COUNTY COMMISSIONERS
District 1 - Tommy Hamm
District 2 - Robert Carroll
District 3 - William T. Dozier, Chairman
District 4 - Guy M. Tunnell
District 5 - Philip Griff Griffitts, Vice Chairman

May 2, 2017

REGULAR MEETING

9:00 AM - BAY COUNTY GOVERNMENT CENTER

840 WEST 11TH STREET

PANAMA CITY, FLORIDA

A. CALL TO ORDER

B. ROLL CALL

C. INVOCATION

D. PLEDGE OF ALLEGIANCE

E. ADDITION OF EMERGENCY ITEMS/DELETIONS

F. PRESENTATIONS

- Employee Meritorious Service Award

G. PUBLIC PARTICIPATION

H. CONSENT AGENDA

Clerks Report

1. **Inventory Deletions, Revenues and Expenditures and Tax Certificates Refunds and/or Cancellations**

   Recommendation: Board to acknowledge receipt of reports

County Manager's Office

2. **Panama City Courthouse Resolution**

   Recommendation: Board to consider and approve a resolution supporting the pursuit and establishment of a new federal courthouse in Panama City.

Public Works

3. **Replacement of Mobile Walking Excavator**

   Recommendation: Board: 1) Approve and authorize staff to purchase a

Kaiser S2 4X4 Gator under the Florida Sheriffs Association and Florida Association of Counties at a cost of $366,546.00

Tourist Development

4. **Beach Renourishment 2017 Beach and Borrow Area Surveying**

Recommendation: It is recommended by the Bay County TDC that the Board of County Commissioners approve and authorize the Chairman to execute Task Order 11 **(Exhibit 1)** with Dewberry Engineers, Inc. for the 2017 beach and borrow area surveying and survey report in the amount of $95,690 plus an allowance of $3,745 in the event that borrow area 11 is used for the 2017 beach renourishment construction project. This project will be paid from the Third Cent Tax Trust Fund (Account 0291-5303104).

5. **Beach Renourishment 2017 Beach and Borrow Area Monitoring**

Recommendation: It is recommended by the Bay County TDC that the Board of County Commissioners approve and authorize the Chairman to execute Task Order 12 **(Exhibit 1)** with CB&I Coastal Planning & Engineering, Inc. for the 2017 beach and borrow area monitoring report in the amount of $30,703 plus an allowance of $3,850 in the event that borrow area 11 is used for the 2017 beach renourishment construction project. This project will be paid from the Third Cent Tax Trust Fund (Account 0291-5303104).

I. REGULAR AGENDA

General Services

6. **Bay Dunes Property**

Recommendation: Board; 1) Approve the reclassification of Bay Dunes as a park; and, 2) Direct staff to work with the Parks Advisory Board to conduct public workshops and develop a master plan to be submitted to the Board of County Commissioners; and, 3) Direct staff to open the park for passive uses that would not interfere with future master plan elements.

Restore Act

7. **Allocation of RESTORE Act Spill Impact Component (Pot 3) funds for project-specific costs**

Recommendation: Board is requested to discuss the Gulf Consortium's anticipated motion regarding the proposed allocation of RESTORE Act Spill Impact Component (Pot 3) funds for project-specific costs and affirm, affirm with

changes, or deny their support for the motion.

J. PUBLIC HEARING

Community Development

8. **Amendments to Chapters 24 and 29 of the Land Development Regulations - Second Reading**

   Recommendation: Board to conduct a second legislative public hearing to consider a proposal to amend Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions, of the Bay County Land Development Regulations.

K. PUBLIC PARTICIPATION

L. COUNTY ATTORNEY'S REPORT

M. COUNTY MANAGER'S REPORT

N. CHAIRMANS AND COMMISSIONERS COMMENTS

- Accessory Buildings on Vacant Property Discussion

O. ADJOURN

BAY COUNTY BOARD OF COUNTY COMMISSIONERS
840 West 11th Street
Panama City, Florida 32401
Telephone: (850) 248-8140 Fax: (850) 248-8153
E-Mail Address: bocc@baycountyfl.gov

Commission Meeting Schedules and Agenda Items Available on our Home Page:
www.baycountyfl.gov

Contact County Commissioners:

Commissioner Tommy Hamm, District 1
E-Mail Address: thamm@baycountyfl.gov

Commissioner Robert Carroll, District 2
E-Mail Address: rcarroll@baycountyfl.gov

Commissioner William T. Dozier, District 3
E-Mail Address: wdozier@ baycountyfl.gov

Commissioner Guy M. Tunnell, District 4
E-Mail Address: gtunnell@ baycountyfl.gov

Commissioner Philip Griff Griffitts, District 5

E-Mail Address: pgriffitts@baycountyfl.gov

"Bay County adheres to the Americans with Disabilities Act and will make reasonable modifications for access to this meeting upon request. Please call the County Administration Office at (850) 248-8140 to make a request. For Hearing Impaired, Dial 1-800-955-8771 (TDD), and 1-800-955-8770 (Voice). Requests must be received at least 48 hours in advance of the meeting in order for Bay County to provide the requested service."

Bay County Board of County Commissioners
Agenda Item Summary

Employee Meritorious Service Award

DEPARTMENT MAKING REQUEST/NAME:
County Manager's Office Robert J. Majka Jr., County Manager

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
Board to Approve Meritorious Service Award to Eve Tooley, Risk Management Director

AGENDA
PRESENTATIONS

BUDGETED ITEM? No
BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:
Our Employee Meritorious Service Award Program was established to encourage and recognize employees who perform their duties at a high level or propose innovative ideas or procedures which will improve productivity, reduce expenditures, or implement cost saving measures.
For the past two years, Bay County has been utilizing a Telemedicine program called Healthiest You (HY). Whenever our employees have questions or they are simply not feeling well, they can effortlessly connect to the 24x7 telehealth hotline for the diagnosis and treatment of illness, second opinions and consultations. HY has board-certified, licensed physicians in every state waiting to provide exceptional care. They can even prescribe medication and save the member a trip to the doctor's office, whether members are at home or on the road.

Eve Tooley, Risk Management Director, was instrumental in bringing this program to fruition. The use of this program has resulted in cost avoidance in excess of $232,000 in claims in just the first year of joining Healthiest You. By taking advantage of this program, Bay County has had a total return on investment (ROI) of 4.22.

Breaking these numbers down further, we diverted from our insurance plan:

195 Primary Care Visits
131 Urgent Care Visits
154 Emergency Care Visits

Since HY patient visits do not pass through our health insurance claims, this program has obviously played a role in holding our renewal rates down. Kudos to Eve for her hard work and persistence to come up with the best solution to keep our rates down. This is what excellence is all about. It comes from striving, looking for the best solution, maintaining the highest standards, and going the extra mile. We recognize Eve Tooley for her steadfast commitment to setting the

standard.

Based upon the Determination of Awards – Eve Tooley is eligible to receive $2,000

Bay County Board of County Commissioners
Agenda Item Summary

Inventory Deletions, Revenues and Expenditures and Tax Certificates Refunds and/or Cancellations

DEPARTMENT MAKING REQUEST/NAME:
Bay County Clerk of Court and Comptroller Bill Kinsaul, Clerk of Court and Comptroller

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
Board to acknowledge receipt of reports

AGENDA
Clerks Report - Consent

BUDGETED ITEM?
BUDGET ACTION:
N/A
FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:
Board to acknowledge receipt of the following reports.

- Inventory Deletions
- Revenues and Expenditures
- Tax Certificate Refunds and/or Cancellations

ATTACHMENTS:

Description	Type
Inv Deletions	Exhibit
Revenues and Expenditures	Exhibit
Tax Certificate Ref and Cancellations	Exhibit

BILL KINSAUL
CLERK OF COURT
& COMPTROLLER
BAY COUNTY

RECEIVED
BAY COUNTY COMMISSION
COUNTY MANAGERS OFFICE
APR 20 2017

TO: Board of County Commissioners

FROM: Bill Kinsaul, Clerk of Court & Comptroller

DATE: April 19, 2017

RE: Inventory Deletions

The Property Inventory Clerk has been requested to delete the following items from the County's inventory records:

Inventory Item	Explanation
County Pier	
Electric Cart Property No. 19599-0	Item is obsolete and/or non-functional.
Parks & Recreation	
Truck P189 Property No. 14322-0	Item is obsolete and/or non-functional.
Top Dresser SP001 Property No. 13813-0	Item is obsolete and/or non-functional.
Road Dept.	
Truck P811 Property No. 13417-0	Item is obsolete and/or non-functional.
Emergency Medical Services	
Truck P074 Property No. 58300	Vehicle totaled in accident.

The requested action is for the Board to authorize removal of these items from the County's inventory.

BK/dlfowler

PHONE: 850-763-9061 · WEB SITE: www.baycoclerk.com
300 East 4th Street · P.O. Box 2269 · Panama City, Florida 32402-2269

TO: Doris
4-10-17

BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM

ORIGINAL

TO: Board of County Commissioners

FROM: 0186-County Pier (Department)

Date: 03/30/17

The following changes have occurred in the property in my custody. Please change your Property Record accordingly.

IDENTIFICATION DATA

NAME OF ITEM	ASSET ID NUMBER (Assigned By Finance)	MAKE/MODEL/YEAR
Electric Cart	53600 19599-0	2010/EZ Go Freedom SE
TAG NUMBER	**COUNTY ID NUMBER (Assigned by Purchasing)**	**MFG ID NUMBER / VIN**
N/A	11	
Other Description: No Record of	GVW:	

Acquisition, Disposition and Transfer Data

ACQUISITION: ☐ Not Applicable

P.O. # 20100532 Improvement

Date Acquired: 04/05/10

Vendor Name: Panama City Golf Carts LLC

Check No.:

Purchase Price: $ 4964.50

Freight: $

Installation: $

Improvements: $

Total Cost $ 4964.50

DISPOSITION ☒ ☐ Not Applicable

TRANSFER ☐

To: Boneyard

Transferred ____ Sold ____ Scrapped X

Traded ____ Trade-in Realized $

Value on Records: $ 0

Reason for Disposal:

Amount Realized (if sold) $ 0

Date: 03/30/17

Remarks: Transferred to Bone yard-photos attached -

Signed [signature]
Parks Division Manager
Title

Signed
Title

Insured Date: _____ By: _____
Risk Management

Sent to DF 4/10/17

ORIGINAL

BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM

TO: Board of County Commissioners

FROM: Parks & Recreation (Department) Date: 03/30/17

The following changes have occurred in the property in my custody. Please change your Property Record accordingly.

IDENTIFICATION DATA

NAME OF ITEM	ASSET ID NUMBER (Assigned By Finance)	MAKE/MODEL/YEAR
Ford	14322-D	Ford/F-250/2001
TAG NUMBER	**COUNTY ID NUMBER (Assigned by Purchasing)**	**MFG ID NUMBER / VIN**
1 T99911	P-189	1FTNX20S31EB99905
Other Description:	**GVW:**	

Acquisition, Disposition and Transfer Data

ACQUISITION: ☐ Not Applicable

P.O. # _____ Improvement _____

Date Acquired: _____

Vendor Name: _____

Check No.: _____

Purchase Price: $ 21,401.00

Freight: $

Installation: $

Improvements: $

Total Cost $

DISPOSITION ☒ ☐ Not Applicable

TRANSFER ☐

To: Boneyard

Transferred ____ Sold ____ Scrapped X

Traded ____ Trade-in Realized $

Value on Records: $ 0

Reason for Disposal:

in gear

Amount Realized (if sold) $ 0

Date: 03/30/17

Remarks: Transferred to Bone yard-photo attached

Signed _____ **Signed** _____

Title Parks Division Manager **Title** _____

Insured Date: _____ By: _____

Risk Management

ORIGINAL

BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM

TO: Board of County Commissioners

FROM: Parks & Recreation (Department) Date: 02/20/17

The following changes have occurred in the property in my custody. Please change your Property Record accordingly.

IDENTIFICATION DATA

NAME OF ITEM	ASSET ID NUMBER (Assigned By Finance)	MAKE/MODEL/YEAR
Top Dresser	13813-0	Quickpass/QP-270/2000
TAG NUMBER	COUNTY ID NUMBER (Assigned by Purchasing)	MFG ID NUMBER / VIN
	SP001	049910201954941
Other Description:	GVW:	

Acquisition, Disposition and Transfer Data

ACQUISITION: ☐ Not Applicable

P.O. # 20000703 Improvement

Date Acquired: 01/22/00

Vendor Name: Jerry Pate Turf

Check No.:

Purchase Price: $

Freight: $

Installation: $

Improvements: $

Total Cost $

DISPOSITION ☒ ☐ Not Applicable

TRANSFER ☐

To: BONEYARD

Transferred ____ Sold ____ Scrapped X

Traded ____ Trade-in Realized $

Value on Records: $ 0

Reason for Disposal:

Amount Realized (if sold) $

Date:

Remarks:

Signed Parks Division Manager

Title

Signed

Title

Insured Date: By: Risk Management

Sent NT 4/10/17

ORIGINAL

BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM

TO: Board of County Commissioners

FROM: Roads & Bridges (Department) Date: 4/6/2017

The following changes have occurred in the property in my custody. Please change your Property Record accordingly.

IDENTIFICATION DATA

NAME OF ITEM	ASSET ID NUMBER (Assigned By Finance)	MAKE/MODEL/YEAR
Ford F-350cc	13417-0	Ford F-350cc 1999 1 Ton Crew Cab w/Utility Body
TAG NUMBER	**COUNTY ID NUMBER (Assigned by Purchasing)**	**MFG ID NUMBER / VIN**
70177	P-811	1FDSW34L9XED59692
Other Description: GVW:		

Acquisition, Disposition and Transfer Data

ACQUISITION: ☐ Not Applicable

P.O. # _____ Improvement _____

Date Acquired: _____

Vendor Name: _____

Check No.: _____

Purchase Price: $

Freight: $

Installation: $

Improvements: $

Total Cost $

DISPOSITION ☒ ☐ Not Applicable

TRANSFER ☐

To: Bone Yard

Transferred ____ Sold ____ Scrapped ____

Traded ____ Trade-in Realized $

Value on Records: $

Reason for Disposal: Age / mileage

Amount Realized (if sold) $

Date: _____

Remarks: Replaced with P-942 - (PO 20170173)

Signed 4/10/17

Title David Tharp, Mgr R&B Dept 4/6/2017

Signed _____

Title _____

Insured Date: _____ By: _____

Rev 021612

BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM

ORIGINAL

TO: Board of County Commissioners

FROM: Emergency Management | EMS
(Department)

Date: 04/10/2017

The following changes have occurred in the property in my custody. Please change your Property Record accordingly.

IDENTIFICATION DATA

NAME OF ITEM	ASSET ID NUMBER (Assigned By Finance)	MAKE/MODEL/YEAR
EMS 3	58300	2002 CHEVROLET 1500
TAG NUMBER	**COUNTY ID NUMBER (Assigned by Purchasing)**	**MFG ID NUMBER / VIN**
205644	**P074**	1GCEK19V92Z282450
Other Description:		**GVW:**

Acquisition, Disposition and Transfer Data

ACQUISITION: ☐ Not Applicable

P.O. # _____ Improvement _____

Date Acquired: _____

Vendor Name: _____

Check No.: _____

Purchase Price: $

Freight: $

Installation: $

Improvements: $

Total Cost $

Effective Date: _____

DISPOSITION ☒ ☐ Not Applicable

TRANSFER ☐

To: Insurance Company

Transferred ____ Sold ____ Scrapped x

Traded ____ Trade-in Realized $

Value on Records: $

Reason for Disposal: Vehicle totaled in auto accident 3/8/2017

Amount Realized (if sold) $

Effective Date: _____

Remarks: Totaled in auto accident on 3/8/17 — Insurance Company to pick up vehicle when we get title. et

Signed C Tooley

Title Risk Manager 4-10-17

Signed [illegible]

Title EMS/Division Manager

Insured Date: _____ By: _____

Risk Management

BILL KINSAUL
CLERK OF COURT
& COMPTROLLER
BAY COUNTY

RECEIVED
BAY COUNTY COMMISSION
COUNTY MANAGERS OFFICE
APR 13 2017

April 13, 2017

Board of County Commissioners
Bay County, Florida

Commissioners:

Attached you will find a summary of 2016/2017 Revenues and Expenditures through April 12, 2017. The attached Revenue and Expenditure format categorizes by fund, Department and Major Financial Statement Category. The information is summarized at the end of each fund and gives the net change to the fund's balance resulting from the current year's activity.

Please be advised that this report has inherent limitations such as:

1). Actual YTD revenues and expenditures are unaudited figures. Timing differences, such as unrecorded liabilities and revenues, may exist which could cause these numbers to be misleading.

2). Cash Carry forwards, budgeted non-revenue items, have not been posted. These items represent monies earned in prior fiscal years' that may be utilized to assist its fund with current deficient cash flows.

If I can be of further assistance to the Board, or should you wish to discuss this report further, please let me know.

Sincerely,

Bill Kinsaul
Clerk of Court & Comptroller

PHONE: 850-763-9061 · WEB SITE: www.baycoclerk.com
300 East 4th Street · P.O. Box 2269 · Panama City, Florida 32402-2269

Bay County Board of County Commissioners
Revenue & Expenditure Summary FY 2017
As of April 12, 2017

Fund #	Fund	REVENUES Budget	REVENUES Actual	% Budget	NON-REVENUES Budget	NON-REVENUES Actual	% Budget	EXPENDITURES Budget	EXPENDITURES Actual	% Budget	INCR (DECR) Fund Balance
001	General Fund	98,319,877	72,559,475	74%	15,637,984	4,103	0%	113,957,861	59,966,221	53%	12,597,357
101	Transportation	30,415,174	5,822,326	19%	18,875,054	4,712,654	25%	49,290,228	19,240,602	39%	(8,705,623)
102	.5% Infrastructure Surtax	8,407,525	679,571	8%	-	-	0%	8,407,525		0%	679,571
111	Road Impact-Beach/Airport	-	398	0%	190,521		0%	190,521	-	0%	398
112	Road Impact-East Bay County	-	650	0%	310,608		0%	310,608	-	0%	650
113	Road Impact-Panama City	-	56	0%	26,592		0%	26,592	-	0%	56
114	Road Impact-Southport/Sandhills	-	450	0%	215,234		0%	215,234	-	0%	450
118	Transit	4,970,434	1,666,757	34%	-		0%	4,970,434	1,757,384	35%	(90,627)
120	Library	1,034,688	459,543	44%	2,158,377	100,000	5%	3,193,065	1,517,662	48%	(958,119)
125	Tourist Development	10,050,000	2,182,119	22%	530,526		0%	10,580,526	7,746,809	73%	(5,564,690)
126	Mexico Beach - TDC	549,350	148,683	27%	26,523		0%	575,873	295,063	51%	(146,379)
127	Beach Nourishment - TDC	3,447,395	800,243	23%	29,352,351		0%	32,799,746	189,791	1%	610,452
128	TDC - 5th Cent	3,350,000	736,413	22%	-		0%	3,350,000	29,250	1%	707,163
129	Panama City - TDT	1,500,000	395,464	26%	-		0%	1,500,000	1,013,608	68%	(618,143)
130	Public Safety E911	815,215	257,515	32%	1,000,000		0%	1,815,215	276,061	15%	(18,546)
133	Intergov't Radio Communication	465,790	274,382	59%	484,299	42,150	9%	950,089	267,590	28%	48,942
140	District Mosquito Control	1,227,792	1,065,500	87%	120,450		0%	1,348,242	731,255	54%	334,245
145	MSTU-Fire Protection	7,684,788	6,876,744	89%	1,000,000		0%	8,684,788	4,204,973	48%	2,671,771
167	MSBU Fund	44,840	13,401	30%	25,000	-	0%	69,840	31,660	45%	(18,259)
401	Water Sys Revenue Fund	16,780,409	6,645,057	40%	21,014,015	3,206,134	15%	37,794,424	6,544,186	17%	3,307,005
420	Retail Water & Wastewater	12,282,035	5,473,369	45%	2,197,542	-	0%	14,479,577	4,497,214	31%	976,155
430	Solid Waste Fund	12,120,317	5,215,937	43%	3,089,430		0%	15,209,747	7,647,171	50%	(2,431,234)
440	Builders' Services	981,400	562,502	57%	3,800,000		0%	4,781,400	769,141	16%	(206,640)
450	Emerg Medical Svcs	6,828,477	6,359,018	93%	814,462		0%	7,642,939	3,765,957	49%	2,593,061
501	Internal Service Fund	4,404,028	2,032,860	46%	170,787		0%	4,574,815	2,085,991	46%	(53,131)
505	Workers' Compensation	1,204,381	315,794	26%	30,529		0%	1,234,910	297,533	24%	18,261
506	Insurance Fund	3,092,491	1,524,279	49%	47,890		0%	3,140,381	825,822	26%	698,457
510	Utilities	1,518,531	682,048	45%	-		0%	1,518,531	627,690	41%	54,357
	Revenue Sub Total	231,494,937	122,750,551	53%	101,118,174	8,065,041	8%				
	Combined Revenue & Expenditures	**332,613,111**	**130,815,592**	**39%**				**332,613,111**	**124,328,633**	**37%**	**6,486,959**

Notes:
Fund 450 does not include allowance for doubtful accounts.

BILL KINSAUL
CLERK OF COURT
& COMPTROLLER
BAY COUNTY

RECEIVED
BAY COUNTY COMMISSION
COUNTY MANAGERS OFFICE
APR 20 2017

TO: Board of County Commissioners

FROM: Bill Kinsaul, Clerk of the Circuit Court & Comptroller JR

DATE: April 19, 2017

RE: Tax Certificate Refunds and/or Cancellations

Pursuant to Section 197.131 and 197.122, F.S., and Chapters 12D-8.021 and 12D-13.006, F.A.C., the following tax certificates have been approved for correction or cancellation by the Florida Department of Revenue and a refund is due as follows:

RE# 05641-441-000 Thomas E. Hall, Jr.	**150.17**
TOTAL	**$ 150.17**

The requested action is for the Board to approve the refund totaling $150.17. The Bay County Tax Collector and the Department of Revenue have approved the refund request.

BK/dlfowler

PHONE: 850-763-9061 · WEB SITE: www.baycoclerk.com
300 East 4th Street · P.O. Box 2269 · Panama City, Florida 32402-2269

805 S. Tyndall Parkway
Callaway, FL 32404
850.872.4654

801 Florida Avenue
Lynn Haven, FL 32444
850.271.8850

CHUCK PERDUE
TAX COLLECTOR
BAY COUNTY, FLORIDA

P.O. Box 2285 Panama City, FL 32402-2285

850 W 11th Street
Panama City, FL 32401
850.248.8501

17109 Panama City Beach Pkwy
Panama City Beach, FL 32413
850.233.5035

March 29, 2017

Attn: Doris Fowler
Board of County Commissioners
P.O. Box 2269
Panama City, Fl 32402

Dear Sir:

Please be advised that a refund has been granted by the Florida Department of Revenue and/or Bay County Property Appraiser's office for the 2015 property taxes for parcel number 05641-441-000 assessed in the name of Thomas E. Hall Jr. This refund is due to an assessment and/or exemption error.

Your pro-rata share for this refund is $ 150.17. Please remit our office your check in this amount made payable to Chuck Perdue, Tax Collector. Our office will refund the property owner when all monies have been received.

Thank you for your assistance in this matter.

Sincerely,

Mark Peel
Tax Dept.

FLORIDA DEPARTMENT OF REVENUE

APPLICATION FOR REFUND OF AD VALOREM TAXES

Section 197.182 Florida Statutes

DR-462
R.12/11
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

COMPLETED BY APPLICANT

Applicant name Thomas E Hall Jr	County Bay	Date 3/29/2017
I am applying for a refund of $ 373.24 For the tax year(s) 2015, 20___, 20___, 20___	Mailing address	7902 Bayou George Dr Panama City, Fl. 32404-4017

Describe the reason for the refund. Attach any documents that support your request for a refund.

I declare I have read this application and the facts in it are true. If prepared by someone other than the taxpayer, the declaration is based on all information the preparer knows.

Thomas E. Hall, Jr. — Signature, applicant

3/29/2017 — Date

STOP **Applicant**: File this form and supporting documents with your **County Tax Collector**.

COMPLETED BY TAX COLLECTOR

☐ Approved	Parcel ID 05641-441-000	Date received
☐ Denied	Page and number	Check #

☐ Submitted to the Department of Revenue (DOR) Recommendation: ☐ Order ☐ Deny

Explanation:

Signature — Title: TAX COLLECTOR — Date: 3.29.17

Tax collector instructions for submitting to DOR, if $2,500 or above or otherwise required

Complete DR-462 and send with:
1. A copy of the paid tax receipt for each tax year requested
2. Certificate of correction to the tax roll signed and dated by the property appraiser
3. Other supporting documents
4. Copy of homestead application or renewal, if required

For taxes paid in error:
1. Copy of certified letter to taxpayer (45 day notice)
2. Copy of certified mail, return receipt requested
3. Tax notice receipt
4. Other supporting documents

Mail: Property Tax Oversight Program
Refund Section
P.O. Box 3000
Tallahassee, FL 32315-3000

Email: PTORefunds@dor.state.fl.us
Efax: 850-617-6107

COMPLETED BY DOR

Subject matter index code _____	☐ RP ☐ TPP	Date approved
☐ Ordered ☐ Denied	Reviews	

Signature, DOR

2015-169
BC-589
R. 06/98

Certificate of Correction of Tax Roll
Sections 197.131 and 197.122, F.S.,
and Rules 12D-8.021 and 12D-13.006(2) F.A.C.

Bay County, Florida

To: Tax Collector

You are hereby authorized to correct the valuation and/or tax, legal description, or owner's name and address of the following described [X] Real [ ] Tangible Personal Property on the 2015 (year) Tax Roll:

Parcel ID Number: 05641-441-000

O.R. Book & Page Number: ORB 3668 P 316

Name & Address: HALL, THOMAS E JR
7902 BAYOU GEORGE DR
PANAMA CITY, FL 32404

Tax Roll Description: 2 3S 13W -1.44A-
COM 1060' N & 560' W &

See Tax Roll For Complete Legal

The Initial Assessed Valuation Was:		The Correct Assessed Valuation Is:	
Market Value	51,988	Market Value	51,988
Assessed or Classified Use Value	51,988	Assessed or Classified Use Value	48,658
Exempt Value		Exempt Value	25,000
# Taxable Value	51,988	Taxable Value	23,658
Penalty (TPP)		Penalty (TPP)	
Initial Total Tax	684.93	Corrected Total Tax	311.69

A material mistake of fact relating to an essential condition of the property is being corrected pursuant to section 197.122, F.S., within one (1) year of ap 7/24/2015 (Date), pursuant to section 193.1142, F.S. This correction is **(check applicable box)**

[X] a refund order being sent to the tax collector to issue the refund.*

[ ] sent to the tax collector for action by the Department of Revenue under se

* Must be sent to DOR if this box is not checked.

Reason(s) For Correction

[ ] Correct N & A [ ] Add to Roll [ ] Delete from Roll [X] Exemptions: [X] HX [ ] Widow(er)s
[ ] Combined with Parcel # [ ] Disab. [ ] Wholly
[ ] Doubled with Parcel # [ ] Allow Ag. Classification
[ ] Adj. Value [ ] Land [ ] Bldg. [ ] Misc. [ ] TPP [ ] Correct Property Description
[ ] Adjust Square Feet [ ] Adjust Lot Size [ ] Amendment 10 Change
[ ] Adjust Acreage [ ] Adjust No. of Lots [ ] Back Assess [ ] Curtilage Change
[ ] Adjust No. of Res. Units [ ] Adjust Use of Property [ ] Improv. [ ] Vacant [ ] Comm.
[ ] OTHER - XFOB

Please Explain Reason(s) For Correction (Use Additional Sheets if Necessary)

CLERICAL ERROR. HX REMOVED IN ERROR.

REASON CODE
TAX DIST

Dan Sowell, Property Appraiser Sheila Gray 3/29/2017
County Property Appraiser/Deputy (Title) Date
Sheila Gray
Quality Control

Original - Tax Collector **Duplicate - Property Appraiser**

BAY COUNTY TAX COLLECTOR

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

PROPERTY I.D. NUMBER	ESCROW CD	EXEMPTIONS	DIST CD
05641-441-000			0055

TAX BILL NUMBER R0141640

HALL, THOMAS E JR
7902 BAYOU GEORGE DR

PANAMA CITY FL 32404-4017

1.004
2 3S 13W -1.44A-
COM 1060' N & 560' W & 250' N
OF SE COR OF NW1/4 TH N 250' W
175' S 250' E 175' TO POB SUBJ
SITE: 7902 BAYOU GEORGE DR PANAMA CITY 32 1

MAILING ADDRESS: P.O. BOX 2285, PANAMA CITY, FL 32402 * (850)-248-8501 * http://tc.co.bay.fl.us

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION VALUE	TAXABLE VALUE	TAXES LEVIED
COUNTY	.00465000	51,988		51,988	241.74
SCHOOL RLE	.00495900	51,988		51,988	257.81
SCHOOL DISC	.00194800	51,988		51,988	101.27
FC-BAY CO FIRE	.00138000	51,988		51,988	71.74
NW FL WATER MGT	.00003780	51,988		51,988	1.97
CO MOSQUITO	.00020000	51,988		51,988	10.40

********** PAID **********
3/01/2016 5169486 DR-60
R0141640 2015 $724.93
PAYER: HALL, THOMAS E JR

* If the taxes for year 2016 on your property are not paid a tax certificate will be sold for the taxes and your property may be sold at a future date. Contact the Tax Collector's Office at once.

TOTAL MILLAGE .01317480 AD VALOREM TAXES

RETAIN THIS PORTION FOR YOUR RECORDS
WALK-IN CUSTOMERS
PLEASE BRING FOR RECEIPT
AFTER MARCH 31st, TAXES MUST BE PAID WITH CASH, CASHIER'S CHECK, OR MONEY ORDER

NON-AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	RATE	AMOUNT
STORM WATER RESIDENT		40.00

NON-AD VALOREM ASSESSMENTS

COMBINED TAXES AND ASSESSMENTS

See reverse side for important information

IF PAID BY PLEASE PAY:	03/31/2016	04/30/2016	05/31/2016			
	724.93	746.68	746.68			

CHUCK PERDUE
BAY COUNTY TAX COLLECTOR

2015 REAL ESTATE REMINDER NOTICE

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

PROPERTY I.D. NUMBER	ESCROW CD	EXEMPTIONS	DIST CD
05641-441-000			0055

TAX BILL NUMBER R0141640

1.004
2 3S 13W -1.44A-
COM 1060' N & 560' W & 250' N
OF SE COR OF NW1/4 TH N 250' W
175' S 250' E 175' TO POB SUBJ
********** PAID **********
3/01/2016 5169486 DR-60
R0141640 2015 $724.93
PAYER: HALL, THOMAS E JR

HALL, THOMAS E JR
7902 BAYOU GEORGE DR

PANAMA CITY FL 32404-4017

PLEASE PAY IN U.S. FUNDS TO CHUCK PERDUE, TAX COLLECTOR, P.O. BOX 2285, PANAMA CITY, FL 32402 * (850)-248-8501 * http://tc.co.bay.fl.us

IF PAID BY PLEASE PAY:	03/31/2016	04/30/2016	05/31/2016			
	724.93	746.68	746.68			

CHUCK PERDUE

Bay County Board of County Commissioners
Agenda Item Summary

Panama City Courthouse Resolution

DEPARTMENT MAKING REQUEST/NAME:
County Manager's Office/ Robert J. Majka, Jr., County Manager

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
Board to consider and approve a resolution supporting the pursuit and establishment of a new federal courthouse in Panama City.

AGENDA
County Manager's Office - Consent

BUDGETED ITEM?
BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:
The federal government's lease of the present federal courthouse in Panama City expires on December 31, 2018. Bay County has been informed that the lease will not be renewed due to security and other inadequacies of the present building. The federal government is considering closing the Panama City division rather than pursuing the re-establishment of the Courthouse at a new location.

The loss of the courthouse would have an economic impact on those involved in federal cases including jurors, witnesses, investigators, legal professionals and law enforcement. There would be 27 direct and over 100 indirect jobs impacted by the closure. The Board opposes the dissolution of the Panama City division and supports the establishment of a new federal courthouse facility in Panama City.

Staff recommends the Board approve the attached resolution (Exhibit 1) and direct the County Manager to forward copies of the resolution immediately to the persons and entities listed therein and to all others whom are deemed appropriate.

ATTACHMENTS:

Description	Type
Resolution	Exhibit

RESOLUTION NO.: _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, SUPPORTING THE PURSUIT AND ESTABLISHMENT OF A NEW FEDERAL COURTHOUSE IN PANAMA CITY.

WHEREAS, federal law[1] provides that the federal court system in Florida shall be divided into 3 districts: Southern, Middle and Northern, and further provides that court for the Northern District be held in Gainesville, Marianna, Panama City, Pensacola, and Tallahassee; and

WHEREAS, the Northern District currently has 4 active districts (Gainesville, Panama City, Pensacola and Tallahassee), among which the Panama City division represents just under 20 percent of the caseload; and

WHEREAS, the federal government's lease of the present federal courthouse in Panama City expires on December 31, 2018, and will not be renewed due to security and other inadequacies of the present building; and

WHEREAS, the federal government is considering closing the Panama City division rather than pursuing the re-establishment of the Courthouse at a new location; and

WHEREAS, it is estimated by the Bay County Chamber of Commerce that there are 27 jobs that will be directly impacted by the closure of the Panama City division and over 100 jobs that will be indirectly impacted; and

WHEREAS, the Bay County Jail houses Federal inmates which is a major source of income for county government, at the highest point to be over $400,000 annually; and

WHEREAS, the current Panama City federal courthouse facility also houses the US Marshal, US Attorney and Public Defender, and a federal probation office and it is foreseeable that some of these and other federal agencies will move out of town rather than establish new offices outside the closed federal courthouse; and

WHEREAS, the Panama City Federal Courthouse serves a six county region encompassing Bay, Gulf, Calhoun, Jackson, Washington and Holmes Counties with a current regional population of 306,000 and an estimated ten year population growth of over 500,000 more than justifies the provision of a locally situated federal courthouse; and

WHEREAS, the loss of the federal courthouse would have economic impact on those involved in federal cases (legal professionals, jurors, witnesses, investigators and law enforcement) which would involve travel 100 miles to Pensacola or Tallahassee, and overnight or longer stays, and the extent of that economic impact is anticipated to increase as this area continues to grow; and

---

[1] 28 U.S. Code § 89-Florida

WHEREAS, Bay County supports the efforts of the Bay County Chamber of Commerce Federal Courthouse Task Force created to fight for the continued operation of the Panama City division and establishment of a new federal courthouse in Panama City.

THEREFORE, BE IT RESOLVED by the people of the Bay County, acting through their duly elected representatives, oppose the dissolution of the Panama City division and support the pursuit and establishment of a new federal courthouse facility in Panama City.

BE IT FURTHER RESOLVED, that the County Manager is directed to forward copies of this executed Resolution immediately to the Honorable Casey Rodgers, Chief Judge of the Northern District; the Honorable Ed Carnes, Chief Judge of the Eleventh Circuit; the state and federal legislators who also represent the people of the Bay County, Florida; the Bay County Chamber of Commerce Federal Courthouse Task Force; and to all others whom he may determine appropriate.

THIS RESOLUTION shall become effective immediately upon passage.

PASSED UNANIMOUSLY in regular session this 2nd day of May, 2017.

BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY, FLORIDA

By: _____
William T. Dozier, Chairman

By: _____
Philip "Griff" Griffitts, Commissioner

By: _____
Guy M. Tunnell, Commissioner

By: _____
Robert Carroll, Commissioner

By: _____
Tommy Hamm, Commissioner

ATTEST:

_____
Bill Kinsaul, Clerk

Bay County Board of County Commissioners
Agenda Item Summary

Replacement of Mobile Walking Excavator

DEPARTMENT MAKING REQUEST/NAME:
Public Works Department Keith Bryant, P.E. , PTOE, Director

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
Board: 1) Approve and authorize staff to purchase a Kaiser S2 4X4 Gator under the Florida Sheriffs Association and Florida Association of Counties at a cost of $366,546.00

AGENDA
Public Works - Consent

BUDGETED ITEM? No
BUDGET ACTION:
Budget Amendment needed to recognize FEMA funds being used for purchase.
FINANCIAL IMPACT SUMMARY STATEMENT:
No impact on General Fund.

BACKGROUND:
The mobile walking excavator is critical to the operations and maintenance of County stormwater outfall systems. The special design of a walking excavator is ideal for working in difficult wet terrain where maximum mobility is required **(Exhibit 1)**. The current mobile walking excavator used by Roads & Bridges is a 2006 Kaiser S2 4x4 Gator with over 7,000 hours which is beyond economic repair. FEMA reimbursement funds for the maintenance and repair of county roads following the summer storms of 2014 are available to fund the purchase of this replacement mobile walking excavator.
A mobile walking excavator meeting Bay County Specifications is currently listed on the Florida Sheriffs Association and Florida Association of Counties Contract FSA#16-VEH14.0 at a cost of $366,546.00. This purchase is in accordance with Bay County's Procurement Code 2-107.

ATTACHMENTS:

Description	Type
Gator exhibit	Exhibit

Exhibit 1

Bay County Board of County Commissioners
Agenda Item Summary

Beach Renourishment 2017 Beach and Borrow Area Surveying

DEPARTMENT MAKING REQUEST/NAME:
Tourist Development Council Dan Rowe, Executive Director

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
It is recommended by the Bay County TDC that the Board of County Commissioners approve and authorize the Chairman to execute Task Order 11 **(Exhibit 1)** with Dewberry Engineers, Inc. for the 2017 beach and borrow area surveying and survey report in the amount of $95,690 plus an allowance of $3,745 in the event that borrow area 11 is used for the 2017 beach renourishment construction project. This project will be paid from the Third Cent Tax Trust Fund (Account 0291-5303104).

AGENDA
Tourist Development Council - Consent

BUDGETED ITEM? Yes
BUDGET ACTION:
None needed.
FINANCIAL IMPACT SUMMARY STATEMENT:
TDC Beach Nourishment Account 0291-5303104

BACKGROUND:
Bay County TDC Board of Directors voted to recommend that the Board of County Commissioners approve and authorize the Chairman to execute Task Order 11 **(Exhibit 1)** with Dewberry Engineers, Inc. for the 2017 beach and borrow area surveying and survey report in the amount of $95,690 plus an allowance of $3,745 in the event that borrow area 11 is used for the 2017 beach renourishment construction project. This project will be paid from the Third Cent Tax Trust Fund (Account 0291-5303104).
The beach and borrow area surveying and survey report are required per beach nourishment permits. Dewberry Engineers, Inc. will conduct the surveying after the beach renourishment construction is complete and produce the survey report; the data will be transferred to CB&I to conduct the permit-required monitoring analysis and report.

ATTACHMENTS:

Description	Type
Task Order 11 Attachments	Exhibit
Task Order 11	Exhibit

Dewberry | PREBLE-RISH

Dewberry Engineers Inc.
203 Aberdeen Parkway
Panama City, FL 32405

850.522.0644
850.522.1011 fax
www.dewberry.com

April 4, 2017

Mr. Dan Rowe
Executive Director
Bay County Tourist Development Council
17001 Panama City Beach Parkway
Panama City Beach, Florida 32413

RE: 2017 Panama City Beach Annual Monitoring, Bay County, Florida.

Dear Mr. Rowe,
Dewberry|Preble-Rish is pleased to provide this proposal to the Bay County TDC for professional surveying services for the **2017 Panama City Beach Annual Monitoring** project.

Based on the rates included in the master services agreement, as well as, the project's survey needs, we propose to provide the following scope of services and associated lump sum fees as requested:

Task 1.0 – Beaches and Offshore Profile Surveys: (104 Profile Lines Total)

Topographic and hydrographic profile surveys of the beach and offshore areas between the Florida Department of Environmental Protection (FDEP) reference monuments R-O-B-T, R-O-C, and R-1 through R-97 (99 lines) in Bay County as well as R-126 (AZ 214°), R-126 (AZ 202°), R-127 (AZ 214°), R-127 (AZ 202°), and R-O-A (5 lines) in Walton County. Survey shall meet those requirements set forth in Sections 01000 and 01100 of the Bureau of Beaches and Coastal Systems (BBCS) Monitoring Standards for Beach Erosion Control Projects (dated March 2004) as well as Chapter 5J-17, Florida Administrative Code (FAC). Survey shall be conducted after the completion of the renourishment construction, estimated to be mid-May. Survey shall be delivered to Coastal Planning & Engineering, Inc. within 45 days of completion of the field work.

Survey shall include the following:

1. Survey Control:
   a. Surveys shall use BBCS "A" monuments for survey control.
   b. Designation, stamping, description, horizontal position, horizontal root-mean-square error (RMSE), elevation shall be in North American Vertical Datum of 1988 (NAVD 88), and elevation RMSE shall be provided to BBCS for all established base station control in the **Monument Information Report**.

2. Beach Profile Surveys:
   a. All beach profile surveys shall be referenced to BBCS range monument locations and conducted along azimuths as defined in the latest edition of the BBCS Real-Time Appearance-Based (RTAB) listing.
   b. A **Monument Information Report** shall be provided that describes the locations of given, found, and used monuments and temporary bench marks (TBMs) to include identification, establishment date, coordinates, elevations, and profile azimuths.
   c. All profiles shall be collected on the Florida State Plane Coordinate System, U.S. Survey Feet. Horizontal datum shall be High-Accuracy Reference Network North American Datum 1983/1990 (HARN NAD 83/90). Vertical datum shall be NAVD 88.
   d. Data shall be collected at intervals not to exceed 25 feet.

3. The upland topographic data shall be collected seaward out to a depth sufficient to establish continuity with offshore data, and landward to the FDEP monument location or approximately 150 feet landward of the vegetation line, whichever is more seaward.

4. Bathymetric Survey Data:
   a. Bathymetric survey data shall be performed as close in time as possible with the upland topographic survey data and shall be no greater than 14 days apart.
   b. Maximum wave heights during the data collection period shall not exceed 3 feet.
   c. Bathymetric survey data shall extend landward to a depth sufficient to establish continuity with upland survey data and shall continue seaward, extending to a minimum of 3,000 feet offshore or to -30 feet, whichever is reached first.

5. The allowable off-line horizontal deviation shall be a maximum of 30 feet.

6. Digital Products include:
   a. ASCII file containing raw x, y, and z profile data points.
   b. ASCII files containing the profile data processed into the DEP distance and depth format.
   c. Monument Information Report in Excel format (.xls).
   d. Federally compliant metadata file including methodology of the data collection and processing procedures utilized.
   e. Copies of all checked, standard field books.
   f. Contour Plots.
   g. Survey Report.
   h. Digital photographs of each Control & Range monument, as well as, photographs at each profile line taken looking East, West, and landward.

Total Proposed Fee Task 1.0 = $83,145.00

Task 2.0 – 2011 & 2017 Borrow Site Bathymetric Surveys: (1 Area, 30 Profile Lines)

Hydrographic profile surveys of the 2011 and 2017 Borrow Areas (02 and 03). Survey shall meet those requirements set forth in Section 01200 of the Bureau of Beaches and Coastal Systems (BBCS) Monitoring Standards for Beach Erosion Control Projects (dated March 2004) as well as Chapter 5J-17, Florida Administrative Code (FAC). Survey shall be conducted after the completion of the renourishment construction, estimated to be mid-May. Survey shall be delivered to Coastal Planning & Engineering, Inc. within 45 days of completion of the field work.

Survey shall include the following:

1. Survey Control:
   a. Surveys shall use BBCS "A" monuments for survey control.
   b. Designation, stamping, description, horizontal position, horizontal root-mean-square error (RMSE), elevation shall be in North American Vertical Datum of 1988 (NAVD 88), and elevation RMSE shall be provided to BBCS for all established base station control in the **Monument Information Report**.

2. Bathymetric Survey Data:

   a. All profiles shall be collected on the Florida State Plane Coordinate System, U.S. Survey Feet. Horizontal datum shall be High-Accuracy Reference Network North American Datum 1983/1990 (HARN NAD 83/90). Vertical datum shall be NAVD 88.

   b. Profile lines shall be spaced at 200-foot intervals.

   c. Data shall be collected at intervals not to exceed 25 feet.

   d. Maximum wave heights during the data collection period shall not exceed 3 feet.

   e. The allowable off-line horizontal deviation shall be a maximum of 30 feet.

3. Digital Products include:

   a. ASCII file containing raw x, y, and z profile data points.

   b. ASCII files containing the profile data processed into the DEP distance and depth format.

   c. Monument Information Report in Excel format (.xls).

   d. Federally compliant metadata file including methodology of the data collection and processing procedures utilized.

   e. Copies of all checked, standard field books.

   f. Contour Plots.

   g. Survey Report.

   h. Digital photographs of each Control & Range monument.

Total Proposed Fee Task 2.0 = $12,545.00

Task 3.0 – Borrow Area 11: (1 Area, 17 Profile Lines)

Hydrographic profile surveys of Borrow Area 11. Survey shall meet those requirements set forth in Section 01200 of the Bureau of Beaches and Coastal Systems (BBCS) Monitoring Standards for Beach Erosion Control Projects (dated March 2004) as well as Chapter 5J-17, Florida Administrative Code (FAC). Survey shall be conducted after the completion of the renourishment construction, estimated to be mid-May. Survey shall be delivered to Coastal Planning & Engineering, Inc. within 45 days of completion of the field work.

Survey shall include the following:

1. Survey Control:

   a. Surveys shall use BBCS "A" monuments for survey control.

   b. Designation, stamping, description, horizontal position, horizontal root-mean-square error (RMSE), elevation shall be in North American Vertical Datum of 1988 (NAVD 88), and elevation RMSE shall be provided to BBCS for all established base station control in the **Monument Information Report**.

2. Bathymetric Survey Data:

   a. All profiles shall be collected on the Florida State Plane Coordinate System, U.S. Survey Feet. Horizontal datum shall be High-Accuracy Reference Network North American Datum 1983/1990 (HARN NAD 83/90). Vertical datum shall be NAVD 88.

   b. Profile lines shall be spaced at 200-foot intervals.

c. Data shall be collected at intervals not to exceed 25 feet.

d. Maximum wave heights during the data collection period shall not exceed 3 feet.

e. The allowable off-line horizontal deviation shall be a maximum of 30 feet.

3. Digital Products include:

a. ASCII file containing raw x, y, and z profile data points.

b. ASCII files containing the profile data processed into the DEP distance and depth format.

c. Monument Information Report in Excel format (.xls).

d. Federally compliant metadata file including methodology of the data collection and processing procedures utilized.

e. Copies of all checked, standard field books.

f. Contour Plots.

g. Survey Report.

h. Digital photographs of each Control & Range monument.

Total Proposed Fee Task 3.0 = $3,745.00

A detailed description of Dewberry|Preble-Rish's personnel assigned to this project is included as ***Attachment A***. A detailed cost estimation spreadsheet for this project is included as ***Attachment B***.

If you have any questions, please give me a call at 850.522.0644. We look forward to working with you on this project.

Sincerely,
Dewberry|Preble-Rish

Frederick C. Rankin, P.S.M.
Survey Manager

cc: Mr. Cliff Wilson, P.E., Vice President, DPR (via e-mail at cwilsonc@dewberry.com)
Mr. David Bartlett, P.L.S., Survey Manager, DPR (via e-mail at dbartlett@dewberry.com)
Mr. Ray Marsh, Office Survey Coordinator, DPR (via e-mail at rmarsh@dewberry.com)
Ms. Missy Ramsey, CPA, Accounting/Finance, DPR (via e-mail at mramsey@dewberry.com)
P:\Survey Proposals\Bay County - Sustainable Beaches\Rowe 04 04 17 (2017 PCB Annual Monitoring-Rev1).docx

ATTACHMENT B

2017 PANAMA CITY BEACH ANNUAL MONITORING

ESTIMATION OF COSTS

TASK	Sr. Prof. Surveyor $125	Survey Crew $100	Field Crew Supervisor $70	CADD Technician $60	Clerical $45	Sub-Total FEES	Total Project Cost
1.0. BEACH AND OFFSHORE PROFILE SURVEYS							
1.1. Project Coordination, Planning, and Supervision	16.0	12.0	12.0	5.0	1.0	$4,385	$4,385
1.2. Recovery/Verification of Base Station Control	8.0	46.0	7.0	4.0		$6,330	$6,330
1.3. Recovery/Verification of Range Monument Location and Elevation	8.0	65.0	10.0	4.0		$8,440	$9,040
1.4. Upland Topographic Survey	14.0	95.0	16.0	20.5		$13,600	$15,000
1.5. Beach Topographic Survey (overlap)	14.0	95.0	16.0	20.5		$13,600	$15,000
1.6. Offshore Hydrographic Survey	20.0	95.0	12.0	10.5		$13,470	$19,470
1.7. Post-Processing, preparation of deliverables, and Survey Report	80.0	16.0	10.0	21.0	8.0	$13,920	$13,920
	160.0	424.0	83.0	85.5	9.0	$73,745	$83,145

TASK	Sr. Prof. Surveyor $125	Survey Crew $100	Field Crew Supervisor $70	CADD Technician $60	Clerical $45	Sub-Total FEES	Total Project Cost
2.0. 2011 & 2017 BORROW SITE BATHYMETRIC SURVEYS							
1.1. Project Coordination, Planning, and Supervision	4.0	2.0	2.0	1.0	1.0	$945	$945
1.2. Offshore Hydrographic Survey	8.0	36.0	4.0	2.0		$5,000	$7,500
1.3. Post-Processing, preparation of deliverables, and Survey Report	20.0	6.0	4.0	9.0	4.0	$4,100	$4,100
	32.0	44.0	10.0	12.0	5.0	$10,045	$12,545

TASK	Sr. Prof. Surveyor $125	Survey Crew $100	Field Crew Supervisor $70	CADD Technician $60	Clerical $45	Sub-Total FEES	Total Project Cost
3.0. BORROW AREA 11							
1.1. Project Coordination, Planning, and Supervision	1.0	1.0	1.0	1.0	1.0	$400	$400
1.2. Offshore Hydrographic Survey	2.0	10.0	1.0	0.5		$1,350	$2,200
1.3. Post-Processing, preparation of deliverables, and Survey Report	6.0	1.0	1.0	3.0	1.0	$1,145	$1,145
	9.0	12.0	3.0	4.5	2.0	$2,895	$3,745

Dewberry | PREBLE-RISH

Dewberry Engineers Inc.
203 Aberdeen Parkway
Panama City, FL 32405

850.522.0644
850.522.1011 fax
www.dewberry.com

ATTACHMENT A

2017 Panama City Beach Annual Monitoring

Staff assigned to this project:

Senior Professional Surveyor – David Bartlett, P.L.S., Survey Manager
Senior Professional Surveyor – Frederick C. Rankin, P.S.M., Project Surveyor
Field Crew Supervisor – Ray Marsh
Cadd Technician – Andrew Furr
Project Manager – Cliff Wilson, P.E.

Survey Crew

Milo Kolberg, Party Chief
Warren Clark, Party Chief
Keith Sawyer, Party Chief
Brian Perkins, Party Chief
Chris Cumbie, Party Chief
Erik Schimberg, Party Chief

Joe Marlow, Instrument Operator
Jeremy Nelson, Instrument Operator
Dylan Van Slyke, Instrument Operator
William Slaten, Instrument Operator
Zak Barnes, Instrument Operator

COMBINED TASK ORDER AND

NOTICE TO PROCEED

TASK ORDER NO. 11 DATE _____

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN BAY COUNTY, acting by and through the BAY COUNTY TOURIST DEVELOPMENT COUNCIL as the advisory agency to the County to administer said agreement, AND Dewberry Engineers, Inc. as assignee of Preble-Rish, Inc., d/b/a DEWBERRY|PREBLE-RISH, relating to PROFESSIONAL, COASTAL ENGINEERING SERVICES FOR THE GULF BEACHES AND SHORELINE RENOURISHMENT PROJECT dated December 7th, 2010, as amended November 17th, 2015, (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

1. Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to 2017 Beach and Borrow Area Surveying.

2. Engineer's total compensation for the services to be provided by it under this Task Order shall be determined by one of the following methods as mutually agreed upon by both parties and as further defined in Attachment B. Engineer's compensation shall be paid in monthly installments as specified in the Agreement.

__ Engineer's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of $_____.

x Engineer's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of $95,690 , plus the specified allowances listed below which hereafter may be authorized in writing by County Manager or his designee,

allowance of $3,745 for borrow area 11 surveying, and

allowance of $ _____ for_____, and

allowance of $_____ for _____, or

__ Engineer's total compensation, excluding reimbursable expenses, if any, will be established by a fee determined on a time-involved basis with a maximum cost of $_____.

If reimbursable expenses are to be paid hereunder, such expenses must be specifically AUTHORIZED AND IDENTIFIED in Attachment B and established at either a fixed amount or a not-to-exceed price identified in said Attachment B.

3. Work shall begin on May 15th, 2017, or immediately after completion of the 2017 beach renourishment construction is complete, and shall be substantially completed by July 31st, 2017. Liquidated delay damages are set at the rate of $0 per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement. The schedule for the services required hereunder is set forth in Attachment A attached hereto and incorporated herein.

4. Attached hereto as Attachment C is a listing of Engineer's staff who have been assigned to the Project as well as the subconsultants and subcontractors who will be used by Engineer on the Project, if any. No changes to assigned personnel, sub-consultants or subcontracts may be made by Engineer without County's Designated Representative prior written consent.

5. Subconsultant(s) x will not

___ will (and if so the required information is set forth in Attachment D.)

be used for the Work.

Upon execution of this Task Order by both Engineer and County, Engineer is directed to proceed.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

Witness:

_____

Print Name:_____

_____

Print Name:_____

DEWBERRY|PREBLE-RISH

By: _____

Name: _____

Its: _____

State of Florida

County of _____

The foregoing instrument was acknowledged before me on _____, 2017, by _____, on behalf of and as the _____, of Dewberry|Preble-Rish.

_____
Notary Public

Personally Known _____ OR Produced Identification
Type of Identification Produced : _____

Signature page to Task Order No. 11

BOARD OF COUNTY COMMISSIONERS
BAY COUNTY, FLORIDA

ATTEST:

BY: _____

_____ William Dozier, Chairman

Bill Kinsaul, Clerk

Approved for form:

_____

Office of County Attorney

Bay County Board of County Commissioners
Agenda Item Summary

Beach Renourishment 2017 Beach and Borrow Area Monitoring

DEPARTMENT MAKING REQUEST/NAME:
Tourist Development Council Dan Rowe, Executive Director

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
It is recommended by the Bay County TDC that the Board of County Commissioners approve and authorize the Chairman to execute Task Order 12 **(Exhibit 1)** with CB&I Coastal Planning & Engineering, Inc. for the 2017 beach and borrow area monitoring report in the amount of $30,703 plus an allowance of $3,850 in the event that borrow area 11 is used for the 2017 beach renourishment construction project. This project will be paid from the Third Cent Tax Trust Fund (Account 0291-5303104).

AGENDA
Tourist Development Council - Consent

BUDGETED ITEM? Yes
BUDGET ACTION:
None needed.
FINANCIAL IMPACT SUMMARY STATEMENT:
TDC Beach Nourishment Account 0291-5303104

BACKGROUND:
Bay County TDC Board of Directors voted to recommend that the Board of County Commissioners approve and authorize the Chairman to execute Task Order 12 **(Exhibit 1)** with CB&I Coastal Planning & Engineering, Inc. for the 2017 beach and borrow area monitoring report in the amount of $30,703 plus an allowance of $3,850 in the event that borrow area 11 is used for the 2017 beach renourishment construction project. This project will be paid from the Third Cent Tax Trust Fund (Account 0291-5303104).
The beach surveying and monitoring analysis are required per beach nourishment permits. Dewberry, Inc. will conduct the surveying after the beach renourishment construction is complete and produce the survey report; the data will be transferred to CB&I Coastal Planning & Engineering to conduct the permit-required monitoring analysis and report.

ATTACHMENTS:

Description	Type
Task Order 12 Attachments	Exhibit
Task Order 12	Exhibit

Exhibit B
SCOPE OF COASTAL ENGINEERING SERVICES FOR
2017 POST-CONSTRUCTION ENGINEERING REPORT
April 2017

Introduction:

This scope of engineering services to be performed by CB&I Coastal Planning & Engineering, Inc. (CB&I) is for the preparation and submittal of the 2017 Post-Construction Engineering Monitoring Report. These analyses and report will satisfy post-construction permit requirements for both the 2011 Panama City Beaches Renourishment Project and the 2017 Interim Renourishment Project. The report will utilize survey data provided by a third party, Dewberry, which is another Bay County Tourist Development Council (TDC) consultant.

The following will be provided by CB&I under the scope of services:

Task 1: 2017 Post-Construction Engineering Monitoring Report Preparation

The engineering monitoring report will be prepared by CB&I using the 2017 survey performed by Dewberry based on 105 beach profile lines and data from Borrow Areas O2 and O3. CB&I will process and perform a QA/QC check on the 2017 monitoring survey data for any anomalies. The coastal engineering monitoring report will contain the 5-year post-construction monitoring results compared to the 2010 pre-construction and 2012, 2013, 2014, 2015 and 2016 post-construction conditions as well as satisfy post-construction reporting requirements for the 2017 Interim Renourishment. The report will contain the following:

- Summary of 2017 Interim Renourishment
- Summary of pertinent events in project area since last survey
- Comparative profile plots
- Shoreline and volume change tables, figures, and descriptions
- Cross shore comparative volume and profile change analyses by reach
- Borrow Areas O2 and O3 comparative plots and volume
- Present and future beach performance plots
- Analysis and timing estimate for next nourishment
- Summary of environmental data as required by permits

The changes in shoreline width, beach sand volume measured, comparative profiles, and other pertinent beach characteristics will be described and illustrated in tables and figures, as required by the State permit. The engineering monitoring report will use the design standard as a basis for measuring the present project performance and estimating future conditions along with the timing of the next nourishment. Changes to Borrow Areas O2 and O3 will be illustrated with a comparative (delta) plot and volume change calculations illustrating the distribution of changes and volume remaining.

Results will be analyzed for patterns, trends, or changes between surveys. All these items will be compiled into a post-construction engineering monitoring report for distribution to the TDC, FDEP, and the USACE Regulatory and Project Management Divisions. Appendices will include plots of comparative profiles and tables of volumetric and shoreline position changes for the monitoring area by profile line. The timing and content of the report will be contingent upon raw data to be provided by the 3rd party surveyor. The engineering report will complement the survey report. CB&I will attend a TDC meeting to present the results from the annual monitoring report.

Task 2: Contingency – Borrow Area 11

Based on the contractor's proposed construction plan, it is possible that Borrow Area 11 will be utilized in the 2017 project. If Borrow Area 11 is dredged, Task 2 will be utilized for CB&I to conduct additional engineering analysis and reporting of the Borrow Area 11 data, and 5 beach profiles lines on Shell Island as required in the permitted physical monitoring plan. This task will be on an informal notice to proceed basis from the TDC.

Confidentiality Statement

The information contained in this proposal is confidential commercial information and shall not be disclosed, except for evaluation purposes, provided that if a contract is awarded to CB&I Coastal Planning & Engineering Inc. as a result of or in connection with the submission of this proposal, the requester shall have the right to use or disclose the data to the extent provided in the contract. This restriction does not limit the requestor's right to use or disclose any technical data obtained from another source without restriction.

Attachment B

EXHIBIT C
FEE PROPOSAL FOR COASTAL ENGINEERING SERVICES
2017 POST-CONSTRUCTION ENGINEERING REPORT
PANAMA CITY BEACHES

TASK DESCRIPTION	LABOR COSTS							
	Project Manager	Senior Coastal Engineer	Coastal Engineer	Senior Marine Biologist	Professional Surveyor & Mapper	Senior CAD Operator	CAD Operator	Clerical
TASK 1: Post-Construction Engineering Report								
A. Quality Assurance and Data Reduction - 2017 Profile Survey	2	2	14		8			
B. Comparative Profiles Processing, Analysis, and Plotting	1	2	15					
C. Prepare Tables, Figures and Descriptions of Volumes and Shoreline Changes	2	2	34			4	32	
D. Cross-Shore Profile Volume Comparitive Change by Reach	2	2	8					
E. Performance Analysis and Future Planning Estimate	2	6	8					
F. Borrow Area O2 & O3 Data QA and Change Analysis	1	2	2			12	12	
G. Report Preparation & Deliverables	16	12	36			3	2	6
H. Environmental Reporting		2		6				
TASK 2: Contingency - Borrow Area 11	2	4	12		4	2	8	
TOTAL HOURS	28	34	129	6	12	21	54	6
UNIT COST PER HOUR	$175.00	$145.00	$115.00	$135.00	$165.00	$100.00	$85.00	$68.00
SUB- TOTAL	$4,900.00	$4,930.00	$14,835.00	$810.00	$1,980.00	$2,100.00	$4,590.00	$408.00

Subtotal Task 1	$30,703.00
Subtotal Task 2	$3,850.00
TOTAL	$34,553.00

Exhibit D
Personnel Assigned to the 2017 Post-Construction Engineering Monitoring Report

Thomas Pierro, PE
Stephen Keehn, PE
Tara Brenner, PG, PE
William Reilly, PE
Spencer Waganaar, EI
Michael Lowiec, PSM
Evan Cook
Lauren Floyd
Angela Belden
Heather Vollmer
Tracie McCauley

COMBINED TASK ORDER AND

NOTICE TO PROCEED

TASK ORDER NO. 12 DATE _____

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN BAY COUNTY, acting by and through the BAY COUNTY TOURIST DEVELOPMENT COUNCIL as the advisory agency to the County to administer said agreement, AND COASTAL PLANNING AND ENGINEERING, INC, now known as CB&I COASTAL PLANNING AND ENGINEERING, INC, relating to PROFESSIONAL, COASTAL ENGINEERING SERVICES FOR THE GULF BEACHES AND SHORELINE RENOURISHMENT PROJECT dated December 7th, 2010, as amended November 17th, 2015, (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

1. Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to the 2017 Beach and Borrow Area Monitoring Report.

2. Engineer's total compensation for the services to be provided by it under this Task Order shall be determined by one of the following methods as mutually agreed upon by both parties and as further defined in Attachment B. Engineer's compensation shall be paid in monthly installments as specified in the Agreement.

__ Engineer's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of $_____.

x Engineer's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of $30,703, plus the specified allowances listed below which hereafter may be authorized in writing by County Manager or his designee,

allowance of $3,850 for borrow area 11 monitoring, and

allowance of $ _____ for_____, and

allowance of $_____ for _____, or

__ Engineer's total compensation, excluding reimbursable expenses, if any, will be established by a fee determined on a time-involved basis with a maximum cost of $_____.

If reimbursable expenses are to be paid hereunder, such expenses must be specifically AUTHORIZED AND IDENTIFIED in Attachment B and established at either a fixed amount or a not-to-exceed price identified in said Attachment B.

3. Work shall begin on May 15th, 2017, and shall be substantially completed by September 30th, 2017. Liquidated delay damages are set at the rate of $0 per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement. The schedule for the services required hereunder is set forth in Attachment A attached hereto and incorporated herein.

4. Attached hereto as Attachment C is a listing of Engineer's staff who have been assigned to the Project as well as the subconsultants and subcontractors who will be used by Engineer on the Project, if any. No changes to assigned personnel, sub-consultants or subcontracts may be made by Engineer without County's Designated Representative prior written consent.

5. Subconsultant(s) x will not

___ will (and if so the required information is set forth in Attachment D.)

be used for the Work.

Upon execution of this Task Order by both Engineer and County, Engineer is directed to proceed.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

CB&I Coastal Planning & Engineering, Inc.
f/k/a Coastal Planning & Engineering, Inc.

BY:_____

ITS: _____

_____
WITNESS
PRINT NAME:_____

_____
WITNESS
PRINT NAME:_____

State of Florida
County of _____

The foregoing instrument was acknowledged before me on _____, 2017, by _____, on behalf of and as the _____, of CB&I Coastal Planning & Engineering, Inc., f/k/a Coastal Planning & Engineering, Inc.

_____

Notary Public

Personally Known _____ OR Produced Identification

Type of Identification Produced : _____

Signature page to Task Order No. 12

BOARD OF COUNTY COMMISSIONERS

BAY COUNTY, FLORIDA

ATTEST:

BY: _____

William Dozier, Chairman

_____

Bill Kinsaul, Clerk

Approved for form:

_____

Office of County Attorney

Bay County Board of County Commissioners
Agenda Item Summary

Bay Dunes Property

DEPARTMENT MAKING REQUEST/NAME:
Bay County General Services / Don Murray, Director

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
Board; 1) Approve the reclassification of Bay Dunes as a park; and, 2) Direct staff to work with the Parks Advisory Board to conduct public workshops and develop a master plan to be submitted to the Board of County Commissioners; and, 3) Direct staff to open the park for passive uses that would not interfere with future master plan elements.

AGENDA
General Services - Regular

BUDGETED ITEM? N/A
BUDGET ACTION:
None at this time.
FINANCIAL IMPACT SUMMARY STATEMENT:
None at this time.

BACKGROUND:
On December 27, 2016, the County accepted the request from the operator of Bay Dunes Golf Course to withdraw from their lease agreement with County. On February 7, 2017, the Board directed staff to work with the Parks Advisory Board review the rehabilitation and equipment costs for restoring the course and consider options for potential future use of the land.

The Parks Advisory Board met April 10, 2017 and reviewed the current course conditions, rehabilitation costs and the future potential for this property. The estimated cost to rehabilitate the course is over $1.5 Million and the estimated equipment cost is $750K (carts, mowers, sprayers, etc.). The Board discussed the opportunities that an additional 220 acres park provides for the citizens of Bay County and recommended that Public Workshops be conducted on-site to obtain input regarding the future uses of the property.

The Parks Advisory Board approved a motion to recommend that the Board of County Commissioners reclassify Bay Dunes as a Park and approve the Parks Advisory Board to conduct public workshops to develop a master plan for future recreational uses. If the reclassification is approved, the Parks Advisory Board agreed with county staff that passive uses (walking, biking, etc.) could be put in place immediately while the master plan is being developed.

Bay County Board of County Commissioners
Agenda Item Summary

Allocation of RESTORE Act Spill Impact Component (Pot 3) funds for project-specific costs

DEPARTMENT MAKING REQUEST/NAME:	**MEETING DATE:** 5/2/2017
Administration/ Jim Muller	

REQUESTED MOTION/ACTION:
Board is requested to discuss the Gulf Consortium's anticipated motion regarding the proposed allocation of RESTORE Act Spill Impact Component (Pot 3) funds for project-specific costs and affirm, affirm with changes, or deny their support for the motion.

AGENDA	**BUDGETED ITEM?** No
Restore Act - Regular	BUDGET ACTION: When funds are available or received they will be placed in the Board's budget via a budget amendment or in the regular budget cycle when necessary. FINANCIAL IMPACT SUMMARY STATEMENT: None at this time.

BACKGROUND:
The RESTORE Act requires that the Gulf Consortium develop a Florida State Expenditure Plan for Spill Impact Component (Pot 3) funds reserved for Florida. The general costs for development of the plan are shared among the twenty-three Gulf Consortium counties. Most costs are paid for by a planning grant from the RESTORE Council, using Pot 3 funds reserved for Florida.

Consortium members previously decided to allocate the Pot 3 funds reserved for Florida equally among the 23 counties. Each county was requested to nominate projects to be paid for by their allocation from Pot 3. In the near future, project design will be needed for some of the projects nominated by counties.

A motion will be considered by the Gulf Consortium Directors at the May 17 meeting that would specify that costs paid for by Pot 3 funds related to project design for each project will be counted against the Pot 3 allocation of the county(ies) that nominated the project. Counties will also have the choice to design projects in-house or use county funds to design projects. In these cases, the project design costs will not be counted against a county's allocation of Pot 3 funds.

The Board is requested to discuss the Gulf Consortium's anticipated motion regarding the proposed allocation of RESTORE Act Spill Impact Component (Pot 3) funds for project-specific costs and affirm their support for the motion.

Bay County Board of County Commissioners
Agenda Item Summary

Amendments to Chapters 24 and 29 of the Land Development Regulations - Second Reading

DEPARTMENT MAKING REQUEST/NAME:
Community Development - Martin J. Jacobson, Director

MEETING DATE: 5/2/2017

REQUESTED MOTION/ACTION:
Board to conduct a second legislative public hearing to consider a proposal to amend Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions, of the Bay County Land Development Regulations.

AGENDA
Community Development - Public Hearing

BUDGETED ITEM? N/A
BUDGET ACTION:
N/A
FINANCIAL IMPACT SUMMARY STATEMENT:
N/A

BACKGROUND:
Staff is proposing amendments to Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions, of the Bay County Land Development Regulations (LDRs).

Since the adoption of the LDRs in September 2004, the County has approved only minor amendments to Chapters 24 and 29. And since their original adoption, changes have been made in Florida Statutes, lack of details were recognized, difficulties were identified in administering the ordinances, typographical errors were found, and text that is vague or imprecise identified.

To remedy these issues, text amendments to these chapters are proposed. Our intent in this update is to provide streamlined and customer-friendly language to implement stormwater management and subdivision regulations. In an effort for inclusiveness and to involve those most affected by these changes, staff reached out to the design engineering community who responded with valuable comments and suggestions **(Exhibit 1)**. The comments received were addressed by making further changes and additional clarifications.

Amendments to Chapter 24 are generally minor in nature dealing with updated references to the Florida Administrative Code and the addition of improved detailing on stormwater attenuation and dry and wet retention and detention systems.

By contrast, amendments to Chapter 29 are more substantial. These changes include making it clear that subdivision approvals are a two-step process: i) obtaining a Subdivision Development Order, and ii) Platting. The Chapter is also reorganized to illustrate the subdivision process is a linear progression of events. The amendment also includes a section containing the minimum

requirements and standards for Townhouse Subdivisions. Subdivision improvements testing and inspections are consolidated into one section and streamlined.

On March 16, 2017, the Bay County Planning Commission conducted a public hearing to consider these amendments. At the conclusion of that hearing, the Commission voted unanimously to forward a recommendation to your Board to approved the proposed amendments. Your Board held its first public hearing to consider this matter on April 18, 2017.

The proposed amendments are presented in legislative format with deleted language shown in strikeout and new language in bold underline **(Exhibit 2)**.

Staff recommends your Board:

1. Conduct a second legislative public hearing;
2. Find the proposed amendments consistent with the Comprehensive Plan and Land Development Regulations, and;
3. Adopt the attached ordinance **(Exhibit 2)**.

This item has been noticed as a public hearing in accordance with Section 206 of the Land Development Regulations.

ATTACHMENTS:

Description	Type
Exhibit 1 - Comments from Design Engineers	Cover Memo
Exhibit 2	Cover Memo

Martin Jacobson

From: Sean McNeil <smcneil@mcneilcarroll.com>
Sent: Thursday, December 08, 2016 1:31 PM
To: Martin Jacobson
Cc: Sklarski, Jonathan; Dexter Gortemoller; mail@buchanan-harper.com; Panhandle Engineering
Subject: RE: Proposed text amendments to the LDRs

Thank you for including design engineers in the proposed amendments. I offer the following comments:

Section 2407. 1. i.: Would prefer not to have the boring location shown on the plans, the drainage report will depict location. My opinion is the design permit/construction plans are for construction; supporting documentation for the plans are found elsewhere.

Section 2407. 1. l.: 'property' should be 'properly'. Insert 'adversely' to read as not 'adversely' impact... Change last sentence to "Pre- and post-construction drainage patterns should be included for the development, including any off-site runoff impacting the project site."

Section 2407. 3. c.: insert 'and/or upstream' to read as downstream 'and/or upstream' flooding

Chapter 29: General comment – townhouse developments should not be required to have rights of way; i.e., townhouses have common area drives that are not platted as rights of way. Townhouse developments are essentially land divisions within common property areas (similar to condominium or multi-family apartments). You could add some language in Section 2904. 4. Remove all references to right of way requirements for townhouse developments.

Section 2905. 2. g: Add sentence "If a 6-inch curb or curb/gutter is used, then the minimum finished floor elevation should be a minimum of 18-inches above centerline of the roadway."

Section 2905. 4. b.: replace 'to manage the construction and inspection of proposed improvements' with 'to inspect or observe the proposed improvements'. Engineers do not normally 'manage' construction. Also, the 'Engineer of Record' should be replaced with 'Florida licensed Professional Engineer'. Contractors/developers can hire another P.E. to provide certifications/inspections/etc. The EOR could be misconstrued as the design engineer. Continue this change throughout this section.

Section 2908. 1.d.: Increase 15% to 20%. The estimated costs of the construction could be not as accurate as true costs (unforeseen conditions).

Section 2911: Remove rights of way requirement. Similar to townhouse developments, commercial developments may have private drives not needing rights of way.

Section 2915. 7.: Increase 110% to 120%.

Section 2915. 8.: Delete this section, I believe this is not consistent with Florida Statutes. Purchasing a property prior to platting would be a private matter between the purchaser/seller.

Section 2916. 5. k.: This may be difficult – suggest change that all adjacent property owners have been notified. Does 'silence mean consent'?

Again, thank you for including us. Please let my comments be known to the Planning Commission.

v/r

Sean McNeil, P.E.
McNeil Carroll Engineering, Inc.
475 Harrison Avenue, Suite 200
Panama City, Florida 32401

P – 850.763.5730
F – 850.763.5744

From: Martin Jacobson [mailto:mjacobson@baycountyfl.gov]
Sent: Thursday, December 08, 2016 8:06 AM
To: Sean McNeil; Sklarski, Jonathan (JSklarski@Dewberry.com); Dexter Gortemoller (dexterg@gorteng.com); 'mail@buchanan-harper.com'; Panhandle Engineering
Subject: Proposed text amendments to the LDRs

County staff is proposing to amend Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions, of the Bay County LDRs. Attached for your review are drafts of the two chapters. We have tentatively scheduled a public hearing for the Planning Commission to consider the amendments on January 19, 2017, at 1:30 p.m. Feel free to contact me if you have any questions or comments.

Please feel free to share this material with your colleagues whose email addresses I do not have.

Martin J. Jacobson, AICP
Community Development Director
Bay County, Florida
850-248-8250

Please Note: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Martin Jacobson

From: Richard Zion <rzion@gorteng.com>
Sent: Friday, December 09, 2016 9:16 AM
To: Martin Jacobson
Cc: 'Brad M. Harris'; 'Dexter Gortemoller'
Subject: RE: Proposed text amendments to the LDRs

Mr. Jacobson,

Good morning. Thank you for letting us review the proposed amendments. I offer the following comment.

Section 2407. 4. b. iv.: "Percolation rates" shouldn't solely be obtained by Double Ring Infiltrometer (DRI) testing. Site specific field geotechnical conditions should determine the appropriate methodology for obtaining the soil's hydraulic conductivity properties. DRI data is influenced not only by a soil's gradation properties but also a site's groundwater condition. Test results can be erroneous and inflated (less conservative) under certain types of geotechnical conditions that are common in Bay County.

The FDEP and NWFWMD offer reasonable guidance for collecting field hydraulic conductivity data within the Environmental Resources Permit (ERP) Applicants Handbook Volume II, References and Design Aids. Additional guidance can be found in the FDOT's Soils and Foundations Manual (current edition). I would suggest revising the requirement to meet FDEP/NWFWMD standards. I would also suggest that field hydraulic conductivity (FHC) values should also be supported by minimal geotechnical laboratory soil index/classification testing (i.e. visual-manual classification, #200 wash, grainsize analysis, etc.). Some of the FHC methods are more appropriate to use under certain field conditions and can be more cost effective than a DRI.

Thank you again for the opportunity to review the proposed amendments. Have a good day.

Best Regards,

Richard D. Zion, P.E., P.G.
Gortemoller Engineering, Inc.
5 Miracle Strip Loop, Suite 16
Panama City Beach, Florida 32407

Phone: 850.249.2425
Fax: 850-249-2426
Cell: 850-814-6091
Email: rzion@gorteng.com

From: Sean McNeil [mailto:smcneil@mcneilcarroll.com]
Sent: Thursday, December 08, 2016 1:31 PM
To: Martin Jacobson <mjacobson@baycountyfl.gov>
Cc: Sklarski, Jonathan <JSklarski@dewberry.com>; Dexter Gortemoller <dexterg@gorteng.com>; mail@buchanan-harper.com; Panhandle Engineering <mail@panhandleengineering.com>
Subject: RE: Proposed text amendments to the LDRs

Thank you for including design engineers in the proposed amendments. I offer the following comments:

Martin Jacobson

From: Mike Harper <mharper@buchanan-harper.com>
Sent: Saturday, December 10, 2016 8:59 AM
To: Martin Jacobson
Cc: 'Sean McNeil'; JSklarski@Dewberry.com; dexterg@gorteng.com; Jim H. Slonina
Subject: RE: Proposed text amendments to the LDRs

Martin:

Thank you for allowing us to review and comment on the proposed changes. My thoughts and comments are as follows.

Chapter 24 – Drainage/Stormwater Management

1. Section 2402 & 2404: As you are aware, the FDEP ERP permitting requirements now include flood attenuation for certain projects. While the County has all ways required compliance with FDOT requirements, this only occurred on a relatively small percentage of projects and the type of analysis was similar to the County requirements. Consequently, performing the FDOT and County analysis was not a substantial additional burden due to the infrequency. The ERP requirements add an additional requirement for flood attenuation in most cases and the type of analysis differs from the County requirements. As a result, we think it appropriate for the County to consider allowing satisfaction of the FDOT or ERP attenuation requirements to satisfy the County requirements. My recommendation would be that language be added to Section 2404 similar to the following.

   Section 2404.8 – For projects that meet the requirements of FAC 62-330 for water quality and FAC 62-330 for flood attenuation and streambank protection or FAC 14-86 for flood attenuation, at the option of the applicant compliance with such may be used in lieu of the requirements of this Chapter. When used, approved permits from the appropriate agency will be required prior to issuance of a final Development Order.

   Obviously, the ERP exemption could only be used if the project meet the thresholds and includes both flood attenuation and streambank protection. Otherwise, the project would need to meet County requirements. The requirements of each exceeds the County requirements and by allowing such the County would reduce the regulatory burden without any reduction in protection to the public. Additionally, if desired, the County could rely upon the review and approval of the other agencies and would not have to perform an additional stormwater management review unless desired. We understand that even if the exemption was allowed in certain instances the County would probably want to review the project, especially in areas with known problems or for larger projects. However, for routine projects this would alleviate the County's burden to review stormwater.

2. Section 2407.1.i : We believe the requirement to add geotechnical borings and high water table information to the construction plans should be reconsidered. This adds an additional level of information to the plans and the information is contained within the geotechnical reports. In our opinion, the goal should all ways be to limit information on construction plans to only the information needed by the Contractor so that the plans remain as simple and clean as possible.

3. Section 2407.4.b.i : The proposed change modifies the intent of the section and renders it ineffective. When I drafted this provision, the intent was that 10% could be used in lieu of the 3" to cover unusual circumstances not as a means to add a volume safety factor to the requirements. In my opinion, the safety factor is appropriately determined by the 25-year frequency analysis. If this is insufficient, then increase the frequency to a greater storm. By adding additional requirements, we lessen the meaning of the analysis frequency. Consequently, I recommend deletion of the 10% requirement and using an appropriate construction tolerance depth such as 3". The additional advantage is that it makes computation and review simpler.

4. Section 2407.4.b.v: Firstly, the term "breaching" in the 3rd line would need to be replaced with overtopping for the section to be consistent. By using the term breaching in the first sentence and overtopping in the second, once could question whether or not overtopping was allowed if it could be demonstrated that such would not breach the berm. I don't think this was the intent. While I think this may be appropriate in circumstances where overtopping would have an adverse impact on adjacent properties, I would not have such concern where adjacent properties would not be affected such as a facility adjacent to the Bay. Not sure of the best solution. Perhaps changing to prohibition of overtopping unless overtopping would not adversely affect adjacent properties and the berm crest is consistent with the requirements of Section 6.20 of the US BOR Design of Small Dams, 3rd Edition, or a stability analysis is provided.

Chapter 29 – Subdivisions

1. Section 2902.2.c: Not sure of the intent of adding residential. Why would it matter if it was not residential.

   My opinion on the subject of subdivisions, which is consistent in this and the following comments, is based on the historical intent for subdivisions in that they are a convenience for the conveyance of land so that rather than having a long meets and bounds legal description one could use a simple description such as Bay Point Unit 1, Lot 1. For the public, this is more important with regard to residential subdivisions than for non-residential land. Additionally, the adoption of a plat is a costly time consuming process. We are seeing that more and more governmental entities are moving towards platting every division of land. We think this is a dangerous and short sighted position. I don't believe the County is at this point, but should be considerate of such. In circumstances where every lot split requires a plat, you can wind up with multiple plats on top of plats. This is certainly not a convenience, but a burden for both the public and government as it introduces the possibility for land title error. My recommendation would be that for non-residential land, the County consider that a plat is not all ways the best solution for every circumstance and in some cases is more cumbersome than using meets and bounds descriptions. I would urge the County to consider adding a provision where for non-residential lands the County could allow division by meets and bounds description when in the County's opinion this was the best alternative. This would add flexibility and not obligate the County to allowing such.

2. Section 2904.2.g: Note that the centerline requirement applies only when a portion of the subdivision is within a flood zone. Not sure that was the intent. I prefer the use of centerline, but the standard could be the edge of pavement or top of curb. Do not recommend mixing. Recommend using one or the other. Suggest adding "adjacent" in front of roadway in the last sentence. Also, is this one foot above the highest adjacent centerline elevation or the lowest adjacent centerline elevation. Additionally, based on the wording, the requirement for 1' above the centerline of the roadway would apply to residential and commercial property regardless of the distance from the roadway or drainage of the property. My concern is that for commercial lands that have a stormwater management system and do not drain to the road this may not be a reasonable requirement. For example, if the adjacent roadway is substantially higher than the property and the property drains away from the road, this provision may require the addition of a couple of feet of unnecessary fill. My recommendation for rewording the section is as follows.

   Section 2904.2.g: When any portion of the subdivision is within a mapped special flood hazard area/zone, identify the finished floor elevation for each lot which shall be a minimum of one (1) foot above the base flood elevation.

   Section 2904.2.h: For lots where any portion of the building drains to the street, the finished floor elevation for the lot shall be a minimum of one (1) foot above the lowest adjacent centerline of the roadway.

3. Section 2905.1.l: Recommend adding "Exceptions shall be approved on a case by case basis." In certain unusual circumstances the only viable alternative to development of a property is a single road in and out that must terminate in a cul-de-sac and that road is longer than 1,000-feet. This is more likely to occur on the coast than inland. In those circumstances it would be preferable if Staff could evaluate the roadway and make a determination that this is the only viable alternative rather than having to apply for a variance.

4. Section 2905.1.m: The section only allows for a cul-de-sac meeting the included specifications. In certain instances, it may be appropriate to consider alternate end treatments such as hammer-heads or plan dead ends

if the road is more of a shared drive that only serves a few lots. To add flexibility, my suggestions would be to add "Exceptions shall be approved on a case by case basis." This would allow the County to consider alternatives for unique circumstances. Also, the referenced AASHTO Green Book contains a section on the requirements for alternate dead end streets so you already have a basis for such in the code.

Section 2907: This section requires showing environmental protection features on the plat. I understand the intent is to advise the public, but the purpose of the plat is for conveyance and dedication of land. By nature the contents of the plat are intended to be perpetual. These environmental features are not perpetual and are subject to change and we don't believe that such should be on the plat. If it is imperative that these features be recorded then our preference would be that an additional sheet be recorded along with the plat that contains these features to keep them separate from the plat. At a minimum, we would recommend allowing the separate sheet that contains the features as an option of the plat process.

Again, thank you for allowing us to comment.

Michael W. Harper, PE
mharper@buchanan-harper.com

BUCHANAN & HARPER, INC.

735 West 11th Street
Panama City, Florida 32401
850.763.7427

From: mail@buchanan-harper.com [mailto:mail@buchanan-harper.com]
Sent: Thursday, December 8, 2016 8:19 AM
To: mharper@buchanan-harper.com
Subject: FW: Proposed text amendments to the LDRs

From: Martin Jacobson [mailto:mjacobson@baycountyfl.gov]
Sent: Thursday, December 08, 2016 8:06 AM
To: Sean McNeil; Sklarski, Jonathan (JSklarski@Dewberry.com); Dexter Gortemoller (dexterg@gorteng.com); 'mail@buchanan-harper.com'; Panhandle Engineering
Subject: Proposed text amendments to the LDRs

County staff is proposing to amend Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions, of the Bay County LDRs. Attached for your review are drafts of the two chapters. We have tentatively scheduled a public hearing for the Planning Commission to consider the amendments on January 19, 2017, at 1:30 p.m. Feel free to contact me if you have any questions or comments.

Please feel free to share this material with your colleagues whose email addresses I do not have.

Martin J. Jacobson, AICP
Community Development Director
Bay County, Florida
850-248-8250

Martin Jacobson

From: Sklarski, Jonathan <JSklarski@Dewberry.com>
Sent: Tuesday, January 17, 2017 1:24 PM
To: Martin Jacobson
Subject: RE: Proposed text amendments to the LDRs

Good afternoon Martin,

I hope you are doing well. We appreciate you giving us the opportunity to review the proposed modifications to the Bay County LDR. I do apologize for the delay in providing you our feedback, we had several people involved in the review process. Please note the following comments/suggestions:

Chapter 24

Section 2407 3C – The design storm should be the 100 year critical design storm frequency event
Section 2407 4A – Include the NWFWMD SWERP Applicant's Handbook Volumes I & II as technical references.
Section 2407 4B.ii – Include a runoff coefficient for milled asphalt, which is currently being utilized frequently.
Section 2407 4B.iv – Utilize the word infiltration in liue of percolation.
Section 2407 4B.vii – A mounding analysis should be an acceptable alternative to providing 2 feet separation from seasonal high water to bottom of pond.
Section 2407 4B – Include a guideline for establishing the permanent pool elevation for wet detention systems (i.e. 1 foot below seasonal high groundwater elevation).
Section 2407 4B – Include a guideline for fencing of stormwater management systems based on side slopes, depth, maximum impoundment.
Section 2407 4B – Include a guideline for minimum berm width at top of bank.

Chapter 29

Section 2905 (new) 1i – Specify whether sidewalks/bikeways are required on both sides of the roadway or just one side.
Section 2905 (new) 1k – All subdivision name signs shall be maintained by the homeowners association. Standard public roadway signage should be maintained by the County.
Section 2905 (new) 1l – In some instances this criteria cannot be met, should include "or reviewed on a case by case basis".
Section 2905 (new) 4b.i – Should use the word administer in liue of manage. Construction Management is much different than Construction Administration.
Section 2905 (new) 4b.i – The owner/developer single point of contact may not be the Engineer of Record in most cases, please remove this language.
Section 2905 (new) 4b.i – Please revise Engineer of Record to read a Licensed Florida Professional Engineer or Professional Engineer Licensed in the State of Florida.
Section 2905 (new) 4b.iv.b – Consider including a list of specific items to be shown on the as built survey.

Section 2905 (new) 4b.iv.e – Specify what pipes need to be videoed (i.e. gravity sewer, RCP, etc.)
Section 2905 (new) 4b.iv.h – Should read copies of all permit certifications.
Section 2905 (new) 4b.v – Revise Engineer of Record to read a Licensed Florida Professional Engineer or Professional Engineer Licensed in the State of Florida and specify what department to contact to request a final inspection.
Section 2910 (new) – Specify required roadway elevations within floodplains.
I have provided the proposed LDR modifications regarding final plats to my surveying department and will provide any comments/feedback that I receive.

Again, thank you for the opportunity to provide our comments/recommendations regarding the proposed modifications.

Have a great day.

Sincerely,

Jonathan M. Sklarski, P.E.
Senior Associate, Branch Manager
203 Aberdeen Parkway
Panama City, FL 32405
Direct Line 850.571.1200
Cell Phone 850.819.7094

From: Martin Jacobson [mailto:mjacobson@baycountyfl.gov]
Sent: Thursday, December 08, 2016 8:06 AM
To: Sean McNeil <smcneil@MCNEILCARROLL.COM>; Sklarski, Jonathan <JSklarski@Dewberry.com>; Dexter Gortemoller (dexterg@gorteng.com) <dexterg@gorteng.com>; 'mail@buchanan-harper.com' <mail@buchanan-harper.com>; Panhandle Engineering <mail@panhandleengineering.com>
Subject: Proposed text amendments to the LDRs

This message originated from outside your organization

County staff is proposing to amend Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions, of the Bay County LDRs. Attached for your review are drafts of the two chapters. We have tentatively scheduled a public hearing for the Planning Commission to consider the amendments on January 19, 2017, at 1:30 p.m. Feel free to contact me if you have any questions or comments.

Please feel free to share this material with your colleagues whose email addresses I do not have.

Martin J. Jacobson, AICP
Community Development Director
Bay County, Florida
850-248-8250

Please Note: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR AUTHORITY AND PURPOSE; PROVIDING A SHORT TITLE; AMENDING CHAPTER 24, DRAINAGE/STORMWATER MANAGEMENT AND CHAPTER 29, SUBDIVISIONS, OF THE LAND DEVELOPMENT REGULATIONS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 163, Part II, Florida Statutes requires local governments to adopt a comprehensive plan that shall be implemented by the adoption and enforcement of appropriate local land development regulations;

WHEREAS, the Bay County Comprehensive Plan provides that Bay County shall adopt and maintain land development regulations and a zoning code to implement the Comprehensive Plan;

WHEREAS, the Board of County Commissioners of Bay County, Florida (the "Board"), approved Ordinance No. 04-30, the Bay County Land Development Regulations;

WHEREAS, at the direction of the Board of County Commissioners to implement the Comprehensive Plan, staff proposed amendments to Chapters 24 and 29;

WHEREAS, the Bay County Planning Commission sitting as the Bay County Land Planning Agency conducted a public hearing on March 16, 2017, to hear and consider comments from the public on the proposed amendments to the Land Development Regulations and made recommendations to the Board;

WHEREAS, the Board conducted public hearings to consider the proposed amendments to the Land Development Regulations and considered comments from the public, staff, and the recommendations of the Planning Commission; and

WHEREAS, pursuant to Section 125.66, Florida Statutes the Board conducted an initial public hearing on April 18, 2017, and a second public hearing on May 2, 2017, and found the proposed amendments to the Bay County Land Development Regulations desirable and necessary to fulfill the intent of the Board and to be consistent with the Bay County Comprehensive Plan.

NOW, THEREFORE, be it ordained by the Board of County Commissioners of Bay County:

Section 1. AUTHORITY AND PURPOSE. This ordinance is adopted pursuant to the authority granted counties in Chapter 125, Florida Statutes and is enacted to provide for the health, safety and welfare of the citizens of Bay County, Florida and to implement the Bay County Comprehensive Plan pursuant to Chapter 163, Part II, Florida Statutes.

Section 2. SHORT TITLE. This ordinance shall be known as "Amendments to Chapter 24, Drainage/Stormwater Management, and Chapter 29, Subdivisions."

Section 3. AMENDMENT TO LAND DEVELOPMENT REGULATIONS. The Land Development Regulations are hereby amended as shown in **Exhibit 1** attached hereto.

Section 4. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason invalid or unconstitutional by the decision of any court or regulatory body of competent jurisdiction, such decisions shall not effect the validity of the remaining portions hereof. The Board hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and

phrases be declared illegal, invalid, or unconstitutional, and all ordinances and parts or ordinances in conflict with the provision of this ordinance are hereby repealed.

Section 5. EFFECTIVE DATE. This ordinance shall take effect as provided by law.

PASSED AND ADOPTED this 2nd day of May 2017.

BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY, FLORIDA

_____
William T. Dozier, Chairman

Attest:

_____
Bill Kinsaul, Clerk of the Circuit Court

Approved as to form:

_____
Office of the County Attorney