certificate of Insurance will be issued to the successful bidder within 30 days of the acceptance of the bid, in the amount stated in the bid specifications. Also include the Declaration page from the Insurance Policy showing Workers' Compensation Insurance on all employees working on the project. Any bidder who does not furnish the required insurance documents within 30 days after the bid award, is hereby advised the bid will be given to the next lowest responsive bidder, who meets all bid specifications.
7. All bids must include E-Verify Certification pursuant to F.S. §448.095. The E-Verify Memorandum of Understanding may be used for certification.
8. Bids shall be opened and read aloud on _____ at _____ in the at City of Parker City Hall, 1001 West Park Street, Parker, Florida 32404.
9. The City of Parker City Council reserves the right to accept or reject any and/or all bids in the best interest of the City.
10. It is the responsibility of the bidder to fully understand and follow all conditions and specifications.
11. Bid considerations/specifications **MUST** be obtained from the at City of Parker City Hall, 1001 West Park Street, Parker, Florida 32404, (850) 871-4104.
12. For additional information, contact:



BID CHECK-LIST

Please submit one original of the items on the following list and any other items required in the BID FORMS section or appendices (if applicable) of this ITB. The checklist is provided as a courtesy and may not be all inclusive of items required within this ITB.

1. *VALID FLORIDA REGISTERED GENERAL CONTRACTOR'S LICENSE*
2. *BID FORM*
3. *BID BOND*
4. *ADDENDUM ACKNOWLEDGEMENT*
5. *ANTI-COLLUSION CLAUSE*
6. *CONFLICT OF INTEREST DISCLOSURE FORM*
7. *IDENTICAL TIE BIDS/DRUG FREE WORKPLACE*
8. *CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION*
9. *44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING*
10. *CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST*
11. *SUB-CONTRACTORS' LIST*
12. *MBE/WBE CERTIFICATION, if applicable.*



QUALITY ASSURANCE – QUALITY CONTROL (QA-QC)

The City developed this Quality Assurance/Quality Control (“QA/QC”) Plan to ensure Department of Commerce (DEPARTMENT OF COMMERCE), Housing and Urban Development (“HUD”), and Community Development Block Grants (“CDBG”) are administered and expended in compliance with program requirements and federal, state, and local standards and guidelines. The Plan will reduce risks of DEPARTMENT OF COMMERCE, HUD, and CDBG program non-conformance. To achieve these objectives, City of Parker will:

1. Exercise impartial, unbiased professional care when completing QA/QC reviews
2. Exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information, findings, and conclusions about the processes and the data being examined.
3. Ensure a balanced assessment of each project review by not being unduly influenced by their own interests or by others in forming judgements.

The City’s QA/QC policy was developed to outline a formal process to identify potential compliance issues and risks and implement best practices for the administration of DEPARTMENT OF COMMERCE, HUD, CDBG programs and grants. Specifically, this plan will assist the City in complying with program monitoring requirements and it will:

1. Perform document file reviews and utilize data collected during the monitoring/desk review process to improve program compliance, processes, and procedures. This includes internal and external reviews.
2. Confirm that program expenditures are eligible based on grant agreements (including agreement attachments and the Scope of Work), applicable state and federal laws, and DEPARTMENT OF COMMERCE, HUD, and CDBG program guidelines and regulations.
3. Report exceptions and concerns to reduce DEPARTMENT OF COMMERCE, HUD, and CDBG monitoring concerns, findings and/or recapture.
4. In the event compliance issues are identified, initiate corrective actions, and implement program controls as necessary in a timely manner.
5. Review continually for improvement using QA/QC Plan data and monitoring findings to improve program processes and procedures.
6. Ensure all expenditure and procurement procedures comply with DEPARTMENT OF COMMERCE, HUD, CDBG, 2 CFR 200, and other applicable federal, state and local standards and requirements.



7. The QA/QC Plan will be updated annually (or as so needed) to ensure continuous improvement to DEPARTMENT OF COMMERCE, HUD, and CDBG programs and the administration thereof.

The QA/QC review team will include but not be limited to: City Clerk; City Grant Manager, City Grant Coordinator, City's Engineer or Record (if applicable); City Accounting Department; and any other staff and/or department who may be directly involved in the project. In the unlikely event a serious finding or repayment is required of federal funds, the City Council and the City's legal counsel will be included to resolve the non-compliance conflict and/or issue and take corrective action.

The City's Grant staff will develop and complete a quarterly report for all open COMMERCE/HUD/CDBG grants which shall identify and include the following:

1. The number of observations, concerns, findings and exceptions found
2. The number of follow-up reviews for observations and concerns
3. A summary of exceptions/material exceptions, and exceptions corrected
4. Any additional controls implemented to mitigate further risk
5. Comparison of the reporting quarter's findings and performance to previous quarters for program management, QA/QC review team to assess grant program implementation, administration, and management over of the time of the grant period.
6. Any pending corrective action and development of Corrective Action Plan (CAP) if applicable.

QA/QC STRATEGY

PHASE I: PRE-CONSTRUCTION

Phase I of the review process will ensure that all pre-construction requirements are met prior to the start of any form of construction, work, or issuance of a Notice to Proceed ("NTP") and/or any element of the actual construction or other work. Areas to be reviewed for the compliance include:

1. All Environmental Reviews, Tribal, and Department of State Clearances and Reviews and any other applicable studies or requirements are completed and obtained.
2. All Procurement and bidding processes are completed to all applicable guidelines, requirements, and standards. This includes all construction and professional services contracts.
3. Ensure all recipients of funding and/or funding assistance are duly qualified.
4. Review construction contracts to ensure they fully comply with grant contract terms and conditions as well as federal, state, and local regulations and standards.



5. Ensure all staff, subrecipients and individuals and/or firms issued contracts understand their roles and responsibilities related to the project.
6. Ensure grant funds are properly set aside and budgeted for project expenditures.

PHASE II: CONSTRUCTION

Phase II ensures that the construction phase is implemented in accordance with the requirements of DEPARTMENT OF COMMERCE, HUD, and CDBG programs and the construction and/or professional service contract(s). Areas to be reviewed for compliance include but are not limited to: project status reports are reviewed; change orders are not issued without proper documentation and City Council approval; all invoices are reviewed and abide by the City's approval process; Davis-Bacon and related Acts and federal prevailing wage standards are adhered to (if applicable).

PHASE III: POST CONSTRUCTION

When the project and/or construction is complete, a QA/QC review will be conducted to ensure that all paperwork and documentation related to the project is completed prior to final payment being made to the contractor and/or firms contracted to complete the project. Areas to be reviewed will include but not be limited to for compliance include:

1. If Change Orders were issued, to ensure that all work was completed as per the Change Order.
2. Final inspections of project. If any "punch list" changes are required and/or requested, ensure these items are complete.
3. Review all final invoices and ensure all final invoices submitted are per the terms of any and all contractual agreements.
4. Reconciliation of budget to ensure all expenditures comply with budgeted line items as approved by the finance staff.

PHASE IV: PROJECT CLOSEOUT

Prior to final project close out, a final QA/QC review will be conducted. Areas to review for compliance will include but not be limited to:

1. Final review of all invoices related to the project.
2. Final cost reconciliation to ensure all costs comply with all contracts and per grant agreement budgets and approved expenditures.
3. Preparation and submission of final reports to the DEPARTMENT OF COMMERCE, HUD, CDBG, or appropriate funding agency.

FINDINGS/REPORTING/ISSUE RESOLUTION PROCESS

In the event the QA/QC review team should note a finding in the review process which could result in non-compliance, it will be reported to the City Clerk immediately. All initial findings should be validated by a secondary QA/QC review. Findings (exceptions) shall



be classified according to their potential impact on the outcome of COMMERCE, HUD and CDBG Program/Project requirements.

The classifications shall be as follows:

- A. Observations/Concerns: Findings that DO NOT impact the outcome of the program/project but require resolution.
- B. Findings/Material Exceptions: Findings that ARE likely to result in a DEPARTMENT OF COMMERCE/HUD/CDBG finding, impact the program/project outcome, do not conform to program/project requirements and sanctions, and monitoring findings that may require repayment of federal funds.

Validated compliance issues and concerns will be addressed and resolved immediately, and corrective action taken. In the event the finding has a direct impact on DEPARTMENT OF COMMERCE, HUD or CDBG program compliance and/or may require the repayment of federal funds, the appropriate funding agency will be contacted immediately. Contact staff as per funding agency grant agreements (or otherwise assigned designees) will be the initial individual contacted. All concerns to DEPARTMENT OF COMMERCE, HUD, CDBG, or other appropriate fund agencies will be made in writing by the City Clerk's office.

The City will take corrective actions immediately as per recommended and agreed to with the appropriate funding agency. A Corrective Action Plan ("CAP") will be developed and strictly adhered to and enforced for all Finding/Material Exceptions that are systemic in nature. The City's QA/QC review team will follow up on identified compliance issues, ensure all elements of corrective action plans are complied with, and update or implement additional program controls if so needed. Written reports on follow up will be provided monthly to the City Council and appropriate agencies if so needed. Each compliance issue and required corrective action will be addressed individually to ensure complete compliance of project and grant program and contract requirements. The City will maintain a complete and accurate record of all internal findings, and corrective actions taken with the grant agreement files and will maintain as per the terms of grant agreements.

Copies of all monitorings and/or findings made by DEPARTMENT OF COMMERCE, HUD, CDBG or other appropriate funding agencies will also be maintained in the files. It will be the responsibility of the City to ensure contractors and vendors meet all requirements and any corrective action required completed before any final payments and/or project closeout is completed.

UNIFORM RELOCATION ACT (URA)

The Uniform Relocation Act ("URA") establishes minimum standards for federally funded programs/projects involving the displacement of persons from their homes, businesses, or farms due to acquisition, rehabilitation, demolition, or any other reason which may permanently or temporarily displace someone involuntarily as a result of undertaking a federally funded project. In the event a federally funded CDBG project requires acquisition



and or relocation of a residential tenant, the City would comply with the requirements, policies, and waivers related to the URA established in this policy, should the need arise.

URA REQUIREMENTS

Under the Uniform Relocation Act displaced persons are eligible to the following benefits:

- ❖ Advisory services
- ❖ Offer of a comparable replacement unit
- ❖ Replacement housing payments
- ❖ Moving expenses

In addition to being required by law, relocation advisory services are very important to completing a successful relocation. Relocation advisory services will be provided to all eligible displaced persons. Key advisory services include:

- ❖ Determining the needs, preferences, and eligibility of displaced persons.
- ❖ Explaining available relocation assistance
- ❖ Relocation claims assistance
- ❖ Explaining a person's right to appeal
- ❖ Providing current and ongoing listings of comparable dwellings or residential displacements and replacement sites
- ❖ Supplying information on other federal and state programs offering assistance
- ❖ Providing counseling and other assistance to minimize hardship in adjusting to relocation
- ❖ Provide information concerning the full range of housing opportunities within the local housing market

The City will also aid in identifying and resolving personality/realty issues prior to or at the time of the appraisal of the property. A storage allowance of up to \$150 may be provided to each family unit displaced if storage is necessary and essential to the move, and a moving allowance of \$300 may be provided each family unit so displaced. This allowance may be provided in two payments of \$150 on move out and move in. No person will be discriminated against based upon age, race, color, religion, sex, handicap, familial status, national origin, genetics, or presence of children in the households.

As part of the displacement benefits, the City will seek to ensure the relocation office is convenient to public transportation or within walking distance of displaced persons. In addition, the office will be open during hours convenient to the displaced person, including evening hours when necessary.



Under the URA, the term “displaced person” means:

1. A person who moves permanently from the real property after the property owner (or person in control of the site) issues a vacate notice to the person, or refuses to renew an expiring lease in order to evade the responsibility to provide relocation assistance, if the move occurs on or after:
 - a. The date the Subrecipient submits a project application for CDBG-DR funds for the project that is later approved, if the Subrecipient has site control; or,
 - b. The date the Subrecipient obtains site control if that occurs after the project application is submitted and approved.
2. A person who moves permanently from the real property after the initiation of negotiations, unless the person is a tenant who was issued a written notice of the expected displacement prior to occupying the property (otherwise known as a “Notice of Eligibility for Relocation Assistance”).
3. A person who moves permanently and was not issued a Notice of Non-displacement after the application for CDBG-DR funds is approved.

If any buyout properties with renters or tenants are deemed eligible for relocation assistance, the City may provide assistance to the renter(s) occupying the property. As a displaced tenant under URA, a tenant is eligible to receive two types of assistance: Moving Assistance and Replacement Housing Assistance. The Moving Assistance can be an actual reasonable moving and related expenses reimbursement or a fixed payment for moving expenses determined by a schedule published by the Federal Highway Administration. The Replacement Housing Assistance can take two forms: Rental Assistance or Down Payment Assistance. If the displaced tenant chooses to continue to rent a dwelling, the award amount they are eligible for is 42 months times the difference in rent/utilities of their current rent and their replacement dwelling (including lot rent, if a mobile home unit). Rental Assistance is capped at \$4,500 for 90-day occupants, except in situations where housing of last resort applies. Another option is for the displaced tenant to purchase a new home and receive a lump sum Down Payment Assistance. If the displaced tenant elects to receive lump sum Down Payment Assistance, their award cannot exceed what they would have been eligible for had they continued to rent a unit.

Tenants seeking assistance with moving expenses must complete Form C-25 - Residential Claims for Moving and Related Expenses. This form will be made available by the City.

UNIFORM RELOCATION ACT PURPOSE

When undertaking a program funded through the U.S. Department of Housing and Urban Development (HUD) which may result in the relocation of persons from their current residences, these programs may result in tenants renting a portion of an owner-occupied unit being displaced as properties are acquired by the City for demolition, clearance, and conversion to open space. The properties are being voluntarily sold to the City by the



property owners; however, some properties contain residential rental units making the tenants eligible for assistance under the Uniform Relocation Act of 1970.

The City will provide or oversee, whichever is applicable, relocation assistance for lower-income tenants who, in connection with a federally assisted activity, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower income dwelling unit in accordance with the requirements of 24 CFR 24.350. A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulation at 49 CFR Part 24.

The City understands that it must provide options for assistance to those who may be involuntarily displaced from their current residence due to programs or projects funded by HUD. The process for relocation assistance for persons displaced by the CDBG-DR/MIT programs will include the following:

- ❖ Identification of Tenants to be Displaced
- ❖ Notification to Tenants of Impending Displacement
- ❖ Notification of Availability of Assistance
- ❖ Application Review
- ❖ Work with Tenants to be Displaced
- ❖ Temporary Relocation
- ❖ Permanent Relocation
- ❖ Record Keeping

URA DUPLICATION OF BENEFITS

No person will receive any payment for Relocation benefits under these regulations if that person receives a payment under Federal, State, or local law which is determined to have the same purpose and effect as such payment under these regulations. The City is not required to conduct an exhaustive search for such other payments, only to avoid creating a duplication based on the City's knowledge at the time the payment is computed.

IDENTIFICATION OF PERSONS TO BE DISPLACED

The City will keep records of all residential structures which contained rental units containing tenants who may require relocation assistance under CDBG-DR/MIT programs. Name and contact information for current tenants will be collected during the application phase. Contractors or program staff will then work with property owners to identify those properties containing tenants who will be displaced. Records documenting the properties and persons requiring assistance must include the following:

- ❖ Property address
- ❖ Unit identification if applicable



- ❖ Number of rooms in unit
- ❖ Name of property owner (applicant)
- ❖ Number of male and female adults in family; number of children by age and sex
- ❖ Property type (single detached, multi-family, etc.)
- ❖ Monthly rent
- ❖ Names of all persons residing in the unit at the time of displacement
- ❖ Names of all persons seeking relocation assistance
- ❖ Certification of legal residency for all persons seeking assistance

NOTIFICATIONS TO TENANTS

Program staff will notify all tenants who may be displaced by providing them with materials informing them of the benefits and services available to them. Tenants residing in the structure at the time that negotiations are initiated between the homeowner and the City will be notified of the relocation program and are fully eligible for assistance (see § 24.2(a)(15)(i) and (ii) and § 24.2(a)(15)(iv}, as amended or superseded}. Program staff will be in contact with all the tenants affected by CDBG-DR programs to discuss their needs. The documents provided to the tenants will, at the least, provide a general description of the relocation program including the following:

1. Informs the person that he or she may be displaced for the project and generally describes the relocation payment(s) for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payment(s).
2. Indicates that any person displaced will be given reasonable relocation advisory services including housing referrals, help in filing payment claim(s), and other necessary assistance to help the person successfully relocate.
3. Informs any person to be displaced from a dwelling that he or she cannot be required to move permanently unless at least one comparable replacement dwelling has been made available to the displaced person. No person will be required to move without at least 90 days advance written notice.
4. Describes the person's right to appeal the City's determination as to eligibility for or the amount of any relocation payment for which the person is eligible. It also describes the person's right to disagree with the City's determination of whether the person qualifies as a "displaced person."

Tenants will also be provided with an application for assistance for relocation costs. This application will act as the official request for relocation assistance. Tenants who choose not to complete the application will not be eligible for relocation assistance.

APPLICATION REVIEW



Applications will be reviewed by program staff and information provided by the tenants for their case files will be evaluated to determine the tenant household's housing needs. Program staff providing relocation services will communicate with each household to be displaced to determine the household's relocation needs and preference and explain the relocation payments and other assistance for which the household may be eligible, the related eligibility requirements, and the procedure for obtaining such assistance.

Program staff processing applications will need to gather data to help provide information on the estimated number of households to be displaced, including the family characteristics (e.g., minority, ethnic, handicapped, elderly, large family, income level). Information should be gathered to allow for the comparison of available decent, safe, and sanitary housing in the area with the housing needs of the tenants being displaced. The comparison should include (1) price ranges, (2) sizes (number of bedrooms), and (3) type of housing single-family, multi-family, mobile home etc. Any information on special relocation considerations should also be gathered and evaluated, such as the presence of elderly or disabled or children attending school. Program staff will make every effort not to relocate households in areas resulting in children being forced to change schools unless otherwise requested by the displaced household.

WORK WITH TENANTS TO BE DISPLACED

Program staff will work with tenants to identify comparable replacement dwellings within a 30-mile area of their current dwelling. A comparable replacement dwelling includes the following:

1. Decent, safe, and sanitary (DSS) which means a dwelling which meets applicable housing and occupancy codes. However, if any of the following standards are not met by an application code, such following standards shall apply, unless waived for good cause consistent with federal regulations. The dwelling shall:
 - a. Be structurally sound, weather-tight, and in good repair.
 - b. Contain a safe electrical wiring system adequate for lighting and other electrical devices.
 - c. Contain a heating system capable of sustaining a healthful for a displaced person, except in those areas where local climatic conditions do not require such a system.
 - d. Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced household. There shall be a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator.



- e. Contains unobstructed egress to safe, open space at ground level. If the replacement dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.
 - f. Displaced tenants who are handicapped must have access to a unit which is free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such displaced person.
2. Functionally equivalent to the displacement dwelling. The term “functionally equivalent” means that it performs the same function and provides the same utility. While a comparable replacement dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, reasonable trade-offs for specific features may be considered when the replacement unit is “equal to or better than” the displacement dwelling (see Relocation Manager for guidance).
- a. Adequate in size to accommodate the occupants.
 - b. In a location generally not less desirable than the location of the displaced person’s dwelling with respect to public utilities and commercial and public facilities and is reasonably accessible to the person’s place of employment.
 - c. On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special improvements such as outbuildings, swimming pools, and greenhouses.
 - d. Currently available to the displaced person on the private market. However, a comparable replacement dwelling for a person receiving government housing assistance before displacement may reflect similar government housing assistance.
 - e. Within the financial means of the displaced person.
3. A replacement dwelling rented by an eligible displaced person is considered to be within his or her financial means if, after receiving rental assistance under this rule, the person’s monthly rent and estimated average monthly utility costs for the replacement dwelling do not exceed the person’s base monthly rental for the displacement dwelling.
4. For a displaced household who is not eligible to receive a replacement housing payment because of the person’s failure to meet length-of-occupancy requirements, comparable replacement rental housing is considered to be within the person’s financial means if the Uniform Relocation pays that portion of the



monthly housing costs of a replacement dwelling which exceeds 30 percent (30%) of such person's gross monthly household income or, if receiving a welfare assistance payment from a program that designates amounts for shelter and utilities, the total of the amounts designated for shelter and utilities. Such rental assistance must be paid under Section XVIII, Housing of Last Resort.

5. All displaced persons, especially the elderly and handicapped, shall be offered transportation to inspect housing to which they are referred by program staff. In addition, program staff will assist with the following items:
 - a. Provide current and continuing information on the availability of, purchase prices, and rental costs of comparable and suitable commercial and farm properties and locations. They will assist any person displaced from a business or farm operation to obtain and become established in a suitable replacement relocation.
 - b. Minimize hardships to persons in adjusting to relocation by providing counseling, advice as to other sources of assistance that may be available, and such other help as may be appropriate.
 - c. Supply persons to be displaced with appropriate information concerning Federal and State housing programs, disaster loan and other programs administered by the Small Business Administration, and other Federal and State programs aiding persons to be displaced.
 - d. Provide referrals to appropriate agencies for displaced persons requiring social services, food stamps etc.
 - e. Provide each expected displaced person with a Relocation Assistance Brochure.
6. Moving costs associated with moving personal property from the existing dwelling unit to the new dwelling unit are eligible for relocation compensation.
7. If a displaced tenant otherwise qualifies for the replacement housing payments except that they have not yet purchased or occupied a suitable replacement dwelling, the Contractor will inspect the proposed dwelling. If the proposed dwelling is found to meet the standards set forth for decent, safe and sanitary dwellings, the displaced *tenant* can submit a request for payment of the specific sum provided they purchase or occupy the inspected dwelling within the time limits specified.

TEMPORARY RELOCATION

In cases where suitable long-term housing can't be immediately identified and secured, temporary housing arrangements may need to be secured. The housing arrangements and facility must meet all the housing criteria required under Uniform Relocation except that it is functioning as a temporary housing solution until a more permanent solution can be identified. This may include, but not be limited to, the utilization of hotels for temporary



housing. In such cases, the facility must be agreeable to the household residing on-site for an extended period.

PERMANENT RELOCATION

Any comparable dwelling which allows for the displaced tenant and their household to reside in the facility for one year or more is considered to be a permanent relocation site. Displaced *tenants* and their households are eligible for two types of assistance under URA: Moving Assistance and Replacement Housing Assistance (Rental Assistance or Down payment Assistance).

Moving Assistance will be calculated using the fixed moving expenses method and are eligible for a moving claim reimbursement. Once a tenant has relocated to the replacement dwelling, contractor or program staff will assist the tenant in submitting form HUD 40054 to the City for the reimbursement. The City may advance a portion of the relocation claim to cover necessary expenses, such as application fees, security deposits or first month's rent.

In standard protocol, one payment will typically be processed for Moving Assistance. However, there may be specific cases when a displaced tenant requires two payments for Moving Assistance: 1) advance payment for necessary up-front costs and 2) the remaining amount of their moving costs.

In determining Rental Assistance per URA HUD regulations, if the total gross monthly household income qualifies as low income according to the URA low Income limits, the City must compute 30 percent of the monthly household income and use it as one of the factors for comparison in the base monthly rental determination. The base monthly rental represents the amount the City will use as the rental amount for the displacement unit. The City will look at the lesser of three items:

1. The total amount for current monthly rent plus average monthly utilities
2. If the displaced person meets the low-income criteria; the agency will compute 30 percent of the person's average monthly gross household income
3. If the displaced person's rent is paid through a state welfare program that designates an amount for shelter and utilities, then that amount is considered, e.g.: shelter, utilities designation, etc.

If the tenant is low income, the lesser of the three will be used to compare against present rent (and utilities) of market rent. If the tenant is not low income, the URA eligibility amount is the difference between the present rent (plus average utilities) and the replacement dwelling rent (plus average utilities) across 42 months.

Per HUD regulations, Rental Assistance is to be dispersed to the displaced tenants in three installments, rather than one lump sum. However, if a tenant will be using URA assistance to purchase a home, the Down Payment Assistance is allowed to be dispersed in one lump sum to reduce or eliminate hardship. Rental Assistance payments will be dispersed from the City to the displaced tenant every 14 months; 3 installments over 42



months. The first installment can be processed once the tenant has signed a year lease with the replacement dwelling landlord/property management company, moving has commenced and HUD Form 40058 is submitted.

To prompt the Rental Assistance payments for each tenant, a contractor or program staff will submit a payment plan (Payment Authorization Form) to the City to help schedule the payments to the displaced tenants. The Contractor will also receive and submit the displaced tenant's W9 to the City. Once the household has signed a legally binding rental agreement, such as a lease, or has obtained ownership of a property, evidenced by a deed to the property, the household will be considered successfully relocated and further relocation services, outside of follow-up support services, will no longer be available to the tenant.

URA RECORD KEEPING

Contractor or program staff will be responsible for maintaining all files and documentation for displaced tenants. This includes, at a minimum, identification of tenants who were not assisted with relocation services. Tenants that were successfully assisted or that began the process for assistance services, but later terminated activities on their own accord must also have files, which includes the information identified in this document as well as their completed application. All data identifying comparable dwelling units must also be maintained in addition to any payment requests, evidence of payments made on behalf of the tenants, identification documentation and HUD forms. All files must be secured so as to protect the privacy of those persons and their households.

APPEAL PROCESS URA

Any person(s) has a right to submit an appeal to the City Council if they disagree with the Moving Assistance eligibility amount, the Rental Assistance eligibility amount, or the determination from the City of whether a person(s) is qualified as displaced.

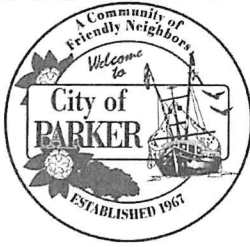
If a person(s) wishes to appeal their Rental Assistance eligibility amount, they can notify the City of their wish to appeal the amount of the assistance. In such a case, the City will re-review the assistance calculations for any potential errors and respond within 15 days of receipt. If no errors are found, they will re-present the amount of rental assistance to the tenant. If a tenant continues to not agree, the City will allow the tenant to submit up to three comparable dwellings they find more compatible with their needs, under URA regulations, and submit to the City Council for determination to recalculate eligibility determination. If the person(s) is considered low income, and continues to disagree with the City Council's final decision, they may submit an official appeal to the HUD Field Office.

If a tenant finds their Moving Assistance insufficient, a tenant can ask for and receive local bids from moving companies to submit to the City, seeking additional assistance. The City's decision will be determined within 15 days of receipt. If the person(s) is considered low income, and continues to disagree with the City's final decision, they may submit an official appeal to the HUD Field Office.

If a person(s) disagrees with the City's determination of whether they qualify as a "displaced" person(s) or household", the person(s) can submit an official claim to the City



seeking an appeal of the determination, submitting any supporting documentation they see fit. The City Council's decision will be determined within 15 days of receipt. If the person(s) is considered low income, and continues to disagree with the City Council's final decision, they may submit an official appeal to the HUD Field Office.



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Ron Nalley

2. MEETING DATE:

06/17/2025

3. PURPOSE:

Resolution 2025-411

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

☐

NO

☐

N/A X

AMP Study Presentation and adoption of Resolution 2025-411

RESOLUTION NO. 2025-411

A RESOLUTION OF THE CITY OF PARKER, APPROVING THE CITY OF PARKER WASTEWATER ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE MAYOR AND PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provides financial assistance to local government agencies to finance construction of the municipal utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Parker Utility System Improvements identified in the Wastewater Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the System is required to implement an Asset Management and Fiscal Sustainability Plan for the System's Utility System Improvements; and

WHEREAS, the City Council of the City of Parker has determined that approval of the attached Wastewater Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parker, Bay County, Florida, as follows:

1. That the City Council hereby approves the City of Parker Wastewater Asset Management and Fiscal Sustainability Plan dated June 17, 2025, attached hereto and incorporated by reference as a part of this Resolution.
2. That the Mayor and Public Works Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Wastewater Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and City Council direction in order to obtain funding from the SRF.
3. That the City Council will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendation found in the Wastewater Asset Management and Fiscal Sustainability Plan or in proportion to the City's needs as determined by the City Council in its discretion.

4. That this Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Parker, Bay County, Florida, on this _____ day of June, 2025.

City of Parker, Florida

Andrew Kelly, Mayor

ATTEST:

Ingrid Bundy, City Clerk

Examined and approved by me, this _____ day of June, 2025.

Andrew Kelly, Mayor

**City of Parker
Wastewater System Asset Management
and Fiscal Sustainability Plan**



**Summary of Findings
June 17, 2025**

**Prepared by:
FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program**

Introduction

Utility infrastructure provides the foundation for the economic, social and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

The Asset Management Plan (AMP) outlines the current state of wastewater infrastructure in the City of Parker. It identifies the current practices and strategies that are in place to manage wastewater infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the City of Parker can ensure that public infrastructure is managed to support the sustainable delivery of utility services.

Asset Inventory and Replacement Cost

This AMP includes the following asset categories:

Asset Category	Number of Assets	Estimated Useful Life (Years)	% Needing Replacement	Annual Per Unit Replacement Cost	Per Unit Replacement Cost	Total Replacement Cost
Buildings	15	50	0%	96.67	4,833.33	72,500
Control Valves	35	25	0%	99.43	2,485.71	87,000
Dry Wells	18	100	11%	150.00	15,000.00	270,000
Electrical Equipment	80	30	0%	250.63	6,337.50	507,000
Force Mains	32,601.2 LF	50	0%	1.13 per foot	56.53 per foot	1,843,000
Gravity Mains	148172.9 LF	50	0%	1.27 per foot	63.25 per foot	9,372,000
Instruments and Controls	8	20	0%	150.00	3,000.00	24,000
Manholes	589	50	13%	328.12	16,405.77	9,663,000
Pumps	32	20	0%	385.94	7,718.75	247,000
Security Equipment	15	20	0%	121.67	2,433.33	36,500
System Valves	48	25	4%	33.67	841.67	40,400
Wet Wells	16	100	0%	1,800.00	180,000.00	2,880,000

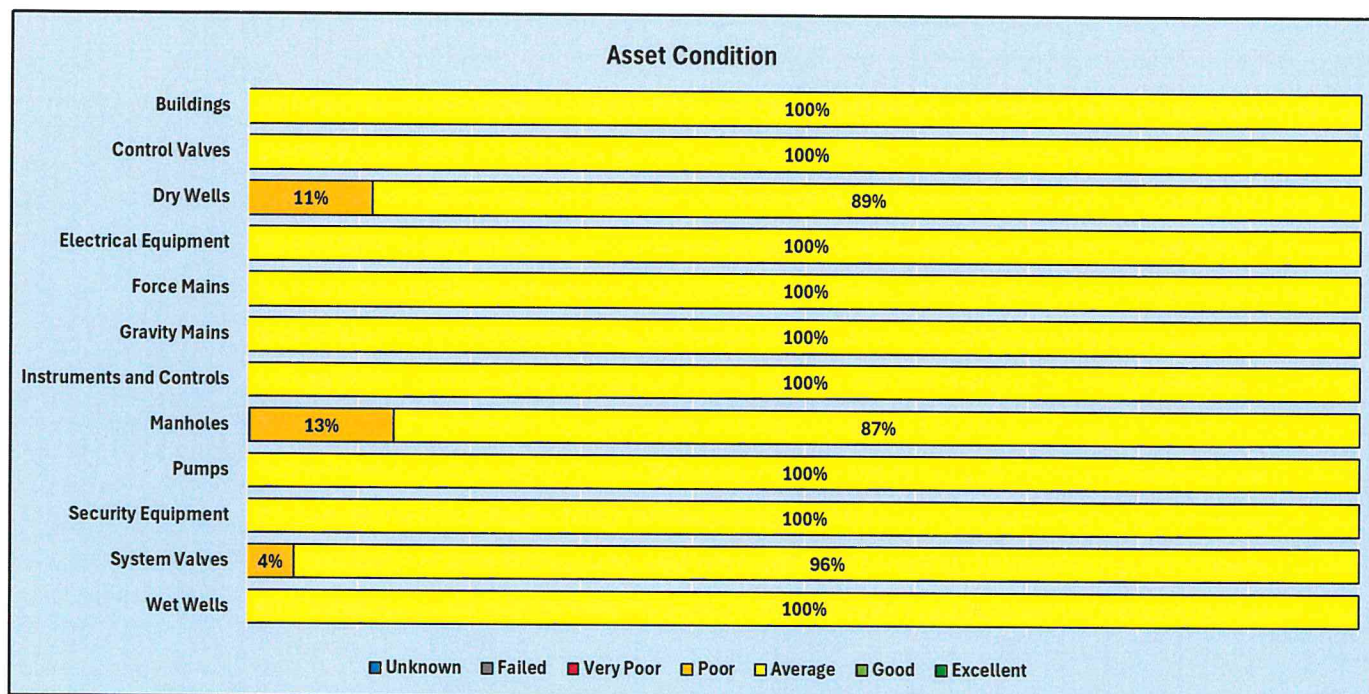
City of Parker Wastewater System	
Total Replacement Cost of Wastewater System	\$25,042,280
Percent of Wastewater Assets Needing Replacement	5.14%
Cost of Replacing All Wastewater Assets Needing Replacement	\$1,287,506
Annual Replacement Cost of Wastewater System	\$491,753

The overall replacement cost of the asset categories and 1,460 individual assets included in this AMP totals **\$25 million**. Please note that the \$25 million dollar replacement cost documented above, along with the **annual replacement cost of \$491,753** for the system is low. These figures do not include certain assets such as large equipment and vehicles and some property improvements normally associated with maintaining a utility

system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the City of Parker.

Asset Condition

94.86% of all assets analyzed in this AMP are in average or better condition. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

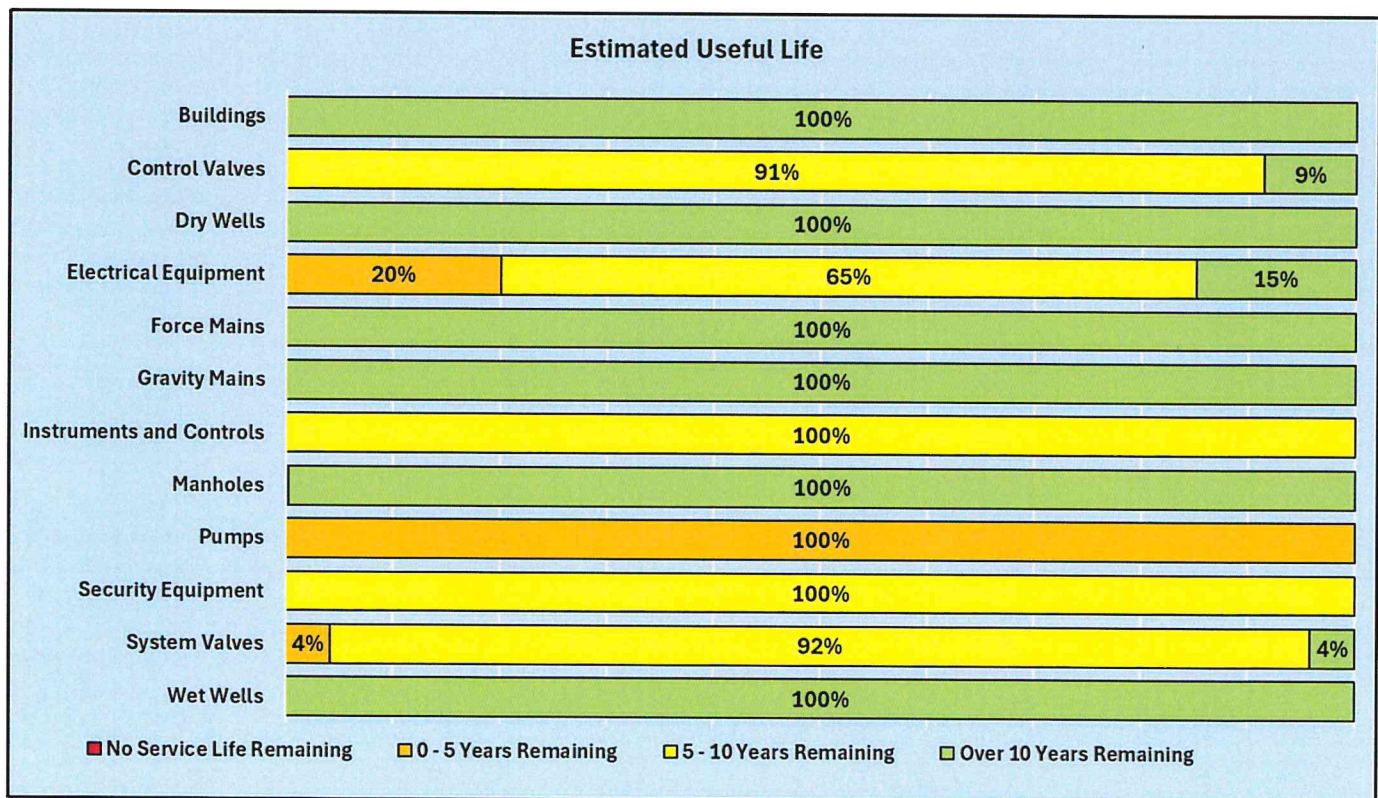


To ensure that City of Parker's assets continue to provide an acceptable level of service, Parker should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the assets. Accurate and reliable condition data allows staff to better determine the remaining service life of assets and identify the most cost-effective approach to managing assets.

Asset Estimated Useful Life and Average Age

The Estimated Useful Life for assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in service. Finally, the Average Service Life Remaining represents the difference between the Estimated Useful Life and the Average Age, except when an asset has been assigned an assessed condition rating. Assessed condition may increase or decrease the average service life remaining.

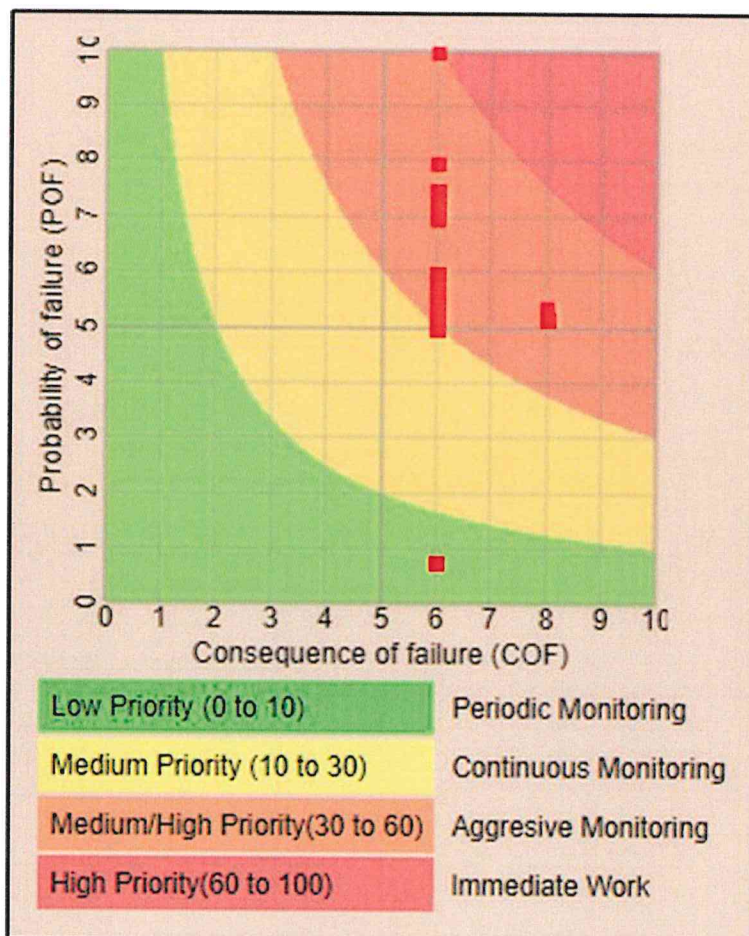
Asset Category	Estimated Useful Life (Years)	Average Age (Years)	Average Service Life Remaining (Years)
Buildings	50	26	25
Control Valves	25	39	10
Dry Wells	100	45	46
Electrical Equipment	30	21	9
Force Mains	50	42	24
Gravity Mains	50	42	24
Instruments and Controls	20	26	10
Manholes	50	42	23
Pumps	20	23	4
Security Equipment	20	25	10
System Valves	25	39	10
Wet Wells	100	45	48



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Asset Risk and Criticality

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within the asset categories based on 2025 inventory data.



Once a risk score has been assigned to each asset, the severity of the risk can be visualized in a matrix like the one above, and priorities can be established. Assets with high-risk score numbers are the highest priority and fall into the red zone; assets in the orange and yellow are medium priority; and those in the green are the lowest priority. Special attention should be given to assets with low or moderate risk scores, but which have high COF. Although these assets are in good condition, they should be targeted for routine monitoring, condition assessment and preventative maintenance to further reduce the risk of failure.

Critical Assets

The identification of critical assets allows the City of Parker to determine appropriate risk mitigation strategies and treatment options. These may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data. Critical assets do not necessarily require immediate renewal or replacement.

The Table below contains a listing of Parker’s Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Section 4 of the Asset Management Plan has a detailed description of the asset improvements listed below.

City of Parker Critical Assets List				
Name	Installed	Design Life	Condition	Consequence Of Failure
LS P-1 Dry Well	1983	100	Poor	Moderate
LS P-16 Dry Well	1980	100	Poor	Moderate
Manhole (1)	1983	50	Failed	Moderate
Manholes (76)	Varies	50	Poor	Moderate
LS P-15 Bypass Valve	1980	25	Poor	Moderate
LS P-6 Bypass Valve	1980	25	Poor	Moderate

Level of Service

A level of service (LOS) is a measure of what the City of Parker is providing to the community and the nature and quality of that service. These measures should include a combination of performance measures identified by the City of Parker as worth measuring and evaluating. This AMP focuses on measuring the current level of service provided to the community. It is recommended that current levels of service be measured, and then establish proposed levels of service over a 10-year period.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the City. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals, and long-term sustainability. Once proposed levels of service have been established, the City should identify a lifecycle management and financial strategy which allows these targets to be achieved.

Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast the City of Parker’s asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources to plan for the acquisition of the asset more carefully. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

It is recommended that Parker develop a more comprehensive CIP and continue their work in planning and identifying improvement projects and provide a mechanism to incorporate potential assets from this Plan into the process of developing and approving a Capital Improvement Plan as part of the annual budget process.

City of Parker Strategic Capital 5 Year Plan							
Sewers	1	Manholes - Grant	148 Storm stoppers and manhole lining	Prevent infiltration and inflow	\$763,454.26		
	2	Manholes	Manhole lining/P14 Liner failure	Prevent infiltration and inflow/360 manholes estimated left to line		Manholes	\$125,000.00
	3	Equipment - Finance	Sewer Jet trailer/ Truck	Maintain lines in remote areas/ 1 ton utility truck			
	4	City Sewer	SRF Loan/Grant	Financed for 20 years ends September 2040	\$363,388.84		
	5	Liftstations	Communications- Lift Stations	Notification there is a problem with Liftstations			
	6	Equipment	Sewer Camera Trailer	Find storm and sewer pipe issues	\$125,000.00		
	7	11th St & Alexander	Manhole sinking	Prevent infiltration and inflow		Manhole	\$40,000.00
	8	Equipment	Lift Station Pump Replacement	Pumps are over 40 years old			
	9	Equipment	New Lift Station- Melendy	Growth and volume	\$850,000.00		
Planned Expenditure by Year							
Sewers	1						\$763,454.26
	2	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$175,000.00
	3	\$60,000.00		\$50,000.00			\$110,000.00
	4	\$22,166.56	\$22,166.56	\$22,166.56	\$22,166.56	\$22,166.56	\$110,832.80
	5	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$40,000.00
	6	\$125,000.00					\$125,000.00
	7						\$0.00
	8	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$150,000.00
	9						

Forecasted Capital Requirements

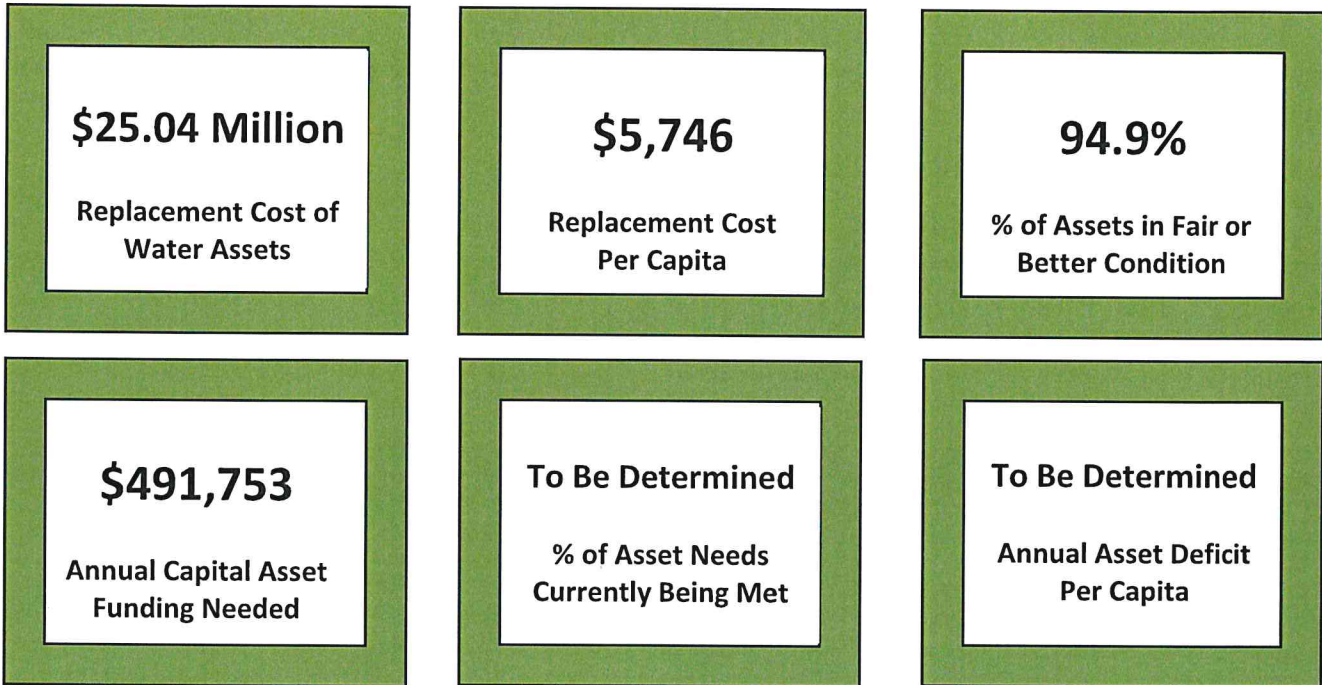
The assets collected along with financial information provided by the system will be entered into RevPlan by the City's finance department to create a preliminary financial sufficiency model for the utility. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. The financial sustainability models, along with any proposed rate adjustments, will be presented to the City Council during the annual budget process.

To meet capital replacement and repair/rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the City of Parker's average annual capital requirement totals **\$491,753**. Based on a historical analysis of sustainable capital and repair funding sources, the City will reduce the annual capital requirement above, by the amount of capital and repair projects per year, not including grants. Following that reduction, what amount remains will be the annual funding gap. Any proposed rate adjustments will be based on this funding gap. To adequately fund the wastewater system, any proposed rate increases will need to satisfy:

- The existing operational expenses.
- The existing debt service requirements.
- The annual replacement costs for the system and future capital improvement costs.
- The new operating expenses (assets in failed or poor condition) detailed in Section 4 of this plan.
- The future debt needed to adequately replace and sustain the assets of the system.
- The annual reserve requirements.
- The need to preserve the existing amount of funds in retained earnings.

All systems should be making the effort to secure additional funding, which can be in the form of low or no interest loans, grants, or a combination of both. A table of common funding sources, including web links and contact information can be found in Section 9 of the Asset Management Plan. The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP has used replacement only strategies to determine the lowest cost option to maintain the current level of service.

Key Statistics



Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding, asset management strategies and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action Plan was developed to help the City of Parkers prioritize action items and establish target dates for timely completion. The Priority Action Plan is attached to this Summary of Findings.

Conclusion

An active AMP is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

This AMP represents a snapshot in time and is based on the best available processes, data, and information at the City of Parker. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources. Further development of a data-driven, best-practice approach to asset management is recommended to ensure the City of Parker provides optimal value through its management of infrastructure and delivery of services.

City of Parker Priority Action List				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	City Council and City Clerk
2. Rehabilitate/Replace Failed Condition Manhole	Within 60 Days after Adoption	Capital	Cost variable depending on Professional Services Scope of Work	Public Works Director or Designee
3. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost	City Council, City Clerk, Utility Staff and Public
4. Train Staff and Continue Using AMFS Tools (Diamond Maps)	90 Days After Adoption	Administrative	Annual Cost - \$540 + Local Service Provider; Training - No Cost*	City Clerk, Public Works Director, or Designee
5. Train Staff and Complete Current Year RevPlan Model	90 Days After Adoption	Administrative	No Cost*	City Clerk, Finance Director or Designee
6. Develop Operation and Maintenance Program and Procedures	Within One (1) Year After Adoption	Planning	No Cost*	Public Works Director or Designee
7. Develop Change Out/Repair and Replacement Program for Critical Assets	Within One (1) Year After Adoption	Planning	No Cost*	Public Works Director or Designee

City of Parker Priority Action List					
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties	
8. Locate, Map and Assess Manholes in Unknown Condition	Within One (1) Year After Adoption	Operational	No Cost*	Public Works Director or Designee	
9. Install Variable Frequency Drives as recommended in the 2024 Energy Audit	FY 2026	Operational	Est. \$7,750	Public Works Director or Designee	
10. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Collection Improvements and Lift Station Improvements.	On-going Beginning in FY 2026	Capital	Professional Service and Construction Cost based on Project Scope	City Clerk and Public Works Director	
11. Explore Financial Assistance Programs	On-going Beginning in FY 2026	Administrative	No Cost	City Manager and Finance Director	
12. Rehabilitate/Replace Poor Condition Manholes	On-going Beginning in FY 2026	Capital	Estimated \$15,000/manhole Cost variable depending on Professional Services Scope of Work	Engineer, Public Works Director, or Designee	

**City of Parker
Priority Action List**

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
13. Rehabilitate/Repair/Replace Lift Station Assets in Poor Condition and those Nearing the End of Useful Life.	On-going Beginning in FY 2026	Capital	Professional Service and Construction Cost will vary based on Project Scope for each Lift Station	Engineer and Public Works Director
14. Conduct Smoke Testing and Camera Assessments	On-going Beginning in FY 2026	Planning	\$1,000* for Smoke Testing Cost will vary depending on scope for camera assessments.	Public Works Director or Designee and Staff
15. Install Inflow Shields in Collection System	On-going beginning in FY 2026	Capital	Starting at \$150 per inflow shield. Total Estimated Cost \$22,050.	Public Works Director or Designee and Staff
16. Perform Scheduled Preventive Maintenance Activities at Manholes and Lift Stations	On-going Beginning in FY 2026	Operational	Minimal Operational Costs if Performed by System	Public Works Director or Designee and Staff
17. Document Sewer Line Condition and Develop Replacement Strategy	On-going Beginning in FY 2027	Planning	No Cost	Public Works Director or Designee and Staff

**City of Parker
Priority Action List**

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
18. Construct New Lift Station in Cheri Lane area.	FY 2028	Capital	Est. \$850,000 Professional Service and Construction Cost will vary based on Project Location and Project Scope	City Council, Engineer and Public Works Director
19. Relocate Mains along the shoreline of East Bay further inland.	FY 2030	Capital	Professional Service and Construction Cost will vary based on Project Location and Project Scope	City Council, Engineer and Public Works Director
18. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost	City Clerk and Finance Staff
19. Implement Annual Asset Replacement Program	Annually	Operational/Capital	Cost will Vary Based on Asset Replacement Program and Strategy	City Council, City Clerk, Public Works Director, and Staff
20. Revise AMFS Plan and RevPlan Model	Annually	Administrative	No Cost	City Council, City Clerk, Public Works Director, and Staff
21. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost	Public Works Director or Designee

* As a member of the Florida Rural Water Association, FRWA can assist the City of Parker with this Service.