

# MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records  
Thru: Tammy Boggs, Sr Fiscal Services Manager, Building  
and Development Services  
From: Tracy Brainard, Fiscal Specialist  
Date: April 23, 2018  
Subject: Refund Request – \$ 1328.40  
BLD1804-0269



Due to the dollar amount of the attached refund request, Board approval is required prior to Finance issuing the refund check to the customer.

Please place this request on the Board's consent agenda. Once approved, please forward to Finance to have the check issued and email a copy of the Board approval to me at [tracy.brainard@mymanatee.org](mailto:tracy.brainard@mymanatee.org).

Thank you for your help!

Building & Development Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone number (941)748-4501

# MEMORANDUM

To: Finance  
From: Tracy Brainard  
Date: April 23, 2018  
Thru: Tammy Boggs, Senior Fiscal Services Manager,  
Building and Development  
Subject: Refund



PO  
4/24/18

Please process the following refund request:

Petitioner: Tower Systems South Inc  
3075 North Forsyth Rd  
Winter Park, FL 32792

Description: Refund

Reason for Request: Permit filed under improper type. Permit Voided

Confirmation #	Fee ID	Account#	Amount
BLD1804-0269	Acc Struct	147.0000000.322038	\$1,296.00
BLD1803-0269	State Fee	147.0000000.208008	\$ 32.40

Recommendation: Approved (X) Deny ( )

Refund Total \$1328.40

Building & Development Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone number: (941) 748-4501



FLORIDA

APR 17 2018

Building & Development Services  
Permitting Section  
1112 Manatee Ave W 4th Floor  
Bradenton, FL 34205  
Phone: (941) 748-4501  
www.mymanatee.org

**BUILDING PERMIT FEE REFUND REQUEST FORM**

No refund will be made for any fee, or portion thereof, on any payments equal to or less than \$150.00 unless they result from an error on the part of the County. All refunds will be at 50% of the amount greater than \$150.00, or as determined by the Director or designee. No refund shall be granted if work has commenced or if permit has become inactive or expired. No refund shall be granted for permits exceeding six months from application/issue date. All refund requests must be accompanied by a validated receipt or cancelled check and a written statement showing the reason for the request along with any other pertinent information. Refund checks will be made out to the person/company/contractor that made the payment on the receipt(s).

DATE OF REQUEST: 4/17/2018 PERMIT NUMBER: BLD1804-0269

PERMIT APPLICATION/ISSUE DATE (circle one): \_\_\_\_\_

REQUESTOR'S NAME: Brian Hills AMOUNT REQUESTED: \$1,328.40

PAYOR: PERSON/CONTRACTOR/COMPANY Tower Systems South, Inc.

REMITTANCE ADDRESS FOR REFUND CHECK: 3075 North Forsyth Rd.

CITY: Winter Park STATE: FL ZIP CODE: 32792

REASON FOR REFUND REQUEST: Permit was filed as the improper type and was voided out to be reapplied for per Brenda Dillard's instructions.

**For Fiscal Use Only**

Date Refund Processed: \_\_\_\_\_ Board Approval Required: yes no

Account Number: 322038 Amount: \_\_\_\_\_

Account Number: 208008 Amount: \_\_\_\_\_

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

TOTAL REFUND: \_\_\_\_\_ Notes put on permit: yes no

Date Refund Check Issued: \_\_\_\_\_ Check Number: \_\_\_\_\_

4/18/18 email sent For new permit #.



FLORIDA

Manatee County Building and Development Services  
Building  
1112 Manatee Avenue West 4th Floor  
Bradenton, FL 34205

Receipt No. 539113  
Receipt Date: 4/3/18

## RECEIPT

### Record and Payer Information

<b>Record ID</b>	BLD1804-0269	<b>Record Type</b>	Accessory Structure
<b>Parcel ID</b>	1972900309000-2549510200		
<b>Desc. of Work</b>	Tower Systems South, Inc. is to conduct the entire turnkey installation of a 180' self supporting tower to a P-25 emergency broadcast system for Manatee County. This project includes the all site development, equipment building (to include all		
<b>Property Address</b>	7510 PROSPECT RD	<b>City</b>	SARASOTA
		<b>State</b>	FL
		<b>Zip</b>	34243
<b>Owner</b>	MANATEE COUNTY		
<b>Address</b>	P O BOX 1000	<b>City</b>	BRADENTON
		<b>State</b>	FL
		<b>Zip</b>	34206
<b>Phone</b>			
<b>Contractor</b>	KARI L CARLSON	<b>License #</b>	CGC1515834
<b>Company</b>	TOWER SYSTEMS SOUTH INC		
<b>Address</b>	3075 N FORSYTH RD	<b>City</b>	WINTER PARK
		<b>State</b>	FL
		<b>Zip</b>	32792
<b>Phone</b>	(605) 882-4277		
<b>Payer</b>	Brian Hills		

### Payment Detail

Date	Payment Method	Source of Payment	Comments	Amount
04/03/2018	Credit Card	ACA Online		\$1,328.40

### Fee Details

Fee Description	Invoice #	Quantity	Fee Amount	Current Paid	Outstanding Balance
Accessory Structure – Permit	42147	3,600	\$1,296.00	\$1,296.00	\$0.00
Fee by SqFt					
State Fee	42147	1	\$32.40	\$32.40	\$0.00



Transaction Detail

Transaction Type Payment	Date & Time 04/03/2018 04:14:16 PM EDT	Confirmation # 45546502
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**Payer Information:**

Name: Brian Hill  
 Street Address: 3075 North Forsyth Rd  
 Address: Winter Park, FL 32792  
 Country Code: US  
 Telephone: 4076810500  
 Email: bhills@towersystems.com

**Payment Information:**

Transaction ID	Transaction Type	Date & Time	Channel	Payment Method	Account Type	Client	Product	Status	Confirmation#	Last 4	Base Amount	Consumer Fee	Total Amount	Client Chargeback Fee	Reason	UserID	RequestKey (Record ID)	RequestCapType	Payment
195929118	Payment	04/03/2018 04:14:16 PM EDT	Web	Credit Card	Viss	Manatee, Permi County of (Accela)	Payments Settled	45546502	2907	\$1,328.40	\$0.00	\$1,328.40	\$28.56			UserID TSSI	RequestKey (Record ID): 18EST- 00000- 08140	RequestCapType Building/Accessory Structure/NANA	Payment CC

## BLD1804-0269 - Kinnan Park Communications tower installation

A notice was added to this record on 2018-04-06.  
 Condition: Foundation Setback Survey : Foundation Setback Survey required prior to first inspection Severity: Notice  
 Total conditions: 2 (Notice: 2)

[View notice](#)

()

Pay      Apply      Refund      Void      Generate Receipt      Fund Transfer      Help

BLD1803  
-3601  
()  
 Total Invoice Amount: \$1,328.40      Terminal #:  
 Total Payment: \$1,328.40      Cashier ID: TBRAINARD  
 Total Balance: \$0.00      Date: 04/23/2018  
 Amount Not Applied: \$0.00

### Invoices

Invoice #	Amount	Paid in Full	Balance
<a href="#">42147</a>	\$1,328.40	Y	\$0.00

### Transactions

Transaction Code	Transactions	Method	Receipt #	Not Applied	Amount	Status	Received
<input type="checkbox"/> <a href="#">691415371...</a>	Payment	<a href="#">Credit Card</a>	<a href="#">539113</a>	\$0.00	\$1,328.40	Paid	

More ()



# BLD1804-0269 - Kinnan Park Communications tower installation

A notice was added to this record on 2018-04-06.  
 Condition: Foundation Setback Survey : Foundation Setback Survey required prior to first inspection Severity: Notice  
 Total conditions: 2 (Notice: 2)

[View notice](#)

()

Menu      Add      Delete      Void      Invoice      Invoice & Pay      ReCalc      Help

Fee Calc. Factor: Job Value(Contractor)\$0.00 ▾      Fee Total      \$1,328.40

BLD1803  
-3601  
()

Showing 1-2 of 2

<input type="checkbox"/> Invoice #	Fee Item	Quantity	Fees	Status	Balance	Notes
<input type="checkbox"/> 42147	Accessory Structure – Permit Fee b...	3,600	\$1,296.00	INVOICED	\$0.00	
<input type="checkbox"/> 42147	State Fee	1	\$32.40	INVOICED	\$0.00	

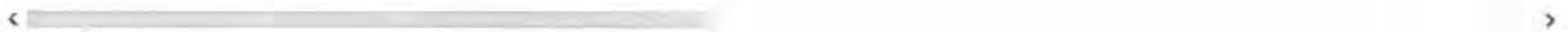
BLD1804  
-0415  
()

Page 1 of 1

CONA18-00...

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More ()



Manatee County, BCC

GL Transaction Details (Long)

04/03/2018 to 04/03/2018

Primary Ref.	GL-PR.	FY	Post Date	PE ID			DR	
JL JL Key JL Obj	JL-PR.	FY	Date2	Job Number	PeDB		CR	
Transaction Description		CK	ID-No.	2nd Ref.		Misc	Units	
Batch ID		JeACG	TrACG	Contract	Sb	Prep	Work Order No	
<b>147000000 - Building Department Fund</b>								
<b>322038 - Accessory Bldg</b>								
BP180403	07	2018	04/03/2018	CASH			0.00	
JL N/A..N/A 04/06/18	07	2018	04/03/2018	6932337	P		1,296.00	
Accessory Structure Permit Fe		AP		RC023929			0.00	
BP180403					CR	TBRAINAR		
*** Object Totals ***							DR	0.00
							CR	1,296.00
							Net	-1,296.00
*** EN Net ***		0.00		*** Object Totals with EN ***			-1,296.00	





### Revenue by Account Code

Account Code: 147000000322038

Transaction Date	Payment Date	Record Number	Receipt Number	Payment Amount
4/3/2018	4/3/2018	<u>BLD1804-0269</u>	539113	\$1,296.00
				<b>\$1,296.00</b>
FEE ACCT CODE 1				Sum(AMOUNT)
147000000322038				1,296.00
				<b>1,296.00</b>

2018

# Manatee County, BCC

04/23/2018

## GL Transaction Details (Long)

11:32:14

04/03/2018 to 04/03/2018

Primary Ref.	GL-PR.	FY	Post Date	PE ID			DR	
JL JL Key JL Obj	JL-PR.	FY	Date2	Job Number	PeDB		CR	
Transaction Description	CK	ID-No.	2nd Ref.		Misc		Units	
Batch ID	JeACG	TrACG	Contract	Sb	Prep		Work Order No	
<b>1470000000</b>	<b>- Building Department Fund</b>							
<b>208008</b>	<b>- Due to State of Florida</b>							
BP180403	07	2018	04/03/2018	CASH			0.00	
JL N/A..N/A	04/06/18	07	2018	04/03/2018	6932337	P	861.70	
State Fee		AP		RC023945			0.00	
BP180403					CR	TBRAINAR		
*** Object Totals ***							DR	0.00
							CR	861.70
							Net	-861.70
*** EN Net ***		0.00		*** Object Totals with EN ***			-861.70	

Account Code: 1470000000208008

Transaction Date	Payment Date	Record Number	Receipt Number	Payment Amount
4/3/2018	4/3/2018	<u>BLD1804-0246</u>	539074	\$4.23
4/3/2018	4/3/2018	<u>BLD1804-0248</u>	539076	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0247</u>	539075	\$5.80
4/3/2018	4/3/2018	<u>CMP-18012161</u>	539077	\$5.40
4/3/2018	4/3/2018	<u>CMP-18020383</u>	539078	\$7.40
4/3/2018	4/3/2018	<u>CMP-18020386</u>	539079	\$7.40
4/3/2018	4/3/2018	<u>BLD1804-0250</u>	539082	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0253</u>	539089	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0252</u>	539088	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0251</u>	539090	\$8.98
4/3/2018	4/3/2018	<u>CMP-18021625</u>	539092	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0255</u>	539093	\$4.23
4/3/2018	4/3/2018	<u>BLD1804-0254</u>	539094	\$5.80
4/3/2018	4/3/2018	<u>BLD1804-0257</u>	539097	\$5.80
4/3/2018	4/3/2018	<u>BLD1804-0256</u>	539095	\$29.30
4/3/2018	4/3/2018	<u>BLD1804-0260</u>	539101	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0261</u>	539104	\$5.80
4/3/2018	4/3/2018	<u>BLD1804-0262</u>	539105	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0263</u>	539106	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0264</u>	539107	\$5.80
4/3/2018	4/3/2018	<u>BLD1804-0265</u>	539109	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0266</u>	539110	\$4.23
4/3/2018	4/3/2018	<u>BLD1804-0267</u>	539111	\$4.23
* 4/3/2018	4/3/2018	<u>BLD1804-0269</u>	539113	\$32.40 *
4/3/2018	4/3/2018	<u>BLD1804-0268</u>	539112	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0270</u>	539114	\$7.93
4/3/2018	4/3/2018	<u>BLD1804-0271</u>	539115	\$7.40
4/3/2018	4/3/2018	<u>BLD1804-0272</u>	539118	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0273</u>	539119	\$30.96
4/3/2018	4/3/2018	<u>BLD1804-0274</u>	539120	\$4.00
4/3/2018	4/3/2018	<u>BLD1804-0275</u>	539121	\$19.24
4/3/2018	4/3/2018	<u>BLD1804-0183</u>	539124	\$16.97
4/3/2018	4/3/2018	<u>BLD1804-0185</u>	539125	\$16.97
4/3/2018	4/3/2018	<u>BLD1804-0242</u>	539126	\$8.98
4/3/2018	4/3/2018	<u>BLD1804-0239</u>	539128	\$8.98
4/3/2018	4/3/2018	<u>BLD1804-0249</u>	539129	\$8.98
4/3/2018	4/3/2018	<u>BLD1804-0277</u>	539130	\$4.00