



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 Griffiths, Vice
Chairman

June 6, 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
 - GCSC Girls Basketball Team Recognition Proclamation
- G. PUBLIC PARTICIPATION
- H. CONSENT AGENDA

Budget Office

1. **Budget Amendment**

Recommendation: Requesting that the Board adopt a resolution amending the Fiscal Year 2016-2017 Budget.

Clerks Report

2. **Inventory Deletions, Investment Report and Revenues and Expenditures**

Recommendation: Board to acknowledge receipt of reports

County Attorney

3. **FDOT Easement**

Recommendation: Board to review and approve a Resolution and Perpetual Easement to the Florida Department of Transportation to assist in the Hwy. 390 Widening

Project.

4. **Tax Collector Lease for PCB**

Recommendation: Board to approve and authorize the Chairman to execute a five-year lease agreement with ECH Properties Panama City Beach, LLC to provide a satellite office for the Tax Collector in Panama City Beach, subject to changes as approved by the County Attorney's Office.

County Manager's Office

5. **Confirm Assistant County Manager Appointment**

Recommendation: Board to confirm appointment of Joel B. Schubert as Bay County Assistant County Manager.

6. **Resolution Supporting the Federal Courthouse**

Recommendation: Commissioners to sign the Resolution supporting the concept of repurposing the Bay County Juvenile Justice Building as a Federal Courthouse and further supports constructing a new Bay County Juvenile Justice Facility.

Public Works

7. **Juvenile Courthouse**

Recommendation: Board: 1) Authorize staff to develop a Request for Qualifications (RFQ) for the design and construction of a new Juvenile Courthouse on a site to be determined; and, 2) Direct staff to prepare funding alternatives for the financing of the new facility. **(DISTRICT III)**

8. **Medical Examiner's Building Addition Project Contract Award**

Recommendation: Board: 1) Approve and authorize the Chairman to execute a contract with ReliantSouth Construction Group, Inc. for the Medical Examiner's Building Addition Project **(EXHIBIT 1)**; and, 2) Authorize contingency funds in the amount of \$15,600.00 (10%). **(DISTRICT 1)**

Risk Management

9. **Renewal of County Property Insurance Program**

Recommendation: Authorize the Board to approve the issuance for Fiscal Year 2017/2018 Property Insurance for the Board of County Commissioners, Clerk of Court, Property Appraiser, Sheriff's Department, Supervisor of Elections and Tax Collector.

Tourist Development

10. **Approve Panama City CDC Program of Work and Budget Amendment**

Recommendation: Accept the recommendation of the Tourist

Development Council (TDC) to accept the proposed amendment to the Panama City Community Development Council's (PC CDC) FY 2017 Program of Work and Budget and to amend the FY 2017 Contract for Marketing and Promotional Services accordingly.

- I. REGULAR AGENDA**
- J. PUBLIC HEARING**
- K. PUBLIC PARTICIPATION**
- L. COUNTY ATTORNEY'S REPORT**
- M. COUNTY MANAGER'S REPORT**
- N. CHAIRMANS AND COMMISSIONERS COMMENTS**
- 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 Griffiths, 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

GCSC Girls Basketball Team Recognition Proclamation

DEPARTMENT MAKING REQUEST/NAME:

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

AGENDA

PRESENTATIONS

BUDGETED ITEM?

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:



Bay County Board of County Commissioners Agenda Item Summary

Budget Amendment

DEPARTMENT MAKING REQUEST/NAME:

Budget Office, Johnathan A. Stukey, Budget Officer

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Requesting that the Board adopt a resolution amending the Fiscal Year 2016-2017 Budget.

AGENDA

Budget Office - Consent

BUDGETED ITEM? No

BUDGET ACTION:

BUDGET AMENDMENT REQUIRED

FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:

Fund 125, Tourist Development, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department CVB contract for future expenditures.

Fund 127, Beach Nourishment, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department for future expenditures as well as transfer fund from reserves for beach nourishment project.

Fund 128, Tourist Development 5th Cent, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department CVB contract for future expenditures.

Fund 129, Panama City Tourist Development, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department Panama City contract for future expenditures.

Summary:

The budget amendment resolution (**EXHIBIT 1**) is attached that includes the budget amendment detail and the budget amendment schedule (**EXHIBIT A**).

ATTACHMENTS:**Description**

Budget Amendment Resolution June 6, 2017 Exhibit 1

Budget Amendment FY17 Exhibit A June 6, 2017

Type

Exhibit

Exhibit

RESOLUTION NO.: _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY FLORIDA AMENDING THE ADOPTED FINAL BUDGET OF FISCAL YEAR 2016-2017 PURSUANT TO RESOLUTION NO. 3406; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Fund 125, Tourist Development, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department CVB contract for future expenditures.

WHEREAS, Fund 127, Beach Nourishment, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department for future expenditures as well as transfer fund from reserves for beach nourishment project.

WHEREAS, Fund 128, Tourist Development 5th Cent, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department CVB contract for future expenditures.

WHEREAS, Fund 129, Panama City Tourist Development, FY 2017 budget, will need to be amended to recognize excess cash on the balance sheet and place in department Panama City contract for future expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Bay County, Florida, does hereby amend the fiscal year 2016-2017 budget as shown in EXHIBIT "A".

Section 1. The budget amendments are set forth in EXHIBIT "A", attached hereto and made a part thereof.

Section 2. This resolution shall become effective upon adoption.

DONE AND ADOPTED by the Board of County Commissioners of Bay County, Florida this the **6th day of June, 2017**.

**BOARD OF COUNTY COMMISSIONERS OF
BAY COUNTY, FLORIDA**

William T. Dozier, Chairman

ATTEST:

APPROVED AS TO FORM:

Bill Kinsaul, Clerk

Office of the County Attorney

ACCOUNT NO.		ACCOUNT NAME	FY 2017 BUDGET	ADJUSTMENT	AMENDED BUDGET	EXPLANATION
<u>125 Tourist Development Council</u>						
<u>Revenues</u>						
125	3899999	BALANCE FWD-CASH FORWARD	530,526	4,173,228	4,703,754	Recognize excess revenues and unspent contract funds from prior year and place in department for future expenditures
<u>Expenditures</u>						
0265	5303444	CONTR SRV-PCB CNV & VISIT	7,275,740	4,173,228	11,448,968	Recognize excess cash on the balance sheet and place in department for future expenditures
<u>127 Beach Nourishment</u>						
<u>Revenue</u>						
127	3899999	BALANCE FWD-CASH FORWARD	29,352,351	3,008,559	32,360,910	Recognize excess cash on the balance sheet and place in department for future expenditures
<u>Expenditures</u>						
0291	5606513	CIP-BERM & DUNE RESTRTN	0	15,000,000	15,000,000	Recognize excess cash on the balance sheet and place in department for future expenditures as well as transfer of funds from reserves to CIP beach restoration project
0291	5909910	RESERVE FOR CONTINGENCIES	32,181,155	(11,991,441)	20,189,714	Move contingency funds to CIP beach restoration account
<u>128 TDC 5th Cent</u>						
<u>Revenue</u>						
128	3899999	BALANCE FWD-CASH FORWARD	0	4,469,803	4,469,803	Recognize excess cash on the balance sheet and place in department for future expenditures
<u>Expenditures</u>						
0295	5303444	CONTR SRV-PCB CNV & VISIT	3,250,250	4,469,803	7,720,053	Recognize excess cash on the balance sheet and place in department for future expenditures
<u>129 Panama City TDT</u>						
<u>Revenue</u>						
129	3899999	BALANCE FWD-CASH FORWARD	0	1,261,911	1,261,911	Recognize excess cash on the balance sheet and place in department for future expenditures
<u>Expenditures</u>						
0298	5303462	CONTR SRV-PANAMA CITY	1,255,000	1,261,911	2,516,911	Recognize excess cash on the balance sheet and place in department for future expenditures



Bay County Board of County Commissioners Agenda Item Summary

Inventory Deletions, Investment Report and Revenues and Expenditures

DEPARTMENT MAKING REQUEST/NAME:

Clerk of Court and Comptroller Bill Kinsaul, Clerk of Court and Comptroller

MEETING

DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Board to acknowledge receipt of reports

AGENDA

Clerks Report - Consent

BUDGETED ITEM? N/A

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

BACKGROUND:

Board to acknowledge receipt of the following reports.

- Inventory Deletions
- Investment Report
- Revenues and Expenditures

ATTACHMENTS:**Description**

Inventory Deletions 5.12.17

Inventory Deletions 5.27.17

Investment Report

Revenues and Expenditures 5.12.17

Type

Exhibit

Exhibit

Exhibit

Exhibit

RECEIVED
BAY COUNTY COMMISSION
COUNTY MANAGERS OFFICE
MAY 16 2017

TO: Board of County Commissioners
FROM: Bill Kinsaul, Clerk of Court & Comptroller
DATE: May 12, 2017
RE: Inventory Deletions



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

<u>Inventory Item</u>	<u>Explanation</u>
<u>Emergency Medical Services</u>	
Rescue Truck #22 Property No. 56131	Request that truck be donated to Panama City Beach.
Trailer MCI TRI Property No. 56132	Request that trailer be donated to Panama City Beach.
<u>Utilities Administration</u>	
Laptop Computer Property No. 17171-0	Item is obsolete and/or non-functional.
<u>Planning & Zoning</u>	
Computer Property No. 165151-0	Item is obsolete and/or non-functional.

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

BK/dlfowler

**BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM**

TO: Board of County Commissioners

FROM: EMS
(Department)

Date: 5-11-17

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

IDENTIFICATION DATA

NAME OF ITEM Utility Rescue Truck	ASSET ID NUMBER <small>(Assigned By Finance)</small> 56131	MAKE/MODEL/YEAR CHEVY/Pickup/2005
TAG NUMBER TC9408	COUNTY ID NUMBER <small>(Assigned by Purchasing)</small> Rescue 22	MFG ID NUMBER / VIN 1GBE4C1255F506413
Other Description:		GVW:

Acquisition, Disposition and Transfer Data

ACQUISITION: <input type="checkbox"/> Not Applicable	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$
Effective Date:	

DISPOSITION <input checked="" type="checkbox"/> <input type="checkbox"/> Not Applicable	
TRANSFER <input type="checkbox"/>	
To: <u>Panama City Beach *</u>	
Transferred <input checked="" type="checkbox"/>	Sold <input type="checkbox"/> Scrapped <input type="checkbox"/>
Traded <input type="checkbox"/>	Trade-in Realized \$
Value on Records:	\$2,000.00
Reason for Disposal:	Donation
Amount Realized (if sold)	\$
Effective Date:	

Remarks: _____

Signed _____

Title _____

Signed 

Title Chief of Emergency Services

Insured Date: _____

By: _____

Risk Management

**BAY COUNTY BOCC
ACQUISITION, DISPOSITION AND TRANSFER FORM**

TO: Board of County Commissioners

FROM: EMS
(Department)

Date: 5-11-17

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

IDENTIFICATION DATA

NAME OF ITEM Trailer	ASSET ID NUMBER (Assigned By Finance) 56132	MAKE/MODEL/YEAR Wells Fargo/Trailer/2005
TAG NUMBER TC9404	COUNTY ID NUMBER (Assigned by Purchasing) MCI TRI	MFG ID NUMBER / VIN 1WC200J2653052440
Other Description:		GVW:

Acquisition, Disposition and Transfer Data

ACQUISITION:	<input type="checkbox"/> Not Applicable
P.O. # _____	Improvement _____
Date Acquired: _____	
Vendor Name: _____	
Check No.: _____	
Purchase Price: \$ _____	
Freight: \$ _____	
Installation: \$ _____	
Improvements: \$ _____	
Total Cost \$ _____	
Effective Date: _____	

DISPOSITION <input checked="" type="checkbox"/>	<input type="checkbox"/> Not Applicable
TRANSFER <input type="checkbox"/>	
To: <u>Panama City</u>	<u>Broch *</u>
Transferred <u>X</u>	Sold _____ Scrapped _____
Traded _____	Trade-in Realized \$ _____
Value on Records: \$2,000.00	
Reason for Disposal: <u>Donation</u>	
Amount Realized (if sold) \$ _____	
Effective Date: _____	

Remarks: _____

Signed _____

Title _____

Signed [Signature]

Title Chief of Emergency Svcs

Insured Date: _____

By: _____

Risk Management

BAY COUNTY BOCC ACQUISITION, DISPOSITION AND TRANSFER FORM

TO: Board of County Commissioners

FROM: Utilities
(Department)

Date: 5/9/17

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

IDENTIFICATION DATA

NAME OF ITEM Computer	ASSET ID NUMBER (Assigned By Finance) 17171/51928	MAKE/MODEL/YEAR Panasonic CF-29
TAG NUMBER	COUNTY ID NUMBER (Assigned by Purchasing)	MFG ID NUMBER / VIN 51KSA56028
Other Description:		GVW:


Acquisition, Disposition and Transfer Data

ACQUISITION:	<input type="checkbox"/> Not Applicable
P.O. # _____ Improvement _____	
Date Acquired: _____	
Vendor Name: _____	
Check No.: _____	
Purchase Price: \$ _____	
Freight: \$ _____	
Installation: \$ _____	
Improvements: \$ _____	
Total Cost \$ _____	
Effective Date: _____	

DISPOSITION <input checked="" type="checkbox"/>	<input type="checkbox"/> Not Applicable
TRANSFER <input type="checkbox"/>	
To: _____	
Transferred _____ Sold _____ Scrapped _____	
Traded _____ Trade-in Realized \$ _____	
Value on Records: \$ _____	
Reason for Disposal: _____	
Computer is old and doesn't have the necessary	
Speed/storage needed.	
Amount Realized (if sold) \$ _____	
Effective Date: _____	

Remarks: _____

Signed _____
Title _____

Signed 
Title Maint. Electrical Supt.

Insured Date: _____ By: _____

Risk Management

MAY 04 2017

RECEIVED

BAY COUNTY BOCC ACQUISITION, DISPOSITION AND TRANSFER FORM

TO: Board of County CommissionersFROM: Planning and Zoning
(Department)Date: 05/03/17

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

IDENTIFICATION DATA

NAME OF ITEM Computer	ASSET ID NUMBER (Assigned By Finance) 50861 <i>16515-0</i>	MAKE/MODEL/YEAR HP Designjet 5500 Plotter
	COUNTY ID NUMBER (Assigned by Purchasing)	MFG ID NUMBER / VIN
Other Description:		GVW:

Acquisition, Disposition and Transfer Data

ACQUISITION: <input type="checkbox"/> Not Applicable	
P.O. #	<u>Improvement</u>
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSITION <input checked="" type="checkbox"/> <input type="checkbox"/> Not Applicable	
TRANSFER	
To: _____	
Transferred _____	Sold _____ Scrapped <input checked="" type="checkbox"/>
Traded _____	Trade-in Realized \$ _____
Value on Records:	\$ _____
Reason for Disposal:	_____
Not Repairable	
Amount Realized (if sold) \$ _____	
Date:	_____

Remarks: Obsolete equipment (3rd floor surplus)

Signed

Martin Jacobson

Title

COMMUNITY DEV. DIR

Signed

Chris Fox

Title

IT Director

Insured Date: _____

By: _____

Risk Management


MAY 25 2017

TO: Board of County Commissioners

FROM: Bill Kinsaul, Clerk of Court & Comptroller

DATE: May 24, 2017

RE: Inventory Deletions



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

<u>Inventory Item</u>	<u>Explanation</u>
<u>Solid Waste Landfill</u>	
Truck/D100 Property No. 12607-0	Item is obsolete and/or non-functional.
Dozer/B909 Property No. 18192-0	Item is obsolete and/or non-functional.
Wheel Tractor/M107 Property No. 13898-0	Item is obsolete and/or non-functional.
Utility Vehicle/M301 Property No. 53678	Item is obsolete and/or non-functional.
Loader/O290 Property No. 53634	Item is obsolete and/or non-functional.
Truck/P080 Property No. 56678	Item is obsolete and/or non-functional.
Truck/W227 Property No. 13900-0	Item is obsolete and/or non-functional.
Truck/P233 Property No. 56679	Item is obsolete and/or non-functional.

<u>Inventory Item</u>	<u>Explanation</u>
<u>Solid Waste Landfill, con't</u>	
Trailer, Lo-Boy/TR713 Property No. 11429-0	Item is obsolete and/or non-functional.
Truck/W220 Property No. 13899-0	Item is obsolete and/or non-functional.
Truck/P053 Property No. 58302	Item is obsolete and/or non-functional.
Truck/P275 Property No. 56613	Item is obsolete and/or non-functional.

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

BK/pmoney



**BAY COUNTY BOCC
ACQUISITION/DISPOSITION
FORM**



TO: Board of County Commissioners

FROM: Solid Waste
(Department)

Date: 05/03/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM DUMP TRUCK	ASSET ID NUMBER 12607-0	MAKE MOXY
MODEL MT303	COUNTY ID D100	MFG ID NUMBER/VIN S/N 353763
OTHER DESCRIPTION: YEAR - 2007		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Exceeds its useful service Life.
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed [Signature] 5/22/17
Title General Services Director
Insured Date _____



BAY COUNTY BOCC ACQUISITION/DISPOSITION FORM

LOC#
0053



TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/22/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM DOZER	ASSET ID NUMBER 18192-0/53641	MAKE JOHN DEER
MODEL 850J	COUNTY ID B909	MFG ID NUMBER/VIN T0850JX151118
OTHER DESCRIPTION: YEAR - 2007		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$ 0
Value on Records:	\$ 25,600.00
Reason for Disposal:	Exceeded its useful
Service life:	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed Cam Cypel 5/22/17
Title General Services Director
Insured Date _____



**BAY COUNTY BOCC
ACQUISITION/DISPOSITION
FORM**

LOC#

0053



TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/22/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM MOWER - SLOPE	ASSET ID NUMBER 13898-0	MAKE HUSTLER
MODEL 6400	COUNTY ID M107	MFG ID NUMBER/VIN 16003
OTHER DESCRIPTION: YEAR - 2000		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold
Traded	Trade-in Realized
Value on Records:	\$ 0
Reason for Disposal:	Exceeded its useful
Service life.	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed [Signature] 5/22/17
Title General Services Director
Insured Date _____



**BAY COUNTY BOCC
ACQUISITION/DISPOSITION
FORM**

LOC#
0053



TO: Board of County Commissioners

FROM: Solid Waste
(Department)

Date: 05/04/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM UTILITY VEHICLE	ASSET ID NUMBER 53678	MAKE JOHN DEERE
MODEL GATOR	COUNTY ID M301	MFG ID NUMBER/VIN SN# VG06X4D026458
OTHER DESCRIPTION: YEAR - 2000		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Exceeds its useful service Life.
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed 5/22/17
Title General Services Director
Insured Date _____

TO FIN
5-22-17



BAY COUNTY BOCC ACQUISITION/DISPOSITION FORM

LOC#
0053



TO: Board of County Commissioners

FROM: Solid Waste
(Department)

Date: 05/04/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM LOADER	ASSET ID NUMBER 53634	MAKE BOBCAT
MODEL 735	COUNTY ID O290	MFG ID NUMBER/VIN SN# 512716992
OTHER DESCRIPTION: YEAR - 1994		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Exceeds its useful service Life.
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed Eric Myers 5/22/17
Title General Services Director
Insured Date _____

TD F-1
5-22-17



BAY COUNTY BOCC ACQUISITION/DISPOSITION FORM

LOC#

0053



TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/02/2017

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM TRUCK	ASSET ID NUMBER 56678	MAKE FORD, 2004
MODEL F150, 4X4	COUNTY ID P080	MFG ID NUMBER/VIN 2FTRX18W94CA58835
OTHER DESCRIPTION: YEAR - 2004		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Repair costs exceed
It's value.	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed Quincy 5/22/17
Title General Services Director
Insured Date _____

TO Finance
5-22-17



BAY COUNTY BOCC ACQUISITION/DISPOSITION FORM



TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/22/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM TRACTOR-SEMI	ASSET ID NUMBER 13900-0 / 53633	MAKE INTERNATIONAL
MODEL SF2574	COUNTY ID W227	MFG ID NUMBER/VIN 1HSGGAER3YH322532
OTHER DESCRIPTION: YEAR 2000		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold
Traded	Trade-in Realized
Value on Records:	\$ 0
Reason for Disposal:	Exceeded its useful
Service life:	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed 5/22/17
Title General Services Director

Insured Date _____



BAY COUNTY BOCC ACQUISITION/DISPOSITION FORM

LOC#
0053



TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/02/2017

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM TRUCK	ASSET ID NUMBER 56679	MAKE FORD, 2005
MODEL F150, 4X4	COUNTY ID P233	MFG ID NUMBER/VIN 1FTRX14W45FB64721
OTHER DESCRIPTION: YEAR - 2005		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Repair costs exceed
It's value.	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed Quincy Starlin
Title General Services Director
Insured Date _____

TO FIN
5/22/17



BAY COUNTY BOCC ACQUISITION/DISPOSITION FORM

LOC#
0053
ORIGINAL

TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/02/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM LOWBOY TRAILER	ASSET ID NUMBER 11429-0	MAKE PITTS, 1993
MODEL LB60	COUNTY ID TR713	MFG ID NUMBER/VIN PE9LB60T3PP175143
OTHER DESCRIPTION: YEAR - 1993		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold
Traded	Trade-in Realized \$ 0
Value on Records:	\$ 0
Reason for Disposal:	Exceeded its useful
Service life.	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed Dan C. Smith
Title General Services Director
Insured Date _____



**BAY COUNTY BOCC
ACQUISITION/DISPOSITION
FORM**

LOC#

0053



TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/22/17

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM TRACTOR-SEMI	ASSET ID NUMBER 13899-0/53629	MAKE INTERNATIONAL
MODEL SF2574	COUNTY ID W220	MFG ID NUMBER/VIN 1HSGGAER1YH322531
OTHER DESCRIPTION: YEAR - 2000		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$ 0
Value on Records:	\$ 0
Reason for Disposal:	Exceeded its useful
Service life:	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed [Signature] 5/22/17
Title General Services Director
Insured Date _____



**BAY COUNTY BOCC
ACQUISITION/DISPOSITION
FORM**

LOC#
ORIGINAL

TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/23/2017

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM TRUCK	ASSET ID NUMBER 58302	MAKE FORD, 2000
MODEL F150	COUNTY ID P053	MFG ID NUMBER/VIN 2FTRF17W1YCA41084
OTHER DESCRIPTION: YEAR - 2000		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Repair costs exceed
It's value.	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed [Signature] 5/23/17
Title General Services Director
Insured Date _____



**BAY COUNTY BOCC
ACQUISITION/DISPOSITION
FORM**

LOC#
ORIGINAL

TO: Board of County Commissioners

FROM: SOLID WASTE
(Department)

Date: 05/23/2017

Gentlemen:

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

IDENTIFICATION DATA

NAME OF ITEM TRUCK	ASSET ID NUMBER 56613	MAKE FORD, 1999
MODEL F150	COUNTY ID P275	MFG ID NUMBER/VIN 1FTRF17W8XNB06442
OTHER DESCRIPTION: YEAR - 1999		

Acquisition or Disposition Data

ACQUIRED:	
P.O. #	Improvement
Date Acquired:	
Vendor Name:	
Check No.:	
Purchase Price:	\$
Freight:	\$
Installation:	\$
Improvements:	\$
Total Cost	\$

DISPOSED OF:	
To:	
Transferred	Sold Junked
Traded	Trade-in Realized \$
Value on Records:	\$ 0
Reason for Disposal:	Repair costs exceed
It's value.	
Amount Realized (if sold)	\$
Date:	

Remarks: _____

Signed _____
Title _____

Signed 5/23/17
Title General Services Director
Insured Date _____

MAY 15 2017

May 12, 2017

Board of County Commissioners
Bay County Florida

Re: Investment Report – March 2017
Fiscal Year 2016-2017

Commissioners:

As the elected Clerk and Ex-officio auditor for the Board of County Commissioners, it is my statutory duty to invest any surplus funds being retained by Bay County. The investments or securities that can be purchased with public funds must conform to the provisions of Florida Statutes, Chapter 218.415. In addition to the statutory guidance, I also utilize a written investment policy.

Safety of capital is regarded as the highest priority in the handling of all investments. All other investment objectives, including liquidity and yield, are secondary to the safety of capital. The investment portfolio is made up of high quality investments and structured in such a manner to provide sufficient liquidity to pay obligations as they become due. I believe that all investment objectives are currently being achieved, in that; we are receiving a good investment return while still maintaining liquidity and principal safety.

Attached you will find the March 31, 2017 Investment Report which summarizes our investment position. Please let me know if you have any questions regarding this report.

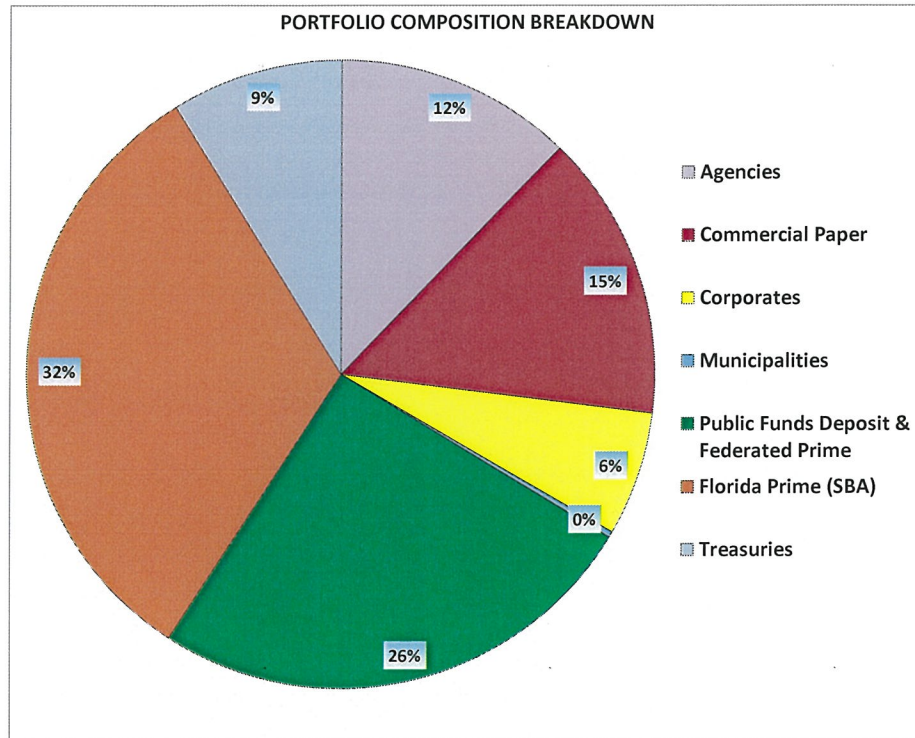
Sincerely,



Bill Kinsaul
Clerk of Court and Comptroller

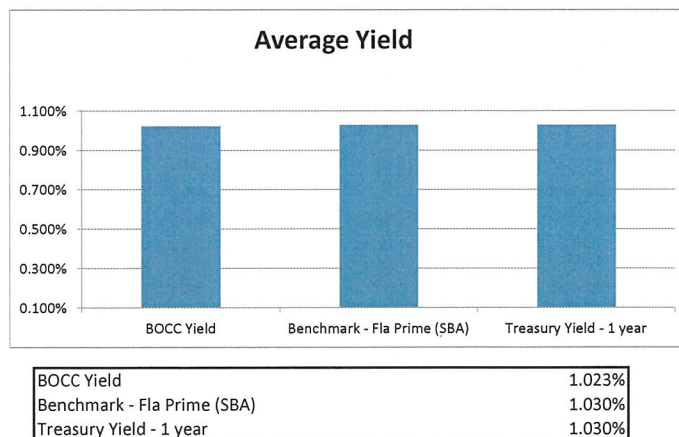
BAY COUNTY BOARD OF COUNTY COMMISSIONERS
INVESTMENT PORTFOLIO REPORT
FISCAL YEAR 2016/2017
FOR THE QUARTER ENDING MARCH 31, 2017

	BUDGET	ACTUAL	VARIANCE
QUARTER TO DATE INCOME:	\$ 150,483	\$ 383,632	\$ 233,149
FISCAL YEAR BUDGET vs. INCOME TO DATE:	\$ 601,932	\$ 454,538	\$ (147,394)



PORTFOLIO BREAKDOWN	
Agencies	\$ 20,199,069
Commercial Paper	\$ 24,356,260
Corporates	\$ 10,542,815
Municipalities	\$ 503,750
Public Funds Deposit & Federated Prime	\$ 42,145,640
Florida Prime (SBA)	\$ 52,840,609
Treasuries	\$ 14,568,301
Total Portfolio	\$ 165,156,443
Portfolio Average Yield	1.023%

Total Portfolio includes \$17,716,002 in bond related funds.



RECEIVED
BAY COUNTY COMMISSION
COUNTY MANAGERS OFFICE

MAY 15 2017

May 12, 2017

Board of County Commissioners
Bay County, Florida

Commissioners:

Attached you will find a summary of 2016/2017 Revenues and Expenditures through May 11, 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

Bay County Board of County Commissioners
Revenue & Expenditure Summary FY 2017
As of May 11, 2017

Fund #	Fund	REVENUES		%	NON-REVENUES		%	EXPENDITURES		%	INCR (DECR)
		Budget	Actual		Budget	Actual		Budget	Actual		Fund Balance
001	General Fund	98,319,877	78,025,034	79%	15,637,984	5,358	0%	113,957,861	62,265,748	55%	15,764,645
101	Transportation	30,433,463	6,776,081	22%	18,875,054	4,712,654	25%	49,308,517	20,613,239	42%	(9,124,505)
102	.5% Infrastructure Surtax	8,407,525	1,574,572	19%	-	-	0%	8,407,525	34,998	0%	1,539,574
111	Road Impact-Beach/Airport	-	465	0%	190,521	-	0%	190,521	-	0%	465
112	Road Impact-East Bay County	-	759	0%	310,608	-	0%	310,608	-	0%	759
113	Road Impact-Panama City	-	65	0%	26,592	-	0%	26,592	-	0%	65
114	Road Impact-Southport/Sandhills	-	526	0%	215,234	-	0%	215,234	-	0%	526
118	Transit	4,970,434	2,106,620	42%	-	-	0%	4,970,434	2,089,291	42%	17,329
120	Library	1,044,653	894,719	86%	2,158,377	100,000	5%	3,203,030	1,828,656	57%	(833,937)
125	Tourist Development	10,050,000	2,954,120	29%	530,526	-	0%	10,580,526	9,478,777	90%	(6,524,657)
126	Mexico Beach - TDC	549,350	200,953	37%	26,523	-	0%	575,873	323,424	56%	(122,471)
127	Beach Nourishment - TDC	3,447,395	1,068,760	31%	29,352,351	-	0%	32,799,746	2,919,419	9%	(1,850,659)
128	TDC - 5th Cent	3,350,000	995,447	30%	-	-	0%	3,350,000	37,781	1%	957,666
129	Panama City - TDT	1,500,000	569,157	38%	-	-	0%	1,500,000	1,108,266	74%	(539,109)
130	Public Safety E911	815,215	324,584	40%	1,000,000	-	0%	1,815,215	323,887	18%	697
133	Intergov't Radio Communication	465,790	291,342	63%	484,299	42,150	9%	950,089	310,305	33%	23,187
140	District Mosquito Control	1,227,792	1,149,618	94%	120,450	-	0%	1,348,242	847,738	63%	301,880
145	MSTU-Fire Protection	7,684,788	7,316,296	95%	1,000,000	-	0%	8,684,788	5,292,917	61%	2,023,379
167	MSBU Fund	44,840	14,957	33%	25,000	-	0%	69,840	32,044	46%	(17,087)
401	Water Sys Revenue Fund	16,780,409	8,068,797	48%	21,014,015	3,206,134	15%	37,794,424	6,632,660	18%	4,642,272
420	Retail Water & Wastewater	12,282,035	7,146,524	58%	2,197,542	-	0%	14,479,577	5,366,041	37%	1,780,483
430	Solid Waste Fund	12,120,317	6,397,905	53%	3,089,430	-	0%	15,209,747	8,716,421	57%	(2,318,516)
440	Builders' Services	981,400	678,763	69%	3,800,000	-	0%	4,781,400	933,002	20%	(254,239)
450	Emerg Medical Svcs	6,828,477	7,472,923	109%	814,462	-	0%	7,642,939	4,476,028	59%	2,996,895
501	Internal Service Fund	4,404,028	2,207,378	50%	170,787	-	0%	4,574,815	2,488,748	54%	(281,370)
505	Workers' Compensation	1,204,381	317,847	26%	30,529	-	0%	1,234,910	504,308	41%	(186,461)
506	Insurance Fund	3,092,491	1,549,384	50%	47,890	-	0%	3,140,381	2,349,358	75%	(799,974)
510	Utilities	1,518,531	781,794	51%	-	-	0%	1,518,531	756,690	50%	25,104
Revenue Sub Total		231,523,191	138,885,393	60%	101,118,174	8,066,296	8%				
Combined Revenue & Expenditures		332,641,365	146,951,689	44%				332,641,365	139,729,747	42%	7,221,942

Notes:

Fund 450 does not include allowance for doubtful accounts.



Bay County Board of County Commissioners Agenda Item Summary

FDOT Easement

DEPARTMENT MAKING REQUEST/NAME:

County Attorney's Office, Holly Melzer, Assistant County Attorney

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Board to review and approve a Resolution and Perpetual Easement to the Florida Department of Transportation to assist in the Hwy. 390 Widening Project.

AGENDA

County Attorney - Consent

BUDGETED ITEM? N/A

BUDGET ACTION:

None needed.

FINANCIAL IMPACT SUMMARY STATEMENT:

No financial impact.

BACKGROUND:

In 1962, the County received a parcel of property for a drainage ditch located adjacent to Hwy. 390 off of 17th Street in Lynn Haven (see Parcel Map attached as **(Exhibit 1)**). Such conveyance included a reversionary clause if the ditch is legally abandoned by Bay County.

The Florida Department of Transportation (FDOT) proposes to improve and widen State Road 390. It has requested that the County give FDOT a perpetual easement for the property for FDOT to use for drainage purposes. In the event the property is not used for drainage, the County may terminate the easement.

Staff recommends the Board approve the Resolution and Perpetual Easement (**Composite Exhibit 2**) and authorize the Chairman to sign the same.

ATTACHMENTS:**Description**

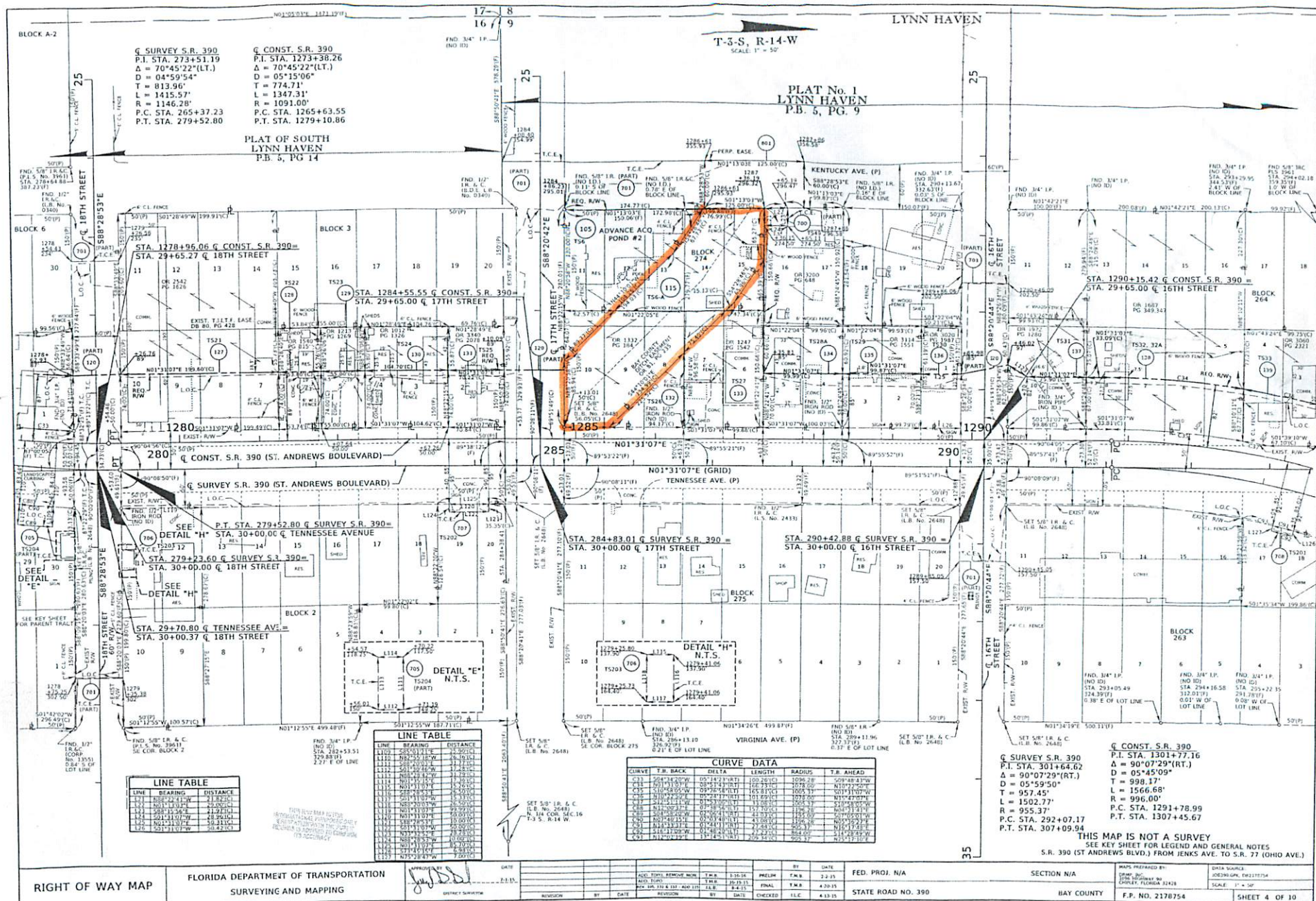
FDOT MAP

Composite Exhibit 2

Type

Exhibit

Exhibit



PE.12

April 18, 2017

This instrument prepared by,
or under the direction of,

Department of Transportation
P. O. Box 607
Chipley, FL 32428

Parcel	808.1
Item/Segment No.	2178754
Managing District	3
S.R. No.	390
County	Bay

RESOLUTION

ON MOTION of Commissioner _____, seconded by Commissioner _____, the following Resolution was adopted:

WHEREAS, the State of Florida Department of Transportation proposes to construct or improve State Road No. 390, Financial Project No. 2178754, in Bay County, Florida: and

WHEREAS, it is necessary that an easement across certain lands now owned by Bay County be acquired by the State of Florida Department of Transportation: and

WHEREAS, said use is in the best interest of the County: and

WHEREAS, the State of Florida Department of Transportation has made application to said County to execute and deliver to the State of Florida Department of Transportation the attached perpetual easement, or easements, in favor of the State of Florida Department of Transportation for the purpose of constructing and maintaining a transportation facility, and said request having been duly considered.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Bay County, that the application of the State of Florida Department of Transportation for a perpetual easement, or easements, is for transportation purposes which are in the public or community interest and for public welfare; that a perpetual easement, or easements, in favor of the State of Florida Department of Transportation in Bay County, should be drawn and executed by this Board of County Commissioners. Consideration shall be \$_____.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded forthwith to the State of Florida Department of Transportation at 1074 Highway 90, Chipley, Florida 32428.

STATE OF FLORIDA

COUNTY OF BAY

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution adopted by the Board of County Commissioners of Bay County, Florida at a meeting held on the ____ day of _____, 20__.

_____, Chairman
Board of County Commissioners
Bay County, Florida

Attest:

Approved for form:

_____, Clerk

Office of the County Attorney

April 18, 2017

This instrument prepared by,
or under the direction of,



Department of Transportation
P. O. Box 607
Chipley, FL 32428

Legal description approved by,
Ron Gibson

Parcel	808.1
Item/Segment No.	2178754
Managing District	3
S.R. No.	390
County	Bay

PERPETUAL EASEMENT

THIS EASEMENT made this ____ day of _____, 20__, by BAY COUNTY, a political subdivision of the State of Florida, grantor, to the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, whose address is Post Office Box 607, Chipley, Florida 32428, its successors and assigns, grantee.

WITNESSETH: That the grantor for and in consideration of the sum of One Dollar and other valuable considerations paid, the receipt and sufficiency of which is hereby acknowledged, hereby grants unto the grantee, its successors and assigns, a perpetual easement for the purpose of constructing and maintaining a transportation facility in, over, under, upon and through the following described land in Bay County, Florida, viz:

That part of:

"Lots Six (6) through Fifteen (15) inclusive, Block 274, Plat No. 1, Lynn Haven, Florida, lying within fifty (50) feet each side of the centerline of a ditch, said ditch centerline being described as follows:

Commence at the SW corner of Block 274, Plat No. 1, Lynn Haven, Florida, thence run northerly along the west line of Block 274 233.50 feet to beginning of ditch centerline; thence turn 124°18' right and run 106.35 feet in a southeasterly direction; thence turn 8°19' right; thence run 264.8 feet, more or less, to the west right of way line of S. R. 390.";

Containing 0.748 acres, more or less.

Notwithstanding anything contained herein to the contrary, Bay County does not intend to relinquish the public's interest to the property described herein and such property shall be used exclusively for drainage. In the event the property described herein is not used for drainage, Bay County may terminate this easement.

TO HAVE AND TO HOLD the same unto said grantee, its successors and assigns forever.

IN WITNESS WHEREOF, the said grantor has caused these presents to be executed in its name by its Board of County Commissioners acting by the Chairperson or Vice-Chairperson of said Board, the day and year aforesaid.

ATTEST: _____
Clerk (or Deputy Clerk)

Bay County, Florida,
By Its Board of County Commissioners

By: _____
Its Chairperson
(or Vice-Chairperson)

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, Chairperson (or Vice-Chairperson), who is personally known to me or who has produced _____ as identification.

Affix Seal (Type/print or stamp name under signature)
Title or rank (Serial No., if any)_____



Bay County Board of County Commissioners Agenda Item Summary

Tax Collector Lease for PCB

DEPARTMENT MAKING REQUEST/NAME:

Bay County Attorney's Office Holly Melzer, Assistant County Attorney

MEETING

DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Board to approve and authorize the Chairman to execute a five-year lease agreement with ECH Properties Panama City Beach, LLC to provide a satellite office for the Tax Collector in Panama City Beach, subject to changes as approved by the County Attorney's Office.

AGENDA

County
Attorney -
Consent

BUDGETED ITEM? No**BUDGET ACTION:**

The tax collector department on the board side will have to be amended for July through September FY 2017. Future years will be budgeted for in the appropriate fiscal year.

FINANCIAL IMPACT SUMMARY STATEMENT:

The impact to the FY 2017 General Fund will be \$8,430. That is the difference between the new rate of \$5,900 monthly compared to the present rate of \$3,090 monthly for July, August, and September 2017.

BACKGROUND:

The Board of County Commissioners has leased a location for the Tax Collector from the City of Panama City Beach since 2001; however, the County has been exploring other suitable locations. The proposed lease is for the property located at 10520 Hutchison Blvd., Panama City Beach. The initial lease term is five years with three five-year renewals, with rent increasing from the last year of the original or subsequently renewed term in the amount of 1.5% per year for each year following. For the initial term, the rental amounts are as follows:

Year 1:	\$70,800.00, payable in monthly installments of \$5,900.00.
Year 2:	\$71,862.00, payable in monthly installments of \$5,989.00.
Year 3:	\$72,940.00, payable in monthly installments of \$6,078.00.
Year 4:	\$74,034.00, payable in monthly installments of \$6,170.00.
Year 5:	\$75,145.00, payable in monthly installments of \$6,262.00.

The landlord will abate the monthly rent due until six months after the commencement date, or the first day of the month following the location being open to customers, whichever occurs earlier, to allow a build-out of the building.

Staff recommends the Board approve the lease agreement (**Exhibit 1**) with ECH Properties Panama City Beach, LLC, subject to changes as approved by the County Attorney's Office, and authorize the Chairman to sign the lease agreement.

ATTACHMENTS:

Description	Type
Ex. 1-Lease Agreement	Exhibit

LEASE AGREEMENT

THIS LEASE AGREEMENT, ("Lease"), is made and entered into as of _____, 2017, by and between EHC Properties Panama City Beach, LLC, whose address is 7585 Tattant Blvd., Windermere, FL 34786, ("Lessor"), and Bay County, Florida, a political subdivision of the State of Florida, acting by and through its Board of County Commissioners, whose address is 840 W. 11th Street, Panama City, Florida 32401, ("Lessee"), and in consideration of the provisions of this Lease, the parties agree as follows:

1. LEASED PREMISES

1.1 Description

The Lessor hereby leases to Lessee, subject to the terms, conditions and covenants of this Lease, an approximately 2,750 square foot office building located at 10520 Hutchison Blvd., Panama City Beach, FL 32407 and the vacant land included in the property identified as PIN 34881-020-000 and more particularly described in **Exhibit A**, (the "Premises").

1.2 Possession and Condition

Lessee has previously inspected the Premises. Prior to the Lease Commencement Date, as defined hereinbelow, Lessee shall have full access to the Premises to inspect the condition thereof. If the condition of the Premises is materially different from when Lessee first inspected the Premises or if the Premises contains any defects that make it structurally unsound, this Lease will be voidable by Lessee in its commercially reasonable discretion, which shall be evidenced by written notice of voiding to Lessor ("Notice of Voiding"). Failure of Lessee to send written Notice of Voiding prior to the Lease Commencement Date shall be an absolute waiver of any right of Lessee to void the Lease pursuant to this Section. Subject to Lessee's satisfactory approval of the condition of the Premises, Lessor shall deliver full possession of the Premises to Lessee on the Lease Commencement Date, as herein defined. The Lessor leases the Premises to Lessee "AS IS", without warranties of title, merchantability, or fitness for a particular purpose; except, however, Lessor grants Lessee the option to remove, prior to the Lease Commencement Date, all bank related items owned by Lessor from the Premises, including but not limited to any safe, safe door, vault, and safety deposit boxes, and shall remove the chain link fence separating the building from the vacant portion of the Premises.

2. TERM

2.1 Initial Term

Subject to the terms of Section 1.2, above, the initial term of this Lease shall commence on July 1, 2017 ("Lease Commencement Date") and be for a period of five (5) years from the Rent Commencement Date, hereinafter defined, and memorialized by an executed Notice of Rent Commencement form further described in **Exhibit B**.

2.2 Optional Renewal Terms

Lessor grants Lessee the option to extend this Lease for three (3) five (5) year terms. To exercise this option, Lessee must give Lessor written notice 180 days prior to the end of the current term. In the event Lessee exercises its option to renew, then the rent will increase from the last year of the original or subsequently renewed term in the amount of 1.5% per year for each year following, for each and every year including any subsequent renewal period.

3. **RENT**

3.1 Rent

The rent for the Premises, which Lessee agrees to pay ("Base Rent"), shall be as follows:

Year 1:	\$70,800.00, payable in monthly installments of \$5,900.00.
Year 2:	\$71,862.00, payable in monthly installments of \$5,989.00.
Year 3:	\$72,940.00, payable in monthly installments of \$6,078.00.
Year 4:	\$74,034.00, payable in monthly installments of \$6,170.00.
Year 5:	\$75,145.00, payable in monthly installments of \$6,262.00.

Each monthly installment of Base Rent due hereunder shall be due and payable in advance on the first day of each month of the term of this Lease; except, however, monthly installments in Year 1 shall commence the earlier of: (i) six (6) months from Lease Commencement Date, or (ii) the first day of the month following the date in which the Premises is opened by Lessee for customers; (the "Rent Commencement Date"). Lessor shall waive the monthly payments during the period between the Lease Commencement Date and the Rent Commencement Date. If Lessee is delinquent in any monthly installment of Base Rent or any other amount for more than 5 days, Lessee shall pay to Lessor an administrative fee of \$50 and the outstanding balance of such monthly installment shall accrue interest at 18% per annum. The provision for such administrative fee and interest shall be in addition to all of Lessor's other rights and remedies hereunder or at law and shall not be construed as a penalty. During the free rent period, Lessee shall pay all other Lessee costs and expenses to which is it responsible under this Lease.

3.2 Security Deposit

A security deposit is not required by the Lessor.

4. **TAXES**

4.1 Lessee is exempt from payment of Florida Sales Tax. Lessee shall pay all ad valorem taxes and shall remit them directly or pay the Lessor. Lessor shall pay all real property taxes which may be levied or assessed against the Premises. Lessor shall forward Lessee all TRIM notices and other notices of ad valorem taxes for the Premises within 15 days of receipt thereof.

5. GOVERNMENT USE ONLY

5.1 Use

Lessee shall use the Premises solely for governmental purposes as offices providing services to the public and related customer service, but also including administrative offices ancillary to such services and for no other purposes. Notwithstanding the foregoing, any use associated with the providing of medical services shall not be a permissible use, unless authorized in writing by Landlord, to be held in its sole and absolute discretion.

5.2 Compliance

Lessee agrees to comply with and conform to all local, state, federal laws and ordinances, and/or other governmental authority, relating to the condition, use, and occupancy of the Premises.

6. UTILITIES

Lessee shall be responsible for the payment of all utilities and services serving the Premises including, but not limited to, electricity, telephone, water, sewer and garbage collection.

7. ALTERATIONS; MODIFICATIONS; PERSONAL PROPERTY

7.1 Alterations and Modifications

Lessee agrees not to make any material or structural alterations, changes, or additions to the Premises without the prior written consent of the Lessor, which consent shall be granted or withheld in a commercially reasonable manner and shall be given within 10 days after Lessor's receipt of the plans. Notwithstanding the foregoing, Lessor consents to Lessee's anticipated improvements as generally described in **Exhibit C** attached hereto and incorporated herein, which Lessee shall construct during the period between the Lease Commencement Date and the Rent Commencement Date. Lessee shall be solely responsible for the cost of all alterations, modifications and improvements necessary to operate the Premises in its desired manner and to meet the needs of the Tax Collector. No lien or demand shall attach to the interest of the Lessor in the Premises on account of any act or omission of Lessee pursuant to the Construction Lien Law of Florida or otherwise. All alterations or modifications of the Premises done by Lessee shall be performed by licensed and insured contractors and subcontractors. All work done on the Premises shall be performed in accordance with all laws and in a good and workmanlike manner.

7.2 Personal Property

All equipment and personal property required by the Lessee in the conduct of its operation of the Premises for its desired use shall be supplied by the Lessee, and shall be referred to hereinafter as the "Lessee's Property." Lessee may remove and retain Lessee's Property upon termination or expiration of the Lease, provided that there be no damage to the realty, or only inconsequential damage caused by removal which shall be repaired by the Lessee.

8. MAINTENANCE AND REPAIRS

8.1 Maintenance and Repairs

Lessee, at its sole cost and expense, shall maintain the Premises and each part thereof, structural and non-structural, in good order and condition and shall make any necessary repairs thereto, interior and exterior, whether extraordinary, foreseen or unforeseen except to the extent caused by Lessor or its employees, agents and invitees.

The term "repair" shall include all such replacements, renewals, alterations, additions and betterments necessary to maintain the condition of the Premises in the same condition as of the commencement date of this Lease. All repairs made by Lessee shall at least be equal in quality and class to the condition of the Premises as of the Lease Commencement Date of this Lease. The necessity for, and adequacy of, the repairs to the Premises shall be measured by the standard by which buildings and related facilities of similar construction and class in the general geographic area of the Premises are generally maintained; provided, however, Lessee shall at all times make any and all repairs to the building necessary to avoid any structural damage or injury to the building or persons therein. In the event that Lessee fails or neglects to make all necessary and reasonable repairs or fulfill its other obligations as set forth above, and 30 days after Lessee's receipt of prior written notice from Lessor, Lessor or its agents may enter the Premises for the purpose of making such repairs or fulfilling those obligations. All reasonable costs and expenses incurred as a consequence of Lessor's action shall be repaid by Lessee to Lessor within fifteen (15) days after Lessee receives copies of receipts showing payment by Lessor for such repairs or other obligations. Except in the case of emergency, Lessor shall give Lessee thirty (30) days' notice before taking any such action which will be timed properly as not to disrupt Lessee's business. Notwithstanding the foregoing, if any of the foregoing deadlines are unattainable by Lessee due to its obligation to follow County or State procurement guidelines, policies, rules or laws, such deadlines shall be extended so as to give Lessee reasonable time to procure the necessary repair work.

Notwithstanding the foregoing, in regards to certain costs and expenses associated with the roof system, Lessor shall during the term of this Lease and any extension hereof, be responsible for the cost of any repair or replacement and other items which, under generally accepted accounting principles, are classified as capital expenditures or capital improvements as defined by Generally Accepted Accounting Principles (GAAP).

8.2 Inspection

The Lessor and its authorized representatives shall have the right to enter the Premises during the Lessee's business hours, and at all other reasonable times with prior notice, except for emergencies, for the purpose of:

- A. determining whether the Premises are in good condition and whether the Lessee is complying with its obligations under this Lease; and
- B. doing any necessary maintenance and to make any restoration or repairs to the Premises or the building and other improvements in which the Premises are located that the Lessor has the right or obligation to perform.

8.3 Notices to Maintain or Repair

Upon written notice by the Lessee of the need for repairs for which the Lessor is responsible, the Lessor shall proceed with prompt and reasonable diligence to repair the Premises in a good workmanlike manner and shall make such repair within 30 days after receipt of such notice.

9. **SIGNAGE**

Lessee shall install all signage at Lessee's expense and provide proof to the Lessor prior to installation.

10. **DAMAGE TO PREMISES**

If the Premises is damaged by fire or from other causes so as to render them untenable, for a period of at least six (6) months then either party shall have the right to terminate this Lease as of the date on which such damage occurs, through written notice to the other party, to be given within fifteen (15) days of the occurrence of such damage; except that if such damage occurs as a result of the abuse or negligence of Lessee, or its invitees, then only the Lessor shall have the right of termination. Should this right be exercised by either Lessor or Lessee, then rent for the current month shall be prorated between the parties as of the date the damage occurred and any pre-paid rents shall be refunded to Lessee.

11. **INSURANCE, HOLD HARMLESS/ INDEMNIFICATION**

11.1 Insurance

a. Commercial General Liability Coverage

Lessee shall obtain and maintain, for the life of the Lease and any renewals or extensions, commercial general liability insurance, including property damage, against liability for injury to persons or property occurring in or about the Premises or arising out of Lessee's use, maintenance, or occupancy in an amount at least equal to the waiver of sovereign immunity cap. Lessee, at its sole expense, shall maintain during the Lease Term: all risk property insurance covering the full replacement cost of all property and improvements installed or placed in the Premises by Lessee at Lessee's expense; worker's compensation insurance with no less than the minimum limits required by law; employer's liability insurance with such limits as required by law; and commercial liability insurance, in the limits as allowed and up to the limits of sovereign immunity set forth herein. The commercial liability policies shall name Lessor as an additional insured, insure on an occurrence and not a claims-made basis, be issued by insurance companies which are reasonably acceptable to Lessor, not be cancelable unless 30 days' prior written notice shall have been given to Lessor, contain hostile fire endorsement and a contractual liability endorsement and provide primary coverage to Lessor (any policy issued to Lessor providing duplicate or similar coverage shall be deemed excess over Lessee's policies). Such policies or certificates thereof shall be delivered to Lessor by Lessee upon commencement of the Lease Commencement Date and upon each renewal of said insurance.

b. Personal Property Coverage

Lessee shall be responsible, at its sole expense, for any and all insurance that Lessee may desire with regard to Lessee's liability or Lessee's furniture, furnishings or other contents of the Premises.

11.2 Evidence/Certificates of Insurance

The Lessor shall be named as an additional insured. The Lessee shall supply a certificate that such insurance is in force and said insurance covered shall not be canceled without at least thirty (30) days' notice.

11.3 Indemnification/Hold Harmless

To the extent permitted by law, Lessee agrees to defend, indemnify and hold the Lessor harmless against any and all liability, loss, cost, damage, or expense, including, without limitation, court costs and attorney's fees, imposed on the Lessor by any person or entity arising in any way out of Lessee's use of the Premises, unless such claims are a result of the Lessor's sole negligence; provided, however, that this provision shall not be deemed a waiver of sovereign immunity and the limits or benefits set forth in Section 768.28, Florida Statutes.

11.4 Premises Property Coverage

During the Lease Term, Tenant shall at all times keep the Premises, and all property located in or on the Premises, insured with the kinds and amounts of insurance described below. This insurance shall be written by companies authorized to do insurance business in the state in which the Premises is located. The policies must name Landlord as an additional insured and losses shall be paid to Landlord and held by Landlord in trust and shall be made available for reconstruction or repair, as the case may be, of any damage to or destruction of the Premises, or any portion thereof, and shall be paid out by Landlord from time to time for the reasonable cost of such reconstruction or repair. In addition, the policies shall name as an additional insured any Fee Mortgagee as applicable, under any Fee Mortgage, if any, by way of a standard form of mortgagee's loss payable endorsement. Any loss adjustment shall require the written consent of Landlord and affected Fee Mortgagee. Evidence of insurance shall be deposited with Landlord and, if requested, with any Fee Mortgagee. The policies on the Premises and/or Tenant's personal property, shall insure against the following risks:

(a) Loss or damage by fire, vandalism and malicious mischief, extended coverage perils commonly known as "All Risk" and all physical loss perils, including but not limited to sprinkler leakage, windstorm, hail, earthquake, tornado, explosion, riot, aircraft, smoke and vehicle damage, in an amount not less than one hundred percent (100%) of the then Full Replacement Cost (as defined below) thereof with a replacement cost endorsement sufficient to prevent Tenant from becoming a co-insurer together with an agreed value endorsement;

(b) Flood (when the Premises is located in whole or in part within a designated flood plain area) and such other hazards and in such amounts as may be customary for comparable properties in the area and if available from insurance companies authorized to do

business in the state in which the Premises are located at rates which are economically practicable in relation to the risks covered; and

(c) If Tenant shall engage or cause to be engaged any contractor to perform work on the Premises, Tenant shall require such contractor to carry and maintain, at no expense to Landlord, non-deductible comprehensive general liability insurance, including but not limited to contractor's liability coverage, completed operations coverage, broad form property damage endorsement and contractor's protection liability coverage in such amounts and with such companies as Landlord shall approve.

11.5 Replacement Cost.

The term "Full Replacement Cost" as used herein, shall mean the actual replacement cost thereof from time to time, including increased cost of construction endorsement, less exclusions provided in the normal fire insurance policy. In the event either Landlord or Tenant believes that the Full Replacement Cost has increased or decreased at any time during the Lease Term, it shall have the right to have such Full Replacement Cost re-determined by the fire insurance company which is then providing the largest amount of fire insurance carried on the Premises, hereinafter referred to as the "impartial appraiser". The party desiring to have the Full Replacement Cost so re-determined shall forthwith, on receipt of such determination by such impartial appraiser, give written notice thereof to the other party hereto. The determination of such impartial appraiser shall be final and binding on the parties hereto, and Tenant shall forthwith increase, or may decrease, the amount of the insurance carried pursuant to this Article, as the case may be, to the amount so determined by the impartial appraiser. Tenant shall pay the fee, if any, of the impartial appraiser.

12. **DEFAULT/TERMINATION**

12.1 Lessee's Default

In the event the Lessee fails to perform any of its obligations under this Lease, the Lessor shall deliver to Lessee written Notice of Default. If the Lessee fails to cure default of rent within fifteen (15) days after receipt of notice for any monetary default the Lessor shall have the right to terminate this Lease. If the Lessee fails to cure any other default within thirty (30) days after receipt of notice or if more than thirty (30) days are required for cure because of the nature of the default and Lessee has failed within thirty (30) days of notice to commence diligently to cure the default, the Lessor shall have the right to terminate this Lease. Upon any uncured default, Lessor shall have the following remedies:

- a. Declare the entire balance of all forms of Rent, including, but not limited to, Base Rent, Taxes and Insurance, due hereunder for the remainder of the term of this Lease to be due and payable and may collect the same by distress or otherwise; or

- b. Terminate this Lease and any right of renewal thereof, and retake possession of the Premises.

Notwithstanding the foregoing, Lessor's maximum allowable monetary damages associated with the breach of contract related to a default of this Lease Agreement shall be limited to the cumulative base rents payable to Lessor from the date of Lessee Default occurrence through expiration of the then current Lease Term. Nothing contained herein shall be deemed a waiver of sovereign immunity and the limits or benefits set forth in Section 768.28, Florida Statutes. However, these maximum allowable damage amounts shall not limit Lessor from pursuing additional monetary damages from Lessee's insurance provider(s), agents or invitees for relief from actual physical damages to the Premises or other actual damages whether associated with the breach of this Agreement or not.

12.2 Lessor Default

Lessor shall not be in default hereunder unless Lessor fails to perform any of its obligations hereunder within 30 days after written notice from Lessee specifying such failure (unless such performance will, due to the nature of the obligation, require a period of time in excess of 30 days, then after such period of time as is reasonably necessary). If Lessor fails to perform any of its obligations as described above, then Lessee, at its option, may: (i) carry out such maintenance and/or repair or such other obligation on behalf of Lessor and bill the Lessor for the reasonable cost thereof, which shall be paid by Lessor within thirty (30) days after receipt of demand therefor accompanied by supporting documentation of the costs thereof; (ii) deduct from future rent, Lessee's unpaid costs or such outstanding sums as may be due Lessee by Lessor not paid within the specified time period after receipt of demand therefor as provided in this Lease, or (iii) Lessee may terminate this Lease for breach of Lessor's obligations hereunder. All obligations of Lessor hereunder shall be construed as covenants, not conditions.

13. MISCELLANEOUS

13.1 Assignment or Subletting

Lessee shall not assign, mortgage, or encumber this Lease, nor sublet or permit the Premises or any part thereof to be used by others, without the prior written consent of the Lessor. No assignment, subletting, or use shall release Lessee from performance of the covenants in this Lease nor shall any consent by the Lessor to an assignment or subletting be construed to relieve Lessee from its obligation to repair or reimburse the Lessor for damages to the Premises during the Lease term.

13.2 Estoppel Certificates

Lessee agrees, from time to time, within 15 days after request of Lessor, to execute and deliver to Lessor, or Lessor's designee, any Estoppel certificate requested by Lessor, stating that this Lease is in full force and effect, the date to which rent has been paid, that Lessor is not in default hereunder (or specifying in detail the nature of Lessor's default), the termination date of this Lease and such other matters pertaining to this Lease as may be reasonably requested by Lessor. Lessee's obligation to furnish each Estoppel certificate in a timely fashion is a material

inducement for Lessor's execution of this Lease.

13.3 Liens

The interest of Lessor in the Premises shall not be subject in any way to any liens, including construction liens, for improvements to or other work performed in the Premises by or on behalf of Lessee. This exculpation is made with express reference to Section 713.10, Florida Statutes. Lessor and Lessee acknowledge and agree that there is no requirement under this Lease that Lessee make any alterations or improvements to the Premises and no improvements to be made by Lessee to the Premises constitute "the pith of the lease" as provided in applicable Florida law. If any lien is filed against the Premises for work or materials claimed to have been furnished to Lessee, Lessee shall cause it to be discharged of record or properly transferred to a bond under Section 713.24, Florida Statutes, within thirty (30) days after Lessee receives notice of the lien from any source. Further, to the extent permitted by law, Lessee shall indemnify, defend, and save Lessor harmless from and against any damage or loss, including reasonable attorneys' fees, incurred by Lessor as a result of any liens or other claims arising out of or related to work performed in the Premises by or on behalf of Lessee. Lessee shall notify every contractor making improvements to the Premises that the interest of the Lessor in the Premises shall not be subject to liens for improvements to or other work performed in the Premises by or on behalf of Lessee. Lessee acknowledges, consents and agrees to Lessor recording in the Public Records of Bay County, Florida a short form of this Lease including the language in this paragraph.

13.4 Holding Over

If Lessee retains possession of the Premises after the termination of the Lease Term, unless otherwise agreed in writing, such possession shall be subject to immediate termination by Lessor at any time, and all of the other terms and provisions of this Lease (excluding any expansion or renewal option or other similar right or option) shall be applicable during such holdover period, except that Lessee shall pay Lessor from time to time, upon demand, as Base Rent for the holdover period, an amount equal to double the Base Rent in effect on the termination date, computed on a monthly basis for each month or part thereof during such holding over. All other payments shall continue under the terms of the Lease. In addition, Lessee shall be liable for all damages incurred by Lessor as a result of such holding over. No holding over by Lessee, whether with or without consent of Lessor, shall operate to extend this Lease except as otherwise expressly provided, and this Paragraph 13.4 shall not be construed as consent for Lessee to retain possession of the Premises.

13.5 Radon Gas.

Radon is a naturally occurring radioactive gas, that when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit

13.6 Condemnation

If all or any part of the Premises should be taken for any public or quasi-public use under governmental law, ordinance, or regulation, or by right of eminent domain, or by private purchase in lieu thereof (a "Taking" or "Taken"), and the Taking would prevent or materially interfere with Lessee's use of the Premises or in Lessor's judgment would materially interfere with or impair its ownership or operation of the Premises, then upon written notice by Lessee this Lease shall terminate and Lessee shall be liable only for rents and other charges accrued and earned to the date of surrender of possession of the Premises to Lessor and for the performance of other obligations maturing prior to said date. If part of the Premises shall be Taken, and this Lease is not terminated as provided above, the Base Rent payable hereunder during the unexpired Lease Term shall be reduced to such extent as may be fair and reasonable under the circumstances. In the event of any such Taking, Lessor shall be entitled to receive the entire price or award from any such Taking without any payment to Lessee, and Lessee hereby assigns to Lessor Lessee's interest, if any, in such award; except, however, where said award shall provide for moving or other reimbursable expenses for the Lessee under applicable law. A sale by Lessor to any authority having the power of eminent domain, either under threat of condemnation or while condemnation proceedings are pending shall be deemed a taking under the power of eminent domain for all purposes under this Lease.

13.7 Binding on Successors, Assigns, Heirs; Recording

This Lease is binding upon and inures to the benefit of the heirs, assigns, and successors in interest to the parties. A short form memorandum of this Lease shall be recorded at the expense of the Lessor in the Official Records of Bay County in the form attached as **Exhibit D** and shall run with the land. All obligations of Lessor under this Lease will be binding upon Lessor only during the period of its ownership of the Premises and not thereafter. The term "Lessor" in this Lease shall mean only the owner, for the time being of the Premises, and in the event of the transfer by such owner of its interest in the Premises, such owner shall thereupon be released and discharged from all obligations of Lessor thereafter accruing, but such obligations shall be binding during the Lease Term upon each new owner for the duration of such owner's ownership. Any such assignment of this Lease shall comport with this section and fully bind such new owner of the Premises for all of Lessor's obligations under this Lease, whether arising prior to or after the change of ownership.

13.8 Subordination/Non-Disturbance

Subject to Lessee's receipt of a subordination, non-disturbance and attornment agreement in commercially reasonable form:

- a) Lessee shall attorn and be bound to any of Lessor's successors under all the terms, covenants and conditions of this Lease; and
- b) this Lease and Lessee's rights under this Lease are and shall be subordinate to the lien of any mortgage or mortgages, or the lien resulting from any other method of financing or refinancing, now or hereafter in force against the land and/or buildings or which the Premises are a part or

against any buildings hereafter placed upon the land of which the Premises are a part, and to any modification or advances now or hereafter made under any said mortgage or lien.

Within ten (10) days after a request by Lessor, Lessee agrees to execute and deliver a subordination, non-disturbance and attornment agreement in a form as requested by any lender who is the holder of a deed of trust or mortgage or other similar security instrument covering the Premises provided same is commercially reasonable in form.

13.9 Waiver

Neither any failure nor delay on the part of the Lessor in exercising any right, power or remedy in connection with this Lease shall operate as a waiver. No modification, amendment or waiver of any provision of the Lease shall be effective unless it is in writing and signed by the parties.

13.10 Controlling Law

This Lease shall be governed by the laws of the State of Florida and venue is proper in Bay County, Florida.

13.11 Time of Essence

Time is of the essence in this Lease in each and all of its provisions in which performance is a factor.

13.12 Notice

All notices, requests, demands and other communications between the parties shall be in writing and delivered in person or sent by certified mail, postage prepaid, and properly addressed as stated below. Any party may from time to time change its address for the purpose of notices to that party by a similar notice specifying a new address, but no such change shall be deemed to have been given until it is actually received by the party sought to be charged with its contents. All notices and other communications required or permitted under this Lease which are addressed as provided in this Section if delivered personally, shall be effective upon delivery; and if delivered by mail, shall be effective upon deposit in the United States mail, postage prepaid.

To Lessor: EHC Properties Panama City Beach, LLC
7585 Tattant Blvd.
Windermere, FL 34786

To Lessee: County Manager, Bay County
840 West 11th Street
Panama City, FL 32401
(850) 248-8145

With Copy to:

County Attorney, Bay County
840 West 11th Street
Panama City, FL 32401
(850) 248-8175

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers the day and year first above written.

[Signatures on following pages]

Signature page to Lease Agreement between Bay County and EHC Properties Panama City Beach, LLC

BY SIGNING THIS RENTAL AGREEMENT, THE LESSEE AGREES THAT UPON SURRENDER, ABANDONMENT, OR RECOVERY OF POSSESSION OF THE PREMISES, AS PROVIDED BY CHAPTER 83, FLORIDA STATUTES, THE LESSOR SHALL NOT BE LIABLE OR RESPONSIBLE FOR STORAGE OR DISPOSITION OF THE LESSEE'S PERSONAL PROPERTY.

LESSEE:

BOARD OF COUNTY COMMISSIONERS
BAY COUNTY, FLORIDA

ATTEST:

Bill Kinsaul, Clerk

By: _____
William T. Dozier, Chairman

Approved as to correctness of form:

County Attorney's Office

Signature page to Lease Agreement between Bay County and EHC Properties Panama City Beach, LLC

LESSOR:

EHC PROPERTIES PANAMA CITY
BEACH, LLC

By: _____
Its: _____
Date Signed: _____

Witness
Print: _____

Witness
Print: _____

STATE OF FLORIDA
COUNTY OF _____

Acknowledged and subscribed before me, the undersigned notary, by
_____, as _____ of EHC PROPERTIES PANAMA CITY
BEACH, LLC, who is personally known to me or produced identification of:
_____.

Notary Public

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF BAY, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA; THENCE N89°14'11"W ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER FOR 760.87 FEET TO THE POINT OF BEGINNING. THENCE S0°45'49"W FOR 314.23 FEET TO THE NORTH RIGHT OF WAY LINE OF STATE ROAD NO. 392-A; THENCE NORTHWESTERLY ALONG SAID RIGHT OF WAY LINE FOR 874 FEET, MORE OR LESS, TO THE NORTH LINE OF SAID SOUTHWEST QUARTER; THENCE S89°14'11"E ALONG SAID NORTH LINE FOR 810 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT:

COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA; THENCE N89°14'11"W ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER FOR 1114.49 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N89°14'11"W ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER FOR 456.37 FEET TO THE NORTHERLY R/W LINE OF STATE ROAD 392-A (100 FOOT R/W), SAID R/W LINE BEING A CURVE CONCAVE TO THE NORTH AND HAVING A RADIUS OF 2272.98 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 169.85 FEET, SAID ARC HAVING A CHORD OF 169.82 FEET BEARING S74°34'22"E TO THE P.R.C. OF A CURVE CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 1959.55 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 241.47 FEET, SAID ARC HAVING A CHORD OF 241.32 FEET BEARING S73°12'53"E; THENCE LEAVING SAID NORTH R/W LINE N29°31'11"E FOR 125.00 FEET TO THE POINT OF BEGINNING.

EXHIBIT B

NOTICE OF RENT COMMENCEMENT DATE

The undersigned Lessor and Lessee acknowledge and agree that pursuant to the terms of that certain Lease, dated as of _____, 2017 (the "Lease"), whereby Lessor leased to Lessee premises consisting of approximately 2,750 square feet comprising the building and property located at 10520 Hutchison Blvd., Panama City Beach, FL 32407, the "Rent Commencement Date" of said Lease is and shall be _____, 20____, and the Expiration Date of the initial Term of said Lease is and shall be _____, 20____. In the event of a conflict between the terms of this Notice and the terms of the Lease, the terms of this Notice shall control.

LESSOR:

EHC PROPERTIES PANAMA CITY
BEACH, LLC

By: _____
Its: _____
Date Signed: _____

Witness
Print: _____

Witness
Print: _____

LESSEE:

BOARD OF COUNTY COMMISSIONERS
BAY COUNTY, FLORIDA

ATTEST:

Bill Kinsaul, Clerk

By: _____
William T. Dozier, Chairman

Approved as to correctness of form:

County Attorney's Office

EXHIBIT C

{Description of Improvements}

EXHIBIT D

MEMORANDUM OF LEASE

This MEMORANDUM OF LEASE ("Memorandum"), made as of the ____ day of _____, 2017 by and between ECH Properties Panama City Beach, LLC, hereinafter called the Lessor, and Bay County, hereinafter referred to as Lessee.

W I T N E S S E T H:

WHEREAS, Lessor and Lessee are parties to that certain LEASE dated _____, 2017 ("Lease"), wherein Lessor agreed to lease to Lessee and Lessee agreed to lease from Lessor certain land and improvements located in Bay County, Florida more specifically described in the Lease ("Leased Premises"), a legal description of which is described on Exhibit "A" attached hereto and incorporated herein by reference; and

WHEREAS, with this Memorandum, Lessor and Lessee desire to give record notice of the Lease and certain terms and conditions of the Lease,

NOW, THEREFORE, in consideration of the mutual promises and obligations contained in the Lease, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby covenant, acknowledge and agree as follows:

1. RECITALS. The foregoing recitals are acknowledged as being true and correct, and are incorporated herein by reference.
2. TERM OF LEASE. The initial term of this Lease shall commence on July 1, 2017 and be for a period of five (5) years from the Rent Commencement Date, as defined in the Lease, and memorialized by an executed Notice of Rent Commencement. Lessee has the option to extend the Lease for three (3) five (5) year terms.
3. LEASE PRIORITY. The Lease is subordinate to any mortgages now on or hereafter placed upon the Leased Premises. Further, Lessee agrees to memorialize such subordination in writing if requested to do so by Lessor, provided that a non-disturbance agreement is entered into with such mortgagee.
4. LIEN RIGHTS OF TENANT. It is the agreement of Lessor and Lessee that any lien for work or improvements made by Lessee to the Leased Premises shall extend

solely to the leasehold interest of Lessee and not to the fee simple interest of Lessor. The following specific clause is included in the Lease:

“The interest of Lessor in the Premises shall not be subject in any way to any liens, including construction liens, for improvements to or other work performed in the Premises by or on behalf of Lessee. This exculpation is made with express reference to Section 713.10, Florida Statutes. Lessor and Lessee acknowledge and agree that there is no requirement under this Lease that Lessee make any alterations or improvements to the Premises and no improvements to be made by Lessee to the Premises constitute “the pith of the lease” as provided in applicable Florida law. If any lien is filed against the Premises for work or materials claimed to have been furnished to Lessee, Lessee shall cause it to be discharged of record or properly transferred to a bond under Section 713.24, Florida Statutes, within thirty (30) days after Lessee receives notice of the lien from any source. Further, to the extent permitted by law, Lessee shall indemnify, defend, and save Lessor harmless from and against any damage or loss, including reasonable attorneys’ fees, incurred by Lessor as a result of any liens or other claims arising out of or related to work performed in the Premises by or on behalf of Lessee. Lessee shall notify every contractor making improvements to the Premises that the interest of the Lessor in the Premises shall not be subject to liens for improvements to or other work performed in the Premises by or on behalf of Lessee. Lessee acknowledges, consents and agrees to Lessor recording in the Public Records of Bay County, Florida a short form of this Lease including the language in this paragraph.”

5. EFFECT OF MEMORANDUM. All other terms, conditions, provisions and covenants of the Lease are hereby incorporated in this Memorandum by reference as though written out at length herein, and this Memorandum and the Lease shall be deemed to constitute a single instrument or document. This Memorandum is intended to give notice of the Lease and the prohibition of lien rights against the Lessor’s interest in the Leased Premises and to put all others on notice of the Lease. All rights and obligations of Lessor and Lessee documented herein are to be governed by and are not intended to alter, modify or amend the terms, covenants, conditions, limitations and restrictions contained in the Lease. In the event of a conflict between the information contained in this Memorandum and the terms and conditions of the Lease, the Lease shall prevail.

[Signatures on following page]

IN WITNESS WHEREOF the parties have executed this Memorandum of Lease as of the dates set forth in their respective acknowledgments.

WITNESSES:

"Lessor"

By: _____
Name: _____
Title: _____
Date: _____

Lessee"



Bay County Board of County Commissioners Agenda Item Summary

Confirm Assistant County Manager Appointment

DEPARTMENT MAKING REQUEST/NAME:

County Manager's Office Robert J. Majka Jr., County Manager

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Board to confirm appointment of Joel B. Schubert as Bay County Assistant County Manager.

AGENDA

County Manager's
Office - Consent

BUDGETED ITEM? Yes**BUDGET ACTION:**

None needed.

FINANCIAL IMPACT SUMMARY STATEMENT:

The personnel expense impacts the General Fund, however the assistant county manager expenditure is allocated out to the other funds that the position administers.

BACKGROUND:

The Assistant County Manager currently held by Ken Schnell will be vacated in September 2017 as he is retiring. We would like the Board to confirm the appointment of Joel B. Schubert as the new Assistant County Manager with an official start date of July 31, 2017.

Mr. Joel Schubert comes to the County with local municipal experience, recently serving as the City Manager for Lynn Haven. The City of Lynn Haven during his tenure was recognized as a "top ten" city from the Florida League of Cities. His responsibilities included supervision of 155+ employees and all services related, such as executive, public works, utilities, first responders, CRA, library and leisure. Mr. Schubert has a extensive background with the Florida Department of Revenue as the Bureau Chief supervising the annual assessment and collection of \$28 billion in revenue, oversaw the operations and budget approval of more than 700 local officials and their staff throughout the State of Florida.

Mr. Schubert received his Masters in Public Administration from Florida A&M University in 2011 and has multiple other State of Florida certifications. Please see the attached resume.

ATTACHMENTS:**Description**

Joel Schubert Resume

Type

Exhibit

Joel B. Schubert, MPA

Senior Executive Leader / Strategic Planning / Human Resources

OBJECTIVE

Results driven, senior executive leader with 20+ years of experience seeking a challenging position with particular interest in senior government leadership.

AREAS OF EXPERTISE

- **Direct local municipal leadership experience including all facets of being a city manager in a Manager/Commission form of government**
- **Experienced local and state government leader with extensive budget and finance background; I have supervised both the budget and other local processes for more than 700 local officials and their staff throughout the state of Florida who are responsible for the annual assessment and collection of approximately \$30 billion in revenue**
- **Designated professional with experience in planning and land use, construction, public works and utilities, first responders, leisure services, Library and economic development**
- **Accomplished public speaker with established, successful relationships with elected officials throughout Florida**
- **Educated, credentialed and experienced in strategic planning**
- **Results driven with proven record of reducing costs and bureaucracy while increasing efficiency**
- **Self-motivated, flexible, and inventive with excellent written and verbal communication skills**
- **Black belt certified and versed in six-sigma process improvement**
- **Recipient of multiple city, state and national awards for productivity**
- **Extensive volunteer work in the community**

EDUCATION AND CREDENTIALS

Masters in Public Administration, MASS
Florida A&M University, Tallahassee, Florida
Degree received December 2011, 3.9 G.P.A.

Six-Sigma Process Certified
PQS Incorporated, Tallahassee, Florida
Green Belt Certified, February 2009
Black Belt Certified, September 2012

Florida Governor Sterling Examiner Trained
Florida Sterling Council, Tallahassee, Florida
Extensive coursework, 2004-2005

Assessment Administrative Specialist,
International Association of Assessing
Officers, No. 82
Designation received March 2002.

State Certified General Real Estate Appraiser #RZ2729
Florida Department of Business and
Professional Regulation
Certification received November 2004.

Certified Florida Evaluator,
Florida Department of Revenue
Certification received March 1999.

1616 Wildridge Road, Lynn Haven, FL 32444

Phone: 850.445.7979

E-mail: stang19645@gmail.com

Joel B. Schubert, MPA

Senior Executive Leader / Strategic Planning / Human Resources

PROFESSIONAL EXPERIENCE

April 2014-
Present

City Manager

City of Lynn Haven, Lynn Haven, Florida
CEO of the City of Lynn Haven

Responsibilities include: leadership and budget of 155+ employees, \$25M budget and all services related to a city population of 20,000 including Executives Services, Public Works and Utilities, Fire Department, Police Department, CRA, Library and Leisure Services.

Accomplishments: developed and executed a strategic plan that resulted in remarkable and permanent efficiencies within the first fiscal year. Dramatic gains regarding budget, including almost tripling the amount allocated toward infrastructure and capital improvements while maintaining or decreasing operating expenses and debt. Increased grant funded projects throughout the City including a new, \$17M regional park, Lynn Haven Bayou Park and Preserve. Recognized for accomplishments as a "top ten" city from the Florida League of Cities and several other awards from local and national organizations.

Supervise a staff of 155+ with \$28 million operating budget

January 2006-
April 2014

Bureau Chief

Florida Department of Revenue, Tallahassee, Florida.
Leadership, strategic planning and human resources of Compliance Determination core process

Responsibilities include: supervision of the annual assessment and collection of \$28 billion in revenue, oversee the operations and budget approval of more than 700 local officials and their staff throughout the state of Florida, manage multi-year, statewide projects, ensure organizational alignment with strategic goals, resources and operational performance metrics, strategic and resource planning, change management and continuous improvement.

Accomplishments: creation and assessment of Program-wide performance metrics and development of activity-based cost accounting proposals. Extensive efficiencies gained through genesis and implementation of six-sigma project improvement plans. Author of numerous analytical papers including cost benefit analyses, legislative concepts, contract negotiations, business cases and policy briefs.

1616 Wildridge Road, Lynn Haven, FL 32444

Phone: 850.445.7979

E-mail: stang19645@gmail.com

Joel B. Schubert, MPA

Senior Executive Leader / Strategic Planning / Human Resources

Through a culture of continual process improvement, initiated and facilitated strategies which have dramatically increased efficiency throughout the Program and State as evidenced by the reduction of the Program's facilities budget by 48% while exceeding legislative stretch goals and recent national recognition as the second best administered state property tax system in the United States.

Supervised a staff of 120+ with \$38 million operating budget

June 2003-
January 2006

Revenue Program Administrator I

Florida Department of Revenue, Tallahassee, Florida.

Leadership, strategic planning and human resources of four processes.

Responsibilities include: supervision of the annual assessment and collection of \$28 billion in revenue, oversee the operations and budget approval of more than 700 local officials and their staff throughout the state of Florida, manage multi-year, statewide projects, ensure organizational alignment with strategic goals, resources and operational performance metrics, strategic and resource planning, change management and continuous improvement.

Accomplishments: leveraging six-sigma, implemented a culture of continual process improvement to the Program with numerous examples of success including the elimination of unnecessary bureaucracy and reduction of overhead by contracting a substantial portion of the process while increasing accuracy (as demonstrated by the Auditor General's report, findings reduced 75% under my leadership). Per the Department's annual survey of senior leaders, was continually rated highest among peers (supervisors, peers and direct reports rate management).

Supervised a staff of 25

April 1998-
June 2003

Quality Assurance Supervisor

Florida Department of Revenue, Tallahassee, Florida.

Leadership, strategic planning and human resources of quality review process.

Responsibilities included: leadership and planning of quality, consistency and completeness of all Program work for the State, including: policy development and management, contract management, resource planning, leveraging computer applications and design, handling of taxpayer complaints, and extensive contact with Program staff, public and elected officials throughout the State.

Supervised a staff of 5 real estate appraiser reviewers

Joel B. Schubert, MPA

Senior Executive Leader / Strategic Planning / Human Resources

September 1996-
April 1998

Appraiser II

Florida Department of Revenue, Lake City, Florida.

Responsibilities included: computer applications and design, digital imaging, all facets of real estate appraisal, procedural auditing, ratio analysis, GIS, construction inspection and field work, extensive contact with public and county property appraisers, and the scheduling and coordination of an 18-county region.

September 1993-
September 1996

Staff Real Estate Appraiser

Timberlane Appraisal Associates, Tallahassee, Florida.

Responsibilities included: review and execution of residential and commercial real estate appraisals conforming to industry guidelines, research, contract analysis, construction inspection, and GIS applications.

REFERENCES

Available upon request



Bay County Board of County Commissioners Agenda Item Summary

Resolution Supporting the Federal Courthouse

DEPARTMENT MAKING REQUEST/NAME:

Robert J. Majka Jr. County Manager County Managers Office

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Commissioners to sign the Resolution supporting the concept of repurposing the Bay County Juvenile Justice Building as a Federal Courthouse and further supports constructing a new Bay County Juvenile Justice Facility.

AGENDA

County
Manager's
Office -
Consent

BUDGETED ITEM? N/A**BUDGET ACTION:**

None needed.

FINANCIAL IMPACT SUMMARY STATEMENT:

Depending on how the existing juvenile justice facility is repurposed, the financial impact to the general fund could range from minimal (if the existing juvenile debt is refunded) to potentially a small increase in the annual cost of the overall debt/maintenance position of the General Fund.

BACKGROUND:

In December 2016, the Federal Judiciary expressed intent to not renew the lease on the current Federal Courthouse located on Beach Drive that expires December 2018. If the Courthouse lease expires, all cases would be moved to either Tallahassee or Pensacola.

The Bay County Chamber of Commerce formed a task force to pursue the issue to keep the Federal Courthouse in Panama City. The Task Force asked the County for assistance in this challenging task.

Staff is concerned with the Federal Courthouse leaving the Panama City area, and feels this is a valuable asset to our area. Staff has met with the Task Force regarding this issue and is recommending each Commissioner sign the Resolution supporting the concept of repurposing the Bay County Juvenile Justice Building as the Federal Courthouse and further supports constructing a new Bay County Juvenile Justice Facility. **(Attachment 1)**

ATTACHMENTS:**Description**

Resolution Supporting the Federal Courthouse Exhibit 1

Type

Exhibit

RESOLUTION NO.: _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, SUPPORTING THE CONCEPT OF REPURPOSING THE BAY COUNTY JUVENILE JUSTICE BUILDING AS A FEDERAL COURTHOUSE; SUPPORTS USING PANAMA CITY HALL AS A TEMPORARY JUVENILE JUSTICE FACILITY; AND FURTHER SUPPORTS CONSTRUCTING A NEW BAY COUNTY JUVENILE JUSTICE FACILITY.

WHEREAS, federal law¹ 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 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 alleged 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, estimated 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, Bay County supports the concept of repurposing the current Bay County Juvenile Justice building for use by the Federal Courts as a Federal Courthouse; and supports using Panama City Hall as a temporary Juvenile Justice facility; and further supports constructing a new Bay County Juvenile Justice facility; 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, that the people of the Bay County oppose the dissolution of the Panama City division and supports the concept of repurposing the current Bay County Juvenile Justice building for use by the Federal Courts as a Federal Courthouse; and supports using Panama City Hall as a temporary Juvenile Justice facility; and further supports constructing a new Bay County Juvenile Justice facility; and

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 6th day of June, 2017.

**BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY, FLORIDA**

By: _____
William T. Dozier, Chairman

By: _____
Philip "Griff" Griffiths, Commissioner

By: _____
Guy M. Tunnell, Commissioner

By: _____
Robert Carroll, Commissioner

ATTEST:

By: _____
Tommy Hamm, Commissioner

Bill Kinsaul, Clerk



Bay County Board of County Commissioners Agenda Item Summary

Juvenile Courthouse

DEPARTMENT MAKING REQUEST/NAME:

Keith Bryant, P.E., PTOE Public Works Director

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Board: 1) Authorize staff to develop a Request for Qualifications (RFQ) for the design and construction of a new Juvenile Courthouse on a site to be determined; and, 2) Direct staff to prepare funding alternatives for the financing of the new facility. **(DISTRICT III)**

AGENDA

Public Works -
Consent

BUDGETED ITEM? No**BUDGET ACTION:**

A budget amendment will be needed to recognize the financing proceeds and capital expenditure for the present FY 2017 budget.

FINANCIAL IMPACT SUMMARY STATEMENT:

The annual debt service for this project will be approximately \$564k.

BACKGROUND:

If the Federal Northern District Court were to relocate from their existing leased facility to the Bay County Juvenile Courthouse by December 2018, Bay County needs to take prompt action for providing a new facility for Juvenile Justice. If this new facility cannot be ready for move-in by December 2018, County staff has been in discussion with Panama City about using their existing City Hall building as a temporary location once they move to their new location further north on Harrison Avenue.

The Bay County Purchasing Manual provides for the use of a Design-Build method of procurement when factors dictate a reduced time for executing the project and returning operations to normal. Florida Statute 287.055 (Consultants Competitive Negotiation Act) provides the procedures for developing a design-build contract and requires a competitive proposal selection process.

Staff will develop a Design-Build Request for Qualifications which must include a Design Criteria Package (DCP) which defines the requirements for the project in terms of scope, materials, construction methods, scheduling and cost. Preparation of the DCP by a design criteria professional from the County Continuing Professional services list is contingent upon reasonable expectation that a lease with GSA on the current Juvenile Justice facility is eminent.



Bay County Board of County Commissioners Agenda Item Summary

Medical Examiner's Building Addition Project Contract Award

DEPARTMENT MAKING REQUEST/NAME:

Public Works Department Keith Bryant, P.E., PTOE, Director

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Board: 1) Approve and authorize the Chairman to execute a contract with ReliantSouth Construction Group, Inc. for the Medical Examiner's Building Addition Project (**EXHIBIT 1**); and, 2) Authorize contingency funds in the amount of \$15,600.00 (10%). (**DISTRICT 1**)

AGENDA

Public Works - Consent

BUDGETED ITEM? Yes**BUDGET ACTION:**

None needed.

FINANCIAL IMPACT SUMMARY STATEMENT:

Funds for this project are from the General Fund.

BACKGROUND:

The existing Medical Examiner's facility does not provide enough space for the high demand for autopsies. An addition to the facility was included in the FY 2017 budget. After completing the building addition design an Invitation To Bid was advertised for the project and the following three (3) responses were received and opened on March 30, 2017.

Bidder	Base Bid
ReliantSouth Construction Group, Inc.	\$ 156,011.00
Anderson Construction Company of North Florida, Inc.	\$ 159,774.00
Hall Contracting & Construction, Inc.	\$ 182,885.00

Staff has evaluated the bids and ReliantSouth Construction Group, Inc. was the lowest responsible bidder.

ATTACHMENTS:

Description

Type

CONTRACT 17-18
MEDICAL EXAMINER'S BUILDING ADDITION

This Contract, dated June 6, 2017 is between the Bay County Board of Commissioners, located at 840 West 11th Street, Panama City, FL 32401 ("County"), and ReliantSouth Construction Group, Inc. located at 490 Grace Avenue, Panama City, FL 32401("Contractor").

1. Scope of Work

The County desires to hire Contractor to provide all necessary labor, supervision, equipment, and supplies to construct a 280 square foot addition to the existing Bay County Medical Examiner's building located at 3737 Frankford Avenue, Panama City, FL 32405.

The Contractor will perform those services in accordance with the Robb Davis Design plans titled "Bay County Medical Examiner's Addition", attached as **Exhibit 1**. The Contractor hereby agrees to provide such services to the County according to Invitation to Bid (ITB) 17-18 Medical Examiner's Building Addition, said documents being incorporated into this agreement as if fully set out herein, and the Contractors response thereto, said documents being attached as **Exhibit 2**, to the extent they are not inconsistent with this agreement.

2. Term

This Contract shall commence upon the date of receipt of the "Notice to Proceed" and work shall be completed in 120 calendar days. For purposes of time calculation, day one of the project is the calendar day after the date of the Notice to Proceed.

3. Contract Price

For the performance of the services as outlined in Section 1, above, the Contractor shall be remunerated by the County according to the lump sum base bid of \$156,011.00 contained in the Contractor's price proposal contained in Exhibit 2.

4. Payments

The County shall pay the Contractor for services provided in accordance with the Florida Prompt Payment Act of the Florida Statutes, Chapter 218.70, upon receipt of the Contractor's invoice and sworn statement of the progress made and written approval of same by the County's Designated Representative indicating that services have been rendered in conformity with this Contract. The Contractor shall submit an invoice for payment to Bay County Facility Maintenance on a monthly basis for those specific services, as described in this Contract, ITB 17-18, and the Contractor's proposal cost, that were satisfactorily completed during that invoicing period. Monthly invoices shall be submitted to the County in a format and distribution schedule defined by the County, no later than the 10th day of the following month. If the Contractor cannot submit their monthly invoice on time, the Contractor shall notify the County, prior to the due date the reason for the delay and the planned submittal date. A Final Invoice will be submitted to

the County no later than the 30th day following Final Acceptance of the individual project or as requested by the County.

The Contractor shall submit to the County a schedule of values for the project. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days after approval and submitted to the County. Ten percent (10%) retainage shall be held at the discretion of the County; the 10% retainage shall be reduced to 5% at 50% completion of the work.

Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within 45 days after the Project is delivered to the County, finished and ready for beneficial occupancy, or when the County occupies the Project, whichever event first occurs provided that the Project be then substantially completed and this agreement substantially performed. However, if there should remain work to be completed, the Contractor shall list those items prior to receiving final payment and the County may retain a sum equal to 150% of the estimated cost of completing any unfinished work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.

Payments to Subcontractors - The Contractor shall promptly, but not later than 10 days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of ten percent (10%). If there should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retainage of a sum equal to 150% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retainage, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.

Delayed Payments by County - If the County shall fail to pay the Contractor within 20 days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County stop the Project until payment of the amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Bay County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount

shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both parties agree that best efforts be made to resolve the disputed amount.

Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).

5. Independent Contractor

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Bay County.

6. Contractor's Personnel

Contractor has the exclusive right to hire and terminate its employees and may transfer or reassign any of its employees to other work of the Contractor. The direction of the work of Contractor's employees shall be under the exclusive control of Contractor. If the County objects to the presence or performance of any employee of Contractor, Contractor shall remove such employee from County premises.

7. Cooperation

Contractor agrees to perform each phase of the work at the scheduled time and in the scheduled sequence. Contractor will cooperate with the Public Works Director or their designee as requested and specifically to allow the County to inspect the performance of work of this Contract.

8. Materials, Supplies, Etc.

Contractor shall furnish and supply all tools, materials, consumable supplies and equipment, safety devices and equipment, and any special clothing that are required to perform the work of this Contract and consistent with the requirements of the ITB.

9. Records / Audits

The County is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

a. Keep and maintain public records required by the County in order to perform the service;

b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law.

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

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

e. The Contractor shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with generally accepted accounting principles consistently applied. The County, the State of Florida, or their authorized representatives shall have access to such records for audit purposes during the term of this Contract and for five (5) years following Contract completion.

10. Public Records Custodian

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Bay County Board of County Commissioners Custodian of Public Records at (850) 248-8270, purchasing@baycountyfl.gov or 840 W. 11th Street, Panama City, Florida 32401.

11. County Representative

The County Public Works Director or a designee has authority to designate the work to be done by Contractor, to inspect such work, and to resolve questions which arise between the parties. The Contractor or the Contractor's designee will deal with the County's representative on matters relating to the performance of the work. The County shall have the authority to stop the work whenever it deems such action necessary to secure the safe and proper performance of the work assignment.

12. Laws, Rules and Regulations

a. General Laws: Contractor shall give all notices required of it by law and shall comply with all Federal, State and local laws, ordinances, rules and regulations governing Contractor's performance of this Contract and the preservation of public health and safety. Upon request by the County, Contractor shall provide proof of such compliance to the County.

b. **Illegal Alien Labor:** Contractor shall comply with all provisions state and federal law regarding the hiring and continued employment of aliens not authorized to work in the United States. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor is in compliance with such laws. Contractor agrees that it shall confirm the employment eligibility of all employees through participation in E-Verify or an employment eligibility program approved by the Social Security Administration and will require the same of any subcontractors. Contractor shall pay all cost incurred to initiate and sustain the verification programs.

13. Warranty

The Contractor shall fully warrant all workmanship and material, in the performance of the obligations under this contract, for a period of one (1) year after completion of the work. The warranty period begins at the date of final payment for the project. The Contractor shall expeditiously repair and remedy any defects in the construction that are discovered within one (1) year, without cost or charge to the County. In the event the Contractor fails, within five days after notice, to begin correction of the defect, or fails within a reasonable time thereafter to complete the repair or remedy, the County may have the work done at the Contractor's expense or may proceed against the Contractor's performance or labor and material bond.

14. Insurance

During the term of this Contract, Contractor will purchase and maintain insurance and comply with the Bay County Insurance Requirements which are attached as **Exhibit 3** to this Contract and incorporated by reference.

15. Hold Harmless and Indemnification

a. The Contractor shall indemnify and hold harmless the County, their officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this Contract.

b. The parties understand and agree that such indemnification by the Contractor relating to any matter which is the subject of this Agreement shall extend throughout the term of this Agreement and any statutes of limitations thereafter.

c. The Contractor's obligation shall not be limited by or in any way to any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

d. This section survives termination or expiration of this Contract.

16. Duty to Pay Defense Costs and Expenses

a. The Contractor agrees to reimburse and pay on behalf of the County the cost of the County's legal defense, through and including all appeals, and to include all

attorneys' fees, costs, and expenses of any kind for any and all 1) claims described in the Hold Harmless and Indemnification paragraph, or 2) other claims arising out of the Contractor's performance of the Contract and in which the County has prevailed.

b. The County shall choose its legal defense team, experts, and consultants and invoice the Contractor accordingly for all fees, costs and expenses upon the conclusion of the claim.

c. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

d. This section survives termination or expiration of this Contract.

17. Notices

Any notice to be given by the parties shall be in writing and deemed to have been duly given if and when deposited in the United States registered mail, return receipt requested, properly stamped and addressed to:

For the County:
Bay County Facility Maintenance
Attn: Jason Jowers
840 W. 11th Street
Panama City, FL 32401

For the Contractor:
ReliantSouth Construction Group, Inc.
Attn: John Meyer
490 Grace Avenue
Panama City, FL 32401

The Contractor shall notify the Bay County Purchasing Department of any change to its address. The Purchasing Department will disseminate the address change to all applicable departments and agencies including Finance. The Contractor's notification of address change is sufficient if sent by email or facsimile.

18. Assignment

Contractor shall not assign in whole or in part any part of the work of this Contract except with prior written consent of the County.

19. Entire Agreement

All proposals, negotiations and representations regarding the work of this Contract are merged in this instrument. Any amendment or modification of this Contract shall be in writing and signed by the duly authorized representatives of the parties.

20. Termination for Convenience

The County may terminate this Contract at any time for any reason by giving at least thirty (30) days' notice in writing to the Contractor. If the Contract is terminated by the County as provided herein, the Contractor will be entitled to receive payment for those services reasonably performed to the date of termination.

21. Termination for Cause

a. If the Contractor fails to comply with any of the terms and conditions of this Contract, Bay County may give notice, in writing, to the Contractor of any or all deficiencies claimed. The notice will be sufficient for all purposes if it describes the default in general terms. If all defaults are not cured and corrected within a reasonable period as specified in the notice, Bay County may, with no further notice, declare this Contract to be terminated. The Contractor will thereafter be entitled to receive payment for those services reasonably performed to the date of termination, less the amount of reasonable damages suffered by Bay County by reason of the Contractor's failure to comply with this contract.

b. Notwithstanding the above, the Contractor is not relieved of liability to Bay County for damages sustained by Bay County by virtue of any breach of this Contract by the Contractor and Bay County may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due Bay County from the Contractor is determined.

c. Failure of the Contractor to comply with the provision of Section 12 Laws, Rules, and Regulations shall constitute grounds for the County to immediately terminate this Contract for cause and declare the Contractor to be non-responsible for bidding or proposing on future contracts for one year from the date the County notifies the Contractor of such non-compliance.

d. This Contract may be terminated by the County if the successful bidder is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

22. Conflicts

In the case of any conflict between the provisions of this Contract and other contract documents, the following priority for interpretation of those document provisions shall be followed:

- a. The provisions of this contract prevail first.
- b. The bid form and attachments are next.
- c. The initial bid provisions are final priority.

In the event of a conflict within or between any other document(s) comprising the contract documents, the County alone shall be entitled to select the provision which shall apply.

23. No Waiver

The waiver by the County of, or the County's failure to demand strict performance of, any obligation of Contractor shall not be construed to waive or limit the full and faithful performance by the Contractor of another of its obligations or of the same obligation in the future.

24. Severability

The invalidity, in whole or in part, of any section or part of any section of this Contract shall not affect the validity of the remainder of such section or the Contract.

25. Governing Law & Venue

This Contract is governed by the laws of the State of Florida. The proper venue for any action regarding this contract is in the appropriate Court in Bay County, Florida.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day and year first written above.

Executed by:

**BOARD OF COUNTY COMMISSIONERS
BAY COUNTY FLORIDA**

By: _____
William T. Dozier, Chairman

Attest:

Bill Kinsaul, Clerk of Court

Approved as to form

Office of Bay County Attorney

**RELIANTSOUTH CONSTRUCTION
GROUP, INC.**

By: _____
(Authorized Representative)

Its: _____

State of _____
County of _____

This Contract was acknowledged and subscribed before me the undersigned notary this ____ day of _____, 2017, by _____, as _____ of _____ and _____ with proper authority, and who is personally known by me or produced identification of _____.

Notary Public

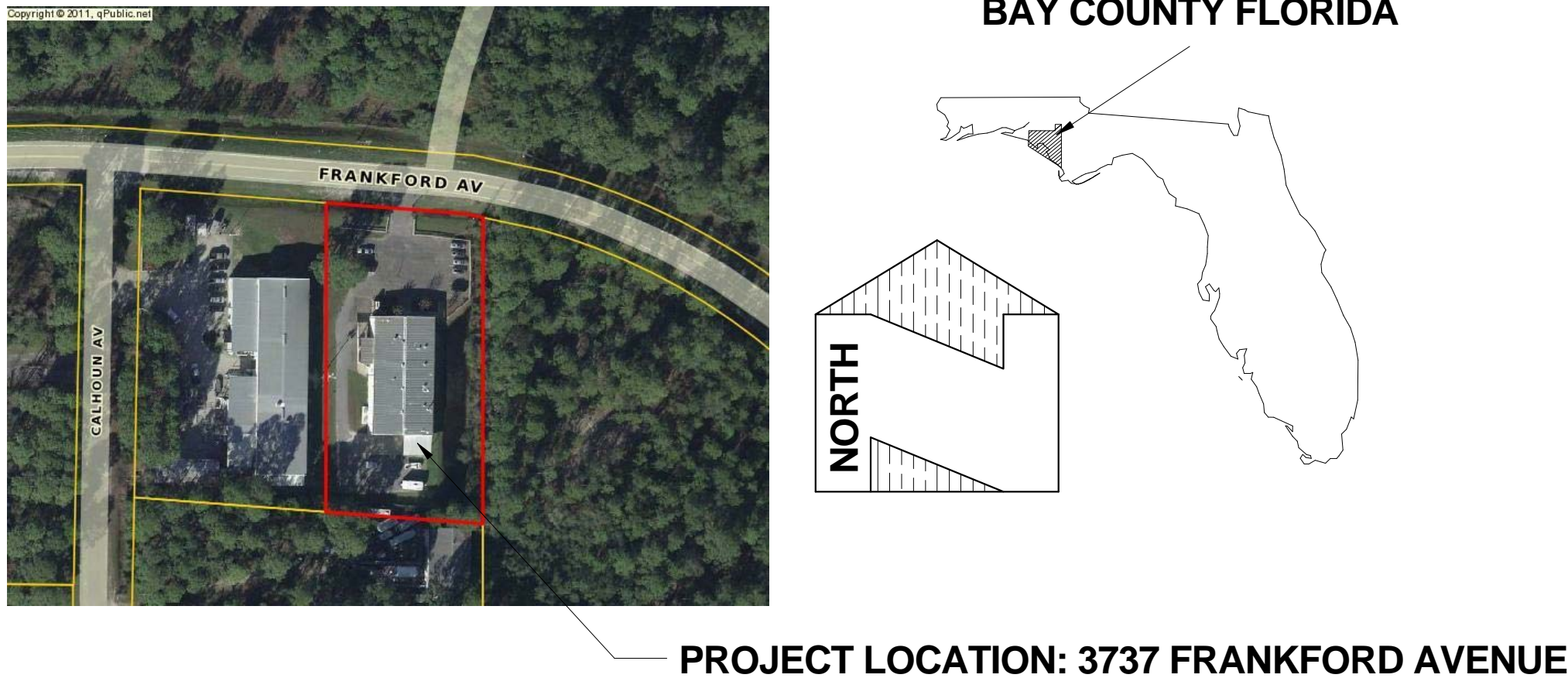
EXHIBITS:

1. Robb Davis Design Project Plans
2. Contractor's Response to ITB 17-18
3. Insurance Requirements

EXHIBIT 1
ROBB DAVIS DESIGN
PROJECT PLANS

BAY COUNTY MEDICAL EXAMINER'S ADDITION 3737 FRANKFORD AVENUE

LOCATION MAP



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E1.1	NEW WORK ELECTRICAL FLOOR PLAN

GENERAL NOTES

- OWNER / CONTRACTOR WILL COORDINATE VARIOUS ELEMENTS OF THE WORK AND ENTITIES ENGAGED TO PERFORM WORK AND COORDINATE THE WORK WITH EXISTING FACILITIES AND CONDITIONS AND WITH WORK BY SEPARATE CONTRACTORS.
- OWNER / CONTRACTOR SHALL COMPLY WITH MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS TO EXTENT PRINTED INFORMATION IS MORE DETAILED OR STRINGENT THAN REQUIREMENTS CONTAINED DIRECTLY IN CONTRACT DOCUMENTS.
- OWNER / CONTRACTOR SHALL CLEAN EACH ELEMENT OF WORK AT TIME OF INSTALLATION. PROVIDE SUFFICIENT MAINTENANCE AND PROTECTION DURING CONSTRUCTION TO INSURE FREEDOM FROM DAMAGE AND DETERIORATION AT TIME OF SUBSTANTIAL COMPLETION.
- DELIVER, STORE AND HANDLE PRODUCTS USING MEANS AND METHODS THAT WILL PREVENT DAMAGE, DETERIORATION AND LOSS, INCLUDING THEFT.
- REFERENCE DIMENSIONS AND MEASURE FOR LAYOUT OF WORK. DO NOT SCALE DRAWINGS.
- WORK SHALL BE ANCHORED SECURELY IN PLACE, PROPERLY LOCATED BY MEASURED LINE AND LEVEL, AND ORGANIZED FOR BEST POSSIBLE UNIFORMITY, VISUAL EFFECT, OPERATIONAL EFFICIENCY, DURABILITY AND SIMILAR BENEFIT TO OWNER'S USE.
- SUFFICIENTLY ISOLATE NON-COMPATIBLE MATERIALS FROM CONTACT TO PREVENT DETERIORATION.
- OWNER / CONTRACTOR SHALL COMPLY WITH FEDERAL, STATE AND LOCAL REQUIREMENTS AS WELL AS COMPLY WITH THE APPLICABLE BUILDING CODE THE PROJECT IS PERMITTED UNDER.
- ADJACENT ELEMENTS AND PROPERTY SHALL BE PROTECTED AND KEPT CLEAR OF DEBRIS DURING WORK.
- THIS JOBSITE IS A NON-SMOKING AREA. SUBCONTRACTORS THAT DISREGARD THE NON-SMOKING POLICY ARE SUBJECT TO RETAINAGE GARNISHMENT FOR DAMAGES.
- SUBCONTRACTORS WILL UTILIZE AND OBSERVE THE WASTE STREAM MANAGEMENT POLICY AND RECEPTACLES. A MINIMUM SIZE DUMPSTER WILL BE AVAILABLE, BUT SHOULD BE USED FOR NON-RECYCLABLE MATERIALS ONLY. CARDBOARD PACKAGING WILL BE BROKEN DOWN AND STACKED FLAT IN THE RESPECTIVE RECEPTACLE. SUBCONTRACTORS NOT ABIDING BY POLICY, WILL HAVE TO REMOVE THEIR OWN REFUSE.
- SAFETY MEETINGS WILL BE CONDUCTED EACH MONDAY DURING THE COURSE OF THE BUILD.
- EMERGENCY PPE WILL BE AVAILABLE FOR SUBCONTRACTORS AND VISITORS ON A CASE BY CASE BASIS. OWNER / CONTRACTOR RESERVES THE RIGHT TO DENY ACCESS TO THE JOBSITE TO SUBCONTRACTOR LACKING PROPER PPE.
- SUBCONTRACTORS INVOLVED IN AN ACCIDENT OR THAT HAVE CAUSED SUBSTANTIAL DAMAGE TO THE PROJECT ARE SUBJECT TO A DRUG SCREEN WITHIN 24 HOURS AFTER THE EVENT.
- ALL SUBCONTRACTORS WILL ENSURE THAT WHILE ON SITE, THEY COMPLY WITH ALL REGULATIONS. COMPLIANCE INFRACTIONS CHARGED TO OWNER / CONTRACTOR BY A GOVERNING BODY, AS A RESULT OF SUBCONTRACTOR BREACH, WILL BE DIRECTLY APPLIED TO THE SUBCONTRACTOR RESPONSIBLE FOR THE INFRACTION.
- FINISHED FLOOR ELEVATION OF GROUND LEVEL = 0'-0"
- FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, PRIOR TO THE BEGINNING OF WORK, AND COORDINATE THESE ITEMS AND SITUATIONS WITH NEW DETAILS AND MATERIALS.
- CONTRACTOR SHALL FURNISH ALL NECESSARY PERMITS AND MAINTAIN ALL REQUIRED LIABILITY AND COMPREHENSIVE INSURANCES REQUIRED BY THE STATE OF FLORIDA FOR CONSTRUCTION FOR THE DURATION OF THE PROJECT.
- SUBCONTRACTORS SHALL FIELD VERIFY EXISTING CONDITIONS WITH CONTRACT DOCUMENTS PRIOR TO CONSTRUCTION.
- SUBCONTRACTORS SHALL CARRY ALL OF THE REQUIRED LIABILITY AND COMPREHENSIVE INSURANCE REQUIRED BY THE STATE OF FLORIDA FOR CONSTRUCTION FOR THE DURATION OF THE PROJECT.

LEGAL DESCRIPTION

35 2S 13W-1.24B-158 COM SW COR SEC TH E 456.27' TO POB N 766.79' TO S R/W BAY LINDR TH ALG STHLY R/W 79.52' E 525.63' TO W LINE OF GP ESMT TH SWLY 861' TO S LI OF SEC TH W 188.19' TO POB ORB 2543 P 480

APPLICABLE CODES

2014 Florida Building Code Building
2014 Florida Building Code Energy Conservation
2014 Florida Building Code Fuel Gas
2014 Florida Building Code Plumbing
2014 Florida Building Code Mechanical
2014 Florida Building Code Test Protocols
2014 Florida Accessibility Code
2012 Edition, Florida Fire Prevention Code, (FFPC)
2014 Edition, NFPA 70, National Electrical Code, (NEC)

PROJECT DATA

NAME, ADDRESS, AND PHONE NUMBER OF OWNER:	BAY COUNTY 840 WEST 11TH STREET PANAMA CITY, FL 32401 850.784.6149
PROJECT ADDRESS:	3737 FRANKFORD AVENUE PANAMA CITY, FL 32405
SIZE (GROSS SQ. FT.) OF BUILDING:	16,326 SQ/FT
FINISHED FLOOR ELEVATION:	FFE 0'-0"
BUILDING HEIGHT:	18'
PROPOSED USE OF THE SITE:	GOVERNMENT BUILDING
OCCUPANCY CLASSIFICATION:	GROUP A-3
CONSTRUCTION TYPE:	TYPE 2

robb davis design
DESIGNS - BUILDINGS - FABRICATIONS
CRC 1331020
566 N. LAKESHORE DRIVE
PANAMA CITY BEACH, FLORIDA 32413
PHONE: 850.303.4595
"HIGH QUALITY DESIGN DOCUMENTS FROM BIM MODELING"



DATE		06/27/2016	
DRAWN		R.DAVIS	REVIEWED
			J.JOWERS
REVISIONS			
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/17/2016	REVISION 2	
3	11/15/2016	REVISION 3	
4	03/13/2017	REVISION 4	
PROJECT #		05-2016	

PROJECT # **05-2016**

CONSTRUCTION DOCUMENTS

TITLE SHEET

**BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE**

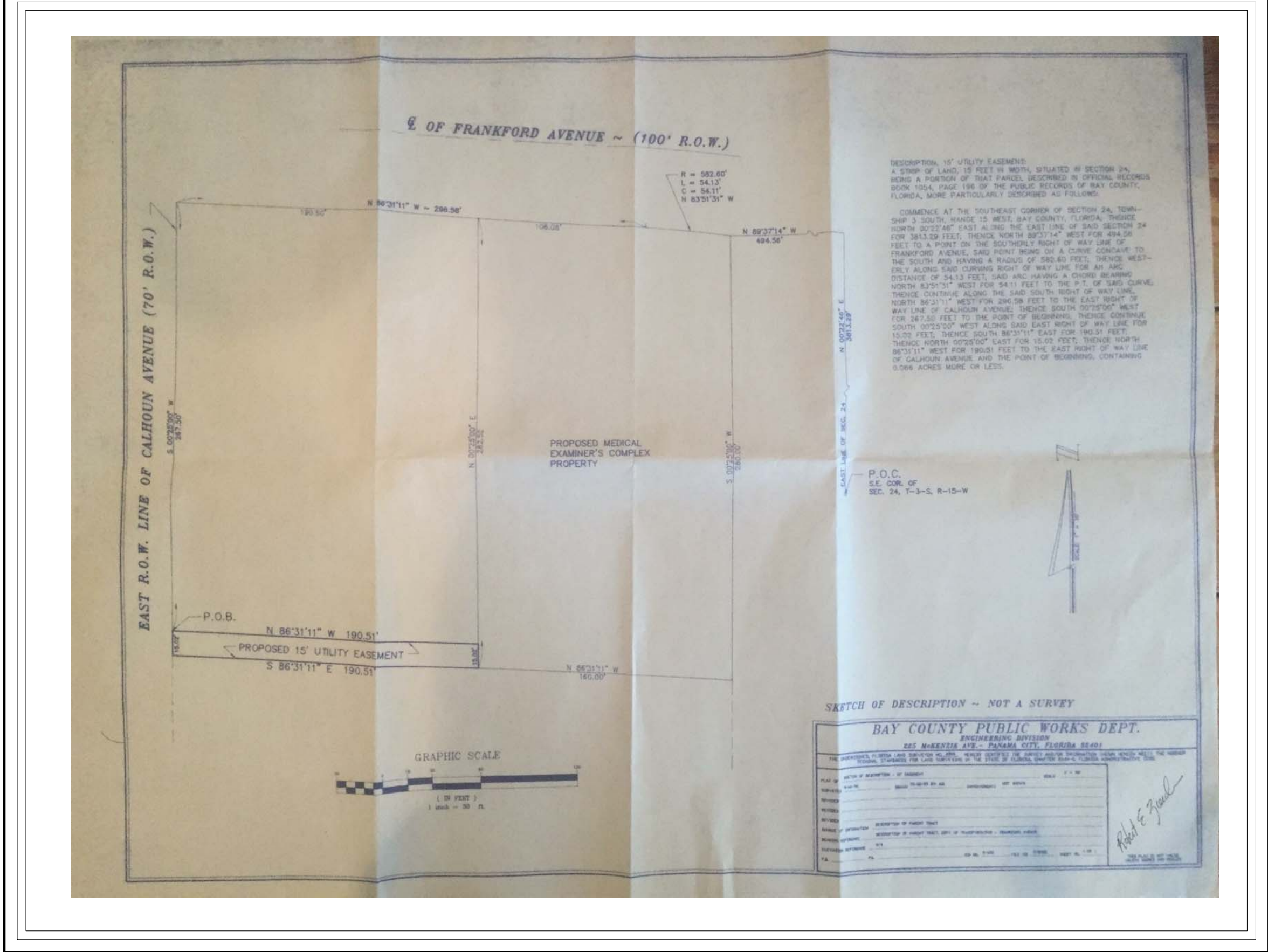
FLORIDA

PANAMA CITY

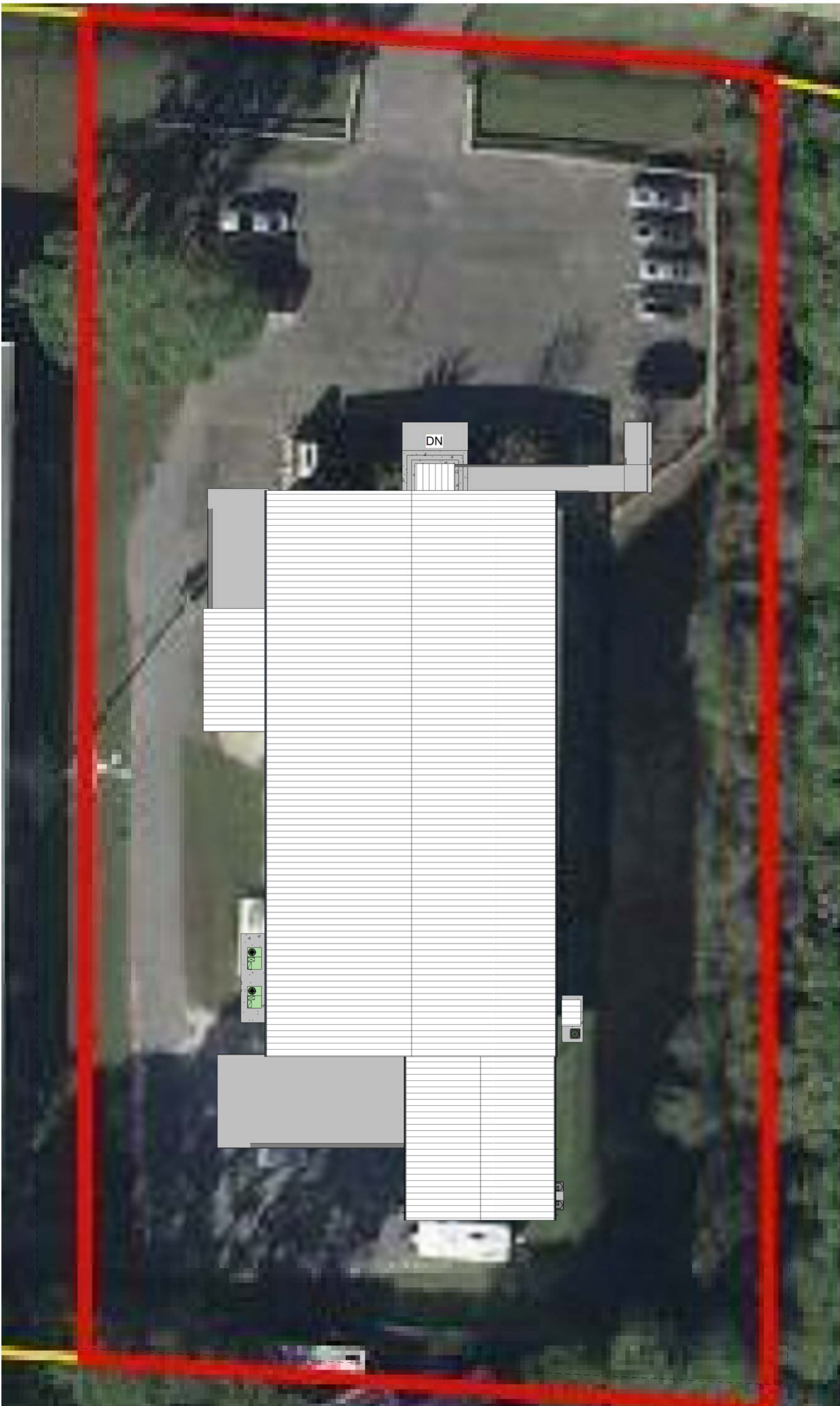
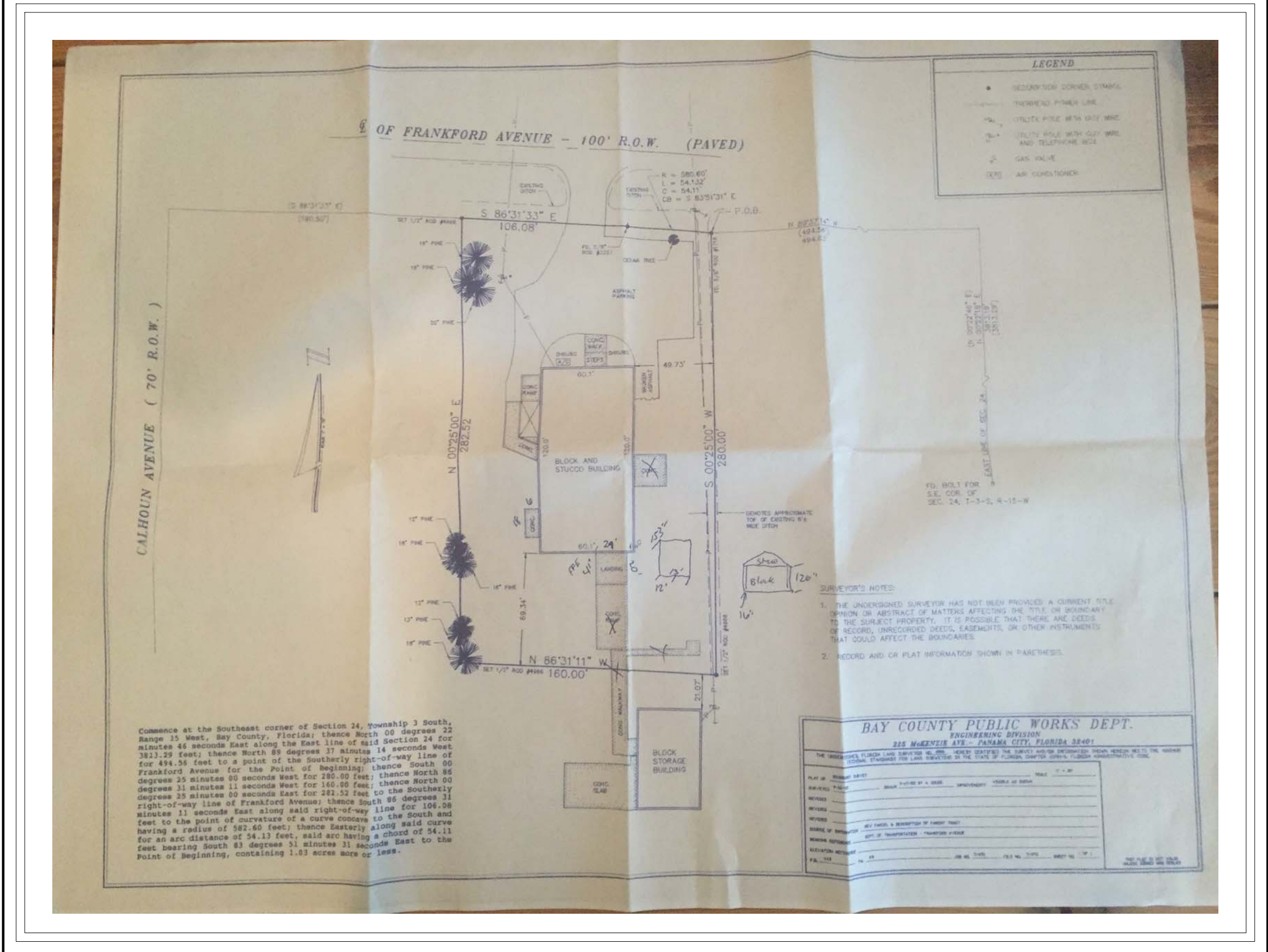
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OWNER PROVIDED SURVEY



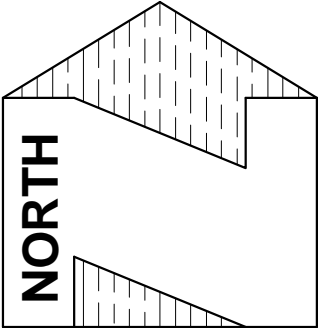
OWNER PROVIDED AS-BUILT CIRCA 09-17-1992



1 Site
1" = 20'-0"

SITE NOTES

1. FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, PRIOR TO THE BEGINNING OF WORK, AND COORDINATE THESE ITEMS AND SITUATIONS WITH NEW WORK.
2. OFFICIAL SURVEY'S OF THIS SITE CAN BE OBTAINED FROM BAY COUNTY PUBLIC WORKS DEPARTMENT.
3. SOME CONDITIONS HAVE CHANGED AND HAVE BEEN REWORKED SINCE THE SURVEY ON FILE. NOTIFY THE OWNER AND THE ENGINEER OF RECORD OF ALL CONDITIONS THAT PROHIBIT CONSTRUCTION AS DRAWN.
4. LOCATE ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.



CONSTRUCTION DOCUMENTS

OWNER PROVIDED SURVEY'S & SITE LAYOUT

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE

PANAMA CITY

FLORIDA

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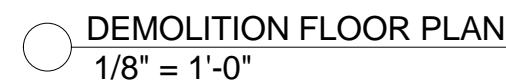


DATE		06/27/2016	
DRAWN		REVIEWED	
R.DAVIS		J.JOWERS	
REVISIONS			
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/17/2016	REVISION 2	
3	11/15/2016	REVISION 3	
PROJECT #		05-2016	

PROJECT # 05-2016

G1.2

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1. EXISTING CONDITIONS MAY HAVE MINOR VARIATIONS IN THE ACTUAL CONDITIONS AND COULD BE ENCOUNTERED BY THE CONTRACTOR IN THE EXECUTION OF THIS WORK. THESE VARIATIONS ARE NOT CAUSE FOR INCREASE IN THE CONSTRUCTION COST.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR OBSERVING EXISTING CONDITIONS AND DETERMINING, AS PART OF HIS BID, AND AMOUNT NECESSARY FOR REMOVING ITEMS NOT NECESSARILY SHOWN ON THE DRAWINGS OR SPECIFIED BUT REQUIRED TO FACILITATE NEW WORK.
3. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS GOVERNING THE SCOPE OF THE WORK AS SHOWN ON THE DRAWINGS. ANY ERRORS OR DISCREPANCY SHOULD BE REPORTED TO THE OWNER FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK TO BE COMPLETED UNDER CONTRACT. FAILURE TO COMPLY WITH THIS NOTICE WILL RESULT IN THE CONTRACTOR BEING RESPONSIBLE FOR ANY AND ALL COST AND DELAYS INCURRED FROM SUCH ERROR.
4. ALL UNITS, SURFACES, ITEMS AND DEVICES WHICH DO NOT PERMIT A LIKE-NEW FINISH FOR NEW CONSTRUCTION SHALL BE REPLACED OR REPAIRED TO PERMIT SUCH A FINISH.
5. WALLS, FLOORS AND CEILING AFFECTED, IN ANY WAY, BY NEW CONSTRUCTION SHALL BE REFINISHED IN THEIR ENTIRETY.
6. CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING LOAD BEARING STRUCTURE TO BE REMOVED AND PROVIDE ADEQUATE SHORING.
7. SURVEY THE CONDITION OF THE BUILDING TO DETERMINE WHETHER REMOVING ANY ELEMENT MIGHT RESULT IN STRUCTURAL DEFICIENCY OR UNPLANNED COLLAPSE OF ANY PORTION OF THE STRUCTURE OR ADJACENT STRUCTURES DURING SELECTIVE DEMOLITION.
8. UTILITY REQUIREMENTS: LOCATE, IDENTIFY, SHUT OFF, DISCONNECT, AND SEAL OR CAP OFF UTILITY SERVICES SERVING BUILDING TO BE SELECTIVELY DEMOLISHED.
9. EXISTING DRAIN LINES AND CLEAN-OUTS WILL BE PRESERVED. CONTRACTOR SHOULD NOTIFY OWNER OF ANY PRE-EXISTING DEFORMITY OR DAMAGE TO THE DRAIN SYSTEM DISCOVERED DURING DEMOLITION AND CONNECTION TO THE EXISTING SYSTEM.
10. CONTRACTOR WILL NEED TO DEMOLISH A PORTION OF ASPHALT TO ALLOW FOR THE PROPOSED STRUCTURES NEW FOUNDATION AND NEW DRAIN CONNECTION. NEW ASPHALT TO BE APPLIED IN AREAS AFFECTED BY DEMOLITION & CONSTRUCTION UN-OCCUPIED BY THE NEW STRUCTURE.
11. CONTRACTOR WILL PRESERVE THE SOUTH WALL OF THE EXISTING BUILDING & PREPARE THE WALL FOR NEW CANOPY CONNECTION. ANY INCONSISTENCY WITH THE EXISTING SOUTH WALL COMPOSITION, ASSUMED, WILL BE COMMUNICATED TO THE OWNER & THE STRUCTURAL ENGINEER FOR ADDITIONAL INSTRUCTIONS & DETAILING.

CONSTRUCTION DOCUMENTS

DEMOLITION FLOOR PLAN & EXISTING CONDITIONS

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE

PANAMA CITY

FLORIDA

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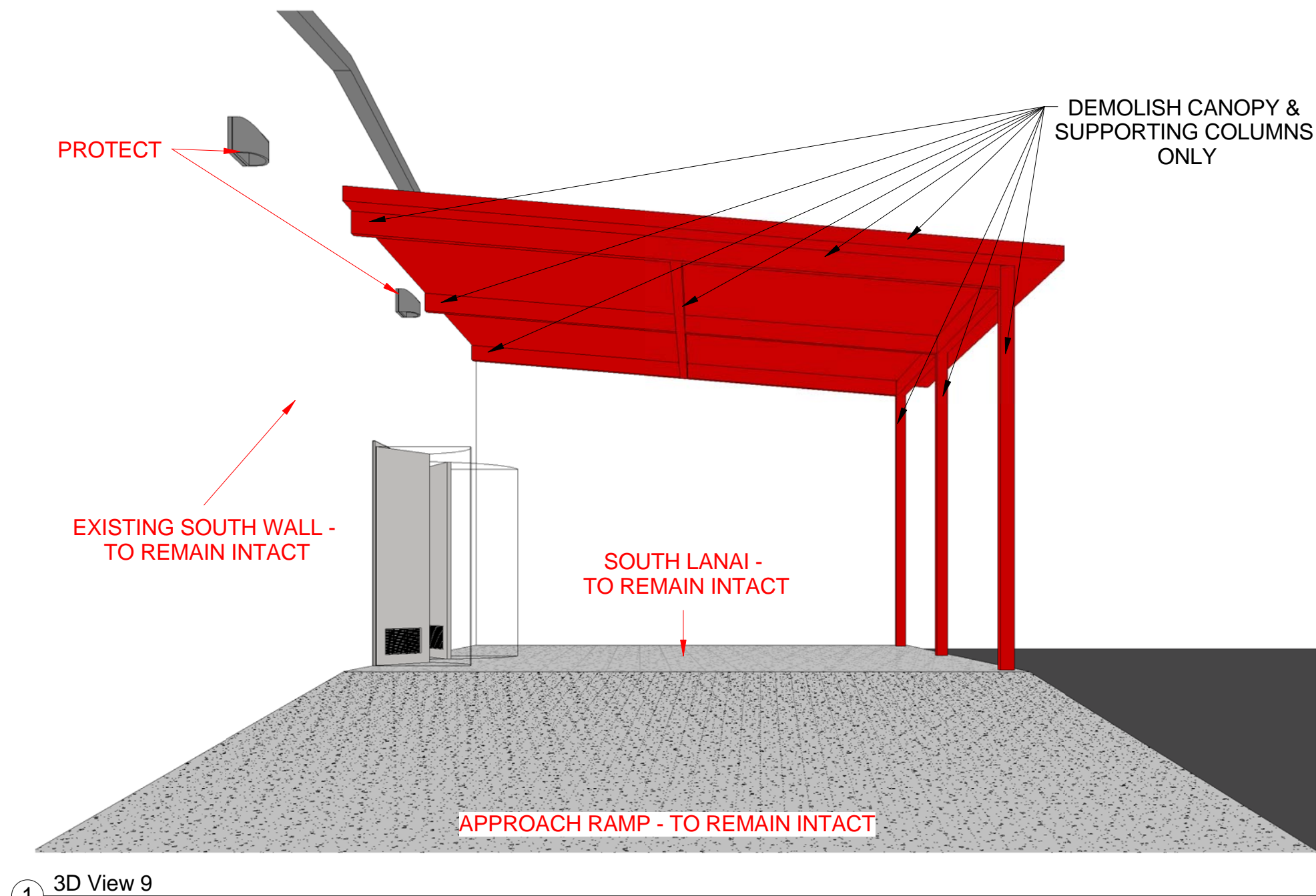
PROJECT #	05-2016
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robb davis design
DESIGNS - BUILDINGS - FABRICATIONS

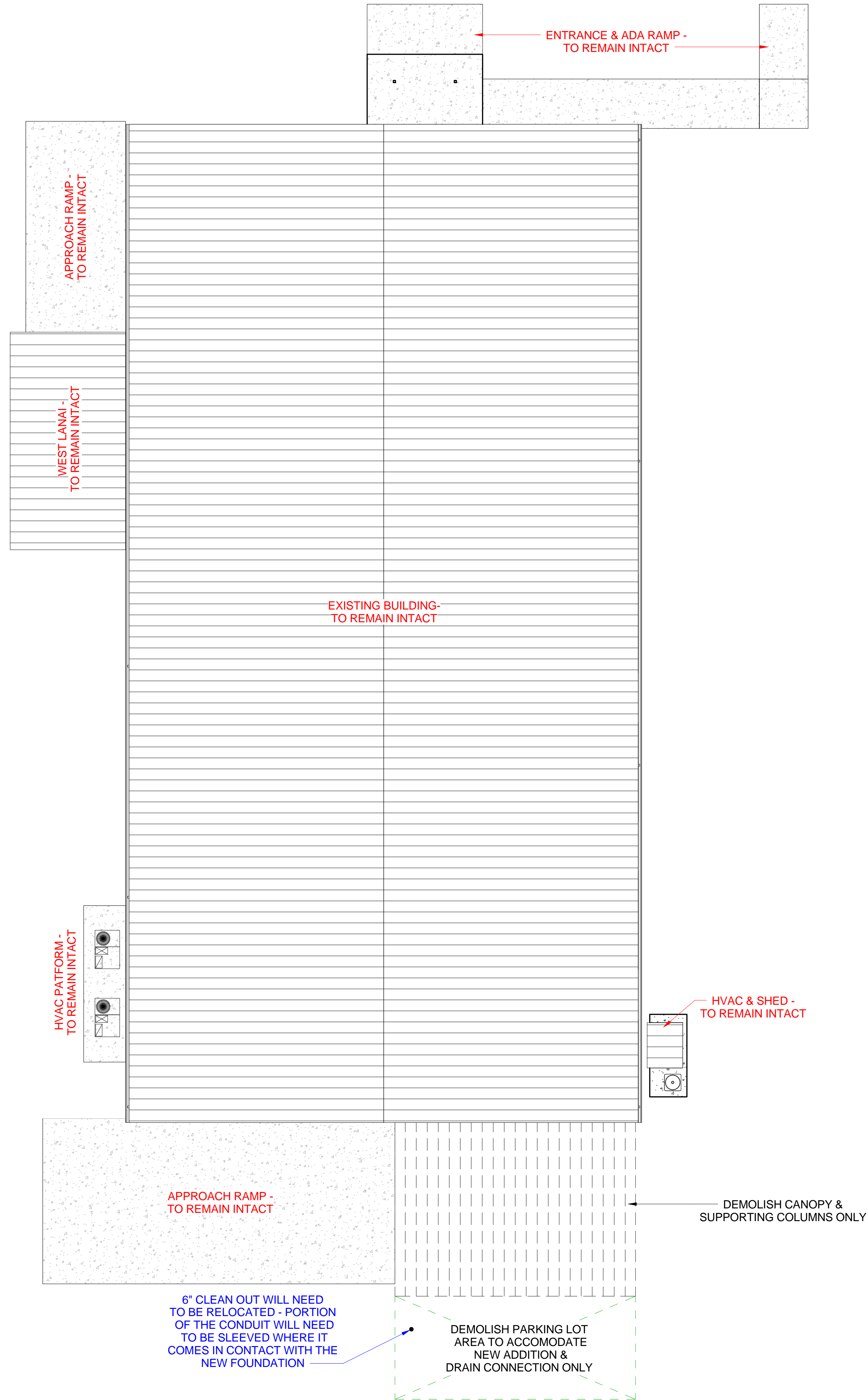
6666 N. LAKESHORE DRIVE
PANAMA CITY BEACH, FLORIDA 32413
PHONE: 850.303.4595
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CRC 1331020

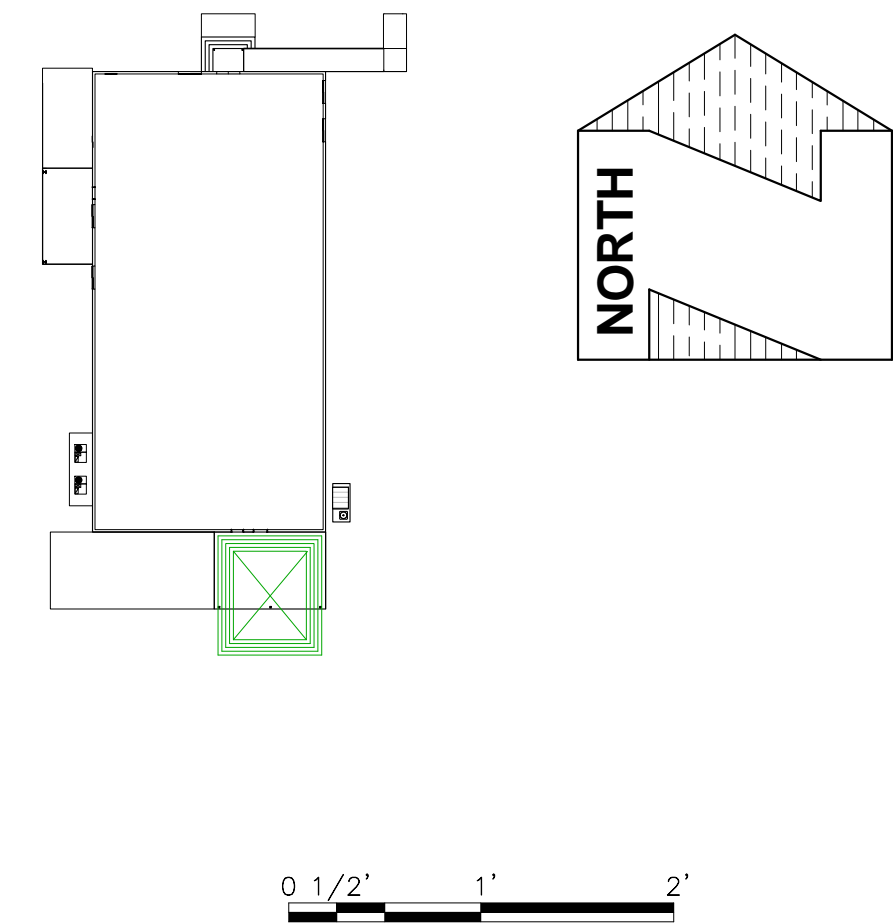
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① 3D View 9



DEMOLITION ROOF PLAN
1/8" = 1'-0"



DEMOLITION NOTES

- EXISTING CONDITIONS MAY HAVE MINOR VARIATIONS IN THE ACTUAL CONDITIONS AND COULD BE ENCOUNTERED BY THE CONTRACTOR IN THE EXECUTION OF THIS WORK. THESE VARIATIONS ARE NOT CAUSE FOR INCREASE IN THE CONSTRUCTION COST.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBSERVING EXISTING CONDITIONS AND DETERMINING, AS PART OF HIS BID, AND AMOUNT NECESSARY FOR REMOVING ITEMS NOT NECESSARILY SHOWN ON THE DRAWINGS OR SPECIFIED BUT REQUIRED TO FACILITATE NEW WORK.
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- ALL UNITS, SURFACES, ITEMS AND DEVICES WHICH DO NOT PERMIT A LIKE-NEW FINISH FOR NEW CONSTRUCTION SHALL BE REPLACED OR REPAIRED TO PERMIT SUCH A FINISH.
- WALLS, FLOORS AND CEILING AFFECTED, IN ANY WAY, BY NEW CONSTRUCTION SHALL BE REFINISHED IN THEIR ENTIRETY.
- CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING LOAD BEARING STRUCTURE TO BE REMOVED AND PROVIDE ADEQUATE SHORING.
- SURVEY THE CONDITION OF THE BUILDING TO DETERMINE WHETHER REMOVING ANY ELEMENT MIGHT RESULT IN STRUCTURAL DEFICIENCY OR UNPLANNED COLLAPSE OF ANY PORTION OF THE STRUCTURE OR ADJACENT STRUCTURES DURING SELECTIVE DEMOLITION.
- UTILITY REQUIREMENTS: LOCATE, IDENTIFY, SHUT OFF, DISCONNECT, AND SEAL OR CAP OFF UTILITY SERVICES SERVING BUILDING TO BE SELECTIVELY DEMOLISHED.
- EXISTING DRAIN LINES AND CLEAN-OUTS WILL BE PRESERVED. CONTRACTOR SHOULD NOTIFY OWNER OF ANY PRE-EXISTING DEFORMITY OR DAMAGE TO THE DRAIN SYSTEM DISCOVERED DURING DEMOLITION AND CONNECTION TO THE EXISTING SYSTEM.
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- CONTRACTOR WILL PRESERVE THE SOUTH WALL OF THE EXISTING BUILDING & PREPARE THE WALL FOR NEW CANOPY CONNECTION. ANY INCONSISTENCY WITH THE EXISTING SOUTH WALL COMPOSITION, ASSUMED, WILL BE COMMUNICATED TO THE OWNER & THE STRUCTURAL ENGINEER FOR ADDITIONAL INSTRUCTIONS & DETAILING.

CONSTRUCTION DOCUMENTS

DEMOLITION ROOF PLAN & EXISTING CONDITIONS

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE
PANAMA CITY
FLORIDA

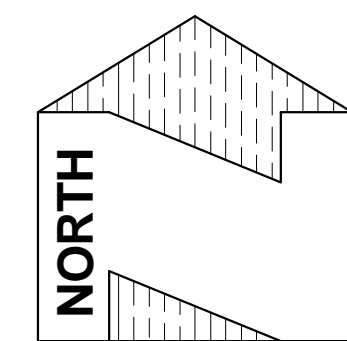
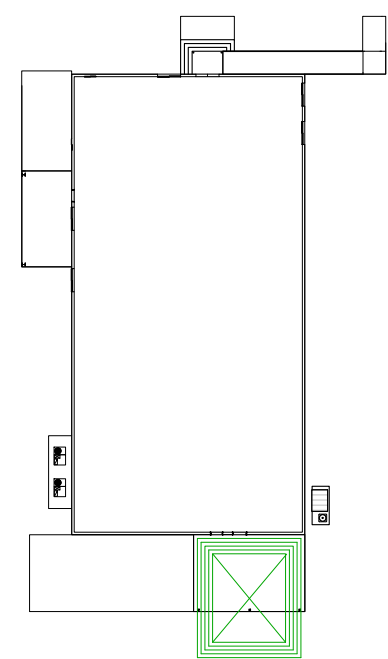
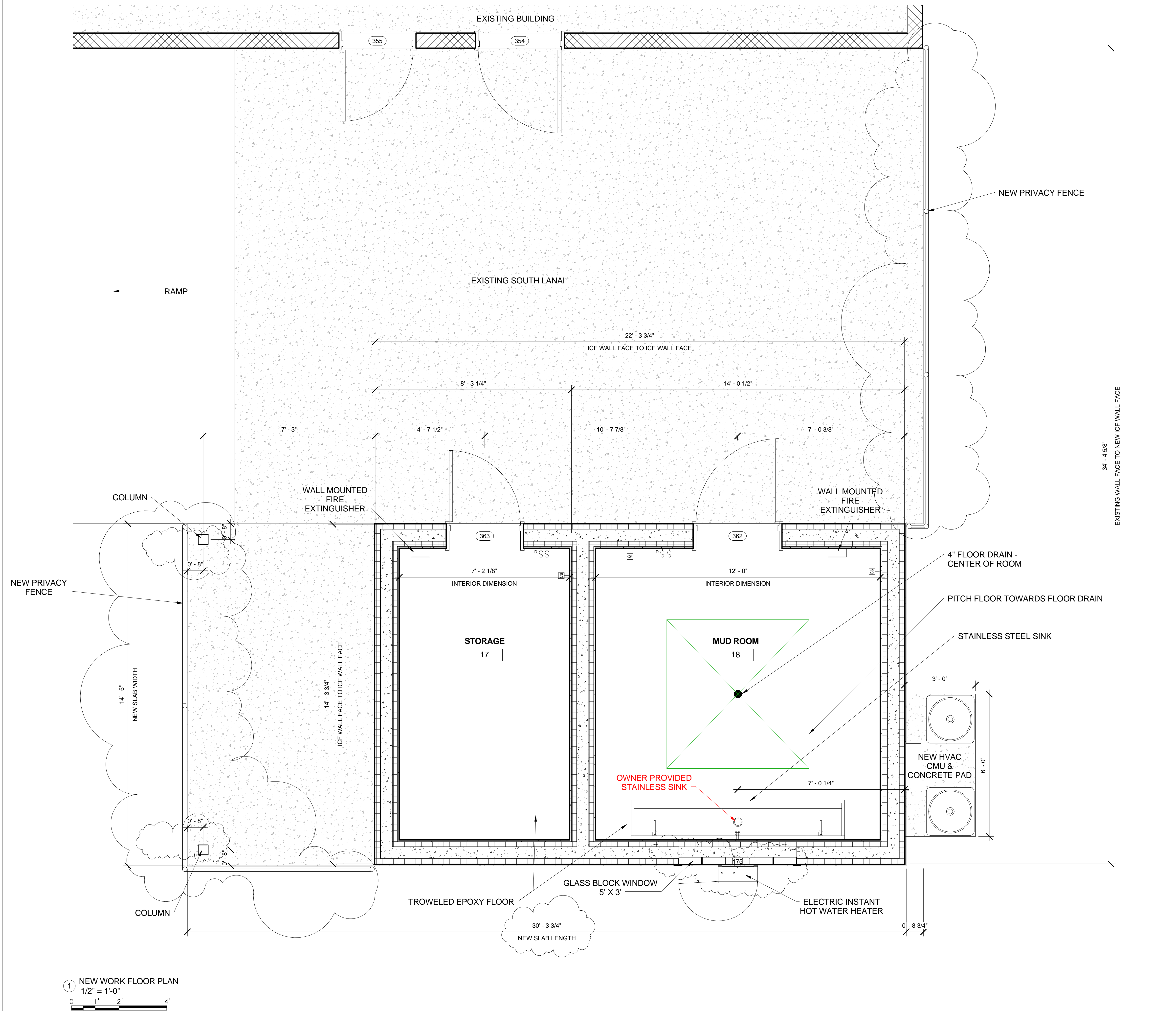
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CRC 1331020
566 N. LAKESHORE DRIVE
PANAMA CITY BEACH, FLORIDA 32413
PHONE: 850.303.4595
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DATE: 06/27/2016
DRAWN: R.DAVIS
REVIEWER: J.JOWERS
PROJECT # 05-2016

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FLOOR PLAN NOTES

1. FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, PRIOR TO THE BEGINNING OF WORK, AND COORDINATE THESE ITEMS AND SITUATIONS WITH NEW DETAILS AND MATERIALS.
2. EXISTING LIGHTNING PROTECTION SYSTEM SHALL BE PROTECTED FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION.
3. PROTECT ALL ADJACENT WALL SURFACES AND EQUIPMENT AND STRUCTURAL SUPPORTS TO REMAIN.
4. FFE OF THE ADDITION SHOULD MATCH THE EXISTING STRUCTURE'S FFE.
5. WALL MOUNTED DOUBLE SINK SHOULD BE COMMERCIAL GRADE STAINLESS STEEL. CONTACTORS CHOICE.
6. ALL GYPSUM BOARD TO BE TAPED AND MUDDED 5/8" X-TYPE MOLD RESISTANT. ALL GYPSUM SURFACES, CEILINGS & WALLS, TO BE COVERED WITH .9 FRP SHEETS, PEBBLED TEXTURE AND TRIM.
7. ALL ELECTRICAL BOXES TO BE AT 48" FROM FFE. BEST PRACTICES FOR ELECTRICAL INSTALLATION IN ICF WALLS RECOMMENDED.
8. CAULK AND SEAL ALL SEAMS AND CONNECTIONS WITH A SEALANT THAT EXCEEDS ASTM C-920.
9. OWNER / CONTRACTOR MAY MAKE CHANGES DURING CONSTRUCTION. THOSE CHANGES MUST COMPLY WITH FLORIDA BUILDING CODE.
10. FLOOR DRAIN IN THE ROOMS CENTER. FLOOR IS PITCHED SLIGHTLY TOWARDS THE DRAIN WHERE INDICATED.
11. NEW ELECTRICAL PANEL INSTALLED ON CENTER WALL IN THE STORAGE ROOM SIDE OF THE ADDITION AND CONNECTED TO THE MAIN PANEL AT THE FRONT OF THE EXISTING BUILDING.
12. EXTERIOR GRADE ELECTRICAL CONDUITS CONNECTING THE NEW PANEL TO THE MAIN PANEL TO BE RUN OVERHEAD THROUGH THE CANOPY AND INTO THE ADDITION.
13. ICF WALL BLOCKS ARE A 6" CORE "FOXBLOCK" BRAND.
14. EXISTING EXTERIOR LIGHTING SYSTEM SHALL BE PROTECTED FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION.
15. CONTRACTOR SHOULD USE ICF BUCKS OR APPROPRIATE PT LUMBER FOR OPENINGS.
16. NICHIIHA 8" CEMENT SIDING TO BE ATTACHED WITH SELF TAPPING STAINLESS SCREWS EVERY 8" ON CENTER.
17. FLOOR TO BE TROWELED ON EPOXY. OWNER WILL SPECIFY COLOR.
18. CENTER ICF WALL TO EXTEND TO ROOF DECK.
19. SPRAY-IN INSULATION WITH A R-38 VALUE APPLIED TO THE UNDERSIDE OF THE ROOF DECK & COMPLETELY COVER THE INTERIOR SIDE OF "C" CHANNEL BLOCKING BETWEEN RAFTERS.
20. EXISTING METAL RAILING CAN BE RE-USED. CONTRACTOR TO REMOVE CAREFULLY IN ORDER TO RE-PURPOSED WITH NEW ORIENTATION.
21. EXTERIOR GRADE WATER SUPPLY CONDUITS CONNECTING THE NEW WORK TO THE EXISTING STRUCTURE TO BE RUN OVERHEAD THROUGH THE CANOPY AND INTO THE ADDITION.

robb davis design
DESIGNS - BUILDINGS - FABRICATIONS
566 N. LAKE SHORE DRIVE
PANAMA CITY BEACH, FLORIDA 32413
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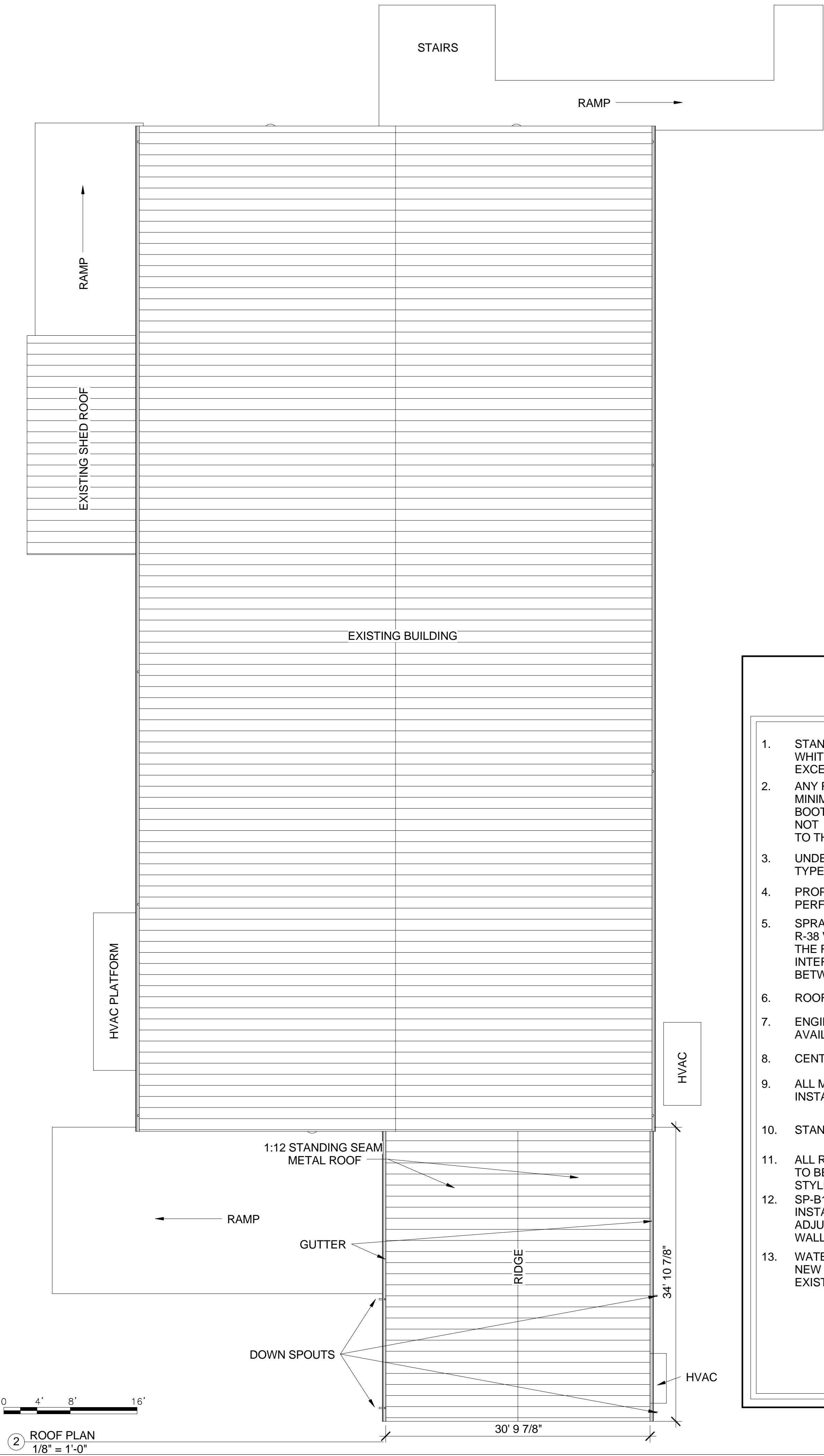
DATE	06/27/2016	REVIEWER	J. JOVENS
DRAWN	R. DAVIS	REVIEWER	J. JOVENS
REVISIONS			
No.	Date	Description	
1	08/02/2016	Revision 1	
2	08/17/2016	Revision 2	
3	11/15/2016	REVISION 3	
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PROJECT # 05-2016

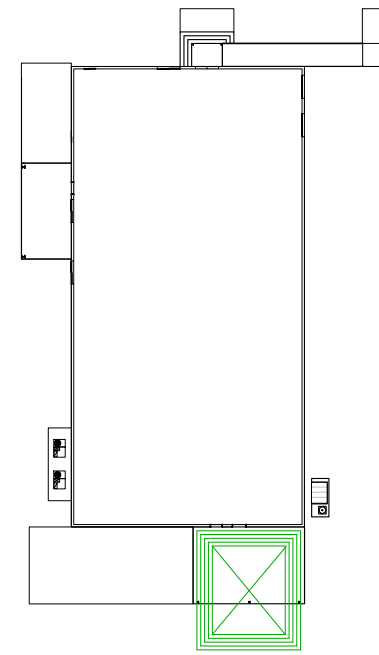
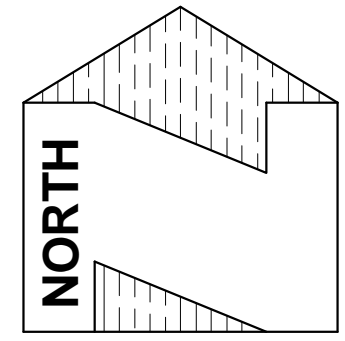
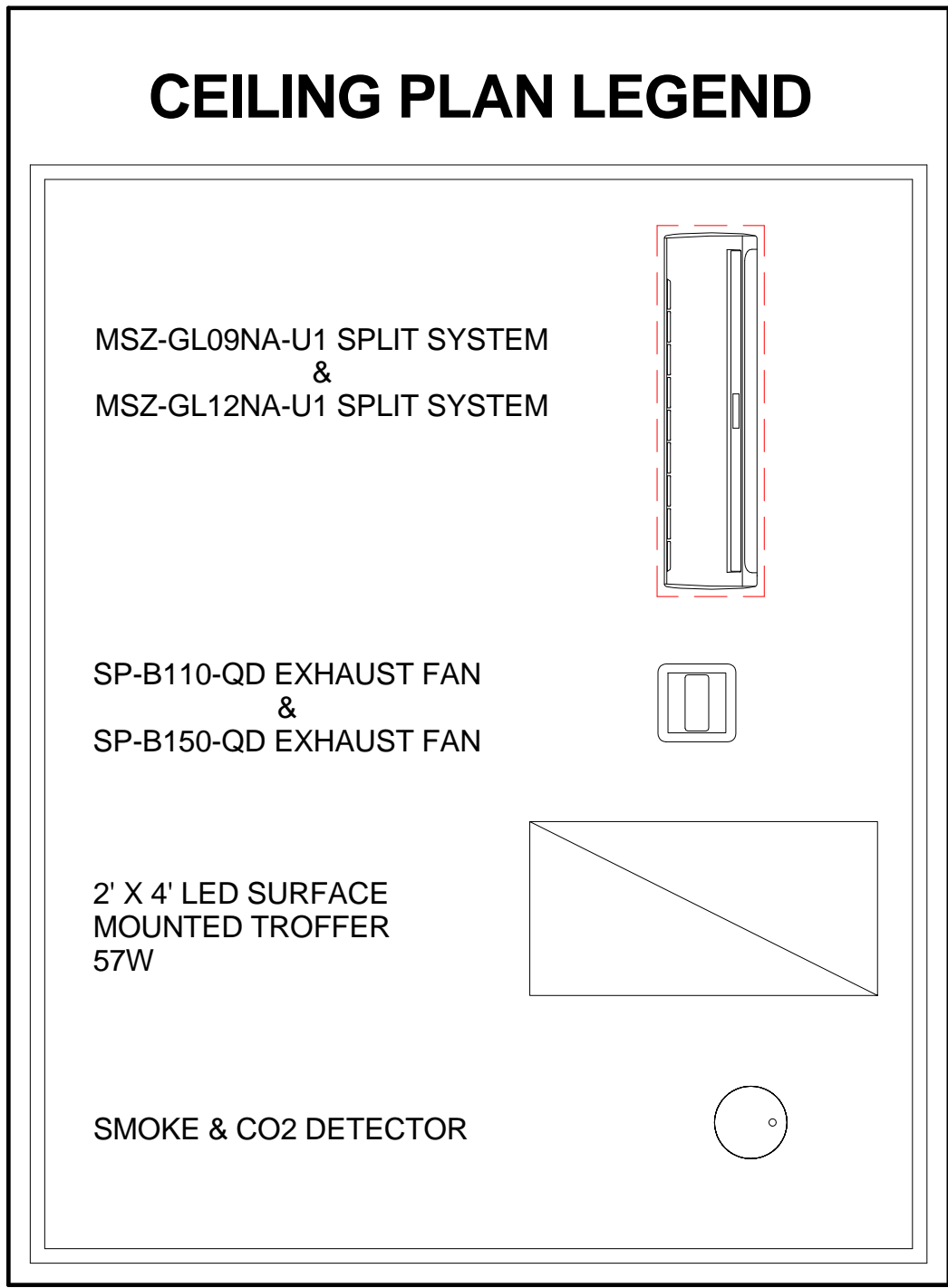
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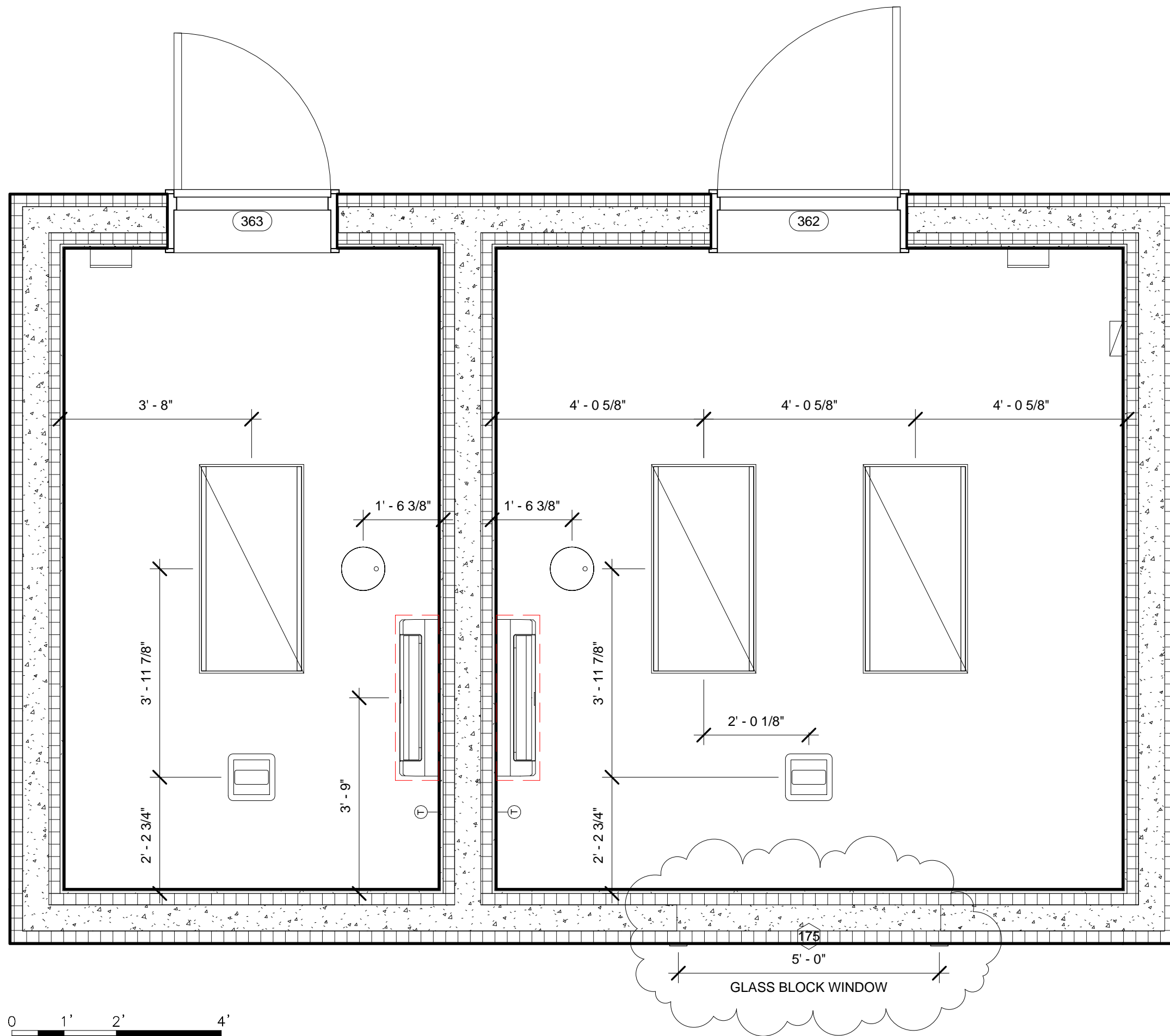


2 ROOF PLAN
1/8" = 1'-0"



- ### CEILING PLAN NOTES
- EXHAUST FAN SHOULD INCLUDE A MECHANIZED DAMPER.
 - CEILING TO BE SHEATHED WITH FRP SHEETING. FRP TRIMS SHALL BE USED ON ALL SEAMS & CORNERS.
 - NEW HVAC SYSTEM TO BE A WALL MOUNTED SPLIT SYSTEM.
 - SPRAY-IN INSULATION WITH A R-38 VALUE APPLIED TO THE UNDERSIDE OF THE ROOF DECK & COMPLETELY COVER THE INTERIOR SIDE OF 'C' CHANNEL BLOCKING BETWEEN RAFTERS.
 - LED LIGHTS TO BE SURFACE MOUNTED TO THE CEILING AND NOT RECESSED.
 - NEW ADDITION CEILING TO BE 5/8" X TYPE MOLD RESISTANT GYPSUM BOARD ON METAL STUDS.
 - 11' CEILINGS THROUGHOUT ADDITION UNLESS OTHERWISE NOTED.
 - CENTER ICF WALL TO EXTEND TO THE ROOF DECK.

- ### ROOF PLAN NOTES
- STANDING SEAM 26 GAUGE METAL ROOFING, WHITE COLOR. ROOF CLADDING DESIGN TO EXCEED SUSTAINED 145 MPH WIND LOAD.
 - ANY ROOF PENETRATIONS ARE TO BE KEPT TO A MINIMUM. PENETRATIONS WILL BE FULLY BOOTED, AND OF SIMILAR COLOR AS THE ROOF (NOT BLACK), AND GEO-CELL SEALANT APPLIED TO THE CONNECTION SEAM.
 - UNDERLAYMENT WILL BE SELF ADHERING IN TYPE & APPLIED TO THE ROOF DECKING.
 - PROPER VENTING ON THE RIDGES AND PERFORATED SOFFIT WILL BE IMPLEMENTED.
 - SPRAY-IN INSULATION WITH A R-38 VALUE APPLIED TO THE UNDERSIDE OF THE ROOF DECK & COMPLETELY COVER THE INTERIOR SIDE OF 'C' CHANNEL BLOCKING BETWEEN RAFTERS.
 - ROOF SLOPE IS 1:12.
 - ENGINEERED TRUSS DRAWINGS MUST BE AVAILABLE AT THE FRAMING INSPECTION.
 - CENTER ICF WALL TO EXTEND TO THE ROOF DECK.
 - ALL METAL ROOFS MUST BE PERMITTED AND INSTALLED BY A ROOFING CONTRACTOR.
 - STANDING SEAM ROOF COLOR TO BE WHITE.
 - ALL ROOF CANOPY UNDER-PINNING AND SOFFIT TO BE VINYL. OWNER TO CHOOSE COLOR AND STYLE.
 - SP-B110-QD & SP-B150-QD EXHAUST FANS INSTALLED WHERE INDICATED WITH AN ADJUSTABLE SPEED SWITCH ON THE INTERIOR WALL NEAR EACH ENTRY DOOR.
 - WATER & ELECTRIC TO BE BROUGHT INTO THE NEW STRUCTURE OVERHEAD FROM THE EXISTING BUILDING.



1 REFLECTED CEILING PLAN
1/2" = 1'-0"

CONSTRUCTION DOCUMENTS

NEW WORK ROOF PLAN & REFLECTED CEILING PLAN

BAY COUNTY MEDICAL EXAMINER'S ADDITION

3737 FRANKFORD AVENUE

PANAMA CITY

FLORIDA

PROJECT # 05-2016

DATE 06/27/2016

DRAWN R.DAVIS

REVIEWER J.JOWERS

REVISIONS

No.	Date	Description
2	08/17/2016	Revision 2
3	11/15/2016	REVISION 3

SHIRT NO. A1.4

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robb davis design

DESIGNS - BUILDINGS - FABRICATIONS

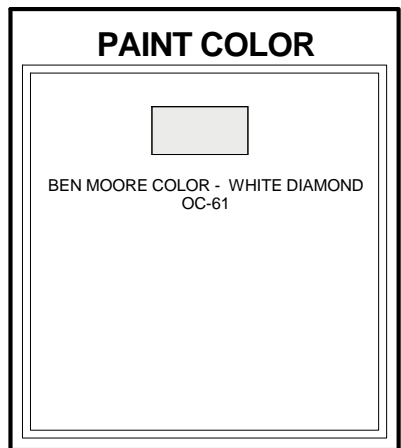
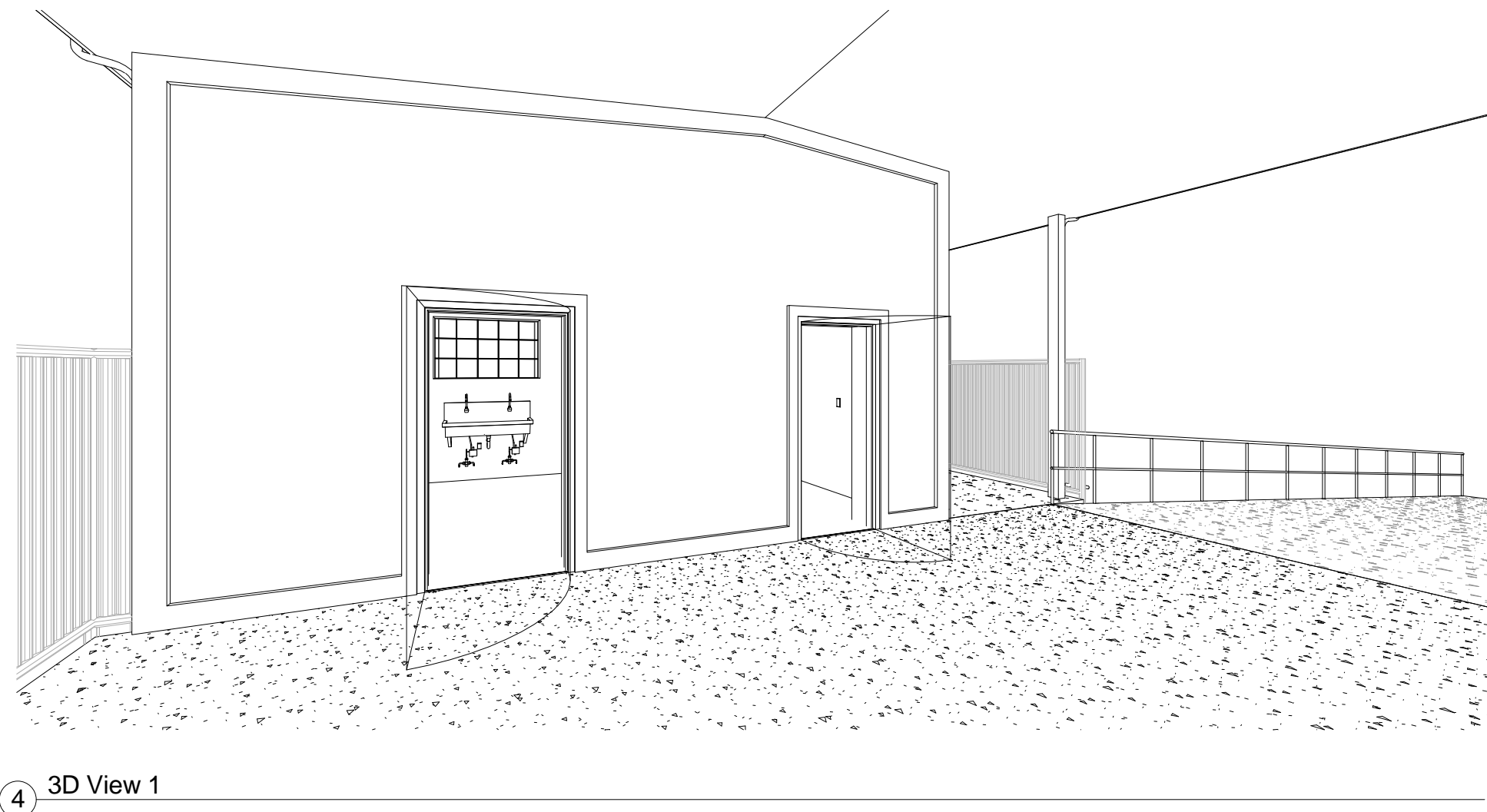
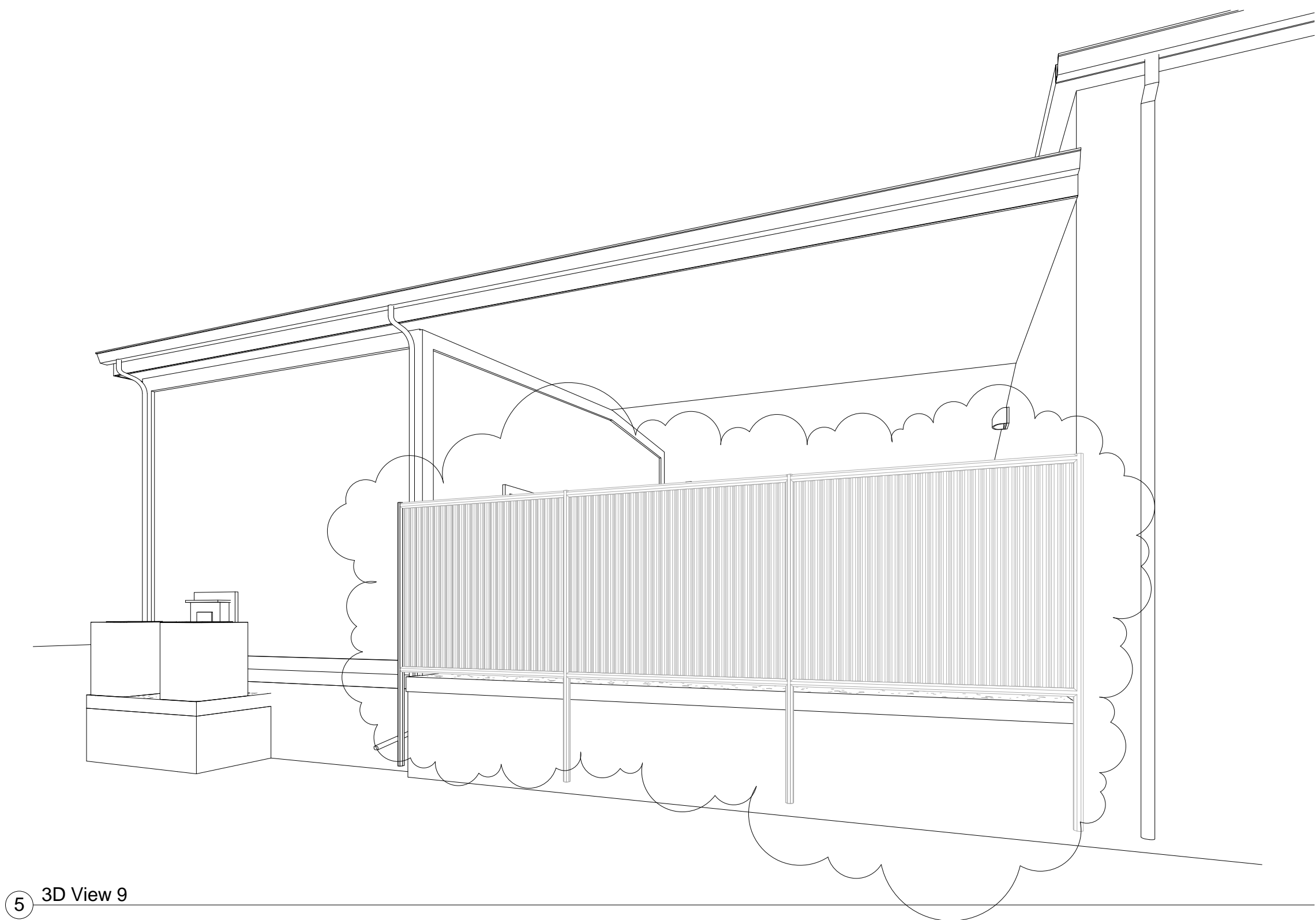
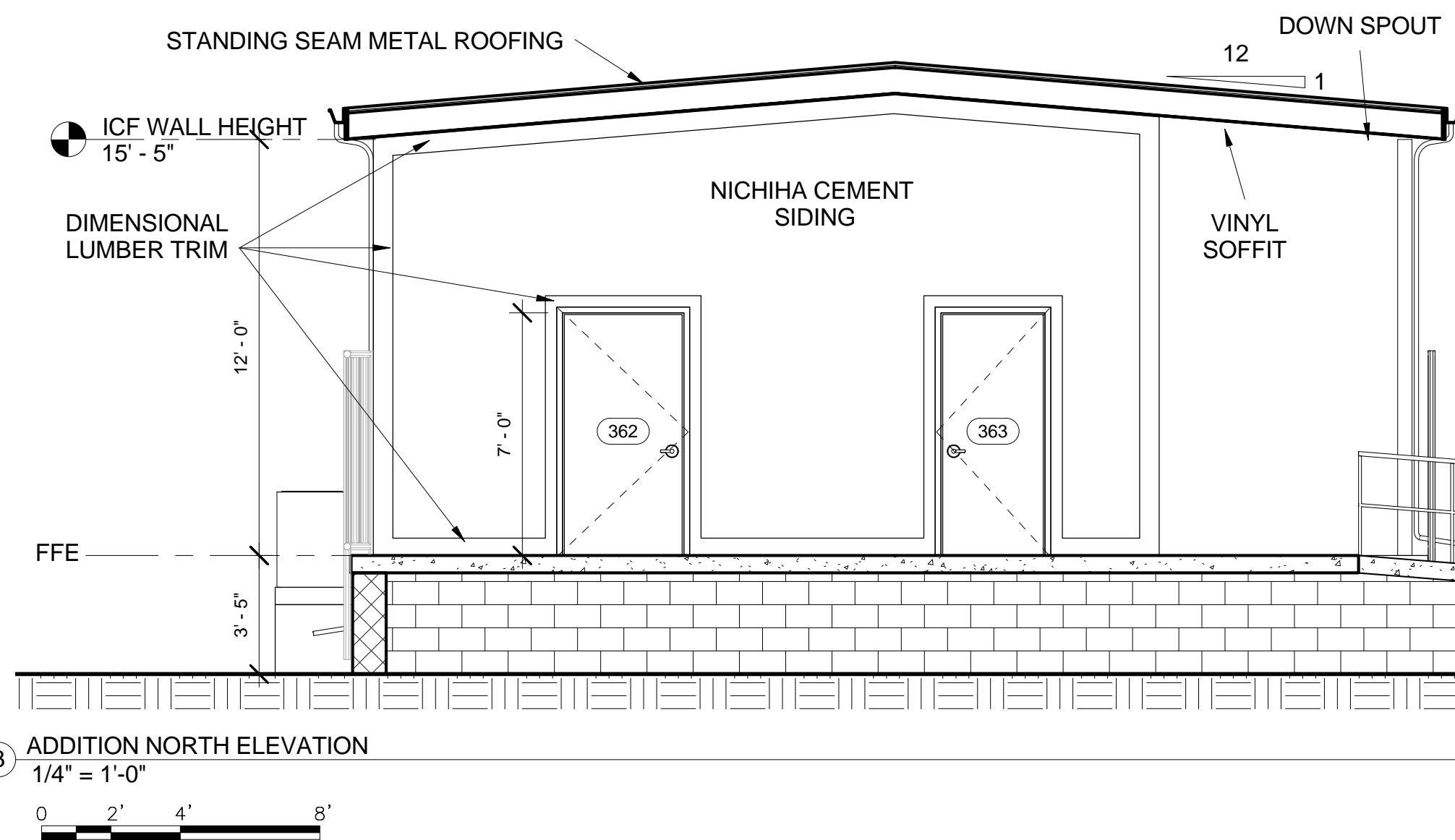
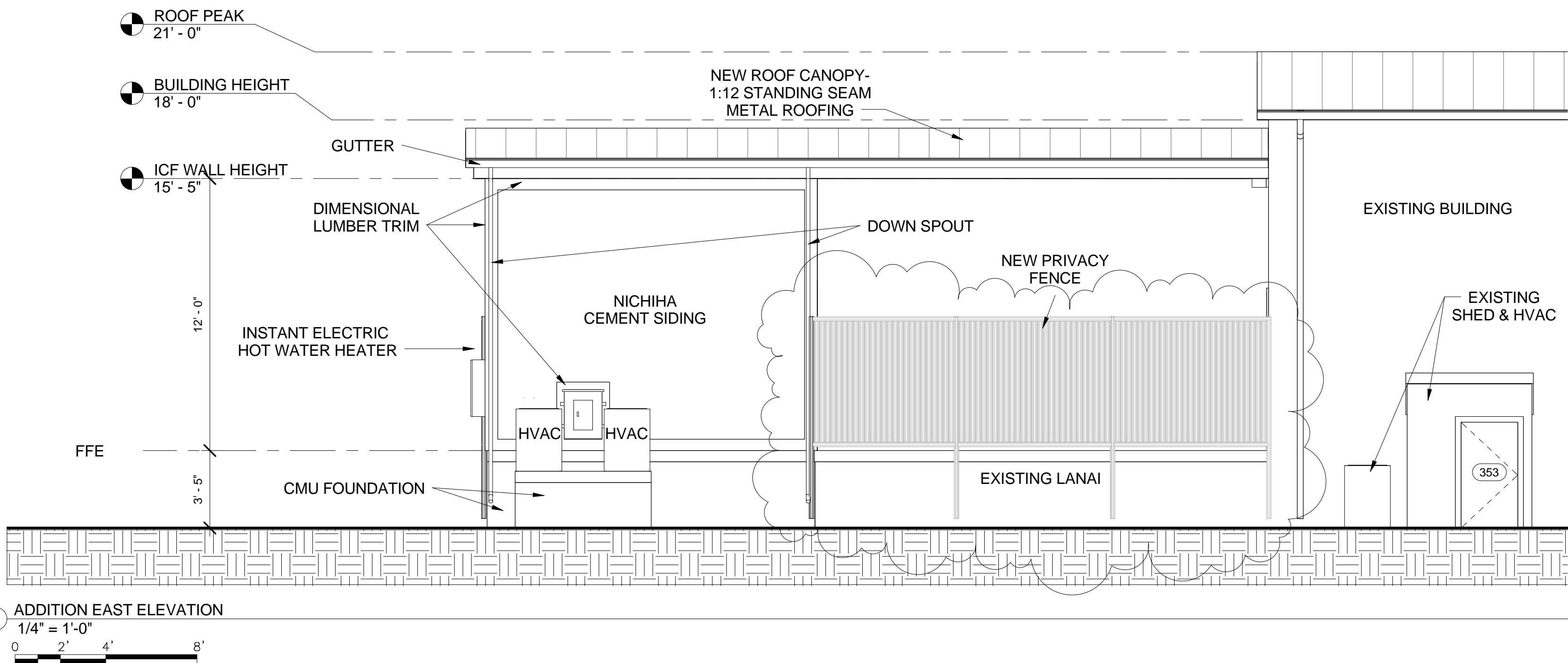
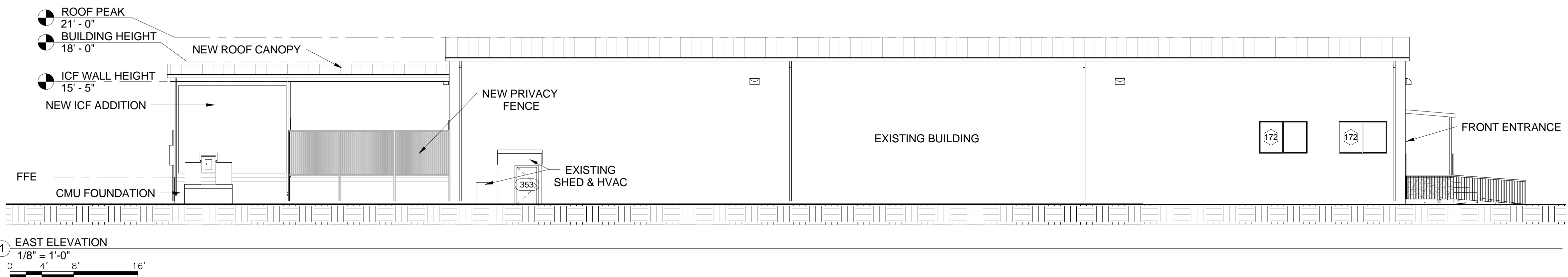
566 N. LAKE SHORE DRIVE

PANAMA CITY BEACH, FLORIDA 32413

PHONE: 850.303.4595

CRC 1331020

"HIGH QUALITY DESIGN DOCUMENTS FROM BIM MODELING"



ELEVATION PLAN NOTES

1. OWNER / CONTRACTOR MAY MAKE CHANGES DURING CONSTRUCTION. THOSE CHANGES MUST COMPLY WITH FLORIDA RESIDENTIAL BUILDING CODE.
2. NICHIIHA SIDING & DIMENSIONAL LUMBER TRIM TO BE PAINTED WHITE.
3. PENETRATIONS THROUGH THE WALL / SIDING ENVELOPE WILL BE SLEEVED IN PVC, FLASHED, AND TRIMMED ACCORDINGLY TO ALLOW THE SIDING TO TERMINATE EASILY.
4. CAULK AND SEAL ALL SEAMS AND CONNECTIONS WITH A SEALANT THAT EXCEEDS ASTM C-920.
5. ROOF SLOPE IS 1:12 STANDING SEAM METAL ROOFING. WHITE COLOR.
6. CENTER ICF WALL TO EXTEND TO THE ROOF DECK.
7. OWNER / CONTRACTOR TO USE ALL APPROPRIATE SIMPSON TIE CONNECTIONS, SEE STRUCTURAL.
8. DOWN SPOUT LOCATIONS ARE APPROXIMATE IN LOCATIONS AND CONVEY DESIGN INTENT. CONTRACTOR SHOULD DETERMINE EXACT LOCATIONS.
9. PORTIONS OF EXISTING RAILINGS TO BE RE-PURPOSED AS DRAWN.
10. ICF WALL BLOCKS ARE A 6" CORE "FOXBLOCK" BRAND.
11. CONTRACTOR SHOULD USE ICF BUCKS OR APPROPRIATE PT LUMBER FOR OPENINGS.
12. SPRAY-IN INSULATION WITH A R-38 VALUE APPLIED TO THE UNDERSIDE OF THE ROOF DECK & COMPLETELY COVER THE INTERIOR SIDE OF "C" CHANNEL BLOCKING BETWEEN RAFTERS.
13. NEW PRIVACY FENCE TO BE INSTALLED WHERE INDICATED. METAL POSTS, FASTENED TO THE FOUNDATION. CHAIN LINK WITH VINYL PRIVACY INSERTS.
14. NICHIIHA 8" CEMENT SIDING TO BE ATTACHED WITH SELF TAPPING STAINLESS SCREWS EVERY 8" ON CENTER.



DATE	06/27/2016	REVIEWER	J. JOWERS
DRAWN	R. DAVIS	REVIEWER	J. JOWERS
REVISIONS			
No.	Date	Description	
1	08/17/2016	Revision 2	
2	11/15/2016	REVISION 3	
3			
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PROJECT # 05-2016

CONSTRUCTION DOCUMENTS

NORTH & EAST EXTERIOR ELEVATIONS & 3D VIEWS

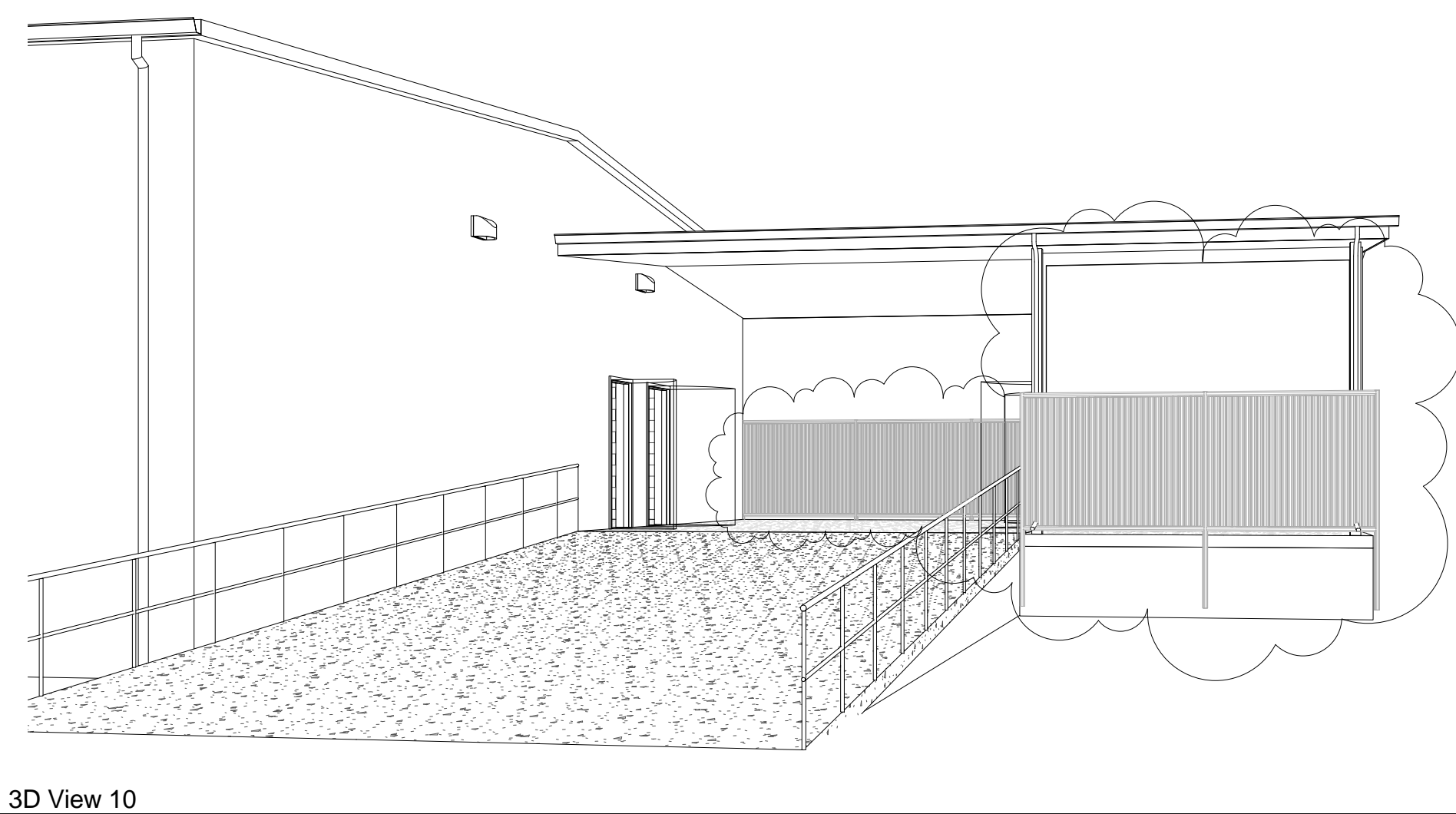
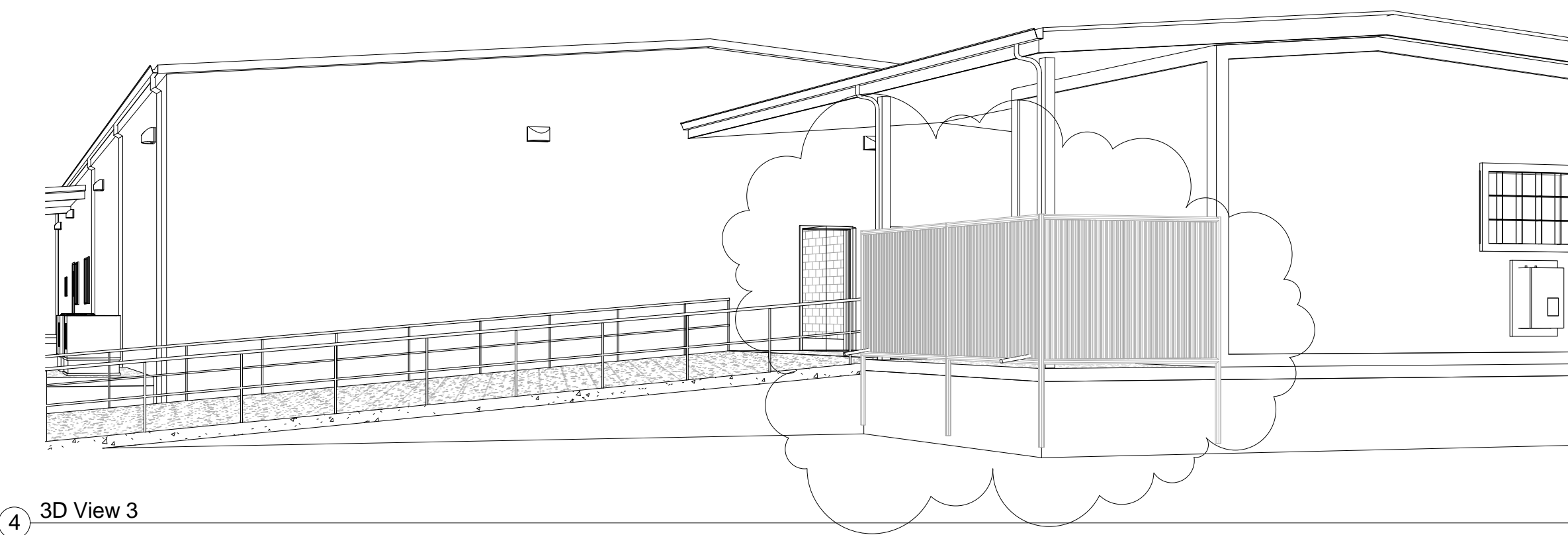
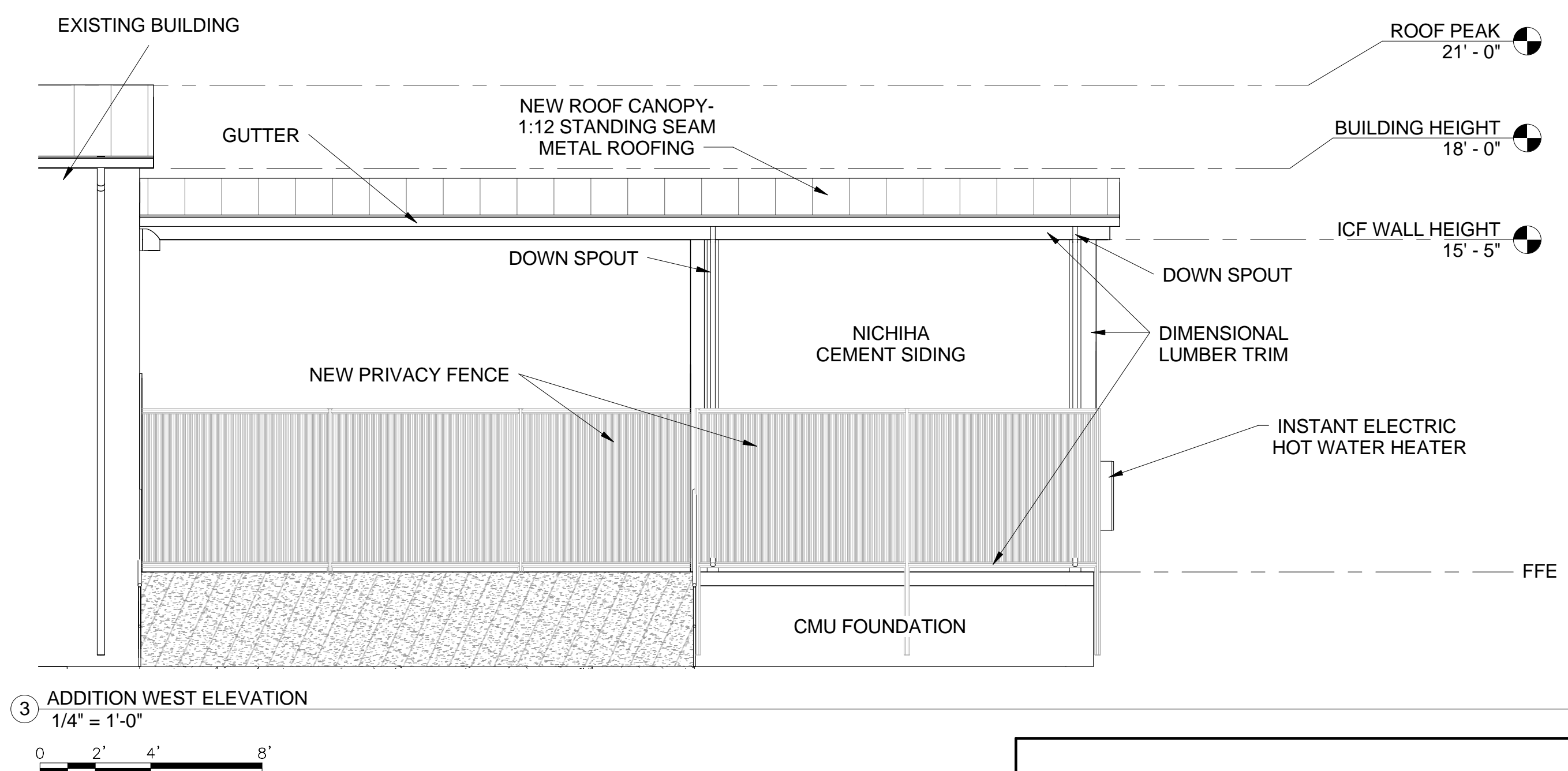
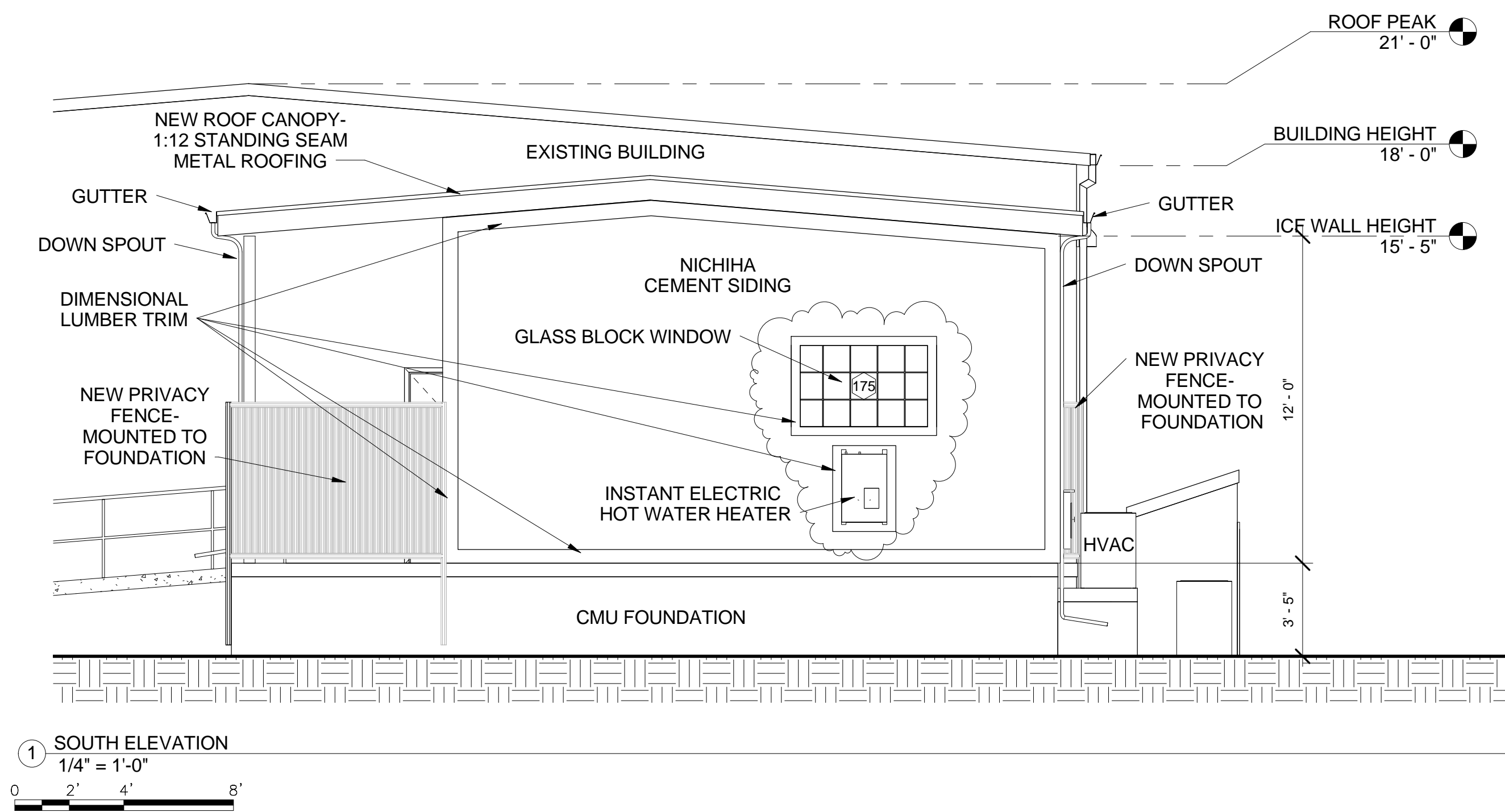
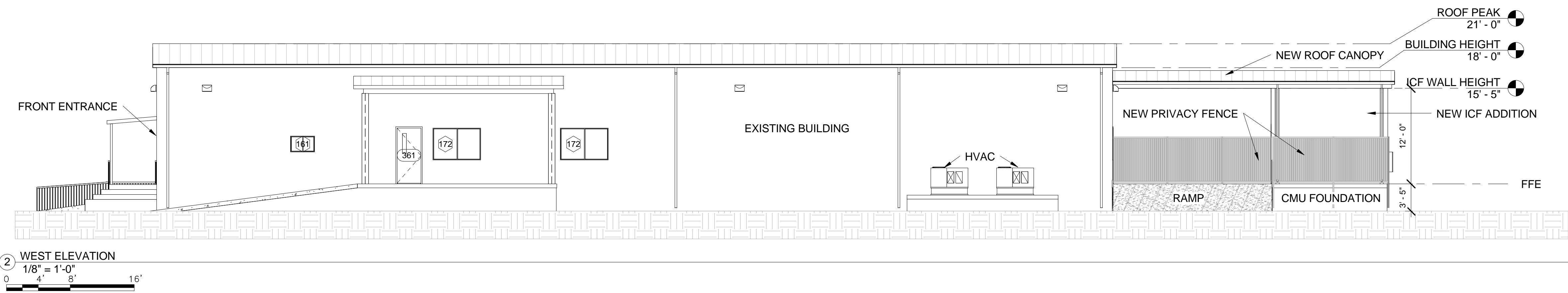
BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE

FLORIDA

PANAMA CITY

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ELEVATION PLAN NOTES

- OWNER / CONTRACTOR MAY MAKE CHANGES DURING CONSTRUCTION. THOSE CHANGES MUST COMPLY WITH FLORIDA RESIDENTIAL BUILDING CODE.
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CONSTRUCTION DOCUMENTS
SOUTH & WEST EXTERIOR ELEVATIONS & 3D VIEWS

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE
PANAMA CITY
FLORIDA

robb davis design
DESIGNS - BUILDINGS - FABRICATIONS
566 N. LAKESHORE DRIVE
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"HIGH QUALITY DESIGN DOCUMENTS FROM BIM MODELING"

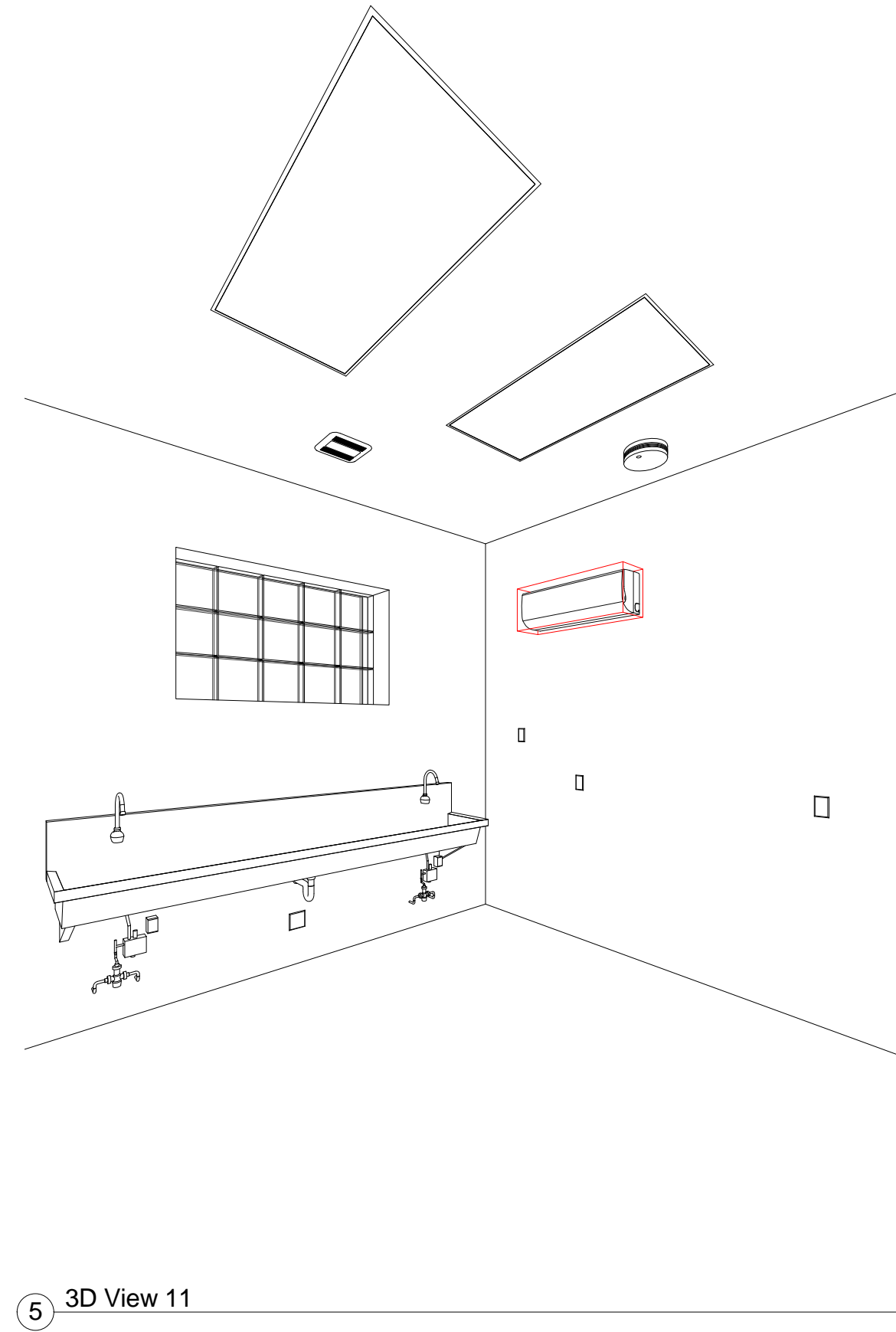
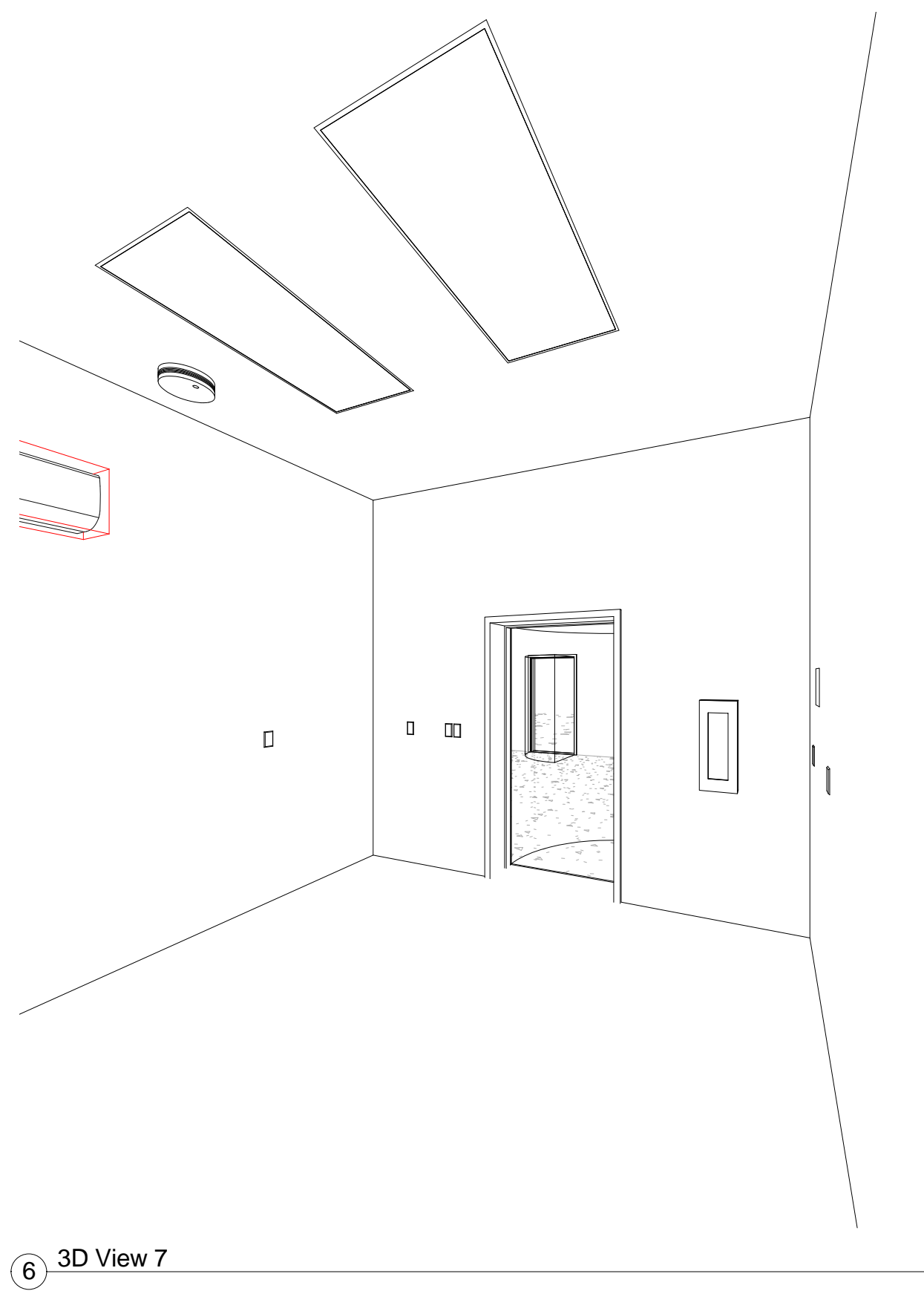
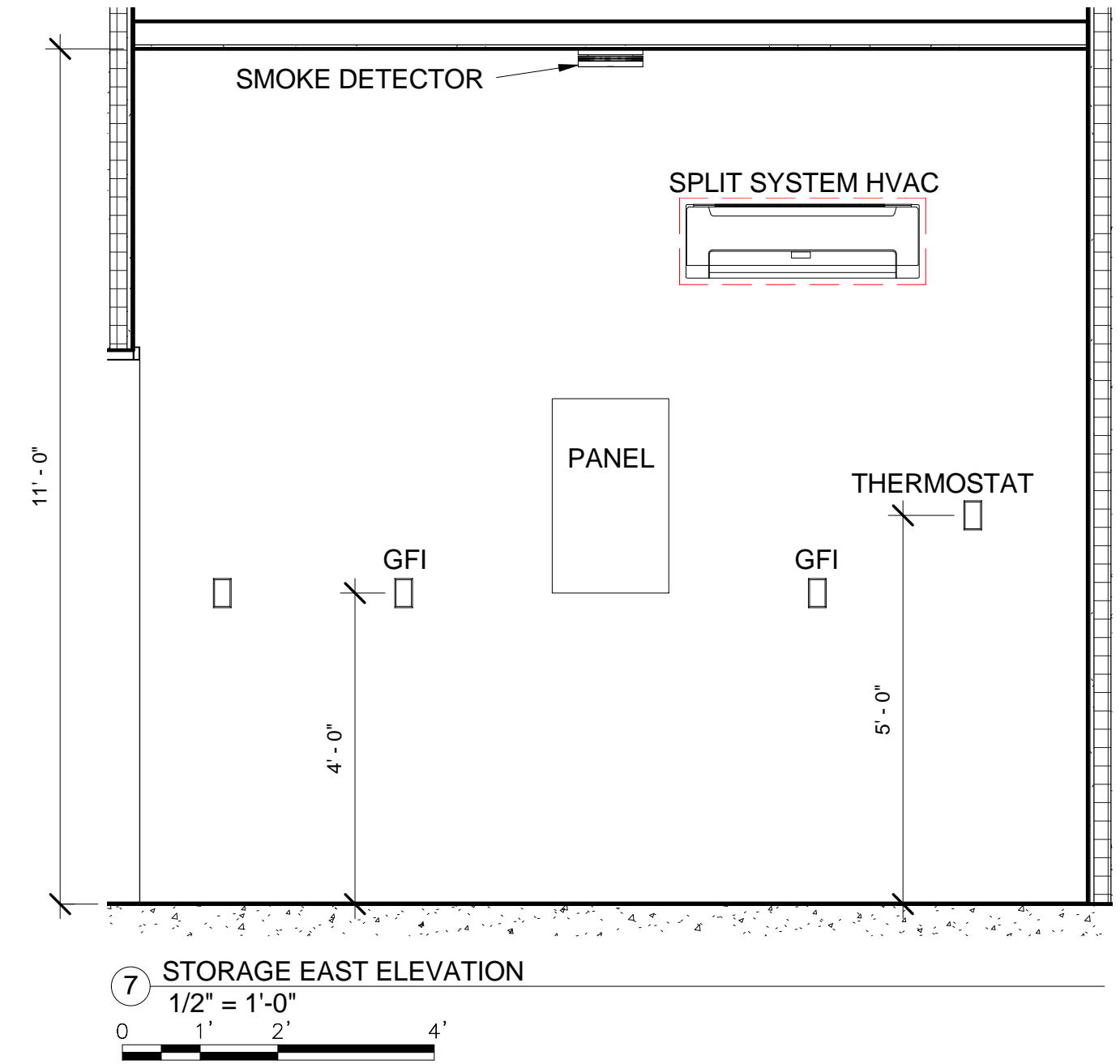
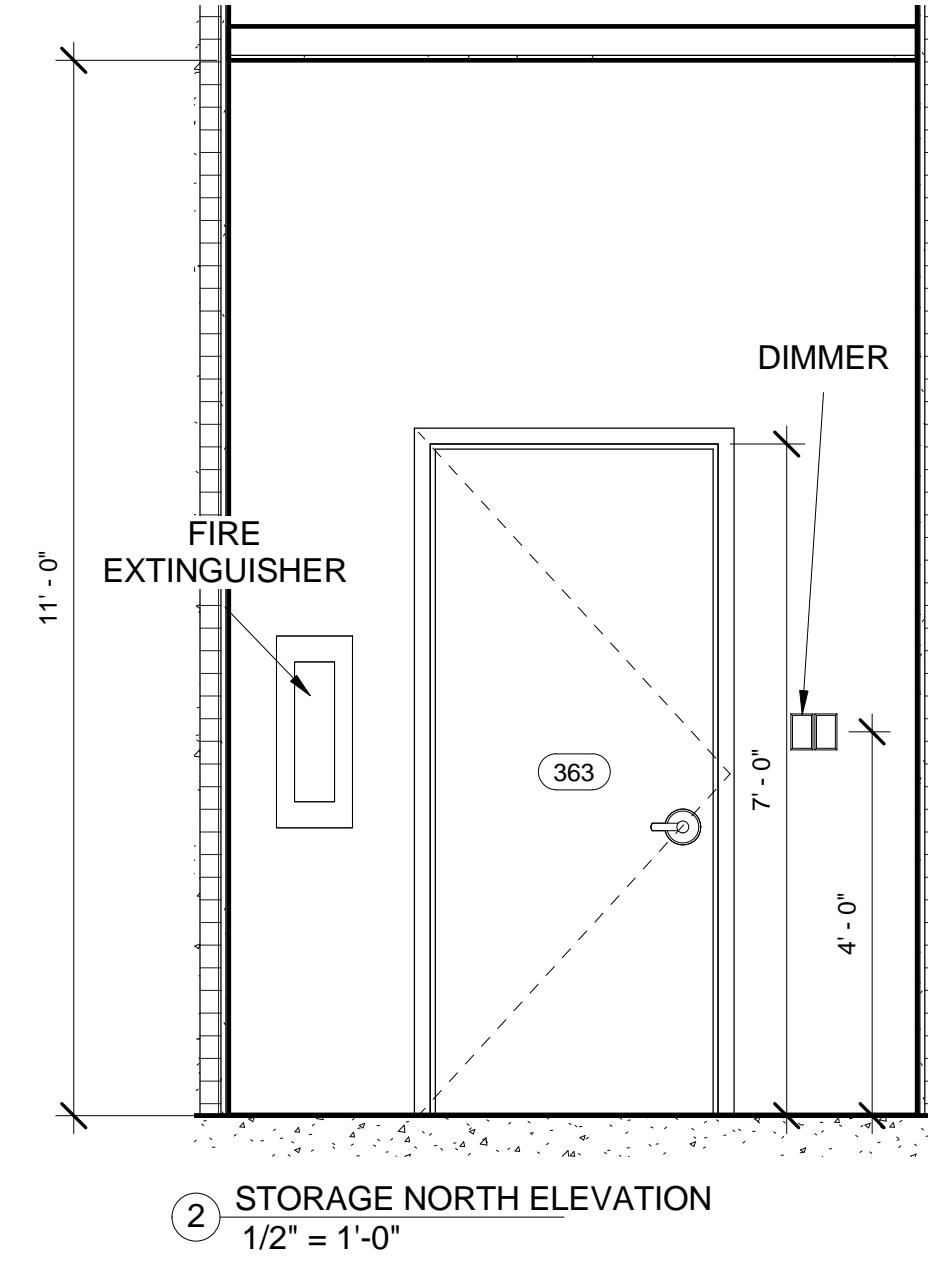
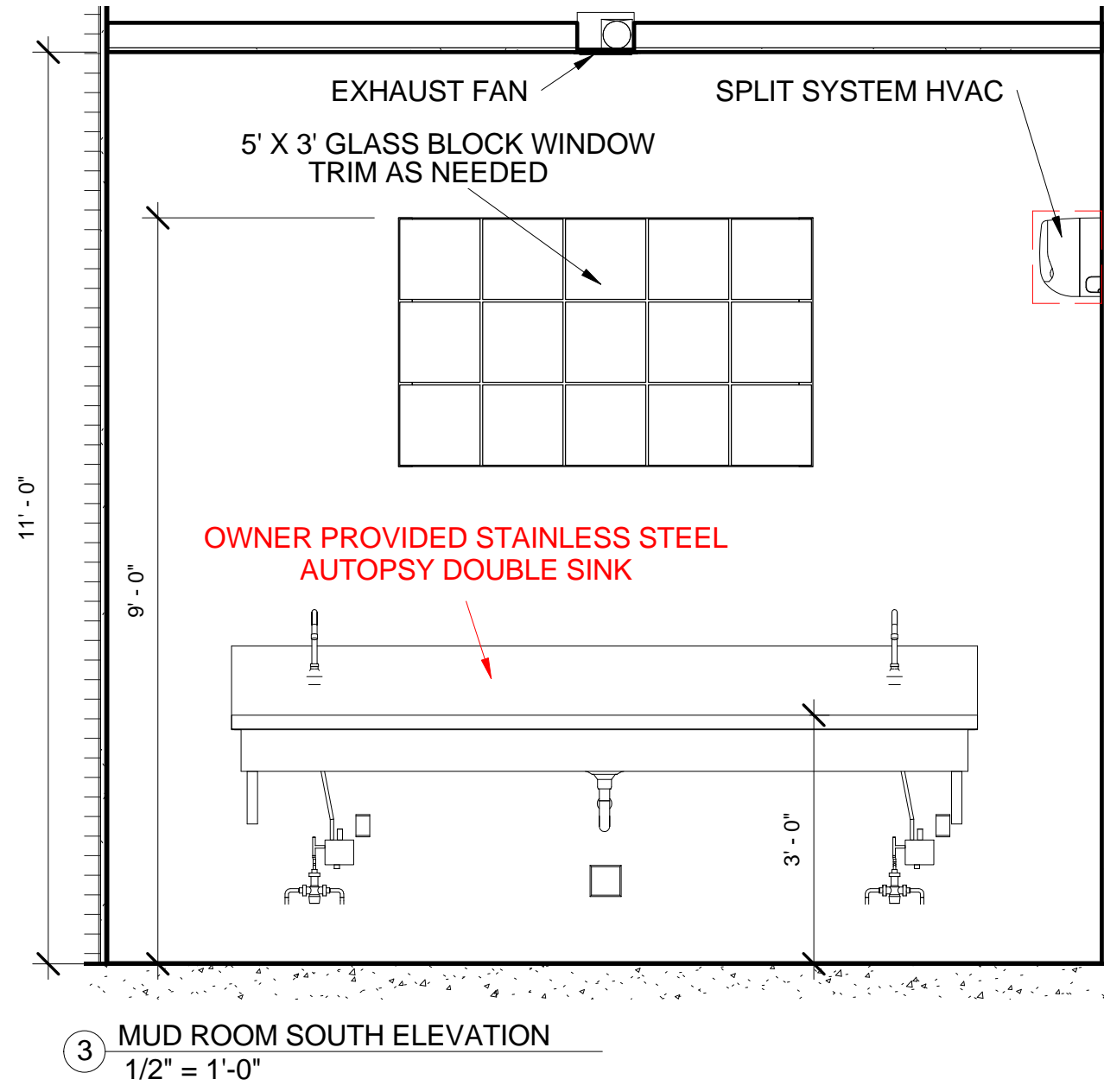
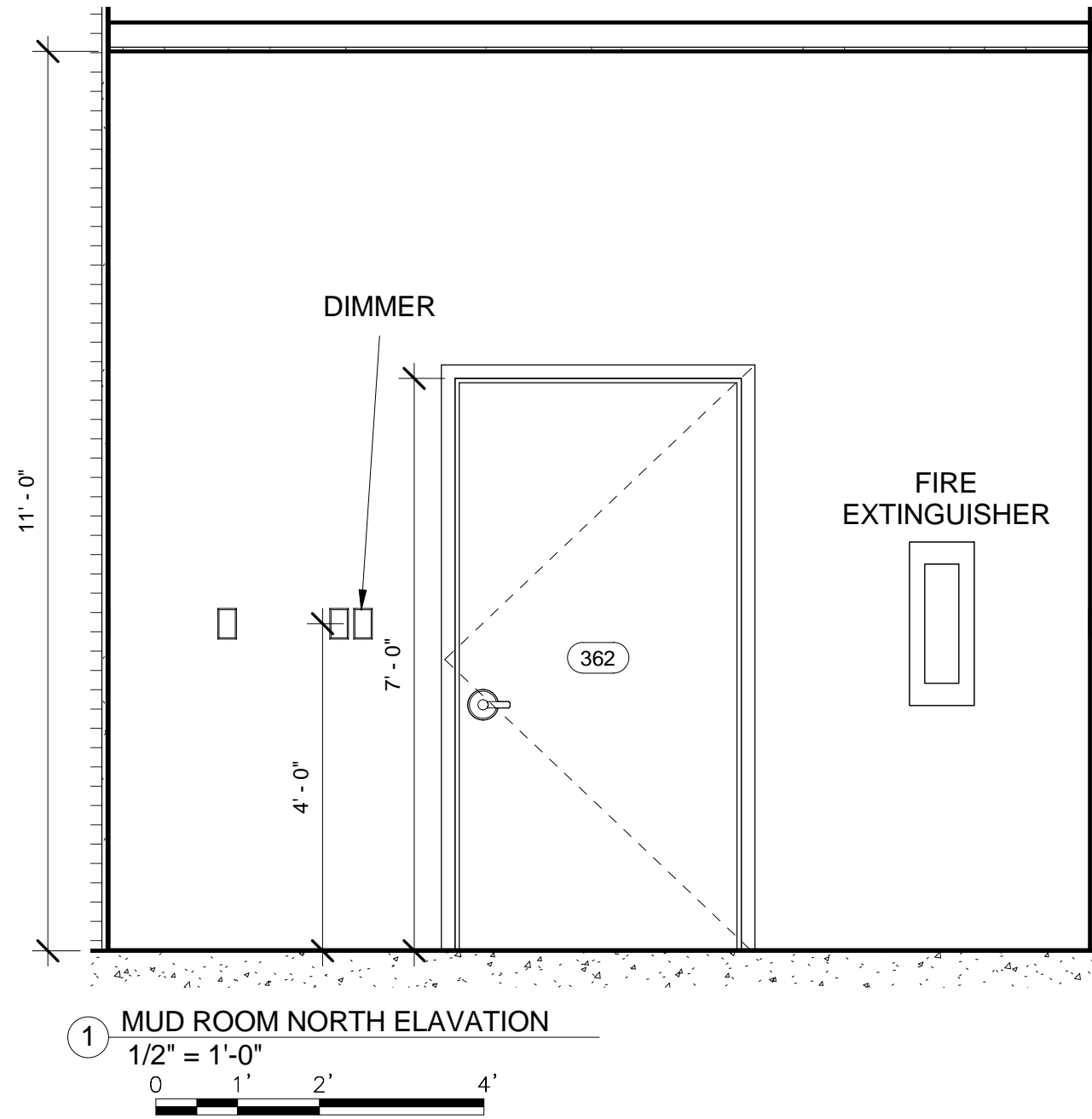


DATE	06/27/2016	REVIEWER	J. JOVIER
DRAWN BY	R. DAVIS	REVIEWED BY	J. JOVIER
REVISIONS			
No.	Date	Description	
1	08/02/2016	Revision 1	
2	08/17/2016	Revision 2	
3	11/15/2016	REVISION 3	

PROJECT # 05-2016

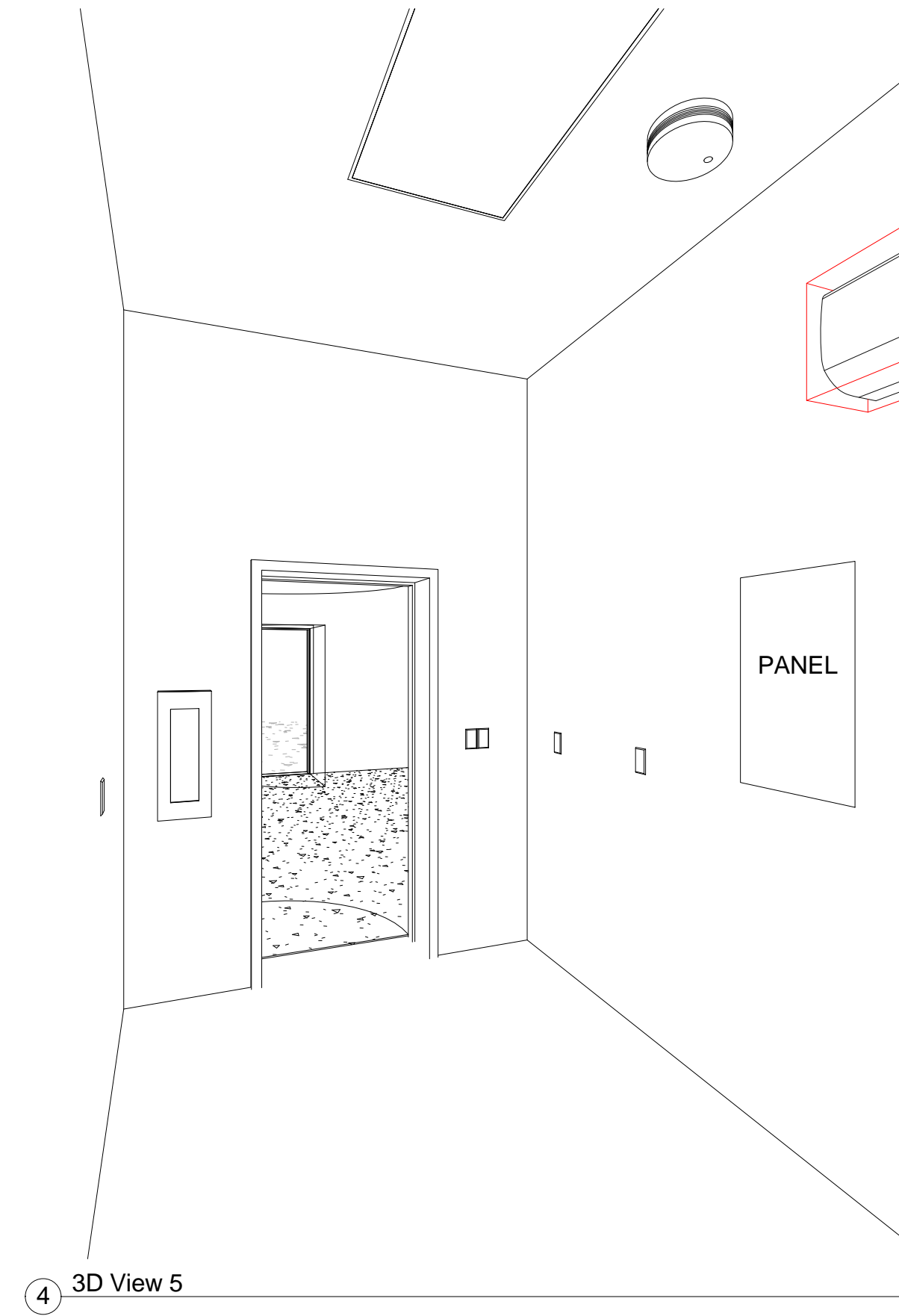
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INTERIOR ELEVATION NOTES

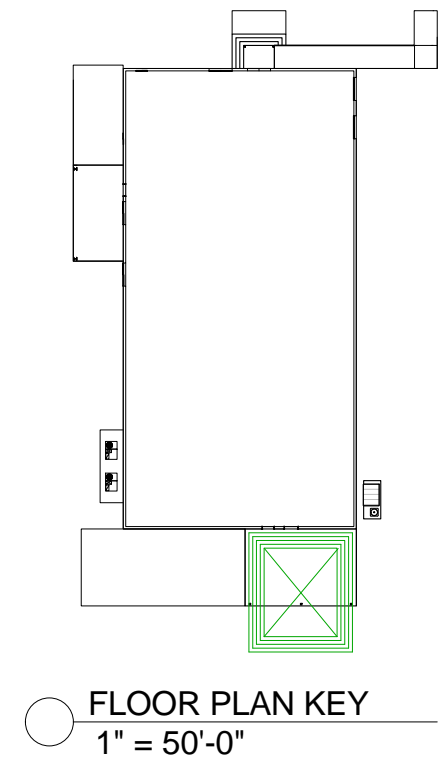
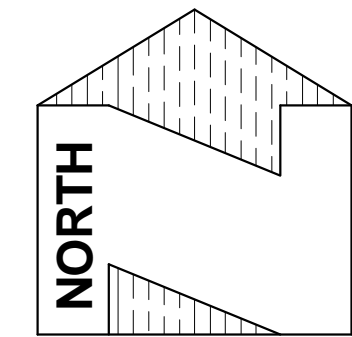
- DOORS SHOULD BE COMPOSITE OR METAL TYPE, FULLY INSULATED SOLID CORE AND INSTALLATION DESIGNED FOR ICF TYPE CONSTRUCTION.
- COMMERCIAL GRADE SINK DISPOSAL TO BE INCLUDED ON THE SINK UNIT.
- GLASS BLOCK WINDOW TO BE TRIMMED AS NEEDED.
- TROWELED ON EPOXY FLOOR COVERING. OWNER TO CHOOSE STYLE AND COLOR.
- PENETRATIONS THROUGH THE WALL / SIDING ENVELOPE WILL BE SLEEVED IN PVC, FLASHED, AND TRIMMED ACCORDINGLY TO ALLOW THE SIDING TO TERMINATE EASILY.
- OWNER / CONTRACTOR MAY MAKE CHANGES DURING CONSTRUCTION. THOSE CHANGES MUST COMPLY WITH FLORIDA BUILDING CODE.
- WALL MOUNTED FIRE EXTINGUISHER NEAR DOOR.
- WALLS & CEILING ARE SHEATHED WITH FRP SHEET WALL COVERING. FRP TRIMS ARE TO BE USED ON ALL SEAMS AND CORNERS.
- CENTER ICF WALL TO EXTEND TO THE ROOF DECK.
- ALL GYPSUM BOARD TO BE TAPED AND MUDDED 5/8" X-TYPE MOLD RESISTANT. ALL GYPSUM SURFACES, CEILINGS & WALLS, TO BE COVERED WITH .9 FRP SHEETS AND TRIM.
- NEW ELECTRICAL PANEL INSTALLED ON CENTER WALL IN THE STORAGE ROOM SIDE OF THE ADDITION AND CONNECTED TO THE MAIN PANEL AT THE FRONT OF THE EXISTING BUILDING.



FINISHES

CEILING & WALL COVERING
.09 FRP WALL BOARD
4' X 10' SHEETS
& TRIMS
COLOR: WHITE

EPOXY TROWELED ON
FLOOR COVERING



DATE	06/27/2016	REVIEWER	J. JOWERS
DRAWN	R. DAVIS		
REVISIONS			
No.	Date	Description	
4	03/13/2017	REVISION 4	

PROJECT # 05-2016

CONSTRUCTION DOCUMENTS

NEW WORK INTERIOR ELEVATIONS & 3D VIEWS

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE

FLORIDA

PANAMA CITY

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DOOR SCHEDULE

MARK	HEIGHT	WIDTH	FRAME MATERIAL	FINISH	OPERATION	COMMENTS	FLORIDA PRODUCT CODE
353	4' - 8"	2' - 6"	EXISTING	EXISTING		EXISTING BUILDING	
354	7' - 0"	3' - 6"	EXISTING	EXISTING	LHO	EXISTING BUILDING	
355	7' - 0"	3' - 0"	EXISTING	EXISTING	RHO	EXISTING BUILDING	
357	7' - 0"	6' - 0"	EXISTING	EXISTING		EXISTING BUILDING	
361	7' - 0"	3' - 0"	EXISTING	EXISTING		EXISTING BUILDING	
362	7' - 0"	3' - 6"	METAL OR COMPOSITE	PAINTED WHITE	LHO	FULLY SEALED & INSULATED SOLID CORE-NEW CONSTRUCTION	
363	7' - 0"	3' - 0"	METAL OR COMPOSITE	PAINTED WHITE	RHO	FULLY SEALED & INSULATED SOLID CORE-NEW CONSTRUCTION	

WINDOW SCHEDULE

MARK	HEIGHT	WIDTH	HEAD HEIGHT	COMMENTS	FLORIDA PRODUCT CODE
172	4' - 0"	6' - 0"	7' - 0"	EXISTING BUILDING	
161	2' - 0"	3' - 0"	7' - 0"	EXISTING BUILDING	
161	2' - 0"	3' - 0"	6' - 0"	EXISTING BUILDING	
172	4' - 0"	6' - 0"	7' - 0"	EXISTING BUILDING	
172	4' - 0"	6' - 0"	7' - 0"	EXISTING BUILDING	
172	4' - 0"	6' - 0"	7' - 0"	EXISTING BUILDING	
172	4' - 0"	6' - 0"	7' - 0"	EXISTING BUILDING	
175	3' - 0"	5' - 0"	9' - 0"	GLASS BLOCK STYLE- NEW CONSTRUCTION	

ROOM SCHEDULE

NUMBER	NAME	PERIMETER	AREA	VOLUME	BASE FINISH	CEILING FINISH	FLOOR FINISH	WALL FINISH	COMMENTS
17	STORAGE	38' - 10 13/16"	88 SF	968 CF	ALUMINUM	.9 FRP	EPOXY	.9 FRP	
18	MUD ROOM	48' - 6 19/32"	147 SF	1617 CF	ALUMINUM	.9 FRP	EPOXY	.9 FRP	

PLUMBING NOTES

- THREE ACCESSIBLE CLEAN OUTS ARE IN THE VICINITY OF THE NEW ADDITION AND ARE INDICATED ON SHEET D1.1 & D1.2. AS-BUILT DRAWINGS OF THE EXISTING STRUCTURE ARE NOT AVAILABLE. CONTRACTOR IS TO REPORT TO THE OWNER ALL FINDINGS DURING DEMOLITION THAT RELATE TO PLUMBING AND DRAINAGE. CONTRACTOR IS EXPECTED TO BE ABLE TO TIE INTO EXISTING DRAIN SYSTEM NEAR THE ONLY CLEAN OUT LOCATED AT GRADE LEVEL.
- OWNER / CONTRACTOR MAY MAKE CHANGES DURING CONSTRUCTION. THOSE CHANGES MUST COMPLY WITH FLORIDA BUILDING CODE.
- PENETRATIONS THROUGH THE WALL / SIDING ENVELOPE WILL BE SLEEVED IN PVC, FLASHED, AND TRIMMED ACCORDINGLY TO ALLOW THE SIDING TO TERMINATE EASILY.
- MUD ROOM FLOOR IS TO BE PITCHED TOWARDS THE FLOOR DRAIN WHERE INDICATED.
- WALL MOUNTED STAINLESS STEEL DOUBLE BASIN SINK TO BE INSTALLED ON THE SOUTH WALL OF THE MUD ROOM.
- EXTERIOR GRADE WATER SUPPLY CONDUITS CONNECTING THE NEW WORK TO THE EXISTING STRUCTURE TO BE RUN OVERHEAD THROUGH THE CANOPY AND INTO THE ADDITION. OWNER WILL IDENTIFY LOCATION FOR TIE IN.

SITE NOTES

- FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, PRIOR TO THE BEGINNING OF WORK, AND COORDINATE THESE ITEMS AND SITUATIONS WITH NEW WORK.
- OFFICIAL SURVEY'S OF THIS SITE CAN BE OBTAINED FROM BAY COUNTY PUBLIC WORKS DEPARTMENT.
- SOME CONDITIONS HAVE CHANGED AND HAVE BEEN REWORKED SINCE THE SURVEY ON FILE. NOTIFY THE OWNER AND THE ENGINEER OF RECORD OF ALL CONDITIONS THAT PROHIBIT CONSTRUCTION AS DRAWN.
- LOCATE ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.

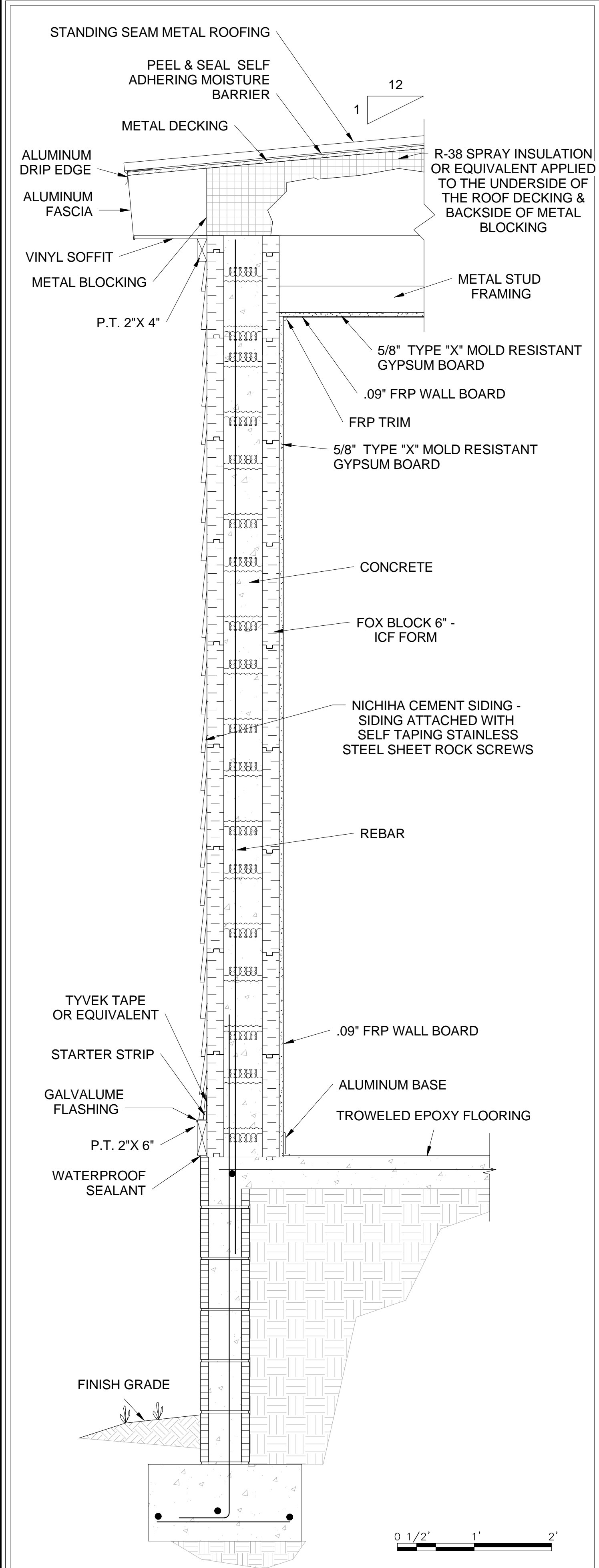
FINISHES



WINDOW & DOOR SCHEDULE NOTES

- ALL OPERABLE WINDOWS THAT ARE MORE THAN 72" ABOVE THE OUTSIDE GRADE SHALL NOT HAVE OPENINGS WITHIN 24" OF THE FFE. OPENINGS LOWER THAN 24" SHALL HAVE A GUARD IN PLACE THAT IS DESIGNED TO RESIST PASSAGE OF A 4" SPHERE.
- DOORS SHOULD BE COMPOSITE OR METAL TYPE, FULLY INSULATED SOLID CORE AND INSTALLATION DESIGNED FOR ICF TYPE CONSTRUCTION.

TYPICAL ICF WALL SECTION



robb davis design
DESIGNS - BUILDINGS - FABRICATIONS

CRC 1331020
566 N. LAKE SHORE DRIVE
PANAMA CITY BEACH, FLORIDA 32413
PHONE: 850.303.4595



DATE	06/27/2016	REVIEWER	J.JOWERS
DRAWN	R.DAVIS		
REVISIONS			
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/11/2016	REVISION 2	
3	11/15/2016	REVISION 3	
4	03/13/2017	REVISION 4	

PROJECT # 05-2016

SCHEDULES

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE

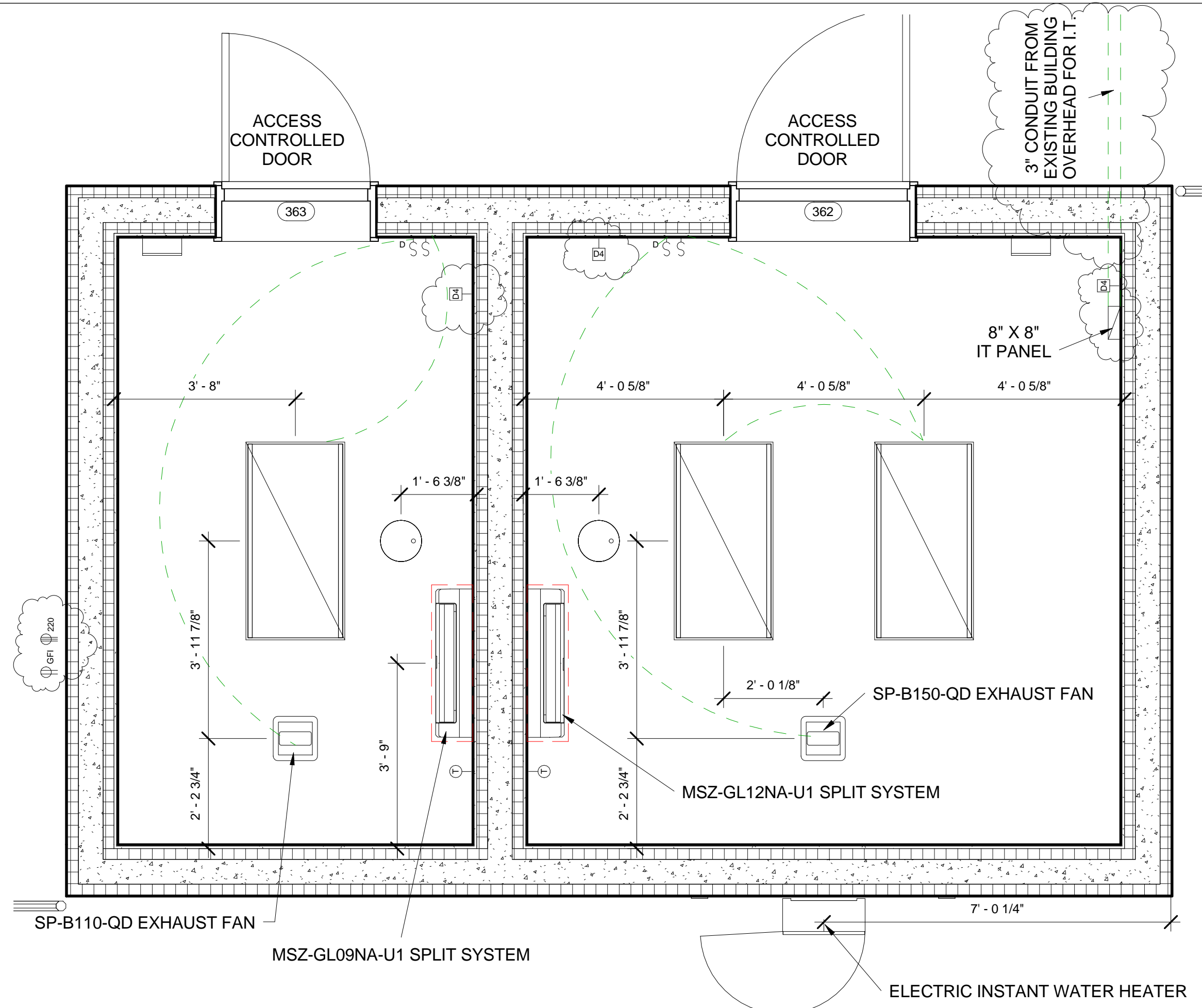
FLORIDA

PANAMA CITY

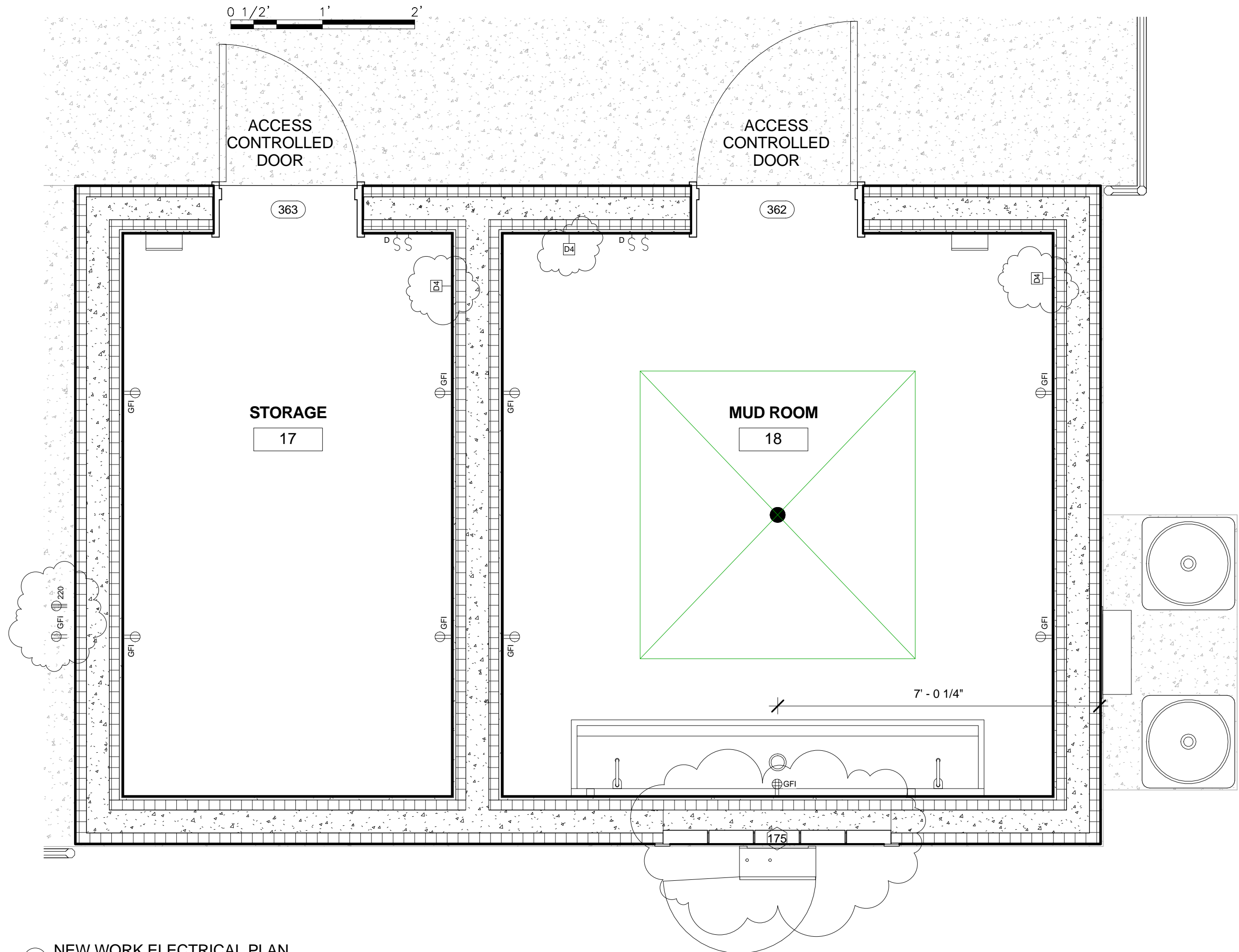
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1 REFLECTED CEILING ELECTRICAL PLAN
1/2" = 1'-0"

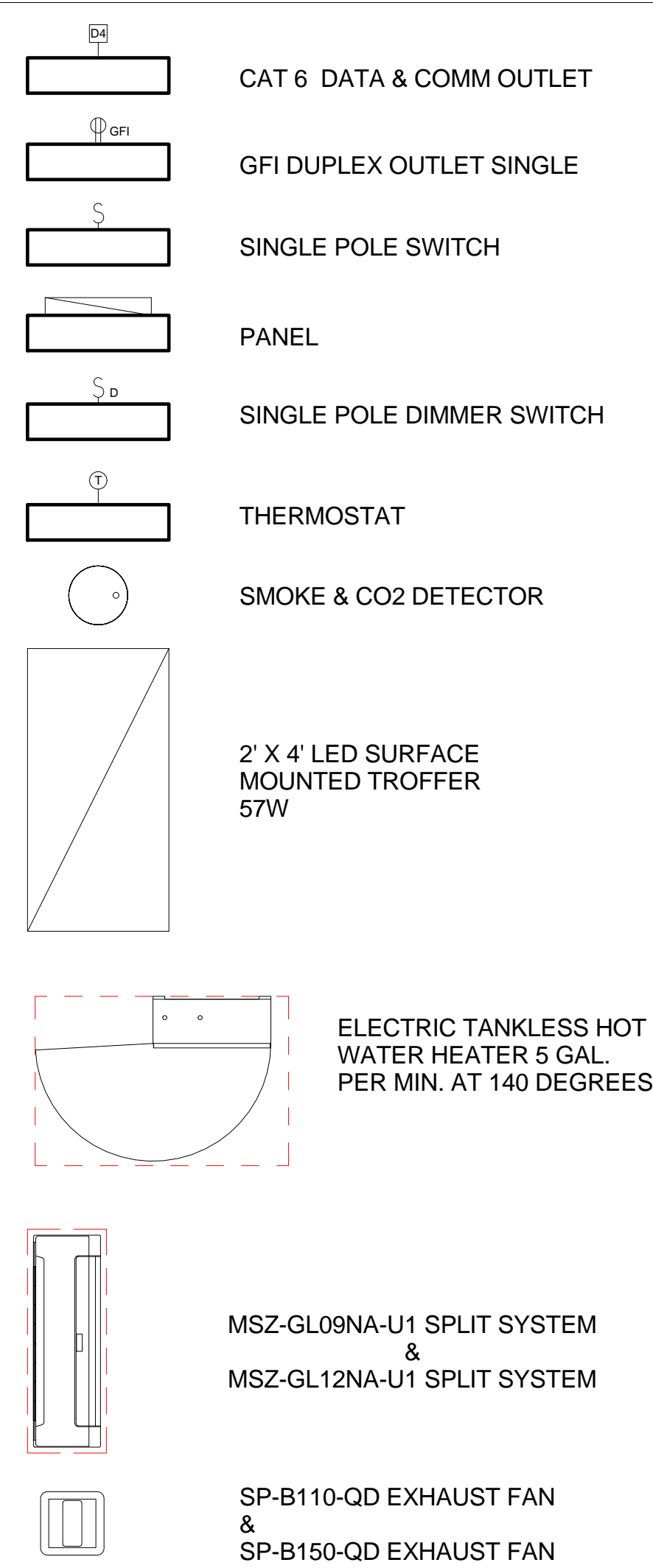


2 NEW WORK ELECTRICAL PLAN
1/2" = 1'-0"

ELECTRICAL NOTES

- EXISTING LIGHTNING PROTECTION SYSTEM SHALL BE PROTECTED FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION.
- RECEPTACLES, SWITCHES AND COVER PLATES COLOR SHALL BE SELECTED BY THE OWNER FROM STANDARD COLORS.
- GFI RECEPTACLES HAVE A ELEVATION OF 48". CONTRACTOR / OWNER MAY ADD ADDITIONAL GFI RECEPTACLES.
- OWNER / CONTRACTOR MAY MAKE CHANGES DURING CONSTRUCTION. THOSE CHANGES MUST COMPLY WITH FLORIDA BUILDING CODE.
- ALL 120V CIRCUITS SHALL BE PROTECTED BY ARC-FAULT CIRCUIT INTERRUPTERS.
- ALL OUTLET AND SWITCH LOCATIONS WILL BE PLUMB & EXACTLY CONSISTENT WITH RESPECT TO HEIGHTS THROUGHOUT THE STRUCTURE FROM FFE.
- ALL MECHANICAL EXHAUST VENTS MUST DISCHARGE DIRECTLY TO THE EXTERIOR OF THE BUILDING ENVELOPE, WITH AN APPROVED COVER.
- ALL 15V & 20V 125V RECEPTACLES SHALL BE LISTED AS TAMPER RESISTANT.
- ALL ELECTRICAL BOXES TO BE AT 48" FROM FFE. BEST PRACTICES FOR ELECTRICAL INSTALLATION IN ICF WALLS RECOMMENDED.
- NEW PANEL INSTALLED ON CENTER WALL IN THE STORAGE ROOM SIDE OF THE ADDITION AND CONNECTED TO THE MAIN PANEL AT THE FRONT OF THE EXISTING BUILDING.
- EXTERIOR GRADE ELECTRICAL CONDUITS CONNECTING THE NEW PANEL TO THE MAIN PANEL TO BE RUN OVERHEAD THROUGH THE CANOPY AND INTO THE ADDITION.
- ELECTRIC TANKLESS HOT WATER HEATER NEEDS TO CONVEY 5 GALLONS PER MINUTE AT 140 DEGREES.
- EXISTING EXTERIOR LIGHT SYSTEM SHALL BE PROTECTED FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION.
- 2' X 4' 57 WATT LED LIGHT FIXTURES, SURFACE MOUNTED & COVERS INSTALLED WHERE INDICATED.
- MSZ-GL09NA-U1 & MSZ-GL012NA-U1 SPLIT SYSTEM HVAC INSTALLED WHERE INDICATED.
- SP-B110-QD & SP-B150-QD EXHAUST FANS INSTALLED WHERE INDICATED WITH AN ADJUSTABLE SPEED SWITCH ON THE INTERIOR WALL NEAR EACH ENTRY DOOR.
- ELECTRIC TANKLESS WATER HEATER TO BE INSTALLED WHERE INDICATED. CONTRACTOR'S CHOICE OF BRAND AND TYPE MAY BE REVIEWED WITH THE OWNER.

ELECTRICAL PLAN LEGEND



PLUMBING NOTES

- THREE ACCESSIBLE CLEAN OUTS ARE IN THE VICINITY OF THE NEW ADDITION AND ARE INDICATED ON SHEET D1.1 & D1.2. AS-BUILT DRAWINGS OF THE EXISTING STRUCTURE ARE NOT AVAILABLE. CONTRACTOR IS TO REPORT TO THE OWNER ALL FINDINGS DURING DEMOLITION THAT RELATE TO PLUMBING AND DRAINAGE. CONTRACTOR IS EXPECTED TO BE ABLE TO TIE INTO EXISTING DRAIN SYSTEM NEAR THE ONLY CLEAN OUT LOCATED AT GRADE LEVEL.
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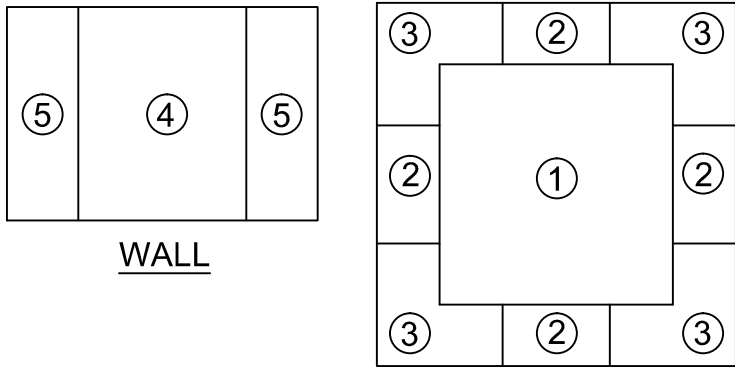
STRUCTURAL NOTES

GENERAL

1. DESIGN CODE DATA
2012 INTERNATIONAL BUILDING CODE
2014 FLORIDA STATE BUILDING CODE
ASCE 7-10: MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES.
ACI 318-08: BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE AND COMMENTARY
ANSI/AF&PA NDS-2005: NATIONAL DESIGN SPECIFICATION FOR WOOD STRUCTURES
ACI 530-08/ASCE 5-08/TMS 402-08: BUILDING CODE REQUIREMENTS AND SPECIFICATION FOR MASONRY STRUCTURES
2. BUILDING OCCUPANCY CATEGORY= III (PER ASCE 7-10 TABLE 1-1).
3. DESIGN LOADS:
- A. DEAD LOADS:
- ROOF 20 PSF
- B. LIVE LOADS:
- ROOF 20 PSF
- C. WIND DESIGN CRITERIA
- WIND SPEED = 134 MPH
EXPOSURE = C
ENCLOSURE CLASSIFICATION = PARTIALLY ENCLOSED
Kd= 0.85
I= 1.0
Kzt= 1.0
BASE VELOCITY PRESSURE, Qh=35.2 PSF

COMPONENTS AND CLADDING				
ROOFS	DESIGN PRESSURE (ULT)		DESIGN PRESSURE (ASD)	
TRIBUTARY AREA 10 SF	POSITIVE (PSF)	NEGATIVE (PSF)	POSITIVE (PSF)	NEGATIVE (PSF)
ZONE 1	26.2	-41.5	15.7	-24.9
ZONE 2	26.2	-72.3	15.7	-43.4
ZONE 3	26.2	-106.8	15.7	-64.1
TRIBUTARY AREA 100 SF	POSITIVE (PSF)	NEGATIVE (PSF)	POSITIVE (PSF)	NEGATIVE (PSF)
ZONE 1	24.6	-39.0	14.8	-23.4
ZONE 2	24.6	-62.1	14.8	-37.3
ZONE 3	24.6	-91.9	14.8	-55.1
WALLS	DESIGN PRESSURE		DESIGN PRESSURE	
TRIBUTARY AREA 10 SF	POSITIVE (PSF)	NEGATIVE (PSF)	POSITIVE (PSF)	NEGATIVE (PSF)
ZONE 4	45.3	-49.2	27.2	-29.5
ZONE 5	41.5	-76.1	24.9	-45.6
TRIBUTARY AREA 100 SF	POSITIVE (PSF)	NEGATIVE (PSF)	POSITIVE (PSF)	NEGATIVE (PSF)
ZONE 4	37.2	-40.3	22.3	-24.2
ZONE 5	34.0	-56.3	20.4	-33.8

WIND ZONES



3'-0" EDGE DISTANCE ROOF

3. MAXIMUM ALLOWABLE DEFLECTION CRITERIA:
- ROOF: 1/360 LIVE LOAD; 1/240 TOTAL LOAD
FLOORS: 1/480 LIVE LOAD; 1/360 TOTAL LOAD (WOOD I-JOISTS ONLY)
FLOORS: 1/360 LIVE LOAD; 1/240 TOTAL LOAD
VERTICAL WINDOW SUPPORT: 1/1000 LIVE LOAD
EXTERIOR WALL SYSTEMS: 1/600 WIND LOAD
4. THE CONTRACTOR IS RESPONSIBLE FOR LIMITING THE AMOUNT OF CONSTRUCTION LOAD IMPOSED UPON OR EXISTING STRUCTURAL FRAMING. CONSTRUCTION LOADS SHALL NOT EXCEED THE DESIGN CAPACITY OF THE FRAMING AT THE TIME THE LOADS ARE IMPOSED.
5. THE STRUCTURE IS DESIGNED TO FUNCTION AS A UNIT UPON COMPLETION. THE CONTRACTOR IS RESPONSIBLE FOR DESIGNING AND FURNISHING ALL TEMPORARY BRACING AND/OR SUPPORT THAT MAY BE REQUIRED AS THE RESULT OF THE CONTRACTOR'S CONSTRUCTION METHODS AND/OR SEQUENCES. THE STRUCTURAL ENGINEER ASSUMES NO LIABILITY FOR THE STRUCTURE DURING CONSTRUCTION.
6. THE CONTRACTOR IS RESPONSIBLE FOR ALL MEANS AND METHODS OF CONSTRUCTION AND ALL JOB SITE SAFETY.
7. VERIFY ALL DIMENSIONS WITH ARCHITECTURAL DRAWINGS PRIOR TO THE START OF CONSTRUCTION - RESOLVE ANY DISCREPANCY WITH ARCHITECT. DO NOT SCALE DRAWINGS.
8. STRUCTURAL DRAWINGS ARE INTENDED TO BE USED WITH ARCHITECTURAL, MECHANICAL, ELECTRICAL, CIVIL, AND OTHER DESIGN CONSULTANT'S DRAWINGS. CONTRACTOR IS RESPONSIBLE FOR COORDINATING SUCH REQUIREMENTS INTO THE SHOP DRAWINGS. ANY APPARENT DISCREPANCIES, LIMITATIONS OR CONCERNS RESULTING FROM THIS COORDINATION SHOULD BE RESOLVED WITH THE ARCHITECT IMMEDIATELY.
9. THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO CONSTRUCTING. NOTIFY THE OWNER'S REPRESENTATIVE OF ANY DISCREPANCY IMMEDIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL BUILDING MATERIALS AND COMPONENTS. COMPONENT LOCATIONS ARE SHOWN FOR DESIGN INTENT, NOT EXACT LOCATION.

SPECIFICALLY, INDEPENDENTLY PREPARED SHOP DRAWINGS ARE REQUIRED OF ALL TRADES FOR COORDINATION AND BEST PRACTICE. ERRORS OR OMISSIONS IN INSTALLATION DUE TO THE CONTRACTOR'S FAILURE TO COORDINATE THE WORK WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

MATERIAL SPECIFICATIONS

CONCRETE FOOTINGS AND FOUNDATION WALLS SLAB ON GRADE ALL OTHER CIP CONCRETE NOT NOTED CONCRETE REINFORCING STEEL WELDED WIRE REINFORCEMENT ANCHOR RODS ADHESIVE ANCHORS MECHANICAL ANCHORS POWDER DRIVEN FASTENERS MASONRY CONCRETE MASONRY UNITS MORTAR: TYPE S- BELOW GRADE MORTAR: TYPE N- ABOVE GRADE MASONRY GROUT MASONRY REINFORCING STEEL JOINT REINFORCEMENT	3,500 PSI @ 28 DAYS 3,500 PSI @ 28 DAYS 3,500 PSI @ 28 DAYS 60 KSI, ASTM A615 65 KSI, ASTM A185 ASTM F1554 (SEE SCHEDULE FOR GRADE) HILTI HAS-E THREADED ROD WITH HY 150 INJECTION ADHESIVE OR EQUAL HILTI KWIK BOLT III OR EQUAL HILTI DS OR EQUAL F'm= 1,500 PSI, ASTM C90 NORMAL WEIGHT UNITS 1,800 PSI, ASTM C270 750 PSI, ASTM C270 3,000 PSI, ASTM C476 60 KSI, ASTM A615 #9, ASTM A83
WOOD 2x6 AND SMALLER MINIMUM DESIGN VALUES Fb 875 PSI Ft 450 PSI Fv 135 PSI Fc 425 PSI Fcll 1,150 PSI E 1,400,000 PSI Emin 510,000 PSI	SPF NO. 2 OR BETTER
2x8 AND LARGER MINIMUM DESIGN VALUES Fb 1,000 PSI Ft 575 PSI Fv 145 PSI Fc 405 PSI Fcll 1,450 PSI E 1,300,000 PSI Emin 470,000 PSI	HEM-FIR NO. 2 OR BETTER
LAMINATED VENEER LUMBER (LVL) MINIMUM DESIGN VALUES Fb= 2850 PSI E= 2,000,000 PSI	
STEEL WIDE FLANGE SECTIONS ANGLES, PLATES, AND CHANNELS SQUARE AND RECTANGULAR HSS PIPE HIGH STRENGTH BOLTS HEAVY HEX NUTS HARDENED STEEL WASHERS WELDING ELECTRODES	50 KSI, ASTM A992 36 KSI, ASTM A36 46 KSI, ASTM A500 GRADE B 35 KSI, ASTM A53 GRADE B ASTM A325-N ASTM A563 ASTM F436 E70XX

ALL STRUCTURAL STEEL AND HARDWARE TO BE HOT DIPPED GALVANIZED. ALL FIELD WELDS TO BE CLEANED AND A ZINC SPRAY APPLIED.

FOUNDATION

1. ALLOWABLE SOIL BEARING CAPACITY = 2,000 PSF FOR STRIP FOOTINGS (PRESUMPTIVE)
2. GRADE AREAS IN ACCORDANCE WITH ELEVATIONS AND GRADES SHOWN ON THE SITE DRAWINGS AND AS REQUIRED FOR DRAINAGE.
3. ALL SLAB ON GRADE AREAS SHALL BE PROOF ROLLED. ALL SOFT SPOTS SHALL BE REMOVED AND REPLACED WITH COMPACTABLE FILL.
4. SLAB ON GRADE TO BE CONSTRUCTED ON A MINIMUM OF 6" OF COMPACTED GRANULAR FILL.
5. ALL FILL MATERIAL USED IN GRADING OPERATIONS SHALL CONSIST OF EARTH, WHICH IS FREE OF DEBRIS, BOULDERS OR ORGANIC MATERIAL. FILL SHALL BE PLACED IN MAXIMUM OF 12" LIFTS AND COMPACTED TO 95% OF MODIFIED PROCTOR MAXIMUM DRY DENSITY.
6. ALL FOOTINGS SHALL BEAR ON UNDISTURBED SOIL OR COMPACTED FILL HAVING A MINIMUM ALLOWABLE BEARING CAPACITY AS INDICATED ABOVE.
7. THE ENGINEER SHALL BE NOTIFIED IF ACTUAL FIELD CONDITIONS DO NOT MEET BEARING REQUIREMENTS OR, IF QUESTIONABLE SOIL CONDITIONS ARE DISCOVERED INCLUDING BUT NOT LIMITED TO PEAT AND OTHER HIGH ORGANIC SOILS.

CONCRETE CONSTRUCTION

1. ALL CONCRETE DESIGN AND CONSTRUCTION SHALL CONFORM WITH THE LOCAL BUILDING CODE REQUIREMENTS AND THOSE OF THE LATEST EDITION OF THE FOLLOWING STANDARDS: ACI 318, ACI 315, ACI 301, AND ACI 307.
2. ALL CONCRETE, UNLESS SPECIFICALLY NOTED, SHALL BE NORMAL WEIGHT (145 PCF).
3. THE COMPRESSIVE STRENGTH OF ALL GROUT USED TO PROVIDE LEVEL BEARING OF COLUMN BASE PLATES SHALL MEET OR EXCEED THE COMPRESSIVE STRENGTH OF THE SUPPORTING CONCRETE MEMBER.
4. CONCRETE REINFORCING SHALL HAVE THE FOLLOWING MINIMUM PROTECTIVE COVER:
- | | |
|--|--------|
| CONCRETE CAST AGAINST EARTH | 3" |
| CONCRETE EXPOSED TO EARTH OR WEATHER | |
| #6 THROUGH #18 BARS | 2" |
| #5 BAR AND SMALLER | 1-1/2" |
| CONCRETE WITH INTERIOR EXPOSURE:
SLABS, WALLS, JOISTS | |

#14 AND #18 BARS
#11 BAR AND SMALLER

1-1/2"
3/4"

5. UNLESS NOTED OTHERWISE ON THE DRAWINGS ALL REINFORCING SHALL BE LAPPED TO DEVELOP ITS CAPACITY AS FOLLOWS:

BAR SIZES	STANDARD	TOP BAR	"B" SPLICE	HOOK
#3	13"	16"	16"	6"
#4	20"	24"	24"	8"
#5	28"	44"	44"	10"
#6	36"	60"	60"	12"
#7	52"	82"	82"	14"

MULTIPLY LAP LENGTHS BY 1.3 FOR TOP BAR CONDITIONS, TOP BARS ARE HORIZONTAL BARS WITH 12 INCHES OR MORE OF CONCRETE BELOW.

6. SLAB-ON-GRADE SHALL HAVE CLASS "A" TOLERANCE.
7. A 6-MIL. (MIN.) POLYETHYLENE VAPOR BARRIER WITH JOINTS LAPPED NOT LESS THAN 6" SHALL BE PLACED BETWEEN THE SAND BASE AND THE CONCRETE FLOOR.
8. CALCIUM CHLORIDE AND OR ADMIXTURES CONTAINING CALCIUM CHLORIDE SHALL NOT BE USED.
9. ALL CONCRETE SUBJECT TO EXTERIOR EXPOSURE SHALL BE AIR ENTRAINED TO 6% (+/- 1.5%) AND HAVE A MAXIMUM 1" AGGREGATE.
10. PLACING OF CONCRETE SHALL BE DONE IN CONFORMANCE WITH ACI-306 FOR COLD WEATHER AND ACI-305 FOR HOT WEATHER.

WOOD CONSTRUCTION

DIMENSION LUMBER

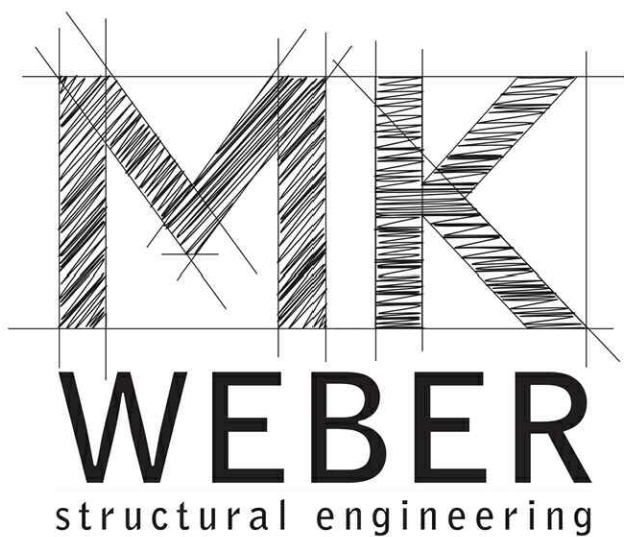
1. ALL DIMENSIONAL LUMBER NOMINAL 2" THICK AND 4-8" WIDE SHALL BE #2 SPF OR EQUAL. WIDTHS 10" AND WIDER SHALL BE #2 HEM-FIR.
2. LAMINATED VENEER LUMBER (LVL) TO BE 2.0E AND Fb = 3100 PSI OR GREATER.
3. ALL LEVEL 1 STRUCTURAL WALL FRAMING TO BE NOMINAL 2x ENGINEERED LAMINATED VENEER LUMBER (LVL) (BOISE VERSA - STUD 1.7/2650 OR APPROVED EQUAL.
4. NOT USED
5. SILLS AND MEMBERS EXPOSED DIRECTLY TO MOISTURE OR IN DIRECT CONTACT WITH CONCRETE OR MASONRY SHALL BE PRESSURE TREATED.
6. PLYWOOD SHALL CONFORM TO THE LATEST EDITION OF U.S. PRODUCT STANDARD PS-1. INSTALL IN STAGGERED PATTERN. NAIL AS REQUIRED FOR DIAPHRAGM ACTION.
7. SHEAR PLATE AND SPLIT RING FASTENERS SHALL BE TECO OR APPROVED EQUAL.
8. NAILS SHALL BE STRONGHOLD, GALVANIZED COMMON NAILS OF THE SIZES INDICATED, EXCEPT THAT GALVANIZED SIDING NAILS SHALL BE USED FOR THE ATTACHMENT OF EXTERIOR PLYWOOD SIDING.
9. ALL BOLTS AND LAG SCREWS SHALL BE AMERICAN STANDARD MANUFACTURE.
10. BOLT HOLES IN WOOD SHALL BE DRILLED 1/16" MAXIMUM OVERSIZE. HOLES FOR SCREWS AND LAG SCREWS SHALL BE FIRST BORED FOR THE SAME DEPTH AND DIAMETER OF THE SHANK, THEN THE REMAINDER OCCUPIED BY THE THREADED PORTION SHALL BE BORED NOT LARGER IN DIAMETER THAN THE ROOT OF THE THREAD. ALL SCREWS SHALL BE SCREWED, NOT DRIVEN INTO PLACE.
11. PROVIDE WASHERS UNDER ALL NUTS AND HEADS OF BOLTS AND LAG SCREWS, WASHERS SHALL BE EITHER ROUND MALLEABLE IRON OR SQUARE CUT STEEL WASHERS 1/4" THICK X 3 FASTENER DIAMETERS.
12. WHEREVER NECESSARY TO CUT OR DRILL TREATED LUMBER, TREAT THE CUT OR BORED SURFACES WITH TWO HEAVY COATS OF THE SAME PRESERVATIVE AS USED IN THE ORIGINAL TREATMENT.
13. PROVIDE SOLID BLOCKING AT MID-SPAN OF ALL SAWN JOISTS AND STUDS EXCEEDING 10 FOOT SPAN AND AT 10 FOOT MAXIMUM ON CENTER.
14. MEMBERS BEARING ON CONCRETE OR MASONRY WALLS SHALL HAVE A 1/2" AIR SPACE AROUND SIDES AND END OF BEAM.
15. DESIGN FABRICATION AND CONSTRUCTION SHALL CONFORM TO THE "NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION" CURRENT EDITION AS RECOMMENDED BY THE NATIONAL LUMBER MANUFACTURER'S ASSOCIATION.
16. ALL COLUMNS SHOWN ON STRUCTURAL DRAWINGS SHALL BE CONTINUOUS UNLESS NOTED.
17. SET ALL JOISTS WITH CROWN UP.
18. WALL SHEATHING SHALL BE NAILED AS INDICATED ON DRAWINGS. ALL PANEL EDGES SHALL BE BACKED WITH 2X OR WIDER FRAMING.
19. PLYWOOD SHEATHING TO BE GRADED APA STRUCTURAL I.
20. ALL BOLTS, LAG SCREWS, SCREWS AND NAILS SHALL HAVE A HOT DIP GALVANIZED FINISH
21. SIMPSON STRONG-TIE CONNECTORS ARE SPECIFICALLY REQUIRED TO MEET THE STRUCTURAL CALCULATIONS OF PLAN. BEFORE SUBSTITUTING ANOTHER BRAND, CONFIRM LOAD CAPACITY BASED ON RELIABLE PUBLISHED TESTING DATA OR CALCULATIONS. THE ENGINEER OF RECORD IS REQUIRED TO EVALUATE AND GIVE WRITTEN APPROVAL FOR SUBSTITUTION PRIOR TO INSTALLATION.
22. ALL SIMPSON CONNECTORS SHALL BE ZMAX (G185) OR HOT-DIP GALVANIZED (HDG).

WOOD SHEATHING (WALLS)

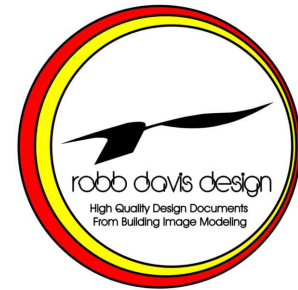
1. BACK ALL SHEATHING PANEL EDGES WITH MINIMUM, NOMINAL 2 X BLOCKING.
2. 1/2" APA EXPOSURE I, RATED SHEATHING WITH 32/16 SPAN RATING (U.N.O.)
3. FRAMING TO BE MAXIMUM 1'-4" O.C.
4. FASTENERS SHALL BE A MINIMUM 8d COMMON (1 1/3" Ø) OR GALVANIZED BOX NAILS (0.113" Ø) (GALVANIZED NAILS SHALL BE HOT DIPPED OR TUMBLED).
5. OFFSET PANEL JOINTS ON EACH SIDE OF WALL MINIMUM ONE STUD BAY.
6. PANELS MAY BE INSTALLED EITHER HORIZONTALLY OR VERTICALLY.
7. WALL SHEATHING: SPACE NAILS @ 9" O.C. ALONG INTERMEDIATE FRAMING MEMBERS. (FIELD OF PANEL) SPACE NAILS @ 3' O.C. AT ALL PANEL EDGES.
8. EACH PANEL SHALL BE IDENTIFIED WITH THE GRADE TRADEMARK OF THE AMERICAN PLYWOOD ASSOCIATION AND SHALL MEET THE REQUIREMENTS OF PRODUCT STANDARD (PSI). APPLICATION AND NAILING OF PLYWOOD SHALL BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE AMERICAN PLYWOOD ASSOCIATION AND TABLE 2304.9.1 "FASTENING SCHEDULE" OF THE INTERNATIONAL BUILDING CODE UNLESS OTHER REQUIREMENTS NOTED ON THE PLAN ARE MORE STRICT.

LIGHT GAUGE STEEL CONSTRUCTION

1. THE LIGHT GAUGE STEEL FABRICATOR/SUPPLIER SHALL BE RESPONSIBLE FOR THE SELECTION, DESIGN AND DETAILING OF ALL CONNECTIONS NOT FULLY DETAILED ON THE CONTRACT DRAWINGS.
1. CONNECTION DETAILS ARE INDICATED ON THE DRAWINGS FOR DESIGN INTENT ONLY. WHEN FASTENERS ARE SHOWN ON SPECIFIC DETAILS, UNLESS THE NUMBER OF FASTENERS IS SHOWN NUMERICALLY, USE GRAPHICAL REPRESENTATION FOR DESIGN CONCEPT ONLY.
- ALL COLD FORMED STEEL SHALL BE GRADE 50
ALL GALVANIZED MEMBERS SHALL HAVE G90 COATING
2. STEEL STUDS: MANUFACTURER'S STANDARD C-SHAPED STEEL STUDS, OF WEB DEPTHS INDICATED, PUNCHED, WITH STIFFENED FLANGES, AND AS FOLLOWS:
1. MINIMUM BASE-METAL THICKNESS: 0.078125 INCH
2. FLANGE WIDTH: 1 5/8 INCH
3. STEEL TRACK: MANUFACTURER'S STANDARD U-SHAPED STEEL TRACK, OF WEB DEPTHS INDICATED, UNPUNCHED, WITH STRAIGHT FLANGES, AND AS FOLLOWS:
1. MINIMUM BASE METAL THICKNESS: 0.078125 INCH
2. FLANGE WIDTH: 1 1/4 INCH
4. MECHANICAL FASTENERS: ASTM C 1513, CORROSION-RESISTANT-COATED, SELF-DRILLING, SELF TAPPING, STEEL DRILL SCREWS.



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HOMES: 850.303.4595
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DATE	06/27/2016	REVIEWED	J.JOWERS
DRAWN	R.DAVIS		
REVISIONS:			
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/17/2016	REVISION 2	

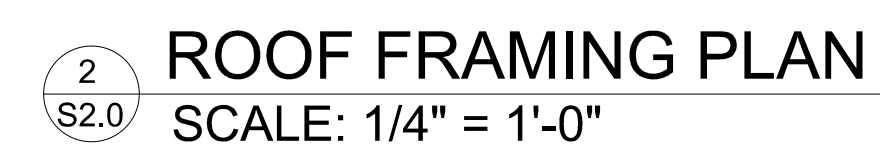
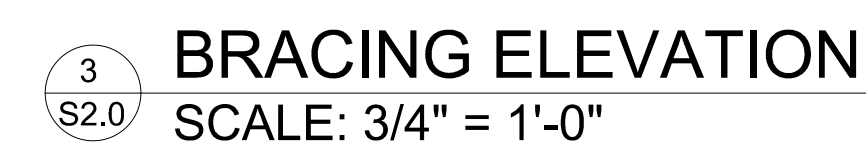
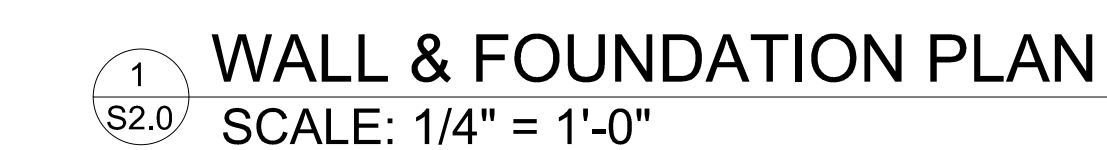
PROJECT # 05-2016

STRUCTURAL NOTES
BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE
PANAMA CITY
FLORIDA
S1.0

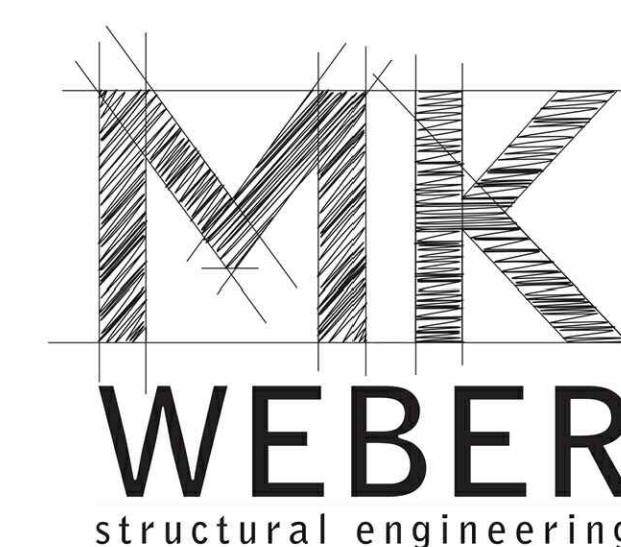
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- PLAN NOTES:
1. 6" ICF WALLS TO BE REINFORCED WITH #5 @ 18" O.C., E.W. WITH 90° HOOKS AT TOP OF WALL.
 2. ALL EXPOSED STRUCTURAL STEEL TO BE HOT DIPPED GALVANIZED PRIOR TO INSTALLATION.
 3. DEMO EXISTING AWNING AND CONCRETE AS REQUIRED TO FACILATE INSTALLATION OF NEW STRUCTURAL COMPONENTS.



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PROJECT #	05-201
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CONSTRUCTION DOCUMENTS

FOUNDATION, ROOF FRAMING, & DETAILS

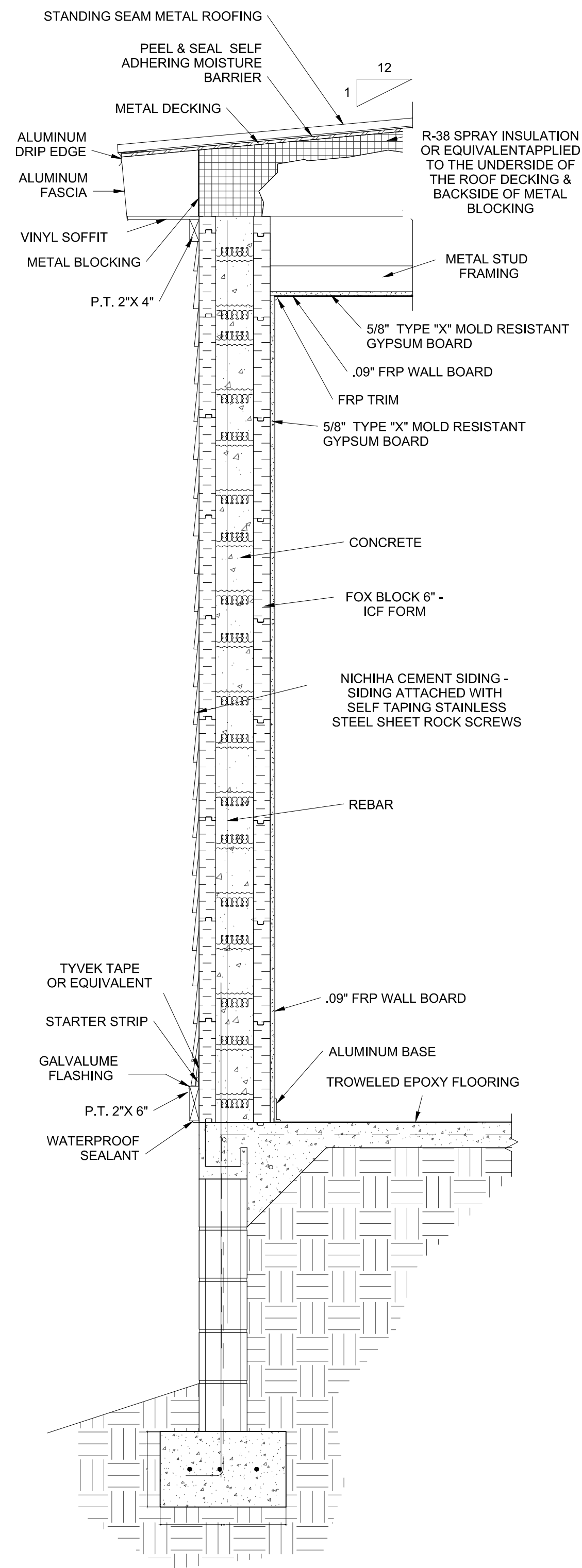
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3737 FRANKFORD AVENUE

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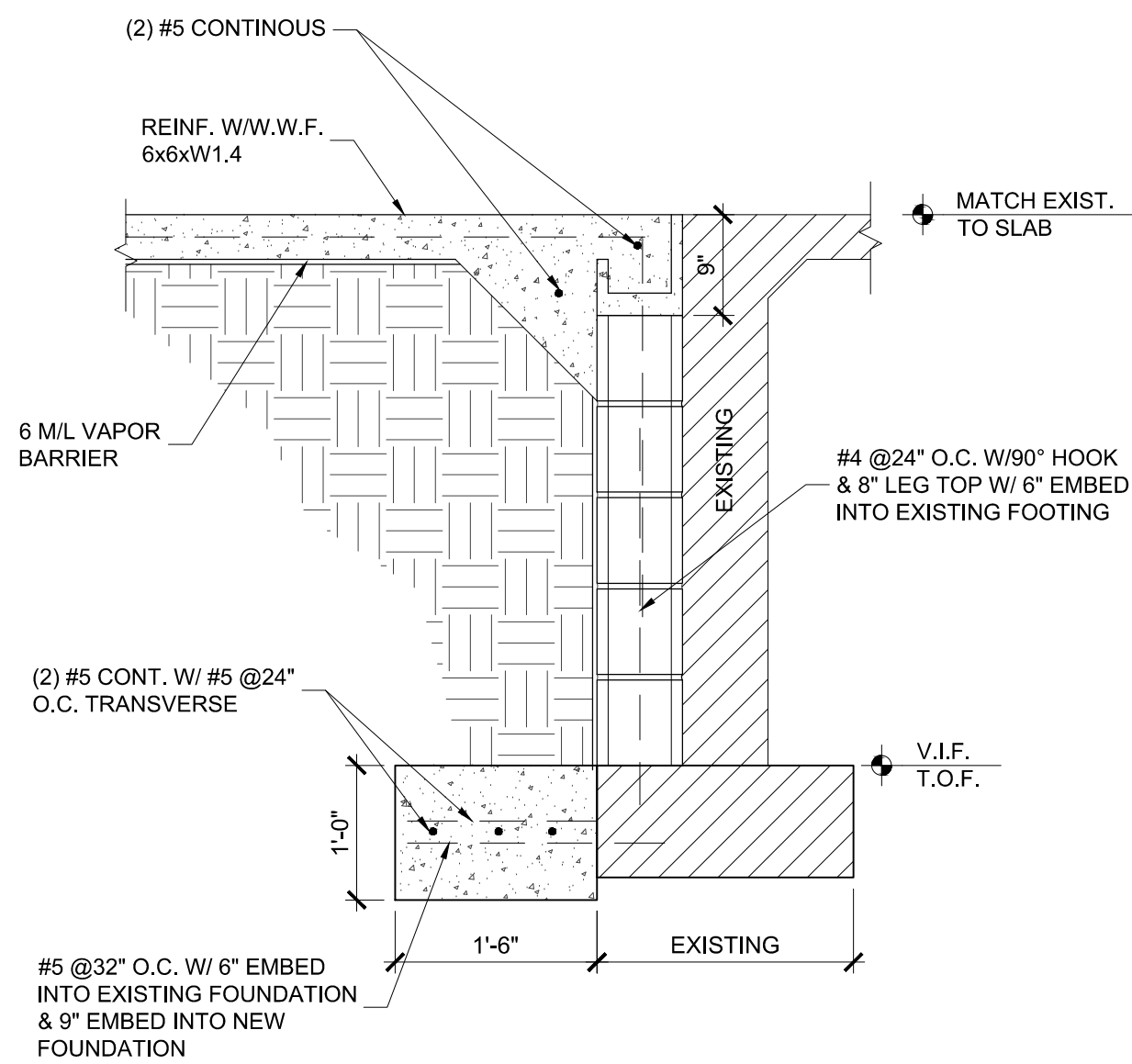
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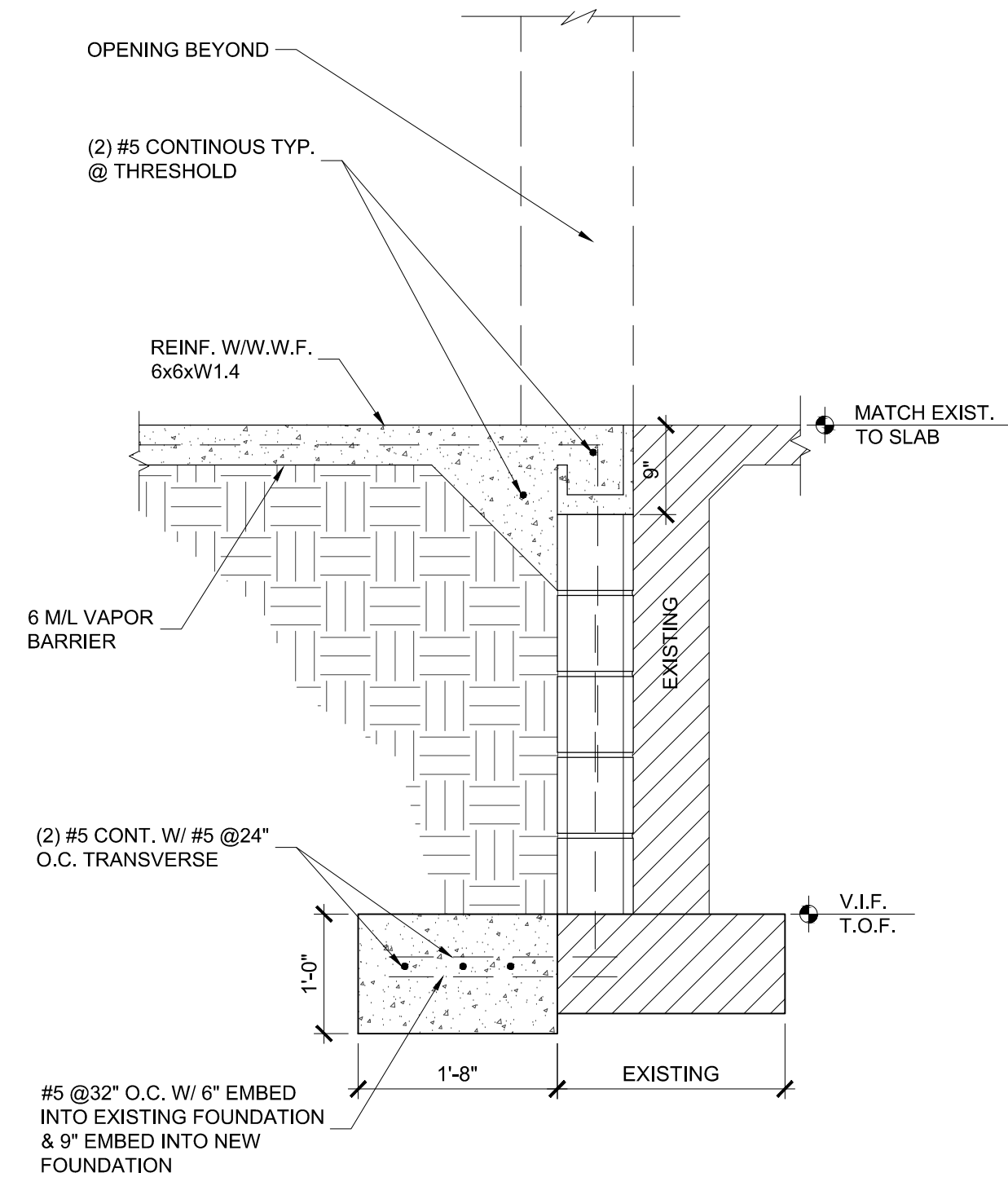
TYPICAL ICF WALL SECTION



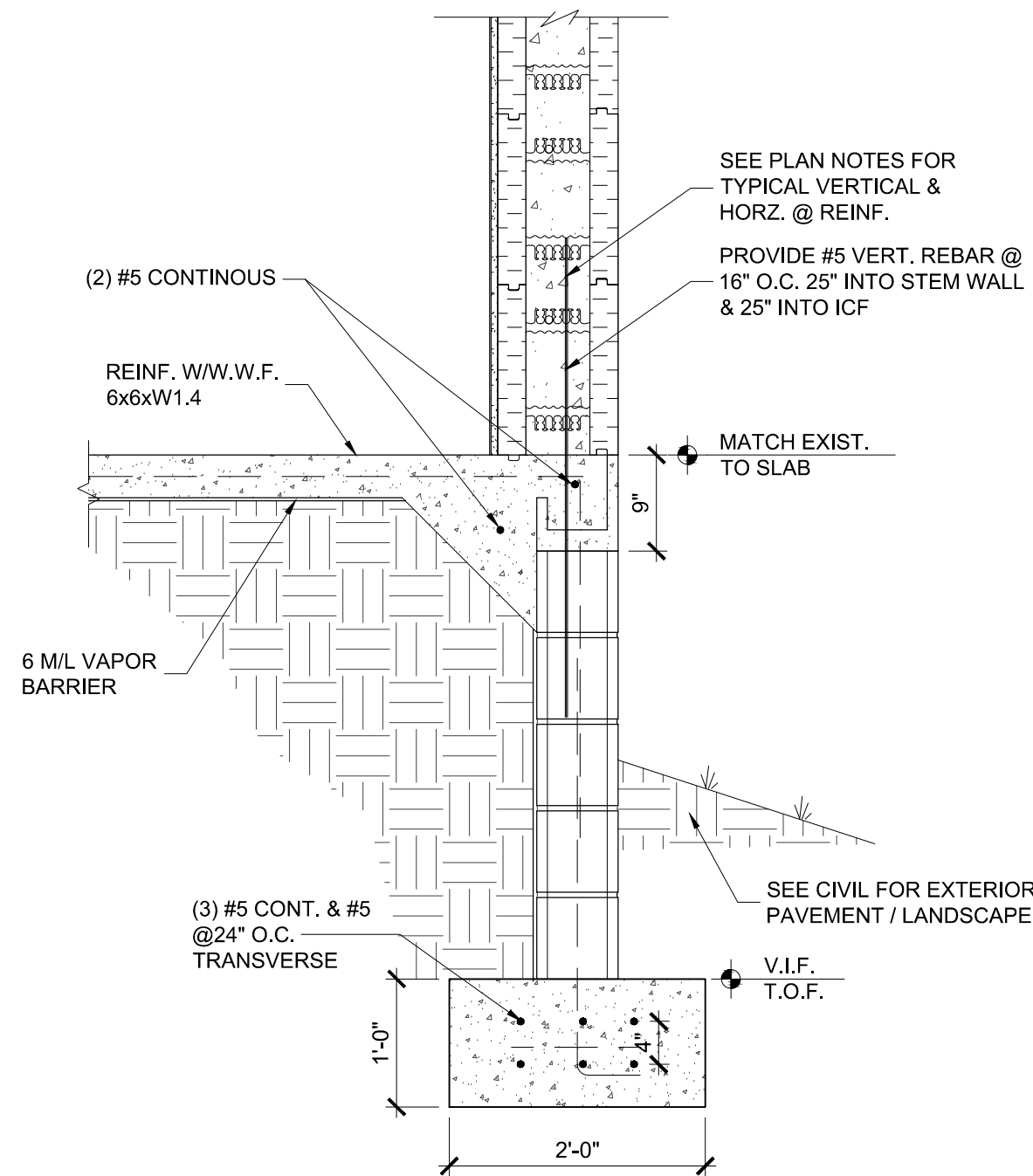
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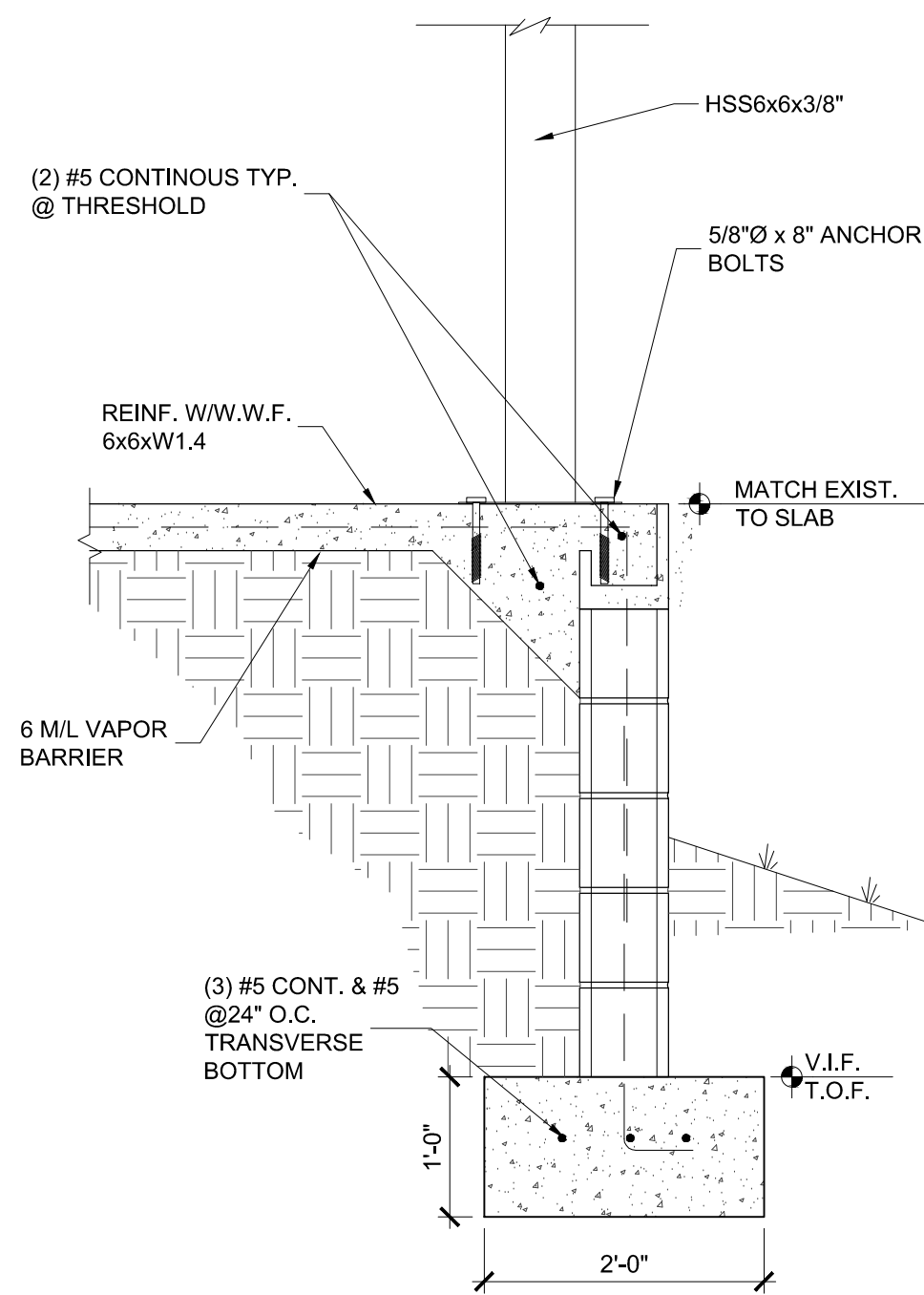
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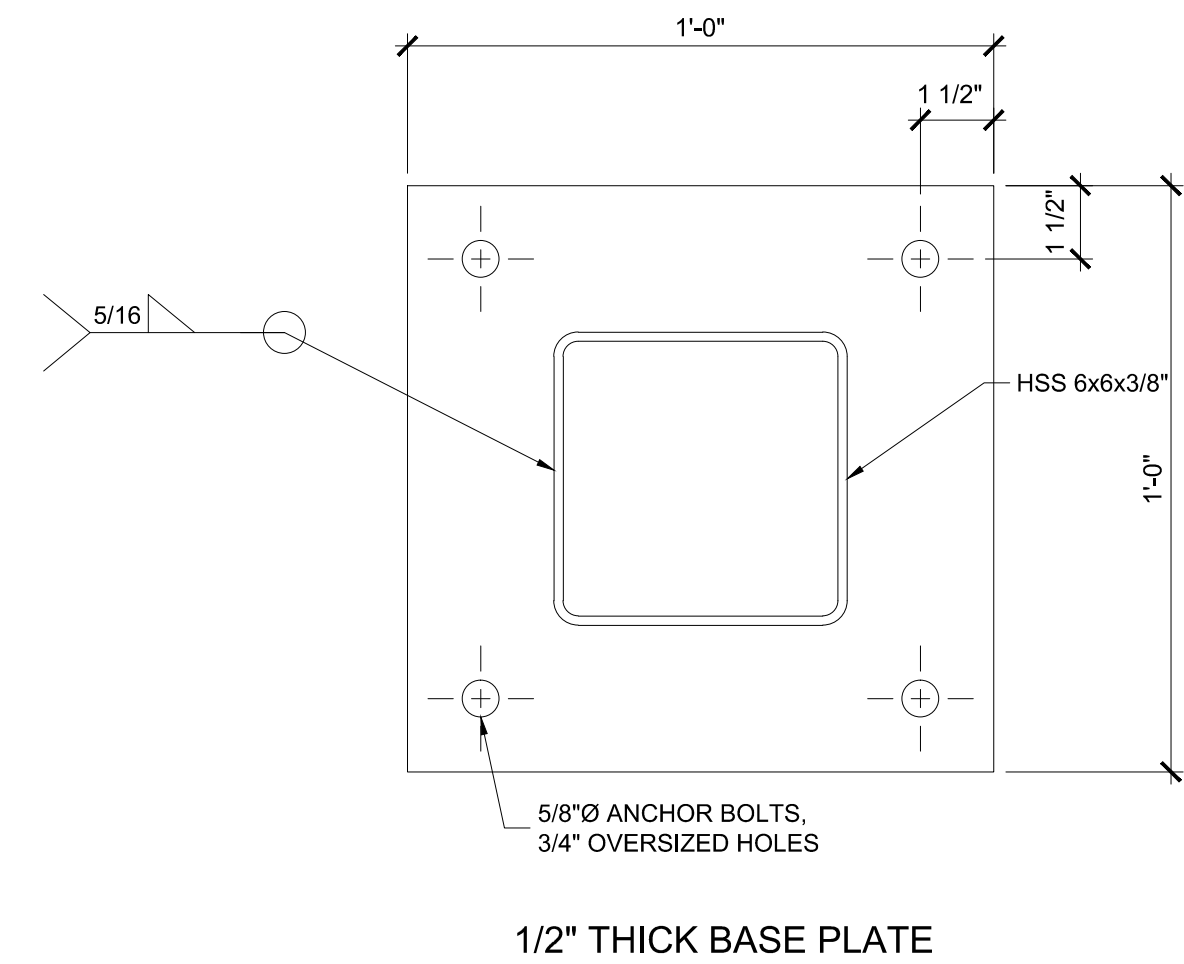
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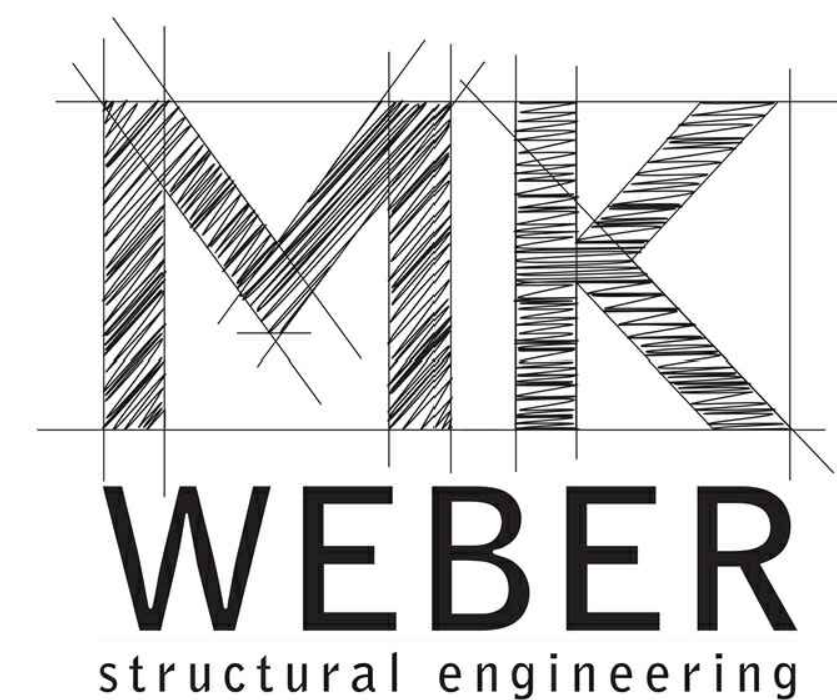
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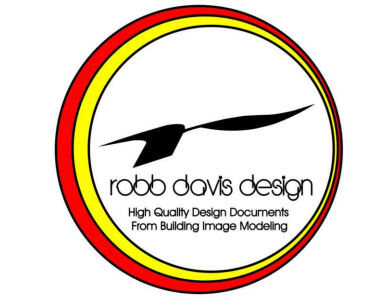
5 FOUNDATION DETAIL
SCALE: 3/4" = 1'-0"



6 BASEPLATE DETAIL
SCALE: 3" = 1'-0"



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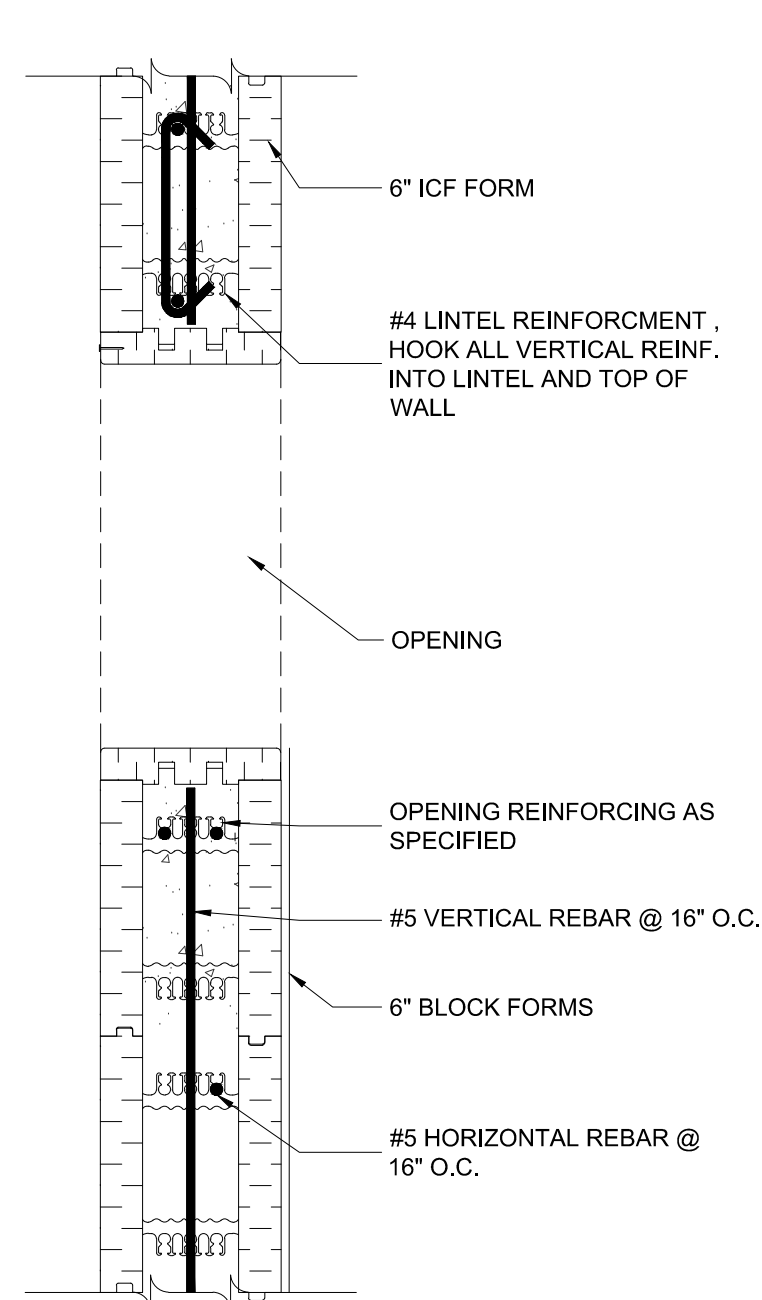


DATE		06/27/2016	
DRAWN		REVIEWED	
K.DAVIS		J.JOWERS	
REVISIONS			
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/17/2016	REVISION 2	

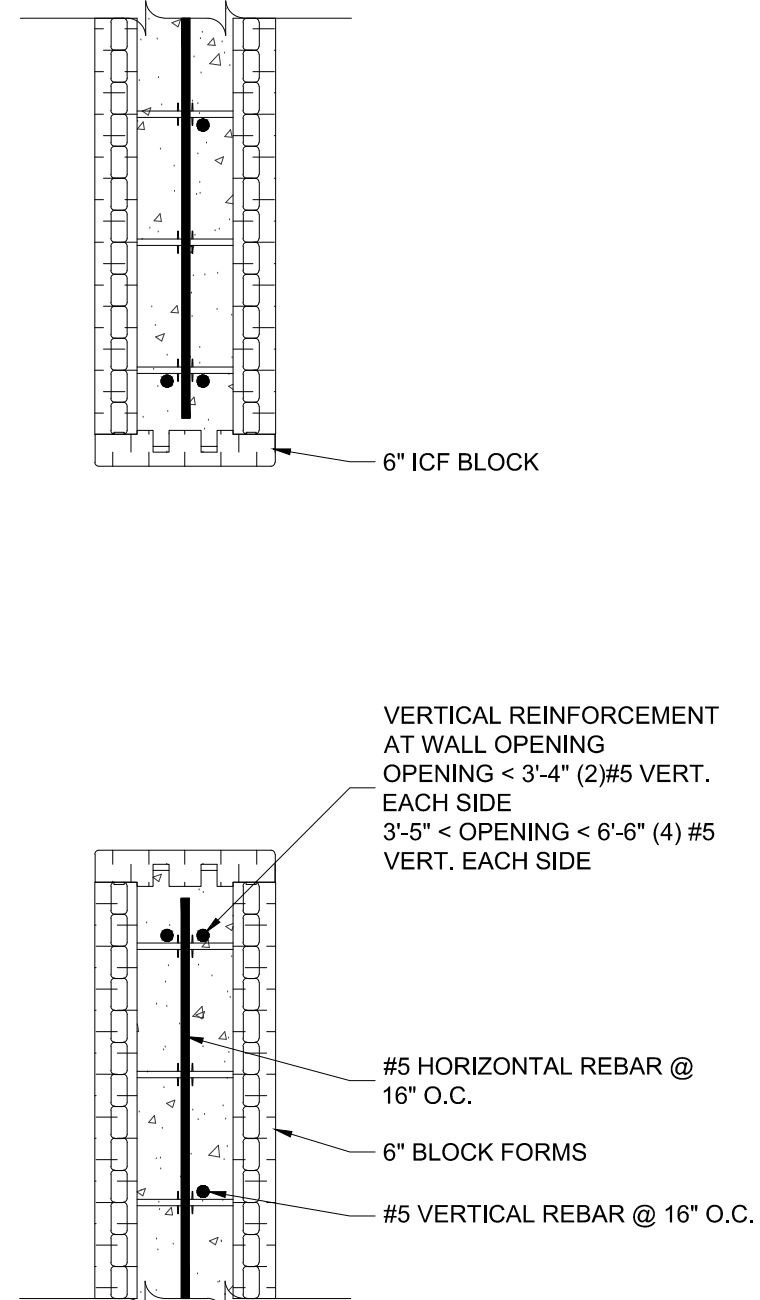
PROJECT # J5-2016

CONSTRUCTION DOCUMENTS
DETAILS
BAY COUNTY MEDICAL EXAMINER'S ADDITION
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FLORIDA
PANAMA CITY
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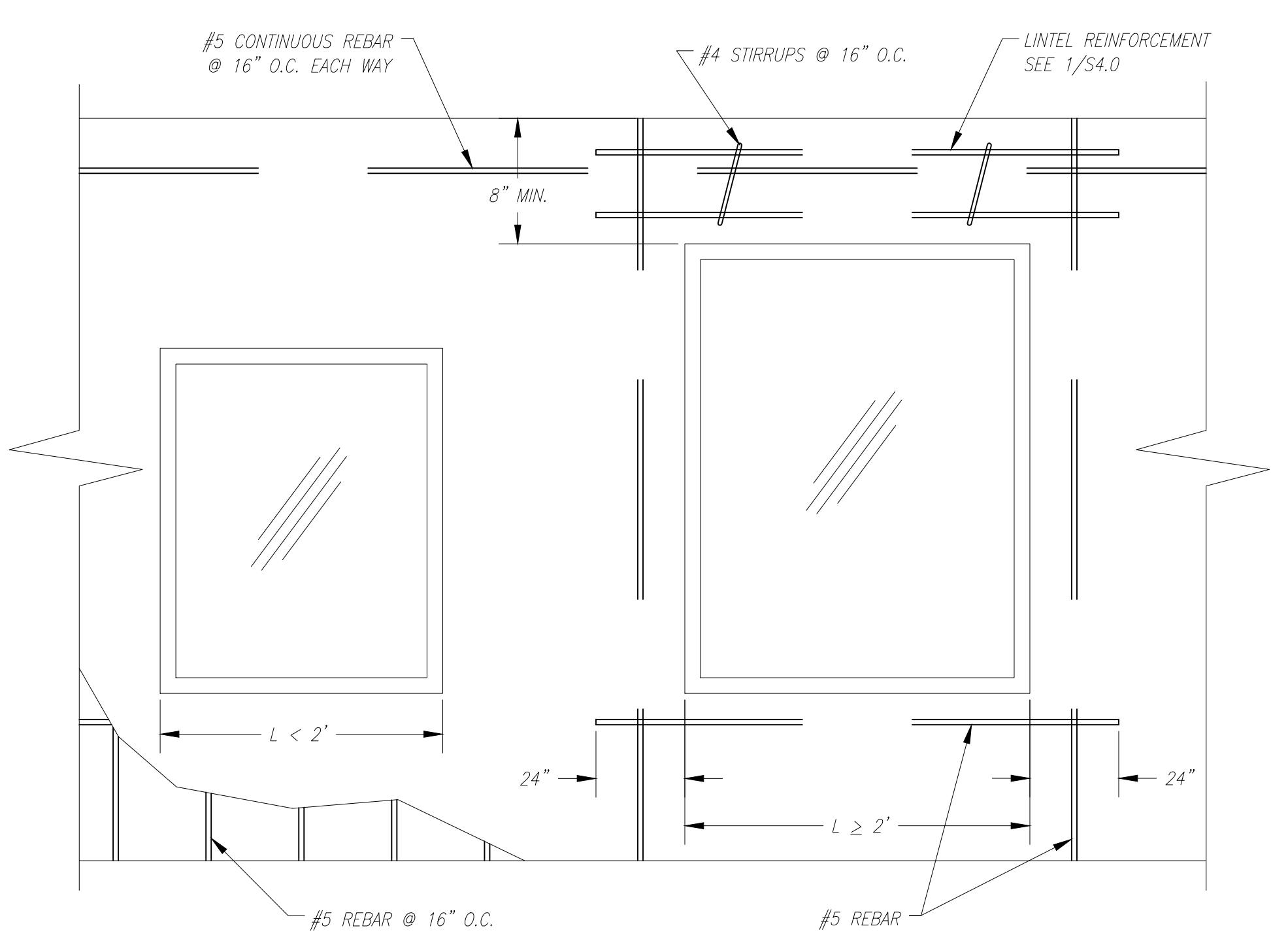
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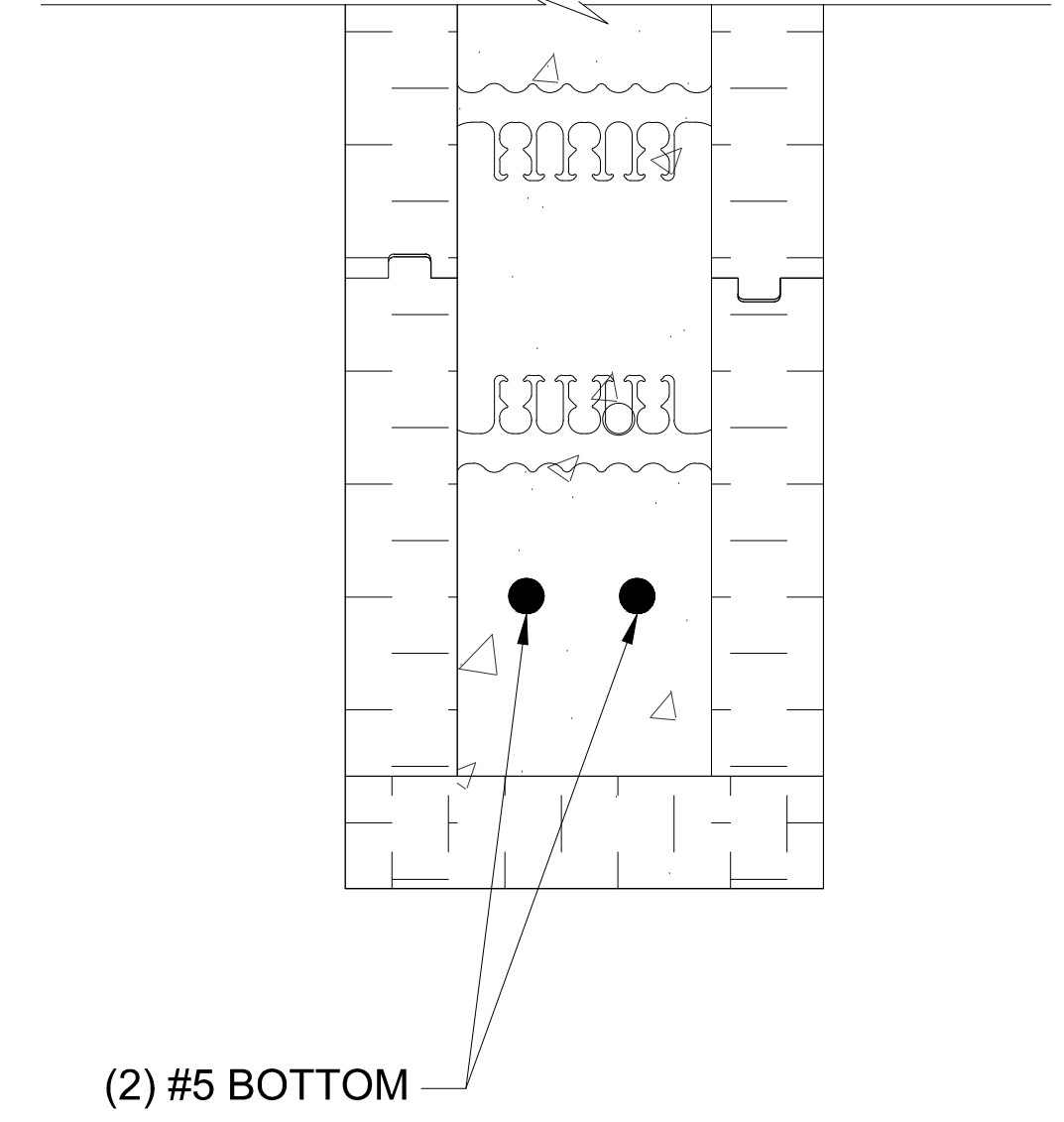
1 ICF WALL SECTION
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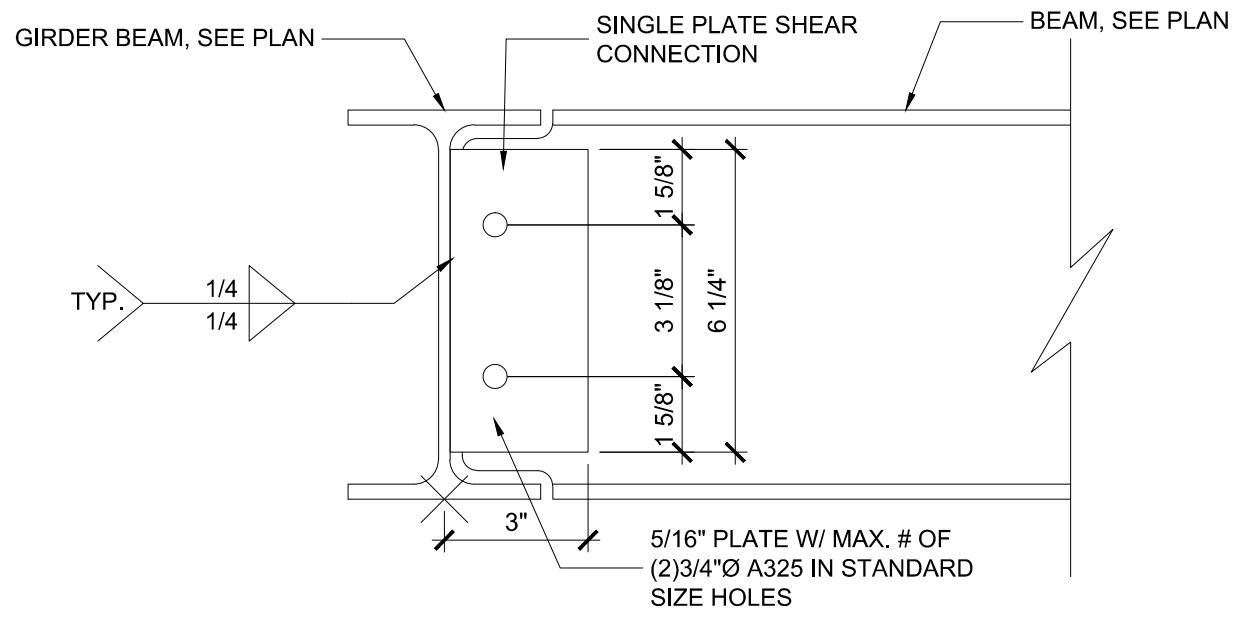
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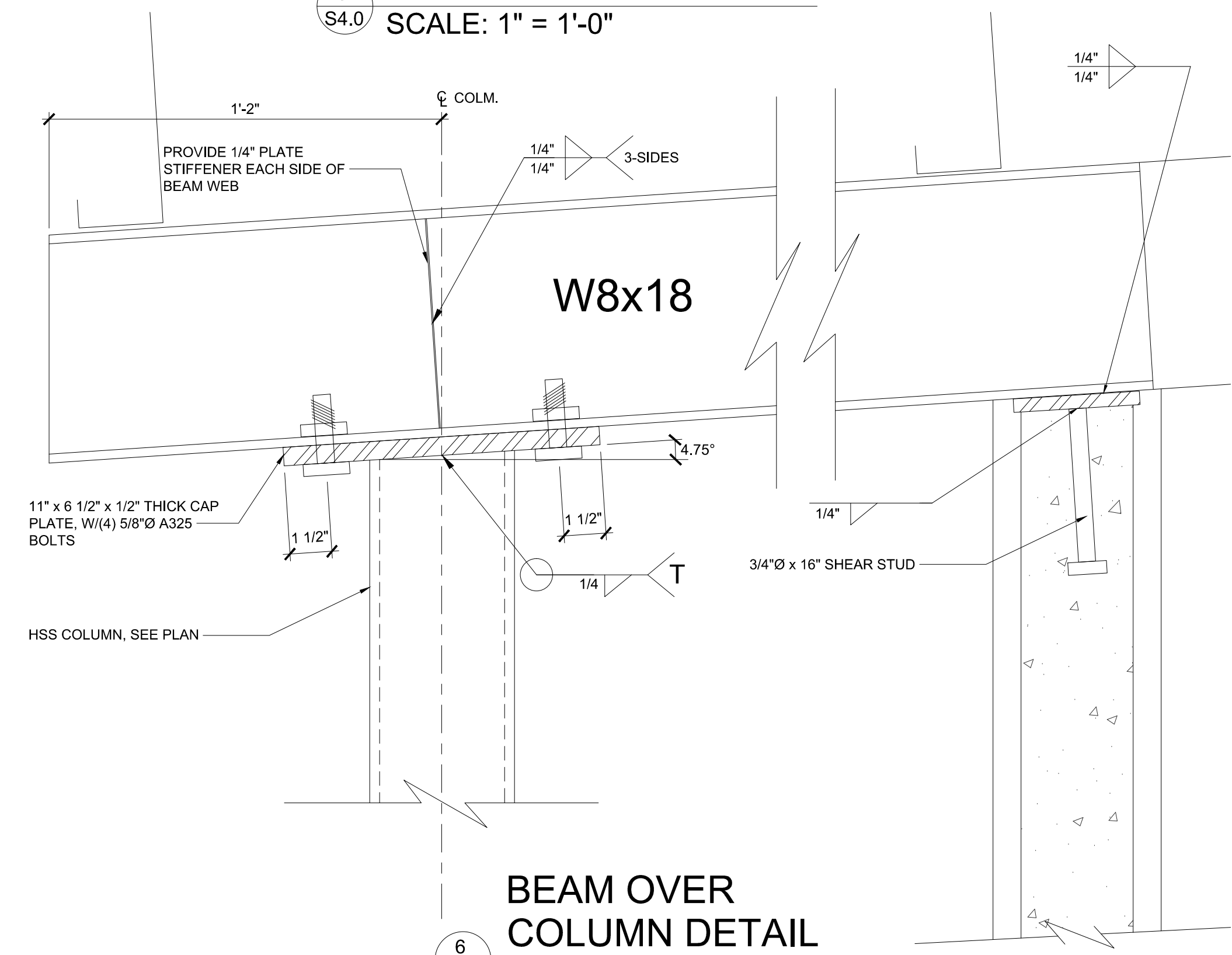
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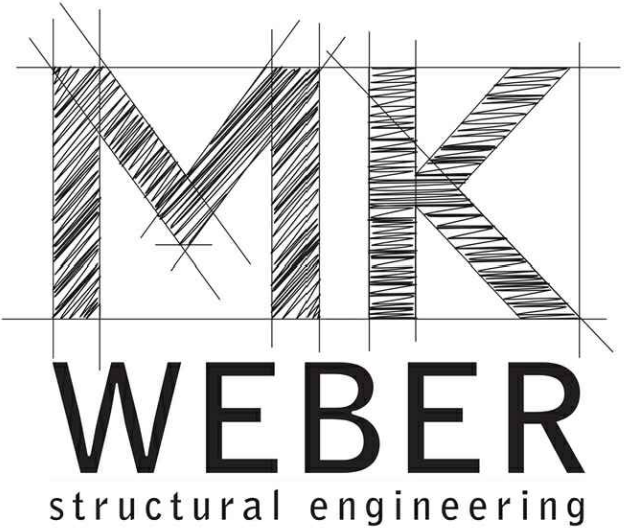
4 LINTEL DETAIL
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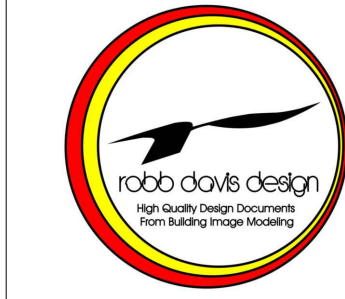
5 BEAM TO GIRTER DETAIL
S4.0 SCALE: 3" = 1'-0"



6 BEAM OVER COLUMN DETAIL
S4.0 SCALE: 3" = 1'-0"
TYP. @ 2 LOCATIONS



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DRAWN	R.DAVIS	REVISION	
REVISION		REVISION	
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/17/2016	REVISION 2	

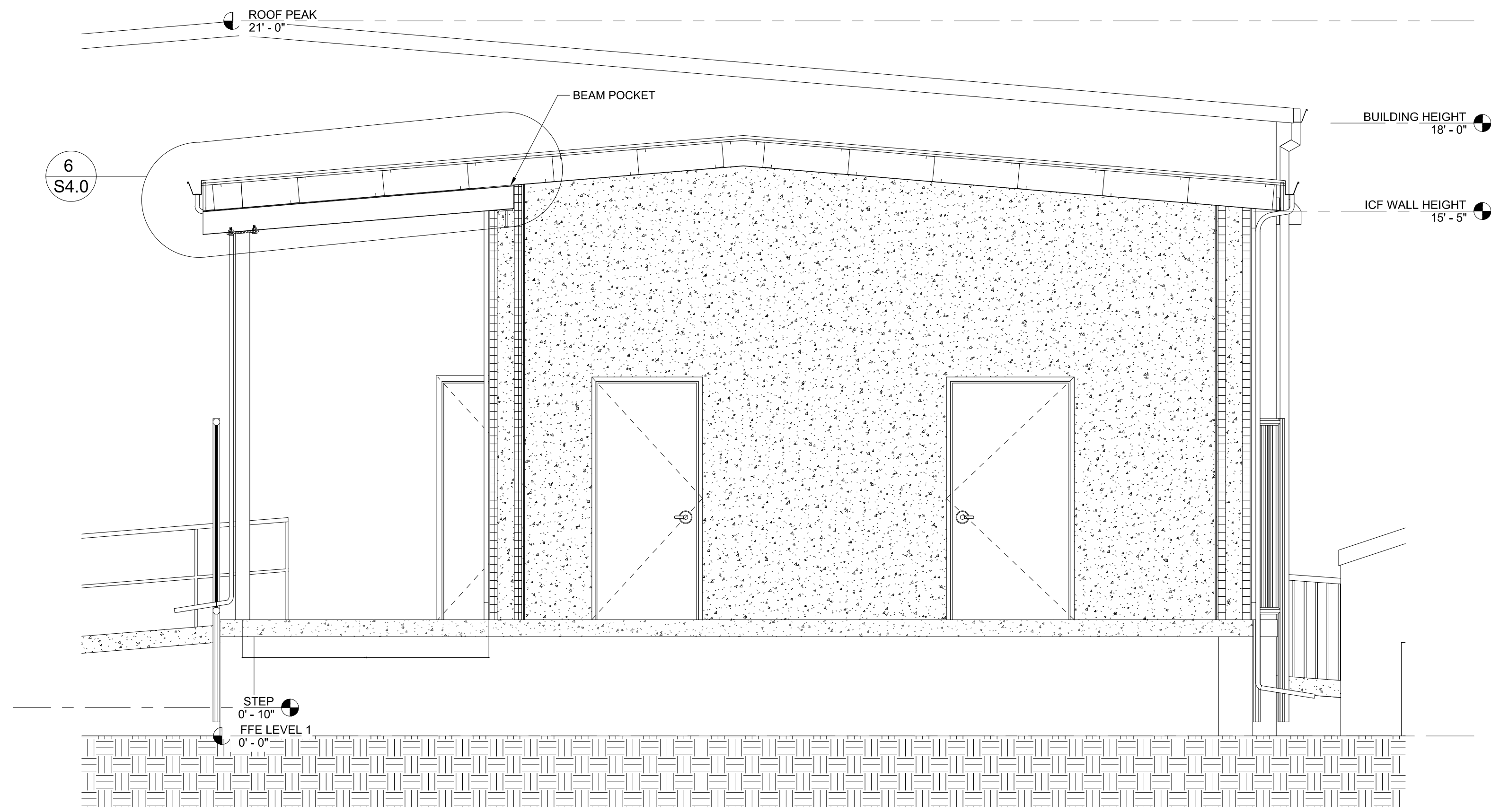
PROJECT # 05-2016

CONSTRUCTION DOCUMENTS
ICF WALL ELEVATIONS & DETAILS
BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE
PANAMA CITY
FLORIDA

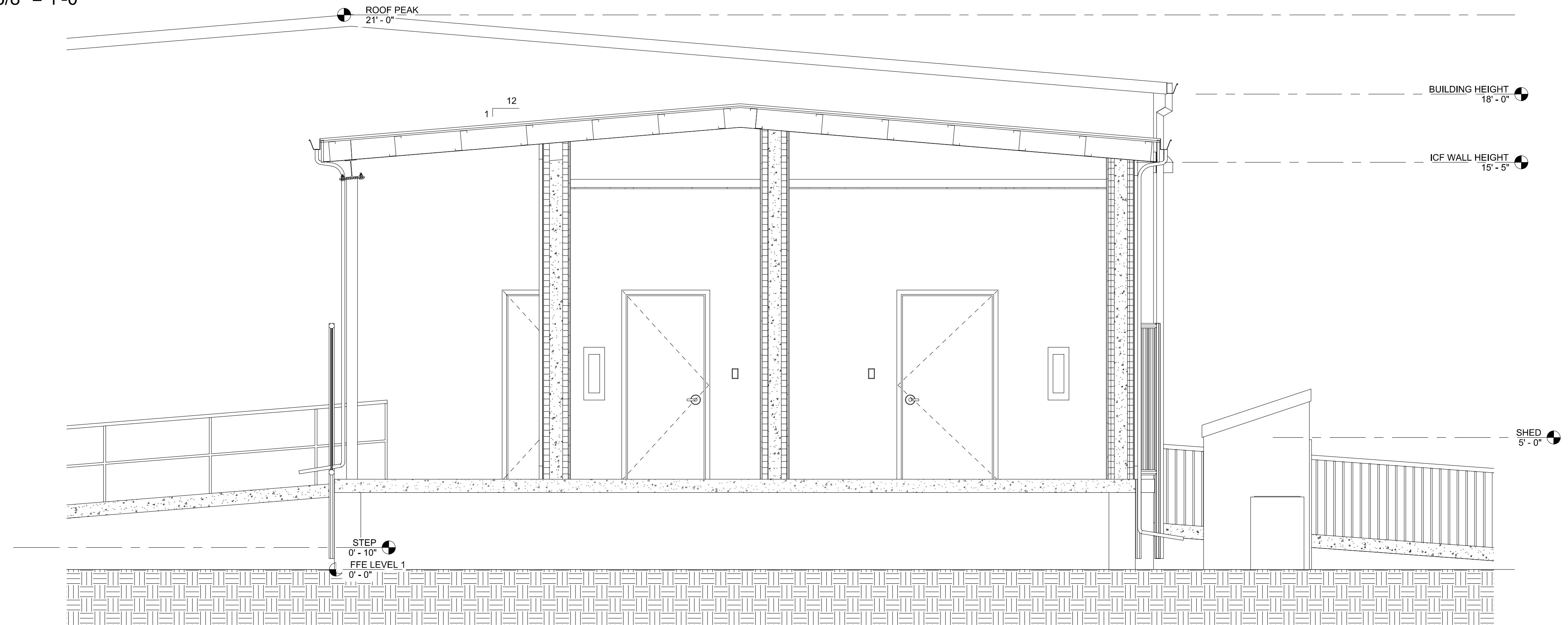
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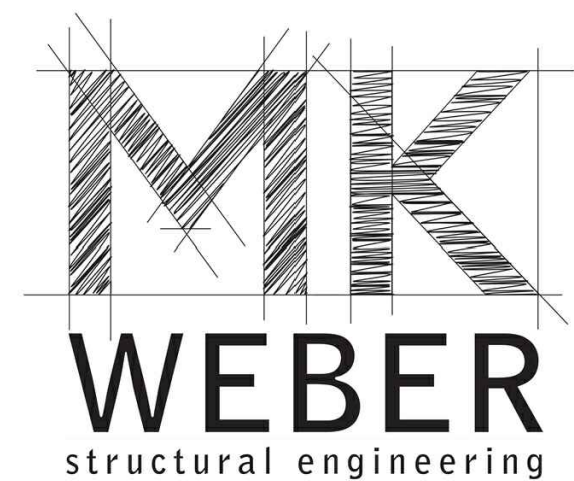
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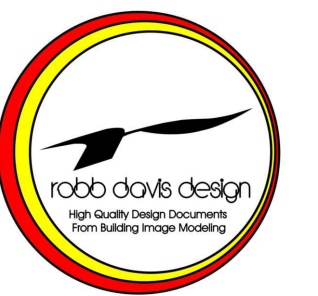
1 WALL SECTION
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2 WALL SECTION
SCALE: 3/8" = 1'-0"



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566 N. LAKESHORE DRIVE
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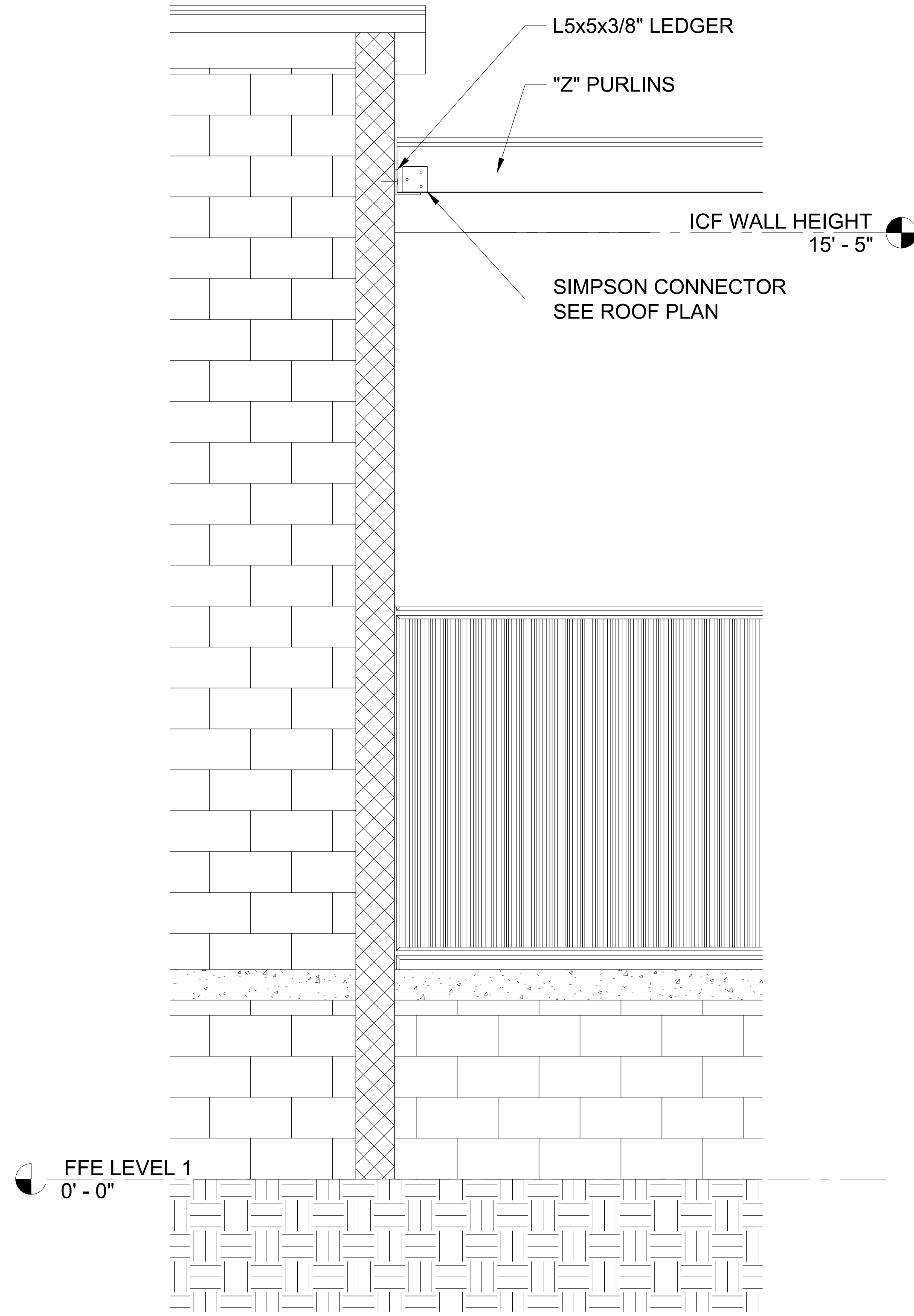
DATE	06/27/2016	REVIEWED	J.JOWERS
DRAWN	R.DAVIS		
REVISIONS			
No.	Date	Description	
1	08/02/2016	REVISION 1	
2	08/17/2016	REVISION 2	

PROJECT # 05-2016

WALL SECTIONS
BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE
PANAMA CITY
FLORIDA

SHEET NO. S5.0

8/17/2016 6:53:53 AM



1
S6.0 WALL SECTION
SCALE: 3/8" = 1'-0"

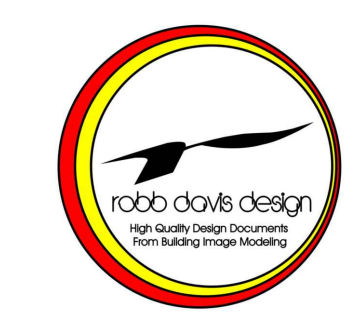
CONSTRUCTION DOCUMENTS

WALL SECTION

BAY COUNTY MEDICAL EXAMINER'S ADDITION
3737 FRANKFORD AVENUE

PANAMA CITY FLORIDA

SHEET NO. S6.0



robb davis design
DESIGNS - BUILDINGS - FABRICATIONS
566 N. LAKESHORE DRIVE
PANAMA CITY BEACH, FLORIDA 32413
CRC 1331020
HON#E850.303.4595
"HIGH QUALITY DESIGN DOCUMENTS FROM BIM MODELING"

8/17/2016 6:53:53 AM

EXHIBIT 2
CONTRACTOR'S RESPONSE TO ITB 17-18

Original

BID FORM
ITB NO: 17-18

This proposal of ReliantSouth Construction Group, Inc., hereinafter called "BIDDER," organized and existing under the laws of the State of Florida doing business as corporation (Insert "a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the Board of County Commissioners, Bay County, hereinafter called "OWNER."

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform all work, as detailed in this bid.

By submission of this BID, each Bidder certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any other competitor.

Contractor agrees to perform the entire work as indicated on the drawings and in compliance with the Contract Documents and Specifications, complete in every detail.

The **Lump Sum Base Bid** is:

One Hundred Fifty-six Thousand, Eleven Dollars
(Words) \$ No / cents
(\$ 156,011)

Submitted By: ReliantSouth Construction Group, Inc.
Name of Firm/Contractor Submitting This Bid

Bid Prepared By: John Meyer, Vice President
Name of Individual Who Prepared This Bid

Contact Email: meyer@reliantsouth.com

Address: 490 Grace Avenue, Panama City, FL 32401

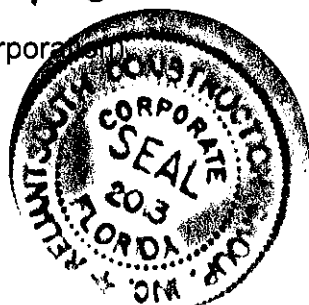
Phone: 850-215-5540

General Contractor's License No. CGC052036 & CGC1508082

John Meyer
Signature of Authorized Representative of Firm/Contractor

3/30/17
Date

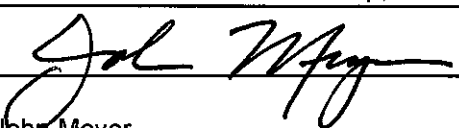
SEAL: (If bid is by Corporation)



ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. <u> #1 </u>	DATED <u> March 7, 2017 </u>
ADDENDUM NO. <u> #2 </u>	DATED <u> March 23, 2017 </u>
ADDENDUM NO. <u> </u>	DATED <u> </u>
ADDENDUM NO. <u> </u>	DATED <u> </u>
ADDENDUM NO. <u> </u>	DATED <u> </u>

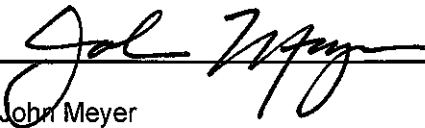
Name of Firm:	<u>ReliantSouth Construction Group, Inc.</u>
Authorized Signature:	<u></u>
Printed Name:	<u>John Meyer</u>
Title:	<u>Vice President</u>
Date:	<u>3/30/17</u>

It is the responsibility of the firm to ensure that they have received addendums if issued.

Call (850) 248-8270 or email Purchasing@baycountyfl.gov prior to submitting your bid to ensure that you have received addendums.

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm:	<u>ReliantSouth Construction Group, Inc.</u>
Authorized Signature:	<u></u>
Printed Name:	<u>John Meyer</u>
Title:	<u>Vice President</u>
Date:	<u>3/30/17</u>

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any Bay County Board of County Commissioner(s), employee(s), elected officials(s), or any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO _____ X _____

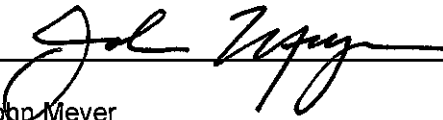
NAME(S)

POSITION(S)

Name of Firm:

ReliantSouth Construction Group, Inc.

Authorized Signature:



Printed Name:

John Meyer

Title:

Vice President

Date:

3/30/17

IDENTICAL TIE BIDS/DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals, which are equal with respect to price, quality, and service, are received by the County for the procurement of commodities or contractual services, a submittal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied firms have a drug-free workplace program. To have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

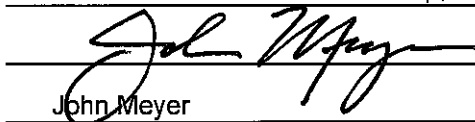
 X This firm complies fully with the above requirements.

 This firm does not have a drug free work place program at this time.

Name of Firm:

ReliantSouth Construction Group, Inc.

Authorized Signature:



Printed Name:

John Meyer

Title:

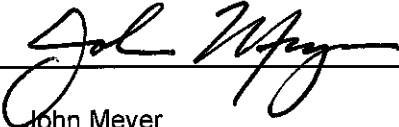
Vice President

LOCAL BUSINESS CERTIFICATION

The undersigned, as a duly authorized representative of the firm listed herein, certifies to the best of his/her knowledge, that the firm meets the definition of a "Local Business". "Local Business" is defined as a business which:

1. Has had a fixed office located in and having a street address within Bay County for at least twelve (12) months immediately prior to the issuance of the request for competitive bids or request for proposals by the county, which office shall operate and perform business on a daily basis; and,
2. Is the principle offeror who is a single offeror; a business that is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses; and,
3. If applicable, holds any business license required by Bay County and/or municipality within Bay County.

Business Name:
ReliantSouth Construction Group, Inc.
Current Local Address:
490 Grace Avenue, Panama City, FL 32401
If the above address has been for less than 12 months, please provide prior address:
Length of time at this address:
Principle Office Address (Home Office):
490 Grace Avenue, Panama City, FL 32401

Name of Firm:	ReliantSouth Construction Group, Inc.
Authorized Signature:	
Printed Name:	John Meyer
Title:	Vice President
Date:	3/30/17

SUB-CONTRACTORS

As the bidder, I submit a listing of the Sub-Contractors which I shall use to accomplish the Work. Sub-Contractors are listed by name, address, amount of work and item of work. If none, please state so.

Subcontractor Name and Address: W & W Plumbing, Inc
201 Tarpon Street, Port St Joe, FL 32456

Work to be performed and \$ amount: Plumbing
\$ 4,500

Subcontractor Name and Address: aaa Refrigeration
1737 Sherman ave, Panama City, FL 32405

Work to be performed and \$ amount: HVAC
\$ 7,322

Subcontractor Name and Address: Whittaker Electric
2017 N. East Avenue, Panama City, FL 32405

Work to be performed and \$ amount: Electric
\$ 8,838

Subcontractor Name and Address: Reliant South
all other

Work to be performed and \$ amount: _____

Name of Firm: ReliantSouth Construction Group, Inc.

Authorized Signature: 

Printed Name: John Meyer

Title: Vice President

Date: 3/30/17



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

(850) 487-1395

**DODD, RICHARD MICHAEL
RELIANTSOUTH CONSTRUCTION GROUP, INC.
490 GRACE AVENUE
PANAMA CITY FL 32401**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

CGC052036

ISSUED: 06/14/2016

**CERTIFIED GENERAL CONTRACTOR
DODD, RICHARD MICHAEL
RELIANTSOUTH CONSTRUCTION GROUP, I**

**IS CERTIFIED under the provisions of Ch.489 FS.
Expiration date : AUG 31, 2018 L1606140001206**

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER

CGC052036

**The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018**

**DODD, RICHARD MICHAEL
RELIANTSOUTH CONSTRUCTION GROUP, INC.
490 GRACE AVENUE
PANAMA CITY FL 32401**



ISSUED: 06/14/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1606140001206

**EXHIBIT 3
BAY COUNTY
INSURANCE REQUIREMENTS**

1. LOSS CONTROL/SAFETY

a. Precaution shall be exercised at all times by the Contractor for the protection of all persons, including employees, and property. The Contractor shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

b. The County may order work to be stopped if conditions exist that present immediate danger to persons or property. The Contractor acknowledges that such stoppage will not shift responsibility for any damages from the Contractor to the County.

c. The Contractor acknowledges that possession, use, or threat of use of weapons or firearms is not permitted on County property, including in the Contractor's vehicles, unless such possession or use of a weapon is a necessary and an approved requirement of the contract.

2. DRUG FREE WORK PLACE REQUIREMENTS

All contracts with individuals or organizations that wish to do business with the Bay County Board of Commissioners, a stipulation will be made in the contract or purchase order that requires contractors, subcontractors, vendors or consultants to have a substance abuse policy. The employees of such contractors, subcontractors, vendors or consultants will be subject to the same rules of conduct and tests as the employees of the Bay County Board of Commissioners. In the event of an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the County's premises and job sites. In addition, if the violation(s) is/are considered flagrant, or the County is not satisfied with the actions of the contractor, subcontractor, vendor, or consultant, the County can exercise its right to bar all of the contractor's, subcontractor's, vendor's, or consultants employees from its premises or decline to do business with the contractor, subcontractor, vendor or consultant in the future. All expenses and penalties incurred by a contractor, subcontractor, vendor or consultant as a result of a violation of the County's Substance Abuse Policy shall be borne by the contractor, subcontractor, vendor, or consultant.

3. INSURANCE - BASIC COVERAGES REQUIRED

a. The Contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County, on policies and with insurers acceptable to the County. These insurance requirements shall not limit the liability of the Contractor. All subcontractors are subject to the same coverages and limits as the Contractor. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities, but are merely minimums.

b. Except for workers' compensation and professional liability, the Contractor's insurance policies shall be endorsed to name the County as an additional insured to the extent of the County's interests arising from this agreement, contract, or lease.

c. Except for workers' compensation, the Contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

d. The Contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The Contractor is responsible for the amount of any deductible or self-insured retention.

e. Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance of the County shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of the County, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

f. **WORKERS' COMPENSATION COVERAGE**

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall require each of his subcontractors similarly to maintain Employer's Liability Insurance similarly to the Contractor. The Contractor shall provide to the County an Affidavit stating that he meets all the requirements of Florida Statute 440.

Worker's Compensation – Required limits:

Coverage A – Coverage will include statutory requirements

Coverage B – Employers Liability

\$500,000 each Person

\$500,000 each Person by Disease

\$500,000 Policy Limit - Disease

g. **GENERAL, AUTOMOBILE AND EXCESS OR UMBRELLA LIABILITY COVERAGE**

The Contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial or Comprehensive General Liability and Business Auto policies of the Insurance Services Office. **Minimum limits of \$1,000,000 per occurrence** for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers' compensation Coverage section) and the amount of coverage required.

h. GENERAL LIABILITY COVERAGE

Commercial General Liability - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement contract or lease, and broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures. Coverage B shall include personal injury. Coverage C, medical payments, is not required.

i. PRODUCTS/COMPLETED OPERATIONS

The Contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

j. BUSINESS AUTO LIABILITY COVERAGE

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

k. EXCESS OR UMBRELLA LIABILITY COVERAGE

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

l. CERTIFICATES OF INSURANCE

1. Required insurance shall be documented in Certificates of Insurance which provide that the County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. The Certificate Holder will be addressed as the BAY COUNTY BOARD OF COMMISSIONERS, 840 W. 11th Street, Panama City, Florida 32401. All certificates, cancellation, nonrenewal or adverse change notices should be mailed to this address. Each Certificate will address the service being rendered to the County by the Contractor. **The County shall be named as an Additional Insured for both General Liability and Business Auto Liability.**

2. New Certificates of Insurance are to be provided to the County at least 15 days after coverage renewals.

3. If requested by the County, the Contractor shall furnish complete copies of insurance policies, forms and endorsements.

4. For the Commercial General Liability coverage the Contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of the liability coverage.

m. **RECEIPT OF INSUFFICIENT CERTIFICATES**

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Contractor's obligation to fulfill the insurance requirements herein.

4. ADDITIONAL INSURANCE

If checked below, the County requires the following additional types of insurance.

☐ **Professional Liability/Malpractice/Errors or Omissions Coverage**

The Contractor shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of _____ per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

☐ **Property Coverage for Leases**

The Contractor shall procure and maintain for the life of the lease, all risk/special perils (including sinkhole) property insurance (or its equivalent) to cover loss resulting from damage to or destruction of the building and personal property/contents. The policy shall cover 100% replacement cost, and shall include an agreed value endorsement to waive coinsurance.

☐ **Commercial General Liability Increased General Aggregate Limit
(or separate aggregate)**

Because the Commercial General Liability form of coverage includes an annual aggregate limitation on the amount of insurance provided, a separate project aggregate limit of _____ is required by the County for this agreement or contract.

☐ **Liquor Liability**

In anticipation of alcohol being served, the Contractor shall provide evidence of coverage for liquor liability in an amount equal to the general/umbrella/excess liability coverage. If the general liability insurance covers liquor liability (e.g. host or other coverage), the Contractor's agent or insurer should provide written documentation to confirm that coverage already applies to this agreement, contract or lease. If needed coverage is not included in the general/umbrella excess liability policy(ies), the policy(ies) must be endorsed to extend coverage for liquor liability, or a separate policy must be purchased to provide liquor liability coverage in the amount required.

☐ **Owners Protective Liability Coverage**

For renovation or construction contracts the Contractor shall provide for the County an owners protective liability insurance policy (preferably through the Contractor's insurer) in the name of the County. This is redundant coverage if the County is named as an additional insured in the Contractor's Commercial General Liability insurance policy. However, this separate policy may be the only source of coverage if the Contractor's liability coverage limit is used up by other claims.

☒ **Builders Risk Coverage**

Builders Risk insurance is to be purchased to cover subject property for all risks of loss (including theft and sinkhole), subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks as indicated in the Installation Floater and Motor Truck Cargo insurance described hereafter, if such coverages are not separately provided. If flood and/or earthquake risks exist, flood and earthquake insurance are to be purchased. If there is loss of income, extra expense and/or expediting expense exposure, such coverage is to be purchased. If boiler and machinery risks are involved, boiler and machinery insurance, including coverage for testing, is to be purchased.

The Builders Risk insurance is to be endorsed to cover the interests of all parties, including the County and all contractors and subcontractors. The insurance is to be endorsed to grant permission to occupy.

☐ **Installation Floater Coverage**

Installation Floater insurance is to be purchased when Builder's Risk insurance is inappropriate, or when Builder's Risk insurance will not respond, to cover damage or destruction to renovations, repairs or equipment being installed or otherwise being handled or stored by the Contractor, including off-site storage, transit and installation.

The amount of coverage should be adequate to provide full replacement value of the property, repairs, additions or equipment being installed, otherwise being handled or stored on or off premises. All risks coverage is preferred.

☐ **Motor Truck Cargo Coverage**

If the Installation Floater insurance does not provide transportation coverage, separate Motor Truck Cargo or Transportation insurance is to be provided for materials or equipment transported in the Contractor's vehicles from place of receipt to building sites or other storage sites. All risks coverage is preferred.

☒ **Contractor's Equipment Coverage**

Contractor's Equipment insurance is to be purchased to cover loss of equipment and machinery utilized in the performance of work by the Contractor. All risks coverage is preferred. The contract may declare self-insurance for contractor equipment.

☐ **Fidelity/Dishonesty/Liability Coverage – Third Party**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover

dishonest acts of the Other Party's employees resulting in a loss to decedent, i.e. theft of valuables.

☐ **Fidelity/Dishonesty Coverage for Employer (Contractor)**

Fidelity/Dishonesty insurance is to be purchased to cover dishonest acts of the Contractor's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

☐ **Fidelity/Dishonesty/Liability Coverage for County**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Contractor's employees resulting in loss to the County.

☐ **Electronic Data Liability Insurance**

The Other Party shall purchase Electronic Data Liability with limits of

☐ **Garage Liability Coverage**

Garage Liability insurance is to be purchased to cover the Contractor and its employees for its garage and related operations while in the care, custody and control of the County's vehicles.

☐ **Garage Keepers Coverage (Legal Liability Form)**

Garage Keepers Liability insurance is to be purchased to cover damage or other loss, including comprehensive and collision risks, to the County's vehicles while in the care, custody and control of the Contractor. This form of coverage responds on a legal liability basis, and without regard to legal liability on an excess basis over any other collectible insurance.

☐ **Damage to Premises Rented/Leased to you- (Legal Liability Form)**

Provide property coverage for leased premises due to liability incurred because the insured's negligence results in fire or explosion. Specified limit of liability required.

☐ **Watercraft Liability Coverage**

Because the Contractor's provision of services involves utilization of watercraft, watercraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any watercraft, including owned, non-owned and hired.

Coverage may be provided in the form of an endorsement to the general liability policy, or in the form of a separate policy coverage Watercraft Liability or Protection and Indemnity.

☐ **Aircraft Liability Coverage**

Because the Contractor's provision of services involves utilization of aircraft, aircraft liability coverage must be provided to include bodily injury and property damage

arising out of ownership, maintenance or use of any aircraft, including owned, non-owned and hired.

The minimum limits of coverage shall be _____ per occurrence, Combined Single Limits for Bodily Injury (including passenger liability) and Property Damage.

☐

Pollution Legal Liability Coverage

Pollution legal liability insurance is to be purchased to cover pollution and/or environmental legal liability which may arise from this agreement or contract.

☐

United States Longshoremen and Harbor workers Act Coverage

The Workers Compensation policy is to be endorsed to include United States Longshoremen and Harbor workers Act Coverage for exposures which may arise from this agreement or contract.

☐

Jones Act Coverage

The Workers Compensation policy is to be endorsed to include Jones Act Coverage for exposures which may arise from this agreement or contract.



Bay County Board of County Commissioners Agenda Item Summary

Renewal of County Property Insurance Program

DEPARTMENT MAKING REQUEST/NAME:

Department of Risk Management Eve Tooley, Director

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Authorize the Board to approve the issuance for Fiscal Year 2017/2018 Property Insurance for the Board of County Commissioners, Clerk of Court, Property Appraiser, Sheriff's Department, Supervisor of Elections and Tax Collector.

AGENDA

Risk
Management
- Consent

BUDGETED ITEM? Yes**BUDGET ACTION:**

None needed.

FINANCIAL IMPACT SUMMARY STATEMENT:

The financial impact is generally spread over all funds of the Board of County Commissioners. However, certain insurances are specific to only certain funds and are not spread over the total fund structure and only impact special and enterprise funds.

BACKGROUND:

The County Property Insurance Program, to include Deerpoint Dam, was submitted to all qualifying markets on a global scale. The All-Risk program includes the Boiler and Machinery Coverage, Business Income and Extra Expense and Terrorism Coverage. Due to a favorable historic loss performance, market conditions and the County's long term carrier relationships, the All Risk renewal premiums, based on values and conditions at the time of submission to carriers will not exceed \$732,458 without state fees. This presents a 7% premium decrease over last year, even with increased property values.



Bay County Board of County Commissioners Agenda Item Summary

Approve Panama City CDC Program of Work and Budget Amendment

DEPARTMENT MAKING REQUEST/NAME:

Tourist Development Council Dan Rowe, Executive Director

MEETING DATE: 6/6/2017

REQUESTED MOTION/ACTION:

Accept the recommendation of the Tourist Development Council (TDC) to accept the proposed amendment to the Panama City Community Development Council's (PC CDC) FY 2017 Program of Work and Budget and to amend the FY 2017 Contract for Marketing and Promotional Services accordingly.

AGENDA

Tourist Development
Council - Consent

BUDGETED ITEM? No

BUDGET ACTION:

A budget amendment will be needed to recognize this change. The budget amendment is on the June 6th agenda.

FINANCIAL IMPACT SUMMARY STATEMENT:

The financial impact is only to the TDC fund that collects the Panama City bed tax.

BACKGROUND:

As part of the current contract between the Bay County Board of County Commissioners (BOCC) and the destination marketing organizations that receive the tourist development tax, the organizations must submit an amendment (**Exhibit 1**) to the respective organization's Annual Budget and Program of Work (**Exhibit 2**) to the in order to access the excess tourist development tax collections from the prior fiscal year.

On Friday May 12, 2017, the TDC approved an amendment to the PC CDC's FY 2017 Program of Work and Budget and requests that the BOCC do the same, as well as recommend the BOCC to amend their contract for Marketing and Promotional Services, in the amount of \$461,911.

For your information, the Mexico Beach CDC has elected to carry the excess collections into their FY 2018 budget. The Panama City Beach CVB has delayed action on the excess collections, but will likely use the funds to offset the costs of construction of the Panama City Beach Sports Park and Stadium Complex.

ATTACHMENTS:

Description

Type

Ex 1-Amendment
Ex 2-DPC FY17 Amended Budget
Ex 2-DPC Program of Work FY17

Exhibit
Exhibit
Exhibit

FIRST AMENDMENT TO AGREEMENT
FOR MARKETING AND PROMOTIONAL SERVICES
DATED SEPTEMBER 20, 2016

THIS FIRST AMENDMENT made as of the ____ day of June, 2017, to the Agreement for Marketing and Promotional Service by and between the BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, a public body (the "County"), and the PANAMA CITY COMMUNITY DEVELOPMENT COUNCIL, INC., a Florida not-for-profit corporation (the "PCCDC") dated September 20, 2016.

WITNESSETH:

WHEREAS, the County and the PCCDC have entered that certain Agreement for Marketing and Promotional Services dated September 20, 2016, in an amount not to exceed \$1,255,000, (the "Agreement"); and

WHEREAS, the Agreement states that if the annual audit of the Bay County Tourist Development Tax Fund 129 determines that the collections of FY 2016 revenues produce cash that exceeds the expected and budgeted cash carry-forward into the period FY 2017, the excess funds shall be available to the PCCDC under the Agreement upon acceptance of an amended FY 2017 Budget and Program of Work by the Board of County Commissioners; and

WHEREAS, in FY 2016 the Bay County Tourism Development Tax collected in Panama City produced revenues in excess of the revenue budgeted and included in the Agreement, and this additional tourist development tax collected is available to PCCDC to extend the reach of its tourism promotion activities; and

WHEREAS, PCCDC desires to amend its 2017 Program of Work and Budget to account for the cash carry-forward.

NOW, THEREFORE the parties agree:

1. The amended Budget attached hereto as Exhibit 1 is hereby accepted by

the Board of County Commissioners and replaces the Budget for FY 2017 in the Agreement.

2. The amended Program of Work attached hereto as Exhibit 2 is hereby accepted by the Board of County Commissioners and replaces the 2017 Program of Work attached to the Agreement.

3. All other terms and conditions of the Agreement shall remain in full force and effect.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the parties hereto have executed the foregoing on the day and year first above written.

BOARD OF COUNTY COMMISSIONERS OF
BAY COUNTY, FLORIDA

By: _____

William T. Dozier, Chairman

ATTEST:

Bill Kinsaul, Clerk

Approved as to correctness of form:

Office of County Attorney

PANAMA CITY COMMUNITY DEVELOPMENT
COUNCIL, INC.

Witness:

By: _____

Jennifer M. Vigil, President

Approved as to correctness of form:

Counsel to Panama City Community Development Council, Inc.

**FY 2017 Proposed Budget
Destination Panama City
Panama City Community Development Council**



FY17 Budget Expenditures

ACCOUNT	Actual FY16	Proposed FY17	Amended FY17	Percent Change
51200 - Regular Salaries	124,390.04	180,000.00	193,620.00	8%
51400 - Overtime	0.00	0.00	2,000.00	0%
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52300 - Life Insurance	377.50	2,000.00	1,000.00	-50%
52400 - Workers Comp	225.00	2,500.00	2,500.00	0%
52500 - Unemployment Insurance	587.09	2,000.00	2,000.00	0%
53100 - Professional Services	47,848.69	50,000.00	30,000.00	-40%
53200 - Accounting & Auditing	4,000.00	11,000.00	11,000.00	0%
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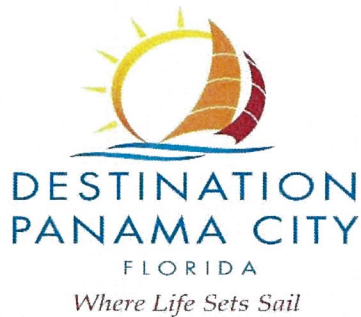
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EXHIBIT

tabbles

1



**Panama City Community Development Council
Destination Panama City
FY2017 Program of Work**

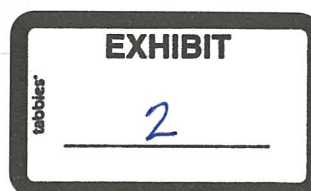
04/29/2017

Introduction

Created in January 2015, the Panama City Community Development Council is the newest Destination Marketing Organization in the state of Florida. The organization was established under the name Panama City Community Development Council (PCCDC); however, with growing concerns over the Zika virus in the state of Florida, a strategic decision was made to publicly operate under the name of Destination Panama City. It highlights our region as a destination, provides name recognition, and departs from potentially negative connotations associated with the more nationally known CDC (Center for Disease Control).

FY2016 served as the first fully functional year of the organization with a great deal of the initial efforts directed at establishing a solid foundation for the destination brand. A brand logo and theme line were approved. A Visitors Information Center was opened. A comprehensive Visitors Guide was created & printed for distribution. An informative website was developed in conjunction with a full spectrum social media presence. This year's Program of Work will continue to focus on the strategy and planning that was skillfully executed during the destinations launch to further establish Panama City as a tourist destination. Following are a brief description of the Program of Work Components:

- ☐ **Marketing / Media Plan** – A comprehensive strategic marketing plan complete with proposed media buy to solidify a strong brand identity and increase year round tourism for Destination Panama City setting the stage for long-term growth.
- ☐ **Visitor Information Services** – Operate and maintain an attractive Visitors Information Center in each of the historic districts recognized in the tourism reports adopted by the Board in December 2015, aiding guests with inquiries and both current and historical information about the destination.



- ❑ **Special Events Grant Sponsorship Program** – Provide interagency liaison assistance, event management guidance, review and monitor event planning, scheduling, and advertising activities, ensuring proposed events meet the brand standards desired by the destination, and determining and recommending financial assistance for targeted market advertisement for the purposes of enhancing the guest experience and attracting new guests.

Marketing / Media Plan

A comprehensive and complimentary marketing, public relations, event promotion, hospitality partner education, and visitor's information services program has been established to attract a targeted demographic of visitors to the City of Panama City. In FY2016, Destination Panama City entered into contract with our Marketing Agency of Record, Robin Malpass & Associates, and the Lou Hammond Group for Social Media and Public Relations services. The overall destination marketing goals of the marketing, social media and public relations campaigns are to:

- ❑ Establish Panama City as a leisure destination of regional and national importance.
- ❑ Establish Panama City as a water sports destination of national and international importance.
- ❑ Establish Panama City as a destination fueled by a creative economy with opportunities for creative engagement.
- ❑ Establish Panama City as a destination for small groups, meetings and events.

Based on the destination products, assets and the marketing goals, the target audiences for visitor recruitment are identified as:

- Cultural visitors, including culinary, arts, and entertainment enthusiasts
- Water sport recreationalists, including boating, fishing, kayaking, and paddle boarding
- Small groups for tour operators, family, and military reunions
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To increase the probability of visitor response, the destination marketing campaigns are focused on reaching the identified target audience members in specific geographic regions within the United States that have ease of access. The regions represent cities with direct flight access from the Northwest Florida Beaches Airport or within driving distance to Panama City. The geo-targeted markets include:

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- Birmingham, AL
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To fulfill the destination marketing goals, in FY2016 Destination Panama City launched a robust leisure advertising, public relations, and social media campaign around the concept “Uniquely PC.” The concept reflects the destination brand’s core assets as defined in the Brand Promise.

Brand Promise

Only in Panama City can one experience waterfront access to historic St. Andrews Bay, year round recreational activities and a diverse selection of unique and cultural amenities housed within a community that intelligently blends innovation and creativity.

The direct response campaign included a call to action encouraging respondents to visit www.DestinationPanamaCity.com, the official website for Destination Panama City. The official website provides information, a comprehensive community events calendar, a downloadable digital Visitors Guide, the ability to order a printed Visitors Guide, a robust inventory of hospitality partners (lodging, retailers, restaurants, event venues, activities, and cultural amenities).

A trip contesting component was featured on the website to capture potential visitor information for future promotional contact. To maximize the campaign’s response, a variety of mediums were employed, including print, digital, outdoor, and national television advertising, specifically national public television networks in the identified target markets. Public television programming delivers cultural audiences with expendable income who support cultural activities, a highly desirable demographic for Panama City to recruit and retain.

Print media aesthetically showcased the destination as a water sport paradise as well as a unique creative community, and plenty of opportunities to enjoy our culinary masterpieces. A full listing of the print and digital media buys is attached as Exhibit 1.

Online marketing through social media channels will be utilized to develop and build a strong strategic program that facilitates a “social persona” based on Panama City’s brand identity while ensuring a consistent style and tone of voice. Actively following and engaging community influencers will aide in energizing engagement through meaningful, purpose

driven content. The creation of compelling digital campaigns will propel destination awareness through creative messaging and constant monitoring of post analytics.

The Destination Panama City staff, Robin Malpass & Associates, and the Lou Hammond Group will work collaboratively to pitch editorial stories, garner interest from travel writers, book press trips and actively participate in trade shows. Brand activations, a physical presence in a target market, during high profile, heavily attended events will also be utilized to allow our potential guests the ability to “get to know us”.

Visitor Information Services

Destination Panama City had its official ribbon cutting and grand opening on June 10, 2016. It was an immensely successful event that made the front page (above the fold) of the local newspaper - <http://www.newsherald.com/news/20160610/welcome-to-panama-city-visitors-information-center-opens-in-st-andrews>. In compliance with Visit Florida’s Certified Tourism Information Center criteria, the Destination Panama City Visitors Center, located at 1000 Beck Avenue, is open Monday through Friday, 8:00 a.m. – 5:00 p.m., and Saturday from 10:00 a.m. – 2:00 p.m.

The Visitors Center is staffed with paid employees, community volunteers, and college interns (majoring in Marketing, Public Relations, Communications, or Journalism). Staff is trained to provide information and recommendations to visitors regarding local and regional attractions, shopping, and culinary experiences. Staff routinely ensures public areas are clean and accessible, that brochures, rack cards, menus, special event schedules, and area business information is available and current.

Administrative Overview

Quarterly PCCDC Board meetings are scheduled with occasional special meetings called for time sensitive issues. The President & CEO provides a status report on current activities, collections, special events, and financial position. The Quarterly Board Meetings are generally scheduled for the fourth Tuesday of the quarter; special meetings are called when necessary. All meetings are compliant with Sunshine Law meeting notice requirements.

Corporation Objectives

PCCDC manages the activities of the organization in compliance with local, state, and federal laws, ordinances and practices. The PCCDC retains the City of Panama City City Clerk for services of accounting, financial reconciliation, pre-audit and payroll. The PCCDC also retains a third party Certified Public Accountant to complete a post fiscal year audit of financial activity. The end of year audit report is delivered to the PCCDC Board of Directors, the Bay County Tourist Development Council, the Bay County Board of County Commissioners and the Bay County Clerk of Court. The PCCDC retains Attorney Mike Burke, of Burke & Blue, as the PCCDC Board Attorney as legal advisor.

Special Events Grant Sponsorship Program

Area special events aide to increase guest interest and traffic to the destination. A Special Events Grant Sponsorship Program has been developed with the grant application available online at www.DestinationPanamaCity.com for community partners and event management organizers to easily download and submit.

Consideration of grant applications is heavily weighted on the diversification of the calendar year to ensure that off-peak, or shoulder seasons, are more heavily promoted to ensure the greatest potential of increase in terms of occupancy rates, average daily rates, and year round exposure that promote overnight stays, awareness of the destination, and brand recognition for Panama City.

Destination Panama City reviews sponsorship applications throughout the calendar year that will enhance the visitor experience and generate overnight stays with our lodging partners. Sponsorship can include both financial support as well as in-kind services. Destination Panama City will devote resources in FY2017 to the development of signature events for Panama City in addition to aiding organizations that plan community events supporting the mission of Destination Panama City and reflect a positive community image for the destination in outside markets.

A tentative list of supported events includes, but is not limited to:

- ☐ Krewe of St. Andrews Mardi Gras Parade
- ☐ Panama City Boat Parade
- ☐ Sport Fishing Tournaments
- ☐ Sailing / Regatta Races
- ☐ Panama City POPS & Panama City Music Association
- ☐ Creative Con
- ☐ Oktoberfest
- ☐ July 4th – Salute to Freedom

FY2016 Results

Although the FY2016 Destination Marketing Campaign has been in market less than a year, it has produced measurable results that provide insight into the Destination Panama City visitor profile. Through the application of Google analytics to the www.DestinationPanamaCity.com

website, a total of 24,000 website user sessions have been confirmed with 83% being generated by first time users. Through the Google analytics a set of visitor profile data has emerged, including:

Age Demographics

- #1 - 55-62
- #2 - 45-54
- #3 - 25-34

Gender

- Female 55%
- Male 45%

Top 10 Cities

- Panama City
- Atlanta
- Orlando
- Panama City Beach
- New York
- Nashville
- Chicago
- Frankfurt, Germany
- Tallahassee

Devices Used

- 52% - Desktop Users*
- 35% - Mobile Users
- 13% - Tablet Users

*Desktop users spent almost 2x the amount of time on www.DestinationPanamaCity.com than other device users.

Website Behavior

The pages visited most often on DestinationPanamaCity.com were:

1. Events
2. Trip Contest
3. Visitors Guide
4. Lodging
5. Things to Do
6. Contact Us
7. Marinas
8. Dining

Contest Analysis

The contesting component incorporated into the direct response advertising campaign provides an opportunity to capture visitor information for future contact and an opportunity to analyze

the visitor data. Since the launch in June 2016, 1732 individuals have registered for a trip contest. The states with the most entries are:

1. Florida
2. Georgia
3. Tennessee
4. Maryland
5. Alabama
6. Missouri
7. Texas
8. New York
9. Illinois
10. New Jersey

In 2016, a visitor communications program was launched that includes a monthly consumer electronic newsletter with information on Destination Panama City upcoming events, area attractions, people, and places of interest. Individuals who registered for a contest, requested a Visitor Guide or signed up to receive the newsletter on www.DestinationPanamaCity.com receive the monthly mailing. The open and click-thru rates are above industry standards and demonstrate a successful connection with the target audience.

Average Open Rate 24%

Average Click-Thru Rate 11%

Additionally, in FY2016 a monthly electronic newsletter for Destination Panama City tourism partners was launched to engage local partners in the Destination Panama City program of work. The open and click through rates for the newsletter indicates a high level of engagement was achieved.

Average Open Rate 38%

Average Click-Thru Rate 9%

While FY2016 visitor response analysis indicates a positive campaign performance, it also identifies an ongoing challenge of how to carve out a unique identity as a tourism destination for Destination Panama City. This is a greater challenge for Destination Panama City than for most new tourism destinations, due to its proximity to Panama City Beach, a long-established tourism destination with nearly the same name and geographic location.

This challenge is exemplified on the www.DestinationPanamaCity.com website, where user sessions from Germany, the United Kingdom and France register a bounce rate of nearly 97%. This indicates that individuals coming to the site are leaving in less than one minute. It is probable that they are seeking the website of Panama City Beach.

The FY2016 results analysis were instrumental in streamlining strategies for FY2017, including the confirmation of target audience profiles and the expansion of geographic market opportunities.

2017 Target Audience Profiles

- Cultural visitors, including arts, culinary and entertainment enthusiasts
- Water sport visitors, including sailing, motor-boating, charter, fishing, kayaking, and diving enthusiasts
- Group tour operators and planners for small meetings and events, including family and military reunions

The geographic market response in FY2016 indicates that there is additional opportunity for tourism recruitment in the states of Texas, Illinois, New York, and New Jersey. These markets provide exposure to large population segments, with many of the states' major cities offering direct flights to Panama City. The challenge is to cover more markets in FY2017 without losing footing in the FY2016 target markets.

Quantitative & Qualitative Organizational Goals for FY2017

While FY2016 provides indicators of performance and serves as a baseline for evaluating current and emerging trends, the organizational goals for FY2017 move the initiatives into the secondary phase of establishing a solid foundation and preparing for future tourism growth and development.

The goal of increasing bed tax revenue over prior year by 5%, through increased occupancy and average daily rates remains a top priority. Likewise, the evaluation of digital analytics for website, social media, visitor inquiries, subscriber database, and Visitor Guide lead fulfillment will be tracked and reported for use in decision making and future strategic and financial planning. A goal of a 10% increase over FY2016 will be applied to digital, social and subscriber analytics.

Marketing / Media Plan

It is vital that the messaging for FY2017 continues to be crafted to set Panama City apart from other destinations, particularly Panama City Beach. As a result, the marketing messages will continue to focus on people, attractions and places that are *"Uniquely PC."*

For the leisure market, we will focus messaging and media strategies around two Uniquely PC opportunities in FY2017:

Oysters - Panama City has a rich culinary heritage of serving oysters, and this year a second Panama City resident will represent the United States in the International Oyster Shucking competition in Galway Ireland.

Ukuleles – Panama City’s affinity for entertainment is uniquely displayed in its 200-piece ukulele orchestra. This year the inaugural “Strummin Man” international ukulele festival will host ukulele players and enthusiasts from around the world.

Both opportunities provide a uniqueness that solely belongs to Panama City and are in alignment with the audiences’ interests as demonstrated by the FY2016 Google Analytics: arts, entertainment, and food.

The messaging strategies for FY2017 include 360 video, an exciting new format that engages audience members in expanded visuals, as well as contesting and editorial outreach to capitalize on the unique storytelling opportunities.

The FY2017 media plan strategies are closely aligned with outlets who have a demonstrated following of baby boomers and millennials, whose interests are art, entertainment, and food. Additionally, a continued effort will be made to establish Panama City as a water sports destination which speaks to the fresh seafood and Gulf Coast location.

In addition to media placements and editorial outreach, a series of itineraries will be launched in FY2017 that can be adapted for group tours and reunion planners. The itineraries will be housed on the www.DestinationPanamaCity.com website and include half-day, one-day and two-day options by area of interests, including culinary, water, shopping/antiquing, art, family-friendly, romance, military, girlfriend getaway, and eco-tourism.

To better support Destination Panama City’s tourism partners, an FY2017 cooperative advertising program has been created. It allows tourism partners to take advantage of Destination Panama City’s media purchases at a discounted rate. To date, four co-op advertising programs have been introduced, including:

- Print Advertising – Emerald Coast Magazine, The Circuit Magazine
- Online Advertising- Trip Advisor
- Outdoor Advertising – Lamar Digital Billboard

The FY2017 media plan is in market with a spend of \$170,000. A reserve of \$330,000 will be placed in the identified target markets from June-September with the goal of retaining current visitor respondents while attracting new respondents in the opportunistic markets. With a limited budget, marketing, advertising and public relations strategies are being carefully crafted to minimize costs and maximize impacts in FY2017.

The geographic target markets for visitor recruitment will include the drivable Southeastern United States Market and the following metropolitan areas:

- ☐ Atlanta, GA
- ☐ Baltimore, MD / Washington DC
- ☐ Birmingham, AL
- ☐ Chicago, IL
- ☐ Dallas, TX / Ft Worth, TX
- ☐ Detroit, IL
- ☐ Dothan, AL
- ☐ Houston, TX
- ☐ Nashville, TN / Knoxville, TN
- ☐ New York
- ☐ New Jersey
- ☐ St. Louis, MO
- ☐ Tallahassee, FL

The target audiences for visitor recruitment are cultural visitors, arts & entertainment enthusiasts, water sport recreationalists (including boating, fishing, kayaking, and paddle boarding), small groups for tour operators & family / military reunions, weddings, and educational seminars / sessions / conferences.

Destination Panama City will continue to provide both digital PDF and printed options for the Visitors Guide. The guide serves as our primary piece of branded collateral that will be routinely distributed to guests staying at our lodging partners, direct mail fulfillment and small groups visiting the destination. The guide is also available at the Northwest Florida Beaches International Airport and the five Visit Florida Welcome Centers, and local community partner agencies.

Visitor Information Services – Continue to operate and maintain an attractive Visitors Information Center to aid guests with inquiries and both current and historical information about the destination.

Special Events Grant Sponsorship Program – Provide interagency liaison assistance, event management guidance, review and monitor event planning, scheduling, and advertising activities, and ensuring proposed events meet the brand standards desired by the destination. Determining and recommending financial assistance for targeted market advertisement for the purposes of enhancing the guest experience and attracting new guests.

In summary, in FY2017 Destination Panama City will strive to build off the success of the FY2016 tourism program launch while continuing to build a unique identity for tourists seeking an authentic Florida experience.

**FY 2017 Proposed Budget
Destination Panama City
Panama City Community Development Council**



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Destination Panama City
FY2017 Program of Work**

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Only in Panama City can one experience waterfront access to historic St. Andrews Bay, year round recreational activities and a diverse selection of unique and cultural amenities housed within a community that intelligently blends innovation and creativity.

The direct response campaign included a call to action encouraging respondents to visit www.DestinationPanamaCity.com, the official website for Destination Panama City. The official website provides information, a comprehensive community events calendar, a downloadable digital Visitors Guide, the ability to order a printed Visitors Guide, a robust inventory of hospitality partners (lodging, retailers, restaurants, event venues, activities, and cultural amenities).

A trip contesting component was featured on the website to capture potential visitor information for future promotional contact. To maximize the campaign’s response, a variety of mediums were employed, including print, digital, outdoor, and national television advertising, specifically national public television networks in the identified target markets. Public television programming delivers cultural audiences with expendable income who support cultural activities, a highly desirable demographic for Panama City to recruit and retain.

Print media aesthetically showcased the destination as a water sport paradise as well as a unique creative community, and plenty of opportunities to enjoy our culinary masterpieces. A full listing of the print and digital media buys is attached as Exhibit 1.

Online marketing through social media channels will be utilized to develop and build a strong strategic program that facilitates a “social persona” based on Panama City’s brand identity while ensuring a consistent style and tone of voice. Actively following and engaging community influencers will aide in energizing engagement through meaningful, purpose

driven content. The creation of compelling digital campaigns will propel destination awareness through creative messaging and constant monitoring of post analytics.

The Destination Panama City staff, Robin Malpass & Associates, and the Lou Hammond Group will work collaboratively to pitch editorial stories, garner interest from travel writers, book press trips and actively participate in trade shows. Brand activations, a physical presence in a target market, during high profile, heavily attended events will also be utilized to allow our potential guests the ability to “get to know us”.

Visitor Information Services

Destination Panama City had its official ribbon cutting and grand opening on June 10, 2016. It was an immensely successful event that made the front page (above the fold) of the local newspaper - <http://www.newsherald.com/news/20160610/welcome-to-panama-city-visitors-information-center-opens-in-st-andrews>. In compliance with Visit Florida’s Certified Tourism Information Center criteria, the Destination Panama City Visitors Center, located at 1000 Beck Avenue, is open Monday through Friday, 8:00 a.m. – 5:00 p.m., and Saturday from 10:00 a.m. – 2:00 p.m.

The Visitors Center is staffed with paid employees, community volunteers, and college interns (majoring in Marketing, Public Relations, Communications, or Journalism). Staff is trained to provide information and recommendations to visitors regarding local and regional attractions, shopping, and culinary experiences. Staff routinely ensures public areas are clean and accessible, that brochures, rack cards, menus, special event schedules, and area business information is available and current.

Administrative Overview

Quarterly PCCDC Board meetings are scheduled with occasional special meetings called for time sensitive issues. The President & CEO provides a status report on current activities, collections, special events, and financial position. The Quarterly Board Meetings are generally scheduled for the fourth Tuesday of the quarter; special meetings are called when necessary. All meetings are compliant with Sunshine Law meeting notice requirements.

Corporation Objectives

PCCDC manages the activities of the organization in compliance with local, state, and federal laws, ordinances and practices. The PCCDC retains the City of Panama City City Clerk for services of accounting, financial reconciliation, pre-audit and payroll. The PCCDC also retains a third party Certified Public Accountant to complete a post fiscal year audit of financial activity. The end of year audit report is delivered to the PCCDC Board of Directors, the Bay County Tourist Development Council, the Bay County Board of County Commissioners and the Bay County Clerk of Court. The PCCDC retains Attorney Mike Burke, of Burke & Blue, as the PCCDC Board Attorney as legal advisor.

Special Events Grant Sponsorship Program

Area special events aide to increase guest interest and traffic to the destination. A Special Events Grant Sponsorship Program has been developed with the grant application available online at www.DestinationPanamaCity.com for community partners and event management organizers to easily download and submit.

Consideration of grant applications is heavily weighted on the diversification of the calendar year to ensure that off-peak, or shoulder seasons, are more heavily promoted to ensure the greatest potential of increase in terms of occupancy rates, average daily rates, and year round exposure that promote overnight stays, awareness of the destination, and brand recognition for Panama City.

Destination Panama City reviews sponsorship applications throughout the calendar year that will enhance the visitor experience and generate overnight stays with our lodging partners. Sponsorship can include both financial support as well as in-kind services. Destination Panama City will devote resources in FY2017 to the development of signature events for Panama City in addition to aiding organizations that plan community events supporting the mission of Destination Panama City and reflect a positive community image for the destination in outside markets.

A tentative list of supported events includes, but is not limited to:

- ☐ Krewe of St. Andrews Mardi Gras Parade
- ☐ Panama City Boat Parade
- ☐ Sport Fishing Tournaments
- ☐ Sailing / Regatta Races
- ☐ Panama City POPS & Panama City Music Association
- ☐ Creative Con
- ☐ Oktoberfest
- ☐ July 4th – Salute to Freedom

FY2016 Results

Although the FY2016 Destination Marketing Campaign has been in market less than a year, it has produced measurable results that provide insight into the Destination Panama City visitor profile. Through the application of Google analytics to the www.DestinationPanamaCity.com

website, a total of 24,000 website user sessions have been confirmed with 83% being generated by first time users. Through the Google analytics a set of visitor profile data has emerged, including:

Age Demographics

#1 - 55-62
#2 - 45-54
#3 - 25-34

Gender

Female 55%
Male 45%

Top 10 Cities

Panama City
Atlanta
Orlando
Panama City Beach
New York
Nashville
Chicago
Frankfurt, Germany
Tallahassee

Devices Used

52% - Desktop Users*
35% - Mobile Users
13% - Tablet Users

*Desktop users spent almost 2x the amount of time on www.DestinationPanamaCity.com than other device users.

Website Behavior

The pages visited most often on DestinationPanamaCity.com were:

1. Events
2. Trip Contest
3. Visitors Guide
4. Lodging
5. Things to Do
6. Contact Us
7. Marinas
8. Dining

Contest Analysis

The contesting component incorporated into the direct response advertising campaign provides an opportunity to capture visitor information for future contact and an opportunity to analyze

the visitor data. Since the launch in June 2016, 1732 individuals have registered for a trip contest. The states with the most entries are:

1. Florida
2. Georgia
3. Tennessee
4. Maryland
5. Alabama
6. Missouri
7. Texas
8. New York
9. Illinois
10. New Jersey

In 2016, a visitor communications program was launched that includes a monthly consumer electronic newsletter with information on Destination Panama City upcoming events, area attractions, people, and places of interest. Individuals who registered for a contest, requested a Visitor Guide or signed up to receive the newsletter on www.DestinationPanamaCity.com receive the monthly mailing. The open and click-thru rates are above industry standards and demonstrate a successful connection with the target audience.

Average Open Rate 24%

Average Click-Thru Rate 11%

Additionally, in FY2016 a monthly electronic newsletter for Destination Panama City tourism partners was launched to engage local partners in the Destination Panama City program of work. The open and click through rates for the newsletter indicates a high level of engagement was achieved.

Average Open Rate 38%

Average Click-Thru Rate 9%

While FY2016 visitor response analysis indicates a positive campaign performance, it also identifies an ongoing challenge of how to carve out a unique identity as a tourism destination for Destination Panama City. This is a greater challenge for Destination Panama City than for most new tourism destinations, due to its proximity to Panama City Beach, a long-established tourism destination with nearly the same name and geographic location.

This challenge is exemplified on the www.DestinationPanamaCity.com website, where user sessions from Germany, the United Kingdom and France register a bounce rate of nearly 97%. This indicates that individuals coming to the site are leaving in less than one minute. It is probable that they are seeking the website of Panama City Beach.

The FY2016 results analysis were instrumental in streamlining strategies for FY2017, including the confirmation of target audience profiles and the expansion of geographic market opportunities.

2017 Target Audience Profiles

- Cultural visitors, including arts, culinary and entertainment enthusiasts
- Water sport visitors, including sailing, motor-boating, charter, fishing, kayaking, and diving enthusiasts
- Group tour operators and planners for small meetings and events, including family and military reunions

The geographic market response in FY2016 indicates that there is additional opportunity for tourism recruitment in the states of Texas, Illinois, New York, and New Jersey. These markets provide exposure to large population segments, with many of the states' major cities offering direct flights to Panama City. The challenge is to cover more markets in FY2017 without losing footing in the FY2016 target markets.

Quantitative & Qualitative Organizational Goals for FY2017

While FY2016 provides indicators of performance and serves as a baseline for evaluating current and emerging trends, the organizational goals for FY2017 move the initiatives into the secondary phase of establishing a solid foundation and preparing for future tourism growth and development.

The goal of increasing bed tax revenue over prior year by 5%, through increased occupancy and average daily rates remains a top priority. Likewise, the evaluation of digital analytics for website, social media, visitor inquiries, subscriber database, and Visitor Guide lead fulfillment will be tracked and reported for use in decision making and future strategic and financial planning. A goal of a 10% increase over FY2016 will be applied to digital, social and subscriber analytics.

Marketing / Media Plan

It is vital that the messaging for FY2017 continues to be crafted to set Panama City apart from other destinations, particularly Panama City Beach. As a result, the marketing messages will continue to focus on people, attractions and places that are *"Uniquely PC."*

For the leisure market, we will focus messaging and media strategies around two Uniquely PC opportunities in FY2017:

Oysters - Panama City has a rich culinary heritage of serving oysters, and this year a second Panama City resident will represent the United States in the International Oyster Shucking competition in Galway Ireland.

Ukuleles – Panama City’s affinity for entertainment is uniquely displayed in its 200-piece ukulele orchestra. This year the inaugural “Strummin Man” international ukulele festival will host ukulele players and enthusiasts from around the world.

Both opportunities provide a uniqueness that solely belongs to Panama City and are in alignment with the audiences’ interests as demonstrated by the FY2016 Google Analytics: arts, entertainment, and food.

The messaging strategies for FY2017 include 360 video, an exciting new format that engages audience members in expanded visuals, as well as contesting and editorial outreach to capitalize on the unique storytelling opportunities.

The FY2017 media plan strategies are closely aligned with outlets who have a demonstrated following of baby boomers and millennials, whose interests are art, entertainment, and food. Additionally, a continued effort will be made to establish Panama City as a water sports destination which speaks to the fresh seafood and Gulf Coast location.

In addition to media placements and editorial outreach, a series of itineraries will be launched in FY2017 that can be adapted for group tours and reunion planners. The itineraries will be housed on the www.DestinationPanamaCity.com website and include half-day, one-day and two-day options by area of interests, including culinary, water, shopping/antiquing, art, family-friendly, romance, military, girlfriend getaway, and eco-tourism.

To better support Destination Panama City’s tourism partners, an FY2017 cooperative advertising program has been created. It allows tourism partners to take advantage of Destination Panama City’s media purchases at a discounted rate. To date, four co-op advertising programs have been introduced, including:

- Print Advertising – Emerald Coast Magazine, The Circuit Magazine
- Online Advertising- Trip Advisor
- Outdoor Advertising – Lamar Digital Billboard

The FY2017 media plan is in market with a spend of \$170,000. A reserve of \$330,000 will be placed in the identified target markets from June-September with the goal of retaining current visitor respondents while attracting new respondents in the opportunistic markets. With a limited budget, marketing, advertising and public relations strategies are being carefully crafted to minimize costs and maximize impacts in FY2017.

The geographic target markets for visitor recruitment will include the drivable Southeastern United States Market and the following metropolitan areas:

- ☐ Atlanta, GA
- ☐ Baltimore, MD / Washington DC
- ☐ Birmingham, AL
- ☐ Chicago, IL
- ☐ Dallas, TX / Ft Worth, TX
- ☐ Detroit, IL
- ☐ Dothan, AL
- ☐ Houston, TX
- ☐ Nashville, TN / Knoxville, TN
- ☐ New York
- ☐ New Jersey
- ☐ St. Louis, MO
- ☐ Tallahassee, FL

The target audiences for visitor recruitment are cultural visitors, arts & entertainment enthusiasts, water sport recreationalists (including boating, fishing, kayaking, and paddle boarding), small groups for tour operators & family / military reunions, weddings, and educational seminars / sessions / conferences.

Destination Panama City will continue to provide both digital PDF and printed options for the Visitors Guide. The guide serves as our primary piece of branded collateral that will be routinely distributed to guests staying at our lodging partners, direct mail fulfillment and small groups visiting the destination. The guide is also available at the Northwest Florida Beaches International Airport and the five Visit Florida Welcome Centers, and local community partner agencies.

Visitor Information Services – Continue to operate and maintain an attractive Visitors Information Center to aid guests with inquiries and both current and historical information about the destination.

Special Events Grant Sponsorship Program – Provide interagency liaison assistance, event management guidance, review and monitor event planning, scheduling, and advertising activities, and ensuring proposed events meet the brand standards desired by the destination. Determining and recommending financial assistance for targeted market advertisement for the purposes of enhancing the guest experience and attracting new guests.

In summary, in FY2017 Destination Panama City will strive to build off the success of the FY2016 tourism program launch while continuing to build a unique identity for tourists seeking an authentic Florida experience.