



DESTINATION PANAMA CITY
REGULARLY SCHEDULED QUARTERLY MEETING
April 12, 2022

9:00AM (immediately following the City of Panama City Commissioner Meetings)

- 1) Roll Call
- 2) Approval of Minutes – February 8, 2022
- 3) Acceptance of TDT Revenue Reports – FY22 Collections thru February
- 4) Financial Status Reports period ending February 28, 2022
- 5) Acceptance of FY21 Annual Audit
- 6) Destination Panama City Board Vacancy & Composition
- 7) Ratification of Grant RFP Publication
- 8) Proclamation for National Travel & Tourism Week
- 9) Approval of Position Description for Sports & Events Liaison Coordinator
- 10) CEO Update
 - a) Legislative Update
 - b) Marketing & Public Relations Update
- 11) Adjournment

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Motion to Accept Minutes for February 8, 2022 as presented.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW))

Minutes for February 8, 2022 are attached for consideration of approval.



DESTINATION PANAMA CITY
REGULARLY SCHEDULED QUARTERLY MEETING
MINUTES - February 8, 2022

- 1) Roll Call – Chairman Jennine Brown, Vice Chairman Nirav Banker, and Board Members, Greg Brudnicki, Jenna Haligas, Josh Street, Billy Rader, and Kenneth Brown were all in attendance.
- 2) Approval of Minutes – October 12, 2021
 - a) Board Member Billy Rader motioned to accept the Minute of October 12, 2022 as presented. Board Member Kenneth Brown seconded the motion and it passed unanimously.
- 3) Acceptance of TDT Revenue Reports – FY21 Collections October - September
- 4) Acceptance of TDT Revenue Reports – FY22 Collections October – November
 - a) The Board took action on both the FY21 and FY22 Revenue Reports collectively with Board Member Greg Brudnicki making the motion to accept as presented. Vice Chairman Nirav Banker seconded the motion and it passed unanimously.
- 5) Financial Status Reports period ending (pending) – This item was pulled from the agenda as the Financial Status Report was not available on time to make the meeting agenda packet publication.
- 6) Acceptance of Longwoods Destination Research Report
 - a) CEO Vigil briefly went over the Longwoods Destination Research Report that provided visitor point of origin, length of stay, market share, and overnight vs day trip research analysis that will better equip the team to make the best marketing decisions possible. CEO Vigil also noted that Chairman Jennine Brown set the bar high as the GM of La Quinta as it was the only hotel to claim double digit market share for visitors.
 - b) Board Member Greg Brudnicki motioned to accept the research report. Vice Chairman Nirav Banker seconded the motion and it passed unanimously.
- 7) Huddle Group - Sports Tourism Final Report & Presentation – Eric Olson

- a) Eric Olson, Principle and Huddle Up Group, gave a detailed presentation on the Sports Tourism study they completed and the Huddle Up Group immediate, short-term, and long-term recommendations.
 - i) Those recommendations included, but were not limited to:
 - (1) A sports liaison that can navigate between event organizers, facility owners, and Destination Panama City for the recruitment and retention of quality events.
 - (2) Advocate for artificial turf at Tommy Oliver Stadium – the maintenance of the natural grass field precludes the facility from being used more frequently and from a variety of non-traditional uses.
 - (3) Conversation of funding the various short-term and long-term initiatives began with recommendations from Eric Olson on how other communities had created revenue streams.
 - (a) Board Member Joshua Street inquired about the City’s 1% merchant fee being assessed on hotel room nights. Vice Chairman Banker and Chairman Jennine Brown, as the only two hotel partners on the board, stated they didn’t believe hoteliers would have issue with the implementation because it would just be a pass through – not a cost. Vice Chairman Nirav Banker stated the hotels on Panama City Beach already pay the 1% and it would just level the playing field and provide funding for some of these necessary initiatives.
 - (b) Board Member Joshua Street also inquired about collections and CEO Vigil explained that the tourist development tax did not go through the city it was a county tax and all three destination marketing organizations in Bay County had their revenue collected by the Clerk of Court. All DMO’s have been satisfied with the collection and enforcement services provided by the Clerk of Court as well.
 - (c) Board Member Brudnicki stated he believed the hotels should pay the 1% and that the recommendation of a shared position would also be an acceptable and more immediate solution to the issue of staffing. He

stated the growth potential for traditional and non-traditional sporting events was available.

(d) Board Member Jenna Haligas reiterated the sentiment of non-traditional and traditional sports and shared her experience as a parent of children that play travel sports. She also stated her support for the hotels to be included in the 1% and for the shared position.

- b) Chris O'Brien, Richard Sanders, and Dan Rowe, from Visit Panama City Beach were all present and provided supporting comments.
- c) Based on a consensus of the Board, CEO Vigil was directed to pursue the development of a shared position, and to find potential funding sources (grants, etc.) for artificial turf at Tommy Oliver Stadium.

8) Ratification of Fahlgren Mortine Marketing Agency of Record Renewal

- a) Motion was made by Vice Chairman Nirav Banker to ratify CEO Vigil's execution of the 1 year contract renewal with Fahlgren Mortine. Board Member Kenneth Brown seconded the motion and it passed unanimously.

9) Consideration Grant Writing Assistance

- a) CEO Vigil explained with ongoing special projects such as the Sports Tourism initiatives, and the Creative Cultural Center at St Andrews School that she needed professional grant writing and administrative services assistance. She asked the board for permission to develop and RFP for publication to secure these services.
- b) The consensus of the Board was that she needed to pursue all alternatives for grant writing and administrative services assistance to move the projects forward.

10) CEO Update – CEO Vigil provided an updated on the LovePC campaign and its intent to move the needle of city sentiment and public pride in a more positive direction. She stated the organization had paid its last invoice to Anderson Construction and the bullet list had been completed. The facility is 100% complete. She provided an update on the meeting space rental activity, an update on prior and upcoming events, and that the annual audit was about 90% complete.

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Motion to Accept TDT Revenue Reports for as presented.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW)

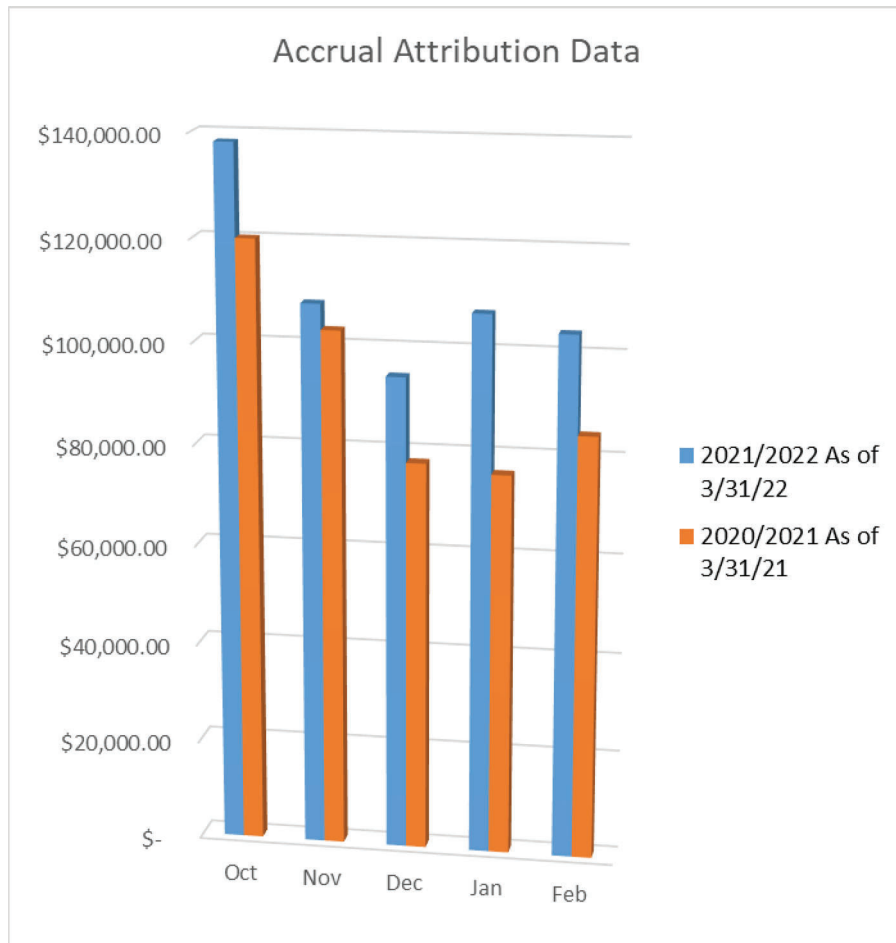
Clerk of Court TDT division collects revenue and provides the attached reports.

Destination Panama City creates the TDT Monthly Analysis report, also attached.



Tourist Development Tax, Bay County, Florida

Panama City



	<u>2021/2022 As of 3/31/22</u>	<u>2020/2021 As of 3/31/21</u>	<u>Variance</u>	<u>Variance %</u>	<u>2020/2021 FINAL 3/31/22</u>
Oct	\$ 138,218.31	\$ 120,055.75	\$ 18,162.56	15.13%	\$ 133,565.86
Nov	\$ 107,978.17	\$ 102,962.22	\$ 5,015.95	4.87%	\$ 102,962.22
Dec	\$ 94,406.13	\$ 77,753.41	\$ 16,652.72	21.42%	\$ 81,160.38
Jan	\$ 107,162.15	\$ 76,157.85	\$ 31,004.30	40.71%	\$ 76,372.67
Feb	\$ 103,829.83	\$ 84,413.62	\$ 19,416.21	23.00%	\$ 85,361.71
Mar-Sep	\$ 392.26	\$ 392.68			
	\$ 551,986.85	\$ 461,735.53	\$ 90,251.32	19.55%	\$ 479,422.84

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

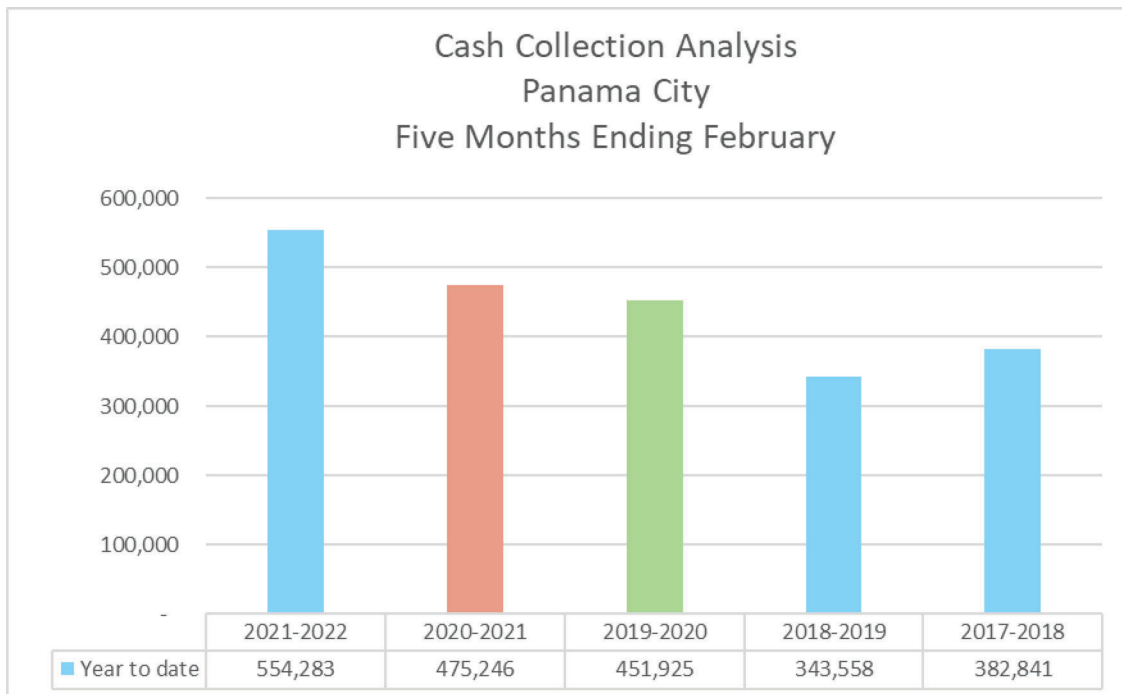
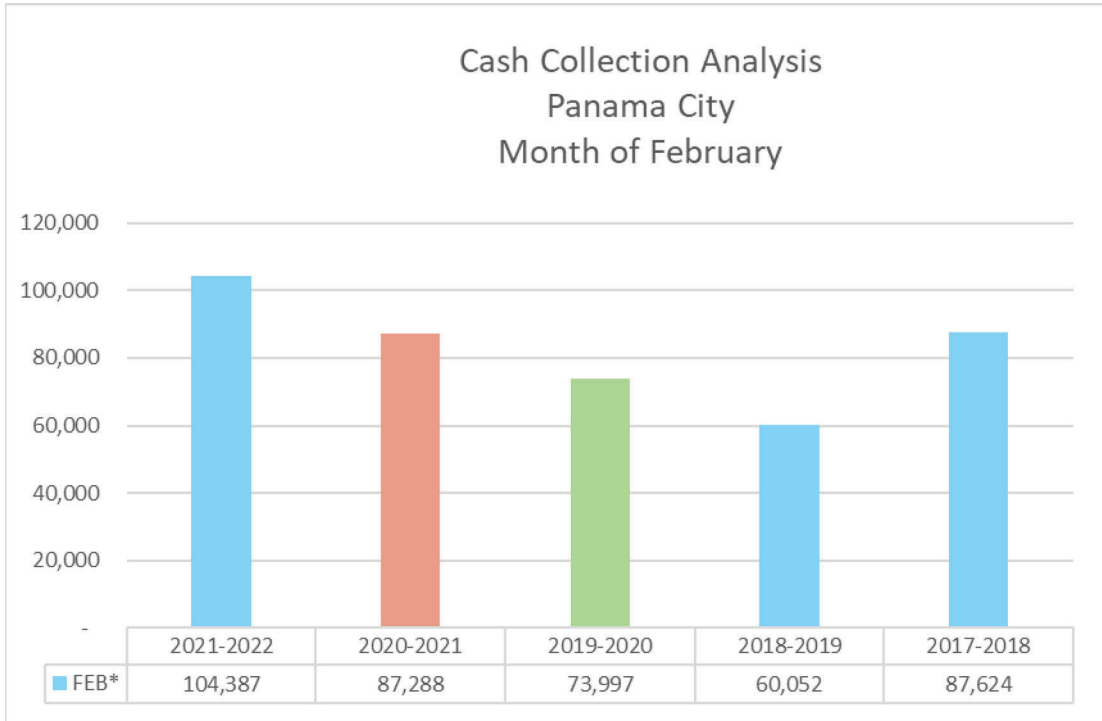
Express Delivery: 225 McKenzie Ave, Panama City, Florida 32401

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

Visit us at: <https://TDC.BayCoClerk.com/TouristTax/> Email: TDC@BayCoClerk.com



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

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

4/12/2022

2. REQUESTED MOTION/ACTION:

Approve Financial Reports for period ending February 2022

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW)

Accounting staff has prepared the Financial reports. Staff request approval on financials as presented.

Panama City Community Development Council, Inc.
Statement of Net Position, **UNAUDITED**
February 28, 2022
Interim financial reporting; for internal management use only

Assets	
Cash and cash equivalents	\$ 447,937
Accounts receivable	165,898
Equipment & furniture	13,402
Building - Visitor Center	1,360,555
Allowance for depr/amort	(2,662)
	<u>\$ 1,985,130</u>
Total assets	
Total liabilities	
Liabilities and Net Position	
Liabilities:	\$ -
Accounts payable	47,330
Notes payable	18,445
Other accrued liabilities	100,000
Deposits	165,775
	<u>165,775</u>
Total liabilities	
Net position:	1,819,355
Unrestricted net position	
	<u>\$ 1,985,130</u>
Total liabilities and net position	

Final audited balances may vary from interim financial reports.

Panama City Community Development Council, Inc.
Statement of Revenues, Expenses, and Changes in Net Position *UNAUDITED*
For the period ended February 28, 2022
Interim financial reporting; for internal management use only

	<u>Adopted Budget</u>	<u>Budget Amendments</u>	<u>Amended Budget</u>	<u>Y-T-D Actual</u>
Revenues:				
Intergovernmental:				
Bay County TDC Contract	\$ 1,434,281		\$ 1,434,281	\$ 821,218
Bay County Carry Forward Revenue	365,719		365,719	-
Revenue - Penalties	-		-	-
Advertising revenue PC CDC	-	-	-	1,890
Total intergovernmental	<u>1,800,000</u>	<u>-</u>	<u>1,800,000</u>	<u>823,108</u>
Miscellaneous:				
Investment/Interest earnings	-		-	110
Facility rent	-		-	1,080
Facility rent non-taxable	-		-	250
Pvt contribs & donations	-		-	546
Miscellaneous	-		-	29
Event booth rentals	-		-	1,643
Sponsorship revenue	-		-	14,500
Alcohol sales	-		-	14,072
Merchandise sales	-		-	-
Event ticket sales	-		-	37,769
Total miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>69,999</u>
Total Revenues	<u>1,800,000</u>	<u>-</u>	<u>1,800,000</u>	<u>893,107</u>
Expenses:				
Personal services	311,038		311,038	102,152
Operating expenses:				
Professional Services	8,000		8,000	-
Professional Services-DIB	-		-	-
Accounting & Auditing	21,000		21,000	24,875
Other Contractual Svcs	8,000		8,000	8,789
Other Contractual Svcs Dues	165,470		165,470	51,724
Travel and Per Diem	25,000		25,000	6,022
Non-staff Travel Expenses	5,000		5,000	256
Communication Services	12,000		12,000	3,835
Freight & Postage Service	15,000		15,000	201
Utility Services	10,200		10,200	3,403
Rental & Leases	6,360		6,360	2,460
Insurance	20,000		20,000	1,029
Repairs & Maintenance Svc	17,000		17,000	1,143
Printing & Binding	25,000		25,000	39,766
Promotional Activities	750,000		750,000	510,032
Other Current Charges	15,000		15,000	6,837
Office Supplies	1,000		1,000	943
Operating Supplies	20,000		20,000	9,686
Books Publications Memberships	25,000		25,000	14,952
Training	7,500		7,500	163
Operational Reserve For Contingency	327,432		327,432	-
Capital Outlay:				
Buildings			-	-
Machinery & Equipment	5,000		5,000	11,559
Total Expenses	<u>1,800,000</u>	<u>-</u>	<u>1,800,000</u>	<u>799,827</u>
Net change in net position	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 93,280</u>
Net position-beginning of year				<u>1,726,075</u>
Net position-end of year				<u>\$ 1,819,355</u>

Final audited balances may vary from interim financial reports.

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Accept the Annual Audit performed by CRI for FY21

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW)

Independent auditors Carr, Riggs, and Ingram have completed the Annual Audit for FY21.

Note of Interest:

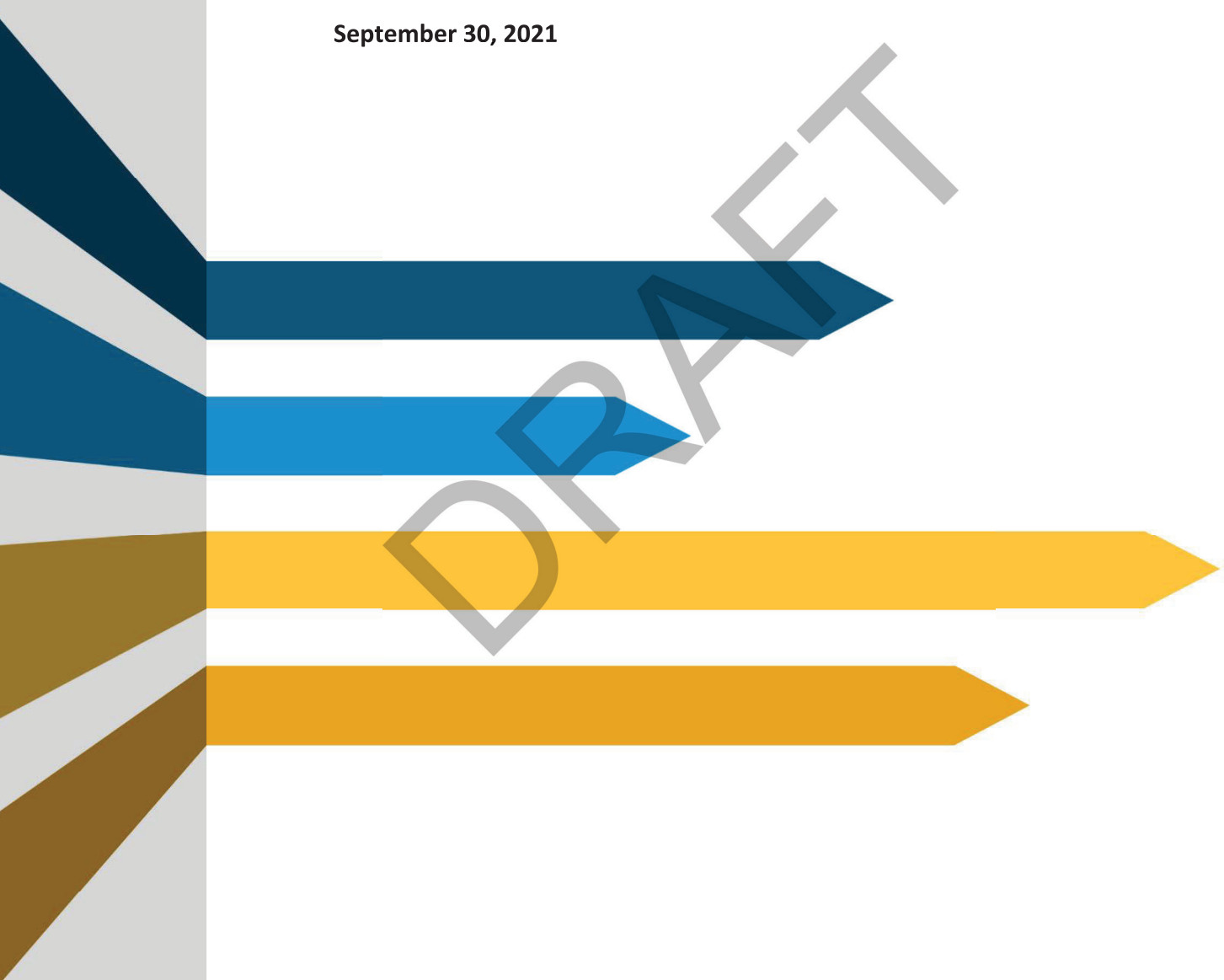
Due to COVID-19, the FY21 Audit has mention of a Paycheck Protection Loan that was taken at board direction during FY21 during the second round of CARES Act funding. This loan was completely forgiven in February 2022 in the amount of \$47,330.

CEO Vigil recommends accepting the FY21 Audit as presented.

**Panama City Community
Development Council, Inc.**

FINANCIAL STATEMENTS

September 30, 2021



INTRODUCTORY SECTION

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DRAFT

INDEPENDENT AUDITORS' REPORT

Board of Directors
Panama City Community Development Council, Inc.
Panama City, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Panama City Community Development Council, Inc. (Council) (a nonprofit organization), a component unit of Bay County, Florida, as of and for the year ended September 30, 2021, and the related notes to financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Panama City Community Development Council, Inc. as of September 30, 2021, and the changes in its financial position, and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Management has omitted the management's discussion and analysis information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 11, 2022, on our consideration of Panama City Community Development Council, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Panama City Community Development Council, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Panama City Community Development Council, Inc.'s internal control over financial reporting and compliance.

Certified Public Accountants
Panama City Beach, Florida
March 11, 2022

Panama City Community Development Council, Inc.
Statement of Net Position

September 30, 2021

Business-type Activities - Enterprise Funds

Assets	
Current assets	
Cash and cash equivalents	\$ 451,783
Accounts receivable, net	116,649
Prepays	29,500
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Total current assets	597,932
Capital assets, net	1,371,295
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Total assets	1,969,227
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Liabilities	
Current liabilities	
Accounts payable and accrued expenses	65,883
Advance deposits	100,000
Unearned revenue	29,500
Note payable	47,330
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Total current liabilities	242,713
<hr/>	
Total liabilities	242,713
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Net position	
Net investment in capital assets	1,371,295
Unrestricted	355,219
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Total net position	\$ 1,726,514
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The accompanying notes are an integral part of these financial statements.

Panama City Community Development Council, Inc.
Statement of Revenues, Expenses and Change in Net Position

Year Ended September 30, 2021

Business-type Activities - Enterprise Funds

Operating Revenues	
Bay County TDC contract	\$ 2,230,502
Promotional program	87,098
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Total operating revenues	2,317,600
<hr/>	
Operating Expenses	
Depreciation	399
Facility maintenance	25,959
Insurance	13,337
Office	23,096
Other	28,328
Payroll	238,367
Postage and shipping	280
Professional services	160,711
Promotional activities	437,044
Publications	28,766
Travel	3,232
Utilities, telephone and internet	13,808
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Total operating expenses	973,327
<hr/>	
Operating income	1,344,273
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Nonoperating Revenues	
Interest income	419
<hr/>	
Total nonoperating revenues	419
<hr/>	
Change in net position	1,344,692
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Net position - beginning of year	381,822
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Net position - end of year	\$ 1,726,514
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The accompanying notes are an integral part of these financial statements.

Panama City Community Development Council, Inc.
Statement of Cash Flows

Year Ended September 30, 2021

Business-type Activities - Enterprise Funds

Operating Activities

Cash received from intergovernmental revenue	\$ 2,143,353
Cash received from miscellaneous operating activities	87,098
Cash paid to suppliers for goods and services	(751,017)
Cash paid to employees for services	(246,537)

Net cash provided by operating activities 1,232,897

Investing Activities

Interest income	419
Purchase of capital assets	(1,302,368)

Net cash used in investing activities (1,301,949)

Financing Activities

Proceeds from Paycheck Protection Program note payable	47,330
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Net cash provided by financing activities 47,330

Net change in cash and cash equivalents (21,722)

Cash and cash equivalents - beginning of year 473,505

Cash and cash equivalents - end of year \$ 451,783

**Reconciliation of Operating Income
to Net Cash Provided by Operating
Activities**

Operating income	\$ 1,344,273
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Adjustments to reconcile operating
income to net cash provided
by operating activities

Depreciation	399
Increase in assets	
Accounts receivable, net	(116,649)
Prepays	(26,625)
Increase in liabilities	
Accounts payable and accrued expenses	1,999
Unearned revenue	29,500

Total adjustments (111,376)

Net cash provided by operating activities \$ 1,232,897

The accompanying notes are an integral part of these financial statements.

Panama City Community Development Council, Inc. Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Panama City Community Development Council, Inc. (Council) is a nonprofit corporation organized, on October 30, 2014, under Chapter 617 of the *Florida Statutes* whose purpose is to provide support for the Bay County Tourist Development Council, the Board of County Commissioners of Bay County, Florida, and where not in conflict with those two, the City of Panama City, Florida. The Council is designed to promote a positive image for Panama City, increase tourism, and coordinate the marketing efforts of the total tourism community. The Council is primarily funded from the tourist development taxes collected within the Panama City Tourist Development Tax District, provided through a contract with the Council and the Board of County Commissioners.

Reporting Entity

For financial reporting purposes, the Council is considered a component unit of Bay County, Florida. The Council's financial statements have been included in Bay County, Florida's financial statements as a discretely presented component unit. Discretely presented component units are reported in a separate column in Bay County, Florida's financial statements to emphasize that the Council is a legally separate entity. The accounting policies of the Council conform to generally accepted accounting principles (GAAP) as applied to governmental units. The more significant accounting policies used by the Council are described below.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The Council's fund is are reported using the *economic resources measurement* focus and the *accrual basis of accounting*.

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position

Cash and Cash Equivalents

The Council's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term highly liquid investments with original maturities of three months or less from the date of acquisition.

Receivables and Payables

Accounts receivable – An amount for unbilled revenues is recorded for services rendered, but not yet billed as of the end of the fiscal year. The receivable is derived from fund requests submitted to the County not yet received by September 30, 2021.

Panama City Community Development Council, Inc.
Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position (Continued)

Allowance for doubtful accounts – the Council provides for doubtful accounts based on experience and analysis of individual account. When the collectability of a receivable becomes questionable, an allowance for doubtful accounts is established. When specific accounts are determined to be uncollectable, they are written off by charging the allowance and crediting the receivable. As of September 30, 2021, there was no allowance for doubtful accounts as management considers all receivables to be collectible.

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids. The cost of prepaids is recorded as an expense when consumed rather than when purchased.

Capital Assets

Capital assets are defined by the Council as assets with initial, individual costs of more than \$1,000 and estimated useful lives in excess of one year. As the Council constructs or acquires additional capital assets each period, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Capital assets are depreciated using the straight line method over the following estimated useful lives

<u>Capital asset classes</u>	<u>Lives</u>
Building	40
Furniture and fixtures	7
Machinery and equipment	5

Compensated Absences

The Council's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from government service. The liability for such leave is reported as incurred and included with accounts payable and accrued expenses in the financial statements.

Panama City Community Development Council, Inc. Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Categories and Classification of Fund Equity

Net position flow assumption – Sometimes the Council will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Council's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Revenues and Expenses

Proprietary funds operating and nonoperating revenues and expenses – Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the proprietary fund's principal ongoing operations. The principal operating revenues are billings related to the Bay County contract. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, March 11, 2022. See Note 7 for relevant disclosure.

Recently Issued and Implemented Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) has issued the following statements that will become effective in future years. These statements are as follows:

In June 2017, GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under

Panama City Community Development Council, Inc.
Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recently Issued and Implemented Accounting Pronouncements (Continued)

this Statement, a lessee is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

In May 2020, GASB issued GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

The Council is currently evaluating the effects that the above statements will have on its financial statements.

Note 2: DETAILED NOTES

Deposits and Investments

As of September 30, 2021, \$250,000 of the Council's bank balance is covered by federal depository insurance (FDIC). Monies invested in amounts greater than the insurance coverage are secured by the qualified public depositories pledging securities with the State Treasurer in such amounts required by the Florida Security for Public Depositories Act. In the event of a default or insolvency of a qualified public depositor, the State Treasurer will implement procedures for payment of losses according to the validated claims of the Council pursuant to Section 280.08, Florida Statutes.

Capital Assets

The following is a summary of changes in capital assets during the year ended September 30, 2021:

	September 30, 2020	Additions	Deletions	September 30, 2021
Building	\$ -	\$ 1,360,555	\$ -	\$ 1,360,555
Machinery and equipment	2,662	8,010	-	10,672
Furniture and fixtures	-	2,730	-	2,730
Construction in progress	68,927	-	(68,927)	-
Less accumulated depreciation	(2,263)	(399)	-	(2,662)
Net capital assets	\$ 69,326	\$ 1,370,896	\$ (68,927)	\$ 1,371,295

Depreciation expense of \$399 was recorded during the year ended September 30, 2021.

Panama City Community Development Council, Inc.
Notes to Financial Statements

Note 2: DETAILED NOTES (Continued)

Long-Term Debt and Liabilities

Note payable

On April 30, 2021, the Council applied for and was awarded a promissory note through the Paycheck Protection Program of \$47,330 for the purpose of retaining employees during the COVID_19 pandemic. Loan repayments are deferred for ten months pending possible forgiveness. Unforgiven proceeds of the note are to be paid in monthly installments of principal and interest beginning February 28, 2022 with an interest rate of 1% and maturity date of April 20, 2026. At September 30, 2021 the principal outstanding on the note was \$47,330. There were no principal or interest payments made during the year ending September 30, 2021.

Note 3: ECONOMIC DEPENDENCY

The Council is substantially funded by taxes collected by the Bay County Tourist Development Council provided through a contract with the Council and the Bay County Board of County Commissioners. If this contract were to be discontinued, it would have a material impact on the financial operations of the Council. As of September 30, 2021, Bay County is maintaining funds of \$1,948,506 related to taxes collected for the Panama City Tourist Development Tax District. During fiscal year ended September 30, 2021, the Council paid Bay County Clerk \$30,483 for administration costs of collecting the Panama City Tourist Development Tax.

Note 4: RELATED PARTY TRANSACTIONS

The Commissioners of the City of Panama City (City) serve as five of the seven members of the Board of the Council. The accounting staff of the City also provides accounting services for the Council. During the year ended September 30, 2021, the Council paid the City \$13,500 for accounting services. As of September 30, 2021, \$13,500 is due to the City for accounting services.

Note 5: CONTINGENCY RESERVE

The Bay County Board of County Commissioners maintains a contingency reserve for the Council. The reserve is funded by all annual unappropriated cash carryforward amounts from tourist development tax revenues and any current year tourist development tax revenues approved for reservation. No maximum reserve amount has been set. The reserve will be funded to a balance of \$500,000, from a portion of annual tax receipts, limited to no less than 10% nor more than 15% of annual receipts. Once met, the balance should not be reduced below \$500,000. This reserve may be accessed by the Council with approval of the Bay County Board of County Commissioners. Funds may be accessed in the event of a disaster or unanticipated adverse circumstances, to minimize deficit financing of capital projects, or to address the needs from other unanticipated problems or opportunities. As of September 30, 2021, the County's reserve balance was \$500,000.

Panama City Community Development Council, Inc.
Notes to Financial Statements

Note 6: UNCERTAINTIES

In March 2020, the World Health Organization made the assessment that the outbreak of the novel coronavirus (COVID-19) can be characterized as a pandemic. As a result, uncertainties have arisen that may have a significant negative impact on the ongoing operating activities and the future results of the Council. The occurrence and extent of such an impact will depend on future developments, including (i) the and spread of the virus, (ii) government quarantine measures, (iii) voluntary and precautionary restrictions on travel or meetings, (iv) the effects on the financial markets, and (v) the effects on the economy overall, all of which are uncertain as of March 11, 2022.

NOTE 7: SUBSEQUENT EVENTS

In February 2022, the note payable of \$47,330 through the Paycheck Protection Program was forgiven.

DRAFT

COMPLIANCE REPORT

DRAFT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Panama City Community Development Council, Inc.
Panama City, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Panama City Community Development Council, Inc. (a nonprofit organization), a component of Bay County, Florida, as of and for the year ended September 30, 2021, and the related notes to financial statements, which collectively comprise the Panama City Community Development Council, Inc.'s basic financial statements as listed in the table of contents, and have issued our report thereon dated March 11, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Panama City Community Development Council, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Panama City Community Development Council, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Panama City Community Development Council, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control

that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Panama City Community Development Council, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants
Panama City Beach, Florida
March 11, 2022

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Three motions required:

Motion to acknowledge Nirav Banker as Board Chairman for remainder of fiscal year.

Motion to accept Scott Pilla, General Manager of Marriott Townplace Suites, as new "Large Hotel Board Member".

Motion to nominate another Board Member as Vice Chairman.

4. AGENDA

PRESENTATION

PUBLIC HEARING

CONSENT

REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:

FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW))

On March 29, 2022, Chairman Jennine Brown resigned her position on the Destination Panama City Board. She stated it had been her pleasure to work with all of us. Vice Chairman Banker was immediately notified that he would be needed to fill the remainder of her term effective immediately.

Ms. Brown's departure created a vacancy on the Board for the position of "Large Hotel Board Member". Which requires a GM or owner with a property over 100 rooms. Scott Pilla, General Manager of Marriott Townplace Suites, meets the criteria required in the organizational By-Laws and actively participates in Partner Engagement activities. CEO Vigil met with Mr. Pilla and explained the duties, time commitment, public information laws, and political ethics laws. Mr. Pilla understands all of the requirements and is willing to serve on the board.

If Mr. Pilla is approved by the Board, CEO Vigil recommends selecting another existing Board Member to fill the position of Vice Chairman for the remainder of the fiscal year.

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Board ratify the RFP published by CEO Vigil on Monday, April 10, 2022 for Grant Writing & Administrative Services and authorize CEO Vigil to negotiate task order services (billable hours) for the identified projects not to exceed \$50,000 in FY21.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: Yes No IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: Yes No

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW)

At the last regular Destination Panama City Board Meeting, held on February 8, 2022, after receiving the recommendations from Eric Olson, with the Huddle Group, related to the future of Sports Tourism in Panama City, the Board directed CEO Vigil to pursue Grant Writing services to help with ongoing projects. CEO Vigil prepared the attached RFP for Grant Writing & Administrative Services and presented it to Acting Chairman Nirav Banker for approval. Upon his approval the RFP was published publicly on April 10, 2022.

The current ongoing projects identified in the RFP are related to the St. Andrews School and Sports Tourism initiatives. Funding for special projects such as this was included within the current budget and no Budget Amendments need to be requested, however, the \$50,000 exceeds CEO Vigil's spending authority since the projects were not specifically recognized during the budget process.

Staff requests ratification of Approval to Advertise the RFP and authorize CEO Vigil to access up to \$50,000 for this portion of the aforementioned projects.



DESTINATION
PANAMA CITY
FLORIDA

REQUEST FOR PROPOSALS

Bid No: 20220406
Start Date: April 11, 2022 (9:00AM)
End Date: May 6, 2022 (2:00PM)
Facilitator: Jennifer Vigil

Request for Proposal: 20220406 Grant Writing and Administrative Services

Notice is hereby given that Destination Panama City (Panama City Community Development Council, Inc) is issuing this request for proposal(RFP) to solicit competitive sealed bids from professional grant writing and administrative professional contractors that are interested in providing their services for Destination Panama City's varied efforts in product development initiatives within the city limits of the City of Panama City, Florida. Product development initiatives include, but are not limited to: St Andrews School Creative & Cultural Initiatives and Sports Tourism Development. Links to related reports here:

[St Andrews School Creative & Cultural Initiatives](#)
[Sports Tourism Development Strategic Study](#)

All bids are solicited and shall be made pursuant to the Destination Panama City (PCCDC) Purchasing Policy Manual. All bids will be evaluated in accordance thereof. The Destination Panama City (PCCDC) Purchasing Policy Manual is on file at the President & CEO Office of Destination Panama City (PCCDC), 101 West Beach Drive, Panama City, FL 32401

It is the intent and purpose of Destination Panama City that this RFP promotes competitive selection. It is the bidders' responsibility to advise the President & CEO of any language, requirements, etc., or any combination thereof, which inadvertently restricts or limits the requirements stated in this RFP.

Notice shall be posted on the DestinationPanamaCity.com website and can be obtained by request via email from Jennifer@DestinationPanamaCity.com

SUBMIT BIDS TO: Jennifer Vigil, President & CEO
101 West Beach Drive
Panama City, FL 32401

ALL BIDS MUST BE RECEIVED BY 2:00PM, MAY 6, 2022
BIDS WILL BE OPENED PUBLICLY AT 2:15PM, MAY 6, 2022

Destination Panama City reserves the right to reject any one or all proposals, or any part of any proposal, to waive any informality in any proposal, and to award a contract deemed to be in the best interest of the organization.

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Recognize National Travel and Tourism Week with a proclamation and encourage the public to attend the Destination Panama City Tourism Appreciation Day on May 6, 2022.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW))

National Travel and Tourism Week is May 1 -7, 2022.

With tourism being the #1 economic driver in the State of Florida and in Bay County, it is important to recognize the Travel and Tourism Industry members, stakeholders, and citizens of the destinations. A proclamation has been prepared for the Chairman to read.

Every year, as part of National Travel and Tourism Week, Destination Panama City hosts a free event for the public to express our appreciation for their encouragement, support, and the hard work they put into making Panama City a great place to live and thereby a great place to visit. On May 6, 2022, Destination Panama City will host our Tourism Appreciation Day event at the Visitor's Center, located at 101 West Beach Drive in downtown Panama City. The event will run from 11am – 2pm. It will feature 3-4 food trucks and live music. Destination Panama City has worked with the food trucks to be able to offer a free lunch to anyone that registers at the registration booth onsite.

National Travel & Tourism Week

Proclamation

WHEREAS the Power of Travel has been a consistent driver of Panama City's economy and workforce.

WHEREAS a robust travel industry provides significant economic benefits for the State of Florida with Governor DeSantis recognizing Florida welcomed 118 Million travelers in 2021; not only surpassing pre-pandemic levels but reaching the highest levels in history.

WHEREAS travel has been the foundation of a healthy workforce, serving as one of the largest private-sector employers in Bay County with 1 out of every 8 citizens being part of the tourism industry.

WHEREAS spending by travelers aided Panama City lodging partners to generate more than \$46 Million in lodging revenue in FY21.

WHEREAS travel and tourism-dependent businesses and organizations, 83% of which are small businesses, are responsible for welcoming visitors from all around the world to explore Panama City and all our country has to offer.

WHEREAS the travel industry in Panama City has been resilient through multiple natural disasters, an international pandemic, and wildfires by not only returning to pre-Hurricane Michael leisure and business travel – but exceeding it.

WHEREAS the Destination Panama City organization, responsible for the promotion and marketing of Panama City had organizational goals to increase the annual tourist development tax revenue by 5% annually – and in only six (6) years met their ten (10) year target.

WHEREAS the Power of Travel will continue to help Panama City write the Greatest Recovery Story Ever Told and become a prosperous premier City in Northwest Florida.

Therefore, I, Nirav Banker, as Chairman of Destination Panama City, do hereby recognize National Travel and Tourism Week in Panama City as May 1-7, 2022, and urge the citizens of Panama City to join me on May 6, 2022 in celebrating the travel and tourism industry at our local Tourism Appreciation Day event.



DESTINATION
PANAMA CITY
FLORIDA

Nirav Banker, Chairman / Date

**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

4/12/2022

3. REQUESTED MOTION/ACTION:

Board Approve Sports & Events Liaison Coordinator Position Description and authorize CEO Vigil to advertise and fill the position immediately.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: Yes No IF NO, STATE ACTION REQUIRED N/A

BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: Yes No

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW))

At the February 8, 2022 Destination Panama City Board Meeting, recommendations from Eric Olson, Principle at Huddle Up Group, included immediate, short-term, and long-term initiatives. The most immediate of which was the creation of a sports / events liaison that could not only help attract events, but assist the event rights holders with navigating the myriad of stakeholders and facility owners involved in hosting events in Panama City area.

Pursuant to Board direction, CEO Vigil created a position description (attached) and met with Panama City – City Manager Mark McQueen to discuss cost sharing of the position. A verbal agreement was reached that the position would report directly to CEO Vigil at Destination Panama City but that a portion of that position (up to 50%) would be funded by the City of Panama City effective October 1, 2022. Destination Panama City would fund the entirety of the position expenses for current FY21. Upon completion of the position description, and in the current staffing climate, CEO Vigil believes the starting salary will be approximately \$45,000. She has sent a request to the City of Panama City to formalize an agreement where the City would pay \$25,000 annually, and Destination Panama City would pay the remaining portion of the salary expenses (including any annual increases, benefits, workers comp, and payroll taxes). A formal agreement will need to be drafted and brought back before this board for approval before a candidate can formally be hired for the position.

This agenda item is only to approve the position description, authorize advertisement, and hire (100% for FY21 assessed to Destination Panama City) while CEO Vigil continues to work on formalizing the split position details with the City of Panama City.



Position Title: Sports & Special Events Liaison Coordinator

Organization: Destination Panama City (PCCDC)

Location: Panama City, Florida – this is not a remote position and travel is required.

Employment Type: Full-time Exempt

Organizational Website: <https://DestinationPanamaCity.com>

OVERVIEW: Destination Panama City is a Destination Marketing Organization with responsibility for devising and implementing strategies to promote and market Panama City as a premier travel destination. In the midst of a city-wide rebuild, the particular focus for this position is on developing exceptional sporting and cultural events, to include, but not limited to sporting tournaments and cultural experiences / exhibitions.

GOALS:

- Attract and secure high value events.
- Maximize yield from the tourism economy.
- Build a sustainable events calendar for Panama City.
- Provide superior customer service for Event Rights Holders, Participants, and Attendees.

DUTIES:

- Serve as the liaison between event organizers, Destination Panama City, local government agencies.
- Build positive partnership with stakeholders through active and consistent engagement.
- Monitor and evaluate business processes, systems and procedures to identify best practices that will encourage future event planners to consider Panama City.
- Contribute to the creation of strategies to attract and retain high quality events.
- Contribute to the creation of strategies to minimize the impacts on non-event communities and report to the CEO of any issues of concern.
- Prepare communications material and information updates to increase community understanding and awareness.
- Work with CEO to prepare responses for media inquiry or public relations initiatives.
- Foster a collaborative team environment, focused on service delivery to both internal and external stakeholders.
- Proactively keep up to date with industry and world events that may impact Destination Panama City's organizational goals and strategic objectives.
- Actively participate as a Destination Panama City team member by contributing to and undertaking special projects and activities as required.

- Update and ensure the stakeholder database accurately reflects internal and external contact information.
- Apply a high degree of analytical problem solving and reasoning skills to operate effectively and efficiently. Identify key issues and take action to resolve concerning situations at an early stage.
- Coordinate and manage the project either individually or participate within teams.
- Develop reports, analyses, briefings, planning documentation and other forms of ongoing program performance.

SKILLS AND COMPETENCIES:

- Microsoft Word, Excel, and PowerPoint
- Adobe Creative Suite
- Excellent interpersonal relationship building
- Proven ability to think strategically
- Negotiation and facilitation skills, creative and innovative thinking
- Experience handling confidential information in development of events
- Basic understanding of local government structure
- Understanding of legal and contractual requirements, documentation in relation to event management, including risk management and assessment
- Sound experience in professional communications
- Strong research and report writing and public speaking skills
- Self-motivated, efficient, positive personal disposition

Application packages must include a relevant cover letter, resume, and examples of past event experience. All application packages should be emailed as one document to:

Jennifer@DestinationPanamaCity.com