



AGENDA
COMBINED BOARD MEETING
Bay County Tourist Development Council
Panama City Beach Convention & Visitors Bureau, Inc.
Panama City Beach

Tuesday, November 10, 2020

9:00 a.m.

Council Room, PCB City Hall

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
 - A. Invocation
 - B. Pledge of Allegiance
- III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)**
- IV. CONSENT AGENDA**
 - A. Approve payment of Dewberry Engineers Invoice 50131331
 - B. Approve payment of APTIM Coastal Planning & Engineering, Inc. Invoices 506644-RI00631 & 507040
- V. PRESENTATIONS**
 - A. TDT Collections, Mr. Dan Rowe
 - B. Mexico Beach Marketing Initiatives, Ms. Jayna Leach & Ms. Kimberly Shoaf
 - C. PCB Sports Park Marketing Initiatives, Ms. Jayna Leach & Mr. Michael Booini
- VI. BOARD ACTION ITEMS**
 - A. Discuss and consider for approval a joint resolution transferring ownership of the St. Andrew School to Bay County in exchange for the satisfaction of an obligation of the School Board of Bay County to the Panama City Beach Convention and Visitors Bureau, Inc., Mr. Dan Rowe, President
- VII. DISCUSSION ITEM**
 - A. Performance Evaluation for the CVB President & CEO, Mr. Phil Chester, Chairman
- VIII. PRESIDENT'S REPORT**
- IX. CHAIRMAN'S REPORT**
- X. AUDIENCE PARTICIPATION**
- XI. ADJOURNMENT**

INVOICE



Please remit to: DEWBERRY ENGINEERS INC.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN: 13-0746510

Bill To: BAY COUNTY TDC
CHARLENE HONNEN, CPA
17001 PANAMA CITY BEACH PARKWAY
PANAMA CITY BEACH FL 32413

Invoice #: 1891975
Invoice Date: 10/13/2020
Due Date: 11/12/2020
Client #: 498941
Contract #: 50131331
Batch #: 2993138

Dewberry Project: 50086791 Bay County

Work Performed Thru Period Ending 9/25/2020

Job: 50131331 St. Andrews State Park
Beach & Dune Restoration
Task Order No. 17

LUMP SUM BILLING

Task ID	Task Description	Contract Amount	Pct Comp	Amount Earned	Previously Billed	Current Amount
L001	Beach and Offshore Surveys	9,625.00	100.00	9,625.00	9,625.00	.00
L002	Design, Sketches, Const. Dwgs	71,510.00	48.31	34,550.00	5,990.00	28,560.00
	SUBTOTAL	81,135.00	54.45	44,175.00	15,615.00	\$ 28,560.00

TOTAL FOR JOB: 50131331 \$ 28,560.00

TOTAL INVOICE AMOUNT DUE \$ 28,560.00
BY 11/12/2020

Please Reference Invoice Number with Payment

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.
FREDERICK C RANKIN



APTIM
2481 NW Boca Raton Blvd.
Boca Raton, FL 33431
Tel: +1-561-391-8102
Fax: +1 561-391-9116

Charlene Honnen
Bay County TDC
17001 Panama City Beach Pkwy.
Panama City Beach, FL 32413

10/12/2020
Invoice # 506644-RI-00631

Billing Period: through 9/30/2020
Consultant's Project # 636016495

Professional Engineering Services Invoice For:

St. Andrews State Park Permit Modification
Task Order # 18

TASK	APPROVED CONTRACT AMOUNT	PERCENT COMPLETE	TOTAL
Task 1: Permit Modification Request	\$43,697.00	10%	\$4,369.70
Task 2: RAI	\$9,428.00	0%	\$0.00
Sub-Total:		\$53,125.00	\$4,369.70
LESS PREVIOUS INVOICE:			\$2,184.85
TOTAL CURRENT AMOUNT DUE THIS INVOICE.....			<u>\$2,184.85</u>

Please remit to:

P.O. Box 847958
Boston, MA 02284-7958



APTIM
 2481 NW Boca Raton Blvd.
 Boca Raton, FL 33431
 Tel: +1-561-391-8102
 Fax: +1 561-391-9116

October 16, 2020
 Invoice # 507040

Charlene Honnen
 Panama City Beach Convention/Visitors Bureau, Inc.
 17001 Panama City Beach Parkway
 Panama City Beach, FL 32417

Billing Period: through 9/30/2020
 Consultant's Project #636220954
 Phase: 2016- 2019 Engineering Services w/o Reimburseables

DIRECT LABOR:	HOURS
Coastal Engineering Services HV GIS Operator	9.00
	<hr style="border-top: 3px double #000;"/>
	9.00

EXPENSES:	
Coastal Protection Engineering LLC- Invoice #416 (August 2020 services)	\$176.25
	<hr style="border-top: 3px double #000;"/>
	\$176.25

<u>PERSONNEL SUMMARY:</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Heather Vollmer	9.00	\$90.00	\$810.00
TOTAL HOURS:	<hr style="border-top: 3px double #000;"/>	TOTAL WAGES:	<hr style="border-top: 3px double #000;"/>
	9.00		\$810.00

EXPENSES:	
Coastal Protection Engineering LLC- Invoice # 416 (August 2020 services)	\$176.25
	<hr style="border-top: 3px double #000;"/>
	\$176.25
TOTAL CURRENT AMOUNT DUE THIS INVOICE.....	<hr style="border-top: 3px double #000;"/>
	\$986.25

Detail Summary:

LGFR assistance and coordination for USACE project.

Please remit to:

**P.O. Box 847958
 Boston, MA 02284-7958**

Coastal Protection Engineering LLC



APTIM Environmental & Infrastructure LLC
2481 NW Boca Raton Blvd
Boca Raton, Florida 33431
(561)361-9116

Date: 09/02/2020
Due date: 10/02/2020
Invoice no: 416

Billing period: Through 08/31/2020

Professional Engineering Services Invoice For:

Bay County Hourly Services - APTIM#636220954
PO# 214182

DIRECT LABOR & EXPENSES:

Item Description	Quantity	Price	Sum
Bay County - Senior Marine Biologist (LF)	0.5	135.00	67.50
Bay County - Sr. Coastal Engineer (TB)	0.75	145.00	108.75
		Subtotal:	176.25
		Tax:	0.00
		Total (USD):	176.25

TOTAL CURRENT AMOUNT DUE THIS INVOICE **\$176.25**

Please remit to:

Coastal Protection Engineering LLC
5301 N. Federal Hwy, Suite 335
Boca Raton, FL, 33487

Bank account information:

Bank name: Chase
Bank account No.: 518765828
SWIFT/BIC code: 0720003326
Address: 3901 N Federal Highway, Boca Raton, FL,
33431

JOINT RESOLUTION
by
The School Board of Bay County, Florida,
and
The Bay County Board of County Commissioners,
and
The Panama City Beach Convention and Visitors Bureau, Inc.
_____ , 2020

The purpose of this resolution is to transfer the ownership of the St. Andrew School property (the "Property") to the Bay County Board of County Commissioners, a political subdivision of the State of Florida (the "County"), in exchange for the satisfaction of an obligation of the School Board to the Panama City Beach Convention and Visitors Bureau, Inc. (the "CVB") as detailed below.

WHEREAS, Hurricane Michael made landfall on October 10, 2018 and caused severe damage to nearly every facility owned and operated by the School Board of Bay County, Florida (the "School Board"); and

WHEREAS, the Property suffered severe damage during Hurricane Michael; and

WHEREAS, the cost of restoration of the Property for use by the School Board would be significantly higher due to the fact that the Property is a registered historic landmark; and

WHEREAS, following Hurricane Michael, because of financial constraints placed on the school district and shifting populations throughout the county, the School Board approved recommendations from the Superintendent for the consolidation, reorientation and closure of several school sites; and

WHEREAS, the population previously served at the Property has been relocated to another School Board facility that better suits the school community's needs; and

WHEREAS, the School Board has determined that the land, buildings, and related facilities located on the Property are no longer necessary for the education or auxiliary purposes of the school system, which has been confirmed by an educational plant survey that is pending review by the Florida Department of Education; and

WHEREAS, the continued maintenance, security, utilities and insurance for the vacant school facility imposes an unnecessary burden on the financial resources of the School Board; and

WHEREAS, the County has requested that the School Board transfer the ownership of the Property to their agency for use as a community service center to meet the needs of the County; and

WHEREAS, the School Board believes it would be in the best interest of the citizens of the County and the School Board to transfer ownership of the Property to the County.

NOW, THEREFORE, BE IT RESOLVED by the School Board, under authority vested in the School Board by the laws of the State of Florida, as follows:

1. All rights, title and interest in the land and buildings of the Property, as shown in the attached **Exhibit A Site Plan** and as legally described therein, shall be transferred to the County, by quit claim deed, for the amount of \$1.00 (One Dollar), without additional cost to the School Board. Such quit claim deed shall not be executed and delivered until approval of the educational plant survey has been received from the Florida Department of Education.
2. Restrictions on Use and Transfer
 - a. The County may use or lease the Property for use as a community service center to meet the needs of the County. No portion of the land and buildings shall be used for a private or charter school serving students in pre-kindergarten through twelfth grade.
 - b. The County shall not sell or convey the Property to a third party for five years following conveyance to the County.
 - c. If, at any time within fifteen years following conveyance of the Property to the County, the County receives a bona fide offer from any person, persons, organization, or organizations to purchase in whole or in part, the Property described herein, the County shall send School Board a copy of the proposed contract and notify School Board of its intention to accept the same. The School Board shall have the right within 60 days to accept the terms of said Contract in writing and within 90 days thereafter to purchase the Property in its own name or in the name of a nominee, for the gross purchase price and on the terms specified in said contract. If the School Board shall not so elect within the said period of 60 days, the County may then sell the Property to said offeror provided the said sale is on the said terms and conditions and for the price set forth in the said contract sent to the School Board.
3. Both the School Board and the County acknowledge the Property's current state of disrepair. The County shall undertake full responsibility to restore the Property for its own uses. The County shall ensure that any restoration is consistent with the requirements of the building being listed as a registered historic landmark.
4. The School Board shall remove their school furnishings within 90 days after the transfer of the property. No portable classrooms or equipment purchased with federal funds, such as food service equipment, shall convey with the Property. Any other furnishings remaining after that date shall become the property of the purchaser.
5. This transfer of ownership of the St. Andrew High School does not include any stated or implied warranties, repairs, insurance, utilities, ground maintenance, or equipment or obligations for other like matters after the date of transfer, other than those warranties in place that can be transferred to a new owner.
6. Transfer of the Property to the County shall satisfy and cancel any obligation of the School Board to the CVB related to the cost of construction of an Entrance Road shown in paragraph 30 of that certain Land Transfer Agreement, a memorandum of which was recorded on June 22, 2016, in Bay County Official Records Book 3807, Page 848, *et seq.*

7. This Agreement may be executed in counterpart. Electronically transmitted signatures will be acceptable in place of originals.

[SIGNATURE PAGES TO FOLLOW]

THIS RESOLUTION is adopted by the School Board of Bay County, Florida, this ____ day of _____, 2020, and shall take effect immediately upon its adoption by all parties.

PASSED AND APPROVED ____ day of _____, 2020.

SCHOOL BOARD OF BAY COUNTY, FLORIDA

(SEAL)

By: _____
Steve Moss, Chairman

ATTEST:

By: _____
Superintendent of Schools and Ex Officio
Secretary to the School Board of Bay
County, Florida

THIS RESOLUTION is adopted by the Bay County Board of County Commissioners on this ____ day of _____, 2020, and shall take effect immediately upon its adoption by all parties.

PASSED AND APPROVED ____ day of _____, 2020.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY, FLORIDA

Bill Kinsaul
Clerk

By: _____
Philip Griffitts, Jr., Chairman

Date Adopted: _____

Approved as to Form,

Don Banks, County Attorney

THIS RESOLUTION is adopted by the Panama City Beach Convention and Visitors Bureau, Inc. on this ____ day of _____, 2020, and shall take effect immediately upon its adoption by all parties.

PASSED AND APPROVED ____ day of _____, 2020.

ATTEST:

PANAMA CITY BEACH CONVENTION AND VISITORS BUREAU, INC.

Yonnie Patronis, Secretary

By: _____
Dan Rowe, President Date

By: _____
Phillip Griffitts, Jr., Chairman Date