



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

Tuesday, November 12, 2019

9:00 a.m.

Council Room, PCB City Hall

- I. CALL MEETING TO ORDER
- II. ROLL CALL
 - A. Invocation
 - B. Pledge of Allegiance
 - C. Approve Minutes from September 10, 2019 and October 8, 2019
- III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)
- IV. UPDATE ON TOURIST DEVELOPMENT TAX COLLECTIONS AND ENFORCEMENT ACTIONS, Mr. Tyler Miller, Tourist Development Tax Specialist
- V. CONSENT AGENDA
 - A. BEACH NOURISHMENT – Approve APTIM Coastal Planning & Engineering, Inc. Invoices #466190-RI-00636 and #467329
 - B. SPORTS PARK PROJECT MGT. - Approve Anchor CEI Invoice #307
- VI. BOARD ACTION ITEMS
 - A. Discuss and consider for approval awarding the contract for the Panama City Beach Sports Park beer and wine sales to B&B Beverage Management, Mr. Dan Rowe & Mr. J.D. Wood
- VII. DISCUSSION ITEMS
 - A. Indoor Sports Center Project Update, Mr. Dan Rowe
 - B. Panama City Beach Sports Park Update, Mr. J.D. Wood
- VIII. PRESIDENT’S REPORT
- IX. CHAIRMAN’S REPORT
- X. AUDIENCE PARTICIPATION
- XI. ADJOURNMENT

MOTIONS PASSED AT THE COMBINED BOARD MEETING September 10, 2019

1. Combined: Approved the minutes from July 09, 2019 and August 13, 2019. **Phillips/Chester**

2. Combined: Approved the Consent Agenda:
Item A, APTIM Coastal Planning & Engineering, Inc. Invoice #457965-RI-00636 MB \$3,310.30 and Invoice #457966-RI-00636 \$35,128.80
Item B, Anchor CEI Invoice #287 \$45,809.50
Item C, Mexico Beach CDC FY 2020 Budget and Program of Work
Item D, Panama City CDC FY 2020 Budget and Program of Work; Item E, Financial statements for July 2019.
Walsingham/Chester

3. TDC: Approved State FDEP Grant Contract 20BA1 for Panama City Beach and Mexico Beach.
Walsingham/Phillips

4. Combined: Approved PCB CVB FY 2020 Budget and Program of Work. **Walsingham/Phillips**

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

Tuesday, September 10, 2019

9:00 a.m.

Council Room, PCB City Hall

Board Members Present:

Buddy Wilkes, Chairman
Phil Chester, Vice Chairman
Clair Pease
Andy Phillips
Mike Thomas
Gary Walsingham
Yonnie Patronis

Board Members Absent:

David Chapman
Phillip Griffitts, Jr.

I. CALL MEETING TO ORDER

Chairman Buddy Wilkes called the meeting to order at 9:00 a.m.

II. ROLL CALL

There were seven members present, two absent.

A. Invocation

Mr. Chester gave the Invocation.

B. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

C. Approve Minutes from July 09, 2019 and August 13, 2019

Mr. Rowe asked Chairman Wilkes to make a correction to the August 13, 2019 minutes to change "Region's Bank" to "...a regional bank" which was accepted.

Mr. Walsingham moved; seconded by Mr. Chester, to approve the Minutes.

Motion passed by the following unanimous vote:

<i>Mr. Phillips</i>	<i>Yes</i>
<i>Mr. Thomas</i>	<i>Yes</i>
<i>Mr. Chester</i>	<i>Yes</i>
<i>Mr. Patronis</i>	<i>Yes</i>
<i>Mr. Wilkes</i>	<i>Yes</i>
<i>Ms. Pease</i>	<i>Yes</i>
<i>Mr. Walsingham</i>	<i>Yes</i>

III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)

None.

IV. CONSENT AGENDA

Mr. Rowe read the Consent Agenda into the record. He stated that programmed into the PCB CVB budget is funding to aid with Mexico Beach’s beach renourishment. Mr. Patronis commented that the PCB CVB has done a great job with the renourishment of the beaches.

- A. BEACH NOURISHMENT – Approve APTIM Coastal Planning & Engineering, Inc. Invoice #457965-RI-00636 and Invoice #457966-RI-00636 MB
- B. SPORTS PARK PROJECT MANAGEMENT – Approve Anchor CEI Invoice #287
- C. MEXICO BEACH CDC - Approve FY 2020 Mexico Beach CDC Program of Work and Budget
- D. PANAMA CITY CDC – Approve FY 2020 Panama City CDC Program of Work and Budget
- E. FINANCIAL STATEMENTS—Approve CVB/TDC Financial Statements Dated July 31, 2019

Mr. Walsingham moved; seconded by Mr. Chester, to approve the Consent Agenda

Motion passed by the following unanimous vote:

Mr. Phillips	Yes
Mr. Thomas	Yes
Mr. Chester	Yes
Mr. Patronis	Yes
Mr. Wilkes	Yes
Ms. Pease	Yes
Mr. Walsingham	Yes

V. BOARD ACTION ITEMS

- A. Discuss and Consider for Approval State FDEP Grant Contract 20BA1 for Panama City Beach and Mexico Beach, Mr. Dan Rowe.

Mr. Rowe stated that this grant is received each year as part of the state’s long-term beach management plan for post construction monitoring for 94,050 dollars.

Mr. Walsingham moved, seconded by Mr. Phillips that the TDC approve for use the FDEP Grant Contract.

Motion passed by the following unanimous vote:

Mr. Phillips	Yes
Mr. Thomas	Yes
Mr. Chester	Yes
Mr. Patronis	Yes
Mr. Wilkes	Yes
Ms. Pease	Yes
Mr. Walsingham	Yes

B. Discuss and Consider for Approval CVB FY2020 Budget and Program of Work, Mr. Dan Rowe.

Mr. Rowe stated that the CVB Board received the proposed budget for consideration prior to this meeting. He stated that the budget is based on pre-storm FY 2018 financial data which was also used to develop FY 2020 Strategies, Marketing, and Sales goals.

He summarized the highlights:

Due to Hurricane Michael, the TDC was unable to enact the FY19 Goals and Strategies as approved.

The FY 2020 budget is relatively flat with aid budgeted for Mexico Beach and Panama City.

Also budgeted is the Hwy 231 Welcome Center.

Changes to health care benefits, effective January 1, 2020, gave a savings of approximately \$50,000.

He also stated that a special meeting on September 24, 2019 was needed for the board to approve the Sports Park FY 2020 budget. After the budget is approved, the CVB budget will then be amended to create a revenue account for the revenue generated by the park, as well as a corresponding expenditure account, which will allow the revenue to flow through the CVB as well as the county. Because of the revenue flow, the subsidy for the Sports Park is not budgeted in the CVB budget, as it will be paid from the TDC Fund 128. This gives the county Finance Office assurance that the funds will be appropriately managed. SFM provided a revised proforma, which caused the budget to be revised. He stated that the budget documents will be sent out and staff will meet with each board member and review the budget prior to the budget meeting on the 24th. The CVB budget remains relatively flat with only minor changes. One being moving Marcia Bush's position from the TDC budget to the CVB as well as salary increases. Salary increases were budgeted for but not enacted in FY19 due to Hurricane Michael. Also, increases in some accounts with the goal to host more sports events, conferences, and trade shows, as well as a more aggressive sales effort.

Discussion from Board Members:

Ms. Pease asked why the change from Desimetrix to KeyData. Mr. Rowe stated that KeyData has a much broader platform and that it interfaces better to provide better partner data. KeyData is 40% higher on number of properties reporting than Desimetrix.

She also asked how debt payment is included in the CVB budget. Mr. Rowe stated that the debt payment is budgeted in the TDC Fund 128 and is taken out of the calculation before establishing the CVB budget. There is 2.6 million in the planning budget in case of emergency negative impacts on revenue, such as tropical storm Barry last year, which had caused a reduction in revenue as reported by the partners. This created uncertainty. Uncertainty, caused by things such as, currently, the national media is reporting a potential economic recession. Mr. Rowe stated that it is not whether he says it, but if we have to respond to it. As a result, the funds that are set aside will be able to be directed by the Board to ensure Panama City Beach remains on the forefront and our revenues continue to grow.

Ms. Pease asked if any excess collections, excluding TDC expenses, could be held in reserve.

Mr. Rowe said a reserve of 1.2 million dollars is budgeted and set aside for Mexico Beach and Panama City aid.

Ms. Pease asked for what purpose is the additional 100,000 dollars currently in Special Events. Mr. Rowe said those funds are earmarked for the Ironman race branding opportunity.

Mr. Phillips asked why the budget had increased for community support and personnel. Mr. Rowe stated the reason was the TDC being fully staffed and the Director of Administration position moved into the budget.

Mr. Wilkes asked for other questions, and then called for a motion and a vote.

Mr. Walsingham moved, seconded by Mr. Phillips that the TDC approve the CVB FY2020 Budget and Program of Work

Motion passed by the following unanimous vote:

Mr. Phillips	Yes
Mr. Thomas	Yes
Mr. Chester	Yes
Mr. Patronis	Yes
Mr. Wilkes	Yes
Ms. Pease	Yes
Mr. Walsingham	Yes

VI. PRESENTATIONS

C. Panama City Beach Sports Complex Construction Update, Ms. Elizabeth Moore

Mr. Rowe asked that the special board meeting to approve the sports budget for FY2020 be set for two weeks from this meeting.

Mr. Thomas asked why the sports park utilities were higher. Mr. Rowe said the reason is due to higher costs from the electric company and the construction that is taking place at night.

Mr. Phillips asked if there are any extra costs in the construction.

Mr. Rowe asked Ms. Moore to respond. She said that the lights are being used and tested by the contractor, which is increasing the cost. Mr. Phillips asked if there has been a contractor credit. Ms. Moore stated that there has not been a credit issued. She said the contractor is doing a lighting audit and troubleshooting issues with the poles as well as the lights.

Ms. Moore gave an overview of the project stating that some of the items being finished are: Lights, poles, power, grass sod, irrigation, landscaping, boardwalks, shade structures, Wi-Fi, signs, press box and concessions.

Mr. Phillips asked if the work will be finished by the grand opening. Ms. Moore replied that it would but that some smaller things will still be in process.

Other questions were asked by board members, which were satisfactorily answered by Ms. Moore.

UPDATE ON TOURIST DEVELOPMENT TAX COLLECTIONS, Mr. Tyler Miller, Tourist Development Tax Specialist

Mr. Tyler Miller, Tourist Development Tax Specialist, reported Panama City Beach tax collections for July 31, 2019.

The board discussed the late payments and resulting penalties as well as liens placed on properties as a result of late or non-payment. The board expressed concern that penalties are inflating tax collection data. The board stated that they want to see the payment and penalty data separated and broken out in the reports they receive from finance. Mr. Rowe suggested for Mr. Miller to work with Vice President Charlene Honnen to replicate the reports she provided when she was the TDT Specialist for Finance. Ms. Pease asked how the VRBO collections are being captured and Mr. Miller stated that the Inntopia software is being used to capture that information. The board then discussed ways to enforce the collections for those note reporting or private homeowners.

I. PRESIDENT'S REPORT

Mr. Rowe invited the board to attend a meeting the following Thursday with Visit Florida who will be giving an update. Mr. Thomas asked for an update on the visitor's center. Mr. Rowe stated that the HWY 231 visitor's center project funding will be shared by North Florida counties. Mr. Wilkes asked what percent would be our responsibility. Mr. Rowe said our portion would be 28%, which equates to approximately \$450,000.

II. CHAIRMAN'S REPORT
None.

III. AUDIENCE PARTICIPATION
None.

IV. ADJOURNMENT

The Chairman asked for adjournment. Ms. Pease/Mr. Chester

Respectfully submitted,

Sharon Cook, Recording Secretary

MOTIONS PASSED AT THE COMBINED BOARD MEETING OCTOBER 8, 2019

1. Combined: Approved the Consent Agenda:
Item A - Anchor CEI Invoice #290
Item B - APTIM Coastal Planning & Engineering, Inc. Invoice #464179-RI-00636 MB and Invoice #464538
Item C - CVB/TDC Financial Statements Dated August 31, 2019.
Griffitts/Phillips

2. TDC: Approved PCBSC recommendation to award the Athletic Trainers RFQ service agreement to Gulf Coast Medical Center. **Phillips/Pease**

3. Combined: Approved PCB CVB FY 2020 Marketing Plan. **Walsingham/Pease**

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

Tuesday, October 08, 2019

9:00 a.m.

Council Room, PCB City Hall

Board Members Present:

Buddy Wilkes, Chairman
Phil Chester, Vice Chairman
Clair Pease
Andy Phillips (late 9:05)
Phillip Griffiths, Jr.
Mike Thomas
Gary Walsingham
Yonnie Patronis

Board Members Absent:

David Chapman

I. CALL MEETING TO ORDER

Chairman Buddy Wilkes called the meeting to order at 9:00 a.m.

II. ROLL CALL

There were eight members present, one absent.

A. Invocation

Mr. Chester gave the Invocation.

B. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)

None

IV. UPDATE ON TOURIST DEVELOPMENT TAX COLLECTIONS, Mr. Tyler Miller, Tourist Development Tax Specialist

Mr. Tyler Miller, Tourist Development Tax Specialist, reported Panama City Beach tax collections for August 31, 2019. Mr. Miller reviewed the financial statements stating that there was a rise in active units but income units were down. Ms. Pease asked if late payers are caught up. Mr. Miller stated that they were caught up.

V. CONSENT AGENDA

Mr. Rowe read the Consent Agenda into the record.

- A. SPORTS PARK PROJECT MANAGEMENT – Approve Anchor CEI Invoice #290
- B. BEACH NOURISHMENT – Approve APTIM Coastal Planning & Engineering, Inc. Invoice #464179-RI-00636 MB and Invoice #464538
- C. FINANCIAL STATEMENTS—Approve CVB/TDC Financial Statements Dated August 31, 2019

Mr. Griffiths moved; seconded by Mr. Phillips, to approve the Consent Agenda

Motion passed by the following unanimous vote:

<i>Ms. Pease</i>	<i>Yes</i>
<i>Mr. Phillips</i>	<i>Yes</i>
<i>Mr. Walsingham</i>	<i>Yes</i>
<i>Mr. Chester</i>	<i>Yes</i>
<i>Mr. Griffiths</i>	<i>Yes</i>
<i>Mr. Patronis</i>	<i>Yes</i>
<i>Mr. Thomas</i>	<i>Yes</i>
<i>Mr. Wilkes</i>	<i>Yes</i>

VI. BOARD ACTION ITEMS

- A. Discuss and Consider for Approval the PCBSC recommendation to award the Athletic Trainers RFQ service agreement to Gulf Coast Medical Center, Mr. Dan Rowe.

Mr. Rowe stated that two companies responded: Premier and Gulf Coast Regional Medical Center. Premier scored second on the RFQ evaluation form. Ms. Pease asked why Gulf Coast was first in the scoring and was this cost already in the budget. Mr. Rowe said that there is no cost to the budget. The board had discussion confirming that this is a no cost service and that in return Gulf Coast will be allowed to place their logos within the training rooms as well as transporting patients to Gulf Coast as needed.

Mr. Phillips moved, seconded by Ms. Pease that the TDC approve the PCBSC recommendation to award the Athletic Trainers RFQ service agreement to Gulf Coast Medical Center.

Motion passed by the following unanimous vote:

<i>Ms. Pease</i>	<i>Yes</i>
<i>Mr. Phillips</i>	<i>Yes</i>
<i>Mr. Walsingham</i>	<i>Yes</i>
<i>Mr. Chester</i>	<i>Yes</i>
<i>Mr. Griffiths</i>	<i>Yes</i>
<i>Mr. Patronis</i>	<i>Yes</i>
<i>Mr. Thomas</i>	<i>Yes</i>
<i>Mr. Wilkes</i>	<i>Yes</i>

- B. Discuss and Consider for Approval the FY 2020 Marketing Plan, Ms. Jayna Leach, Ms. Mary Winslow, Ms. Melonie Strum, Ms. Gina Stouffer, and Mr. Mitch Bennett.

Ms. Leach, and the Advertising Company team members, presented the TDC/CVB FY2020 Marketing plan. Details were given regarding the vision, activation, segmentation, and customization of the plan. Mr. Mitch Bennett discussed the evolution of the current campaign as well as the new targeting program for the “Foodie/Entertainment” visitor.

Mr. Rowe stated specifically for the record that no member of the TDC/CVB Board were consulted regarding the use of any local business for any of the advertising promotional photos or videos.

The board discussed the breakdown of cost by type of media as well as the newer forms of media. Ms. Pease asked if there was an emergency contingency plan. Ms. Leach stated that a full crisis communication plan is in place and ready to implement as needed. Mr. Rowe stated that 250,000 dollars were reserved for that purpose.

Mr. Rowe discussed the newly implemented Facebook page specifically developed for post disaster communications for local businesses as well as a page for employees.

Ms. Leach and Mr. Rowe discussed a new initiative being called “Voluntourism”, and/or “Stay-It-Forward”, which will be developed and implemented in the near future. This plan will reach out to visitors who want to participate in community projects and volunteer opportunities during their vacation.

Mr. Walsingham moved, seconded by Ms. Pease that the Board approve the FY 2020 Marketing Plan.

Motion passed by the following unanimous vote:

<i>Ms. Pease</i>	<i>Yes</i>
<i>Mr. Phillips</i>	<i>Yes</i>
<i>Mr. Walsingham</i>	<i>Yes</i>
<i>Mr. Chester</i>	<i>Yes</i>
<i>Mr. Griffiths</i>	<i>Yes</i>
<i>Mr. Patronis</i>	<i>Yes</i>
<i>Mr. Thomas</i>	<i>Yes</i>
<i>Mr. Wilkes</i>	<i>Yes</i>

VII. PRESENTATIONS

- A. Panama City Beach Sports Complex Update, Mr. J.D. Wood

Mr. Wood reviewed the status of the park regarding events, sponsorships, advertising campaigns, leagues and field usage. He also displayed an example of the marketing video as well as a highlight presentation video. Several board members gave praise to Mr. Wood and his team for going above and beyond to make the park a great success.

I. PRESIDENT’S REPORT

Mr. Rowe stated that an award was received named the “Reader’s Choice Award”. He also informed the board of the Visit Florida Tourism Summit taking place in Mid-November. He reminded everyone that the Pirates Fest is the following weekend.

II. CHAIRMAN'S REPORT
None.

III. AUDIENCE PARTICIPATION
None.

IV. ADJOURNMENT

The Chairman asked for adjournment. Mr. Chester/Mr. Phillips

Respectfully submitted,

Sharon Cook, Recording Secretary



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

Dan Rowe
Bay County TDC
17001 Panama City Beach Pkwy.
Panama City Beach, FL 32413

10/2/2019
Invoice # 466190-RI-00636

Billing Period: through 9/30/19
Consultant's Project # 1570003532

Professional Engineering Services Invoice For:

Phase 2 Geophysical and Geotechnical Sand Search for Mexico Beach, Florida
Task Order # 16

TASK	APPROVED CONTRACT AMOUNT	PERCENT COMPLETE	TOTAL
Phase 2 Sand Search & Numerical Modeling	\$439,110.00	76%	\$333,723.60
Sub-Total:	\$439,110.00		\$333,723.60
		LESS PREVIOUS INVOICE:	311,768.10
		TOTAL CURRENT AMOUNT DUE THIS INVOICE.....	<u>\$21,955.50</u>

Please remit to:

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

0291-15303104



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

October 14, 2019
 Invoice # 467329

Marcia Bush
 Panama City Beach Convention/Visitors Bureau, Inc.
 17001 Panama City Beach Parkway
 Panama City Beach, FL 32417

Billing Period: through 9/30/19
 Consultant's Project #636220954
 Phase: 2016- 2019 Engineering Services w/o Reimburseables

DIRECT LABOR:

			HOURS
Coastal Engineering Services	LF	Senior Marine Biologist	27.5
Coastal Engineering Services	KM	Project Geologist	3.75
Coastal Engineering Services	TB	Coastal Engineer	21.50
Coastal Engineering Services	HB	Junior Coastal Engineer	5.50
			58.25

<u>PERSONNEL SUMMARY:</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
Lauren Floyd	27.50	\$135.00	\$3,712.50
Kristina McCoy	3.75	\$125.00	\$468.75
Tara Brenner	21.50	\$115.00	\$2,472.50
Holly Berckenhoff	5.50	\$95.00	\$522.50
TOTAL HOURS:	58.25		TOTAL WAGES: \$7,176.25 F

EXPENSES:

Travel Expenses- TB- 9/5/19 - 9/7/19	\$808.07
Travel Expenses- LF- 9/5/19 - 9/7/19	\$721.01
	\$1,529.08 F

TOTAL CURRENT AMOUNT DUE THIS INVOICE..... \$8,705.33 F

Detail Summary:

Engineering and permitting support for coordinating a Post-Michael repair project.
 Attended in person agency coordination meeting 9/6/19.

Please remit to:

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

CIA

0291-5303104



HAMPTON INN & SUITES PANAMA CITY
 BEACHFRONT
 15505 FRONT BEACH RD
 PANAMA CITY, FL 32413
 United States of America
 TELEPHONE 850-235-4650 • FAX 850-235-1759
 Reservations
 www.hilton.com or 1 800 HILTONS

BRENNER, TARA D
 3524 SW 24TH LN
 DELRAY BEACH FL 33445
 UNITED STATES OF AMERICA

Room No: 707/NKXUVI
 Arrival Date: 9/5/2019 2:46:00 PM
 Departure Date: 9/6/2019 9:40:00 AM
 Adult/Child: 1/0
 Cashier ID: ANBE
 Room Rate: 149.59
 AL:
 HH # 442317048 BLUE
 VAT #
 Folio No/Che 123646 A

Confirmation Number: 93768800

HAMPTON INN & SUITES PANAMA CITY BEACHFRONT 9/10/2019 3:43:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
8/28/2019	429425	Advance Deposit AX *1001	(\$169.15)
9/5/2019	434815	TREAT SHOP - BEVERAGE	\$3.00
9/5/2019	435105	PARKING FEE	\$15.00
9/5/2019	435105	RM - SALES TAX	\$1.05
9/5/2019	435105	RM - CITY TAX	\$0.15
9/5/2019	435106	GUEST ROOM	\$149.59
9/5/2019	435106	RM - SALES TAX	\$10.47
9/5/2019	435106	RM - CITY TAX	\$1.50
9/5/2019	435106	RM - BED TAX	\$7.48
9/5/2019	435106	RM - CITY TAX FEE	\$0.11
9/6/2019	435351	AX *2009	(\$19.20)
BALANCE			\$0.00



Generated: 26 August 2019 14:51 GMT

Invoice Booking Reference **HNLLYO**

Trip ID - 11067564400

Passenger Name(s)

BRENNER/TARA D

Agent WS

APTIM CORP.
TARA BRENNER/561-361-3169

American Express Global Business Travel
Please see itinerary details for contact information

Thank you for booking your trip with us.

All of your travel arrangements can be found on the following pages of this itinerary.

Please check your travel details IMMEDIATELY to make sure they are correct. If your travel arrangements are NOT ACCURATE, please contact American Express Global Business Travel WITHIN 24 HOURS OF PURCHASE for regular transactions, or BY MIDNIGHT ON THE SAME DAY OF PURCHASE FOR EXCHANGE TRANSACTIONS, in order to avoid potential airline change fees.

To access your trip details online, visit <https://mytrips.amexgbt.com>

We hope you have a pleasant trip.

Upgrade your experience
Check into your flight and get important trip updates on the go with the Amex GBT Mobile app.

Get your app in the Apple App Store and Google Play Store.

Download on the App Store | GET IT ON Google Play

Prior to booking, please review your company's corporate travel policy in detail or check with your travel manager to ensure the booking is in compliance with your company's corporate travel policy.

Fulfillment of this offer or service will be managed by the advertiser. If you do not wish to receive marketing on your itinerary in the future, you can change your preferences by opting-out in your travel portal: <https://mytrips.amexgbt.com>

BILLING CODE : 636220954.00145125

Invoice Information

Invoice Date	26 August 2019
Invoice	0827483
Dossier / Booking Number	HNLLYO-1S

Invoice Details

Ticket Number	0067393225951
Airline Name	DELTA AIR LINES INC
Passenger Name	BRENNER/TARA D
Flight Details	05 Sep 2019 DELTA AIRLINES 1134 U Class WEST PALM BEACH,FL/ATLANTA,GA 05 Sep 2019 DELTA AIRLINES 2506 U Class ATLANTA,GA/PANAMA CITY NW FL,FL 06 Sep 2019 DELTA AIRLINES 1403 T Class PANAMA CITY NW FL,FL/ATLANTA,GA 06 Sep 2019 DELTA AIRLINES 1081 T Class ATLANTA,GA/WEST PALM BEACH,FL

Charges

Ticket Base Fare	380.15
Ticket Tax Fare	74.51
Total (USD) Ticket Amount	454.66
Online Agent Assisted Ticket Fee	9.00
Total	463.66

Credit Card Information

Charged to Card	AX XXXXXXXXXXXX1001	9.00
Charged to Card	AX XXXXXXXXXXXX1001	454.66

Payment Details

Charged by American Express Global Business Travel	9.00
Charged by Airline	454.66
Total Invoice Charge	USD 463.66

Thursday 05 September 2019**✈ 11:01 AM West Palm Beach (PBI) to Atlanta (ATL)**

Airline Booking Ref: HPN8D9
 Carrier: DELTA AIR LINES INC Flight: DL 1134 Status: Confirmed
 Operated By: DELTA AIR LINES INC
 Origin: West Palm Beach, FL, Palm Beach Intl Arpt (PBI)
 Departing: Thursday 05 September 2019 at 11:01 AM Departure Terminal: Not Applicable
 Destination: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)
 Arriving: Thursday 05 September 2019 at 12:49 PM Arrival Terminal: SOUTH TERMINAL

Additional Information

Class: ECONOMY	Distance: 546 Miles	Estimated Time: 01 hour 48 minutes
Aircraft Type: Boeing 737-900	Seat: 35C	
Meal Service: Not Applicable		
Frequent Flyer Number: DL9173829681		
Number of Stops: 0		

X 01:55 PM Atlanta (ATL) to Panama City (ECP)

Airline Booking Ref: HPN8D9
Carrier: DELTA AIR LINES INC **Flight:** DL 2506 **Status:** Confirmed
Operated By: DELTA AIR LINES INC
Origin: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)
Departing: Thursday 05 September 2019 at 01:55 PM **Departure Terminal:** SOUTH TERMINAL
Destination: Panama City, FL, Northwest Florida Beaches Intl. (ECP)
Arriving: Thursday 05 September 2019 at 01:58 PM **Arrival Terminal:** Not Applicable

Additional Information

Class: ECONOMY **Distance:** 240 Miles **Estimated Time:** 01 hour 03 minutes
Aircraft Type: McDonnell Douglas MD-85 **Seat:** 27C
Meal Service: Not Applicable
Frequent Flyer Number: DL9173829681
Number of Stops: 0

🚗 01:58 PM Avis Rent A Car

Pickup:

Location: 6300 W BAY PARKWAY, PANAMA CITY, FL US, 32409, NW FLORIDA BEACHES INTL APO
Date and Time: Thursday 05 September 2019 at 01:58 PM
Phone: 850-769-1411

Drop Off:

Location: 6300 W BAY PARKWAY, PANAMA CITY, FL US, 32409, NW FLORIDA BEACHES INTL APO
Date and Time: Friday 06 September 2019 at 06:00 PM
Phone: 850-769-1411

Car Type: Standard 2/4 Door Automatic Air

Rate: USD 35.00 per day **Mileage:** Unlimited
Extra Day: USD 35.00 per day
Extra Hour: USD 26.26 per day

Approximate Total Rate: USD 99.06 additional local taxes and insurance costs may apply
Reference Number: 16821246US1 **Status:** Confirmed

Additional Information

Membership ID: Not Applicable **Corporate Id:** Z287000
Special Requests: Not Applicable **Special Information:** EMERALDCLUB
PICKUP: 6300 W BAY PARKWAY
DROPOFF: 6300 W BAY PARKWAY

**HMPN STE PANAMA CITY BEACH**

Address: 15505 Front Beach Rd, Panama City Beach, FL, 32413, US

Phone: (1) 850-235-4650 Fax: (1) 850-235-1759

Check In Date: Thursday 05 September 2019

Check Out Date: Friday 06 September 2019

Number Of Nights: 1

Rate: USD 149.59 per night may be subject to local taxes and service charges

Guaranteed deposit to: AX XXXXXXXXXXXX1001

Reference Number: 93768800

Status: Confirmed

Number Of Rooms: 1

Additional Information

Membership ID: 442317048

Corporate Id: 0002674000

CANCEL PERMITTED UP TO 4 DAYS BEFORE CHECKIN

Friday 06 September 2019**X 06:00 PM Panama City (ECP) to Atlanta (ATL)**

Airline Booking Ref: HPN8D9

Carrier: DELTA AIR LINES INC Flight: DL 1403 Status: Confirmed

Operated By: DELTA AIR LINES INC

Origin: Panama City, FL, Northwest Florida Beaches Intl. (ECP)

Departing: Friday 06 September 2019 at 06:00 PM Departure Terminal: Not Applicable

Destination: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)

Arriving: Friday 06 September 2019 at 08:25 PM Arrival Terminal: SOUTH TERMINAL

Additional Information

Class: ECONOMY

Distance: 240 Miles

Estimated Time: 01 hour 25 minutes

Aircraft Type: McDonnell Douglas MD-85

Seat: 29D

Meal Service: Not Applicable

Frequent Flyer Number: DL9173829681

Number of Stops: 0

X 10:29 PM Atlanta (ATL) to West Palm Beach (PBI)

Airline Booking Ref: HPN8D9

Carrier: DELTA AIR LINES INC Flight: DL 1081 Status: Confirmed

Operated By: DELTA AIR LINES INC

Origin: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)

Departing: Friday 06 September 2019 at 10:29 PM Departure Terminal: SOUTH TERMINAL

Destination: West Palm Beach, FL, Palm Beach Intl Arpt (PBI)

Arriving: Saturday 07 September 2019 at 12:21 AM Arrival Terminal: Not Applicable

Additional Information

Class: ECONOMY

Distance: 546 Miles

Estimated Time: 01 hour 52 minutes

Aircraft Type: Boeing 737-900

Seat: 35C

Meal Service: Not Applicable

Frequent Flyer Number: DL9173829681

Number of Stops: 0

Additional Messages

If You Are Booking A Government Rate Please Note

Some Hotels Will Not Honor Rates For Contractors

A Higher Rate May Be Charged At Check In

Www.Gsa.Gov/Portal/Content/104877

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E-Mail - Assistance@Aig.Com
Policyholder - Aptim Holding Corp
Policy Number - GTP 0009155203

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To Obtain Your Points

Federal Airport Security Rules Now Require That
Boarding Passes Be Obtained Prior To Passing The
Security Checkpoint
If You Stand By For An Earlier Flight, The Airline
May Charge You A Fee

Trip Name-Trip From West Palm Beach To Panama City
This Ticket Is Nonrefundable. Changes Or Cancellations
Must Be Made Prior To Scheduled Flight Departure
All Changes Must Be Made On Same Carrier And Will Be
Subject To Service Fee And Difference In Airfare

Please Be Advised That Certain Mandatory Hotel-Imposed
Charges Including But Not Limited To Daily Resort Or
Facility Fees May Be Applicable To Your Stay And Payable
To The Hotel Operator At Check-Out From The Property.
You May Wish To Inquire With The Hotel Before Your Trip
Regarding The Existence And Amount Of Such Charges.

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RENTAL AGREEMENT NUMBER 452768843

RECEIPT

YOUR INFORMATION

Customer Name : BRENNER, TARA D
Avis Worldwide Disc : AVIS CORP
Method of Payment : AMEX XX2000

YOUR VEHICLE INFORMATION

Avis Car Number : 9 0 8 2 4 6 7 2
Plate Number : TN 7P91L3
Veh Dep Charged : Standard
Veh Dep Rental : Standard
Veh Description : MINI VOLKSWAGEN JETTA
Total Driven : 100 Mls Odometer In: 10564 Mls
Fuel Readings: Out 0.0 Gal | In 0.0 Gal

YOUR RENTAL

Pickup Date/Time : SEP 05, 2019 01:57 PM
Pickup Location : 6300 WEST BAY PARKWAY
PANAMA CITY, FL, 32409, US

Return Date/Time : SEP 06, 2019 05:21 PM
Return Location : 6300 WEST BAY PARKWAY
PANAMA CITY, FL, 32409, US

YOUR VEHICLE CHARGES:

MIN 1 DAY

RATE CHART TIME AND MILEAGE

Mls : Unlimited
DAILY: 35.00 20YR 35.00= 70.00
WEEKLY: 175.00
MONTHLY: 770.00

Tire & Mileage: 70.00

TAXABLE FEES

CUSTOMER FACILITY CHG 4.50 /D + 9.00
STATE SURCHARGE 2.00 /DY + 4.00
TIRE BATTERY FEE .01 /DY + .02
VEH LICENSE RECEIPT .00 /DY + 1.00
11.1% Concession Recovery Fee + 7.96
Subtotal Charges: 92.50
Sales Tax 7.000% + 5.46

NON TAXABLE ITEMS

Your Total Charges Paid: 97.96

Prepayment : .00

NET CHARGES: USD 97.96

Your Total Due: 0.00

Fuel service: .1466/Ml 4.400/Gal

YOUR OPTIONAL PRODUCTS/SERVICES

*-RATE INCLUDES 10%

-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES

I agree to the rental charges above. I acknowledge additional charges could be added based on tolls, tickets, fines administrative charges and other fees which may be applicable. X

Thank you for renting with Avis.

If you have questions regarding this rental, call us at 850-769-1411

This vehicle was rented to you by RACHEL

This vehicle was checked in for you by RACHEL



HAMPTON INN & SUITES PANAMA CITY
 BEACHFRONT
 15505 FRONT BEACH RD
 PANAMA CITY, FL 32413
 United States of America
 TELEPHONE 850-235-4650 • FAX 850-235-1759
 Reservations
 www.hilton.com or 1 800 HILTONS

FLOYD, LAUREN S

 1589 FULMAR DRIVE

 DELRAY BEACH FL 33444
 UNITED STATES OF AMERICA

Room No: 623/NKJZBI
 Arrival Date: 9/5/2019 7:20:00 PM
 Departure Date: 9/6/2019 1:42:00 PM
 Adult/Child: 1/0
 Cashier ID: CHAL
 Room Rate: 149.59
 AL:
 HH # 147563303 BLUE
 VAT #
 Folio No/Che 123647 A

Confirmation Number: 95604480

HAMPTON INN & SUITES PANAMA CITY BEACHFRONT 9/6/2019 1:42:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
8/28/2019	429427	Advance Deposit AX *1006	(\$169.15)
9/5/2019	435093	PARKING FEE	\$15.00
9/5/2019	435093	RM - SALES TAX	\$1.05
9/5/2019	435093	RM - CITY TAX	\$0.15
9/5/2019	435094	GUEST ROOM	\$149.59
9/5/2019	435094	RM - SALES TAX	\$10.47
9/5/2019	435094	RM - CITY TAX	\$1.50
9/5/2019	435094	RM - BED TAX	\$7.48
9/5/2019	435094	RM - CITY TAX FEE	\$0.11
9/6/2019	435412	AX *1006	(\$16.20)
BALANCE			\$0.00

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**INSERT
THIS END UP**

**RECEIPT A6
PRO NO. 9730
EN:09.05.19 12:57
EX:09.07.19 00:44
TICKET NO. 46056
PAID: 26.00
TAX: \$ 1.71
AMERICA EXPRESS
XXXXXXXXXX1006
AUTH. CODE 52204**



Generated: 26 August 2019 14:37 GMT

Invoice Booking Reference **ZUVJSZ**

Trip ID - 12168176643

Passenger Name(s)

FLOYD/LAUREN S

APTIM CORP.
LAUREN FLOYD/5613913184
2481 NW BOCA RATON BLVD
BOCA RATON, FL 33431

Agent WS

American Express Global Business Travel
Please see itinerary details for contact information

Thank you for booking your trip with us.

All of your travel arrangements can be found on the following pages of this itinerary.

Please check your travel details IMMEDIATELY to make sure they are correct. If your travel arrangements are NOT ACCURATE, please contact American Express Global Business Travel WITHIN 24 HOURS OF PURCHASE for regular transactions, or BY MIDNIGHT ON THE SAME DAY OF PURCHASE FOR EXCHANGE TRANSACTIONS, in order to avoid potential airline change fees.

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BILLING CODE : 636220954.5510.00145125

Invoice Information

Invoice Date | 26 August 2019
 Invoice | 0827471
 Dossier / Booking Number | ZUVJSZ-1S

Invoice Details

Ticket Number | 0067393225942
 Airline Name | DELTA AIR LINES INC
 Passenger Name | FLOYD/LAUREN S
 Flight Details | 05 Sep 2019 DELTA AIRLINES
 | 0970 U Class
 | WEST PALM BEACH,FL/ATLANTA,GA
 | 05 Sep 2019 DELTA AIRLINES
 | 1403 U Class
 | ATLANTA,GA/PANAMA CITY NW FL,FL
 | 06 Sep 2019 DELTA AIRLINES
 | 1403 T Class
 | PANAMA CITY NW FL,FL/ATLANTA,GA
 | 06 Sep 2019 DELTA AIRLINES
 | 1081 T Class
 | ATLANTA,GA/WEST PALM BEACH,FL

Charges

Ticket Base Fare | 380.15
 Ticket Tax Fare | 74.51
 Total (USD) Ticket Amount | 454.66
 Online Ticket Fee | 9.00
Total | **463.66**

Credit Card Information

Charged to Card | AX XXXXXXXXXXXX1006 | 9.00
 Charged to Card | AX XXXXXXXXXXXX1006 | 454.66

Payment Details

Charged by American Express Global Business Travel | 9.00
 Charged by Airline | 454.66
Total Invoice Charge | **USD** | **463.66**

Thursday 05 September 2019

X 02:30 PM West Palm Beach (PBI) to Atlanta (ATL)

Airline Booking Ref: HPRDYT
 Carrier: DELTA AIR LINES INC Flight: DL 970 Status: Confirmed
 Operated By: DELTA AIR LINES INC
 Origin: West Palm Beach, FL, Palm Beach Intl Arpt (PBI)
 Departing: Thursday 05 September 2019 at 02:30 PM Departure Terminal: Not Applicable
 Destination: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)
 Arriving: Thursday 05 September 2019 at 04:19 PM Arrival Terminal: SOUTH TERMINAL

Additional Information

Class: ECONOMY | Distance: 546 Miles | Estimated Time: 01 hour 49 minutes
 Aircraft Type: Boeing 737-900 | Seat: 35C
 Meal Service: Not Applicable
 Frequent Flyer Number: Not Applicable
 Number of Stops: 0

X 05:15 PM Atlanta (ATL) to Panama City (ECP)

Airline Booking Ref: HPRDYT
Carrier: DELTA AIR LINES INC **Flight:** DL 1403 **Status:** Confirmed
Operated By: DELTA AIR LINES INC
Origin: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)
Departing: Thursday 05 September 2019 at 05:15 PM **Departure Terminal:** SOUTH TERMINAL
Destination: Panama City, FL, Northwest Florida Beaches Intl. (ECP)
Arriving: Thursday 05 September 2019 at 05:16 PM **Arrival Terminal:** Not Applicable

Additional Information

Class: ECONOMY	Distance: 240 Miles	Estimated Time: 01 hour 01 minute
Aircraft Type: McDonnell Douglas MD-85	Seat: 29C	
Meal Service: Not Applicable		
Frequent Flyer Number: Not Applicable		
Number of Stops: 0		



HMPTN STE PANAMA CITY BEACH

Address: 15505 Front Beach Rd, Panama City Beach, FL, 32413, US
Phone: (1) 850-235-4650 **Fax:** (1) 850-235-1759
Check In Date: Thursday 05 September 2019
Check Out Date: Friday 06 September 2019
Number Of Nights: 1
Rate: USD 149.59 per night may be subject to local taxes and service charges
Guaranteed deposit to: AX XXXXXXXXXXXX1006
Reference Number: 95604480 **Status:** Confirmed **Number Of Rooms:** 1

Additional Information

Membership ID: 147563303 **Corporate Id:** 0002674000
 CANCEL PERMITTED UP TO 4 DAYS BEFORE CHECKIN

Friday 06 September 2019

X 06:00 PM Panama City (ECP) to Atlanta (ATL)

Airline Booking Ref: HPRDYT
Carrier: DELTA AIR LINES INC **Flight:** DL 1403 **Status:** Confirmed
Operated By: DELTA AIR LINES INC
Origin: Panama City, FL, Northwest Florida Beaches Intl. (ECP)
Departing: Friday 06 September 2019 at 06:00 PM **Departure Terminal:** Not Applicable
Destination: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)
Arriving: Friday 06 September 2019 at 08:25 PM **Arrival Terminal:** SOUTH TERMINAL

Additional Information

Class: ECONOMY	Distance: 240 Miles	Estimated Time: 01 hour 25 minutes
Aircraft Type: McDonnell Douglas MD-85	Seat: 26C	
Meal Service: Not Applicable		
Frequent Flyer Number: Not Applicable		
Number of Stops: 0		

✈ 10:29 PM Atlanta (ATL) to West Palm Beach (PBI)

Airline Booking Ref: HPRDYT
Carrier: DELTA AIR LINES INC **Flight:** DL 1081 **Status:** Confirmed
Operated By: DELTA AIR LINES INC
Origin: Atlanta, GA, Hartsfield Jackson Intl Arpt (ATL)
Departing: Friday 06 September 2019 at 10:29 PM **Departure Terminal:** SOUTH TERMINAL
Destination: West Palm Beach, FL, Palm Beach Intl Arpt (PBI)
Arriving: Saturday 07 September 2019 at 12:21 AM **Arrival Terminal:** Not Applicable

Additional Information

Class: ECONOMY	Distance: 546 Miles	Estimated Time: 01 hour 52 minutes
Aircraft Type: Boeing 737-900	Seat: 30D	
Meal Service: Not Applicable		
Frequent Flyer Number: Not Applicable		
Number of Stops: 0		

Additional Messages

If You Are Booking A Government Rate Please Note
 Some Hotels Will Not Honor Rates For Contractors
 A Higher Rate May Be Charged At Check In
www.Gsa.Gov/Portal/Content/104877

Before You Travel, Please Visit
Aig.Com/Us/Travelguardassistance
 For Assistance While Traveling -
 Toll Free 1-877-244-6871 Within Us And Canada
 Outside The Us Call Collect 1-715-346-0859 AND
 Reverse The Charges
 E-Mail - Assistance@Aig.Com
 Policyholder - Aptim Holding Corp
 Policy Number - GTP 0009155203

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 Form Of A Photo Id Issued By State Or Federal
 Government To Board International And Domestic
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Reservations Are Forfeited 20 Minutes Prior To
 Departure. Frequent Flyer Members, Please Provide
 The Gate Agent With Your Frequent Flyer Number To
 To Obtain Your Points

Federal Airport Security Rules Now Require That
 Boarding Passes Be Obtained Prior To Passing The
 Security Checkpoint
 If You Stand By For An Earlier Flight, The Airline
 May Charge You A Fee

Trip Name-Panama City - Agency Mtgs

This Ticket Is Nonrefundable. Changes Or Cancellations
Must Be Made Prior To Scheduled Flight Departure
All Changes Must Be Made On Same Carrier And Will Be
Subject To Service Fee And Difference In Airfare

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Anchor Consulting Engineering and
 Inspection, Inc.
 450 Magnolia Avenue
 Panama City, FL 32401

Invoice

Date	Invoice #
11/6/2019	307

Bill To
PCB Convention and Visitors Bureau 17001 Panama City Beach Parkway Panama City Beach, FL 32413

P.O. No.	Terms
TO 7 - 19	Due on receipt

Description	Contract Amt	Prior Amt	Prior %	Curr %	Total %	Amount
Task Order No. 8 - Construction Inspection and Administration Services - October						
Construction Engineering and Inspection - Monthly Fee: \$33,360 Partial Month of CEI (83.87% of month of October)	28,438.03			100.00%	100.00%	28,438.03
JayPro Sports, LLC - Bleacher Components	552.65			100.00%	100.00%	552.65
Southeastern Surveying - Invoice S1266639	2,224.00			100.00%	100.00%	2,224.00
Southeastern Surveying - Invoice S1265851	4,949.50			100.00%	100.00%	4,949.50
				Total		\$36,164.18
				Balance Due		\$36,164.18



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 www.southeasternsurveying.com info@southeasternsurveying.com

INVOICE

Land Surveying & Mapping Services - Sub-Surface Utility Designation & Location Services - GPS Asset Inventories - Geographic Information Services

Bill To:

Ms. Elizabeth Moore
 Anchor CEI, Inc.
 450 Magnolia Ave
 Panama City, FL 32401

PLEASE INCLUDE INVOICE NUMBER S1265851 AND REMIT TO ORLANDO

Invoice #: S1265851
Invoice Date: 8/7/2019
Delinquent After: 9/6/2019
Invoice Total: **\$4949.50**
Client #: C11304
Job #: J062454
WO #: W103371

Ordered By: Elizabeth Moore **Phone:** 850-215-1285

Project Name: BAY-PCB Sports Complex
Project Description: A part of Sections 8 & 17, Township 3 South, Range 16 West, Bay County, FL.
Address: 16200 Panama City Beach Parkway, Panama City Beach, FL
Desc. of Services: Layout for Field one as directed by the astro turf crew. Stake all of the lighting poles for the entire sports complex.

DESCRIPTION	QTY	UNIT	RATE	AMOUNT
CADD Technician	5	EA	\$ 92.00	\$ 460.00
Survey Technician	5	EA	\$ 103.00	\$ 515.00
2 Man Crew	26	EA	\$ 139.00	\$ 3,614.00
1 Man Crew	3.5	EA	\$ 103.00	\$ 360.50
			Total:	\$ 4,949.50

Note: SSMC's Invoicing period is 4/4/19 through 6/18/19



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Tavares Office: 119 West Main Street, Tavares, FL 32778 • (352) 343-4880
Alabama Office: 410 Honeysuckle Rd., Dothan, AL 36305 • (334) 648-0288
www.southeasternsurveying.com info@southeasternsurveying.com

INVOICE

Land Surveying & Mapping Services - Sub-Surface Utility Designation & Location Services - GPS Asset Inventories - Geographic Information Services

Bill To:

Ms. Elizabeth Moore
Anchor CEI, Inc.
450 Magnolia Ave
Panama City, FL 32401

Invoice #: S1266639
Invoice Date: 10/13/2019
Delinquent After: 11/12/2019
Invoice Total: \$2224.00
Client #: C11304
Job #: J062454
WO #: W103371

PLEASE INCLUDE INVOICE NUMBER S1266639 AND REMIT TO ORLANDO

Ordered By: Elizabeth Moore **Phone:** 850-215-1285

Project Name: BAY-PCB Sports Complex
Project Description: A part of Sections 8 & 17, Township 3 South, Range 16 West, Bay County, FL.
Address: 16200 Panama City Beach Parkway, Panama City Beach, FL
Desc. of Services: Layout for Field one as directed by the astro turf crew. Stake all of the lighting poles for the entire sports complex.

DESCRIPTION	QTY	UNIT	RATE	AMOUNT
2 Man Crew	16	EA	\$ 139.00	\$ 2,224.00
			Total:	\$ 2,224.00

Note: SSMC's Invoicing period is 8/15/19 through 9/26/19

REQUEST FOR QUALIFICATIONS – Beer and Wine Service Agreement

The Panama City Beach Sports Complex (PCBSC) received one (1) response to its Requests for Qualifications (RFQ) for a service provider to sell beer and wine. The response was sent to an evaluation committee for consideration.

The committee was comprised of one member of the PCBSC staff, one member of the Panama City Beach Convention & Visitors Bureau (CVB) staff, and the chairman of the CVB. Each member of the evaluation committee independently reviewed and scored the response. The scores for the response is summarized below.

1. B & B Beverage Management – 290 of 300 points

Based upon this score, the committee recommends that the CVB Board of Directors award the service agreement to B & B Beverage Management.