



AGENDA  
COMBINED BOARD MEETING  
Bay County Tourist Development Council  
Panama City Beach Convention & Visitors Bureau, Inc.  
Panama City Beach  
9:00 a.m.

Tuesday, February 14, 2023

Council Room, PCB City Hall

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
  - A. Invocation
  - B. Pledge of Allegiance
  - C. Approve Nov. & Dec. 2022 & Jan., 2023 Minutes
- III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)**
- IV. CONSENT AGENDA**
  - A. Acknowledge Receipt of the September 2022 Quarterly Financial Report
  - B. Acknowledge Receipt of the December 2022 Tourist Development Tax Collection Report
- V. ACTION ITEMS**
  - A. Approve Task Order 5 MRD Associates/Dewberry for the Panama City Beaches 2023 One-Year Post-Construction Monitoring Surveys
  - B. Approve Task Order 5 CPE/APTIM for the Panama City Beaches 2023 One-Year Post-Construction Coastal Engineering Analysis and Engineering Monitoring Report
- VI. PRESENTATIONS**
  - A. Panama City Beaches Offshore Sand Source Desktop Study with Recommendations and Strategy for the Future, Lisa Armbruster, Sustainable Beaches, Tara Brenner, PG, PE, Quin Robertson, Ph.D., PG, Coastal Protection Engineering, and Beau Suthard, PG, APTIM
  - B. 2022 Annual Visitor Profile and Economic Impact Results, Berkeley Young
- VII. PRESIDENTS REPORT**
- VIII. CHAIRMAN'S REPORT**
- IX. AUDIENCE PARTICIPATION**
- X. ADJOURNMENT**

**MOTIONS PASSED AT THE COMBINED BOARD MEETING, Tuesday, November 8, 2022**

Approved Minutes

**Mr. Casto/Mr. Walsingham**

Approved Consent Agenda

**Mr. Casto/Mr. Walsingham**

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

Tuesday, November 8, 2022

9:00 a.m.

Council Room, PCB City Hall

**I. CALL MEETING TO ORDER**

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

**II. ROLL CALL**

All Eight Members Present

A. Invocation

Mr. Wilkes gave the Invocation.

B. Pledge of Allegiance

Mr. Chester led the Pledge of Allegiance.

C. Approve Oct 11, Sept 6, & Sept 21, 2022 Minutes

**Mr. Casto moved; seconded by Mr. Walsingham to approve the minutes.**

**Motion passed unanimously**

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

None

**IV. CONSENT AGENDA**

Mr. Rowe read the Consent Agenda into the record.

A. Acknowledge Receipt of the September 2022 Tourist Development Tax Collection Report

**Mr. Casto moved; seconded by Mr. Walsingham to approve the Consent Agenda.**

**Motion passed unanimously**

**V. PRESENTATIONS**

A. Quarterly Visitor Research Update, Mr. Berkley Young

Mr. Young reviewed the last quarter for visitor spending, TDT collections, and room night/revenue data.

**VI. PRESIDENTS REPORT**

Mr. Rowe stated that Positive Pay has been enable with our bank to combat fraud. He also said that the landscaping contract for the sports park is sole sourced with Southeastern Outdoor Mgt. Also, he stated that the completed application to Triumph Gulf Coast for the Indoor Sports Facility funding will be submitted this week. Mr. Rowe also reported that the helicopter funding assistance request from the Sheriff will now be filled by the Sheriff leasing it until other state funding is received. The lease payment could be made using the public safety funds allocated to the Sheriff without negatively effecting other public safety funding needs.

Mr. Sale is currently leading the negotiations between Lose Design and the county for the contract related to the Western Region Resiliency Center and the contract with the CVB for the other development at the indoor sports center will follow suit. The county contract is of the most importance and is currently ongoing.

Mr. Rowe then reviewed the RFQ for renovations for Aaron Bessett Park and Amphitheater.

Mr. Sale added that the plan is for the CVB to do the building, with the city's permission, on city land and the city will provide construction contract administration.

**VII. CHAIRMAN'S REPORT**  
**None**

**VIII. AUDIENCE PARTICIPATION**  
**NONE**

**IX. ADJOURNMENT**

Respectfully submitted,  
Sharon Cook, Recording Secretary

Approved Action Item B: Authorize Mr. Rowe negotiate price  
**Mr. Casto/Mr. Walsingham**

- A. Invocation  
Mr. Wilkes 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. CONSENT AGENDA

Mr. Rowe asked that before he begins the consent agenda, that they welcome Mr. Moore to the board. He then read the Consent Agenda into the record.

- A. Recommend to the Bay County Board of Commissioners for the award of Bid 23-08 Beach Tilling & Escarpment Leveling Project
- B. Acknowledge Receipt of the October 2022 Tourist Development Tax Collection Report

**Mr. Patronis moved; seconded by Ms. Pease to approve the Consent Agenda.**

**Motion passed unanimously**

### V. ACTION ITEMS

- A. Award Design Services Contract to Lose Design for the SABRE Event Center

Mr. Rowe stated that this is for the non-Fema funded portion of the design project.

**Mr. Walsingham moved; seconded by Ms. Pease to approve Action item A.**

**Mr. Sale asked the board to add to the motion for minor changes to be allowed by Mr. Rowe with the consent of the Chairman should the need arise and the changes are deemed immaterial. He said that this is a unique situation with the two contracts existing side by side but, due to FEMA regulations, there can't be a specific tie between them and must be bid separately. He also stated that the same contractor can be used for both. Mr. Walsingham asked that the motion be altered to include Mr. Sales statement. Ms. Pease seconded.**

**Motion passed unanimously**

- B. Accept Recommendation rankings of the Aaron Bessant Park Improvement RFQ Review Committee and authorize the President to negotiate and execute a contract with the highest ranked firm.

Mr. Rowe reviewed the RFQ and asked the board to accept the committee's ranking and accept Lose Design.

**Motion passed unanimously**

**Third, Mr. Sale asked the board to agree to give authority to Mr. Rowe and the Chairman to negotiate the price that will be the “not to exceed” price.**

**Mr. Casto moved; seconded by Mr. Walsingham to approve Mr. Rowe and the Chairman to negotiate the “not to exceed” price.**

**Motion passed unanimously**

Mr. Rowe stated that members of the Lose team will be coming in January to give an overview of their process.

## **VI. PRESENTATIONS**

### **A. Indoor Sports & Event Center Update, Mr. Dan Rowe**

Mr. Rowe stated that the application with Triumph Gulf coast has been resubmitted for the indoor sports center. He then gave an overview of the center’s history, as well as the process engaged for the progress of the center. He reviewed how the center can be used during a disaster as well as post storm sheltering. Also, the use of the center by the community, Walsingham Academy, Emergency Operations, the military, and first responders. He also discussed the Tech Bridge of Navy and that the center will be equipped with and will be used by the Navy for classified meetings. He also stated that the contracts include that the center will be hardened for 200 mph winds and classified meetings. He then answered questions from board members.

Mr. Sale added that the indoor sports center has been an evolutionary process. He emphasized that this project started as an idea. In order to give a visual representation, a rendering of similar facilities is being used in publications and reports. He asked the board to understand that the final product will look differently. He said that legally this is a new project and is based on the assembly of all of the uses that have evolved during the process. What the final facility will look like is not to be expected at this time and the public and the media should be sure to understand that as well.

### **B. Sports Tourism Industry & Publix Sports Park Update, Mr. Jason Clement**

Mr. Clement gave a summary of the sports industry, how it impacted the sports park, and a look at the future. He also answered questions from the board. Mr. Rowe discussed the skills building as well as the possibility of having cabanas in the park. He also discussed the refurbishment of the beach ball in the park as well as the other social media picture points in the park. He also discussed other improvements. He also discussed the sales efforts in which our sports team are involvement.

**X. ADJOURNMENT**

Respectfully submitted,  
Sharon Cook, Recording Secretary



**MOTIONS PASSED AT THE COMBINED BOARD MEETING, Tuesday, January 10, 2023**

Approved Election of Officers  
**Mr. Wilkes/Mr. Walsingham**

Approved Consent Agenda  
**Mr. Phillips/Mr. Moore**

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

Tuesday, January 10, 2023

9:00 a.m.

Council Room, PCB City Hall

**I. CALL MEETING TO ORDER**

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

**II. ROLL CALL**

Seven Members Present. Absent:

Mr. Jansen

Mr. Patronis

A. Invocation

Mr. Wilkes gave the Invocation.

B. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

C. Approve Election of Officers

The Board wanted to keep the officers the same, Mr. Chester; Chairman, Ms. Pease; Vice Chairman, Mr. Patronis; Secretary/Treasurer

Mr. Sale said that as long as nobody objected, keeping the same officers could be voted on in one vote. He asked if anyone objected and there was no objection.

**Mr. Wilkes moved; seconded by Mr. Walsingham to approve the officers.**

**Motion passed unanimously**

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

None

**III. CONSENT AGENDA**

Mr. Rowe read the Consent Agenda into the record.

A. Acknowledge Receipt of the November 2022 Tourist Development Tax Collection Report

**Mr. Phillips moved; seconded by Mr. Moore to approve the consent agenda.**

**Motion passed unanimously**

**IV. PRESENTATIONS**

**A. Introduction of Lose Design, Mr. Dan Rowe, Mr. Whit Alexander, Mr. Sean Guth**

Mr. Rowe introduced Lose as the design firm named for the contracts for the Indoor Sports Center, AKA SABRE Center, AKA Western Region Resiliency Center. Also, last month the board approved Lose for the Aaron Bessant Park improvements contract with a "not to exceed" clause which is under negotiations.

Mr. Guth gave a summary of their process as well as discussing the needs and uses for the facility. He emphasized that the visual representations being used will change and those changes will be brought to the board for approval.

Mr. Sale stated that the images that have been used were for reference only and emphasized that the look and build of this project will change as it is redesigned during the process as a result of all of the uses and needs being incorporated. The design needs to be allowed to change for this purpose.

Mr. Rowe stated that due to the securing of funding, the design is conceptual for now and will be fluid as all the needs and specifications regarding funding requirements are incorporated.

The board discussed some of their concerns regarding the design and how it effects daily operation efficiency.

Mr. Rowe assured the board that all of their opinions and suggestions for design and layout will be part of the process.

Mr. Sale said that the FEMA funded portion is contracted through the county separately from the rest of the facility which is contracted with the CVB. He said that they are meeting with county staff to discuss how to align those two buildings so they are, in one sense separate, and in another work together as one facility. Also, he said that a lot more data has to be obtained about the site, location. Then, make sure it fits the security needs of the school board, meets FEMA requirements, and the CVB requirements.

Lose discussed how their designs will change as they receive requirements from funding sources.

Mr. Sale stated that the county signed a contract for the design of a 100 thousand sq. ft. building five feet outside it's perimeter. The CVB signed a contract for everything else including the site.

Mr. Phillips asked if the foot print could be expanded from its original design.

Mr. Rowe stated that in the original design is a stormwater retention pond almost adjacent to the building. He said they are investigating moving that pond to the other side of the low-quality wetlands with some high and dry land that we own which is just to the south of an existing stormwater pond that we built. So, if we can move that pond further east, it allows us more high and dry land contiguous to this.

Mr. Sale said that once you get past the county designed building, the board has total flexibility with the rest of the non-FEMA funded design.

Mr. Rowe stated that he and staff will be going to Rocky Mountain North Carolina to view another indoor facility.

**B. Economic Impact Awards for Sports Tourism Events, Mr. Chris O'Brien**

Mr. O'Brien gave a summary of the awards that were given for sports events as well as the impact of those events on the local economy.

**V. PRESIDENTS REPORT**

Mr. Rowe stated that he is working on the strategic plan with staff. He also said that with collections continuing to be strong, that will allow us to effectively market PCB as a tourist destination as well as to do development projects that will help us strengthen, diversify and expand our portfolio of assets that will help generate year-round visitation to PCB. He said that Mr. Bailey has been successful getting state associations into market.

**VI. CHAIRMAN'S REPORT**

None

**VII. AUDIENCE PARTICIPATION**

NONE

**VIII. ADJOURNMENT**

Respectfully submitted,  
Sharon Cook, Recording Secretary

**PANAMA CITY BEACH CONVENTION & VISITORS BUREAU, INC.**

**PANAMA CITY BEACH, FLORIDA**

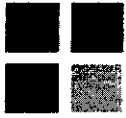
**FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**FOR THE THREE MONTHS AND TWELVE MONTHS ENDED SEPTEMBER 30, 2022**

**PANAMA CITY BEACH CONVENTION & VISITORS BUREAU, INC.**  
**PANAMA CITY BEACH, FLORIDA**  
**FINANCIAL STATEMENTS**  
**AND SUPPLEMENTARY INFORMATION**  
**FOR THE THREE MONTHS AND TWELVE MONTHS ENDED SEPTEMBER 30, 2022**

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## INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

Panama City Beach Convention & Visitors Bureau, Inc.  
Panama City Beach, Florida

Management is responsible for the accompanying financial statements of Panama City Beach Convention & Visitors Bureau, Inc. (a corporation), which comprise the statement of financial position as of September 30, 2022 and the related statements of activities for the three months and twelve months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary budget information was subject to our compilation engagement. We have not audited or reviewed the supplementary budget information and do not express an opinion, a conclusion, nor provide any assurance on such budget information.

Management has elected to omit substantially all of the disclosures, the statement of cash flows, and the statement of functional expenses required by accounting principles generally accepted in the United States of America. If the omitted disclosures, the statement of cash flows, and the statement of functional expenses were included in the financial statements they might influence the user's conclusions about the Bureau's financial position, results of operations, and cash flows. Accordingly, the accompanying presentation is not designed for those who are not informed about such matters.

*Tipton, Marler, Garner & Chastain*

Panama City, Florida  
December 1, 2022

**Panama City Beach Convention and Visitor Bureau**  
**Statement of Financial Position**  
**As of September 30, 2022**

	YTD
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101801 Cash - Operating Account	839,881.19
101905 Trustmark Bank	3,786,497.63
Stripe Bank account	624.76
10100 Trustmark Operating Account - SP	190,732.46
10400 Trustmark - Advance Deposits - SP	22,021.68
10600 Petty Cash Fund - SP	200.00
10700 Vault Safe Cash - SP	15,000.00
Total Bank Accounts	4,854,957.72
Accounts Receivable	
115100 Accounts Receivable	5,032.00
11000 Accounts Receivable (A/R) - SP	108,519.85
Total Accounts Receivable	113,551.85
Other Current Assets	
115300 AR - Other	94.00
12200 Food & Beverage Inventory - SP	10,902.59
13100 Prepaid Expenses - SP	2,074.82
13300 Undeposited Funds - SP	5.43
155000 Other Current Assets	(283.41)
155100 Prepaid Expenses	629,261.12
155200 Due from Bay County	1,126,632.33
Total Other Current Assets	1,768,686.88
Total Current Assets	6,737,196.45
Fixed Assets	
166901 Equipment	50,000.68
166905 Sports Park Equipment	420,462.04
167901 Boat	95,000.00
170000 Accumulated Depreciation	(74,753.75)
Total Fixed Assets	490,708.97
Other Assets	
155300 Due From Sports Park	39,003.64
180000 Deferred Outflows-OPEB	4,031.00
Total Other Assets	43,034.64
<b>TOTAL ASSETS</b>	<b>\$ 7,270,940.06</b>

(Continued on page 3)

**Panama City Beach Convention and Visitor Bureau  
Statement of Financial Position  
As of September 30, 2022**

(Continued from page 2)

	YTD
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
201000 Accounts Payable (A/P)	1,036,025.27
21000 Accounts Payable (A/P) - SP	19,701.28
21100 Credit Cards Payable - SP	3,176.10
Total Accounts Payable	1,058,902.65
Other Current Liabilities	
210100 Accrued Vacation	208,278.13
216100 Accrued Wages Payable	63,658.44
217210 Employee Flexible Spend Acct	1.01
22000 Accrued Expenses - SP	48,421.56
223100 Deferred Revenue	629,260.12
223103 Deferred Revenue - Events	1,750.00
23000 Sales Tax Payable - SP	4,011.87
27000 Deferred Revenue - SP	37,000.00
28250 Due to PCB CVB - SP	39,003.64
Fla DOR Sales Tax	13.93
Florida, Panama City Beach Payable	1.99
Total Other Current Liabilities	1,031,400.69
Total Current Liabilities	2,090,303.34
Long-Term Liabilities	
224000 OPEB Obligation	105,790.00
224001 Deferred Inflows - OPEB	136,525.00
29700 Working Capital Adv from County - SP	250,000.00
Total Long-Term Liabilities	492,315.00
Total Liabilities	2,582,618.34
Equity	
32000 Without Donor Restrictions	4,002,346.56
Net Income	685,975.16
Total Equity	4,688,321.72
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 7,270,940.06</b>

See Independent Accountant's Compilation Report



**Panama City Beach Convention and Visitors Bureau**  
**Statement of Activities**  
**For the Three Months and Twelve Months Ending September 30, 2022**

	<u>Quarter</u>	<u>YTD</u>
Income		
312000 County Contract Revenue		
312110 Bay Cty Fund 125 TDC Contract	4,143,037.12	13,987,922.02
347200 Contract Revenue Sports Park	542,886.84	1,574,287.14
312120 Fund 127 Revenues	-	150,000.00
Total 312000 County Contract Revenue	<u>4,685,923.96</u>	<u>15,712,209.16</u>
330000 Other Funding		
336910 Grants	51,615.00	51,615.00
338100 Film Commission BCC	-	30,000.00
Total 330000 Other Funding	<u>51,615.00</u>	<u>81,615.00</u>
340000 Service Fee and Event income		
345910 Co-Op	3,500.00	11,700.00
345915 Visitor Guide	-	43,506.23
345920 Shopify Merch Sales	542.67	11,163.80
345941 Event Income	(0.67)	63,414.69
345950 Corp & Event Sponsorship Income	25,000.00	126,000.00
345955 Corp & Event Sponsor In-kind	31,444.00	31,444.00
Total 340000 Service Fee and Event income	<u>60,486.00</u>	<u>287,228.72</u>
361100 Interest Income	2,358.59	8,760.30
41995 Interest Income - SP	315.10	894.87
369000 Miscellaneous Income	679.10	10,429.10
Total Income	<u>4,801,377.75</u>	<u>16,101,137.15</u>
Cost of Goods Sold - SP	<u>191,054.21</u>	<u>532,384.70</u>
Gross Profit	<u>4,610,323.54</u>	<u>15,568,752.45</u>
Expenses		
600000 Operations		
601200 Salaries	410,895.26	1,464,962.19
602100 Payroll Taxes	27,145.90	104,449.37
602200 401k Program	18,650.88	58,155.33
602300 Insurance Employees	54,892.26	222,544.00
602400 Workers Compensation	(94.00)	3,761.00
603101 Professional Services	2,110.86	13,923.49
603105 Legal Services	9,885.00	55,971.17
603201 Accounting Services	4,772.00	8,595.00
603202 Annual Audit	-	22,560.00
603230 Film Commission	11,250.00	45,000.00
604010 Meetings, Seminars & Travel	5,474.90	10,688.96
604020 Mileage Reimbursement	1,569.98	7,379.73
604030 Auto Allowance	1,500.00	6,000.00
604101 Communication	2,951.83	7,718.35
604201 Postage & Freight	18,633.79	90,095.90
604501 Insurance-Bus, D&O, Work Comp	-	7,755.00
604701 Printing	247.97	374.55
604810 Promotional Items	33,552.56	94,445.54
604820 Repairs and Maintenance	6,778.71	25,198.84

(Continued on page 5)

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau**  
**Statement of Activities**  
**For the Three Months and Twelve Months Ending September 30, 2022**

(Continued from page 4)

	Quarter	YTD
604870 Surveys & Research	41,181.32	202,629.50
604920 Community/Employee Relations	987.72	12,898.10
604990 Miscellaneous Admin Expense	202.65	1,294.14
605101 Office Supplies	4,362.97	15,069.86
605215 Uniforms	31.34	895.96
605402 Dues & Subscriptions	14,853.71	114,530.89
605510 Training & Development	4,992.46	12,688.32
605901 Depreciation	21,181.56	21,181.56
608210 Contributions and Donations	-	7,500.00
<b>Total 600000 Operations</b>	<b>698,011.63</b>	<b>2,638,266.75</b>
<b>610000 Marketing</b>		
613100 Agency Retainer	131,416.00	394,248.00
613105 Advertising Incidental	6,439.45	11,298.10
613430 Advertising	1,566,571.15	4,929,740.18
613432 Advertising Co-Op Sp Events	151,526.39	344,182.10
613435 Advertising-Co op	29.16	7,049.15
613450 Advertising Production	242,175.67	773,543.19
614010 Meeting/Seminars/Travel	11,374.89	47,018.41
614201 Postage & Freight	-	245.60
614520 Interactive Marketing	261,456.22	636,723.94
614701 Printing Cost	6,979.98	31,034.75
614820 Public Relations	74,477.60	261,452.65
614825 Public Relations-Int'l	5,771.53	6,416.03
614870 Familiarization Tours Inbound	8,487.07	52,763.47
614990 Mktng- Misc	19.83	70.85
615402 Dues & Subscriptions	814.85	3,667.69
<b>Total 610000 Marketing</b>	<b>2,467,539.79</b>	<b>7,499,454.11</b>
<b>620000 Sales</b>		
623460 Citywide Convention Expenses	33,993.62	69,529.18
623475 Collateral	466.56	2,008.06
624001 Tradeshow	5,512.58	59,563.18
624010 Travel & Entertainment	8,312.99	39,609.92
624810 Promo Sales Materials	641.85	2,883.99
624825 International	5,771.52	9,578.44
624850 Sponsorships	14,970.65	38,058.27
624870 Familiarization Tours-Inbound	17,982.72	29,359.75
625402 Dues & Subscriptions	2,318.81	31,139.81
626401 Tradeshow Displays	628.29	53,197.37
<b>Total 620000 Sales</b>	<b>90,599.59</b>	<b>334,927.97</b>
<b>630000 Special Events</b>		
634010 Travel & Entertainment	5,204.59	5,435.89
634850 Sponsorships	-	444,684.54
634905 Festivals & Events	38,152.27	766,667.44
635402 Dues and Subscriptions	1,530.99	2,226.99
636401 Equipment	12,471.01	77,382.69
<b>Total 630000 Special Events</b>	<b>57,358.86</b>	<b>1,296,397.55</b>

(Continued on page 6)

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau**

**Statement of Activities**

**For the Three Months and Twelve Months Ending September 30, 2022**

(Continued from page 5)

	<u>Quarter</u>	<u>YTD</u>
640000 Visitor Services		
644850 Sponsorships	-	11,000.00
644905 Visitor Services Events	2,309.00	54,339.50
644920 Community Relations	76.20	6,134.36
645201 Visitor Center Supplies	2,184.96	11,588.51
645510 Training & Development	-	83.40
Total 640000 Visitor Services	<u>4,570.16</u>	<u>83,145.77</u>
660000 Sports Marketing		
664001 Travel/Tradeshows	3,746.08	17,550.19
664010 Meetings/Seminar/Travel	125.39	8,000.24
664402 Facility Usage	75,924.54	110,803.47
664830 Signage	2,436.00	3,022.79
664850 Sponsorships	32,295.00	95,961.87
664860 Sporting Bid Fees	135,000.00	343,085.58
664870 Familiarization Tours	3,485.17	5,517.47
665402 Dues & Subscriptions	60.51	2,005.51
666401 Tradeshow Booth	655.83	655.83
Total 660000 Sports Marketing	<u>253,728.52</u>	<u>586,602.95</u>
670000 Beach Renourishment		
673498 Beach Management Contract Labor	42,000.00	126,000.00
675402 Dues & Subscriptions	-	500.00
Total 670000 Beach Renourishment	<u>42,000.00</u>	<u>126,500.00</u>
680000 Community Support		
683405 Development	103,731.50	202,839.50
683410 Advertising	-	300.00
Total 680000 Community Support	<u>103,731.50</u>	<u>203,139.50</u>
690000 Tourism Development		
693450 Visit PCB Magazine-Production	-	39,770.00
693466 Chasin The Sun TV	62,162.07	486,585.63
693467 Chasin the Sun-In Kind	31,444.00	31,444.00
694610 Sports Park Improvements	261,340.70	481,940.09
694615 Spts Park Improvements Contra	(380,960.64)	(380,960.64)
694701 Visit PCB Magazine-Printing	-	81,576.93
694800 Sports Park Expenses	-	11,112.00
694810 Sports Park 1099 passthru	-	-
694820 Mktng & PR PC and MB	12,600.00	37,800.00
695465 Planning & Development	54,902.43	237,434.08
695470 Development Resiliency Indoor Facility	-	5,475.00
Total 690000 Tourism Development	<u>41,488.56</u>	<u>1,032,177.09</u>
60000 Sport Park Department		
60000 Advertising/Marketing	61,116.59	86,374.78
60400 Bank & Other Service Charges	9,011.86	29,424.80
61000 Legal & Professional Fees	-	-
62000 General & Administrative Expenses	(34,078.21)	42,445.08
63300 Insurance	-	20,463.24

(Continued on page 7)

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau**  
**Statement of Activities**  
**For the Three Months and Twelve Months Ending September 30, 2022**

(Continued from page 6)

	<u>Quarter</u>	<u>YTD</u>
63400 Interest Expense	-	10.53
64000 Supplies & Services	13,373.98	34,548.49
65000 Contract Labor	179,841.71	623,909.23
66000 Other Payroll Expenses	(254.81)	12,524.57
67200 Repairs & Maintenance	69,086.69	245,021.02
68600 Utilities	72,335.50	241,440.68
69050 Other Misc Expense	500.00	500.00
69999 Other Misc Expenses	(2,696.36)	-
Total Sports Park Department	<u>368,236.95</u>	<u>1,336,662.42</u>
Total Expenses	<u>4,127,265.56</u>	<u>15,137,274.11</u>
49003 Subsidy Income	43,283.27	284,820.67
49005 Reimbursement Reversal	-	(30,323.85)
Net Income (Loss)	<u>\$ 526,341.25</u>	<u>\$ 685,975.16</u>

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau  
Statement of Activities - Budget Comparison  
For the Twelve Months Ending September 30, 2022**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Income</b>			
312000 County Contract Revenue			
312110 Bay Cty Fund 125 TDC Contract	13,987,922.02	15,717,634.00	(1,729,711.98)
312115 Bay Cty Fund 128 contract	-	1,385,460.00	(1,385,460.00)
347200 Contract Revenue Sports Park	1,574,287.14	1,504,377.00	69,910.14
312120 Fund 127 Revenues	150,000.00	150,000.00	-
312220 CVB Unrestricted Cash	-	4,135,187.00	(4,135,187.00)
<b>Total 312000 County Contract Revenue</b>	<b>15,712,209.16</b>	<b>22,892,658.00</b>	<b>(7,180,448.84)</b>
330000 Other Funding			
336910 Grants	51,615.00	65,000.00	(13,385.00)
338100 Film Commission BCC	30,000.00	30,000.00	-
<b>Total 330000 Other Funding</b>	<b>81,615.00</b>	<b>95,000.00</b>	<b>(13,385.00)</b>
340000 Service Fee and Event income			
345910 Co-Op	11,700.00	40,000.00	(28,300.00)
345915 Visitor Guide	43,506.23	45,000.00	(1,493.77)
345920 Shopify Merch Sales	11,163.80	2,000.00	9,163.80
345941 Event Income	63,414.69	125,000.00	(61,585.31)
345950 Corp & Event Sponsorship Income	126,000.00	75,000.00	51,000.00
345955 Corp & Event Sponsor In-kind	31,444.00	-	31,444.00
<b>Total 340000 Service Fee and Event income</b>	<b>287,228.72</b>	<b>287,000.00</b>	<b>228.72</b>
361100 Interest Income	8,760.30	7,000.00	1,760.30
41995 Interest Income - SP	894.87	600.00	294.87
369000 Miscellaneous Income	10,429.10	5,000.00	5,429.10
<b>Total Income</b>	<b>16,101,137.15</b>	<b>23,287,258.00</b>	<b>(7,186,120.85)</b>
Cost of Goods Sold - SP	532,384.70	494,801.00	37,583.70
<b>Gross Profit</b>	<b>15,568,752.45</b>	<b>22,792,457.00</b>	<b>(7,223,704.55)</b>
<b>Expenses</b>			
600000 Operations			
601200 Salaries	1,464,962.19	1,600,000.00	(135,037.81)
602100 Payroll Taxes	104,449.37	128,000.00	(23,550.63)
602200 401k Program	58,155.33	96,000.00	(37,844.67)
602300 Insurance Employees	222,544.00	235,200.00	(12,656.00)
602400 Workers Compensation	3,761.00	5,000.00	(1,239.00)
603101 Professional Services	13,923.49	12,000.00	1,923.49
603105 Legal Services	55,971.17	50,000.00	5,971.17
603201 Accounting Services	8,595.00	12,000.00	(3,405.00)
603202 Annual Audit	22,560.00	22,000.00	560.00
603230 Film Commission	45,000.00	45,000.00	-
603410 Advertising & Fees	-	200.00	(200.00)
604010 Meetings, Seminars & Travel	10,688.96	20,000.00	(9,311.04)
604020 Mileage Reimbursement	7,379.73	12,000.00	(4,620.27)
604030 Auto Allowance	6,000.00	6,000.00	-
604101 Communication	7,718.35	3,500.00	4,218.35
604201 Postage & Freight	90,095.90	75,000.00	15,095.90
604501 Insurance-Bus, D&O, Work Comp	7,755.00	10,000.00	(2,245.00)

(Continued on page 9)

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau  
Statement of Activities - Budget Comparison  
For the Twelve Months Ending September 30, 2022**

(Continued from page 8)

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
604701 Printing	374.55	1,000.00	(625.45)
604810 Promotional Items	94,445.54	40,000.00	54,445.54
604820 Repairs and Maintenance	25,198.84	26,000.00	(801.16)
604870 Surveys & Research	202,629.50	275,000.00	(72,370.50)
604920 Community/Employee Relations	12,898.10	10,000.00	2,898.10
604990 Miscellaneous Admin Expense	1,294.14	2,500.00	(1,205.86)
605101 Office Supplies	15,069.86	10,000.00	5,069.86
605215 Uniforms	895.96	5,000.00	(4,104.04)
605225 Volunteer Recognition	-	1,000.00	(1,000.00)
605402 Dues & Subscriptions	114,530.89	120,000.00	(5,469.11)
605510 Training & Development	12,688.32	5,000.00	7,688.32
605901 Depreciation	21,181.56	-	21,181.56
608210 Contributions and Donations	7,500.00	-	7,500.00
609910 Contingency	-	10,000.00	(10,000.00)
<b>Total 600000 Operations</b>	<b>2,638,266.75</b>	<b>2,837,400.00</b>	<b>(199,133.25)</b>
<b>610000 Marketing</b>			
613100 Agency Retainer	394,248.00	394,254.00	(6.00)
613105 Advertising Incidental	11,298.10	50,000.00	(38,701.90)
613430 Advertising	4,929,740.18	5,725,000.00	(795,259.82)
613432 Advertising Co-Op Sp Events	344,182.10	1,310,000.00	(965,817.90)
613435 Advertising-Co op	7,049.15	50,000.00	(42,950.85)
613450 Advertising Production	773,543.19	700,000.00	73,543.19
613455 Advertising FCNCC/Oil Spill	-	-	-
614010 Meeting/Seminars/Travel	47,018.41	20,000.00	27,018.41
614201 Postage & Freight	245.60	-	245.60
614520 Interactive Marketing	636,723.94	525,000.00	111,723.94
614701 Printing Cost	31,034.75	40,000.00	(8,965.25)
614820 Public Relations	261,452.65	253,908.00	7,544.65
614825 Public Relations-Int'l	6,416.03	25,000.00	(18,583.97)
614870 Familiarization Tours Inbound	52,763.47	60,000.00	(7,236.53)
614990 Mktng- Misc	70.85	-	70.85
615402 Dues & Subscriptions	3,667.69	10,000.00	(6,332.31)
619910 Contingency	-	25,000.00	(25,000.00)
<b>Total 610000 Marketing</b>	<b>7,499,454.11</b>	<b>9,188,162.00</b>	<b>(1,688,707.89)</b>
<b>620000 Sales</b>			
623460 Citywide Convention Expenses	69,529.18	60,000.00	9,529.18
623475 Collateral	2,008.06	7,000.00	(4,991.94)
624001 Tradeshows	59,563.18	125,000.00	(65,436.82)
624010 Travel & Entertainment	39,609.92	65,000.00	(25,390.08)
624810 Promo Sales Materials	2,883.99	-	2,883.99
624825 International	9,578.44	10,000.00	(421.56)
624850 Sponsorships	38,058.27	30,000.00	8,058.27
624870 Familiarization Tours-Inbound	29,359.75	40,000.00	(10,640.25)
625402 Dues & Subscriptions	31,139.81	34,000.00	(2,860.19)
626401 Tradeshow Displays	53,197.37	25,000.00	28,197.37

(Continued on page 10)

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau  
Statement of Activities - Budget Comparison  
For the Twelve Months Ending September 30, 2022**

(Continued from page 9)

	Actual	Budget	Variance
629910 Contingency	-	10,000.00	(10,000.00)
Total 620000 Sales	<u>334,927.97</u>	<u>406,000.00</u>	<u>(71,072.03)</u>
630000 Special Events			
634010 Travel & Entertainment	5,435.89	10,000.00	(4,564.11)
634850 Sponsorships	444,684.54	482,500.00	(37,815.46)
634905 Festivals & Events	766,667.44	955,000.00	(188,332.56)
635402 Dues and Subscriptions	2,226.99	3,000.00	(773.01)
636401 Equipment	77,382.69	95,000.00	(17,617.31)
639910 Contingency	-	20,000.00	(20,000.00)
Total 630000 Special Events	<u>1,296,397.55</u>	<u>1,565,500.00</u>	<u>(269,102.45)</u>
640000 Visitor Services			
643498 Contract Labor	-	10,000.00	(10,000.00)
644010 Travel	-	2,400.00	(2,400.00)
644850 Sponsorships	11,000.00	15,000.00	(4,000.00)
644905 Visitor Services Events	54,339.50	175,000.00	(120,660.50)
644920 Community Relations	6,134.36	-	6,134.36
645201 Visitor Center Supplies	11,588.51	15,000.00	(3,411.49)
645510 Training & Development	83.40	2,400.00	(2,316.60)
649910 Contingency	-	7,500.00	(7,500.00)
Total 640000 Visitor Services	<u>83,145.77</u>	<u>227,300.00</u>	<u>(144,154.23)</u>
660000 Sports Marketing			
663440 Awards/Appreciation	-	500.00	(500.00)
664001 Travel/Tradeshows	17,550.19	18,000.00	(449.81)
664010 Meetings/Seminar/Travel	8,000.24	27,500.00	(19,499.76)
664402 Facility Usage	110,803.47	167,500.00	(56,696.53)
664830 Signage	3,022.79	2,000.00	1,022.79
664850 Sponsorships	95,961.87	166,000.00	(70,038.13)
664860 Sporting Bid Fees	343,085.58	446,000.00	(102,914.42)
664870 Familiarization Tours	5,517.47	10,000.00	(4,482.53)
665402 Dues & Subscriptions	2,005.51	7,500.00	(5,494.49)
666401 Tradeshow Booth	655.83	5,000.00	(4,344.17)
669910 Contingency	-	25,000.00	(25,000.00)
Total 660000 Sports Marketing	<u>586,602.95</u>	<u>875,000.00</u>	<u>(288,397.05)</u>
670000 Beach Renourishment			
673498 Beach Management Contract Labor	126,000.00	126,000.00	-
675402 Dues & Subscriptions	500.00	1,000.00	(500.00)
679910 Contingency	-	23,000.00	(23,000.00)
Total 670000 Beach Renourishment	<u>126,500.00</u>	<u>150,000.00</u>	<u>(23,500.00)</u>
680000 Community Support			
683405 Development	202,839.50	250,000.00	(47,160.50)
683410 Advertising	300.00	-	300.00
Total 680000 Community Support	<u>203,139.50</u>	<u>250,000.00</u>	<u>(46,860.50)</u>
690000 Tourism Development			
693450 Visit PCB Magazine-Production	39,770.00	50,000.00	(10,230.00)
693466 Chasin The Sun TV	486,585.63	525,000.00	(38,414.37)

(Continued on page 11)

See Independent Accountant's Compilation Report

**Panama City Beach Convention and Visitors Bureau  
Statement of Activities - Budget Comparison  
For the Twelve Months Ending September 30, 2022**

(Continued from page 10)

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
693467 Chasin the Sun-In Kind	31,444.00	-	31,444.00
694610 Sports Park Improvements	481,940.09	-	481,940.09
694615 Spts Park Improvements Contra	(380,960.64)	-	(380,960.64)
694701 Visit PCB Magazine-Printing	81,576.93	140,000.00	(58,423.07)
694800 Sports Park Expenses	11,112.00	-	11,112.00
694810 Sports Park 1099 passthru	-	-	-
694820 Mktng & PR PC and MB	37,800.00	250,000.00	(212,200.00)
695465 Planning & Development	237,434.08	5,317,919.00	(5,080,484.92)
695470 Development Resiliency Indoor Facility	5,475.00	-	5,475.00
<b>Total 690000 Tourism Development</b>	<b>1,032,177.09</b>	<b>6,282,919.00</b>	<b>(5,250,741.91)</b>
<b>60000 Sport Park Department</b>			
60000 Advertising/Marketing	86,374.78	84,850.00	1,524.78
60400 Bank & Other Service Charges	29,424.80	23,305.00	6,119.80
61000 Legal & Professional Fees	-	726.00	(726.00)
62000 General & Administrative Expenses	42,445.08	39,423.00	3,022.08
63300 Insurance	20,463.24	30,038.00	(9,574.76)
63400 Interest Expense	10.53	-	10.53
64000 Supplies & Services	34,548.49	21,758.00	12,790.49
65000 Contract Labor	623,909.23	653,438.00	(29,528.77)
66000 Other Payroll Expenses	12,524.57	12,000.00	524.57
67200 Repairs & Maintenance	245,021.02	246,610.00	(1,588.98)
68600 Utilities	241,440.68	259,048.00	(17,607.32)
69050 Other Misc Expense	500.00	-	500.00
<b>Total Sports Park Department</b>	<b>1,336,662.42</b>	<b>1,371,196.00</b>	<b>(34,533.58)</b>
<b>Total Expenses</b>	<b>15,137,274.11</b>	<b>23,153,477.00</b>	<b>(8,039,702.89)</b>
49003 Subsidy Income	284,820.67	-	284,820.67
49005 Reimbursement Reversal	(30,323.85)	-	(30,323.85)
<b>Net Income (Loss)</b>	<b>\$ 685,975.16</b>	<b>\$ (361,020.00)</b>	<b>\$ 1,131,142.86</b>

See Independent Accountant's Compilation Report



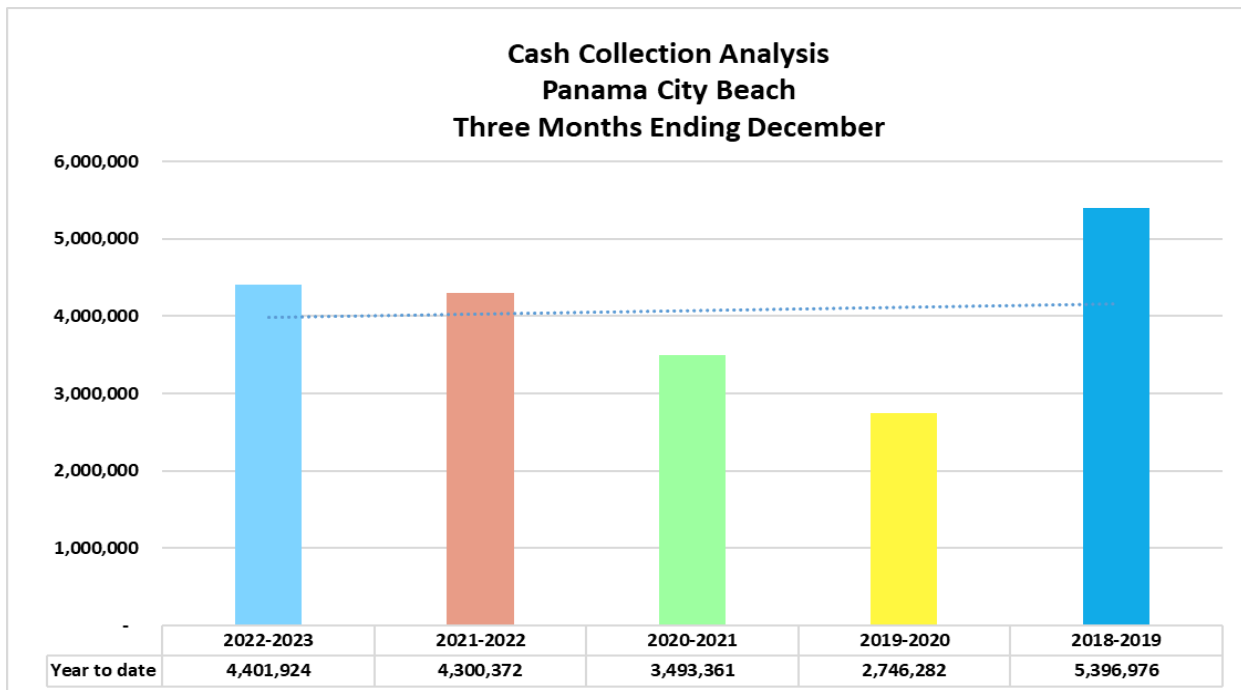
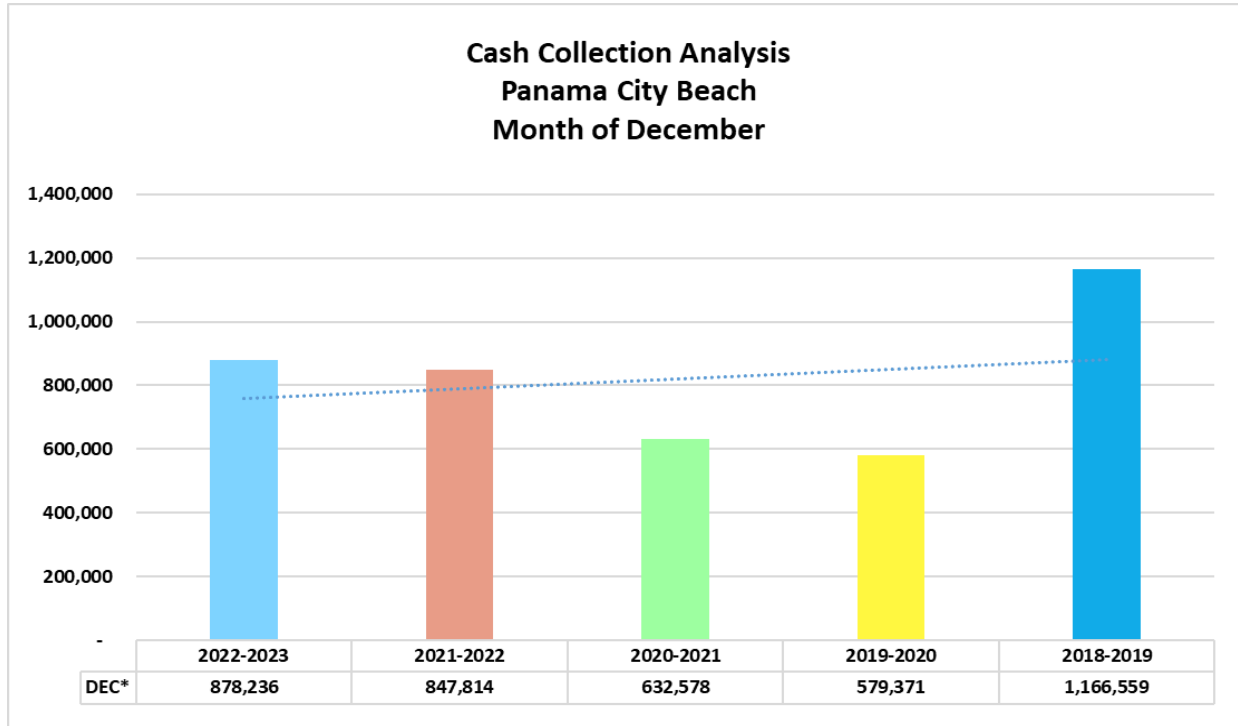
**Panama City Beach Convention and Visitors Bureau  
Statement of Activities - Budget Comparison  
Sports Park Department  
For the Twelve Months Ending September 30, 2022**

	YTD	Budget	Variance
Income			
40300 Soccer	52,900.39	88,492.00	(35,591.61)
40400 Football	14,095.00	11,300.00	2,795.00
40500 Lacrosse	8,350.00	13,500.00	(5,150.00)
40600 Baseball	282,979.63	312,600.00	(29,620.37)
40700 Softball	79,063.09	84,300.00	(5,236.91)
40900 Adult Recreation	17,126.14	20,500.00	(3,373.86)
41000 Other Field Income	15,737.96	-	15,737.96
41500 Food and Beverage	762,537.73	633,000.00	129,537.73
41900 Other Revenues			
41905 Facility Fee/Ticketing Income	31,805.03	20,000.00	11,805.03
41915 Vendor Commissions	24,789.95	-	24,789.95
41916 Trainers	62,881.00	62,685.00	196.00
41990 Other Miscellaneous Sales	35,290.24	48,000.00	(12,709.76)
41995 Interest Income	894.87	600.00	294.87
41910 Other Revenues Advertisement/Sponsorship Income	179,850.00	210,000.00	(30,150.00)
41930 Other Revenues - Reimbursements	6,880.98	-	6,880.98
Total Income	<u>1,575,182.01</u>	<u>1,504,977.00</u>	<u>70,205.01</u>
Total Cost of Goods Sold	<u>532,384.70</u>	<u>494,801.00</u>	<u>37,583.70</u>
Gross Profit	<u>1,042,797.31</u>	<u>1,010,176.00</u>	<u>32,621.31</u>
Expenses			
60000 Advertising / Marketing	86,374.78	84,850.00	1,524.78
60400 Bank & Other Service Charges	29,424.80	23,305.00	6,119.80
61000 Legal and Professional Fees	-	726.00	(726.00)
62000 General & Administrative Expenses	42,445.08	39,423.00	3,022.08
63300 Insurance	20,463.24	30,038.00	(9,574.76)
63400 Interest Expense	10.53	-	10.53
64000 Supplies and Services	34,548.49	21,758.00	12,790.49
65000 Contract Labor	623,909.23	653,438.00	(29,528.77)
66000 Other Payroll Expenses	12,524.57	12,000.00	524.57
67200 Repairs and Maintenance	245,021.02	246,610.00	(1,588.98)
68600 Utilities	241,440.68	259,048.00	(17,607.32)
69050 Other Misc Expense	500.00	500.00	-
Total Expenses	<u>1,336,662.42</u>	<u>1,371,696.00</u>	<u>(35,033.58)</u>
49003 Subsidy Income	284,820.67	-	284,820.67
49005 Reimbursement Reversal	(30,323.85)	-	(30,323.85)
Net Income (Loss)	<u>\$ (39,368.29)</u>	<u>\$ (361,520.00)</u>	<u>\$ 322,151.71</u>

See Independent Accountant's Compilation Report



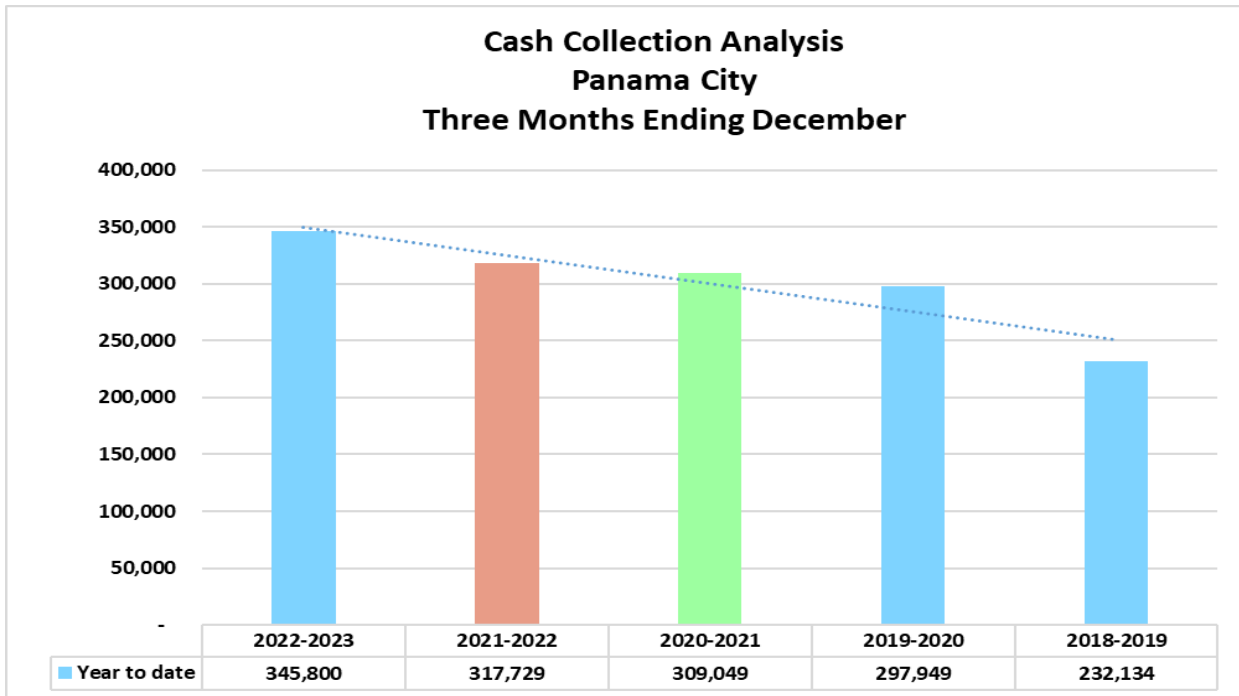
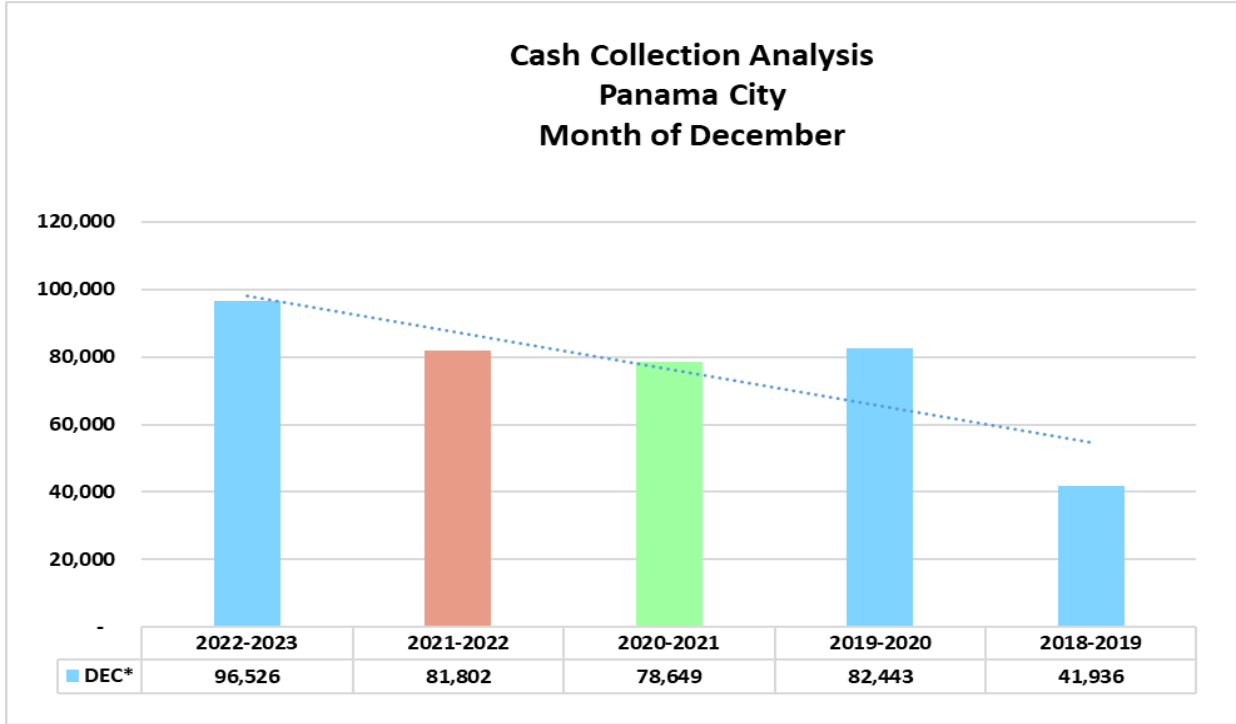
## Tourist Development Tax, Bay County, Florida



**Bay County Tourist Development Tax, Post Office Box 1230, Panama City, Florida 32402**  
**Express Delivery: 225 McKenzie Ave, Panama City, Florida 32401**  
**Phone: (850) 747-5226 Fax: (850) 747-5212**  
**Visit us at: <https://TDC.BayCoClerk.com/TouristTax/> Email: [TDC@BayCoClerk.com](mailto:TDC@BayCoClerk.com)**



## Tourist Development Tax, Bay County, Florida



Bay County Tourist Development Tax, Post Office Box 1230, Panama City, Florida 32402

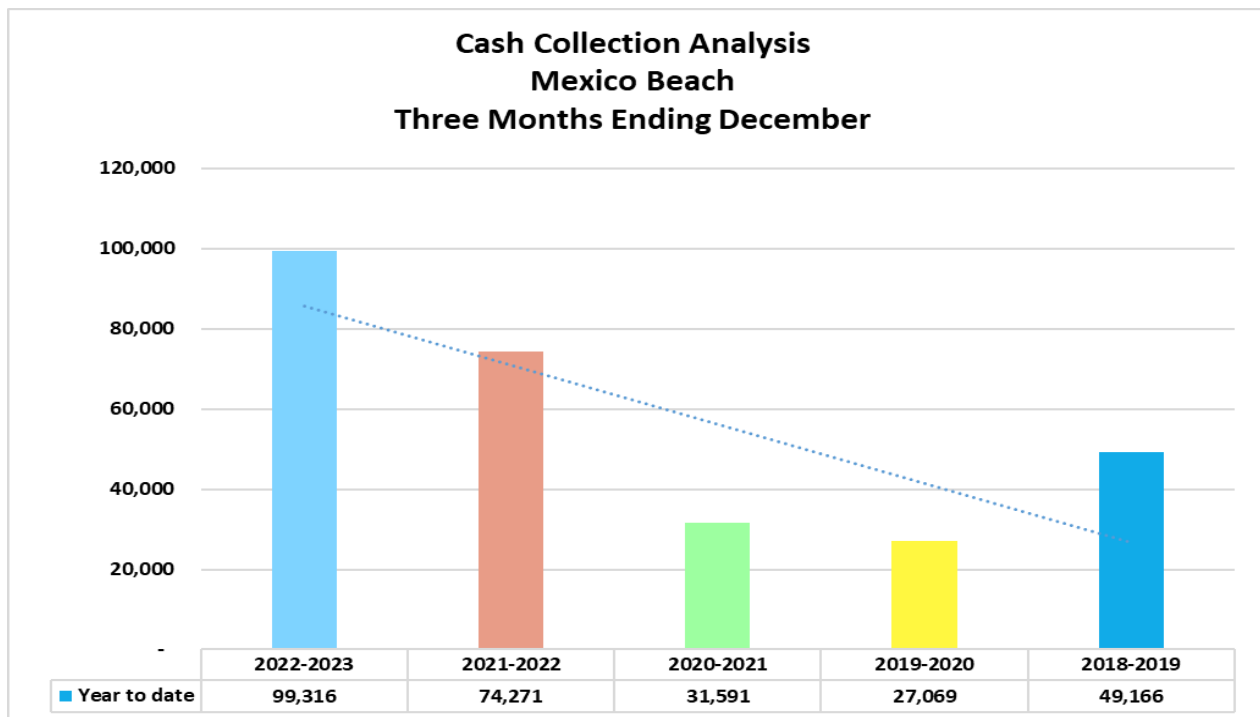
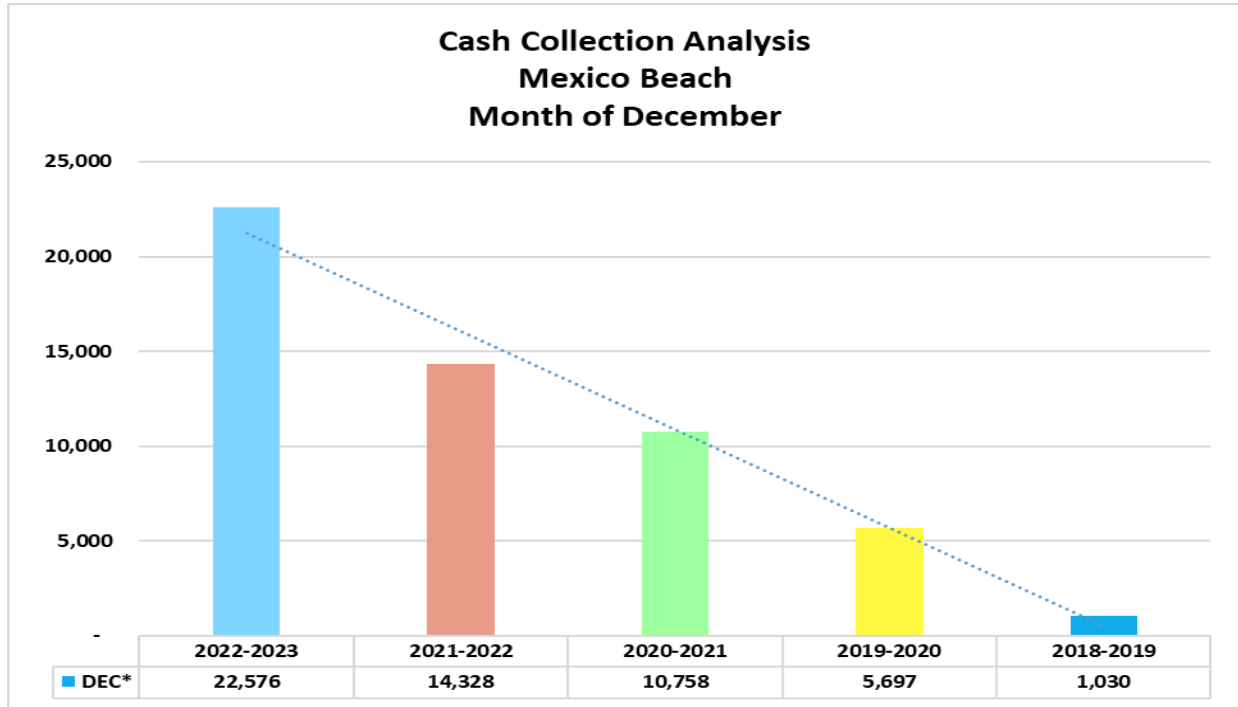
Express Delivery: 225 McKenzie Ave, Panama City, Florida 32401

Phone: (850) 747-5226 Fax: (850) 747-5212

Visit us at: <https://TDC.BayCoClerk.com/TouristTax/> Email: [TDC@BayCoClerk.com](mailto:TDC@BayCoClerk.com)



## Tourist Development Tax, Bay County, Florida



Bay County Tourist Development Tax, Post Office Box 1230, Panama City, Florida 32402

Express Delivery: 225 McKenzie Ave, Panama City, Florida 32401

Phone: (850) 747-5226 Fax: (850) 747-5212

Visit us at: <https://TDC.BayCoClerk.com/TouristTax/> Email: [TDC@BayCoClerk.com](mailto:TDC@BayCoClerk.com)

EXHIBIT A

COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. 005

DATE \_\_\_\_\_

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN BAY COUNTY, acting by and through the BAY COUNTY TOURIST DEVELOPMENT COUNCIL as the advisory agency to the County to administer said agreement, AND MRD ASSOCIATES, INC. dated 2<sup>nd</sup> of February 2021, relating to PROFESSIONAL, COASTAL ENGINEERING SERVICES FOR THE GULF BEACHES AND SHORELINE RENOURISHMENT PROJECT (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement or aware of circumstances that could lead to a breach.

1. Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to the Panama City Beaches Nourishment Monitoring Surveys - 2023.

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

X Engineer's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of \$ 136,820.00 , or

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

allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, and

allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, and

allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, or

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

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

3. Work shall begin on May 1, 2023, and shall be substantially completed by August 31, 2023. Liquidated delay damages are set at the rate of \$\_\_\_\_\_ per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement. The schedule for the services required hereunder is set forth in Attachment A attached hereto and incorporated herein.

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

5. Subconsultant(s) will be used:

\_\_\_ No

X Yes, and a listing of each sub's staff assigned to the Specified Work is set forth in Attachment D.)

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

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names as of the date first above written.

[Signatures on following pages.]

**ENGINEER:**  
MRD Associates, Inc.

By: Michael Dombrowski

Michael Dombrowski

Its: President

WITNESS:  
Laura Stygar

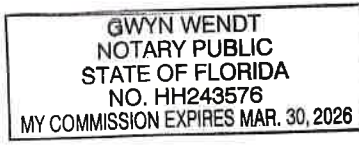
PRINT NAME: Laura Stygar

WITNESS  
[Signature]

PRINT NAME: Brock Rice

State of Florida  
County of Okaloosa

The foregoing instrument was acknowledged before me on Feb. 7, 2023,  
by Michael Dombrowski, on behalf of and as the President, of MRD  
Associates, Inc.



Gwyn Wendt  
Notary Public

Personally Known  OR Produced Identification

Type of Identification Produced : personally known

BOARD OF COUNTY COMMISSIONERS OF  
BAY COUNTY, FLORIDA

ATTEST:

\_\_\_\_\_  
Bill Kinsaul, Clerk

Approved for form:

\_\_\_\_\_  
Office of County Attorney

BY: \_\_\_\_\_  
Chairman

OR

Witness:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

BAY COUNTY, FLORIDA<sup>\*</sup>

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

\* TDC Director if less than \$10,000  
Asst. County Manager if less than \$100,000  
County Manager if less than \$150,000



Attachment A

Scope of Services

**Professional Coastal Engineering Services  
For Sandy Gulf Beaches and Shoreline  
Contract Number Bid 21-02**

**Panama City Beaches Nourishment  
Monitoring Surveys - 2023  
Bay County, Florida**

**Task Order No. 005**

Beach Topographic and Bathymetric Surveys

Borrow Area Bathymetric Survey

February 7, 2023

Based on rates included in the TDC Coastal Engineering Master Services Agreement between Bay County and MRD Associates, Inc., dated February 2, 2021, MRD proposes to provide the following scope of services as requested. MRD shall sub-contract surveying services to Dewberry Engineers, Inc. to perform all office and field work required for the purpose of performing 137 beach and offshore profile surveys between Florida Department of Environmental Protection (FDEP) Reference Monuments R-O-B-T, R-O-C, R-1 through R-121, and V-301 through V-309 (132 lines) in Bay County as well as R-126 (AZ 214°), R-126 (AZ 202°), R-127 (AZ 214°), R-127 (AZ 202°), and R-O-A (5 lines) in Walton County. In addition, a hydrographic survey of the Shell Island Borrow Area S1-A will be performed. Survey shall meet those requirements set forth in Sections 01000, 01100 and 01200 of the Bureau of Beaches and Coastal Systems (BBCS) Monitoring Standards for Beach Erosion Control Projects (dated March 2004, or more recent version) as well as Chapter 5J-17, Florida Administrative Code (FAC). It is anticipated the surveys will be conducted in April/May 2023 (weather dependent) and the deliverables shall be submitted to the TDC within 60-days of completion of the field work.

**Task 1.0 Beach Topographic and Bathymetric Surveys**

The beach topographic and bathymetric survey of the 137 profile lines shall include the following:

1. Survey Control:
  - a) Surveys shall use BBCS "A" monuments for survey control.
  - b) Designation, stamping, description, horizontal position, horizontal root-mean-square error (RMSE), elevation shall be in North American Vertical Datum of 1988 (NAVD 88), and elevation RMSE shall be provided to BBCS for all established base station control in the Monument Information Report.
2. Beach Topographic Profile Surveys:
  - a) All beach profile surveys shall be referenced to range monument locations and conducted along predetermined azimuths.
  - b) A tabular listing of range monuments shall be provided that describes the coordinates, and profile azimuths.

- c) All profiles shall be collected on the Florida State Plane Coordinate System, U.S. Survey Feet. Horizontal datum shall be High-Accuracy Reference Network North American Datum 1983/1990 (HARN NAD 83/90). Vertical datum shall be NAVD 88.
  - d) The upland topographic data shall begin at least 200 feet landward of the FDEP monument and extend seaward to a reasonable wading depth to establish sufficient overlap with the offshore bathymetric data.
  - e) The beach profiles will be conducted using standard Real-Time Differential Global Positioning System (RTK/DGPS) surveying techniques. Elevations shall be taken at a maximum of 10-foot intervals along each profile line and at all grade breaks or major changes.
3. Bathymetric Survey Data:
- a) Bathymetric survey data shall be performed as close in time as possible with the upland topographic survey data and shall be no greater than 14 days apart.
  - b) Maximum wave heights during the data collection period shall not exceed 3 feet.
  - c) Offshore profiles shall extend a minimum of 3,000 feet seaward of the monument and have adequate overlap with the seaward limit of the wading survey. Soundings shall be obtained continuously along the offshore profiles and be acquired using a survey vessel with centrally located hull-mounted transducer. Horizontal positioning shall be acquired, and soundings shall be obtained by RTK using a single-frequency fathometer and Trimble Real-time RTK/DGPS. Coastal Oceanographics' "HYPACK" system will be used for vessel navigation, data collection/storage and for merging the beach and offshore data. All calibrations including fathometer, horizontal position, measurement of static draft, squat and settlement shall be conducted and documented in accordance with published requirements.
  - d) The allowable off-line horizontal deviation shall be a maximum of 30 feet.
4. Digital Products include:
- a) ASCII file containing raw x, y, and z profile data points.
  - b) ASCII files containing the profile data processed into the FDEP distance and depth format.
  - c) Monument Information Report in Excel format (.xls).
  - d) Federally compliant metadata file including methodology of the data collection and processing procedures utilized.
  - e) Copies of all checked standard field books.
  - f) Contour Plots.
  - g) Survey Report.
  - h) Digital photographs of each Control monument, as well as, photographs at each profile line taken looking East, West and landward.

## **Task 2.0 Shell Island Borrow Area S1-A Survey**

Hydrographic profile survey of the Shell Island Borrow Area S1-A shall include the following:

- 1. Survey Control:
  - a) Surveys shall use BBCS "A" monuments for survey control.
  - b) Designation, stamping, description, horizontal position, horizontal root-mean-square error (RMSE), elevation shall be in North American Vertical Datum of 1988 (NAVD 88), and elevation

RMSE shall be provided to BBCS for all established base station control in the Monument Information Report.

2. Bathymetric Survey Data:

- a) All profiles shall be collected on the Florida State Plane Coordinate System, U.S. Survey Feet. Horizontal datum shall be High-Accuracy Reference Network North American Datum 1983/1990 (HARN NAD 83/90). Vertical datum shall be NAVD 88.
- b) Profile lines shall be spaced at 200-foot intervals.
- c) Data shall be collected at intervals not to exceed 15 feet.
- d) Maximum wave heights during the data collection period shall not exceed 3 feet.
- e) The allowable off-line horizontal deviation shall be a maximum of 30 feet.

3. Digital Products include:

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

### **INFORMATIONS TO BE SUPPLIED BY THE TDC**

Limits of the borrow areas surveys, list of monuments to be surveyed with Northings and Eastings and Azimuth, and Revised Physical Monitoring Plan.

### **SCHEDULE**

Upon execution of this AGREEMENT, we estimate that the field work may commence within two (2) weeks of receiving a Notice to Proceed or by May 1, 2023, whichever is earlier. All field work may be completed within four (4) weeks of commencing work. All field work is weather dependent, and the schedule may change due to adverse weather and sea conditions. Deliverables will be submitted to the TDC within 60-days of completing the field work. All work shall be substantially completed by the 31<sup>th</sup> of August 2023.

### **TERMS and EXCLUSIONS**

This SCOPE OF SERVICES is subject to the following provisions:

- 1) The services performed under this SCOPE OF SERVICES are listed above and any other services not explicitly listed above are not included.
- 2) This Scope of Services are for monitoring Beach Topographic and Bathymetric Surveys, and Borrow Area Bathymetric Survey, as described above. This Scope of Services does not include any re-surveying, construction stakeout, or As-Built Surveys but can be provided under separate authorization.

Attachment B  
Engineer's Compensation

**Panama City Beaches Nourishment  
Monitoring Surveys - 2023**  
Bay County, Florida  
Task Order No. 005  
Beach and Borrow Area Surveys  
February 7, 2023

Task Description	MRD Associates, Inc.							DEWBERRY Engineers, Inc.							Totals	
	Principal Engineer \$240	Senior Engineer \$200	Engineer II \$160	Engineer I \$130	Engineer Technician \$105	Engineer Admin. I \$65	Engineer V \$170	Surveyor VII \$150	Surveyor 3-Crew \$190	Surveyor III \$90	CADD Tech III \$105	Admin Pro II \$90	FEES	EXPENSES	TOTALS	
1.0. TOPOGRAPHIC AND BATHYMETRIC SURVEYS - 137 lines	8.0	0.0	0.0	0.0	8.0	0.0	32.0	110.0	350.0	180.0	140.0	32.0	\$124,980.00	\$0.00	\$124,980.00	
2.0. SHELL ISLAND BORROW AREA S1-A SURVEY	8.0	0.0	0.0	0.0	8.0	0.0	8.0	16.0	16.0	8.0	8.0	8.0	\$11,840.00	\$0.00	\$11,840.00	
<b>Total Hours:</b>	16.0	0.0	0.0	0.0	16.0	0.0	40.0	126.0	366.0	188.0	148.0	40.0				
<b>Total Staff Costs:</b>	\$3,840.00	\$0.00	\$0.00	\$0.00	\$1,680.00	\$0.00	\$6,800.00	\$18,500.00	\$69,540.00	\$16,920.00	\$15,540.00	\$3,600.00	\$136,820.00	\$0.00	\$136,820.00	



Attachment C

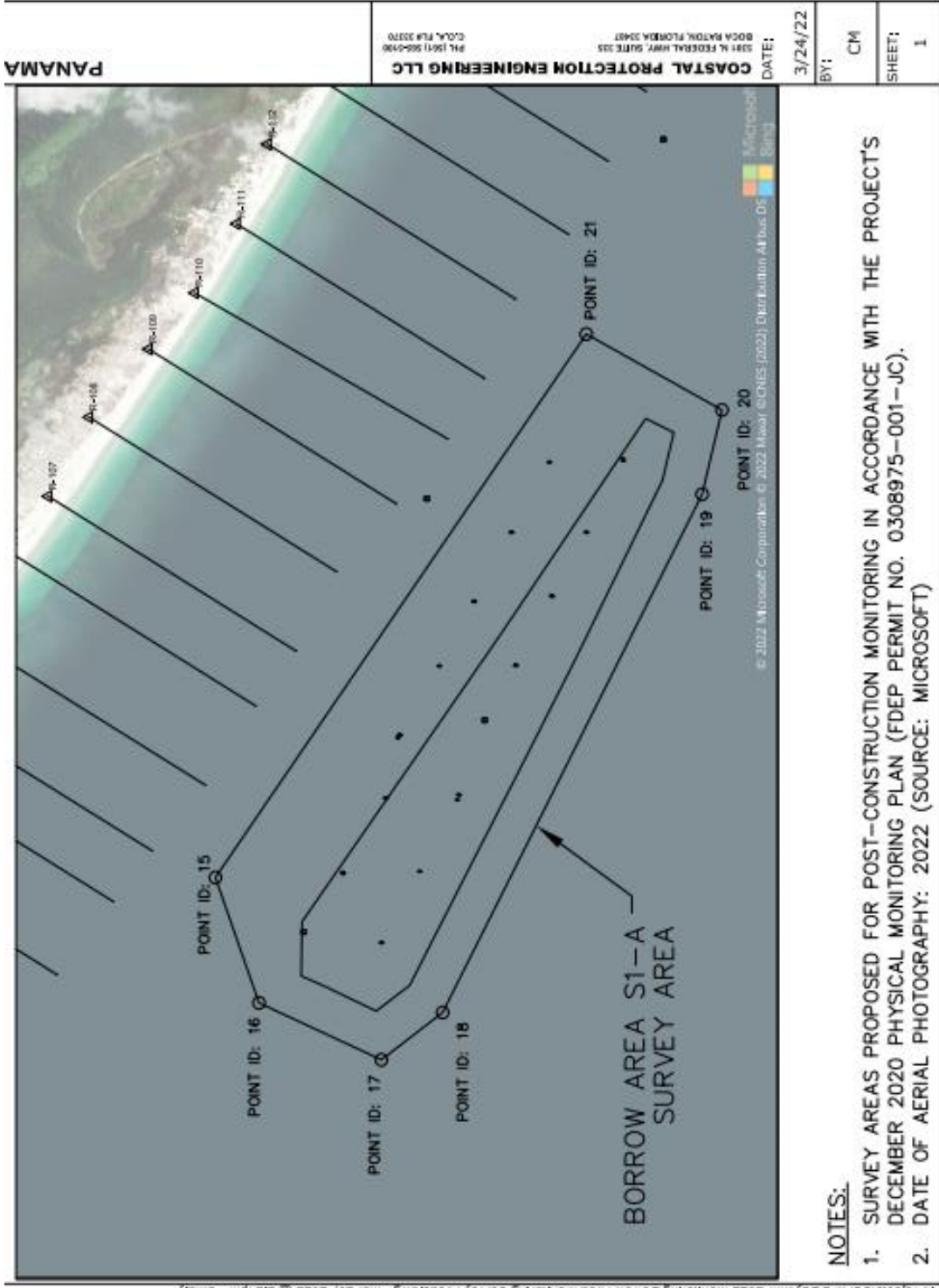
Engineer's Staff assigned to the Specified Work

STAFF NAME	PERSONNEL CLASSIFICATION
Michael Dombrowski, PE	Principal Engineer

Attachment D

Sub-Consultant's Staff assigned to the Specified Work

STAFF NAME	PERSONNEL CLASSIFICATION
Eric Rankin	Surveyor III



**NOTES:**

1. SURVEY AREAS PROPOSED FOR POST-CONSTRUCTION MONITORING IN ACCORDANCE WITH THE PROJECT'S DECEMBER 2020 PHYSICAL MONITORING PLAN (FDEP PERMIT NO. 0308975-001-JC).
2. DATE OF AERIAL PHOTOGRAPHY: 2022 (SOURCE: MICROSOFT)

PANAMA

COASTAL PROTECTION ENGINEERING LLC  
 5911 N. FEDERAL HWY. SUITE 205  
 BOCA RATON, FLORIDA 33487  
 P.O. BOX 1000  
 COVINGTON, LA 70020

DATE:

3/24/22

BY:

CM

SHEET:

1

COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. 005

DATE \_\_\_\_\_

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN BAY COUNTY, acting by and through the BAY COUNTY TOURIST DEVELOPMENT COUNCIL as the advisory agency to the County to administer said agreement, AND COASTAL PROTECTION ENGINEERING LLC dated 2<sup>nd</sup> of February 2021, relating to PROFESSIONAL, COASTAL ENGINEERING SERVICES FOR THE GULF BEACHES AND SHORELINE RENOURISHMENT PROJECT (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement or aware of circumstances that could lead to a breach.

1. Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to the Panama City Beaches 2023 One-Year Post-Construction Coastal Engineering Analysis and Engineering Monitoring Report.

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

Engineer's total compensation, including reimbursable expenses, if any, is established in a stipulated sum of \$59,942.00, or

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

allowance of \$\_\_\_\_\_ for \_\_\_\_\_, and

allowance of \$\_\_\_\_\_ for \_\_\_\_\_, and

allowance of \$\_\_\_\_\_ for \_\_\_\_\_, or

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

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

3. Work shall begin on May 15, 2023, and shall be substantially completed by October 1, 2023. Liquidated delay damages are set at the rate of \$\_\_\_\_\_ per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement. The schedule for the services required hereunder is set forth in Attachment A attached hereto and incorporated herein.

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

5. Subconsultant(s) will be used:

\_\_\_ No

\_\_X\_ Yes, and a listing of each sub's staff assigned to the Specified Work is set forth in Attachment D.)

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

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names as of the date first above written.

[Signatures on following pages.]



**ENGINEER:**  
Coastal Protection Engineering LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

PRINT NAME: \_\_\_\_\_

WITNESS

\_\_\_\_\_

PRINT NAME: \_\_\_\_\_

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_,  
by \_\_\_\_\_, on behalf of and as the  
\_\_\_\_\_, of Coastal Protection Engineering LLC

\_\_\_\_\_

Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification

Type of Identification Produced : \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Bill Kinsaul, Clerk

Approved for form:

\_\_\_\_\_  
Office of County Attorney

Witness:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

BAY COUNTY, FLORIDA<sup>\*</sup>

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

\* TDC Director if less than \$10,000  
Asst. County Manager if less than \$100,000  
County Manager if less than \$150,000



**ATTACHMENT A**  
**SCOPE OF WORK**  
**2023 POST-CONSTRUCTION COASTAL ENGINEERING ANALYSES AND MONITORING REPORT FOR**  
**2021/2022 PANAMA CITY BEACHES RENOURISHMENT PROJECT**

This is a proposal for Coastal Protection Engineering LLC (CPE) to provide monitoring support for the 2021/2022 Panama City Beaches Renourishment Project, including preparation of the 2023 physical monitoring engineering report.

**Introduction**

The U.S. Army Corps of Engineers (USACE) constructed the federally authorized 2021/22 Panama City Beaches Renourishment Project between August 2021 and May 2022. The project included nourishment of approximately 13 miles of Panama City Beach shoreline within two reaches: R-1 to R-41 and R-62 to R-91. The project utilized sediment dredged from several authorized borrow areas, including BA S1-A, BA 5C, BA 10, and BA 11.

Nourishment of St. Andrews State Park is anticipated to be constructed in 2023. Bay County Tourist Development Council (TDC) is the project's local sponsor and holder of the Florida Department of Environmental Protection (FDEP) Permit No. 0308975-004-JN, under which this project is to be constructed. This scope of work provides for CPE to assist the TDC with 2023 physical monitoring and post-construction reporting as described in Tasks 1 and 2 below.

**Task 1: 2023 Post-Construction Engineering Monitoring Report Preparation**

This scope of engineering services to be performed by CPE includes the preparation and submittal of the 2023 Post-Construction Engineering Monitoring Report. These analyses and report will satisfy the post-construction physical monitoring requirements included in FDEP Permit No. 0308975-004-JN, Specific Condition No. 33 and the associated FDEP-approved December 2020 Physical Monitoring Plan. The report will utilize survey data provided by a third party, Dewberry, which is another Bay County TDC consultant.

The engineering monitoring report will be prepared by CPE using the 2023 survey performed by Dewberry, relevant pre- and post-construction surveys collected by USACE or their contractor for the 2021/2022 and 2023 construction events, and the 2018 post-construction monitoring survey from the 2017 Panama City Beach Renourishment Project, as appropriate. The 2023 post-construction survey is anticipated to include monitoring at 137 beach profile lines (104 Panama City Beach monitoring lines plus 33 additional monitoring lines on Shell Island) and one borrow area (BA S1-A). CPE will perform a QA/QC check on relevant pre- and post-construction survey data and 2023 survey data, reviewing for any anomalies and suitability for engineering analyses.

The coastal engineering monitoring report will contain the 2023 monitoring results compared to the 2022 and 2018 conditions. The report will contain the following:

- Summary of pertinent events in the project area between the monitoring surveys including storms and sand placement events
- Comparative profile plots
- Shoreline position tables, figures, and descriptions



- Volume change tables, figures, and descriptions above MHW and depth of closure
- Analysis of advanced nourishment volume placed
- Cross shore comparative volume and profile change analyses by reach
- Present and projected beach performance plots
- Borrow Area S1-A change analyses
- Summary of the 2023 St. Andrews State Park Nourishment Project including volume and location of material placed (pending availability at the time of report preparation)
- Summary of permit compliance for the 2023 St. Andrews State Park Nourishment Project (pending availability at the time of report preparation)

The changes in shoreline width, beach and borrow area measured volumes, comparative profiles, and other pertinent beach characteristics will be described and illustrated in tables and figures, as required by the FDEP physical monitoring plan. The engineering monitoring report will use the design standard as a basis for measuring the amount of advanced nourishment volume placed above MHW and depth of closure during the St. Andrews State Park nourishment event. The 2018 to pre-construction time period erosion rate, or other time period as deemed appropriate, will be used to project future project performance in this monitoring report.

Results will be analyzed for patterns, trends, or changes between surveys. Items will be compiled into an engineering monitoring report for distribution to the TDC, FDEP, and the USACE. Appendices will include plots of comparative profiles, pre-construction and post-construction survey information as available, tables of volumetric and shoreline position changes for the monitoring area by profile line, and a borrow area bathymetric change plot. The engineering report will complement the survey report prepared by Dewberry and the timing of the engineering report will be contingent upon the timing of collection and delivery of survey data by Dewberry.

Since the 2021/2022 project included dredging of BA S1-A, FDEP Permit No. 0308975-004-JN, Specific Condition No. 32, includes additional requirements for surveys of approximately 6 miles of Shell Island. In compliance with this condition, CPE will notify the Florida Fish and Wildlife Conservation Commission (FWC) regional biologist prior to Dewberry's collection of the beach profile surveys on Shell Island. Pre- and post-construction beach profile survey information at each reference monument along Shell Island between R-98 and V-309 and analysis for these beach profiles will be included in the monitoring report and a copy of the report will be provided to FWC. This information may be used by FWC to determine if any documented changes to beach habitats subsequently impacted beach mouse critical habitat or beach mice populations.

### **Schedule**

CPE will begin work immediately after receipt of the Notice to Proceed; CPE will start preparing the engineering report upon receipt of the completed survey data from Dewberry. All work is expected to be completed by November 1, 2023.



ATTACHMENT B
FEE PROPOSAL
2023 POST-CONSTRUCTION COASTAL ENGINEERING ANALYSES AND REPORT FOR
2021/2022 PANAMA CITY BEACHES RENOURISHMENT PROJECT

Standard Rate Schedule

Coastal Protection Engineering LLC
January 2021

I. Labor Rates

Table with 2 columns: Labor Classification, Bill Rate. Rows include Principal Engineer (\$285.00), Principal Coastal Scientist (\$285.00), Program Manager (\$200.00), Project Manager (\$184.00), Senior Coastal Engineer (\$184.00), Senior Marine Geologist (\$184.00), Senior Coastal Scientist (\$181.00), Senior Marine Biologist (\$159.00), Coastal Engineer (\$130.00), Coastal Modeler (\$115.00), Junior Coastal Engineer (\$105.00), Junior Coastal Scientist (\$100.00), CAD / GIS Operator (\$95.00), Engineering Intern / Technician (\$75.00).

II. Reimbursable Costs\*

Table with 2 columns: Cost Classification, Bill Rate. Rows include Mileage (\$0.575 / mile), SCUBA Diving (\$60 / diver / day), Equipment (Per Purchase Order), Direct Costs (Per Purchase Order), Sub-Consultants (10% of Cost).

\*Subject to terms and conditions of governing agreement.



**Bay County Tourist Development Council**  
**2021 Panama City Beaches Renourishment Project**  
**2023 Post-Construction Coastal Engineering Analyses and Report**  
January 2023

Task	Description	Task Total	Labor							CAD/GIS (Hours)	Direct Costs (Estimated)	APTIM (Sub-Consultant)
			Principal Engineer (Hours)	Senior Coastal Engineer (Hours)	Senior Coastal Scientist (Hours)	Senior Marine Biologist (Hours)	Coastal Engineer (Hours)	Junior Coastal Engineer (Hours)	Junior Coastal Scientist (Hours)			
1	Post-Construction Engineering Monitoring Report	\$59,942.00	12	80	12	16	68	196	20	22	\$1,200.00	\$2,160.00
		Total =	12	80	12	16	68	196	20	22	\$1,200.00	\$2,160.00
		Rate =	\$285.00	\$184.00	\$181.00	\$159.00	\$130.00	\$105.00	\$100.00	\$65.00	1.00	1.10
		Cost =	\$3,420.00	\$14,720.00	\$2,172.00	\$2,544.00	\$8,840.00	\$20,580.00	\$2,000.00	\$2,050.00	\$1,200.00	\$2,376.00
		<b>Labor Cost = \$56,366.00</b>										
		<b>Direct Costs \$1,200.00</b>										
		<b>Sub-Consultant Costs \$2,376.00</b>										
		<b>Total Project Costs = \$59,942.00</b>										

Coastal Protection Engineering LLC



**ATTACHMENT C  
PERSONNEL ASSIGNED  
2023 POST-CONSTRUCTION COASTAL ENGINEERING ANALYSES AND REPORT FOR  
2021/2022 PANAMA CITY BEACHES RENOURISHMENT PROJECT**

**Coastal Protection Engineering (CPE):**

Thomas Pierro, PE, DCE

Tara Brenner, PG, PE

Lauren Floyd

Quin Robertson, PhD, PG, GISP

Dylan Nestler, PE

Adam Priest, PE

Chelsea Maly, EI

Sam Lohman, EI

Frank Marshall

Florencia Delorrio

**Aptim Environmental & Infrastructure, LLC (Sub-Consultant, see Attachment D)**



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**ATTACHMENT D**  
**SUB-CONSULTANT INFORMATION**  
**2023 POST-CONSTRUCTION COASTAL ENGINEERING ANALYSES AND REPORT FOR**  
**2021/2022 PANAMA CITY BEACHES RENOURISHMENT PROJECT**

**Sub-Consultant Name and Address:**

Aptim Environmental & Infrastructure, LLC  
6401 Congress Avenue  
Suite 140  
Boca Raton, FL 33487

**Services to be Performed by APTIM:**

APTIM as a sub-consultant to CPE, will provide input and review of the engineering report as a subject matter expert. APTIM will perform these services as a sub-consultant to CPE for a cost of \$2,160 (as shown in Attachment B).

**APTIM Personnel Assigned:**

Stephen Keehn, PE